

**Finance September
Meeting Agenda
September 21st, 2021**

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

LeSha, Finance Committee Member

Debbie, Finance Committee Member

Tina, Finance Committee Member

Marily, New Finance Committee Member

Judi, New Finance Committee Member

Next Meeting times:

October 19th, 2021 8:00 PM Eastern

November 16th, 2021; 08:00 PM Eastern

December 21st, 2021; 08:00 PM Eastern

Welcome: Confirm round robin rotation – Marily, Barbara, Tina, Judi, 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 Nine – Made direct amends to such people wherever possible, except when to do so would injure them or others.

Tradition Nine – CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

Service Concept Nine – By tradition, the CoDA Service Conference gives responsibilities to working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards or corporations. All are directly responsible to the Conference. The scope of the work a committee does is determined by the Conference group conscience. The chairperson of each committee assumes the responsibility to ensure the work assigned to the committee is completed in a timely manner.

Promise Nine – I acknowledge that I am a unique and precious creation.

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

- 1) Start Recording – Done
- 2) Volunteer to take minutes - Rob
- 3) Approval of Minutes: August 18th, 2021 - 100%
- 4) Volunteer to clean up August 18th 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 – all to review and comment for next month.**
 - b) “How to Use the Travel Agent” procedure – **Barbara to ask AMC to draft this procedure; waiting on AMC response. ~~Rob to send Judi and Marily the new ERP. Rob to draft email to chairs on new travel agent process once received from AMC.~~**
 - c) Consider new motions for creating a Continuity Plan and/or a Disaster Recovery Plan - **Barbara discussing with new Board. Update – Board submitted to AMC and awaiting response.**
 - d) Response to 2020-ERR-009 by Karen G for toner – Rob to check prior notes., Rob follow-up with Comm Finance Liaison. Rob to update FinComm. **Update – Rob talked with trusted servant asking 3 different ways that the entire cartridge**

was used for CoDA business. Trusted servant reaffirmed. Rob approved and Treasurer to issue reimbursement.

6) New Items

a) Review YTD Financials (as of 8/31/2021):

<i>as of 8/31/2021</i>	Actual	Budget
YTD Income	152,487.43	135,795
YTD Expenses	71,365.57	168,916
YTD Net Income	70,261.02	-33,121
YTD Cash	523,250.18	N/A

b) Nominations for Finance Liaison assignments

- i) Events - Lou
- ii) Board - Lou
- iii) H&I - Rob
- iv) Connection - Marily
- v) WCC - Rob
- vi) Literature – Tina
- vii) TMC - Judi
- viii) SSC - Rob
- ix) SPO - Rob
- x) Outreach – Lou
- xi) IMC – Judi
- xii) Finance – N/A
- xiii) Communications – Rob

c) Group Conscience on Finance Committee work plan for 2021 – 2022

1. Agree & execute on investment advisor selection plan - 1, 1, 2, #1
2. Financial transparency for CoDA Int'l - , 5, 2, 1, 4, #3
3. Review the steps to complete an ERR – 3, 4, 2, 3 - #2
4. Lead global conscience on who pays for interpretation- 7, 5, 6 #7
5. Assess, analyze and advise on global royalty process – 6, 3,4, 5 #5
6. Review the FMAF process – 4, 6, 3, 1, #4
7. Group Level Treasurer’s Handbook revise/release -2, 7 , 5, 7, #6

d) Review & propose “suggested donation” wording for all to use to maximize 7th tradition donations and minimize IRS audits.

- i) “If CoDA wants to suggest a donation amount, then we should indicate on the receipt from EventBrite registration (when we collect the \$) that the **amount over** the suggested donation may be tax deductible on your federal income tax. The suggested donation is considered the value set by CoDA that the individual gets

from the donation and is deducted from the total donation. The CPA indicated that it is cleaner if we do not set a value. Then the individual can deduct all of the donation. Also note that any amount over \$250 from an individual needs to have a donation receipt that has additional information in the letter according to the IRS.”

1. Entity needs to be a 501(3c) then leave suggested donation out so that anyone can donate anything and deduct the entire amount; however, the total amount of donations go down. Potential to have the receipt have the donation amount. Action – check with other sister organizations (Lou- AI-ANON, Rob –NA, X – OA, X-GA, check with CPA on better language (Barbara), check to see if Event-brite language can be changed on the receipt (Rob).
 2. At group level (not a 501-3c), then suggested donation can be anything because they are not tax deductible
- e) Create a new investment advisor selection process. Review the AMC selection process.
- i) Rob to draft selection process based on AM selection process
- f) Approve process for evaluating investment advisors:
- i) Collect names of likely persons/companies and put them on a spreadsheet. Suggestions include:
 1. Arizona Community Foundation - Joy Klein, jklein@azfoundation.org
 2. Baird Private Wealth Management - http://www.bairdoffices.com/scottsdale_az/
 3. Lou’s investment advisor at Ronald Blue Trust.
 4. From Krista Morgan, Our CPA
 - a. Jason Gove Jason.Gove@nbazwealthadvisors.com
 - b. Jon Brimhall jbrimhall@mraassociates.com
 - c. Paul Hershenberg paul@hershenbergfinancial.com
 5. Chase Investments (our current bank)
 - ii) Send out an email to each of them, explaining we are a small nonprofit looking for.... and including a link to our website, so they can learn a little about us
 - iii) For those who respond, we schedule a Zoom meeting
 - iv) After interviews, we discuss the applicants and reach a GC on who we want to hire
 - v) Sign an agreement either provided by them or us to formalize the arrangement
- g) Review FMAF Process
- h) 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!)**

ii) **page 8:** Local trusted Servants who live within 30 minutes in normal traffic commuting time of a meeting venue are **not** eligible for reimbursement for up to 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 os intended...Needs clarification.

iii) Finance may need to make it clear to committees that there is a difference between choosing to print something and the necessity 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.

i)

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.