

**Minutes of the San Diego County CoDA Business Meeting  
December 18, 2021**

**Present:** Sonya, Michelle, Diane Csilla, Gary, Rita, Sharleene, Aaron, Marlene, Laurine, Erin, Elisa, Nancy, Joe

The meeting was called to order at 10:00 a.m. by Diane, our Community Representative. The CoDA Opening prayer was recited. Diane asked if there was anyone new to the meeting and explained that the meeting has two parts consisting of officer/chair reports, and new business where motions and discussion items are addressed. She also said that any questions can be put in the Zoom chat portion. Introductions were made. The 12th service concept and tradition were read by Diane and Sharleene.

**Officer/Chair Reports:**

**Diane, Community Rep:** Diane reminded the group that elections for even year positions will be held in January per our bylaws. The positions that will be voted on are: Community Representative, Secretary, Treasurer, Regional Representative, Workshops, Panels & Seminars, Public Info Phones, Hospitals and Institutions, Literature, Outreach and Activities. Diane also reminded the group which of those positions are open at this time. The term of service is 2 years.

**Michelle, Parliamentarian:** Michelle explained that the Community Meeting is conducted in accordance with the 12 Traditions, group conscience, and Roberts Rules of Order. Any member in CoDA is welcome to attend this meeting and has a voice. However, only Group Service Reps (GSRs) and most officers and chairpersons can vote. A quorum is reached when 30% of the total number of meetings has a representative at the meeting. Michelle also said that anyone having a motion or discussion item is encouraged to write it in the Zoom chat box.

**Sonya, Alternate Community Rep:** No report

**Recording Secretary: Open**

**Erin, Treasurer:** Erin reported that total assets held by the community are \$24,500.00. We received a total of \$118.00 in 7<sup>th</sup> Tradition. We received a total of \$2250.00 in donations for the year. We paid a total of \$270.00 for Quickbooks for the year. Gary asked if insurance is due this month. Sonya answered that the packet was received and will be forwarded along to her immediately via email and post.

**Marlene, Regional Representative:** Marlene reminded the group that her position will become available at the January 2022 elections. She was unable to attend the December 4 So Cal meeting and the minutes were not yet available. She also mentioned an error discovered on the website; the link to the Conference recordings takes you to the 2020, not 2021 recordings.

**Laurene, Alt. Reg. Rep:** No Report but also missed the December 4 So Cal meeting.

**Csilla & Isis, Newsletter & Meeting List:** Csilla reported that the December newsletter is out and is getting closer and closer to the goal of releasing on the 1<sup>st</sup>. Csilla asked the group if it is ok to have picked up newsletter segments from other CoDA organizations and CoDA world. Please let her know of any questions or changes. Csilla shared that Isis was unaware of any new meetings this month for the meeting list. Sharleene shared that there is a new Step Study on Mondays. She indicated that she would get the information to Isis & Joe for the list and the website.

**Workshops, Panels, and Seminars: Open**

**Sonya, Public Information Mail:** Sonya reported that all mail has been collected weekly and confirmed that the insurance bill is here and that she would be scanning it to Erin shortly.

**Gary, Public Information Phones:** Gary reported that there were 8 calls this month to the info line.

**Mika, Hospitals and Institutions:** Not present

**Sharleene, Literature:** Sharleene reported: \$440.40 in sales, \$110.00 in petty cash, \$814.00 in orders and \$1896.10.10 in inventory. She verified the price changes & new price breaks and will pass that information along to the new literature person.

**Outreach: Open**

**Tina, Activities:** Not present. Nancy shared that there will be new activities in the New Year/

**Joe, Webmaster:** Joe expressed his thanks to Csilla & Isis for their hard work on the newsletter and meeting list and for their timely updates. He will submit his invoice. Diane inquired about the minutes posted on the website which may not be up to date. Sonya said she would send the 2021 minutes to Joe right away.

**Michelle, Email ad hoc:** Michelle reported that Sonya volunteered to help with this committee and the flyers have been updated and sent to Sonya for review. Sonya reported that they had been reviewed and sent back to Michelle. The goal is to have it sent out via eblast and in the newsletter.

**Laurine, Insurance ad hoc committee:** Laurine will meet up with the insurance person for an update and will ask for a proof of insurance for each meeting as they are starting to meet in person again. If anyone wants to attend the meeting with the broker with her, please let her know. Michelle asked for the date of the meeting and Laurine said that it has yet to be scheduled.

**GSR Reports:**

**Aaron** - Monday men's meeting is very successful and has a phone list of ninety and what to do with it. When in-person it was easy to cull the list but more difficult online. They decided to simply add a column to the list for members to check if they wanted to stay on the list.

**Rita** - Zoom and in-person are going well. The group loves their space at the Panorama Teen & Family Center in San Marcos. There is lots of space and is donation based and Rita will share the contact information to anyone interested. On the topic of the phone list - if someone hasn't attended in 4-6 months they remove the name.

**Elisa** - Elisa reported that her meeting is going well but fluctuating due to the start of new step studies. Service positions are filled and will re-elect in January. There has been no interest in community level service positions. Elisa asked about the status of the shared GSR document on the Google Drive. Sonya asked Elisa if she could please send it out and Elisa agreed.

**Break** was called at 10:53am

The meeting resumed at 11:02am. It was determined that we have 30 meetings. Roll call was taken and quorum was met by 9 voting members.

Michelle reiterated the procedure for submitting motions and discussion items.

**Approval of the minutes:**

November minutes: Michelle made a motion to approve the November minutes with noted change of the addition of Gary to the attendance and Csilla's thanks to Erin. Elisa seconded.

**Vote:** 10 yes, 0 no, 1 abstain. The motion passed.

**Old Business:**

1. Approval of 2022 Budget - Erin moved to approve the 2022 Budget as submitted. Sharleene seconded. Erin presented changes from the last version per the group's discussion and Sonya confirmed the amount of the insurance bill. It is attached here:

<b>2021 Budget</b>	<b>Actual Expenses</b>	Draft #1			Draft #2
	<b>Jan-Aug 2021</b>	Proposed			<b>Proposed</b>
		Budget 2022			<b>Budget 2022</b>
<b>INCOME</b>					
7th Tradition	1600.18	\$3,000			\$3,000
Interest	0.36	0			0
Literature	336	350			350
Super Seminar Saturday					700
Misc. (SoCal conference)	1936.36	1,000			1,000
<b>Total</b>	<b>\$3,872.90</b>	<b>\$4,426</b>			<b>\$5,050</b>
<b>EXPENSES</b>					
<b>Officers</b>					
Bank		0			0
Officers- printing, copies, postage		50		Questions	\$50
Treasurer (Quickbooks, printed materials)		\$300			\$300
Literature COGS	348.15				\$375
Parliamentarian		0			0
Subscriptions		0			0
Rent (Church) (\$15/mo)	120	180			\$180
Other					
<b>Total Officers Expenses</b>	<b>\$468.15</b>	<b>\$545</b>			<b>\$905</b>
<b>Chair Positions</b>					
<b>Activities</b>		0			\$0
Beach Party		50			50
Holiday Dinner		650			650
Other Event					100
<b>Total Activities Expenses</b>	<b>0</b>	<b>\$600</b>			<b>800</b>
<b>CoDA Outreach</b>					
Hospitals and Institutions (lit)	105	500			500
Literature- Printing (newcomers)		0			0
Newsletter/Meeting List		0			0
Outreach		25			25
Public Info. Mail (mailbox rental)	146	118			118
Public Info. Phones		0			0
Regional Rep/Alternate gas (reimbursement)		100			100
Workshops, panels, SSS		700	nobody in position		700
<b>Total CoDA Outreach Expenses</b>	<b>\$251.00</b>	<b>\$918</b>			<b>1443</b>

<b>Online Presence</b>				
Webmaster \$160/quarter		640		640
Domain		30		30
Webhosting		70		70
<b>Total for Online Presence Expenses</b>	0	<b>\$740</b>		<b>740</b>
Insurance		\$448		<b>\$448</b>
Donation to SoCal Conference				<b>\$0</b>
Misc. Expenses				
Other uncategorized expenses	570.51			<b>\$0</b>
<b>Total Expenses</b>	<b>\$1,737.66</b>	<b>\$3,251</b>		<b>\$4,336</b>
<b>Income Minus Expenses</b>	<b>\$2,135.24</b>	<b>\$1,175</b>		<b>\$714</b>

Vote: 11 yes, 0 no, 0 abstain. The motion passed.

#### New Business:

- How long to keep minutes on the website - Michelle asked the group how long the minutes should be kept on the website. There is no specific language in the bylaws to advise on this topic. Currently there are meeting minutes back to 2008. Joe reminded that newsletters are kept for 3 years on the website and suggested that 5 years is a good amount of time and due to our short terms of office would help with continuity. Michelle will look at past motions to see what has been passed. Csilla will forward old minutes to Joe from her tenure as secretary. Rita agrees that having old minutes is helpful to understand what the group does. Also perhaps old newsletters need to be removed. Nancy wondered if anyone has hard copies of minutes from history and old versions of bylaws. Diane has minutes for last two years and will check the community rep notebook. Csilla has binders with old minutes and happy to pass them to the next secretary. Elisa did review old docs on website when joining the group. Joe asked Michelle if she has a list of motions in the parliamentarian's notebook that she can forward along to him as well. It would be helpful to have the votes as well on the website for everyone's review. Gary moved to extend the discussion a further 2 minutes. Rita seconded.

Vote: 9 yes, the motion passed.

Gary mentioned that Laurine had already made a list of the motions. Michelle indicated that she will just send along that document.
- Adding content from other regions - Csilla asked if it was ok to add content to the newsletter from other CoDA regions and was looking for guidance if this practice is acceptable. She is comfortable taking information from CoDA.org but not other groups. Sonya suggested attributing the quotes to the sources would be polite and covers us from any possible liability. Rita suggested Csilla could call and ask the group that produced material she wanted to use.
- Series of workshops focused on pamphlets - Elisa suggested that a series of workshops based upon CoDA pamphlets that could be part of the activities program for next year. She was looking for feedback on how to structure this type of event. Diane shared that there was a workshop years ago and it was posted on the "Other Readings" section of the website. She felt it would be a great idea. Elisa clarified that it would be a series of seminars over a period of time. Nancy shared that Activities and/or Workshops, Panels & Seminars have run this type of thing in the past. She felt it might be best to coordinate with the committee and wait until after elections in January. Elisa clarified that she is proposing this as a Zoom or hybrid, not just an in-person activity. Sharleene shared that if this is to be shared with the larger community than it should be brought here to the committee so that the

community knows this is a sanctioned activity or workshop. It could be run by a committee headed by the chair.

Gary moved to extend the discussion a further 5 minutes. Sharleene seconded.

**Vote:** 9 yes, the motion passed.

Csilla expressed support for the idea and that Desert CoDA & LACoDA have Speaker's Series and this would work in that format. Gary was confused and suggested that maybe a new meeting that focused on the pamphlets so that it would be open to all.

4. Holiday CoDA-a-thon - Elisa informed the group that she received an email from CoDA International looking for meetings open over Christmas Eve & Day and New Year's Eve & Day so that there are 24 hour periods of meetings available for extra support at this time. Michelle wondered if this could be put in the newsletter but unfortunately it is already too late. Csilla wondered if it could be put on the website with a link to meetings that are going to be open. Elisa confirmed it would be posted on CoDA International. She will reach out to Joe directly about adding this to the website. Sharleene commented that Joe has done something similar in the past.

Michelle moved to adjourn the meeting at 11:44am. Csilla seconded.

**Vote:** yes unanimous. The motion passed.

The meeting was adjourned followed by the Serenity Prayer.