Minutes Communications Committee Sept 16, 2020

Meeting opened at 7:15

- In attendance - KaGa, Mary, James, Adina Beth

- Opened meeting with Serenity Prayer

- CET report - number of emails answered, any comments? *This will be answered starting next month*

- C-phone report number of phone calls answered, any comments? *This will be answered starting next month*

- New AVM audio visual media sub-committee report   Status comments? Kaga coordinating , James assisting

- CSC 2020 report
    All CSC fellowship business information changes/results are available for free download from the CoDA.org website.
    Search:[2020 CoDA Service Conference Delegate Package]
    View/click:[Approved Motions] also view/click [To listen to the 2020 audio recordings]

 1. **Committee officers** - Chair - KaGa; co-chair - Mary, secretary - Mary, subcommittee coordinators for CET email KaGa, cphone - Mary and AVM/ET (audio, visual, media exploratory team) - KaGa.

2. **Time/day of business meeting** - **New day and time**: 4th Thursday at 7:30 PM eastern

3.**Service volunteer needs.** The attendees agreed to share this need with their intergroup/friends. Mary will share the flyer with committee.

4.**CET, *CoDA email team.***

New email **Commanswer@gmail.com**

All Info@CoDA.org **will be directed to this new email address.**

·   Passcode emailed 9/6/20.- please contact Mary if you don't have it.   Please utilize the draft folder for common answers,, so others can cut and paste when needed. **Please note:** The email will come into and be sent from this email, so volunteers can remain anonymous. Please place any standard answers you have to common questions in the draft folder.

When you have a question that you don't know the answer to, please refer to the FSM first, and if the answer isn't there, please contact the chair or vice chair.   You may have questions that pertain to a specific committee - please forward to that committee, with explanation that the questions came into info@coda.org, and since it pertains to their committee, if they would please answer it and copy commanswer@gmail.com. CET will receive committee email address sheet. **Please do not send/ forward to the CoDA board or the CoDA board liaisons.**

5. P&P (Policy and procedure) manual. Please review the manual with special attention regarding CET, CPhone and AVM, Workgroup/subcommittee, information. Mary agreed to assist with both CET (since we have a new procedure) and cphone (once she gets the swing of things).

Everyone agreed to assist looking the P&P over for updates· Any changes please send to the appropriate coordinator.

6. FAQ on-the CoDA.org website.

·   Please Send common questions and answers to your service coordinator so they can be added to the website FAQ's. Mary will find out where to send them so they are placed in the FAQ's

·   CET calendar for volunteering -If everyone is in agreement, a calendar can be created so each person answering emails can commit to what they feel they can do. KaGa will talk to others on the email team; Adina Beth is very interested in this.

7. New Committee Board Liaison

·   CoDA Board member, Don B is our new Board liaison.

It was agreed to allow liaisons to attend meetings as they choose, and to be added to the alias as FYI.

8. CPHONE

·   Mary is coordinator. She will check with Jenny to see if a calendar would be okay for this volunteer opportunity

·   cphone needs suggestions/ proposal. How to make your phone numbers hidden, Adina Beth suggested using *86 (is this correct?) to hide the phone number you are using. The call will probably go to voice mail; leave a message with the next time and date you will call; return calls 3 times; morning, afternoon and evening. If it isn't answered after that, no more contact will be needed.

TABLED to October meeting = CPhone does neepd a way for everyone to be able to return calls, and the challenge is the cost for those not having unlimited time/minutes on their phone plan. It is an unfair burden to place on volunteers who dunlimited plans. Who would be willing to research the best ways to do this?

·   Should an email address for all unanswered phone calls be created? It would be a way to make sure all calls are answered.

TABLED to October meeting = 9.New volunteer application

> ·   Is it okay? Everyone please look over and be prepared to comment on the application.
> ·   Would a phone conversation or email conversation be better?
> ·   This application was based upon both the board and the events committee service applications. It was a committee discussion item for many months in 2018.
> ·   Is it the best way to start people on the committee?

    10. **P&P Comm policy and procedures manual review**
> ·   Need service from work group/sub committees.
> ·   Volunteers Kaga, Mary

    11. **New AVMedia team** –
> ·   Looking for additional members, first meeting to be scheduled. We have a flyer looking for members; needs to be distributed via email to group reps. We would like it on the banner of the CoDA website, but haven't had a response from our liaison yet.

    12. **New business:** 'GATEWAY' meetings to CoDA 12 step program"

This would be a referral resource for info and cphone's outgoing responses to CoDA 12 step program newcomers.

Are there newcomer meetings out there, besides the one at onlinecoda.net? Mary will create a letter to send to the group rep email asking if the have specific newcomer meetings, and if so, would those meetings be okay with having newcomers referred to their meeting. Or if they have a meeting that is very newcomer friendly and healthy.

· *Chair's suggested process*: To reach out to the three CoDA meeting resources.

 1. OnlineCoDA.net, 2. Tele(phone)meetings 3. Online zoom meetings.

· GOAL: *Looking for support and cooperation from these meeting domains to share a specific meeting contact information suitable to newcomer needs. To develop CoDA newcomer meetings. A resource designed for newcomers only. A sort of gateway meeting to directly get newcomer's going at a designated landing zone.*

Continue this topic next agenda.

 Meeting closed at 810pm ET, with CoDA closing prayer

Respectfully submitted

Mary I

·

<u>Put this under things I didn't know was available in google docs!! In order to type with your voice you can press Ctrl shift and S at the same time and it will type what you say. I did it here!!</u>