

## **Finance Committee Minutes**

### Preliminary Information

Tuesday, April 18, 2023

Time: 5 - 6:30 pm Eastern, 4– 5:30 pm Central, 3 – 4:30 pm Mountain, 2 - 3:30 pm Pacific

Approved on May 12<sup>th</sup>, 2023

### **Members:**

**Lou**, Finance Committee Member, Expense Lead, Meeting Lead & Liaison to Board

**Rob**, Finance Committee Member, Secretary, Communications Lead & Liaison to WCC

**Marily**, Finance Committee Member, Chairs Liaison, Budget Lead and Backup Liaison to Co-NNections and Literature

**Lesha**, Finance Committee Member & Liaison to Events, Outreach, Comm, Fin, H&I, SPO, and CLC

### Invitees:

**Barbara**, Board Liaison & CoDA Treasurer

**Tina**, Backup Board Liaison to Finance

Next Meeting date: May 16<sup>th</sup>, 2023 on Zoom

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

## **Finance Committee Minutes**

### Business Meeting

Members attended: Lou, Rob, Lesha and Marily. Also Barbara, Board Treasurer, and Tina, Back-up Board Liaison, attended.

Secretary: Rob

Opening at 5:12 pm EST

Moment of Silence, Serenity Prayer

CoDA Opening Prayer

Step Four: Tradition Four: Service Concept Four: Promise Four

All meeting minutes (Jan, Feb & Mar) have been approved by email. GC approved 4-0-0 and submitted to [minutes@codaa.org](mailto:minutes@codaa.org)

Round Robin for one minute Check-Ins

### **OLD BUSINESS**

1. Smartsheet vendor - identified 2 potential candidates. Lou to follow-up with Rob for Upwork assistance.
2. ERP update – discussed submitting “as is” or submitting with changes to Board
3. Approval of PPM GRAPHIC. Discussion ensued; clarifications were made.
4. Agreed to add an explanation paragraph to Graphic and come back next month for approval.
5. Approval of secretary role clarification in the Finance PPM. Approved 4-0-0
6. Investment Advisor - nothing to report
7. Guidelines for meeting - Rob to compare meeting guidelines redline to Section15 of ERP

## **NEW BUSINESS**

- A. Dates for regular meetings - 2pm pst or PDT/PT on third Tuesday. Approved 4- 0-0
- B. Discussion on length of meetings and frequency of meetings. Agreed on 2 hr meetings. Approved 4-0-0
- C. Section 15 of ERP review - Tabled for now.
- D. Treasurer’s Handbook changes. Approved 4-0-0. Lou to implement.
- E. CSC personal days. Discussed and clarified ERP and its examples. Marily & Lesha to create Houston CSC personal day helper (at a minimum).
- F. ERR discussion on reporting donated travel expenses accurately. Remainder of conversation postponed until next meeting.

CoDA Recovery Prayer

Next Meeting: May 16th, 2023 on Zoom @ 5 - 7 pm Eastern, 4–6 pm Central, 3 – 5 pm

Mountain, 2 - 4 pm Pacific

Zoom Meeting ended at 6:31 pm EST