

# CoDA Service Items

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**Motion Key:** 5200                      **Number:** 20235                      **Item Type:** MOTION                      **Date:** 10/3/2020

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara D

**Subject:** Consent Agenda for October 2020 Meeting

**Board #:**

**Description:**

CONSENT AGENDA

Motion 1 - Move to accept the attached 2020 CSC Motion Summary.

Motion 2 - Move that the Co-Dependents Anonymous Board of Trustees not implement CSC 2020 Motions 20030 and 20031 (Ad Hoc Committee motions 4 and 5). This Motion is based upon legal advice regarding these two motions, and within the authority granted to the Board under the Co-Dependents Anonymous Articles of Incorporation and Bylaws as stated: "CoDA Bylaws, Revision 2019, Page 9, Section 4: If it (a CSC Motion) passes by a two-thirds (2/3) vote of the total number of Voting Members present, it is binding upon the Trustees, except to the extent the implementation of such a motion would cause the Trustees to be in violation of the Board of Trustees' legal responsibilities to the Corporation and its members or would put the fiscal integrity of the Corporation at risk. A simple majority is not binding on the Board of Trustees, although they may agree to be bound by the vote."

Motion 3 - Move to hire Nadia as FSW in charge of Spanish emails to be hired under same/similar contract as current FSW's and paid at the same rate.

Motion 4 - Move to replace the current CoDA Service Conference (CSC) Preparation and Responsibilities Sec. 2.9 of the Board P&P with the attached new Sec 2.9 of the Board P&P. Intent: To add a new section 2.9.4 Post CoDA Service Conference that is website related and to make some wording changes to the current sections 2.9.1, 2.9.2 and 2.9.3.

Motion 5 - Board P&P Motion - Regarding Section 3.4 of the Board P&P, correct the Cross Reference FSM to Part 4, Section 5 rather than Section 7, and change the wording of Section 3.4 Item #6 of the Board P&P to the following.  
6. Liaisons bring any committee concerns to the Board before or at each scheduled Board meeting.

Treasurer's report/Financials

JP Morgan Chase Checking: \$ 210,370.59

JP Morgan Chase Savings: \$ 120,342.98

National Bank of Arizona: \$ 100,633.68

Total Assets:

\$ 431,347.25

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

**Intent:**

**Remarks:**

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**Motion Key:** 5201                      **Number:** 20236                      **Item Type:** MOTION                      **Date:** 10/3/2020

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy O

**Subject:** Spanish Literature 7th Tradition Donations

**Board #:**

**Description:**

Nancy motioned that the 7th Tradition Donations from Spanish literature sales get put into the general fund. Seconded. Unanimous vote.

**Intent:**

**Remarks:**

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**Motion Key:** 5202                      **Number:** 20237                      **Item Type:** MOTION                      **Date:** 11/7/2020

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:**

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

**Board #:** 5202

**Description:**

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# CoDA Service Items

## CONSENT AGENDA

Motion 1 - That we approve the attached Combined Board 3rd Quarter Report for submission to QSRsubmit@codas.org on Oct. 15, 2020.

Motion 2 - To accept the revised October 3, 2020 Public Board Meeting Minutes

Motion 3 - Motion: That the Pre conference and Post Conference versions of the Fellowship Service Manual (FSM) and CoDA ByLaws be saved on codependents.org. Intent: To preserve the historical record of these important documents and for reference from year to year.

Motion 4 - Move that the revised 3rd Quarter, 2020 Quarterly Service Report be approved for publication on the website and to be shared with the Fellowship.

Treasurer's report/Financials

JP Morgan Chase Checking: \$ 206,648.36

JP Morgan Chase Savings: \$ 120,346.92

National Bank of Arizona: \$ 100,639.45

Total Assets:

\$ 427,634.73

Motion to Accept Consent Agenda: Passed Unanimously

**Intent:**

**Remarks:**

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**Motion Key:** 5203                      **Number:** 20238                      **Item Type:** MOTION                      **Date:** 11/7/2020

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:**

**Subject:** Website Security - Cloudflare App

**Board #:** 5203

**Description:**

Move that we authorize our website developers to install the free Cloudflare App at a cost of 1-2 hours installation/setup time at a cost of up to \$140 (@\$70/hour) to be completed in one week after sending approval.

**Intent:**

To further strengthen our website security against hackers.

**Remarks:**

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**Motion Key:** 5243                      **Number:** 20239                      **Item Type:** MOTION                      **Date:** 11/7/2020

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:**

**Subject:** Website Minor Work & Website Logo

**Board #:**

**Description:**

To approve up to 3 hours worth of work from the website developer to assist the webmaster with changes to the website when necessary; plus, approve an additional 3 hours worth of work from the website developer to make changes to the website when the webmaster is NOT able to do so; for a total of 6 hours worth of work at a total cost of \$420, based on 15 minute increments of \$70/hour. These services are to be approved by GC of the Web Liaison and backups not to exceed \$140 per task without board approval.

**Intent:**

To ensure that important changes to the website are made in a timely manner.

**Remarks:**

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**Motion Key:** 5244                      **Number:** 20240                      **Item Type:** MOTION                      **Date:** 11/7/2020

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:**

**Subject:** CoDA Board By Law Revisions

**Board #:**

# CoDA Service Items

**Description:**

Move to accept the attached Revised Version of CoDA By Laws 2020 CSC dated 08/26/2020.

**Intent:**

**Remarks:**

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**Motion Key:** 5245                      **Number:** 20241                      **Item Type:** MOTION                      **Date:** 11/7/2020

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Ottawa 2021 Contract/Events Insurance

**Board #:**

**Description:**

To sign the revised Ottawa 2021 Contract.

**Intent:**

**Remarks:**

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**Motion Key:** 5246                      **Number:** 20242                      **Item Type:** MOTION                      **Date:** 12/5/2020

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Don

**Subject:** Consent Agenda for December Board Meeting

**Board #:**

**Description:**

Motion 1 - Approve to expand the Events Zoom account for one month at a cost of \$70-\$100 to allow more participants to attend the Nov. 21, 2020 ICC.  
Motion 2 - Move to accept the revised Nov. 7, 2020 Public Board Meeting Minutes  
Motion 3 - To approve the two Invoices from the Spanish FSW dated Nov. 13, 2020 in the amounts of \$144.00 for Announcements and \$432.00 for creation of the web page on Codependents.org for a total of \$576.00. This covers work performed between October 17, 2020 to November 2, 2020.  
Motion 4 - Move that the revised 3rd Quarter, 2020 Quarterly Service Report be approved for publication on the website and to be shared with the Fellowship.  
Motion 5 - Move to accept Revision 11 of the "Fellowship Service Worker as an Independent Contractor Agreement" as the TEMPLATE for use with our Fellowship Service Workers. This TEMPLATE will include the current \$24/hr rate of pay and is to be placed in the CoDA Dropbox for use with all FSWs. Also move, that we replace the Independent Contractor Agreement SAMPLE in Section 8 of the P&P on pages 180-185 with the attached revised document, without "Fellowship Service Worker" in the title and without the rate of pay.  
Motion 6 - Move to approve 1.25 hrs work @\$70/hr = \$87.50 to have the website developers troubleshoot and resolve a website meeting search and accessibility problem caused by an updated plugin that was replaced on Nov. 5 and that resolved the problem.

Treasurer's report/Financials  
JP Morgan Chase Checking: \$ 235,418.40  
JP Morgan Chase Savings: \$ 120,350.99  
National Bank of Arizona: \$ 100,645.36  
Total Assets:

\$ 456,414.75

Motion: To Accept Consent Agenda – Moved: Don Seconded: Barbara, Passed Unanimously

Motion: The Board authorizes the Treasurer to contact Chase Bank and National Bank of Arizona to remove Conni Ingallina from the Co-Dependents Anonymous, Inc. bank accounts and to add Gail Selter. Moved: Barbara, Seconded: Don, Passed Unanimously

**Intent:**

**Remarks:**

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# CoDA Service Items

**Motion Key:** 5247                      **Number:** 20243                      **Item Type:** MOTION                      **Date:** 12/5/2020

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Phones

**Board #:**

**Description:**

The Board authorize the FSW Joan to make the necessary changes to phone.com to stop directing calls to SOS and have them directed to Communications.

**Intent:**

**Remarks:**

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**Motion Key:** 5248                      **Number:** 20244                      **Item Type:** MOTION                      **Date:** 12/5/2020

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** TMC Physical Documents

**Board #:**

**Description:**

To store the TMC physical copies of legal documents of Translation and P&D Agreements documents with our attorney Mr. John Gilbert.

**Intent:**

**Remarks:**

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**Motion Key:** 5249                      **Number:** 20245                      **Item Type:** MOTION                      **Date:** 1/9/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

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

**Board #:**

**Description:**

Motion 1 - Approve an additional 1 hour of work @ \$70/hr for the website developer to include the ID#, MEETING NAME (which we call "Group name"), DAY, TIME, FACILITY, LOCATION and LANGUAGE) in the Meeting Roster by State (back and front end) for a total of \$297. Note: The Board approved \$227 for the initial work in July 26, 2020.  
Motion 2 - Move to accept revision 2 of the Dec. 5, 2020 Board Meeting Minutes.

Treasurer's report/Financials

JP Morgan Chase Checking: \$ 233,148.80

JP Morgan Chase Savings: \$ 120,355.06

National Bank of Arizona: \$ 100,649.62

Total Assets:

\$ 454,153.48

**Intent:**

**Remarks:**

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**Motion Key:** 5250                      **Number:** 20246                      **Item Type:** MOTION                      **Date:** 2/6/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Consent Agenda for February Board Meeting

**Board #:**

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# CoDA Service Items

**Description:**

Motion 1 - To approve Version 5 of the Board QSR4 2020.  
Motion 2 – To approve the combined Board QSR4 2020.  
Motion 3 – To approve Revision 3 of the January 9, 2021 Board Meeting minutes.  
Motion 4 – To approve the CoDA QSR Q4 2020.  
Motion 5 – Move that the Board authorize the Finance Committee to apply \$12,182 of the 2020 surplus to the existing budget so there is a balanced budget.  
Motion 6 - To create a new Google Cloud Maps API account with assistance from the website consultant and to get the website developer to restrict the usage of dynamic Google Maps on the website. Also, to restrict the number of dynamic Google Maps on our current Google Cloud Maps API until the new account is created. To authorize up to 1 hours work @\$70/hour to make these changes.

Treasurer's report/Financials  
JP Morgan Chase Checking: \$ 245,339.91  
JP Morgan Chase Savings: \$ 120,358.86  
National Bank of Arizona: \$ 100,653.62  
Total Assets:  
  
\$ 466,362.39

**Intent:**

**Remarks:**

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**Motion Key:** 5251                      **Number:** 20247                      **Item Type:** MOTION                      **Date:** 2/6/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Online Accounts - PayPal

**Board #:**

**Description:**

To remove Conni Ingalinna of SOS Solution from our PayPal account and to add the Treasurer

**Intent:**

**Remarks:**

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**Motion Key:** 5252                      **Number:** 20248                      **Item Type:** MOTION                      **Date:** 2/6/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Association Management Contract (AMC Contract)

**Board #:**

**Description:**

To accept the contract with Meetings & Concierge Source (MCS) an Association Management Company.

**Intent:**

**Remarks:**

Gail is to prepare the contract for signature with an effective date being the date of signature. Barbara is to set up a meeting with the MCS Account Executive for her and Nancy to attend to get things started.

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**Motion Key:** 5253                      **Number:** 20249                      **Item Type:** MOTION                      **Date:** 2/6/2021

**Vote:** MAJORITY

**Committee:** Board

**Member Names:** Barbara

**Subject:** Financial Services

**Board #:**

**Description:**

# CoDA Service Items

Move that once we have a signed contract with MCS, a contract will be sent to Marie to become the CoDA, Inc. Bookkeeper as an Independent Contractor effective March 1, 2021.

**Intent:**

**Remarks:**

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**Motion Key:** 5260                      **Number:** 20250                      **Item Type:** MOTION                      **Date:** 3/6/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Consent Agenda for March

**Board #:**

**Description:**

Motion 1 - To accept Rev. 4 of the Feb. 6, 2021 Board Minutes. Moved: Nancy Seconded: Faith, Unanimous  
Motion 2 – To authorize \$5,116.66 in Google Maps API website service charges for the period Feb. 18, 2020 - Feb. 19, 2021 for the account set up by SOS Solutions for this service on the behalf of CoDA Inc. Also, to authorize the switchover to the recently approved non-profit CoDA Google Maps account that provides CoDA with \$450 total credits per month for this service effective Feb. 20, 2021. Note: Google Maps is a service that provides the Fellowship with access to Google Maps while using the Meeting Search features on the new Coda.org website. Moved: Nancy, Second: Barbara. Majority (Yes: 7, Abstention: 1)

Treasurer's report/Financials  
JP Morgan Chase Checking: \$ 256,687.36  
JP Morgan Chase Savings: \$ 120,362.53  
National Bank of Arizona: \$ 100,657.48  
Total Assets:

\$ 477,707.37

**Intent:**

**Remarks:**

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**Motion Key:** 5261                      **Number:** 20251                      **Item Type:** MOTION                      **Date:** 3/6/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy

**Subject:** Document Signing Software

**Board #:**

**Description:**

To purchase Dochub at cost of \$59.88/yr to be used for esignatures.

**Intent:**

**Remarks:**

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**Motion Key:** 5262                      **Number:** 20252                      **Item Type:** MOTION                      **Date:** 3/6/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** CoDA Historical Storage

**Board #:**

**Description:**

The Board authorizes the treasurer to sign up for the storage facility called Dollar Self Storage at a cost of \$65/month.

**Intent:**

# CoDA Service Items

**Remarks:**

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**Motion Key:** 5265                      **Number:** 20253                      **Item Type:** MOTION                      **Date:** 3/6/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Events Winter Retreat Zoom Needs

**Board #:**

**Description:**

Board to have a policy that 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.

**Intent:**

**Remarks:**

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**Motion Key:** 5266                      **Number:** 20254                      **Item Type:** MOTION                      **Date:** 3/6/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Matt

**Subject:** IMC Request for Additional Spanish Speaking Member

**Board #:**

**Description:**

To approve IMC current request to add one Spanish speaking translator temporary member to IMC for a specific Spanish case, per FSM wording.

**Intent:**

**Remarks:**

Note: Fellowship Service Manual (FSM), Part 5, Page 12: In between CSC, if it becomes necessary to increase IMC members due to resignations, leave of absence, death or any other reason deemed necessary by IMC, IMC will present vetted nominee(s) to the board for approval of additional IMC members through the board motion process.

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**Motion Key:** 5267                      **Number:** 20255                      **Item Type:** MOTION                      **Date:** 3/6/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy

**Subject:** Website Hosting

**Board #:**

**Description:**

To move to the new website host provider InMotion as soon as feasible at a cost of \$599.88/year. Also, authorize Intersection Online to assist with the migration at a cost not to exceed their quote of Feb. 20, 2021 (i.e. \$550-\$740, plus an hourly rate of \$70/h after that as needed to tune and stabilize the site.)

**Intent:**

**Remarks:**

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**Motion Key:** 5268                      **Number:** 20256                      **Item Type:** MOTION                      **Date:** 5/6/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy

**Subject:** Delta Hotel Ottawa Contract

**Board #:**

**Description:**

# CoDA Service Items

To cancel the current contract with the Ottawa Delta Hotel for the 2021 Conference and to forfeit the previously paid 2020 deposit of \$5200.00 US. Note: The Hotel would not move it to a subsequent year and they are waiving any cancellation penalties. As a result, the 2021 CSC will be held virtually.

**Intent:**

**Remarks:**

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**Motion Key:** 5269                      **Number:** 20257                      **Item Type:** MOTION                      **Date:** 4/26/2021

**Vote:** 2/3 Vote

**Committee:** Board

**Member Names:** Matt T

**Subject:** Purchase a domain name

**Board #:**

**Description:**

Move to purchase a domain name as decided by SPO at TigerTech with an appropriate website hosting plan at a cost of between \$120-\$216/year as per CoDA's website consultant's recommendation.

**Intent:**

**Remarks:**

This will require ratification at the next Board Meeting on May 1, 2021 before it can be acted upon. It will be placed in the Consent Agenda for that meeting.

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**Motion Key:** 5270                      **Number:** 20258                      **Item Type:** MOTION                      **Date:** 4/3/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Gail

**Subject:** Consent Agenda for April Board Meeting

**Board #:**

**Description:**

Motion 1 – To adopt the Events plan for CSC/ICC for 2021:

1. We will not hold ICC the same week, it will most likely be in September or October but no definite decision as yet.

2. We decide that we did not want to work on any weekend days for the CSC..., so the dates for the CSC will start on Monday, July 26th orientation, then Tuesday July 27th – Friday July 30th. For a 4-day CSC we have not decided on the exact time for the day yet but it will be 4 days vs. 3 days as we did last year.

Motion 2 – Move to authorize the purchase of Visio 2 for WCC (World Connections Committee) and subsequent committees requesting this service at current cos of \$72/yr. Committee's requesting Visio 2 must demonstrate a committee group conscience decision supporting the service in their committee minutes.

Motion 3 - To authorize up to \$125 for the new CoDA Google Maps account for the month of March 1-31, 2021 This will pay for Google Maps charges that go above the monthly \$450 non profit credits that CoDA receives towards their new Google Maps account.

Motion 4 – To authorize the accrued Google Map charges of \$117.44 for the old SOS Google Maps account for January and February 2021, that were not included in previous invoices. Note: this account has now been disabled.

Motion 5 – Move that the WCC zoom account attendance limit be increased to 1000 for one month, at the cost of \$90.

Motion 6 – To accept the revised March 2021 Public Board Meeting Minutes.

Motion 7 – Move to authorize \$455.00 for services provided by the website developer Intersection Online over the period Dec. 10, 2020-Feb. 20,2021 for the following services: \$157.50 Phase II work and \$297.50 for Debugging and Google Maps work. Also move to authorize \$227.88 to be paid to the website developer for the purchase of renewable annual software license for the following WP Toolset at \$149/yr. WB Bakery Page at \$56/yr. and for Ultimate Add-ons for WB Bakery at \$33.89/yr.

Motion 8 – To approve and additional 3 hours worth of work from the website developer to make changes to the website when the webmaster is NOT able to do so; for a total cost of \$210, based on 15 minutes increments of \$70/hour. These services are to be approved by GC of the Web Liaison and backups not to exceed \$140 per task without board approval. Intent: to ensure that important changes to the website are made in a timely manner.

Treasurer's report/Financials

JP Morgan Chase Checking: \$ 269,705.69

JP Morgan Chase Savings: \$ 120,366.86

National Bank of Arizona: \$ 100,662.03

Total Assets:

\$ 490,734.58



# CoDA Service Items

**Intent:**

**Remarks:**

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**Motion Key:** 5271                      **Number:** 20259                      **Item Type:** MOTION                      **Date:** 5/1/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Gail

**Subject:** Consent Agenda for May Board Meeting

**Board #:**

**Description:**

Motion 1 – To accept the attached Combined Board Q1 2021 QSR.  
Motion 2 – Move to accept the attached Rev 4 of the April 3, 2021 Board Minutes.  
Motion 3 – Move to purchase a domain name as decided by SPO at TigerTech with an appropriate website hosting plan at a cost of between \$120-\$216/year as per CoDA's website consultant's recommendation. Two-thirds Majority vote requires ratification at Board meeting.

Treasurer's report/Financials  
JP Morgan Chase Checking: \$ 166,049.09  
JP Morgan Chase Savings: \$ 220,371.78  
National Bank of Arizona: \$ 100,666.17  
Total Assets:  
  
\$ 487,087.04

**Intent:**

**Remarks:**

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**Motion Key:** 5272                      **Number:** 20260                      **Item Type:** MOTION                      **Date:** 5/1/2021

**Vote:** 2/3 Vote

**Committee:** Board

**Member Names:** Barbara

**Subject:** Webiste - Phase III Website Update

**Board #:**

**Description:**

The Board is waiting for a quote from the website developers for a solution to resolve the Time Zone confusion when looking for meetings. We have received a quote of \$1,265.00 to provide the ability to print meeting search results in either PDF format or to extract to a spreadsheet.

Motion – Move we accept the \$1,265.00 cost of the printing solutions on the website

**Intent:**

**Remarks:**

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**Motion Key:** 5273                      **Number:** 20261                      **Item Type:** MOTION                      **Date:** 5/1/2021

**Vote:** MAJORITY

**Committee:** Board

**Member Names:** Nancy

**Subject:** CoDA Q1 QSR

**Board #:**

**Description:**

Motion: To accept and publish CoDA Q1 QSR 2021

**Intent:**

**Remarks:**

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# CoDA Service Items

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**Motion Key:** 5274                      **Number:** 20262                      **Item Type:** MOTION                      **Date:** 5/8/2021

**Vote:** 2/3 Vote

**Committee:** Board

**Member Names:** Barbara

**Subject:** Motions Database improvement

**Board #:**

**Description:**

The Board has discussed improving the Motions Database for the past couple years. The improvement would allow charts, PDFs, Powerpoint, spreadsheets or other types of attachments to be uploaded to the Motions Database. A new quote for this upgrade from the current Motions Database provider J Street Tech was obtained, and the following motion was approved with 2/3rd majority

- Motion: Move that the Board approve having J Street Tech upgrade the Motions Database at a cost not to exceed \$8,360.

**Intent:**

**Remarks:**

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**Motion Key:** 5275                      **Number:** 20263                      **Item Type:** MOTION                      **Date:** 5/22/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy O

**Subject:** Approve May 2021 Virtual Board Minutes

**Board #:**

**Description:**

Move to accept the May 22, 2021 Virtual Face to Face Board Meeting Minutes.

Move – Nancy, Second – Don

**Intent:**

**Remarks:**

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**Motion Key:** 5276                      **Number:** 20264                      **Item Type:** MOTION                      **Date:** 5/22/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Posting Deadline Working Change

**Board #:**

**Description:**

Board Motion 1 – Posting Deadline Wording Change – Revisions made  
Motion: Move to accept revisions as edited.

Moved - Barbara, Second – Gail

**Intent:**

**Remarks:**

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**Motion Key:** 5279                      **Number:** 20265                      **Item Type:** MOTION                      **Date:** 5/28/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Voting Entity Issues

**Board #:**

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# CoDA Service Items

**Description:**

Board Motion 3 – Voting Entity Issues Motion Submission Procedures Change – Motion: Move to accept revisions as edited.

Moved - Barbara, Second – Gail

**Intent:**

**Remarks:**

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**Motion Key:** 5280                      **Number:** 20266                      **Item Type:** MOTION                      **Date:** 5/28/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy O

**Subject:** Spanish Website Donate Button

**Board #:**

**Description:**

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

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.

**Intent:**

**Remarks:**

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**Motion Key:** 5281                      **Number:** 20267                      **Item Type:** MOTION                      **Date:** 5/28/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Fairth

**Subject:** Changing of the Guard

**Board #:**

**Description:**

Move to accept revisions as edited to Sec. 2.8 of the Board P&P.

Moved: Faith, Seconded – Barbara

**Intent:**

**Remarks:**

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**Motion Key:** 5282                      **Number:** 20268                      **Item Type:** MOTION                      **Date:** 5/28/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Board Liaisons Standing CoDA Committees, Ad Hoc and Task Forces

**Board #:**

**Description:**

Motion: Move to accept revisions as edited to Sec. 3.4 of the Board P&P.

Moved – Barbara, Second – Gail

**Intent:**

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# CoDA Service Items

Remarks:

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**Motion Key:** 5283                      **Number:** 20269                      **Item Type:** MOTION                      **Date:** 6/5/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Gail

**Subject:** Consent Agenda for June Board Meeting

**Board #:**

**Description:**

CONSENT AGENDA  
Treasurer's report/Financials  
JP Morgan Chase Checking: \$ 172,590.85  
JP Morgan Chase Savings: \$ 220,378.51  
National Bank of Arizona: \$ 100,670.03  
Total Assets:

\$ 493,639.39

Motion: To accept the consent agenda. Moved – Gail, Second – Don

**Intent:**

Remarks:

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**Motion Key:** 5284                      **Number:** 20270                      **Item Type:** MOTION                      **Date:** 6/5/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Gail

**Subject:** Virtual F2F Board Meeting Minutes

**Board #:**

**Description:**

Motion – To approve the May 28, 2021 Virtual F2F Board Meeting Minutes.

Moved – Gail, Second – Nancy

**Intent:**

Remarks:

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**Motion Key:** 5285                      **Number:** 20271                      **Item Type:** MOTION                      **Date:** 6/5/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Board Liaisons To Contractors Job Descriptions  
and Duties

**Board #:**

**Description:**

Reviewed revisions to Section 3.5 P&P - Board Liaisons To Contractors Job Descriptions and Duties

Motion – To accept revisions to Section 3.5 P&P. Moved – Barbara, Second – Gail

**Intent:**

Remarks:

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# CoDA Service Items

**Motion Key:** 5286                      **Number:** 20272                      **Item Type:** MOTION                      **Date:** 6/12/2021  
**Vote:** UNANIMOUS  
**Committee:** Board                      **Member Names:** Gail  
**Subject:** Policy & Procedure (P&P) Manual                      **Board #:**  
**Description:**  
Move to accept the revised Legal Liaison Description (Sec. 6.1 of the Board P&P).  
Moved – Gail, Second – Barbara  
**Intent:**  
**Remarks:**  
Action: Nancy will forward the approved revisions to the AMC for inclusion in the Board P&P

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**Motion Key:** 5287                      **Number:** 20273                      **Item Type:** MOTION                      **Date:** 6/26/2021  
**Vote:** UNANIMOUS  
**Committee:** Board                      **Member Names:** Barbara  
**Subject:** Consent Agenda for June Board Meeting                      **Board #:**  
**Description:**  
Motion 1: Move to approve the TOTAL COST ESTIMATE: \$1,432.50 - \$1,561.13 to have the website developer provide a TimeZone Solution for all four meeting types (ie, phone, online, USA F2F and International F2F meetings) on the Coda.org website. Moved – Don, Second - Nancy, Vote – Yes, Unanimous  
Motion 2: To accept Minutes Public Meeting June 5th, 2021 V2. Moved – Gail, Second – Nancy, Vote – Yes, Unanimous  
Motion: To accept the consent agenda. Moved - Barbara, Second – Gail, Vote – Yes, Unanimous  
**Intent:**  
**Remarks:**

---

**Motion Key:** 5290                      **Number:** 20276                      **Item Type:** MOTION                      **Date:** 6/26/2021  
**Vote:** UNANIMOUS  
**Committee:** Board                      **Member Names:** gail  
**Subject:** Minutes Virtual F2F Minutes June 12, 2021                      **Board #:**  
**Description:**  
To approve the June 12, 2021 Virtual F2F Board Meeting Minutes. Moved – Gail, Second – Barbara  
**Intent:**  
**Remarks:**

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**Motion Key:** 5291                      **Number:** 20277                      **Item Type:** MOTION                      **Date:** 6/26/2021  
**Vote:** UNANIMOUS  
**Committee:** Board                      **Member Names:** Don  
**Subject:** Board Annual Report                      **Board #:**  
**Description:**  
To accept the revised Combined Board 2021 Annual Report. Moved – Don, Second – Gail  
**Intent:**

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# CoDA Service Items

Remarks:

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**Motion Key:** 5292                      **Number:** 20278                      **Item Type:** MOTION                      **Date:** 6/26/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Board Goals and Objectives

**Board #:**

**Description:**

To accept Version 6 of the Goals and Objectives. Moved – Barbara, Second – Gail

**Intent:**

Remarks:

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**Motion Key:** 5293                      **Number:** 20279                      **Item Type:** MOTION                      **Date:** 6/26/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy

**Subject:** Yearly Motions and Supporting Letter

**Board #:**

**Description:**

To approve the Yearly Motions and Supporting document. Moved – Nancy, Second – Gail

**Intent:**

Remarks:

---

**Motion Key:** 5294                      **Number:** 20280                      **Item Type:** MOTION                      **Date:** 6/26/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Board Budget

**Board #:**

**Description:**

The Board reviewed the Finance Committee combined CoDA Budget that they are submitting this year in lieu of individual Committee and Board Budgets.

The Board to advise the Finance Committee to add \$10,000 to Item 7304 Website Developer of the 2022 Budget to upgrade the Motions Database, and to remove the webmaster in the description. Moved – Barbara, Second – Faith

**Intent:**

Remarks:

---

**Motion Key:** 5295                      **Number:** 20281                      **Item Type:** MOTION                      **Date:** 6/26/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** Zoom Webinar Costs

**Board #:**

**Description:**

Board to authorize paying for up to 3 Zoom Webinars at a cost of \$990 + tax (each time) for special non-CSC/ICC events, since the \$3000 in donations from the last event should have been deposited into the Events Committee

---

# CoDA Service Items

separate bank account. After that is used up, they would have to forward CoDA Inc. \$990+tax for each such event where Webinar was set up in order to reimburse CoDA Inc. for the Zoom expense. Move – Barbara, Second – Nancy

**Intent:**

**Remarks:**

---

**Motion Key:** 5298                      **Number:** 20274                      **Item Type:** MOTION                      **Date:** 7/10/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy O

**Subject:** Minutes Virtual F2F Minutes June 26, 2021

**Board #:**

**Description:**

Motion: To accept the attached revised June 26, 2021 Virtual F2F Board Meeting Minutes. Move – Nancy, Second – Barbara

**Intent:**

**Remarks:**

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**Motion Key:** 5299                      **Number:** 20275                      **Item Type:** MOTION                      **Date:** 7/10/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy O

**Subject:** Board Presentation – Changes to CoDA Board Presentation

**Board #:**

**Description:**

Motion: To accept the 2021 CoDA Board Presentation to CSC. Move – Nancy, Second – Faith

Action: Nancy to forward to submitcsc@coda.org for posting to the delegate package and to our Association Management Company (AMC) to ask for it to be added to the CoDA Dropbox. Also, to request the webmaster to add the presentation to the Board Main page.

**Intent:**

**Remarks:**

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**Motion Key:** 5306                      **Number:** 20282                      **Item Type:** MOTION                      **Date:** 7/10/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Don

**Subject:** Board Policy & Procedures Manual

**Board #:**

**Description:**

Motion: To approve the July 3, 2021 version of the Board Policy & Procedure Manual. Moved – Don, Second – Gail, Vote – Yes, Unanimous

**Intent:**

**Remarks:**

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**Motion Key:** 5307                      **Number:** 20283                      **Item Type:** MOTION                      **Date:** 7/10/2021

# CoDA Service Items

**Vote:**

**Committee:** Board

**Member Names:** Nancy O

**Subject:** Board Annual Report Update

**Board #:**

**Description:**

Motion: To add the additional financial data from the Treasurer to the Board Annual Report to CSC and send it to be updated in the delegate package. Move – Nancy, Second – Barbara

**Intent:**

**Remarks:**

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**Motion Key:** 5308

**Number:** 20284

**Item Type:** MOTION

**Date:** 7/10/2021

**Vote:**

**Committee:** Board

**Member Names:** Barbara

**Subject:** CSC Agenda

**Board #:**

**Description:**

Motion: Move to approve the CSC Agenda as submitted by Events. Move – Barbara, Second – Don

**Intent:**

**Remarks:**

---

**Motion Key:** 5309

**Number:** 20285

**Item Type:** MOTION

**Date:** 7/10/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy O

**Subject:** Voting Entity Issues

**Board #:**

**Description:**

Motion: To assign the CoDA Canada VEI to the Board. Move – Nancy, Second – Don

**Intent:**

**Remarks:**

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**Motion Key:** 5310

**Number:** 20286

**Item Type:** MOTION

**Date:** 7/10/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Barbara

**Subject:** 2022 CSC/ICC Dates-August 19-28, 2022 at the Best Western, Rapid City, South Dakota

**Board #:**

**Description:**

To approve the 2022 CSC/ICC dates of August 19-28, 2022. Move – Barbara, Second – Don

**Intent:**

**Remarks:**

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**Motion Key:** 5313

**Number:** 20287

**Item Type:**

**Date:** 7/18/2021

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# CoDA Service Items

**Vote:** UNANIMOUS

**Committee:**

**Member Names:** Barbara

**Subject:** Minutes Virtual F2F Minutes July 10, 2021

**Board #:**

**Description:**

Motion: Move to approve the July 10, 2021 minutes. Moved – Barbara, Second – Don

**Intent:**

**Remarks:**

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**Motion Key:** 5314

**Number:** 20288

**Item Type:**

**Date:** 7/18/2021

**Vote:** UNANIMOUS

**Committee:**

**Member Names:** Don

**Subject:** Executive Session Review of CSC Motions

**Board #:**

**Description:**

Motion: That Matt draft an email to SPO asking them to withdraw their motion, and the Board will take further action on it. Move – Don, Second – Nancy

**Intent:**

**Remarks:**

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**Motion Key:** 5315

**Number:** 20289

**Item Type:** MOTION

**Date:** 7/18/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Don

**Subject:** July 18 2021 Minutes

**Board #:**

**Description:**

Move to approve the revised July 18, 2021 Minutes. Moved - Don, Second - Faith

**Intent:**

**Remarks:**

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**Motion Key:** 5316

**Number:** 20290

**Item Type:** MOTION

**Date:** 7/24/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Don

**Subject:** Consent Agenda for July Board Meeting

**Board #:**

**Description:**

Motion: Move to approve the July 18, 2021 Virtual F2F Board Meeting Minutes. Moved–Don, Second–Barbara

**Intent:**

**Remarks:**

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**Motion Key:** 5317

**Number:** 20291

**Item Type:** MOTION

**Date:** 7/24/2021

**Vote:** UNANIMOUS

# CoDA Service Items

**Committee:** Board

**Member Names:** Barbara

**Subject:** Zoom Cloud Recordings Overages

**Board #:**

**Description:**

Motion: To increase our Zoom Cloud storage to 100 GB at \$40/month. Move – Barbara, Second – Nancy

**Intent:**

**Remarks:**

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**Motion Key:** 5318

**Number:** 20292

**Item Type:** MOTION

**Date:** 7/24/2021

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy O

**Subject:** Approve July 24, 2021 Minutes

**Board #:**

**Description:**

Motion: Move to approve the July 24, 2021 minutes. Move – Nancy, Second – Don

**Intent:**

**Remarks:**