

Events Meeting Agenda and Minutes September 21st, 2021, Tuesday

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 9: By tradition, the CoDA Service Conference gives responsibilities to working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards or corporations. All are directly responsible to the Conference. The scope of the work a committee does is determined by the Conference group conscience. The chairperson of each committee assumes the responsibility to ensure the work assigned to the committee is completed in a timely manner. - Lorraine

Tradition 9: CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve. - Tonya

Promise 9: I acknowledge that I am a unique and precious creation. - Deb

Minute Recorder: Carole

TIMEKEEPER: Tonya

Round Robin: Alphabetical-ish, shift one down each time (so Barb doesn't have to go first each time).

Feelings check in. (1min)

Recording to Cloud – start

Will start Event Committee Reports next meeting.

APPROVE MINUTES: https://nonprofit12steorganiza-my.sharepoint.com/:w:/g/personal/eventschair_coda_org/EXKlffUQrDtPhNb-JoXTTToYBbgjEb15wqMyQtSTRV9eQYA?e=M9w9tF

Round Robin: Barb, Carole, Deb, Florence, Kathy, Katrina, Kevin, Kris, Lorraine, Pat, Saskia, Shaf, Tonya
Regrets: Pamela

1. **Introductions of Prospective Members:** See applications [here](#)

- a. Deb (2 min)
 - b. Pamela (2 min)
 - c. Saskia (2 min)
 - d. Tonya (2 min)
- Questions (10 min)

2. **2022 CSC/ICC Planning – Eventbrite Setup- GC RESULT: \$40/\$50- with June 30th for cut off on early registration (10 for June 30, 3 for earlier in May) (see notes below)**

- a. Cost of ICC –Suggest for earlier discussion, \$40 early registration, \$50 after. Early registration cut off end May/Early June (22min – 1 min per, with 30 sec 2nd round if needed)

Barb - 40/50 open; June 30

Carole - same, June 30

Deb - same, June 30

Florence - same, actual date suggestion: May 31st; open to June 30; 55

Kathy - same pricing and early reg date; change to June 30

Katrina - 50/65, early reg: June 30, change to majority

Kevin - 40/50, May 31

Kris - 40/50; concern expressed of wages less in many countries; virtual discussion later on in agenda; May 15

Lorraine - 40/50, June 30

Pat - 40/50; May 31; or end of May;

Saskia - 40/50; June 30

Shaf - same; May 31; changed to June 30th

Tonya - 40/55; May 31; open to June 30th if majority;

GC: \$40/50 June 30 unanimous of CEC

Date to go live on Eventbrite coming by email from Registration

- b. Refund Policy - Suggest for earlier discussion, Refund policy suggested up to 7 days prior full and 50% afterwards (10 min – 30 sec per)

Barb -

Carole - 3 days prior full, then 50%;

Deb - 10 days full, then 50%

Florence - 7-10 days full and stick with the 'policy', can be moved to donation for CoDA; 50% after

Kathy - 7 days prior; 1 day prior \$0 refund; Eventbrite charges for refunding

Katrina - as proposed, b)

Kevin - 7 days; stick with it; \$0 1 day; 50% 6-2 days prior;

Kris - 7-10 d; same refund

Lorraine - same

Pat - as initially proposed, b)

Saskia - 7 days; stick with it; \$0 1 day; 50% 6-2 days prior;

Shaf - 3 days full; after \$0;

Tonya - 7 days; stick with it; \$0 1 day; 50% 6-2 days prior;

GC: 7 days refund at full; stick with it; \$0 1 day; 50% 6-2 days prior; 5 of 6 CEC

c. Breakfast -

Breakfast Buffets

- i) Served with orange juice, coffee and assorted herbal teas.
- ii) Fewer than 35 guests, add \$2/person.
- iii) The Dakota Breakfast Buffet
 - Fresh Seasonal Fruit, Scrambled Eggs, Cheese & Salsa, Crisp Bacon, Country
 - Sausage, Breakfast Potatoes, Toaster Station OR Breakfast Pastries
 - \$12/person plus taxes; actual \$16.63
- iv) ADD: Buttermilk Biscuits & Gravy +\$2/person
- v) ADD: Oatmeal & Cold Cereal Station +\$2/person
- vi) The Sunrise Buffet
- vii) Fresh Seasonal Fruit, Scrambled Eggs with Sautéed Onions & Peppers,
- viii) Cheese & Salsa, Hardwood Smoked Ham, Breakfast Potatoes
- ix) and Toaster Station OR Breakfast Pastries
- x) \$11/person
- xi) Wrangler Buffet
- xii) Scrambled Eggs, Sausage Patties, Breakfast Potatoes,
- xiii) Pancakes with Butter & Maple Syrup
- xiv) \$10/person
- xv) **Groups Over 50 Guests - Toaster Station Not Available**

GC: CEC Dakota Breakfast Buffet \$16 unanimous; food allergies accommodated by the Hotel

- d. Tabled: Virtual ICC along with in-person? – Do we want to have a virtual portion along with in-person? Broadcast one room virtually? Is it technically feasible? (20 min, 1 min each)

3. 2021 ICC Planning

- a. Number of workshops – Open to all or keep at 9. Discussion done by email – ready to take GC? (10 min if need to go around, 30 sec)

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- GC: open to all: all, 4 rooms y; 4 rooms; all; 3 rooms for 9; all;
- Draft agenda: with 2 days for review and finalization; Workshop people will receive email to notify acceptance and request transcript of their material

- b. Do we want the additional Zoom Registration step? (20 min, 1 min each), and send the Zoom link directly to registrants
 - Moved to email discussion by Chair

- c. Job task during ICC --- need to work out with other volunteers too
 - Moved to email discussion by Chair
 - 1. Main Room Help
 - a. Tech -
 - b. Chat -
 - 2. Interpretation -
 - 3. Answering Events email -
 - 4. Breakout Room 1
 - a. Tech -
 - b. Chat -
 - 5. Breakout Room 2
 - a. Tech -
 - b. Chat -
 - 6. Breakout Room 3
 - a. Tech -
 - b. Chat -
 - 7. Welcome -
 - 8. Closing -
 - 9. ????

Next meeting date: tbd by email
Closing with Serenity prayer: 5:30pm EDT