

CoDA Service Items

Motion Key: 5101 **Number:** 19216 **Item Type:** MOTION **Date:** 10/12/2019

Vote: UNANIMOUS

Committee: Board

Member Names: Don B

Subject: Consent Agenda for October Board Meeting

Board #:

Description:

Consent Agenda

- a) Sept 6-8, 2019 Public Board Minutes approved.
- b) September 2019 motions approved
- 1) Motion 1 – Move that the Board of Trustees collaborate with the Finance Committee to begin a relationship with the ASAP International Travel Agency to be used for committee F2F travel and CSC travel. Purpose: To eliminate the need for Travel Advances and remove the burden of volunteers carrying the brunt of the travel expenses until their travel expenses are reimbursed. This will make travel easier for volunteers for CoDA committees and boards. The process will be simpler with two levels of approval -- via the FMAF with the Finance Committee and the Treasurer remittance for the flights.
- 2) Motion 2 - Move that the present antiquated email system available on Spanish.coda.org be updated via purchase of the Constant Contact email delivery system and that Spanish Outreach be allowed to administer this system, going forward. Intent: At a yearly cost of \$378, the new system would allow for greater flexibility in messaging.
- c) Treasurer's report/Financials
JP Morgan Chase Checking: \$ 151,168.83
JP Morgan Chase Savings: \$ 120,261.82
National Bank of Arizona: \$ 100,586.85
Total Assets: \$ 372,017.51

- i) Committee/Liaison Reports

Don made a motion to accept the consent agenda. Salle seconded. Approved.

Intent:

Remarks:

Motion Key: 5102 **Number:** 19217 **Item Type:** MOTION **Date:** 10/12/2019

Vote: UNANIMOUS

Committee: Board

Member Names: Nancy

Subject: Board and Ad Hoc Committee Collaboration

Board #:

Description:

Nancy made a motion that the Board advise the Ad Hoc Committee that members of the Board would like to attend their meetings. Don seconded. Approved.

Intent:

Remarks:

Motion Key: 5103 **Number:** 19218 **Item Type:** MOTION **Date:** 10/12/2019

Vote: UNANIMOUS

Committee: Board

Member Names: Nancy

Subject: 3rd Quarter Board QSR

Board #:

Description:

Nancy made a motion to submit the 3rd Quarter Board QSR as is. Don seconded. Approved.

Intent:

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Remarks:

Motion Key: 5104 **Number:** 19219 **Item Type:** MOTION **Date:** 11/2/2019

Vote: UNANIMOUS

Committee: Board **Member Names:** Linda A

Subject: Consent Agenda for November Board Meeting **Board #:**

Description:

Consent Agenda

- a) October 12, 2019 Public Board Minutes approved.
- b) October 2019 motions approved
- i) Motion 1 – Move that the 2019 CSC Motions Summary be accepted and announced via CoDA Announcements as well as uploaded as a link to the 2019 CSC Delegate Package page
- ii) Motion 2 - That the legal liaison advise TMC in writing that the US and Iran do not have a copyright treaty and that there is no legal strategy recommended or fruitful role for our lawyers in this matter. Also, to advise TMC and IMC that the Board recommends that IMC work together with TMC towards a solution.
- iii) Motion 3 - That the CoDA Board of Trustees vote to accept Yaniv S of Israel as an Alternate Board of Trustees member for a one year period or until the next 2020 CSC. Intent: To expand international representation at the CoDA Board level.
- iv) Motion 4 - Motion. That the Board communicate directly to the fellowship that the Board will not be implementing Motion Number 19054, Florida VEI Motion to change Tradition 11, that passed by a Simple Majority at the 2019 CSC. Intent: It is the responsibility of the Board to protect CoDA's Foundational documents, as laid out in the Guidelines of the By Laws - "On behalf of the Fellowship, the Trustees shall act to prevent, within their power, any modifications, alterations or extensions of these Traditions or Concepts.
- c) Treasurer's report/Financials
JP Morgan Chase Checking: \$ 149,245.66
JP Morgan Chase Savings: \$ 120,261.83
National Bank of Arizona: \$ 100,566.85
Total Assets: \$ 370,074.34
- d) Committee/Liaison Reports

Linda made a motion to accept the consent agenda. Matt seconded. Approved.

Intent:

Remarks:

Motion Key: 5105 **Number:** 20201 **Item Type:** MOTION **Date:** 1/18/2020

Vote: UNANIMOUS

Committee: Board **Member Names:** Salle H

Subject: Consent Agenda for January Meeting **Board #:**

Description:

December 2019 motions and minutes of public Board meeting

Motion 1 – Move that the present antiquated email system available on Spanish.coda.org be updated via purchase of the Constant Contact email delivery system and that Spanish Outreach be allowed to administer this system, going forward. Intent: At a yearly cost of \$378, the new system would allow for greater flexibility in messaging.

Motion 2 – Move to increase the yearly cost for Constant Contact by \$200. The present combined number of Spanish subscribers to email lists pushes this project into the company's next price range. The \$588 rate will obtain until the level of subscribers grows to 2,500.

Motion 3 – Move to employ a bilingual webmaster at the hourly rate of existing Fellowship Service Workers.

Motion 4 – Move to accept the revised December 7, 2019 Public Board Meeting Minutes.

Treasurer's report/Financials
JP Morgan Chase Checking: \$159,766.08
JP Morgan Chase Savings: \$120,292.04
National Bank of Arizona: \$100,574.87
Total Assets: \$380,632.99

Salled moved that the consent agenda be accepted. Matt seconded. Unanimous approval.

Intent:

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Remarks:

Motion Key: 5106 **Number:** 20202 **Item Type:** MOTION **Date:** 1/18/2020
Vote: UNANIMOUS
Committee: Board **Member Names:** Nancy O
Subject: Hire Flywheel for Host Platform **Board #:**
Description:
Nancy moved to hire Flywheel as the host platform for the new website and to pay the website developers, Intersection/Online, for ongoing help after the launch. Seconded. Approved.

Intent:

Remarks:

Motion Key: 5107 **Number:** 20203 **Item Type:** MOTION **Date:** 2/8/2020
Vote: UNANIMOUS
Committee: Board **Member Names:** Matt T
Subject: Consent Agenda for February Meeting **Board #:**
Description:
Consent Agenda:
January 2020 motions approved

Motion 1 – Motion that the Board spend \$1,012.50 to both (a) pay the non-profit, reduced rate of \$652.50 to Flywheel to host the new CoDA website, including providing daily backups, as well as (b) pay \$360 to Intersection Online to provide website maintenance and security updates. Flywheel: 3 months at 50% off, or \$37.50/month (= \$112.50) plus 9 months at a 20% non-profit rate of \$60/month (\$540), for a total pf \$652.50: Intersection/Online: \$30/month = \$360

Motion 2 – Motion to accept Revision 5 of the 4th Quarter QSR.

Treasurer's report/Financials
JP Morgan Chase Checking: \$ 163,220.95
JP Morgan Chase Savings: \$ 120,302.22
National Bank of Arizona: \$ 100,587.00
Total Assets: \$ 384,110.17

Matt made a motion to accept the Consent Agenda. Yaniv seconds. Approved.

Intent:

Remarks:

Motion Key: 5108 **Number:** 20204 **Item Type:** MOTION **Date:** 3/7/2020
Vote: UNANIMOUS
Committee: Board **Member Names:** Salle H
Subject: Consent Agenda for March Meeting **Board #:**
Description:
Consent Agenda

January 17-19, 2020 Las Vegas F2F Board Minutes approved.

February 8, 2020 Public Board Minutes approved.

February 2020 motions approved:

Motion 1 - Move that the new CoDA WordPress website Go Live Feb. 14, 2020. Note: This was amended to Feb. 18,

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2020 after discussions with the website developer.

Motion 2 - Move that a reply be sent to CoDA Colombia concerning its 2019 VEI Motion 1, indicating that their request conflicts with the agreements we have with other countries and Voting Entities and that the Board does not grant exclusive rights to any country to print, publish and distribute literature outside of their own countries, including the US.

Motion 3 – Move to spend \$1380.88, to (a) purchase the Word Press application, Multilingual Content Management System, that makes it easy to build multilingual sites and run them, at a cost of \$79 and a yearly renewal cost of \$59, (b) cover the attendant yearly cost of \$306.88 for a security patch plugin to prevent hacking of WPML, (c) pay the web developers \$770 for an estimated 11 hour of work associated with the generation of the structure of the Spanish side of the website, and thereafter (d) three hours of training for two Fellowship Service Workers, at up to \$75/hour. Note: This Motion was initially considered at the Jan. 17-19 F2F as “Move to purchase the Word Press application, Multilingual Content Management System, that makes it easy to build multilingual sites and run them, at a cost of \$79 with yearly renewal of \$59”, but was amended as above after receiving additional information requiring Intersection involvement.

Treasurer's report/Financials
JP Morgan Chase Checking: \$ 179,648.67
JP Morgan Chase Savings: \$ 120,311.42
National Bank of Arizona: \$ 100,791.08
Total Assets: \$ 400,562.17

Salle made a motion to accept the Consent Agenda. Matt seconded. Approved.

Intent:

Remarks:

Motion Key: 5109	Number: 20205	Item Type: MOTION	Date: 4/4/2020
Vote: UNANIMOUS			
Committee: Board	Member Names: Salle H		
Subject: Consent Agenda for April Meeting	Board #:		
Description: Consent Agenda			

March 7, 2020 Public Board Minutes approved. Note the following correction to the Literature Workgroup item - “CoRe requested that the CoDA Board create a special workgroup to identify existing CoDA Literature in other countries.”

March 2020 motions approved

Motion 1 – Move that the Board spend \$350 to purchase a monitor, speakers and a web editing program to use with a Windows 10 computer, to ensure ongoing security updates to the computer system used in creating CoDA Announcements and other, ongoing CoDA web activities.

Treasurer's report/Financials
JP Morgan Chase Checking: \$ 185,738.19
JP Morgan Chase Savings: \$ 120,311.42
National Bank of Arizona: \$ 100,613.21
Total Assets: \$ 406,662.82

Salle made a motion to accept the Consent Agenda. Don seconded. Approved.

Intent:

Remarks:

Motion Key: 5110	Number: 20206	Item Type: MOTION	Date: 4/4/2020
Vote: UNANIMOUS			
Committee: Board	Member Names: Nancy O		

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Subject: Removal of CoDA App on Apple Store

Board #:

Description:

Nancy made a motion to have the CoDA app removed from the Apple Store. Salle seconded. Approved.

Intent:

Remarks:

Motion Key: 5111 **Number:** 20207 **Item Type:** MOTION **Date:** 4/25/2020

Vote: UNANIMOUS

Committee: Board

Member Names: Nancy O

Subject: Authorize Web Developer to Work on Website Slider

Board #:

Description:

The Board Chair moved to:
Authorize the web developer to work on the Slider AFTER the meeting database work gets done, as well as provide a mockup demonstration of the slider, for a cost of up to \$440.
Matt seconded. Vote: unanimous YES

Intent:

Remarks:

Motion Key: 5112 **Number:** 20208 **Item Type:** MOTION **Date:** 5/2/2020

Vote: UNANIMOUS

Committee: Board

Member Names: Salle H

Subject: Consent Agenda for May Meeting

Board #:

Description:

Consent Agenda

April 4, 2020 Public Board Minutes approved.

April 2020 motions approved

Motion 1 – Move that we accept the Q1 2020 Board - Staff - Email List Coordinator - Fellowship Service Worker Quarterly Service Report.

Motion 2 - Move that Carlos H become the webmaster and that his and web liaison Matt T's email addresses replace the current SOS account executive email on the webmaster@coda.org email alias.

Motion 3 - To approve up to 3 hours worth of work from the website developer to assist the webmaster with changes to the website when necessary and as approved by the Web Liaison or Chair of the Board. The cost for these services will be based on 15-minute increments at \$70/hour for up to \$210.

Treasurer's report/Financials

JP Morgan Chase Checking: \$ 183,580.67

JP Morgan Chase Savings: \$ 120,318.97

National Bank of Arizona: \$ 100,627.89

Total Assets: \$ 404,527.52

Salle made a motion to accept consent agenda. Matt seconded. Approved.

Intent:

Remarks:

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Motion Key: 5113 **Number:** 20209 **Item Type:** MOTION **Date:** 5/2/2020
Vote: UNANIMOUS
Committee: Board **Member Names:** Don B
Subject: Finance Travel Reimbursement Policy **Board #:**
Description:
The Board discussed the updates to the reimbursement policy.
The Vice Chair moved to accept the Finance Committee's report. Nancy seconded. Approved.
Intent:
Remarks:

Motion Key: 5114 **Number:** 20211 **Item Type:** MOTION **Date:** 5/30/2020
Vote: UNANIMOUS
Committee: Board **Member Names:** Nancy O
Subject: Consent Agenda for May 30 Virtual F2F **Board #:**
Description:
Consent Agenda

Motion to add Gail S, Alternate Board Member, as a signer to the Co-Dependents Anonymous account at Chase Bank. Vote to accept was unanimous.
Intent:
Remarks:

Motion Key: 5116 **Number:** 20213 **Item Type:** MOTION **Date:** 6/6/2020
Vote: UNANIMOUS
Committee: Board **Member Names:** Salle H
Subject: Consent Agenda for June Meeting **Board #:**
Description:
Consent Agenda

April 25, 2020 Virtual F2F Board Minutes approved.

May 30, 2020 Virtual F2F Board Minutes approved.

Motion 1 – To approve up to 3 hours' worth of work from the website developer to assist the webmaster with changes to the website when necessary and as approved by the Web Liaison or Chair of the Board. The cost for these services will be based on 15-minute increments at \$70/hour for up to \$210.

Motion 2 – To include cyber insurance in our annual insurance policy.

Motion 3 – To accept the dates of Sunday July 25, 2021 through Sunday August 1, 2021 for the International CoDA Convention and the CoDA Service Conference, to be held in Ottawa.

Correction to the January 2019 Minutes: the following Motion from December 2018 should have been included in the Consent Agenda. Motion 1 - Move that the onsite web donation button be routed to PayPal (we take up our existing contract with PayPal again) instead of the current firm managing online donations, until the new website is in place.
Note – this was not possible due to limitations with the Mura website and CoDA, Inc. is currently working to establish this on the new website platform.

Treasurer's report/Financials
JP Morgan Chase Checking: \$ 184,126.12
JP Morgan Chase Savings: \$ 120,326.70
National Bank of Arizona: \$ 100,641.01
Total Assets: \$ 405,093.83

Salle made a motion to accept the Consent Agenda. Matt seconded. Approved.

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Intent:

Remarks:

Motion Key: 5117 **Number:** 20214 **Item Type:** MOTION **Date:** 6/6/2020

Vote: UNANIMOUS

Committee: Board

Member Names: Nancy O

Subject: Remove Signer From Bank Account

Board #:

Description:

Motion to remove Jennifer L, the previous Board Chair, as an authorized representative and signor to the Co-Dependents Anonymous account at Chase Bank. Salle seconded. Approved.

Intent:

Remarks:

Motion Key: 5118 **Number:** 20215 **Item Type:** MOTION **Date:** 6/6/2020

Vote: UNANIMOUS

Committee: Board

Member Names: Nancy O

Subject: Authorized Representative Update to Bank Account

Board #:

Description:

Motion to have Conni I, Acting Secretary, as an authorized representative on the Co-Dependents Anonymous checking and savings account at Chase Bank, as stated in minutes from 10/11/2018. Seconded. Approved.

Intent:

Remarks:

Motion Key: 5119 **Number:** 20216 **Item Type:** MOTION **Date:** 6/6/2020

Vote: UNANIMOUS

Committee: Board

Member Names: Nancy O

Subject: Clean Up of Signers on Bank Account

Board #:

Description:

Motion to remove Madeline R, Past Board Member, and Adeline M, Past Board Member, as signers and complete removal from any portion of the bank account on the Co-Dependents Anonymous checking and savings account at Chase Bank. Seconded. Approved.

Intent:

Remarks:

Motion Key: 5120 **Number:** 20217 **Item Type:** MOTION **Date:** 6/6/2020

Vote: UNANIMOUS

Committee: Board

Member Names: Salle H

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Subject: Request for Developers to Make Specific Website Edits

Board #:

Description:

Nancy is working with the website developers to make the slider image smaller, correct the timer, and work out how to change photos to highlight event announcements. There was unanimous support of asking the developer to make these changes. Once the corrections are made, the new slider will be posted on the website.

Salle moved to ask the developers for these items. Yaniv seconded. Approved.

Intent:

Remarks:

Motion Key: 5121 **Number:** 20218 **Item Type:** MOTION **Date:** 6/13/2020

Vote: UNANIMOUS

Committee: Board

Member Names:

Subject: Accept Minutes of 06/06/2020 Board Meeting

Board #:

Description:

Move to approve Minutes June 6, 2020 Public Board Meeting.
Seconded and unanimously accepted.

Intent:

Remarks:

Motion Key: 5122 **Number:** 20219 **Item Type:** MOTION **Date:** 6/13/2020

Vote: UNANIMOUS

Committee: Board

Member Names:

Subject: Consent Agenda for June 13th F2F

Board #:

Description:

Consent Agenda:
Motion 1: Move that the CoDA Board approve up to \$3,500 to have the website developers improve the overall functionality of the Meeting Search elements of the website, that will include the online and phone meeting search features, as well as, provide the ability for the Fellowship to print the results of their Meeting Searches. Seconded, vote was a unanimous yes.
Motion 2: Move to add an addendum to the June 6, 2020 minutes to update the names of the authorized representatives of the Co-Dependents Anonymous Chase Bank checking and savings accounts. Seconded, vote was a unanimous yes.

Intent:

Remarks:

Motion Key: 5123 **Number:** 20220 **Item Type:** MOTION **Date:** 6/20/2020

Vote: UNANIMOUS

Committee: Board

Member Names: Don B

Subject: Accept Minutes of 06/13 F2F

Board #:

Description:

Minutes June 13, 2020 Virtual Face to Face Board Meeting – Don moved to accept the minutes as presented, Salle seconded, unanimous vote to accept.

Intent:

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Remarks:

Motion Key: 5124 **Number:** 20221 **Item Type:** MOTION **Date:** 6/20/2020
Vote: UNANIMOUS
Committee: Board **Member Names:** Salle H
Subject: Consent Agenda for June 20th F2F **Board #:**
Description:
Consent Agenda:
Motion 1: Move to approve up to \$220 + taxes to upgrade the Events Committee Zoom account with webinar features for the months of June 2020, July 2020 and August 2020 so that the Committee can test and host the 2020 Virtual CSC. Salle moved; Don seconded; passed with unanimous consent.
Intent:
Remarks:

Motion Key: 5125 **Number:** 20210 **Item Type:** MOTION **Date:** 5/16/2020
Vote: UNANIMOUS
Committee: Board **Member Names:**
Subject: Consent Agenda for May 16 Virtual F2F **Board #:**
Description:
Consent Agenda
Minutes May 2, 2020 Board Meeting
Motion to accept revised minutes was seconded and accepted unanimously.
Intent:
Remarks:

Motion Key: 5126 **Number:** 20222 **Item Type:** MOTION **Date:** 6/20/2020
Vote: MAJORITY
Committee: Board **Member Names:**
Subject: Redirection of Arizona VEI#1 **Board #:**
Description:
Move to redirect Arizona VEI #1 (Update to Preamble) to the Service Structure Committee passed with three yes votes and one abstention. Nancy O will inform the Service Structure Committee about this reassignment.
Intent:
Remarks:

Motion Key: 5127 **Number:** 20223 **Item Type:** MOTION **Date:** 6/27/2020
Vote: UNANIMOUS
Committee: Board **Member Names:** Don B
Subject: Consent Agenda for 06/27 Virtual F2F **Board #:**

CoDA Service Items

Description:

Consent Agenda
Minutes June 20, 2020 Virtual F2F Board Meeting – Unanimously accepted via email.

Motion to accept this Agenda was made by the Vice Chair and seconded by Nancy. All agreed

Intent:**Remarks:**

Motion Key: 5128 **Number:** 20224 **Item Type:** MOTION **Date:** 7/11/2020

Vote: UNKNOWN

Committee: Board

Member Names: Salle H

Subject: Consent Agenda for July Board Meeting

Board #:

Description:

June 27, 2020 Virtual Face to Face Minutes approved.

Treasurer's report/Financials
JP Morgan Chase Checking: \$ 188,972.47
JP Morgan Chase Savings: \$ 120,330.90
National Bank of Arizona: \$ 100,656.07
Total Assets: \$ 409,959.44

Salle motions to accept the Consent Agenda. Matt seconds. Approved.

Intent:**Remarks:**

Motion Key: 5129 **Number:** 20225 **Item Type:** MOTION **Date:** 7/11/2020

Vote: UNANIMOUS

Committee: Board

Member Names: Nancy O

Subject: Acquisition of a QR Code

Board #:

Description:

Motion that staff investigate the acquisition of a QR code for meeting level donations. Seconded. Unanimously approved.

Intent:**Remarks:**

Motion Key: 5130 **Number:** 19220 **Item Type:** MOTION **Date:** 12/7/2019

Vote: UNANIMOUS

Committee: Board

Member Names:

Subject: Consent Agenda for December Meeting

Board #:

Description:

Consent Agenda
a) November 2, 2019 Public Board Minutes approved.
b) There were no other Board Motions during the month of November 2019
c) Treasurer's report/Financials
JP Morgan Chase Checking: \$
JP Morgan Chase Savings: \$
National Bank of Arizona: \$
Total Assets: \$

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- d) Items from Committee/Liaisons Report
- i) Finance - Bank Account Balances
- ii) Email Coordinator Requests
- (a) Discussion around the storage of Delegate Packets. The idea to use Dropbox was brought up, but the Board agrees that the website should be used instead. The Email/Website Coordinator can take a few extra minutes to get them posted to the website when needed. Linda will work with the email coordinator on this item. The Board agreed to have a more in depth conversation regarding archived documents via email.

Motion to accept the consent agenda as presented. Seconded. Approved.

Intent:

Remarks:

Motion Key: 5136 **Number:** 20212 **Item Type:** MOTION **Date:** 5/30/2020

Vote: UNANIMOUS

Committee: Board

Member Names:

Subject: Approval of May 16 Virtual F2F Minutes

Board #:

Description:

Motion to accept the revised Minutes of the Virtual Face to Face Board Meeting of May 16, 2020. Vote to accept was unanimous.

Intent:

Remarks: