

Finance Committee Minutes
Preliminary Information

Tuesday, May 16, 2023
Time: 5 - 6:30 pm Eastern, 4– 6 pm Central, 3 – 5pm Mountain, 2 - 4 pm Pacific
Approved on May 24th, 2023

Members:

Lou, Expense Lead, Meeting Lead & Liaison to Board

Rob, Secretary, Communications Lead & Liaison to WCC

Marily, Chairs Liaison, Budget Lead & Backup Liaison to Co-NNections and Literature

Lesha, 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: June 20th, 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, Rob, Lesha, and Marily. (Quorum was present – 4 of 4)

Invitees attended: Barbara, Board Treasurer, and Tina, Back-up Board Liaison

Secretary: Rob

Opening at 5:08 pm EST

Moment of Silence, Serenity Prayer

CoDA Opening Prayer

Step Five: Tradition Five: Service Concept Five: Promise Five

Round Robin for one minute Check-Ins

OLD BUSINESS

1. Consent Agenda approved by GC 4-0-0
 - a. 4-18-23 Meeting minutes were approved
 - b. Finance PPM A2
 - c. Agreement that the Treasurer's Handbook does not need CSC approval

- d. GC of Finance Motion for the 2024 budget
2. Smartsheet vendor - identified 2 potential candidates. No new update from Lou. Rob to follow-up with Lou on Scope of Work for Upwork assistance.
3. Investment Advisor - nothing to report
4. Redlines from the meeting agenda were GC approved 4-0-0.
5. Guidelines for meeting - Rob to compare meeting guidelines approved in this meeting to Section 15 of the ERP
6. Discussed minor changes to the CoDA Treasurer's Handbook name. Agreement to add a "Draft of" and "Group" to title for this version. Agreement to approve version 2023-05.1. Discussed limited distribution of this draft for comments and how to collect comments/changes. Agreement to distribute a PDF and ask for a response by July 1st at the latest.

NEW BUSINESS

- A. Houston Travel Guide – Discussed minor changes to the Travel Guide. GC approved 4-0-0. Approved version will be sent to Barbara to forward to Events for distribution.
- B. Security on Microsoft OneDrive – the new level now prevents more than one of us from accessing OneDrive. Marily sending Barbara a screen shot so that the Board can address it.
- C. Medical Confidentiality of Special Accommodations – discussed how the FMAF can reveal confidential medical information, discussed how the medical letter needs to be kept confidential. Discussed having one person on the finance committee be the person verifying the medical exception (or reason specified on FMAF). Agreed to make changes to FMAF and ERP, then bring back for GC in the June meeting.
- D. Budget – Discussed recent changes in the Board 2024 budget that reduced the overall. Marily to update with Board changes and resubmit the updated motion once the IMC budget has been submitted. GC approved 3-0-1 to have Tina create the IMC budget.
- E. CSC Attendance – GC approved 3-0-1 to send Rob to represent Finance at CSC.

CoDA Recovery Prayer

Next Meeting: June 20th, 2023 on Zoom @ 5 - 7 pm Eastern, 4–6 pm Central, 3 – 5 pm Mountain, 2 - 4 pm Pacific (11pm – 1am Central European time)

Zoom Meeting ended at 7:11pm EST