

**Events Meeting Minutes**  
**October 20, 2021, Wednesday**

**Opening Readings: (5 min.)**

**CoDA Opening Prayer:** In the spirit of love and truth, we ask our Higher Power to guide us as we share our experience, strength, and hope. We open our hearts to the light of wisdom, the warmth of love, and the joy of acceptance. - All

**Service Concept 10:** When the CoDA Service Conference is in session, the CoDA Board of Trustees is directly responsible to the Conference. When not in session, the Conference assigns its decision-making authority on material matters to the Trustees. The Board of Trustees is authorized to monitor the work of Conference-appointed service committees and may provide assistance or guidelines when necessary. The Trustees serve as the boards of directors of CoDA, the non-profit corporation, are assigned custodial control of all money and property held in trust for the Fellowship, and are responsible for prudent management of its finances. - Kathy

**Tradition 10:** CoDA has no opinion on outside issues; hence the CoDA name ought never be drawn into public controversy. - Kathy/Shaf

**Promise 10:** I no longer need to rely solely on others to provide my sense of worth. - Kevin

**Minute Recorder: Kevin**

**TIMEKEEPER: Kathy**

**Round Robin:** Shaf, Sharon, Kevin, Kathy, Carole Deb, Florence, Lorraine, Saskia, Katrina, Pat, Stephanie, Barb, Kris

**Feelings check in. (30 sec)**

**Recording to Cloud – start**

Will start Event Committee Reports next meeting.

**APPROVE MINUTES:** [https://nonprofit12steorganiza-my.sharepoint.com/:w:/r/personal/eventschair\\_coda\\_org/\\_layouts/15/Doc.aspx?sourcedoc=%7BB05535FB-89C3-4A8E-99B4-AFF15323040B%7D&file=Sept%2021st%202021%20Events%20Agenda.docx&action=default&mobileredirect=true](https://nonprofit12steorganiza-my.sharepoint.com/:w:/r/personal/eventschair_coda_org/_layouts/15/Doc.aspx?sourcedoc=%7BB05535FB-89C3-4A8E-99B4-AFF15323040B%7D&file=Sept%2021st%202021%20Events%20Agenda.docx&action=default&mobileredirect=true)

Minutes approved

**Round Robin:** Shaf, Sharon, Kevin, Kathy, Carole

1. **Introductions of Prospective Members:** See applications [here](#)
  - a. Sharon (5 min)
2. **Events Committee Job positions:** [Job Descriptions](#) (30 min)
  - a. Chair - Kevin
  - b. Vice Chair - Florence
  - c. Secretary - Carole
  - d. Registrar - Lorraine, Kathy, Shaf
  - e. Workshops – Florence
  - f. Interpretation - Carole, Shaf, ?Saskia
  - g. Technical/AV (NOT LEAD) – Shaf
  - h. Retreats – Shaf would like more information on responsibilities before signing up for the position
    - i. Not in P&P, organize other virtual or in person retreat as time permits.
  - i. Volunteer Coordinator - Florence, Lorraine
  - i. Host Liaisons – Katrina, Pat, Stephanie
3. **Host Update** – Any needs? (10 Min)
4. **Lisa J** for facilitator. (5 min)

RR:

Shaf – Lisa

Kevin – Lisa

Kathy – Lisa

Sharon – Lisa

Carole – Lisa

**GC:** by email

5. **2022 CSC/ICC**
  - a. Get bids for A/V, need 3 bids: Patrick (has the equipment, zoom connection for hybrid, sells the CDs), and ask Host City of potential A/V
  - b. Site visit to SD: Florence, Kathy, ?incoming Chair
  - c. Buy new computer (or 2): what kind of ports are needed for video connection of hybrid? Memory?
  - d. Possible printer purchase or renting. Check the current stock  
**ACTION: Kevin**
6. **Other duties**
  - a. Research Texas **ACTION: Kevin, another for support**
  - b. Applications for 2024 and beyond, Guatemala, other locations which have shown interest, VE across the world **ACTION: Kevin**

- c. Interpretation timeline, needs, budget \$10,000, Spanish and one other possible since there is money in the Board budget; motion regarding English the language of CoDA World and bring to Board; maybe propose rotate languages each year; **ACTION: Carole; Shaf and Saskia for support**

**7. New Application introduction** – Sharon A.

**8. Surveys post** - target i.e. How can we explain the breakout room? Better explain...? Start time good? Less general questions. Useful overall so will continue. Slides with instructions were helpful, less chaotic.

**9. Recordings** – need to be uploaded to the Drive **ACTION: Kevin, Shaf, Tonya**

**Next meeting date:** tbd by email

Closing with Serenity prayer: 7:10pm EDT