

Delegate Relations Committee (DRC)
Meeting Minutes
Wednesday, February 14, 2024

Attendance: Debra D. (Committee Chair DRC, Past Delegate, OR), Eddy G. (Alt Delegate, SoCal), Kate M.B. (Co-Chair DRC, Delegate, Moscow), Addie M. (Past Delegate, SoCal, CORE Board), Ann C. (Delegate, OR), Sam (NSC, Past Delegate UK), Linda C. (Delegate, New York), Lisa (Florida CoDA member who came to observe), Carmen D.- S. (Interpretation)

We opened the meeting at 12:05 P.M. with Introductions, the CoDA Service Prayer and the Second Service Concept

We approved the minutes of the DRC Meeting, January 24, 2024 with no changes:

Motion was made by Addie M. (Past Delegate, SoCal, CORE Board) to approve the minutes. Approval was unanimous.

A. Administration/Old Business

1. Meetings will continue to run 60 minutes and will be held in 3-week intervals. Each meeting will begin on Wednesday at 12:00 noon Eastern Time U.S.
2. Upcoming meeting dates – **Wednesday March 6th, 2024** and **Wednesday March 27th, 2024.**
3. At the March 27th meeting, we will discuss continuing with 3-week intervals or going back to 4 week intervals, depending on our progress with projects. The benefit of 3-week intervals is that the meetings last only one hour.

B. Report from Chairperson

1. **CoDA Board Meeting:** Debra attended the CoDA Board Meeting held on February 3rd, 2024. **Highlights:**
 - a. Additions to the CoDA Board: Chris E. (Chair, Events Committee) and Laurie C. (VEL, Issues Mediation Committee) were elected as Alternate Board members.
 - b. The Board Chair has instituted a boundary between the CoDA Board and the CoDA Chairs Forum, to offer the Chairs Forum additional autonomy. The Board will only participate in meetings of the Chairs Forum if requested.
 - c. A company, **Expensify**, has been hired to help simplify our meal reimbursement system when traveling; we have temporarily gone back to a per diem system of set amounts.
2. **Chairs Forum:** Debra attended the meeting of the Chairs Forum. Her only report is that the Board has issued a new Paypal account to the Hospitals & Institutions (H&I) Committee .

3. **DRC Webpage:** Debra connected with Florence and will gather documents to be included for outreach so they can be posted to the DRC webpage.

4. **Meeting of the DRC Chair with the VEL / List of Delegates/Contacts:**

Debra met with Laurie C. (VEL, IMC) and Jorge B. (Assistant VEL, IMC) at their request.

Multiple topics were discussed at the meeting.

- a. Eventbrite has a list of members who have signed up for the CSC, but they aren't the committee that confirms status as a Delegate. Still, this list may be useful to our committee for outreach to those with interest in becoming a Delegate in the future.
- b. In preparation for the 2023 CSC, the VEL (Voting Entity Liaison) for the first time asked vetted Delegates if their information might be shared with other CoDA entities. The VEL has a list of all who agreed. We have not been offered that list.
- c. The CoDA Board has shared a list with Debra of 63 email addresses (only, no names) for Delegates. However, the VEL asked that we not use this list because IMC (Issues Mediation Committee) took a group conscience regarding its confidentiality. Delegates already receive information from the VEL and the Events Committee. The Voting Entity Liaison is concerned that it may cause information overload or confusion if information is also coming from the DRC.
- d. We have received from the VEL a document titled "FAQs for Delegates" intended to assist Delegates in preparing for the CSC. We had proposed that our document have a similar name. That needs to be reconsidered. The VEL also sends out another document, "How to create a VE (Voting Entity)."
- e. The Voting Entity Liaison, the Events Committee and DRC are all concerned about how much of the information that is sent out to Delegates is actually read. In our role as the DRC, we want to be sure to keep our materials and actions focused on being helpful to Delegates; not creating additional documents that are repetitive or unhelpful.
- f. The VEL is enthusiastic about involving the DRC with the buddy system. They feel that this can be improved and help to make the CSC more successful. We do support this idea but had decided that it is not one of our priorities for this year.
- g. Debra shared with them our projected projects: the Fellowship Forum presentation, an additional "Delegate Forum" experience intended to share by discussion the information we are putting in our own document. Also, possibly, a meeting with Delegates to review the motions that will be presented at CSC this year. The VEL was appreciative of those ideas and requested they be included in those presentations.
- h. The DRC Chair received a follow-up call from the Board regarding the results of the meeting described above. This was an outreach call to share that the Board desires to confirm and support the autonomy of each World Committee.

The Board also has a goal of creating an accurate list of the VE and the Intergroups

with contact information for each. The board thinks that the Delegate Relations Committee could be ideal for this task because we can serve as a connection between the Intergroup/Voting Entity level and the Board.

C. Round Robin Responses to the Information Debra Shared

(Each entry below is the input offered by one member of our committee)

1. Why would the Delegate Relations Committee take on the responsibility of creating the Voting Entity/Intergroup Contact List? In the past, it has been an IMC (Issues Mediation Committee) task to keep the Delegate list and their contact information up to date.
2. There are three Committees with responsibility for helping Delegates: WCC (World Connections Committee, IMC (Issues Mediation Committee) and now the Delegate Relations Committee. We risk creating confusion as well as overlap regarding each committee's responsibilities. This person suggested that we come together to decide on what each committee is responsible for.
3. There was redundancy in last year's information; that may always happen. The motion passed last year stated that the DRC would create guidelines for the Delegates to interact with their VE and Intergroups.

Acronyms are a problem that we could address in our document, so that all Delegates would understand them; an index would help.

Most importantly, we want the new Delegates that our committee exists and that we will be there at CSC to help them.

4. Being a new Alternate Delegate last year, this person learned from their VE's Delegate what to expect. There is a lot of information that could be put together to help a new Alternate Delegate and/or Delegate understand the happenings at the CSC.

Having done a lot of service at the group and national level, this person feels that many CoDA members and CoDA groups do not understand what the CoDA Service Conference is, what its purpose is, or what business the Conference oversees. It is important that Delegates and Committees communicate to members the magnitude and presence of World CoDA. It is also a way to get people involved in service beyond the group level.

5. The VEL was created for the vetting process of the Delegates and worked with the CoDA secretary to the board. They determined how Alternates and Delegates would be identified for voting purposes. This person would recommend more conversation between the VEL and the Board, so the VEL can be at its best doing the tasks it was created for, vetting the Delegates. Events will continue to focus on their responsibilities, and our committee, Delegate Relations, will take over the responsibilities that the motion we voted on outlined as our responsibilities.

D. Future Tasks/Discussions and Reports from Workgroups:

1. **Future Discussions:** Debra and Linda will get together to go through the notes to ensure that all the ideas discussed have been noted. The DRC could possibly provide some assistance by reviewing everything that is sent out and simplifying or consolidating the pieces to assist with the redundancy discussed.
Also, Debra will obtain some guidance from our Board Liaison on how we go about respecting all committees, while ensuring that we're meeting our committee's responsibilities.
2. **Creation of an electronic Delegate pamphlet/handbook/calendar** Ann C. (Delegate, OR) and Linda C. (Delegate, NY) will get together with Debra to review the document we already have from Canada and the document she has received from Laurie and Jorge from the IMC & VEL.
3. **Presentation for Fellowship Forum** – Being that David A. (Alt. Delegate, New York) wasn't present, Debra will reach out and let him know that the DRC would like to present at the Fellowship Forum on March 30th.
4. **Policies and Procedures Workgroup:** Kate M.B. (Co-Chair DRC, Delegate Moscow) shared that she and Addie M. (Past Delegate SoCal, CORE Board) have been working on the P&P. They currently have 5 sections outlined including a Table of Contents, DRC Mission Statement, and Duties of the DRC. It is starting to come together.
5. **Remainder of the Agenda:** We did not have time within the meeting boundaries to discuss each of the proposed workgroups and their activities. This will be a priority for our next meeting.
6. **WhatsApp Updates:** Debra will update WhatsApp, as far as she can, to include the workgroups and the information of who is on the group and who the contact is to join the work group.
7. **Face-to-Face Topic:** Our committee is on the schedule for a Face-to-Face meeting during this calendar year. We need to discuss whether we want to maintain this spot on the schedule, and what our best use would be of the opportunity for a Face-to-Face.

We ended the meeting with the Serenity Prayer and adjourned at 1:05 P.M.