

**CoDA Service Conference 2021**

**Motion/Voting Entity Issue (VEI) Form**

**Check one: X Motion** (Committee/Board)

**\_\_ VEI** (See VEI Guidelines on reverse side of this form)

**Committee/Board** or **VE&DelegateName: Finance Committee**

**Date: 2/11/2021**

**Assigned Number: \_\_\_\_\_\_\_\_\_\_\_\_**

**Revision #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Revision Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Motion** or **VE Issue Name: Approve CoDA’s 2022 Annual Budget**

**Motion/Issue:**

We agree to approve the following 2022 budget for CoDA, Inc.:

$224,358 as a reasonable estimate of 2022 income

-$144,860 for 2022 Overhead expenses

-$115,157 for 2022 CSC expenses

-$64,255 for 2022 Face-to-Face meetings

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-$99,914 budget shortfall to be paid out of CoDA Inc. savings

**Intent, background, other pertinent information:**

Income: The Finance Committee received input from both CoRE (royalty income) and the CoDA Board (7th tradition donations) before estimating the 2022 income.

Expenses:

• Overhead: All 2022 overhead expenses were provided by the CoDA Inc. Board after reviewing 2021 year-to-date expenses and special project expenses. 2022 Overhead budgeted expenses are almost the same as 2021 budgeted expenses except for $10K to upgrade the motions database.

• CSC: Most of the 2022 CSC expenses were provided by the Events Committee based on previous CSC expenses and existing contractual obligations. These expenses also include a down payment on the 2023 CSC location. The CSC expenses also include expenses for each Chairperson to attend the CSC.

• F2F: All 2022 Face-to-Face (F2F) meeting expenses were based on 1 Board F2F, and 1 Committee F2F for IMC, SSC, TMC, and WCC. All F2F meetings were assumed to be before or after CSC. Estimates were prepared based on number of attendees, meal per diems, number of overnights and domestic/international travel estimates.

Shortfall: There is no “balanced budget” motion approved by the CSC delegates. Currently, we have ~$505,000 cash on hand ($255K above our approved prudent preserve aka “surplus”). This budget proposes to use some of this surplus to fund the expenses budgeted if, and only if, 2022 income is not sufficient.

**Remarks:**

Remember, if additional income comes in above the budget estimate, it will be applied to the expenses first, before using the surplus savings.

Also, our cash on hand is sitting in a savings account collecting very little interest. By spending some of the surplus, we are putting that extra money to work so it will benefit our fellowship.

**This motion or VEI requires changes to: (please check any that apply)**

**\_\_\_\_ By Laws \_\_\_\_ FSM P1 \_\_\_\_ FSM P2**

**\_\_\_\_ FSM P3 \_\_\_\_ FSM P4 \_\_\_\_ FSM P5**

**\_\_\_\_ Change of Responsibility**

**\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Data Entry Use Only)**

**Motion result: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VEI Result – Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_ (date)**

**Guidelines for Presenting Voting Entity Issues to CSC**

a. Local Voting Entity discusses an issue and forms a recommendation to resolve that issue by using the group conscience process. This issue and recommendation is called a Voting Entity Issue (VEI)

b. Voting Entity drafts the VEI, completes the VEI form, and sends it to the Board of Trustees via [VEI@coda.org](mailto:VEI@coda.org). From this point of submission, all email communication concerning the VEI from all parties must copy [VEI@coda.org](mailto:VEI@coda.org).

c. Board sends email confirmation acknowledging receipt of the VEI to the Voting Entity within 14 days.

d. Voting Entity Issues (VEI) may be submitted at any time of the year. Submission is not limited to the CSC

submission deadline.

e. Board assigns the VEI to either the board or the appropriate committee within 30 days of acknowledging receipt of VEI. Board notifies the VE at the time the VEI is assigned.

f. Assigned Board or committee examines the issue and through group conscience, develops a response or written plan to address or resolve the VEI within 90 days of being assigned. During the response/plan development, it’s important that the assignee and the VE collaborate, communicate transparently, and work together towards a mutually agreeable plan, in service to the VE.

g. The VEI may not dishonor or be in conflict with any By-laws, Steps, Traditions or legal considerations. If so, in it’s written response, the assigned Board or committee must cite specific reasons for the conflict.

h. Assigned Board or Committee, in collaboration with the VE, may develop a motion to be presented at the CSC.

i. In the event the VE is not satisfied with the response or plan from the Board or assigned Committee, the VE retains the right to draft and submit a motion to the next CSC using the electronic motion form available on the CoDA website. The motion must not dishonor any by-laws or legal considerations, and must meet all criteria for presenting a motion. (See procedures for submitting CSC items in part 4 of the FSM). The VE may request assistance from the IMC in drafting and presenting the motion.

j. The Issues Mediation Committee (IMC) will monitor the progress of the VEI to ensure the process is being followed and the timelines are being met.

k. The VE Delegate is responsible for following up on the status of their Voting Entity issues and reporting back to their membership.