

Finance Meeting Minutes

January 18th, 2022

5:00pm PST (7PM Central, 8PM Eastern)

Invitees:

Barbara, Board Liaison & CoDA Treasurer

Gail, Board Back-up Liaison & CoDA Chair

Lou, Finance Committee Member & Former Finance Chair

Rob, Finance Committee Chair

Tina, Finance Committee Member

Marily, Finance Committee Member

Judi, Finance Committee Member

Next Meeting times:

- Feb 15, 2022 05:00 PM Pacific
- Mar 15, 2022 05:00 PM Pacific

Welcome: Confirm round robin rotation

Serenity Prayer: God, grant me the Serenity to accept the things I cannot change, Courage to change the things I can, and Wisdom to know the difference.

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.

Step One – We admitted we were powerless over others - that our lives had become unmanageable.

Tradition One – Our common welfare should come first; personal recovery depends upon CoDA unity.

Service Concept One – The members of the Fellowship of Co-Dependents Anonymous, in carrying out the will of a loving Higher Power, advance their individual recoveries, work to insure the continuance of their groups and their program, and carry the message to codependents who still suffer. They may also collectively authorize and establish service boards or committees and empower trusted servants to perform service work.

Promise One – I know a new sense of belonging. The feeling of emptiness and loneliness will disappear.

Setup: Check-In: One Sentence Check in

- 1) Volunteer to take minutes - Rob
- 2) Approval of Minutes: December 28th Meeting Minutes as modified – Approved
- 3) Volunteer to clean up December 28th, 2021 minutes & submit to web liaison –
- 4) Review Prior Action Items:
 - a) Consider creating more detailed assistance for new groups setting up their financial practices. See Narcotics Anonymous guide here. [Please comment on this](#) initial revision. **Action – Tina to update based on feedback from committee members – done. Jan mtg to review and approve. Only Judi's notes show, but Marily has notes she will share. Tina to check notes. Tina to resend doc to Marily.**
 - b) “How to Use the Travel Agent” procedure – See this link. **Rob to draft email to chairs on new travel agent process by February 1st.**
- 5) New Items
 - a) Barbara asked for time to ask questions about not recording the meeting. Others record to ensure meeting clarity and for others to listen to if they were unable to attend. Tina was thinking of changing to recording the meeting. Lou recalls concern that we didn't have control of who listens; links can be shared. Marily reminded us that the minutes are recorded live so why do we need to record. Reminded us that she did not get copy of the recording of a meeting.

- b) Yes, 1,2,pass,yes, no,no
- c) Motion – Committee business portion of the meetings will be voice recorded for minute clarification and the link to the recording will be shared with all committee members & Board liaisons. After approval of the meeting minutes, the voice recording will be deleted. Yes – 3, No –1, Abstain – 1; motion passes
- d) Meeting is now being recorded.
- e) Review YTD Financials (as of 12/31/2021):

as of 12/31/2021	Actual	Budget
YTD Income	\$ 223,428 😊	\$203,692
YTD Expenses	\$ 119,971 😊	\$253,374
YTD Net Income	\$ 103,457	-\$49,682
Cash on hand	\$ 555,296	N/A

- f) Discuss and agree on mileage and meal allowances reimbursements for 2022.
 - i) \$0.14 per mile
 - ii) US \$59 Daily meal and incidentals allowance (detailed receipts required) for face to face meetings Lou confirmed \$64 for CSC.
 - iii) Rob – check hotel rate with Events.
 - iv) “Daily meal allowance does not cover the cost of alcohol as per the Expense Reimbursement Policy (ERP).”
- g) Rob – review all links for accuracy.
- h) Implement phase 1 of the Approved Process to Select an Investment Advisor.
- i) Meeting ended at 9:30pm EST with agreement to discuss “neutrality” at next meeting.
- j) Approve small improvements to Expense Reimbursement Policy
 - i) **Board Members** – Attending the CSC, the **Chairs Forum**, and F2F Meetings. This implies that **all board members could be reimbursed for attending the Chairs Forum.** Really? The entire board could attend a Chairs Forum and be reimbursed? (I realize that these have been virtual....but this would be costly if they decided to have a n in-person meeting!) *** not allowing board to attend chairs forum unless held consecutively in the same general location with a board F2F
 - ii) **page 8:** Local trusted Servants who live within 30 minutes in normal traffic commuting time of a meeting venue are **not also** eligible for reimbursement for up to a maximum of 5 nights of lodging per calendar quarter. See Reference [1]. In the ERP, “ not” has a line through it. Not sure if this is a mistake? It’s not clear if this is meant to deny lodging to locals—which I think is what is intended...Needs clarification. Lou – check context of this
 - iii) Finance may need to make it clear to committees that there is a difference between choosing to print something and (VERSUS) the to print something. Printing agendas, emails, backup materials when they are all

available electronically is a personal decision, not a necessity. Printing flyers to take to a conference is a necessity. [Rob – does something need to be clarified?](#)

- iv) the ERP calls (c) "Host Grants" when they should have been called "Delegate Grants for CSC Hosts". *** FSM says "Host Grant"
- k) Update the FSM for amount of one time donations. Here is what the FSM says today in the FAQ section:
 - i) Is There A Limit to The Amount an Individual May Donate to CoDA?
 1. Following the Seventh Tradition, the value for donated cash, goods, or professional services rendered by a member to individual meetings, Intergroups, and Voting Entities is suggested not to exceed \$3,000 USD (three thousand dollars) or equivalent per year. That limit is raised to \$6,000 USD (six thousand dollars) or equivalent per year for Co-Dependents Anonymous World in accordance with the larger scale of operation. Please see the donate button at the top of the home page on the coda.org website for more information about what types of donations you can make. (FSM, Part 2, page 10)
 - ii) Can people leave money to CoDA, Inc.. in their wills?
 1. Bequests in wills are acceptable only from CoDA members, with a maximum of \$8,000 from any one person, and only on a onetime basis—not in perpetuity. (FSM, Part 2, page 11)
- l) Reminder – Rob is resigning as Chair as of December 31st, 2022.

2021-2022 Finance Priorities:

1. Agree & execute on investment advisor selection plan
2. Review the steps to complete an ERR
3. Financial transparency for CoDA Int'l - how do we share if there is an excess to get the word out and gain CSC approval?
4. Review the FMAF process
5. Assess, analyze and advise on global royalty process
6. Group Level Treasurer's Handbook revise/release
7. Lead global conscience on who pays for interpretation

CoDA Recovery Prayer: God help me to: Accept other people as they are, Recognize my own feelings, Meet my own needs, and Love myself just as I am.