

IMC Monthly Approved Minutes - Public

Sunday, 2022 April 24

Meeting length 90 minutes. Tabled items to be done via email or the following month.

Establish Round Robin Sequence:

Round robin: Shannon, Jorge, Gillian, Laurie and Darlene

Members:

Steve, Darlene, Chris, Gillian, Laurie, Carmen, Shannon, Jorge
Katherine T. (Board Liaison) Florence F. (back up Board Liaison)
Judi T. (Finance Liaison)

Absent:

{with prior authorization}: Steve, Chris
{without prior authorization}: Carmen
8 members, 5 required for a quorum {simple majority}

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.

Minute taker (volunteer): Laurie

Approve the Agenda: (Color Key: Tabled item, New update, Action item, Old update. **(RR)** = Round Robin. Also, use international standards for dates: ISO 8601 format yyyy/mm/dd.)

Motion to approve by: Shannon Seconded by: Gillian GC: unanimous

4th Service Concept:

Read by: Shannon

All those who volunteer to do service work for CoDA by serving on committees, boards, or corporations are trusted servants, not authority figures. Ideally, trusted servants volunteer out of a desire to follow their Higher Power's will, out of gratitude for the gifts they have received from CoDA, out of a desire to grow in their ability to create and keep healthy relationships, and to contribute what they can of themselves to CoDA. The Fellowship recognizes the need to select the most qualified people willing to serve as trusted servants. At times, trusted servants may hire individuals outside of the Fellowship for commercial services.

Spiritual Check-in: Please limit your response to one minute {self-time}.

How do you use the 4th Service Concept in your recovery/service within CoDA at any level and/or personal and/or professional life? Or personal share – What is happening in your life?

Get approval to record this meeting to the cloud.

After approval, announcement: This is the IMC meeting on Sunday, April 24th at 10:30AM Eastern.

(10:40) MINUTES

Minutes will be taken real-time by all. All will have access to review and edit anytime.

March 27th Minutes: (Copy and paste if the hyperlink does not work)

Recording for March 27th Minutes-Accessed through imc.coda@gmail.com login

Present at the March 27th meeting: Shannon, Jorge, Steve, Chris, Laurie, Gillian, Darlene

Motion to approve **March** Minutes by: Gillian Seconded by: Laurie

Yes: 5 No: 0 Abstain: 0 GC: unanimous

(10:42) REPORTS

- **Chair: Darlene** (interruptions are welcome within reason-4 minutes?)
 - a. Chairs Forum – 2022/04/24-updates a. Discussion ongoing about what to do with F2F meetings that are now online and/or hybrid both on meeting lists and identifying as a voting entity (separate from but can look similar to AFM VE issues) Online versus AFM recognition document was given to chairs. GC is scheduled for May.2022/04/24 presented AFM document to Chairs gave them a month to review and GC in May
 - b. QSR (due 15th of Jan, Apr, July, October) 2022/04/24 Next draft due for GC in June-Laurie willing to assist
 - c. Review roles/tasks descriptions - Continue to discuss with HP about serving in one of open roles needed.
 - d. Cleanup/organizing ... Gmail inbox/filing, OneDrive filing, google drive versus OneDrive 2022/04/24 updates a. Steve is willing to help the Gmail inbox- 2022/04/24 how will these be filed; numerous folders; organization needed
 - e. OneDrive = Official, Google Drive (GDrive) is for recordings and personal documents. Ex/mine are usually in my shorthand and only for my reference, but not official. I try to capture summaries of everything either on the minutes or in an official email response. 2022/04/24 ZOOM charging for files; don't use GDrive for unofficial IMC documents; OneDrive needs organization
- **VEL (Voting Entity Liaison): Chris** – 2020/2021 CSC 2-year commitment, Vice-VEL Laurie 2021/2022
 - a. Creation of VE list of contacts. Start filling in the blanks from which VE's have attended the CSC's in most recent years. Outreach Committee is pursuing

current information about who has a website. Gillian – Discussed some of Translation ‘Stories’ effort.

- b. Possibility to address the principle of representation with future motion for an FSM quorum update from IMC.
 - c. 2022/02/20 - working on VEL description, CSC Prep meetings have started and beginning process, online or hybrid 2022 CSC format TBD 30 days prior to event
- **Voting Entity Issue (VEI) Subcommittee/VEI Tracker**: Members: Darlene, Gillian, Shannon; OneDrive Tracking: 2022/04/24: Gillian updated VEI Tracker Form.
 - **Public Minutes Update**: Laurie 2022/04/20 - we are up-to-date with submission of PM’s

(10:52) OLD BUSINESS:

- A. **CoDA Synergy Project: Clarity for Voting Entities and CoDA Unity**: Lead: Darlene, Co-Lead: Laurie; Members: Steve, Gillian, Jorge
 - a. **Voting Entity Structure**: Texas, SoCal, NorCal examples; What is structure? How much structure? 2022/03/27 - Actively working on Virginia and AFM forming new VE’s. Need to review docs with New England Alliance and Arizona VE’s.
 - b. **Voting Entity Database**: Members: Darlene 2022/03/27 - working with Outreach
 - c. **FAQs for new IMC Members and Voting Entities**: [OneDrive FAQ Folder](#) 2022/04/23 email sent to Jorge & Shannon by Laurie
 - d. **IMC Member Toolkit**: 2022/04/23 Updated by Laurie; Members: Laurie
 - e. **Motions/Literature**: What CSC motions or pieces of literature/leaflets can come out of Synergy? Videos on what it means to be a Delegate.
- B. **(10:56) Face-to-Face**: 2022/02/20 [Cost Research](#) by Jorge. 2022/02/20 ACTION ITEMS: Jorge – update cost with potential F2F date. 2022/04/24 Need to fill out finance form that was due in January – tentative dates of June 18-19 in Toronto, Atlanta, and Charlotte – Finance Committee needs specific details about our F2F including agenda, names, dates, etc; do we need to inquire about cost using our Management Company for assisting with travel arrangements; reach out to Judi T./Finance Liaison – Jorge to reach out to Finance Liaison the week of 2022/04/05
- C. **(11:04) Review IMC’s P&P/FSM Highlights**: (Shannon, Gillian)
 - a. Link to VEL Description
 - b. Chair is tasked with initial response. Let’s discuss a response “system” in April.
 - c. VEL is tasked with helping start new VE’s.
 - d. ACTION ITEM: (Shannon) Submit P&P to Web Liaison with cc to Board to ost on CoDA.org
 - e. ACTION ITEM: (Shannon) - tentative date to discuss is week of May 9th – Update IMC P&P’s: Laurie & Gillian willing to assist
- D. **(11:06 – 11:12) Change/update Gmail password, other passwords?** (ZOOM, OneDrive, Smartsheet) 2022/03/27 change Gmail password due to security issue ex/Shannon. Urgent WhatsApp password to use email account.

E. (11:12-11:27) ALL issues being filtered to IMC, especially meeting problems.

2022/03/27 updates:

- a. Chairs Forum GC to create workgroup
- b. New CoDA email and announcement from the Board
 - i. (RR) Response to Board email about meetingissues@coda.org. Now what?
 - ii. Emails follow-up in round robin, clarify with Board from this point forward.

(11:37) NEW BUSINESS

- A. (11:39-11:54) Simplified Instructions** request from the Board: one page version of Guidelines. What info do we share with these types of IMC tasks (non-mediation like VE status and meeting issues), especially while in progress? Consider updates to the Board, the IMC Board Liaison, and other Committees referring requests/issues to IMC. How do we respond to semblance of micro-managing. Consider all incoming as confidential issues while in progress and share appropriate results once resolved?
 - a. (RR) Thoughts? General and specific to response.
 - i. Cliff notes of P&P's and Guidelines
 - ii. Keep anonymity, respond broadly regarding results
 - iii. Banner with one click, making the FSM breathable
 - b. IMC Response to request: ACTION ITEM: (Shannon, Chris, Laurie, Gillian, and Steve) Liaison are willing to help write. Review emails Darlene sent to VA. Shannon provisional Lead.
- B. (RR) VEL** update from CSC Prep – no VEI's which are now Voting Entity Motions (VEM) VE motions to be tracked with CSC motions. (tabled)
- C. Synergy Project:** tabled after meeting 2022/04/23, we agreed to postpone crafting a motion asking ourselves: Is this something IMC should be doing? We all agree on the need to 'simplify the process' and can discuss and review options, along with any others you may think of, then hold GC.

(12:14-12:19) NEXT MEETING:

2022/05/15 at 10:30 a.m. (EDST) - everyone check your calendar; third Sunday of the month

Motion to adjourn: Second: Passed: unanimously

CoDA Closing Prayer:

We thank our Higher Power, for all that we have received from this meeting. As we close, may we take with us the wisdom, love, acceptance, and hope of recovery.

Stop ZOOM recording.

Future Meeting Dates:

June 19th

July 17th

August 21st

September 18th

October 16th

November 20th

December 18th