

Minutes of the San Diego County CoDA Business Meeting

December 2017

Present: Addie, Bryna, Dave, Fran, France, Frank, Gary, Leanne, Marcy, Michelle, Rita, Susie, Travis, Victoria

The meeting was called to order at 10:14 by Fran, the Community Representative.

The CoDA Opening Prayer was recited. Fran read the service concept of the month, and the 12 Traditions were read by meeting participants.

Officer/Chair Reports

Fran, Community Rep: Fran reported the following:

- 1) The Holiday Party is scheduled tonight from 6:00 – 10:00 p.m. at the Kensington Community Church. Ham, turkey, and beverages will be provided. Please bring a dish to share.
- 2) Holiday marathon meetings are scheduled in L.A (see handout).
- 3) Community elections will be held in January. Several positions are open:

These are positions that are currently vacant

Public Info-Mail Chair picks up the CoDA Community mail at the Post Office Box, directs mail as indicated, sends out requests for meeting schedules.

Outreach Chair coordinates the activities of committees which facilitate community outreach by participating at fairs and other local events, and which spread awareness through communication with mental health professionals, creation of classified announcements for the local media, bulletin board flyers, etc.

Positions Open for even years (2018):

Committee Officers

Community Representative: The Community Rep shall set the agenda for, and shall chair the monthly meetings of the Committee, and shall conduct the meetings in accordance with the Twelve Traditions, the Committee's group conscience and established parliamentary procedure, shall serve as a liaison between the Committee and neighboring community committees, and shall be responsible for providing a written report to the Committee when attending another community committee meeting. The Community Representative shall be authorized as a signatory on any bank account held by the Committee. If a Group Representative is elected to the office of Community Representative, he/she shall resign his/her position as Group Service Representative.

Regional Representative: Shall represent the Committee at State, National, and International business functions, and report those events in writing to the Committee.

Treasurer: The Treasurer shall be responsible for the receipt and disbursement of all Committee funds and shall provide a formal written monthly accounting to the Committee. The

Treasurer shall be authorized as a signatory on any bank account held by the Committee. At any given time, there shall be three authorized signatories on the Committee's operating bank account, with two signatures being required for each check. The authorized signatories shall be the Community Representative, the Alternate Community Representative and the Treasurer. It shall be the responsibility of the signatories to verify the validity of each disbursement.

Formal Sub-Committee Chair Persons

Workshops, Seminars and Panels Chair: creates and coordinates Super Seminar Saturday and other events which raise funds for the CoDA community.

Public Info-Phone Chair: updates the CoDA information phone line, checks and forwards messages, returns messages when necessary.

Literature Chair: conducts and coordinates the sale and purchase of literature from CoDA Resource Publishing, Inc. for the benefit of the San Diego CoDA Community at the Community meetings and other CoDA events. The funds for the purchase of CoDA literature is provided by the Committee's general bank account; however, the Literature Chair is to provide a separate financial accounting of all expenses.

Hospitals and Institutions Chair: coordinates the activities of the H & I Committee.

Activities Chair: Meets and coordinates activities for fellowship events within the CoDA Community.

4) Anyone interested must be present to apply. Nominations are made on goldenrod Motion forms, and applicants will have two minutes to describe their qualifications

France, Alternate Community Rep: No Report

Bryna serving as Secretary: Participants were asked to review the circulating copy of the phone list, note any corrections, and place a check mark by their names for attendance. November minutes will be reviewed in the second half of today's meeting.

Rita, serving as Parliamentarian: Rita explained procedures for running the meeting.

Gary, Treasurer: Gary gave the report as follows:

For November 2017

Total Income	\$2842.35
Total Expenses	11,281.50
Total Other Income	8273.35
Net Income	-1798.86
Total Bank Accounts	13,047.81
Total Assets	15,633.30

Regional Representative: Open

Bryna, Alt. Reg. Rep: The most recent SoCal meeting was held on 12/02/17 during the 2nd Annual Hispanic CoDA Conference in Covina. Please see separate summary of the SoCal Regional meeting as well as the full 11-page report from the CoDA Service Conference, written by the SoCal Regional CSC Delegates.

Newsletter: Open. Dave reiterated his interest in this position and drafted a sample newsletter, which was included with the circulating phone list. He asked for feedback on the draft and had several questions that would be addressed in the second half of today's meeting.

Workshops, Panels, and Seminars: Open

Public Information Mail: Open. Laurine has been picking up the mail and delivering it to the appropriate person. As she was absent today, there was no report.

Public Information Phones: Open; Lesa has been taking the calls until someone steps forward to take this job. There was no report.

Frank, Hospitals and Institutions: Good meetings are continuing on Monday mornings and Tuesday evenings at Las Colinas. Participants in the Tuesday night meeting have requested that at least one woman join Frank and Phil in facilitating the meeting. These meetings are held from 6:30 – 8:00 p.m. Anyone interested may contact Frank and will be asked to complete a half-day training to obtain clearance to enter the jail as a meeting facilitator.

Meetings are also ongoing at the Vista jail. The facilitators, Linda and Delores, have not been in contact with Frank recently. Addie will be meeting with Linda soon and will request a status update.

Residents of a women's recovery house in Escondido spoke with Gary about starting a CoDA meeting. When these women have attended other, regularly scheduled meetings, their behavior was often considered disruptive. Some women brought their children, which was considered inappropriate due to the topics discussed in meetings. Addie expressed interest in assisting these women in starting their own meeting. All who are interested in assisting are welcome to contact Gary.

Travis, Literature: Travis reported the following:

Deposit	\$1027.00
Orders	\$917.60
H&I Donation	\$233.90
H&I Annual Total	\$714.30
CORE Order	\$289.47
Money in Cash Box	\$99.09

Travis reported two additional items:

- 1) During Super Seminar Saturday on 11/18/17, many people picked up literature for their groups and he did not have enough materials for newcomers.
- 2) His term is up in July. He would like someone to "shadow" him and train with him for a few months to ensure a smooth transition. Anyone interested may contact him.

Outreach: Open

Activities: Open

Webmaster: Rob is out of the country and available by email. He posts files and announcements as received.

Break was called at 11:05. The basket was passed and the 7th Tradition was collected.

The meeting resumed at 11:15. It was determined that we have 28 meetings. Roll call was taken and quorum was met by 11 voting members. (One more person came in after roll call.)

Rita reiterated the procedure for submitting motions and discussion items.

Old Business

- 1) November minutes were approved: Yes—10; No—0; Abstention—1.
- 2) Dave had expressed interest in the Newsletter chair position at the 11/18/17 meeting. He understands this position includes both the newsletter and meeting list. If elected, he would serve as Acting Chair until he has attended a minimum of four Community meetings. As of today, he has attended two of these meetings. He has also made arrangements to attend future Community meetings regularly. A motion to elect Dave as Acting Newsletter Chair was approved unanimously.
- 3) At the November meeting there was discussion of possibly modifying the bylaws to transfer the meeting list responsibility from the Newsletter Chair to a different position. Because Dave accepts the meeting list as part of the Newsletter Chair's responsibilities, no further discussion of the bylaws is needed at this time.

New Business

- 1) Dave asked several questions about information sources and procedural matters:
 - a. Who supplies the info for Newsletter & Meeting List?**

CoDA members email information for the newsletter and corrections to the meeting list directly to the Newsletter Chair. Addie noted that meeting information on the website is not correct. Former Newsletter Chairs have reached out to all meeting contacts to confirm dates, times, and locations. Gary reported that his Friday meeting contacts are incorrect and will follow up with Dave. France asked that Dave include his SDCCoDA Newsletter Chair email address in each issue. Susie recommended that all participants at today's meeting share with their home groups that we now have a Newsletter Chair who welcomes updates and feedback.
 - b. Who approves draft copies before they may be uploaded to the website?**

The newsletter and updated meeting list are distributed every month at the Community meeting, corrected if needed, and posted by the Webmaster.
 - c. Who has the original, native Word doc files?**

France sent outdated templates to Dave. They can be modified/updated as needed. Dave said he would use the existing formats for now and is very open to suggestions for improvement.
 - d. Who arranges Newsletter emails to come to my personal email?**

The Webmaster handles this.

- 2) Addie announced a women's only Day of Recovery in North County organized by women's meetings in Carlsbad, Oceanside, and San Marcos. The event will be modeled after Super Seminar Saturday with breakouts and a keynote speaker. Women are invited to contact Addie (addie77@cox.net; or landline 760-305-8355) if interested in helping to plan this event.
- 3) Gary has literature left over from a meeting that closed in Downtown San Diego. He is aware of a meeting in Santee that is in need of literature. Travis said the Community has plenty of literature in inventory. Gary motioned that the leftover literature be donated to the meeting in Santee. The motion passed unanimously.
- 4) Bryna delivered a brief report from Scott regarding Super Seminar Saturday:

Seed funding received in October	\$600.00
Facility rent	\$295.00
Food and accessories expense	\$255.50
Less expenses owed	\$49.50
Total expenses	\$600.00
Income (from 100+ people)	\$883.50
Total profit	\$283.50

The meeting was adjourned at 11:51, followed by the Serenity Prayer.