

**CoDA Board of Trustees**

**Virtual F2F Meeting Minutes**  
**May 28, 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**

**Approve Minutes of Virtual F2F Board Meeting May 22, 2021**

* **Motion** – Move to accept the May 22, 2021 Virtual Face to Face Board Meeting Minutes. Move – Nancy, Second – Don, Vote – Yes, Unanimous

**Board CSC 2021 Motion Revisions due May 28, 2021**

* **Board Motion 1** – Posting Deadline Wording Change – Revisions made
  + **Motion**: Move to accept revisions as edited. Moved - Barbara, Second – Gail – Vote - Yes, Unanimous
* **Board Motion 2 –** CoDA Service Structure Chart – After discussion the Board agreed there was no need to change our original submission.
* **Board Motion 3** – Voting Entity Issues Motion Submission Procedures Change –
  + **Motion**: Move to accept revisions as edited. Moved - Barbara, Second – Gail, Vote – Yes, Unanimous
* **Action Item:** Nancy to make final revisions to Board Motion 1 and 3 and to send to the Board for quick review. She will send the revised versions to [submitcsc@coda.org](mailto:submitcsc@coda.org) by 6 pm her time today, May 28.

**Website**

* **Spanish Website Donate button** – Nancy clarified that it is not possible to set up the PayPal account for the Spanish website the way they want without setting up a separate PayPal Account, as confirmed by the Account Executive.
  + **Motion**: To create a new PayPal account for SPO to use on their website. Moved - Nancy – Second - Barbara, Vote – yes, Unanimous of those present 7
  + **Action Item**: Barbara to work with Connie to create the SPO PayPal button, and Connie to create a new alias for the new SPO PayPal button.
* **SPO Emails** – There was discussion regarding recent emails from SPO that included asking that a SPO member and the Spanish FSW be given access to the coda.org/es website, as well as, granting them access to change pictures. Nancyo advised that giving access to the coda.org/es website also gives them access to the English site. The Board agreed that to maintain consistency and to protect the backend of the website, it is better to have one webmaster overseeing both sites. However, the webmaster does need a backup person.
  + **Decision**: To have the Spanish FSW trained by the webmaster to become his backup before giving her access to the full coda.org website.
  + **Action Item**: Matt is to inform SPO of this decision. Nancyo is to advise the Webmaster to work with the Spanish FSW to train her as webmaster backup, and to let the web liaison know when he feels she is ready to be provided access to the backend of the full coda.org website.
* **Email Notification Update (Register New Meetings)** – Nancyo advised that after some work by the website consultant, the email notification (Register New Meetings) issue has been resolved.

**Board Policy & Procedure (P&P) Update Drafts –** The Board reviewed changes to the following sections of the Board P&P

* **Sec. 2.8 – CHANGING OF THE GUARD**
  + **Motion**: Move to accept revisions as edited to Sec. 2.8 of the Board P&P. Moved – Faith, Seconded – Barbara, Vote – Yes, Unanimous
* **Sec. 3.4 – BOARD LIAISONS STANDING CODA COMMITTEES, AD HOC AND TASK FORCES**
  + **Motion**: Move to accept revisions as edited to Sec. 3.4 of the Board P&P. Moved – Barbara, Second – Gail, Vote – Yes, Unanimous
* **Sec. 3.5 – BOARD LIAISONS TO CONTRACTORS JOB DESCRIPTIONS AND DUTIES**
  + **Action**: Nancy to insert a new section for the Finance FSW and to then send out for review and voting. Other than that, everyone is in agreement with the changes.
* **Sec. 6 Legal Liaison Updates** – Gail is still working on an update to the legal liaison duties in this section.
* **Re new piece re Community Problem Solving** – **Action**: Don to advise where to locate the statement that the Board uses the Community Problem Solving method as laid out in the Fellowship Service Manual (FSM) in making our decisions.

**Reports Due June 27 –** TheBoard will take time in Executive Sessions after the June 5, 2021 Public Board Meeting to discuss the reports due on June 27th - i.e., Annual Report, Goals and Objectives, and Budget. We will also discuss our Strategic Plan.

**Next Public Board Meeting –** June 5, 2021 at 8:00 am Pacific followed by an Executive Session

**Next Virtual F2F or WorkGroup Meeting –** June 12 and/or June 19 at 7:00 am Pacific