

Co-Dependents Anonymous

Board of Trustees Presentation
2021 CoDA Service Conference



2020-2021 CoDA Board Members

Officers

- Chair – Nancy O / NB Canada
- Vice Chair – Gail S / Nevada
- Treasurer – Barbara D / NorCal
- Secretary – Joe R / Guatemala

Members at Large

- Don B / SoCal
 - Matt T / Texas
 - Yaniv S / Israel
 - Faith J / ON Canada
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Letter to the Fellowship from the Trustees

Dear Members of CoDA,

The CoDA Board of Trustees is honored to have been of service to the Fellowship over the past year. Although rewarding, this past year has been especially challenging due to the unexpected passing in November 2020 of the owner and CEO of our Association Management Company (AMC), SOS Solutions; and the subsequent loss of our AMC. Nevertheless, the Board rose to the challenge and quickly secured CoDA Inc.'s financial, administrative and legal resources. The next four months required many additional hours of volunteer service from your Board members that included taking on the administrative work done by our previous AMC account executive. In February 2021, we were extremely pleased to announce the hiring of Meetings & Concierges Source (MCS) as our new AMC.

The Board will be losing three Board members this year - the current Board Chair, Nancy O / Canada, Don B / SoCal and Matt T / Texas. We thank you all for your dedication and hard work over the past several years. As is the case every year with the loss of our retiring Board members, the new Board will need new Trustees. We do hope you will consider joining us as we continue to work for the Fellowship. If you have been to a CoDA Service Conference either as a delegate or trusted servant, and if you have a passion for service, please consider joining the Board. CoDA needs you and your voice and your vision.

The CoDA Board supports the Steps and Traditions in all our work. Please send your comments, suggestions and feedback to board@codas.org. The Board considers all such feedback received from the Fellowship and we look forward to hearing from you.

Your Board in Service – Nancy, Gail, Barbara, Joe, Faith, Don, Matt and Yaniv

Board Responsibility

Acknowledging that we are all here for our personal recovery, the mission of the CoDA Board of Trustees is to ensure the longevity and fiscal health of the organization, to support the Fellowship's ongoing service work, to promote CoDA unity, and to reach the still suffering codependent.

- Protect Foundational Documents – Twelve Steps, Twelve Traditions and Twelve Service Concepts – as stated in the Bylaws under Guidelines
- Protect the fiscal health of the Fellowship, including compliance with legal and governmental requirements to maintain CoDA status as a non-profit entity
- Carry out those directives assigned by the CoDA Service Conference



2020-2021 BOARD ACHIEVEMENTS

2020-2021 Achievements, #1

- Located and hired Meetings & Concierges, Inc. in February 2021 as our new Association Management Company (AMC) , reducing administrative and financial costs from \$3,240/month to \$2,100/month – a saving of \$13,680 per year.
- Secured our finances by arranging to hire our current bookkeeper with SOS Solutions as an independent contractor.
- Moved CoDA Inc. bank accounts to the full care of the CoDA Treasurer, with the Vice-Chair as backup signatory.
- Reconfigured all electronic accounts to the care of the CoDA Board.
- Moved all CoDA documents (electronic and physical) and historical and legal items previously held by the AMC to the care of the CoDA Board, a storage unit, and to our attorney.
- Changed our legal address to that of our attorney, Mr. John Gilbert.
- Reconfigured our telephone answering services, with the help of our Fellowship Service Worker and the Communications Committee.
- Trained the new AMC Account Executive to take over day-to-day maintenance for all our accounts, the motions database, and our legal and administrative files and documents.

- Completed Phase II of the website improvements that included new meeting search features.
- Strengthened website security against hackers with the installation of , the Cloudflare Application.
- Secured a new Google Maps API NonProfit account at reduced cost to CoDA Inc.
- In March 2021 switched to a new Website Host at a cost of \$599.88/year. This was necessary because charges with the previous website host were increasing from \$60/month to \$400/month, due to increased demand. This change resulted in savings of just over \$4,000/year. The migration to the new website host was completed in March 2021.
- A new Meeting Search Guide was created, as well, a new page on the website was created. A new sliding banner was also added to the Home Page pointing people to the new printable help guide.
- In April 2021 the Board agreed to commence a Phase III of website improvement that would include a new printing solution for meeting results, a new Time-Zone solution for the meeting search, and to complete the Spanish version of the coda.org website (coda.org/es).

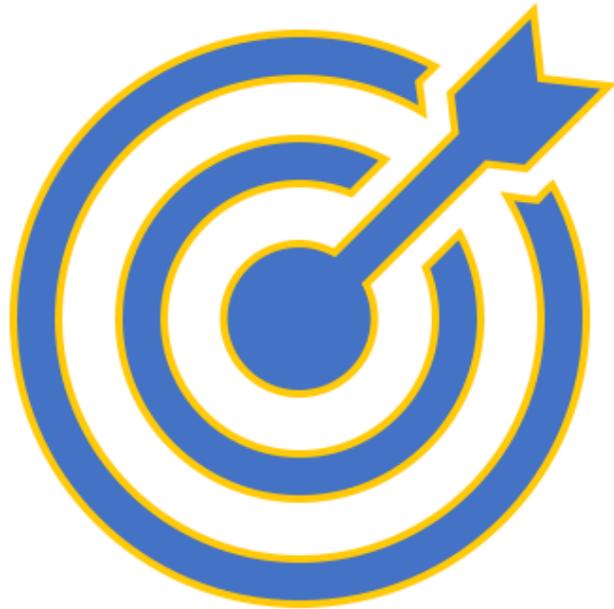
2020-2021 Achievements, #2

2020-2021 Achievements, #3

- Added the nonprofit version of the Google Translate widget to the CoDA.org website. This feature allows the Fellowship to translate the entire English version of the website into over 100 languages.
- Moved all of the standing committee minutes from the CoDA.org website to the codependents.org website.
- Saved numerous historical documents, including past CSC (CoDA Service Conference) documents, to the codependents.org website that made them easily accessible to the Fellowship.
- Hired a new Spanish Website Fellowship Service Worker.
- Revised the CoDA Bylaws and several sections of the Board Policy and Procedures Manual.
- Paid for several CoDA Trademark renewals that are renewable every 10 years and that came due in 2021 but had not been budgeted for. The Board is asking the Finance Committee to modify the 2021-2022 budget to add a line for TM Registration costs that are due every 10 years.
- The Board has agreed to a policy where Events and SPO can increase their Zoom capacity, as needed, for the purpose of a conference or convention for one month at a cost not to exceed \$100/month.

CHALLENGES

- Loss of our Association Management Company in November 2020
- Finding and hiring a new Association Management Company
- Training the new Association Management Company
- Global Seventh Tradition Donations for all levels of CoDA as result of the pandemic. In spite of that, the Fellowship came through for CoDA.
- Resolving problems with the meeting search features on the new website
- Several 10-year Trademark renewals came due at an unbudgeted cost
- Responding to the Covid-19 pandemic challenges and the decision to switch to a Virtual 2021 CoDA Conference



REFOCUSING OUR GOALS FOR 2021-2022

Goals and Objectives by Priority

- **Priority #1 - Expand Voting Entity Designations**
 - **Completed (2019 Motion #19016)** – Create a Bylaw Change to Article 4, Section 2: Clarify each state, province, territory of all Countries and those Countries who had created national Voting Entities are established as a Voting Entity (VE).
 - **Completed** – Allow each country to determine the amount of VE's for their country, within VE guidelines.
 - **Next Steps** – The Board to ask the Issues Mediation Committee (IMC) to clarify the process for confirming active country Voting Entities that have met the VE guidelines and to create a 2022 CSC motion to add this to the Fellowship Service Manual (FSM).

Goals and Objectives by Priority, Cont'd

- **Priority #2 – Healthy Committees**

Completed – Reminded committees about the requirement for Minutes and Policy and Procedure requirements

Continued Steps – Committee Board liaisons will:

- Advocate for healthy committees, including rotation of service
- Reiterate that, per Motion 19019, to avoid being demoted to a workgroup, committees must adhere to the requirements set forth in the 2018 CSC Motion 18001
- Has a minimum of 3 active members.
- Creates/updates, within a year from CSC, a Policy and Procedures Manual that specifies the Committee's mission statement and its goals.
- Posts, in an area accessible to the fellowship, the committee's Policy and Procedures Manual, which includes its mission statement and goals and, when possible, the Conference motion(s) that created the committee.
- At minimum, conducts meetings every other month.
- Posts, to an area accessible to the fellowship, the approved and corrected minutes of the committee's regularly scheduled business meetings.

Goals and Objectives by Priority, Cont'd

- **Priority #3 – Spread the Word**

- **Completed** – Hired a professional Public Relations firm to create a Public Service Announcement (PSA) in English and Spanish that can be shared through multiple platforms.

- **Next Steps**

- Hire a qualified third party to create a Public Information Campaign to “carry the message” with input from the Communications Committee. The Board and Communications Committee to work together to implement the campaign.
- Continue to emphasize the value of online workshops to carry the message to the codependent who still suffers
- Work to add the links of recordings from various intergroups, CoDA sponsored International CoDA Conventions and workshops etc. on coda.org and codependents.org website
- Assist in the creation of a sponsor/sponsee matching service.

Goals and Objectives by Priority, Cont'd

- **Priority #4 – Financial Status of CoDA Entities**

- **Completed** – Assist online and phone meetings and other CoDA structural entities (Intergroups, Voting Entities) in collecting the Seventh Tradition donations digitally or the traditional snail mail).
- **Completed** - Create information packets to guide members through the steps of digital donations.
- **Next Steps** - Continue to inform the Fellowship by email announcement of the information packet on quarterly basis.

- **Priority #5 – Actively Recruit for the Board of Trustees**

- **Continued Steps** - Actively recruit qualified trusted servant members for the Board of Trustees
- **Next Steps** - Target qualified trusted servants in email announcements to include, recent delegates, committee members or trusted servants with voting entity experience, rather than the entire Fellowship.

Board 2020-2021 Actions Items

A total of **493** items needed Board specific actions since last CSC, ie, for 9.5 months.

Board Items 31%, 152

Website 24%, 118

Legal 9%, 45

AMC/FSWs 8%, 39

SSC/FSM 4.3%, 21

Account Changes 4.3%, 21

Finance 3.4%, 17

SPO 2.4%, 12

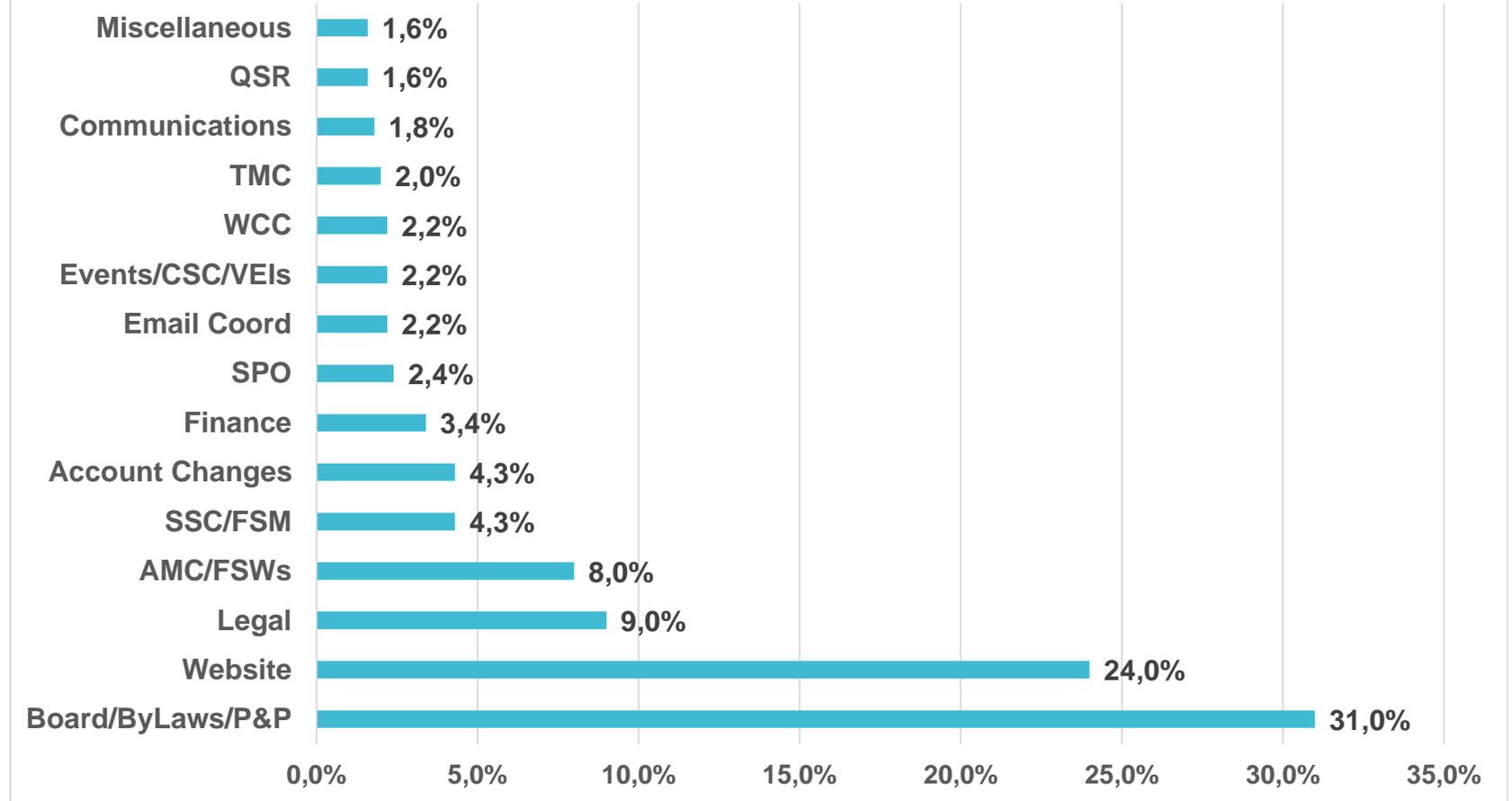
Email Coord 2.2%, 11

Events/CSC/VEIs 2.2%, 11

WCC 2.2%, 11

All other categories were under 2%

Percent Activity by Category August 27, 2020 - June 15, 2021



Most time was spent on **Board Related** items (**31%, 152**) and **Website Related** items (**24%, 118**)

Call for Board Service

- For the 2020-2021 Board service year, the Board has had eight Trustees.
- Three Board members' 3-year terms have been completed. We are looking for an additional 3-6 Trustees and/or Alternates.
- Need full Board complement (11 trustees) for efficient and effective administration and communication between Fellowship and Board of Trustees.
- If you have attended a past CoDA Service Conference as a delegate or a trusted servant, please consider applying for Board service. The application form and requirements are found here: <https://coda.org/service-info/board-main-page/> as well as online in the Delegate Package.