

# CoDA Service Conference Items

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FYI CSC04001 10/6/2004 **Vote** **Committee** **Name**  
**Subject** Conference convened

## Discussion

The conference opened at 9:00am with the reading of 12 Steps & 12 Traditions, the reading of 12 Service Concepts, the Serenity Prayer, Preamble and welcome, an introduction of trustees and an introduction of conference committee/volunteers.

## Intent

## Special Remarks

FYI CSC04002 10/6/2004 **Vote** **Committee** **Name**  
**Subject** Goals of CoDA fellowship

## Discussion

The goals of the "CoDA Fellowship" were discussed.

## Intent

## Special Remarks

FYI CSC04003 10/6/2004 **Vote** **Committee** **Name**  
**Subject** Quorum Count - Introduction of Delegates, Alternates and Guest

## Discussion

A quorum count was taken. 25 delegates present.  
Quorum set at 19 to conduct business

## Intent

## Special Remarks

MOTION CSC04004 10/6/2004 **Vote** 2/3 VOTE **Committee** **Name**  
**Subject** Vote to give Voice

## Discussion

Motion to give voice to ten (10) non-voting conference members

## Intent

## Special Remarks

Yea - 27

MOTION CSC04005 10/6/2004 **Vote** 2/3 VOTE **Committee** **Name**  
**Subject** Approval of the conference agenda

## Discussion

Motion to approve the agenda as amended

## Intent

## Special Remarks

Yea - 24

# CoDA Service Conference Items

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FYI CSC04006 10/6/2004 **Vote** **Committee** Finance **Name**  
**Subject** Committee Report

## Discussion

The committee presented using the following outline:

1. Hello. Money makes the world go round. Yes. Well, the Finance Committee knows just what to do with everyone's money. We, advise, admonish, yell, shout, stomp our feet, oh, wait, that was before we got some CoDA recovery.
2. Expense Report guidelines, expense report submission process/approval flow, Trusted Servant Guidebook area on Web Site [www.coda.org/tsf](http://www.coda.org/tsf) . (Service. Service.)
3. Motion to require detail by State, etc...
4. Motion to require record keeping for sources of funds.
5. Explanation of budget process.
6. CoDA financial process:
  - a. Chart income trends
  - b. Chart net worth trends
  - c. Chart current year income/budget
7. Hand out committee budget forms; explanation of goals, action plans and financial implications

## Intent

### Special Remarks

Report submitted by the Finance Committee

MOTION CSC04007 10/6/2004 **Vote** 2/3 VOTE **Committee** Finance **Name** Curtis  
**Subject** 7th Tradition records

## Discussion

Motion to require that records of 7th Tradition donations be included in the Financial Accounting Software records. The minimum level of detail to be maintained is the amount received and the State (or other area) received from.

## Intent

To accurately record the 7th Tradition donations by State (or other area) in the Financial records.

### Special Remarks

The record of donations by state or country should be kept in the Financial records. The Chart of Accounts was set up to keep that information (for States) and we have 3 years recorded that way. Relying on a report from Fellowship Services does not include donations received thru CoRe. The Fellowship Services report also does not reflect bounced and dishonored checks. Also the Report is not readily available from the Financial Records, where it would be expected to be kept. This can be accomplished by the Fellowship Services Contractor or the Treasurer (or who ever is receiving the donations and depositing donations) by detailing the source locations and amounts and forwarding to the Bookkeeper. Yea - 24

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MOTION CSC04008 10/6/2004 **Vote** DEFEATED **Committee** Finance

**Name** Curtis

**Subject** Detail of accounting records

## **Discussion**

Motion to require that sufficient information concerning financial transactions be kept to allow review and audit in case of discrepancies. Recommended using either of the two options in the remarks for checks and cash. A record of credit transactions is normally provided by the processing company and needs to be retained also.

## **Intent**

Provide record keeping requirements that will allow reconciliations of discrepancies.

## **Special Remarks**

History: The lack of information and differing information recorded for the last National Convention (2000) prohibited an accurate audit to discover the cause of the discrepancy in funds recorded by the Convention committee and the funds deposited by Fellowship Services. The disparate practices were adopted with the intent to protect the anonymity of the members. The desire to protect Anonymity does not relieve us from our fiduciary responsibility to properly account for funds. In effect what we currently have in our handling of money is a "money laundering" system. No identifying or tracking information is retained that would allow an auditor or the IRS to verify sources of funds.

Two possible solutions are: 1. Keep a copy of all checks (cash receipts or debit/credit cards) received and forward them to the Treasurer, who will verify and forward to our Bookkeeper for retention with other CoDA financial documents. Previous reasoning for not doing this was possible violations of anonymity.

Solution 2: The following information will be recorded (preferably in an Excel file) for all funds received for deposit by CoDA.

The info to record from each check is:

Column 1 - Date of check

Column 2 - Date received

Column 3 - Date of deposit

Column 4 - Bank number (first series of numbers on bottom of check)

Column 5 - Account number (second series of numbers on bottom of check)

Column 6 - Check number (third series of number on bottom of check, also in top right corner)

Column 7 - Bank fractional routing number (located near the center, top portion of the check)

Column 8 - Amount of check

Additional columns as necessary to record appropriate information (Name, Address) or amounts for various items (meals, registration, etc.) [Personal information can be deleted when and if necessary to forward file.]

A copy of each check should be kept by the committee until the Conference/Convention finances are reconciled by the Treasurer.

When event is over, all documents should be sent to the Treasurer who will be responsible for verifying completeness and forwarding to the CoDA Bookkeeper. For Fellowship Services, records should be forwarded to Treasurer and Bookkeeper monthly so donations can be accurately recorded. Copies of checks, deposit tickets, registration forms and any other other pertinent information should be retained in an organized way for the legally established period of time (currently 7 years).

Nay - 22

MOTION CSC04009 10/6/2004 **Vote** 2/3 VOTE

**Committee**

**Name**

**Subject** Discussion extension

## **Discussion**

Motion to extend discussion on question CSC04008

## **Intent**

## **Special Remarks**

Yea - 25

# CoDA Service Conference Items

MOTION CSC04010 10/6/2004 **Vote** 2/3 VOTE **Committee** Finance, substituting for **Name** Curtis  
Treasurer

**Subject** 2002 Financial statements

**Discussion**

Motion to approve the financial statements for 2002.

**Intent**

**Special Remarks**

MOTION CSC04011 10/6/2004 **Vote** 2/3 VOTE **Committee** **Name**

**Subject** Nomination of members of IMC

**Discussion**

Motion to approve the nominated members (Salle from CA, David Mc. from TX, Janet H. from CA, Dan D. from CO, Maggie S. from AZ, Beverly M. from TX, Kathleen O. from FL) as a slate to serve as members of the Issues and Mediation Committee for the following year

**Intent**

**Special Remarks**

Yea - 27

MOTION CSC04012 10/6/2004 **Vote** 2/3 VOTE **Committee** **Name**

**Subject** Nomination of members of election committee

**Discussion**

Motion to approve as a slate (Terri S TX, Florence MD, Dale BC) for the Election Committee.

**Intent**

**Special Remarks**

Yea - 27

FYI CSC04013 10/6/2004 **Vote** **Committee** **Name**

**Subject** Introduction of committee chairs and overview of duties

**Discussion**

The committee chairs were introduced to the group, along with an overview of their duties.

**Intent**

**Special Remarks**

ACTION CSC04014 10/6/2004 **Vote** **Committee** **Name**

**Subject** Assignment of state issues to committee

**Discussion**

State issues were assigned to a committee.

**Intent**

**Special Remarks**

FYI CSC04015 10/6/2004 **Vote** **Committee** **Name**

**Subject** Introduction of Trustees and Liasons

**Discussion**

The trustees and liasons were introduced to the group.

**Intent**

**Special Remarks**

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MOTION CSC04016 10/6/2004 **Vote** UNANIMOUS **Committee**  
**Subject** Recess for the Day

**Name** Joe H.

## **Discussion**

Motion to recess for the day.

## **Intent**

## **Special Remarks**

FYI CSC04017 10/7/2004 **Vote**

**Committee**

**Name**

**Subject** Quorum count

## **Discussion**

Meet Quorum (over 19)

## **Intent**

## **Special Remarks**

MOTION CSC04018 10/7/2004 **Vote** UNANIMOUS **Committee** Board of Trustees

**Name** David L.

**Subject** By-Law Change

## **Discussion**

Commensurate with the adoption of "CoDA, Inc." as the formal identification of CoDA at the highest level, it is proposed to eliminate reference to the word "National" in all such contexts, where applicable, and to make whatever subsequent changes as may then be required.

## **Intent**

So that the language used in the CoDA By-Laws will reflect current changes being made by CoDA to become one fellowship serving all codependents who still suffer worldwide.

## **Special Remarks**

FYI CSC04019 10/7/2004 **Vote**

**Committee** Board

**Name** David L.

**Subject** Board Report

## **Discussion**

## **Intent**

## **Special Remarks**

MOTION CSC04020 10/7/2004 **Vote** 2/3 VOTE **Committee** Board of Trustees

**Name** David L.

**Subject** Establish a Translation Management Committee

## **Discussion**

To establish a standing committee (of up to 7 people) to develop and administer a written process for coordinating requests and resources; and establish Ad Hoc committees as necessary for final review of translation of CoDA approved literature and foundational documents from English to other languages.

## **Intent**

To create the means to carry the message worldwide.

## **Special Remarks**

Preference will be given to persons who are bi- or tri-lingual/bi- or tri-cultural. Budget is \$2,500 for year 2005.

Yea-21, Nay-1, Abstain-6

MOTION CSC04021 10/7/2004 **Vote** UNANIMOUS **Committee** Board of Trustees

**Name** David L.

**Subject** Extend Time to Deliberate Previous Motion

## **Discussion**

Time to deliberate motion CSC04019 was extended by 10 mins.

## **Intent**

## **Special Remarks**

The motion was made by all of the delegates, not a particular committee.

# CoDA Service Conference Items

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FYI CSC04022 10/7/2004 **Vote** **Committee** CoDA, Inc./CoDAWS **Name** David L./Roy L.  
Task force

**Subject** Merger of CoDA & CoDAWS

## **Discussion**

Discussion of CoDA and CoDAWS merger.

## **Intent**

## **Special Remarks**

FYI CSC04023 10/7/2004 **Vote** **Committee** CoDA Literature Committee **Name** Laurel H.

**Subject** Committee report

## **Discussion**

The members of the 2004-2005 CoDA Literature committee are Chair Laurel H. from MD, Project Chair for ITM Meditations Sharon R. from CT, Project Chair for "Tools for Recovery" and state issues Janet C. from MA, Project Chair for workbook edits Judi T. from MA, Anita F. from UT, Jane H. from CA, Kay B. from FL, Tony H. from NY, Roger P. from NV, Salle from CA, and Janet H. from CA.

Committee goals for 2004/2005:

1. To work on completion of the ITM meditation book.
2. To prepare the manuscript "Tools for Recovery" for publication.
3. To consider the 2004 Arizona state issue of including the concept of sex, love and relationship addiction in CoDA literature, along with the 2003 So. California state issue concerning what abstinence means in CoDA.
4. To consider edits for the "Twelve Steps and Twelve Traditions Workbook."

The proposed budget for 2004/2005 is \$9,700.00. The bulk of the budget is to support two face-to-face meetings to group conscience submitted meditations. The next large budget item allows for the preparation of the new literature "Tools for Recovery."

The main focus of the Literature committee for 2005 will be working toward completion of the "In the Moment" meditation booklet. There were two face-to-face meetings during 2004 and over 200 submitted meditations were edited by group conscience. Two more face-to-face meetings are planned for 2005. The Literature committee is still in need of receiving meditations from the Fellowship. No names will be used in the final book, but we do need to receive an Assignment of Copyright form with each submitted meditation to allow the committee to group conscience that submission. It is our goal to complete this project and present it for conference approval in 2005.

The committee is presenting a motion to approve the manuscript titled "Tools for Recovery", as amended. Our intent is to create new literature. Upon conference approval, this manuscript will be prepared for publication, and should be available for purchase by the CoDA Fellowship in the spring of 2005.

## **Intent**

## **Special Remarks**

Report submitted by the CoDA Literature Committee.

MOTION CSC04024 10/7/2004 **Vote** UNANIMOUS **Committee** CoDA Literature Committee **Name** Laurel H.

**Subject** Manuscript Approval

## **Discussion**

To approve the manuscript titled "Tools for Recovery" as amended.

## **Intent**

To create new literature.

## **Special Remarks**

Upon receiving conference endorsement, this manuscript will be prepared for printing and made available for purchase by the CoDA fellowship.

# CoDA Service Conference Items

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MOTION CSC04025 10/7/2004 **Vote UNANIMOUS Committee**  
**Subject** Board Minutes Accepted

**Name** Beverly M./Judi T.

**Discussion**

Board Secretary presented Board Minutes.  
The Board minutes were accepted.

**Intent**

**Special Remarks**

The motion was made by all delegates, not a particular committee.

FYI CSC04026 10/7/2004 **Vote** **Committee** Election Committee

**Name** Dale

**Subject** Committee Report

**Discussion**

Gave a brief summary of what position were open. Please get applications in.  
Dale then resigned because he was running for a position.  
Gerald B. from Canada volunteered to take his place.

**Intent**

**Special Remarks**

MOTION CSC04027 10/7/2004 **Vote UNANIMOUS Committee**

**Name** Joe H.

**Subject** Recess for the Day

**Discussion**

Motion to recess for the day

**Intent**

**Special Remarks**

FYI CSC04028 10/8/2004 **Vote** **Committee**

**Name**

**Subject** Quorum Count

**Discussion**

Quorum present.

**Intent**

**Special Remarks**

MOTION CSC04029 10/8/2004 **Vote UNANIMOUS Committee**

**Name** Leo C./Ramona P.

**Subject** Committee Motions Delayed

**Discussion**

Motions from 10/6 and 10/7 were reviewed, but not approved. The vote was delayed

**Intent**

**Special Remarks**

Changes were requested and FYIs were to be added.

MOTION CSC04030 10/8/2004 **Vote UNANIMOUS Committee**

**Name** Ramona P./Dave M.

**Subject** Vote to Give Voice to Newcomers

**Discussion**

Motion to give voice to today's newcomers.

**Intent**

**Special Remarks**

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FYI CSC04031 10/8/2004 **Vote** **Committee** Issues Mediation **Name** Salle  
Committee

**Subject** Committee Report

## Discussion

The 2004-2005 committee report given by Salle from N. Calif., the new chair. The members were introduced and Dan D. from CO, Salle from CA, Janet H. from CA, Beverly M. from TX, David Mc., from TX, Maggie from AZ, and Kathleen O. from FL. The 2005 committee goal is to be prepared to mediate with the tools and principles at our disposal, any CoDA issues brought to the committee from now until the next CoDA Inc. conference in 2005. The action plan is to address issues through e-mail, recorded calls from individuals and teleconferencing. If there are no issues brought to the committee, the committee will work together to create a "Service Manual" model for the IMCs of the future.

The 2003-2004 committee includes chair Della B. from TX, Jay F. from N. Calif., George F. from WA, Wallace E. from TX, Rick M. from VA. One issue brought to conference last year was settled amicably. Neither party agreed totally with I&M recommendation, but both agreed they could live with it. During the year, the committee received two issues. One was responded to and the second was considered a non-issue.

## Intent

### Special Remarks

Report submitted.

FYI CSC04032 10/8/2004 **Vote** **Committee** Teens **Name** Gayle T.

**Subject** Committee Report

## Discussion

Committee report given by co-chair Gayle T. The committee has been out of communication. The action plans for this year are to be in communication, to develop a strategic action plan, to implement CoDA Teen from 2005-2006 convention onward. It will carry over its same budget from 2004-2005. The budget amount is \$1,600.

## Intent

### Special Remarks

Report submitted by Gayle T. orally.

FYI CSC04033 10/8/2004 **Vote** **Committee** Hospitals & Institutions **Name**  
Committee

**Subject** Committee Report

## Discussion

Members include Chairperson Sandra C., Della B. from TX, Kristen T. from VT, Beverly from TX, and Madeline from WA.

-H&I began last year with a committee of three.

-Email inquiries revealed interest from New Mexico, California, Texas, Oregon, Wisconsin, and Washington.

-Last year's budget was well under spent.

-It has been a year of learning, studying, and planning.

-To the many who helped, thank you. Due to the serious need for SERVICE, take this information back and see that it gets to the local meetings.

## Intent

### Special Remarks

FYI CSC04034 10/8/2004 **Vote** **Committee** Connections Committee **Name**

**Subject** Committee Report

## Discussion

Connections Committee report not given. Comments were made that Connections Committee needs more submissions.

## Intent

### Special Remarks



# CoDA Service Conference Items

MOTION CSC04035 10/8/2004 **Vote** UNANIMOUS **Committee**  
**Subject** Reconvening after lunch

**Name** David L.

**Discussion**

David L. (TX) moved that the group reconvene at 1:15pm.

**Intent**

**Special Remarks**

FYI CSC04036 10/8/2004 **Vote** **Committee**

**Name**

**Subject** Interview of Board Members

**Discussion**

Jay F. from Calif, Ernie F. from Prince Albert, Roy L. from Georgia and Richard M. from Montreal applied for the Board. Dale V. from British Columbia applied as an alternate.

**Intent**

**Special Remarks**

FYI CSC04037 10/8/2004 **Vote** **Committee**

**Name**

**Subject** Quorum Count

**Discussion**

Quorum of 19. Twenty-seven present.

**Intent**

**Special Remarks**

MOTION CSC04038 10/8/2004 **Vote** UNANIMOUS **Committee**

**Name** Anita F./Dave S.

**Subject** Revise agenda/Election of Board Members

**Discussion**

Motion to amend the agenda to have the election to the Board of Trustees at this time.

**Intent**

**Special Remarks**

FYI CSC04039 10/8/2004 **Vote** **Committee**

**Name**

**Subject** Election of Board Members

**Discussion**

Four persons are running for three positions on the board. Twenty-seven persons cast ballots. The delegates elected Roy L., Jay F. and Ernie F. Richard M. declined to run as an alternate.

**Intent**

**Special Remarks**

FYI CSC04040 10/8/2004 **Vote** **Committee**

**Name**

**Subject** Quorum Count

**Discussion**

Quorum of 19. Twenty-seven present.

**Intent**

**Special Remarks**

FYI CSC04041 10/8/2004 **Vote** **Committee**

**Name**

**Subject** Election of Alternate to the Board of Trustees

**Discussion**

Dale V. was elected as an alternate to the Board.

**Intent**

**Special Remarks**

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FYI CSC04042 10/8/2004 **Vote** **Committee** CoDA Inc./WS Task Force **Name** David L./Roy L.

**Subject** Committee Report - Q&A

**Discussion**

David L. from Texas and Roy L. from Georgia discussed unity of CoDA Inc. and the World Services Task Force. They opened the floor to questions.

**Intent**

**Special Remarks**

MOTION CSC04043 10/8/2004 **Vote** UNANIMOUS **Committee** CoDA, Inc./CoDA World Service Task Force **Name** David L.

**Subject** Report Approval

**Discussion**

Move that the conference approve the report as presented by the Task Force.

**Intent**

Conference approval of merger of CoDA, Inc. and CoDA World Services functions to go forward.

**Special Remarks**

This is viewed as a win-win situation for co-dependents that still suffer worldwide.

MOTION CSC04044 10/8/2004 **Vote** UNANIMOUS **Committee** CoDA, Inc./CoDA World Service Task Force **Name** David L.

**Subject** Royalties and 7th tradition funds to CoDA, Inc.

**Discussion**

Move that all royalties and 7th Tradition funds, henceforth, go to CoDA, Inc.

**Intent**

CoDA, Inc. is now the world-wide service organization of Co-Dependents Anonymous.

**Special Remarks**

Last year conference voted to hold funds from sales of translations in US for further translations. We now have a Translations committee that can present a budget in the future. CoRe now sends royalty & 7th Tradition funds so marked to CoDAWS.

MOTION CSC04045 10/8/2004 **Vote** UNANIMOUS **Committee** **Name** Leo C./Joe H.

**Subject** Motions accepted

**Discussion**

The motions were accepted as amended.

**Intent**

**Special Remarks**

MOTION CSC04046 10/8/2004 **Vote** UNANIMOUS **Committee** **Name** Leo C./Salle

**Subject** Recess for the day

**Discussion**

Motion to recess for the day.

**Intent**

**Special Remarks**

FYI CSC04047 10/9/2004 **Vote** **Committee** **Name**

**Subject** Quorum Count

**Discussion**

Quorum met. Total of 28 present.

**Intent**

**Special Remarks**

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MOTION CSC04048 10/9/2004 **Vote** UNANIMOUS **Committee**

**Name** Judi T./Roy L.

**Subject** Amend agenda

## Discussion

Motion to amend the agenda.

## Intent

## Special Remarks

FYI CSC04049 10/9/2004 **Vote**

**Committee** Outreach Committee

**Name** Erin Q./Fred M.

**Subject** Report given

## Discussion

The 2003-2004 and 2004-2005 committee report was given by co-chairs Erin Q. from OH and Fred M. KS and committee members, Tracey R. from IL, Dan D. from CO, & Florence M. from MD. Committee activity continues to increase & committee has dedicated its energy to improving accuracy of meeting info for the database and contact info for the Webpage, formerly known as "State Contacts," for the 2004-2005 service year.

The committee emphasized the flourishing number of Spanish written email CoDA inquiries and the need for bilingual/bicultural fellowship support. The committee informed the CoDA Service Conference of the increasing number of inquiries for online fellowship. The committee plans to redefine its description of the next FSM. The committee recognized and thanks observer Curtis F. from IL., absent members Allan B. and Mary Elizabeth P., and new observers Richard M. of Canada, Lena of NY, and Jay from NY.

## Intent

## Special Remarks

The requested budget was \$5,450.00.

FYI CSC04050 10/9/2004 **Vote**

**Committee** Service Structure  
Committee

**Name** Leo C.

**Subject** Report given

## Discussion

Leo C. from Calif. presented the committee report. Committee members include Maggie S. from AZ, Richard M. from Quebec, Curtis F. from IL, George R. from MD, Dave S. from PA, Judi T. from MA, Rusty M. from AZ, Dale V. from BC, Phyllis H. from CT, Allison F. from FL., Rick from M. and Fred H from MA.

## Intent

## Special Remarks

FYI CSC04051 10/9/2004 **Vote**

**Committee** Online Support Committee

**Name** Curtis F.

**Subject** Report given

## Discussion

Curtis F. from IL presented the report. The committee's goals for 2005 are to develop online meetings "helps" and to develop structures for supporting online meetings. Its action plan is to search out online meetings and offer support and encourage them to register. Committee members include Curtis F. from IL, Dan D., Allan B. from CA, Florence from MD, Dan D. from CO, Gary R. from MD, Sandra L. from FL, Adrian M. from Australia, Petra K. from Germany, Judy from KS, Beth D. from MA, Robin S. from TX, and Kyle F. from IL.

## Intent

## Special Remarks

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MOTION CSC04052 10/9/2004 **Vote** UNANIMOUS **Committee** Online Support Committee

**Name** Curtis F.

**Subject** CoDA Website Guidelines

**Discussion**

To accept the revised CoDA Website Guidelines.

**Intent**

To allow appropriate use of commercial services.

**Special Remarks**

The present guidelines provide a narrow, limited scope restricting use of even such services.

Motion passed with acclamation.

MOTION CSC04053 10/9/2004 **Vote** 2/3 VOTE **Committee** Online Support Committee

**Name** Curtis F.

**Subject** Recognition of alternate meeting venues as equivalent to face to face meetings

**Discussion**

That CoDA recognize online meetings and other meetings using all alternate forms of communication, as equal to face to face meetings.

**Intent**

To support suffering co-dependents. Registering and listing all meetings in the meeting list database gives equal status and treatment. So that online meetings will be part of the same structure, direction and services. Unify CoDA meetings regardless of medium of communication used to conduct the meeting.

**Special Remarks**

Encourages recovery, unity and spirituality by using communication and modern technology to carry the CoDA message to those who still suffer. Yea- 24, Nay-3, Abstain-2

MOTION CSC04054 10/9/2004 **Vote** UNANIMOUS **Committee** Online Support Committee

**Name** Dan D./David L.

**Subject** Extend Presentation Time Allocated

**Discussion**

To increase committee presentation time by an additional five minutes

**Intent**

**Special Remarks**

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FYI CSC04055 10/9/2004 **Vote** **Committee** CoDA Convention **Name** Gayle T.  
Committee

**Subject** Report given

## Discussion

Chair Gayle T. presented the report. Members are Gayle T. from TX, David Mc. from TX, Terri S. from TX, Joe L. from TX, Joe H. from CT, Phyllis H. from MA, Annie H. from MD, and Karen G. from TX. Jamie E. from CO is a friend. Ramona P. from VA is a liason. Joe H. from CT is a POC for New England. Kathleen O from FL is a POC for the Southern Region. Jay F. from CA is a POC for California. Tracey R. is a POC for the Midwest. Anita F. is a POC for the Rocky Mt. Region. Richard M. from Quebec is a POC for Quebec. Ernie F. is a POC for Canada. It was proposed that CoDA would hold a convention from Thurs., May 25 at 5pm through Sun., May 28 to noon, to be held at the Marriott Airport South in Austin, TX. Proposed costs are \$89 (includes tax) per room per night and \$125 for convention fees. Twenty-four members voted to have the conference in the Austin, TX.

The committee's mission is to synergize convention committee 2006 through the direction of higher power, goal and action plan meetings to provide an awesome convention.

The committee goals are to:

- 1) establish infrastructure for the convention.
- 2) establish committee plans.
- 3) integrate with outreach.
- 4) have a CoDA, Inc. Webpage presence.
- 5) advertise and promote the convention with graphics, to include flyers, brochures and mailers.
- 6) distribute plans.
- 7) create registration payment plans

The action plan includes the following points:

- 1) lock-in hotel signed contract with hotel with Evie's signature
- 2) develop flyer, webpage and promotional materials
- 3) develop and implement a communication plan and distribution
- 4) develop CoDA, Inc Web presence
- 5) do international and national outreach through appropriate languages
- 6) program and logistics
- 7) registration/cancelation policy

## Intent

### Special Remarks

FYI CSC04056 10/9/2004 **Vote** **Committee** Website Team **Name** Curtis F.  
**Subject** Report given

## Discussion

Curtis presented the report. The Website is in a period of transition. The team needs help. The Website is maintained in FrontPage. Members include Curtis F. from IL, Rick M. from VA, and George from WA .

## Intent

### Special Remarks

MOTION CSC04057 10/9/2004 **Vote** DEFEATED **Committee** **Name** Maggie S./Joe H.  
**Subject** Vote to give voice

## Discussion

To give voice to all new fellowship members for the term of the conference.

## Intent

### Special Remarks

Yeah- 10, Nay- 10, Abstain- 8

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FYI CSC04058 10/9/2004 **Vote** **Committee** CoDA Service Conference **Name** Sharon R. Committee

**Subject** Report given

## Discussion

The committee report was given by Sharon R. Members include Annie R. from MD, Ed M. from NY, Gary R. from MD, George F. from WA, David L. from NY, Lena S. from NY, Jay W. from NY, John E. from NY, Joe H. from CT, and Sharon R. from CT.

The committee goals are to:

- 1) provide a quality environment that will promote the goals and objectives of CSC 2005.
- 2) help CoDA to grow and become stronger.
- 3) add members to the committee from a variety of groups.

As part of the action plan, the committee will:

- 1) establish a committee.
- 2) secure a conference location.
- 3) delegate responsibilities to committee members.
- 4) monitor accomplishment of goals.
- 5) at conference, provide appropriate structure necessary to conduct CoDA business.
- 6) meet with conference committee for the coming year to transition.
- 7) implement 27 point checklist for establishment of a successful conference. The committee presented a 2005 proposal for the conference to be held in Nassua, NH.

## Intent

### Special Remarks

MOTION CSC04059 10/9/2004 **Vote** UNANIMOUS **Committee**

**Name** David L./Joe H.

**Subject** Extend lunch break until 1:40

## Discussion

David L. moved to extend the lunch break until 1:40pm.

## Intent

### Special Remarks

FYI CSC04060 10/9/2004 **Vote**

**Committee**

**Name**

**Subject** Quorum Count

## Discussion

Quorum met. Total of 23 present.

## Intent

### Special Remarks

# CoDA Service Conference Items

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FYI CSC04061 10/9/2004 **Vote** **Committee** CoRe **Name** Anita F./Mary  
**Subject** Report given

## Discussion

Anita F., Mary I. and Beverly M. presented the report. Members are Anita F. from Utah, Beverly M. from Texas, Mary I. from N. Carolina and Gene D. from Georgia.

Goals are to:

- 1) change the positioning of Co-Dependents Anonymous on the literature.
- 2) remove the word national from literature, where appropriate
- 3) investigate and report back to the group on the development of a Web-based ordering system on a secure Website. (The cost may be too much for the group to incur.)
- 4) continue the smooth procedure of printing and distributing literature to the fellowship.
- 5) collect the spanish literature that has been approved, put the literature put into a pamphlet form or any workable form and make it available to the fellowship.

The operating statement, sale by item summary and balance sheet for 2004 year ending Aug. 31 were distributed to attendees.

## Intent

### Special Remarks

MOTION CSC04062 10/9/2004 **Vote** 2/3 VOTE **Committee** CoRe **Name** David L./Dan D.  
**Subject** Discontinue sales of outdated literature

## Discussion

To discontinue sales of 'Hospitals & Institutions', 'Become a Host (CoDA teen) and 'Is CoDA Teen for Me?'

## Intent

To pull from sale outdated literature

### Special Remarks

The above literature has not been updated since its original inception in 1989.

Nay- 1

FYI CSC04063 10/9/2004 **Vote** **Committee** Finance **Name** Della B.  
**Subject** 2005 annual budget

## Discussion

Chair Della B. presented the 2005 annual budget. Members are Curtis F. from IL, Della B. from Texas, Judi T. from MA and Steve M. from FL.

## ANNUAL BUDGET 2005

General Expenses = \$8,000.00

Board of Trustees = \$40,600.00

CoDA Convention Committee = \$5,555.00

CoDA Conference Committee = \$6,350.00

Translation Management Committee = \$2,500.00

CoDA Literature Committee = \$11,200.00

Issues Mediation Committee = \$820.00

CoDA Teens Committee = \$1,600.00

Hospitals & Institutions Committee = \$2,700.00

Finance Committee = \$1,300.00

Outreach Committee = \$5,450.00

Service Structure Committee = \$9,500.00

Co-Nnections Committee = \$1,515.00

Online Support Committee = \$5,100.00

Total = \$102,190.00

## Intent

### Special Remarks

# CoDA Service Conference Items

MOTION CSC04064 10/9/2004 **Vote** UNANIMOUS **Committee** Finance  
**Subject** Amend the 2005 annual budget

**Name** Della B.

**Discussion**

Amend the 2005 annual budget to include \$390 for the CoDA Convention Committee under other for the first quarter.

**Intent**

**Special Remarks**

MOTION CSC04065 10/9/2004 **Vote** UNANIMOUS **Committee** Finance  
**Subject** Approval of the 2005 annual budget

**Name** Della B.

**Discussion**

The 2005 annual budget was accepted for a total of \$102,580.

**Intent**

**Special Remarks**

FYI CSC04066 10/9/2004 **Vote** **Committee**  
**Subject** Record of 7th Tradition donations

**Name** Curtis F.

**Discussion**

CoDA will provide a record of 7th Tradition donations.

**Intent**

**Special Remarks**

FYI CSC04067 10/9/2004 **Vote** **Committee**  
**Subject** Audit of CoRe

**Name** Curtis F.

**Discussion**

Last year's conference mandated by 2/3 vote that CoDA pay for an audit of CoRe. The Board will endeavor to do it for this year.

**Intent**

**Special Remarks**

MOTION CSC04068 10/9/2004 **Vote** UNANIMOUS **Committee**  
**Subject** Commend Conference Committee

**Name** David L./David S.

**Discussion**

To commend conference committee for their hard work.

**Intent**

**Special Remarks**

MOTION CSC04069 10/9/2004 **Vote** UNANIMOUS **Committee**  
**Subject**

**Name** Roy L./Dan D.

**Discussion**

The conference gives their recognition and appreciation to CoDAWS, especially two members: Conrad W. and Linda P., for their past hard work.

**Intent**

**Special Remarks**



# CoDA Service Conference Items

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FYI CSC04070 10/9/2004 **Vote** **Committee** **Name** Annie R.  
**Subject** Speakers list

## Discussion

Annie R. from MD volunteered to start a format to collect names for a speakers list of Co-Dependent members.

## Intent

## Special Remarks

FYI CSC04071 10/9/2004 **Vote** **Committee** Outreach Committee **Name** Erin Q.  
**Subject** Changes to the fellowship manual

## Discussion

Changes to the manual, both in print and on the Web, must be made prior to the conference, presented to SSC and then presented at the annual conference for final approval.

## Intent

## Special Remarks

FYI CSC04072 10/9/2004 **Vote** **Committee** **Name** Dan D.  
**Subject** Breathing and relaxation exercises

## Discussion

Suggested that breathing and relaxation exercises be included at the conferences from here on out.

## Intent

## Special Remarks

FYI CSC04073 10/9/2004 **Vote** **Committee** **Name** David M.  
**Subject** Flow chart for processes

## Discussion

It is proposed that flow charts for processes for doing businesses at future conferences be created.

## Intent

## Special Remarks

FYI CSC04074 10/9/2004 **Vote** **Committee** **Name**  
**Subject** Quorum count

## Discussion

Quorum met.

## Intent

## Special Remarks

FYI CSC04075 10/9/2004 **Vote** **Committee** **Name**  
**Subject** Quorum Count

## Discussion

Quorum met.

## Intent

## Special Remarks

MOTION CSC04076 10/9/2004 **Vote** 2/3 VOTE **Committee** **Name** Royal L./Joe H.  
**Subject** Accept motions and FYIs for the period of Oct. 6-Oct. 9

## Discussion

Accept all motions and FYIs for the period of Oct.6-Oct.9.

## Intent

## Special Remarks

Nay-3, Yea-19

# CoDA Service Conference Items

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MOTION CSC04077 10/9/2004 **Vote**

**Committee**

**Name** Roy L./David M.

**Subject** Adjourn the conference

**Discussion**

Conference to be adjourned.

**Intent**

**Special Remarks**