

**Minutes of the San Diego County CoDA Business Meeting  
January 15, 2022**

Deleted: September

**Present:** Diane, Sonya, Gary, Aaron, Anita, Michelle, Sharleene, Mika, Csilla, Christine, Joe, Elisa, Nancy, Bea, Debra, Tina, Erin, Marlene, Isis, Laurine, David B.

The meeting was called to order at 10:00 a.m. by Diane, Community Rep. 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 1st service concept and tradition were read by Diane and Sharleene.

**Officer/Chair Reports:**

**Diane, Community Rep:** No report. Diane thanked the group for the honor of serving as Community Representative for the past 2 years.

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

**Recording Secretary: Open**

**Erin, Treasurer:** Erin reported that the insurance premium was paid on time. There is \$13,365.47 in checking, \$7,601.76 in savings and total assets of \$24,869.00 in total assets.

**Marlene, Regional Representative:** Marlene reminded the group that this is her last meeting as the Regional Rep. Desert CoDA (scheduled to host this year's SoCal Conference) cannot host. They do not have enough volunteers to adequately host the conference at this time. SoCal has offered SDCCA to host this year instead of as planned in 2023. The conference should take place in May or June or at latest July 1. Christine from SoCal will address the group later in the meeting. The host committee will decide whether the meeting will take place in person or via Zoom. SoCal will pick up the hosting duties if San Diego is unable and no one else offers to. Marlene also thanked the group for the opportunity to serve and thanked all that are stepping down for their service.

Formatted: Font: 11 pt

**Laurene, Alt. Reg. Rep:** No Report.

**Csilla & Isis, Newsletter & Meeting List:** Csilla is trying to have the newsletter out by the 5<sup>th</sup> of the month so the deadline for submissions will be the end of the month. She is still looking for submissions for the CoDA Moment section specifically. Isis reported that the only change for this month's meeting list is the addition of the Allied Gardens meeting (Zoom only). She reminded the group that sharing meeting numbers is problematic and all separate meetings should have their own numbers assigned. She is in need of a contact person for the Allied Gardens in-person meeting. Tina will find out and let Isis know. Gary asked if the Spanish meeting is not in person or on Zoom at the moment and Isis confirmed that is the case as far as she knows. It is each meeting's responsibility to report any changes to Isis for updates to the list. Sharleene will reach out to her contacts at the Chula Vista meeting in question as she has a contact from literature purchases.

**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.

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

**Sonya, Public Information Mail:** Sonya reported that all mail has been collected and forwarded to Erin

**Gary, Public Information Phones:** Gary reported that there were 7 calls this month to the info line including 2 looking for meetings in Spanish. Marlene thanked Gary for his service and noted that the call volume is continuing to steadily increase.

**Mika, Hospitals and Institutions:** No report. COVID is still preventing in person contact. She will have to re-register with Las Colinas as soon as they are ready to welcome outside groups again. Marlene commented that perhaps the current situation is our new normal and we may need to investigate new ways to reach the H & I communities. Mika remarked that she will have to reach out to each crisis house individually.

**Sharleene, Literature:** Sharleene reported: \$292.00 in sales, \$110.00 in petty cash, and \$1627.35 in inventory. She has not ordered heavily as her position is ending. When return to in-person meetings ordering will need to be done regularly.

**Outreach: Open**

**Tina, Activities:** Tina reported that all of the bonfire expenses had been turned in to Erin for reimbursement. There will be a tide pool walk on January 29 at Swamis Beach in Encinitas. February 9<sup>th</sup> there will be a vision board activity from 6:45 - 8:15pm. The flyer will be ready in a few days.

**Joe, Webmaster:** Joe reported that the website is updated and an email blast was sent yesterday. There was a 70% open rate on the blast which is very good. He has still not sent a bill. Joe would like to volunteer for the webmaster position for 2022. He suggested that we should possibly investigate moving the website to Google sites as it will allow for easier modifications and useability. Diane asked for clarification if Joe would continue to be paid in 2022 and he clarified that he would not and would volunteer.

**Laurine, Insurance ad hoc committee:** Laurine thanked Erin for paying the insurance on time with no penalty. The meeting with the insurance agent to review the policy for 2022 has not yet been set.

**Michelle, Email ad hoc:** Michelle reported that the flyers were sent and were both passed on to Joe and to Csilla.

**GSR Reports:**

Mika introduced Bea to the group as the new GSR for the Wednesday Miracles meeting (CA1428). They are currently working on both a Zoom and in-person option.

Gary mentioned that the Friday meeting he attended posted a link to a pamphlet for newcomers in the meeting chat. He suggested that other meetings use it as well and shared the link. Diane wondered if the website wouldn't be a good place to post and promote these types of things. Joe asked if there was. PDF or downloadable version and thought we could create a digital packet for newcomers. Erin mentioned that she had also seen the digital pamphlet and would email it to the group. Aaron has also seen it and described it as different from the printed newcomer's handbook.

**Break** was called at 11:00am

The meeting resumed at 11:10am. It was determined that we have 31 meetings. Roll call was taken and quorum was met by 10 voting members.

Michelle reiterated the procedure for submitting motions and discussion items. She also shared the Qualifications of Directors with the group from the Bylaws:

*Any member of a CoDA Group may hold elective office on the Committee, provided such member has: (i) at least one year of being active in the CoDA program; (ii) a working familiarity with, and a commitment to, practicing the Twelve Steps and Twelve Traditions; (iii) attended at least four of the last six Committee meetings prior to the election.*

**Approval of the minutes:**

**October minutes:** Michelle made a motion to approve the December minutes. Sharleene seconded.

**Vote:** 10 yes, 0 no, 3 abstain. The motion passed.

**Old Business:**

No old business.

**New Business:**

**2022 Elections:** Michelle shared the Duties of the Officers with the group from the Bylaws:

1. *The COMMUNITY REPRESENTATIVE 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*

Deleted: June

Deleted: Gary

Deleted: June

Deleted: 5

Deleted: July minutes: Gary made a motion to approve the July minutes and Csilla seconded the motion. Vote: 6 yes, 0 no, 5 abstain. The motion passed.

Deleted: ¶

Deleted: Discussion: The 2021 budget was never approved. Should we enact a 2021 budget at this time?...

responsible for providing a written report to the Committee when attending another community committee meetings. 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 of the COMMUNITY REPRESENTATIVE.

2. The RECORDING SECRETARY shall be responsible for taking and transcribing the minutes of the monthly Committee meetings, which shall include all announcements and all motions made, whether carried or not. The Recording Secretary shall distribute the minutes and other materials as the Committee may designate. The minutes of a monthly meeting shall be distributed to each Group Service Representative, Committee Officer, sub-committee chair, and affiliated chairs prior to the date of the following meeting.
3. 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.
4. The REGIONAL REPRESENTATIVE shall represent the Committee at State, National, and International business functions, and report those events in writing to the Committee.
5. The ALTERNATE REGIONAL REPRESENTATIVE shall fill the above responsibilities in the absence of the Regional Representative, and shall attend functions with the Regional Representative whenever possible.
6. Workshops, Seminar and Panels Chair creates and coordinates Super Seminar Saturday and other events which raise funds for the CoDA Community. (elected in even numbered years)  
Public Info-Phone Chair updates the CoDA information phone line, checks and forwards messages, returns messages when necessary. (elected in even numbered years)  
Public Info-Internet Chair, also known as the Webmaster, will keep the San Diego CoDA Community web page updated. (elected in odd numbered years)
7. Literature Chair conducts and coordinates the sale and purchase of literature from CoDA Resource Publishing, Inc. (CoRe Publications) 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. (elected in even numbered years)
8. 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 (elected on odd years)
9. Public Info-Phone Chair updates the CoDA information phone line, checks and forwards messages, returns messages when necessary. (elected in even numbered years)
10. Hospitals and Institutions Chair coordinates the activities of the H & I Committee. (elected in even numbered years)

11. Activities Chair meets and coordinates activities for fellowship events within the CoDA Community. (elected in even numbered years)

Bea queried what the qualifications are for and Michelle clarified that they are the qualifications for the Officers and Chairpersons for today's election. Tina asked if those elected must leave after one term. Sharleene quoted the bylaws in answer:

*The term of the above-named officers shall be for two calendar years. No officer shall hold the same office for more than one full term. No officer shall hold more than one office at any one time. No person shall serve for any combination of positions for more than four consecutive years. After one year in a non-officer capacity, full eligibility for holding office is reinstated.*

Community Representative: Diane stated that it was her privilege to hold the position and felt that in many ways it is the easiest especially in our current Zoom incarnation. The job requires the Rep to show up early, set up the zoom and facilitate the meeting and to vote in tie-breaker situations. Sharleene volunteered as she has one year of eligibility left in her four years of service.

Michelle moved to elect Sharleene to the Community Representative position. Tina seconded.  
VOTE: 12 yes, 0 no, 0 abstain. The motion passed.

Regional Representative: Marlene described the position as great exposure to the larger CoDA world and it helped her to be seen more and hide less. It helped in improving her recovery. The position requires attending the SoCal meetings and representative the region in voting and returning information to this meeting.

No volunteer.

Laurine resigned her position as Alternative Regional Representative.

Recording Secretary: Laurine volunteered. She has done lots of service and is very familiar with the bylaws and insurance issues.

Michelle moved to elect Laurine to the Recording Secretary position. Sonya seconded.  
VOTE: 12 yes, 0 no, 1 abstain. [The motion passed.](#)

Treasurer: Erin has indicated that she will continue but was not present to accept the nomination at this time.

Workshops, Panels, and Seminars Chair: no volunteer

Public Info Phones Chair: Gary would like to continue in this position.

Michelle moved to elect Gary to the Public Information Phones position. Sharleene seconded.  
VOTE: 13 yes, 0 no, 0 abstain. [The motion passed.](#)

Literature Chair: Sharleene shared that she loved the position for 3 years because of the interaction with all the meetings and access to all the different literature.

Gary volunteered and will hold both this office as well as the Public Mail Phones position.

Michelle moved to elect Gary to the Literature Chair position. Sharleene seconded.  
VOTE: 13 yes, 0 no, 0 abstain. [The motion passed.](#)

Outreach Chair: Mika volunteered as the duties overlap with her current Hospitals & Institutions Chair position.

Michelle moved to elect Mika to the Outreach Chair position. Gary seconded.  
VOTE: 11 yes, 0 no, 1 abstain. [The motion passed.](#)

Hospitals & Institutions Chair: Mika volunteered to continue in the position.

Michelle moved to elect Mika to the Hospitals & Institutions Chair position. Gary seconded.

VOTE: 10 yes, 0 no, 1 abstain. [The motion passed.](#)

Activities Chair: Tina would love to serve another term as Activities Chair but has technically termed out.

Michelle moved to allow Tina to extend her service by an additional 2 years. Marlene seconded.

VOTE: 11 yes, 0 no, 0 abstain. [The motion passed.](#)

Michelle moved to elect Tina to the Activities Chair position. Csilla seconded.

VOTE: 12 yes, 0 no, 1 abstain. [The motion passed.](#)

Sharleene clarified that the extension of term is within the bylaws.

Joe resigned his for-pay (mercenary) position as webmaster.

Public Information Internet Chair (webmaster): Joe volunteered.

Gary moved to extend the meeting by 10 minutes. Sharleene seconded

VOTE: 12 yes, 0 no, 0 abstain. [The motion passed.](#)

Michelle moved to elect Joe to the Public Information Internet Chair position. Gary seconded.

VOTE: 12 yes, 0 no, 0 abstain. [The motion passed.](#)

Michelle revisited the still unfilled positions.

Regional Representative: Aaron volunteered.

Michelle moved to elect Aaron to the Regional Representative position. Gary seconded.

VOTE: 12 yes, 0 no, 1 abstain. [The motion passed.](#)

Alternative Regional Representative: Diane volunteered.

Michelle moved to elect Diane to the Alternative Regional Representative position. Gary seconded.

VOTE: 12 yes, 0 no, 1 abstain. [The motion passed.](#)

Congratulations to all the newly elected offices and chairs.

Michelle moved to extend the meeting by 10 minutes. Sharleene seconded.

VOTE: 12 yes, 0 no, 0 abstain. [The motion passed.](#)

Christine from SoCal (Conference Facilitator 2022-2023) spoke to the group about possibly taking over the SoCal conference for 2022 instead of in 2023 as scheduled. The date and length of the conference can be determined by the hosting entity. The only requirement is that the Annual SoCal Assembly be held during the conference. Sharleene asked if we are unable to host, will SoCal host. She felt that she'd love to wait until 2023 and likely in person but this opportunity has presented itself. Christine wanted to speak to the community and is happy to come back to the next meeting to discuss further. Michelle asked for clarification that if we say yes to 2022 we would not host in 2023? Christine state that this is correct. Marlene wanted to confirm what the roles are for a virtual conference.

Michelle move to extend the meeting a further 10 minutes.

VOTE: 6 yes, 7 no. The motion did not pass.

Gary suggested the group table further discussion of the 2022 conference until February's meeting.

Michelle moved to adjourn the meeting at. Gary seconded.  
Vote: 12 yes, 0 no, 1 abstain. The motion passed.

The meeting was adjourned at 12:19 pm, followed by the Serenity Prayer.

Deleted: 12:03