

## Minutes of the San Diego County CoDA Business Meeting

September 21, 2019

**Present:** Fran, Laurine, Sharleene, Jay, Diane P., Gary, Dede, Susan, Joe, Csilla

The meeting was called to order at 10:00 by Fran. Newcomers were welcomed and Fran reminded everyone about the use of cellphones, location of bathrooms, and the use of name tags. The CoDA Opening Prayer was recited and introductions were made. Fran read the 9<sup>th</sup> Service Concept and the meeting participants read the 12 Traditions.

### **Officer/Chair Reports:**

**Fran, Community Rep:** Fran pointed out that on the table just inside the door there was a Welcome Newcomer flyer with information explaining the Business Meeting procedures to aid any newcomers to the meeting. Also, on this table, along with name tags, there was an agenda for today's meeting where members could take notes to help with their report for their CoDA group. Fran said she welcomes any suggestions that will help the meeting to be more understandable and more user friendly.

### **Alternate Community Rep: Open**

**Csilla, Secretary:** Csilla said that she had emailed the August minutes and updated phone list to all those on the Community Meeting phone list. If you did not receive these, there were a few extra copies of both documents available, or she will gladly send them if an email address is provided. Approval of the minutes will be voted on after the break during the Old Business portion of the meeting.

**Parliamentarian: Open** Laurine, as acting parliamentarian today, explained that each chair position has 5 minutes to present their report with 2 minutes for discussion and questions. She also explained that motions can be written on the goldenrod form and discussion items on the pink form. These forms will be addressed in the second half of the meeting.

**Gary, Treasurer:** Gary provided the following report:

Union Bank Checking	\$10,528.81
Union Bank Savings	7,600.13
Total Bank Accounts	\$18,128.94
Literature Inventory	3,226.05
Petty Cash-Literature	110.20
Total Other Current Assets	3,3636.25
Total Current Assets	\$21,765.19

## Profit and Loss for January-August

Total Income	5,124.98
Total Expenses	\$7,037.04
Net Operating Income	\$-1912.06
Literature Income	5,878.95
Net Other Income	6,343.51
Net Income	\$4,431.45

**Lesa, Regional Representative:** Absent Joe reported that Lesa hasn't gotten the minutes from the August SoCal Meeting yet, so after she gets them, she will give a report. He also stated that Lesa is getting her dog grooming business up and running and probably will need to work on Saturdays. So, it is important that we find an alternate regional representative to attend meetings when Lesa is unavailable.

### **Alternate Regional Rep: Open**

**Newsletter: Open** Lesa has been updating the meeting list

**Nancy, Workshops, Panels, and Seminars:** Absent Nancy sent along details and a Save The Date Flyer concerning the upcoming workshop entitled "Affirming Your Authenticity". This workshop will be held in lieu of one speaker at the Sunday Speakers Meeting on November 3<sup>rd</sup>. The meeting will begin at 5:30 with one speaker, followed by a short break and then the workshop. Nancy encouraged everyone to take flyers and information back to their individual CoDA groups.

**Public Information Mail: Open** Gary picked up the mail which consisted of 6 pieces; two bank statements and four 7<sup>th</sup> Tradition contributions.

**Pat, Public Information Phones:** Absent

### **Hospitals and Institutions: Open**

**Sharleene, Literature:** Sharleene gave the following report:

Petty Cash	\$110.00
Literature sold	955.60
Core Order – Coins	160.41
Literature	135.31
Total Inventory on hand	\$3,049.20

In order to get the best pricing, Sharleene reported that in the next couple of months she would be purchasing the CoDA Blue Book and the Workbook which would total approximately \$1,000 each.

**Laurine, Outreach:** No Report

**Activities: Open**

**Joe, Webmaster:** Joe reported that he would be posting Nancy's Speaker's Meeting Workshop flyer on the website and would do an email blast advertising it. He will also post the new step study which begins on September 28<sup>th</sup> on the website's step study page, as well as including it on the email blast. Joe is learning a new skill set for the website that he is producing for Lesa. He will be able to use these new skills to update our CoDA website.

**Laurine, ad hoc insurance committee:** Laurine shared a quote of \$954 per year to cover 30 meetings with \$1,000,000 coverage. She is still looking to get more quotes. Sharleene added that there are many qualifiers that insurance agents need to look at such as how many meetings will be covered, the square footage of those meetings, and any workshops/activities to be insured in addition to the meetings. Joe wondered if we were planning on covering all groups even without their consent. He mentioned that the 4<sup>th</sup> tradition says that meetings are autonomous except in matters affecting CoDA as a whole. It was pointed out that the reason for obtaining insurance was that more and more places are asking us to have insurance before they will consider renting meeting space. Laurine will have more to report next month

**Diane P., Ad Hoc Agenda Committee:** Diane has looked over the parliamentary notebook and the CoDA by-laws and has found a couple of examples of agendas and welcome letters. She gave thanks to Sharleene, Laurine, and Nancy for their help in guiding her and cooperating with her in her quest.

**Break** was called at 11:05. The basket was passed and 7<sup>th</sup> traditions was collected.

The meeting resumed at 11:05. Since we have 28 meetings, we need 8 members to have a quorum. Roll call was taken and since we only had 7 voting members present, there was no quorum. We could not vote on any motions.

**Old Business:**

We will need to vote on accepting the August meeting minutes at the October meeting since we had no quorum.

**New Business:**

Since we had no quorum and were not able to vote on any motions, we only handled discussion items.

Diane P. presented a discussion item pertaining to the open parliamentarian position. She is interested in filling that position. She has checked the by-laws and has talked with previous parliamentarians about the duties of this position but feels she would like more explicit guidelines than our by-laws indicate. An example of this was how many minutes does a member have to present a motion and how many minutes do members have to comment on this motion. A discussion ensued about the place of the group conscience and Robert's Rules in running a healthy CoDA business meeting. It was suggested that the role of the parliamentarian is to help the meeting flow smoothly, and perhaps the loosely worded by-laws allow for the parliamentarian to use his/her discretion to do that. Diane will continue to think about whether she would like to fill this position.

There were no other items to discuss, so Gary made a motion to adjourn. Diane seconded the motion. The meeting was adjourned at 11:30, after reciting the Serenity Prayer.