

CoDA Communications Committee

Conference Call Meeting Minutes – Wednesday, February 19, 2020

Attended by: Kaga G - Chair, Catherine U and Laurie C

New Business:

- I. Catherine offered to lead the meeting and opened with ‘CoDA Opening Prayer’
- II. *Motion #1:* nominate Laurie C as Communications Committee Secretary – discussion was held about having someone take notes during the meeting rather than using the recording method
 “the ayes have it and motion carried”
- III. *Motion #2:* cease recording our meetings...individuals are not comfortable with their voices being electronically recorded
 “the ayes have it and motion carried”
- IV. *Motion #3:* allow the Secretary to determine her choice of media for document storage and communication to members to include, but not limited to, meeting minutes, meeting reminders etc. Minutes would be taken during each meeting and after compiling in a Word document, they would be sent to the Communications Committee Chair for approval and then emailed to all committee members {including Board-at-Large}
 “the ayes have it and motion carried”
- V. Concern over attendance during our scheduled conference calls; ‘work in progress’ to possibly share the Co-NNections Committee ‘Zoom’ account, within reason, for a face-to-face meeting.
- VI. We need to work within our Mission Statement; we also need to update our Communications Committee Policies & Procedures
- VII. *Motion #4:* Chair requested a monthly detailed report submitted by Work Groups under Communications Committee {C-Phone and CET} to include, but not limited to, issues related to incoming calls and emails, technical issues; current process for handling incoming calls to ensure we are fulfilling our ‘primary purpose...to carry our message to those suffering’...this initial contact with CoDA is vital to be carried out “principles over personalities”...goal is to be a more ‘cohesive’ Committee
 “the ayes have it and motion carried”
- VIII. Next conference call will be on Wednesday, March 18th at 7:15pm EST
- IX. Meeting closed with ‘CoDA Closing Prayer’

Communications Committee Members:

Kaga G. - Virginia, Chair:

John R. :- Pennsylvania, CET-liaison

Karen T. - California

Laurie C.- Georgia, Secretary

Jeanne B:– Tennessee, Co-Chair and C-phone liaison

Melissa B. - Missouri

Catherine U. - Georgia