

**CoDA Board of Trustees**

**Virtual F2F Board Meeting**
**June 12, 2021**

**Attending:** Nancy O/Canada, Don B/SoCal, Barbara/NorCal, Gail S/Nevada, Yaniv S/Israel, Faith J/Canada, Joe R/Guatemala. **Absent**: Matt T/Texas.

**Old Business**

**Email DRAFT re TEAM** – The Board reviewed an email to send to Trusted Servants regarding the unauthorized use of Microsoft Teams within the CoDA Board MS Office 365 Account by some Trusted Servants. The CoDA Board MS Office Teams feature has been turned off since mid-March 2021 and there was agreement to also turn off Guest Access. **Action**: Nancy to send the letter to Chairs, Committees and the Team’s groups and to turn off Guest Access.

**Texas VEI Motion Discussion –** There was discussion regarding an email from Literature and the Texas Voting Entity regarding the Texas Voting Entity Issue assigned to Literature last year and a possible Late Motion submission.  **Action**: Faith to advise Literature and the VEI to send the Motion to submitcsc@coda.org.

**Reports Due June 27, 2021**

* DRAFT Annual Report (Board Only) – Changes were made to the DRAFT Annual Report removing several points from the Finance section, as that data will not be available until after June 30, 2021. Agreed to wait until we have the Fellowship Service Worker (FSW) reports that will be included with the Board Report before we vote. We will meet on June 26 to vote on final version to submit for CSC. **Action**: Nancy to send the most up to date version out to the Board for their records. Barbara to provide updated Financial data to the end of the 2nd quarter for the 2021 Annual Report after June 30, 2021 so it can be included in the delegate package before CSC.
* Goals and Objectives – Reviewed and voted on priority change. **Action**: Nancy to send updated version to everyone and get Votes from the missing Board members.
* Budget – Barbara will be meeting with Finance to finalize the Board Budget.
* Voting on Reports - The Board agreed to meet again June 26 to finalize and vote on the reports that are due for submission by June 27.

**Policy &Procedure (P&P) Manual**

* Sec. 6 – DRAFT – Legal Liaison Description – Reviewed and finalized changes to Sec. 6.1, Legal Liaison Description of the Board P&P
	+ **Motion**: Move to accept the revised Legal Liaison Description (Sec. 6.1 of the Board P&P). Moved – Gail, Second – Barbara, Vote – Yes, Unanimous

**Action:** Nancy will forward the approved revisions to the AMC for inclusion in the Board P&P

* DRAFT of June 5 Board Meeting Minutes – **Action**: Joe to submit the Draft minutes this week for editing.

**Next Virtual F2F or WorkGroup Meeting –** June 26th at 7:00 am Pacific