

Finance Meeting Agenda

June 21st, 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:

- 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/CGxXjXG2vG2rm2qFmVjpRhrvvgHgVvH7qM7HCw1>

Welcome: Confirm round robin rotation – Merrily, Judi, Barbara, Lou, Rob

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 Six - Were entirely ready to have God remove all these defects of character.

Tradition Six - A CoDA group ought never endorse, finance or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim.

Service Concept Six - The Fellowship guarantees trusted servants the right and authority to freely make decisions commensurate with the responsibilities and the right to participate in group conscience decisions affecting the responsibilities. Each CoDA member is also guaranteed the right to respectfully dissent during the group conscience decision making process. A member may feel and safely express any personal grievances as long as no particular person or group is unexpectedly singled out as the subject of the grievance. Members are encouraged to honor their own integrity as well as the integrity of others.

Promise Six - I learn to see myself as equal to others. My new and renewed relationships are all with equal partners.

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

- Announce that we will start recording - Started
- Volunteer to take minutes - Rob
- Approval of Minutes: April & May Meeting Minutes - Postpone
- Volunteer to clean up April & May minutes & submit to web liaison – Rob
- 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.

- Update from Treasurer on implementation of CSC approved Investment Policy. **No new update from Treasurer.**
- 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

No new update

- New Items
 - Review YTD Financials (as of 5/31/2022):

<u>as of 5/31/2022</u>	<u>Actual</u>	<u>Budget</u>
<u>YTD Income</u>	\$	\$
<u>YTD Expenses</u>	\$	\$
<u>YTD Net Income</u>	\$	\$
<u>Cash on hand</u>	\$	<u>N/A</u>

- Lou – Breakdown in reviewing Expense Reports - Our FSW was on bereavement leave with unknown return date. No backup, step-by-step action steps missing although we have a flow chart. GC: Ask FSW to write up work instructions of the process by 8/1. **Yes, unanimous**
- Barbara – What is our policy about sharing room if there are health concerns? Addressed one by one by Finance? See CoDA Board policy about Covid. **Action: Barbara to send South Dakota Policy. See ERP, Section 10C.**
- Judi - Did Rob send out info to Chairs? Yes, and there are a few people still yet to respond. GC to submit what I have now and update if there are further responses. **Yes, unanimous.**
- Barbara - Why isn't the committee copied on everything? Merrily would

like all Finance to be copied on actions being completed and bcc on the initial email for other things.

- Rob – What is our policy about sharing a room if the person is LGBTQ+? Our current policy allows for people choosing their own roommates.
- Judi – How do we talk about “excess” funds with people feeling like they can spend excessively? "Budget surplus" We need to make it clear that we are hear to help committees take advantage of the budget surplus.
- Judy – OK to to send someone in place of Chair to CSC? Yes, if they send someone to represent (carry all rights and responsibilities) them as the Chair.
- Judy – What happens if Committee delays decision on their budget? We checked with each Committee chair. **Action - Rob to forward budget request email to Merrily.** DONE by Rob on 6/22
- Marily – discussion on the mileage reimbursement policy. Current policy the govt reimbursement for non profits is 0.14/mile. Fed guidelines for business has increased alot. Action: Future discussion on how to assist to keep a level playing field with travel costs so all members can offer service.
- Marily - discussion on additional days. **Rob to post ERP policy on additional days.** DONE by Louon 6/22.
- Rob - What are the goals of the 2022-2023 Finance Committee? **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 31st, 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:

- 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.