

**CoDA Board Virtual Face to Face #2**
**Saturday, May 22, 2021**

**Minutes**

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

**Old Business**

**Approve Minutes of Virtual F2F May 8, 2021 and Public Board Meeting May 1, 2021**

* ***Motion 1*** – Move to accept the May 8, 2021 Virtual Face to Face Board Meeting Minutes. Motion – Nancy, Second – Barbara, Vote - Unanimous
* ***Motion 2*** – Move to accept Rev1 of the May 1, 2021 Public Board Meeting. Motion – Nancy, Second – Faith, Vote - Unanimous

**Board CSC 2021 Motion Revisions due May 28, 2021** – The Board reviewed their 2021 Motions 1-5 for possible revisions following feedback received from the Chairs Forum meeting of May 20, 2021. **Action**: Gail agreed to work on possible revisions to Board Motions 1, 2, and 3 and to return for Board feedback and voting. To meet the revision deadline, the Board may need to meet on May 28, 2021 for voting.

Regarding Chairs suggestion to revise Board Motion 5 to include, when the motion comes up for the 2nd vote in year 2, that no crafting be permitted to what was voted on in year 1; it was agreed that we could not add to the process outlined in Motion 20023 without submitting a new motion. **Action**: Add to action list for possible motion for 2022 re ‘no crafting’ of Foundational Documents – i.e. in year 2 that no crafting be permitted to what was voted on in year 1.

**Website:**

* **Motions Database Agreement** – The Chair received a tentative agreement/statement of work from J Street Tech for the design/provision of an enhanced Motions Database. It was agreed that some changes were needed. **Action**: Nancy is to ask for changes to the agreement/statement of work that includes: a second signature of Vice-Chair, an expected completion date, and penalty for late delivery. Nancy is to also make it clear that we want to test the new database before it goes live, and that we DO NOT want to go live before the 2021 CSC.
* **Spanish Website Update** – The Board agreed to the following Spanish Outreach requests - 1) to make the WordPress coda.org/es website the permanent Spanish Website; 2) to hire Spanish translators to assist with the translation of the Spanish website pages needing translation; and to 3) allow Spanish Outreach to retain and maintain the new [www.divulgacioncoda.org](http://www.divulgacioncoda.org) website to store recordings and other future material, and as a Spanish language library/archival site. **Action**: Nancy is to forward copies of contracts with previous Spanish Translators to Matt and to advise Spanish Outreach.
* **Printing Solutions Update** – Nancy advised that we have received a Draft of the Printing Solutions from the website developer that needs further work. The website consultant will have one of his staff on retainer look at the solution next week and they will let us know what they recommend.
* **Email Notification Update (Register New Meetings)** – There are still issues with email notifications being sent to the Meetings Fellowship Service Worker. The website consultant will take a look at this problem next week.

**P&P and Annual Report and Goals Update –** Nancy will send out drafts of these documents to the Board this week for review and feedback.

**New Business**

**VEI Assignment – Georgia –** The Boarddecided to assign the Georgia Voting Entity Issue submitted for the 2021 CSC to the Communications Committee. Also, since the late Arizona VEI Motion 1 from 2020 had not been brought forward by SSC for the 2021 CSC, the Board decided to reassign Arizona’s VEI Motion 1 also to the Communications Committee since the motions are similar. **Action**: Nancy to advise both Voting Entities (Georgia and Arizona) that their VEIs are assigned to the Communications Committee. Nancy to have the webmaster add “Assigned to Communications” beside the Georgia VEI on the website. SSC to be copied in on the email regarding reassignment of the Arizona Motion from 2020 to Communications.

**Action**: Gail to prepare draft email for Liaison to send to IMC regarding their responsibility to ensure VEIs do not get missed.

**SSC Motion 2 – Change of Bylaws** - Following discussion regarding the Service Structure Committee Motion 2, it was agreed that the Board would send an email explaining why their motion was inappropriate. **Action**: Don to draft wording for Gail as Board Liaison to forward to SSC to explain why this motion should be pulled.

**Next Virtual F2F or WorkGroup Meeting –** May 28 and/orMay 29th and/or June 12th at 7:00 am Pacific??

**Next Public Board Meeting –** June 5, 2021 at 8:00 am Pacific