

## Finance Meeting Minutes

**May 24<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

DeeDee, visitor

### Next Meeting times:

- June 21st, 2022 05:00 PM Pacific
- Jul 19, 2022 05:00 PM Pacific
- Aug 16, 2022 – skipped due to CSC
- Sep 20, 2022 05:00 PM Pacific
- Oct 18, 2022 05:00 PM Pacific
- Nov 15, 2022 05:00 PM Pacific
- Dec 20, 2022 05:00 PM Pacific

Link to Smartsheet with committee liaisons:

<https://app.smartsheet.com/sheets/CGxXjXG2vG2rm2qFmVjpRhrvqHgVvH7qM7HCw1>

**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 Five** – Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.

**Tradition Five** – Each group has but one primary purpose -- to carry its message to other codependents who still suffer.

**Service Concept Five** – Trusted servants are directly responsible to those they serve and are bound to honor the group conscience decision making process and uphold those decisions concerning their service work. The Fellowship also recognizes the need and right for members to honor their own experience, strength, and hope and their Higher Power's will as expressed to them. When the group conscience violates an individual's own truth and makes participation impossible, the individual may relinquish the service position.

**Promise Five** – I know a new love and acceptance of myself and others. I feel genuinely lovable, loving and loved.

**Setup:** Check-In: One Sentence Check in – Lou, Barbara, Merrily, Tina, Judi, Dee-Dee, Rob

- Announce that we will start recording - Done
- Volunteer to take minutes - Rob
- Approval of Minutes: April Meeting Minutes - Postponed to June
- Volunteer to clean up April 19<sup>th</sup>, 2022 minutes & submit to web liaison – Postponed to June
- Review Prior Action Items:

- 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. **Action – Tina to make cosmetic changes and send out to all for final review. Rob – to upload Tina’s google doc to One Drive. Rob – to figure out how to share all of Finance Committee with all committee members**
- Update from Treasurer on implementation of CSC approved Investment Policy. **Board approved; Barbara to go to the banks to implement. Barbara sharing articles of incorporation and transferring via cashiers check.**
- Judi, Lou & Rob will each interview 2 people from the list per the Approved Process to Select An Investment Advisor. Rob, and Lou did not complete but will update next month. Rob will send group email after each call.
  - AZ Community not a good fit
  - Baird might be too big for us
- Rob to send out historical expenses to each Chair, with cc: to liaison asking to review and modify if necessary. DONE
- Rob to send 2022 budget, including last most current, out to committee members and Chairs and liaison to request follow up with Committee to provide assistance in preparing their 2023 budget. DONE
- New Items
  - Review YTD Financials (as of 4/30/2022):

<u>as of 4/30/2022</u>	<u>Actual</u>	<u>Budget</u>
<u>YTD Income</u>	<u>\$ 79,297</u>	<u>\$74,786</u>
<u>YTD Expenses</u>	<u>\$ 42,285</u>	<u>\$65,389</u>
<u>YTD Net Income</u>	<u>\$ 30,112</u>	<u>\$12,288</u>
<u>Cash on hand</u>	<u>\$ 590,432</u>	<u>N/A</u>

- Rob - Review and approve draft motion to have CSC approve the budget by 6/8 - Motion - CoDA 2023 Budget - Draft.docx, DRAFT - 2023 CoDA Inc

## Budget Detail.pdf

- Action – Rob to add liaison list to attendees
- Action – Rob to ask for committee members and board members to have View Only access of the QBO file
- Action – Rob to remove monthly budget and add committee budget as backup material
- Lou – Breakdown in reviewing Expense Reports - Postponed
- Barbara – What is our policy about sharing room if there are health concerns? Postponed
- Rob – What is our policy about sharing a room if the person is LGBTQ? Postponed
- Judi – How do we talk about “excess” funds with people feeling like they can spend excessively? Postponed
- Judy – OK to to send someone in place of Chair to CSC? Postponed
- Judy – What happens if Committee delays decision on their budget Postponed
- Marily – discussion on the mileage reimbursement policy. Postpone until next month.
- Marily - discussion on additional days. Postponed
- Approve small improvements to Expense Reimbursement Policy - Postponed
  - **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
  - **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

- Finance may need to make it clear to committees that there is a difference between choosing to print something and (VERSUS) the mandate 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?
- the ERP calls (c) "Host Grants" when they should have been called "Delegate Grants for CSC Hosts". \*\*\* FSM says "Host Grant"
- Update the FSM for amount of one time donations. Postponed.

Here is what the FSM says today in the FAQ section:

- Is There A Limit to The Amount an Individual May Donate to CoDA?
  - 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)
- Can people leave money to CoDA, Inc.. in their wills?
  - 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)
- Reminder – Rob is resigning as Chair as of December 31<sup>st</sup>, 2022.

2021-2022 Finance Priorities:

- Agree & execute on investment advisor selection plan
- Review the steps to complete an ERR
- Financial transparency for CoDA Int'l - how do we share if there is an excess to get the word out and gain CSC approval?
- Review the FMAF process

- Assess, analyze and advise on global royalty process
- Group Level Treasurer's Handbook revise/release
- Lead global conscience on who pays for interpretation

CSC Timeline:

- By Law Changes 75-day deadline: 6/8/2022
- Motions 75-day deadline: 6/8/2022
- Web Pages Up With Motions 70-day deadline: 6/13/2022
- Revisions to Motions/By Law Motions 60-day deadline: 6/23/2022
- Committee Reports and Goals 30-day deadline: 7/23/2022
- Committee Budgets 30-day deadline: 7/23/2022
- Voting Entity Issues (can come in anytime; this deadline is for Conference submission) 30-day deadline: 7/23/2022
- Start of CSC: 8/22/2022

**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.