

Finance Committee Minutes

Preliminary Information

Tuesday, October 17th, 2023

Time: 5 - 7 pm Eastern, 4– 6 pm Central, 3 – 5pm Mountain, 2 - 4 pm Pacific

Approved on November 15th, 2023

Members:

Lou, Expense Lead, Meeting Lead & Liaison to Board

Rob, Secretary, Communications Lead & Liaison to WCC

Lesha, Liaison to Co-NNections, CLC, Communications

Shelley, Meeting Facilitator Incoming, Liaison to Teen and H&I

Ann, Secretary Incoming? Liaison to Outreach & Delegate Relations

Jocelyn, Budget Incoming? Liaison to SPO & Events?

Invitees:

Tina, Board Liaison & CoDA Treasurer

Jasmine, CSC Delegate

Vanessa, CSC Delegate

Lizz, CSC Delegate

Barbara, former treasurer and former member of Finance

Next Meeting date: November 21st, 2023 on Zoom

Meeting Times: 5 - 7 pm Eastern, 4– 6 pm Central, 3 – 5 pm Mountain, 2 - 4 pm Pacific (11pm – 1am Central European time)

Finance Committee Minutes

Business Meeting

Members attended:

Lou, Expense Lead, Meeting Lead & Liaison to Board

Rob, Secretary, Communications Lead & Liaison to WCC

Shelley, Meeting Facilitator Incoming, Liaison to Teen and H&I

Ann, Secretary Incoming?, Liaison to Outreach & Delegate Relations

Jocelyn, Budget Incoming? Liaison to SPO & Events?

Invitees attended:

Tina, Board Treasurer

Barbara, former treasurer and former member of Finance

Kevin, backup Board Liaison

Lizz, CSC Delegate

Secretary: Rob with Ann's help

Opening at 5:02 pm EST

Moment of Silence, Serenity Prayer

CoDA Opening Prayer

Step Ten: Tradition Ten: Service Concept Ten: Promise Ten

Round Robin for one minute Check-Ins

Discussion on transition of new people into and out of Finance as well as the amount of work for Expense Approvals.

NEW BUSINESS

- Consent Agenda approved
 1. August 15th meeting minutes (4-0-2)
 2. September 26th meeting minutes (4-0-2)
 3. Rob to contact Barbara to invite her to join Finance (4-0-2)
- Approved Barbara as new member (4-0-1)
- Barbara volunteered to be the Finance Lead to the Chairs Forum
- Barbara volunteered to be the Communications Lead for Finance

ACTION – Rob to transfer knowledge/access to Barbara before November 1st

- Discussion on reassigning Finance Committee Roles
- Briefly discussed Expense Lead's Oct 5th update to the Board regarding the ERP
 - ACTION – Board to accept (or not) proposed changes to the ERP
- Motion Approved to post the Board Motion amending the ERP to Finance Unlocked (5-0-0)
 - ACTION – Rob to post Board Motion on Finance Unlocked
- Discussion on status of outstanding Expense Reimbursement Requests
 - 13 paid
 - 13 in process
 - 3 are more than 30 days old
 - 10 are waiting to be approved by first approver
- General discussion to remind new committee members to offer to help the committees preparing expense reports so that their ERR can get approved quickly. Review non-travel expenses. Reminder – the ERR form is “one and done” (can't save as you go).
- ACTION – Rob to change Jocelyn's email to new one
- Discussion on whether \$69 was paid separately versus part of the existing payment. Treasurer confirmed a separate check was generated. Treasurer confirmed that Board did not qualify for CSC or and we could be liable for site visits. Treasurer confirmed that she is caught up and the per diem applies for the rest of 2023 face to face meetings.

- Round robin discussion on whether to pay separately or modify the ERR for meals to \$69/day. Note – the meal portion of the Gov't rate is ¾ of the travel day. The \$69 meal difference is considered a “gift” from the Board according to the Treasurer. Others feel that this is a per diem, not a gift. Some feel we are giving a benefit to a member and as a result that is a taxable amount so we should be issuing 1099's.
- ACTION - Request 2x2 or 3x3 with Board to discuss issues (Lou to initiate)
 - Relationship of Board to Finance Committee-transparency: emails, ERRs, Receipts
 - Role of Finance in overseeing expenses.
 - Trust issue between Board and Finance.
- Discussed Events email (10/11/23) re chairs attend ICC for one day to recruit at CoDA's expense motion.
 - Cost: For example, if in place in 2023, hotel and meals for an additional day per committee (US\$87.17 + US\$69) x 11 = US\$1,717.87 for 2023, but not all committee chairs were in person.
 - Benefit: contact with more people than just delegates.
 - Round robin discussion on this idea. Maybe Chair or any member of a committee (i.e. designee). Some think this is a Board vote, not a Finance vote. Some think recruitment is more than just staying another day at ICC. Clarification – this is a proposed motion for 2024 budget. Some think this expense is still worth it. Need to specify US\$. This estimate might be low given Ottawa actual costs.
 - ACTION - Rob to send draft email out to all Finance for comment.
- Approved Board FMAF for F2F (4-0-1)
- Approval of car rental to Board F2F by Jay G & Kevin M (6-0-0). See Expense Reimbursement Policy page 7 (5.B.ii.4)
- Approved the revision of Section 5 of the P&P manual to reference website for documents instead of links. See new business 5) c) (6-0-0)

OLD BUSINESS (STILL ON HOLD)

- Smartsheet vendor - identified multiple potential candidates, email guidance was sought, On HOLD till fall 2023.
- Investment Advisor - HOLD
- Guidelines for meeting - Rob to compare meeting guidelines approved at F2F with Section 15 of ERP.
 - ACTION – Rob to integrate the findings of the comparison into the draft version of the ERP
- Treasurer's Handbook. Reviewed in detail all recent changes. Discussion on FSM referral. All approved up to section “Some other resources and considerations” - HOLD
 - ACTION – All to suggest wording on a section that addresses if the Group Treasurer does not show up (and how to retrieve the funds). - HOLD

POSTPONED BUSINESS

- Rob – Can we update the Finance P&P to reflect the Chairs FMAF process? Postponed.

- Possible motions - Postponed
 - 2024 Proposed Motion 1 - ERP Harmonization.docx
 - 2024 Proposed Motion 2 - No Special Meetings During ICC.docx
 - 2024 Proposed Motion 3 - Prudent Reserve Normalization.docx
 - 2024 Proposed Motion 4 - Finance Committee's Duties.docx
 - 2024 Proposed Motion 5 - Balanced Budget.docx
- Gift cards for Events supplies expense – tabled till after CSC - Postponed
- Discussion and GC on changing the name of the "Expense Reimbursement Policy" to the "Receipt Reimbursement Policy" and all references throughout CoDA documentation. - Postponed
- Discussion and GC to immediately adopt the attached Receipt Reimbursement Training and implement with everyone attending a future CoDA World Event and listed on confirmation FMAFs. - Postponed
- Ad link for Approving an ERR training video to the Finance Policies & Procedures Manual under Section 5 - Documentation as “5.4 Approving an ERR “ - Postponed
- Discussion of the FMAF process and consider adding something to our P&P manual re Chairs FMAF for CSC. How is the process different? - Postponed

CoDA Recovery Prayer

Next Meeting: November 21st, 2023 on Zoom @ 5 - 7 pm Eastern, 4–6 pm Central, 3 – 5 pm Mountain, 2 - 4 pm Pacific

Zoom Meeting ended at 7:01 pm EST