

Finance Committee Minutes

Preliminary Information

Tuesday, Sept 26th, 2023

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

Approved on October 12th, 2023

Members:

Lou, Expense Lead, Meeting Lead & Liaison to Board

Rob, Secretary, Communications Lead & Liaison to WCC

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

Lesha, Liaison to Co-NNections, CLC, Communications

Shelley, Meeting Facilitator Incoming, Liaison to Teen and H&I

Ann, Secretary Incoming? Liaison to Outreach & Delegate Relations

Jocelyn, Budget Incoming? Liaison to SPO & Events?

Invitees:

Tina, Board Liaison & CoDA Treasurer

Jasmine, CSC Delegate

Vanessa, CSC Delegate

Lizz, CSC Delegate

Barbara, former treasurer and former member of Finance

Next Meeting date: October 17th, 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, Expense Lead, Meeting Lead & Liaison to Board

Rob, Secretary, Communications Lead & Liaison to WCC

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

Shelley, Meeting Facilitator Incoming, Liaison to Teen and H&I

Ann, Secretary Incoming?, Liaison to Outreach & Delegate Relations

Jocelyn, Budget Incoming? Liaison to SPO & Events?

Invitees attended:

Tina, Board Treasurer

Lizz, CSC Delegate
Barbara, former treasurer and former member of Finance
Katherine, Board Chair in place of Kevin, backup Board Liaison

Secretary: Rob with Shelley's help

Opening at 5:01 pm EST
Moment of Silence, Serenity Prayer
CoDA Opening Prayer
Step Nine: Tradition Nine: Service Concept Nine: Promise Nine
Round Robin for one minute Check-Ins

Discussion on recording of meeting minutes via Zoom. GC to proceed without zoom recording. (6-0-0)

Board Chair joined the meeting (in place of Kevin, back-up liaison from the Board?)

OLD BUSINESS

- Smartsheet vendor - identified multiple potential candidates, email guidance was sought, On HOLD till fall October.
- Investment Advisor - HOLD
- Guidelines for meeting - Rob to compare meeting guidelines approved at F2F with Section 15 of ERP. HOLD
- Treasurer's Handbook. Reviewed in detail all recent changes. Discussion on FSM referral. All approved up to section "Some other resources and considerations"
- ACTION – All to suggest wording on a section that addresses if the Group Treasurer does not show up (and how to retrieve the funds).

NEW BUSINESS

- Consent Agenda approved except for #1 below
 1. August 15th meeting minutes
 2. Rob to contact August invitees to invite them to join Finance
 3. Approved Events FMAF
 4. Approved CoDAteen FMAF
 5. Confirmation of final Board 2x2 meeting attendees; cancelled.

Note - Board GC to discuss ERP changes with tax attorney

- Discussion on training Finance Liaisons to help ERR approvers
- Briefly discussed additional Liability now that CoDAteen is active
- Discussion on "translation" vs. "Interpretation" in the CoDA Income Statement. Actual spend was \$61K vs \$15K budgeted. GC to add "interpretation" to the CoDA Chart of Accounts and separate the two expenses from now and forward. (7-0-0)

- Rob – Can we update the Finance P&P to reflect the Chairs FMAF process? Postponed.
- Possible motions - Postponed
 - 2024 Proposed Motion 1 - ERP Harmonization.docx
 - 2024 Proposed Motion 2 - No Special Meetings During ICC.docx
 - 2024 Proposed Motion 3 - Prudent Reserve Normalization.docx
 - 2024 Proposed Motion 4 - Finance Committee's Duties.docx
 - 2024 Proposed Motion 5 - Balanced Budget.docx
- Gift cards for Events supplies expense – tabled till after CSC - Postponed
- Discussion and GC on changing the name of the "Expense Reimbursement Policy" to the "Receipt Reimbursement Policy" and all references throughout CoDA documentation. - Postponed
- Discussion and GC to immediately adopt the attached Receipt Reimbursement Training and implement with everyone attending a future CoDA World Event and listed on confirmation FMAFs. - Postponed
- Ad link for Approving an ERR training video to the Finance Policies & Procedures Manual under Section 5 - Documentation as "5.4 Approving an ERR " - Postponed
- Discussion of the FMAF process and consider adding something to our P&P manual re Chairs FMAF for CSC. How is the process different? - Postponed

CoDA Recovery Prayer

Next Meeting: October 17th, 2023 on Zoom @ 5 - 7 pm Eastern, 4–6 pm Central, 3 – 5 pm Mountain, 2 - 4 pm Pacific

Zoom Meeting ended at 7:01 pm EST