

## **Finance Meeting Agenda**

**February 15<sup>th</sup>, 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:

- 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 Two** – Came to believe that a power greater than ourselves could restore us to sanity.

**Tradition Two** – For our group purpose there is but one ultimate authority -- a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern.

**Service Concept Two** – The Fellowship of CoDA has the responsibility of determining, through its group conscience, the service work to be performed, and the best manner to perform such work. This authority is expressed through our group conscience. Authority carries responsibility; thus, CoDA groups conscientiously provide adequate funding and support for the service work they authorize.

**Promise Two** – I am no longer controlled by my fears. I overcome my fears and act with courage, integrity and dignity.

**Setup:** Check-In: One Sentence Check in

- 1) Announce that we will start recording - Done
- 2) Volunteer to take minutes - Rob
- 3) Approval of Minutes: January 18th Meeting Minutes – 3 – approve, 1 abstain, 0 not approve
- 4) Volunteer to clean up January 18<sup>th</sup>, 2022 minutes & submit to web liaison – Rob
- 5) 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. Tina – sending out to all for final review, then formatting and will send final version.**
  - 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. - DONE
- 6) New Items
  - a) Review YTD Financials (as of 1/31/2022):

|                 |        |        |
|-----------------|--------|--------|
| as of 1/31/2022 | Actual | Budget |
|-----------------|--------|--------|

|                |              |              |
|----------------|--------------|--------------|
| YTD Income     | \$ 26,720.40 | \$18,671.49  |
| YTD Expenses   | \$ 17,461.19 | \$33,939.63  |
| YTD Net Income | \$ 9,259.21  | -\$15,405.64 |
| Cash on hand   | \$ 560,266   | N/A          |

- b) Rob – review all links for accuracy. Rob – review audio for what this is about.
- c) Discuss “neutrality” of the Approved Process to Select an Investment Advisor.
- d) Action – Ask Treasurer to implement the new Investment Policy for:
1. 40% of the CSC approved budget shall be held in Savings, Checking or Money Market Accounts (immediately available). (\$130K)
  2. 60% of the CSC approved budget shall be held in savings, money market or Certificates of Deposit, Treasury Bills or Treasury Notes with staggered maturities no longer than 5 years. (\$194K)
- ii) Motion – For our treasurer to implement the CSC approved Investment Policy which currently is 40% in one large institution in an insured account (\$130K) and 60% at another large institution in an insured account (\$194K) with staggered investments at 3, 6, 9, 12 month intervals. The remaining surplus (~\$236K) to be invested per the Investment Policy. Passed unanimously.
- e) Tina – encourage VEs to lead Sponsorship workshops; is it possible to allow for promo-code so they can order sponsorship pamphlet?
- f) 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”
- g) 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)

h) Reminder – Rob is resigning as Chair as of December 31<sup>st</sup>, 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.