

**Finance Committee**  
**Face to Face Meeting Minutes**  
**March 20<sup>th</sup> – 22<sup>nd</sup>, 2023** (Approved April 4<sup>th</sup>, 2023)

Attendees: Lou L.  
Marily B.  
Rob O.

**8:00am CST**  
**March 20th**

**Convened and discussed the rough agenda for the next three days**

- Discussed a concept for a new Expense Reimbursement Request
- Discussed the challenges and opportunities of Smartsheet
- Discussed Lesha joining the Finance Committee and her impact

**Edited the Policies and Procedures Manual aka “Roles & Responsibilities**

- Reviewed the history of the document and its intent
- Moved the FSM Responsibilities up in the document
- Clarified each one of the roles in the Finance Committee
- Introduced the idea of succession planning

**Mapped out a new Smartsheet based process for the FMAF**

- The FMAF will become a Smartsheet form that expands as the F2F gets closer
- The FMAF will initiate ERRs for F2F Committee members
- Both forms will prompt the initiator to complete their form in a timely fashion
- Better oversight of actuals versus budget, improved expense timeliness

**Reviewed the Treasurer’s Handbook**

- Added clarifications to the document
- Revised some of the forms

**Motion #1**

**The Finance Committee authorizes Lou to identify 2 or more Smartsheet vendors that are capable of designing and implementing Smartsheet Forms and Workflows.**

**--> Approved unanimously**

**Reviewed and edited the Expense Reimbursement Policy**

- All changed were considered clarifications, requiring Board approval, but not CSC vote

**Motion #2**

**The Finance Committee approves the new version of the Expense Reimbursement Policy and authorizes the Finance Secretary to send it to the Board for approval.**

--> **Approved unanimously**

**Further discussed the Finance Policies and Procedures Manual**

- Renamed “Roles and Responsibilities” to “Roles and Tasks”
- Discussed the idea of succession planning relative to inexperienced members
- Clarified additional items in the tasks for each role

**Motion #3**

**The Finance Committee approved the Policy and Procedures Manual, as edited, for immediate use.**

--> **Approved unanimously**

**Discussed improvements to the Expense Reimbursement Request**

- Reviewed a concept for going back to a paper expense form and ruled it out
- Reviewed comments from Expense Reimbursement Request users and they are general good reviews; however, some Trusted Servants have anxiety about dealing with money and/or forms
- Discussed ways the Finance Liaison can support those struggling to complete the Expense Reimbursement Request
- Discussed the possibility of using video training and/or in-person training at the CSC to help

**Discussed the Grant process in the Expense Reimbursement Policy**

- Discussed reimbursement of non-CoDA World trusted servants assisting with the CSC and ICC and agreed this was outside the scope of the Expense Reimbursement Policy. This has been and will continue to be a reimbursement decision made at the VE level.

**Motion #4**

**The Finance Committee does \*not\* approve modifying the Expense Reimbursement Policy to reimburse non-Events (i.e., “local”) member expenses.**

--> **Approved unanimously**

**Discussed non-travel expenses and the IRS 60 day rule**

- Some trusted servants are not submitting expenses for small expenses on a timely fashion
- Discussed the concept of petty cash and how it might apply in our situation, but ruled it out
- Discussed the cause of the delay being the existing overburdensome Expense Reimbursement Request for small expenses
- Resolved to include a simpler non-travel Expense Form with updating the Expense Reimbursement Request

**Discussed the status of the Investment Advisor Process**

- Reviewed the meeting notes from Rob's interviews of the potential candidates
- Discussed Rob's assessment of the different candidates

**Motion #5**      **The Finance Committee approved Hershenberg Financial of Tempe, Arizona, as the primary investment advisor and authorized Rob to pursue more details in preparing a proposal for the Board.**  
 --> **Approved unanimously**

**Reviewed the Guidelines for Face to Face Meetings document on Finance Unlocked**

- Updated the old document terms for 2023
- Clarified any confusion that may have been caused by the old document

**Motion #6**      **The Finance Committee approves the Face to Face Guidelines for Planning a Meeting, as edited.**  
 --> **Approved unanimously**

**Further discussed role assignments for the Finance Committee**

- Discussed the order of progression for those new to World Service
- Discussed how new members that are experienced would integrate
- Lou to take Meeting Facilitator, Expense Lead and Liaison to Board roles
- Rob to take Communications Lead, Secretary and Liaison to WCC Roles
- Marily to take Budget Lead, Chairs Forum Lead and Liaison to Literature Roles
- Rob to request Lesha to take on Liaison to Communications, Connections, Outreach IMC, SPO, Teen, H&I and Events Roles

**Motion #7**      **The Finance Committee agrees that the Roles & Responsibilities will rotate periodically (typically in January) with the succession guidelines as people become more experienced in world service. New members will take on roles and responsibilities immediately. The succession guideline order (from least experienced to most experienced) are: Committee Liaison, Chairs Forum Liaison, Budget Lead, Secretary, Expense Lead, Meeting Facilitator, Communications Lead (aka "Chair").**  
 --> **Approved unanimously**

**Discussed changes to the donations page**

- Reviewed the history of the Treasurer's request and Judi's willingness to pursue
- Discussed the limited capacity of a small Finance Committee
- Discussed the source of the donations page issue and possible solutions

**Motion #8**

**The Finance Committee advises the Treasurer that the donation buttons on coda.org website could be improved by having both donate buttons going to the same destination page.**

**--> Approved unanimously**

**Further discussed concerns about the newly revised Policies and Procedures Manual**

- Discussed the need to train people about to rotate into new positions
- Discussed how to help new members start in their first service position
- Discussed the limited resources on the Finance Committee for training

**Motion #9**

**The Finance Committee agrees to the newest revision of the Finance Policy and Procedures Manual that include “Back-up Lead”**

**--> Approved unanimously**

**Discussed our concerns with the request from the Board for a 3x3**

- Acknowledged an uncomfortable feeling with the request
- Discussed that the Board may be offering to help with any issues
- Discussed the opportunity of avoiding conflict with the Board

**Motion #10**

**The Finance Committee authorizes Rob (as Communications Lead) to update the 3x3 email with new information from our Face to Face Meeting and check with Gail to see if this addresses questions of the Board.**

**--> Approved unanimously**

**Reviewed motions to bring to the 2023 CSC**

- Other than the Budget motion, there are no other current proposed motions to bring
- Discussed possibility of a CSC motion for the Expense Reimbursement Policy changes, but the small issues probably do not warrant a CSC motion
- Discussed the possibility of other projects (like automating the FMAF or implementing the Investment Policy) but it is too soon to tell if a CSC motion is needed.

**Discussed Finance’s position in support of CoDA members with disabilities**

- Discovered that CoDA’s policy is limited in contrast to AA’s policies
- Requested more information from our Board liaisons and they responded that they would add it to the Board’s next meeting agenda
- Agreed that the Expense Reimbursement Policy can be modified to support members with disabilities; however, this is best addressed once an overall policy is adopted by the Board/CSC.

**11:43am CST  
March 22nd**

Meeting adjourned – Of 17 agenda items, 15 completed and 2 remained open  
Note - The Treasurer's Handbook and F2F meeting notes needed documenting