**For COSA Website – available to the public**

**International Service Organization of COSA**

Board Meeting

Sunday, August 6, 2023

12 pm – 2  pm Pacific, 1 pm – 3 pm Mountain, 2 pm – 4 pm Central, 3 pm – 5 pm Eastern

*Our Mission is to serve the fellowship of COSA by fostering the growth of individual groups and facilitating communications of COSA principles and ideals through the Twelve Steps and Twelve Traditions.*

*Tradition 2:  For our group purpose, there is but one ultimate authority – a loving God as expressed in our group conscience.  Our leaders are but trusted servants; they do not govern.*

**CONNECT:**

Serenity Prayer

Check In

**CONSENT AGENDA:**

May meeting summary, any corrections?   Reds or Yellows?  No.            **PASSES**

**ACTION ITEMS      Note: COSAs in the Know = CITK, Delegate Working Group = DWG, Annual Delegate Meeting = ADM**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSON** | **Due Date** | **ACTION ITEM** | **Done?/Comments?** |
| Co-chair J | July | Talk to Convention Chair B about QR codes for donations and volunteers | done |
| Co-chair J and Outreach | August | Conversation about work of Outreach Comm | done |
| Board member | August | Create survey about delegate meeting date | Done and sent out |
| Board Member and office person | July | Meet to go over Mail Chimp | done |
| Treasurer | July | Get info from office worker about “typical” number of hours worked and hours paid | done |
| Treasurer and Co-Chair J | August | Outreach grants rollover from year to year | Done / Found the budget was increased last year; wasn’t put in the budget. Will correct the budget for this year |
|  |  |  |  |
| Co-Chair E | Starting July | SEO with paid web designer: incl tags to words on website and new website/webpage content | Action item from 2022-2023 ISO Board |
| Co-Chair E | October 1 | Check with PrintFul about not paying sales tax |  |
| Co-Chair E | July | Forwarding emails - Crosscheck receiving committee chairs with current committee chairs on website | In process |
| Co-Chair E | July | Update contact list to show which email addresses are to be used for board business | In process |
| Co-Chair E | October 1 | Document Tech Comm processes for removing meetings |  |
| Outreach Chair | October 1 | Confer with UK COSA member about the relationship between ISO and COSA UK |  |
| Co-Chair J | October 1 | Write a piece for CITK - ask for ESH about hybrid meetings |  |
| Co-Chair J | October 1 | Write a piece for CITK asking for COSAs with knowledge of Tik Tok. Explore sending the same info to WhatsApp COSA group |  |
| Co-Chair J | October 1 | Beta test for collecting numbers to use Remind App |  |
| Co-Chair J, Co-Chair E | January | Put the issue of a COSA presence on Wikipedia on the agenda |  |
| Delegate Liaison | August | Check with DWG about conflict management training |  |
| Treasurer | October 1 | Plan for updating Service Guide |  |
| Treasurer | January | Conversation with Joey about credit card charges for Convention |  |
| Treasurer | October 1 | Update Rosetta Stone |  |
| Treasurer and COSA UK member | October 1 | Communicate regarding PayPal |  |
| Treasurer and office worker | October 1 | Create 3-5 examples of national, Canadian, and international literature orders with shipping costs |  |
| Board member | October 1 | Find a reasonable cost to pay office worker for Mail Chimp duties |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**CONTENT:**

**Concept Discussion - Concept 3 and 4 as we are not meeting in September, so will double up.**

Concept 3 To insure effective leadership, we should endow each element of COSA, “the Annual Meeting”, the International Service Organization of COSA and its service committees, contracted worker, and executives with a traditional “Right of Decision”.

Concept 4 At all responsible levels, we ought to maintain a traditional “Right of Participation” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

**Budget and Finance:**

The Treasurer discussed money from our CD that is coming due. She proposes that we put it into a Chase CD. Doing this will maximize our banking relationship with Chase, and will put us on a higher “tier” as far as benefits we’d get, i.e., merchant services.

There is a proposal to put $35,000 in a Chase CD, for 6 months.

Vote to keep $35,000 at Chase CD for 6 months. No Reds or Yellows.  (All Green) **Passes.**

The treasurer is looking at other areas where we can cut expenditures. She also spoke with a COSA in the UK about PayPal, and the problems they are having.

Financials: (2022 – 2023)

On our balance report, you’ll see our total assets of $129,974, and we still have liabilities of $12,727 – payments that still need to be made.

On our profit and loss report for July, you’ll see we have a net income of $3,000.

Looking at our Budget vs. Actual for this past fiscal year, we had budgeted $12,000 for convention registration, but actually received $7,200.  For convention income, we budgeted $12,900, but received $8,000. At budgeting time, we thought we’d have delegate registration, but as you know, this delegate meeting went to zoom instead, so we didn’t get that income. On total donations however, we budgeted $30,000, and got almost $1,000 more than the budgeted amount. Various other areas as you can see are a little over in some areas, under in others. There are other areas where we may be able to save money in the future.

Proposal – accept financial statements June 2022-June 2023.  No Reds or Yellows. (All Green)                  **Passes.**

**Fall Delegate Meeting:**

Note:  DWG is the Delegate Working Group. The survey has been sent out to everyone, and we are monitoring the responses. Thanksgiving weekend is NOT popular, so that will be taken off the table. We will do an email vote on the final date.

A board member is in the process of revising delegate meeting documents so they are in line with current practices.

There was also discussion about rules. People are encouraged to leave cameras on at all times, but we know that’s not always practical due to tech issues, eating, etc. When voting on a particular item, people need to be present for all of the discussion for that item.  Messaging the Delegate Liaison, or co-host can aid in this area.

There also might be observers at the meeting, people who would not be voting, but wish to observe the meeting, or someone presenting a proposal.  Possibly we could note them with the word “Observer” next to their name on zoom. It is important for us to keep a count of all so we know how the votes are to be tallied. Our Liaison will speak with DWG further on these things.

**Lit Committee:**

The Lit Committee chair said that we are moving forward on publication of our book. We have set aside $10,000 in our budget to do this. The committee received quotes from different sources. The initial portion is for proof reading. Editing will take 45 – 60 days. We will get the copyright, an ISBN purchase number – the list goes on. Much needs to be done if we are to publish this sometime in 2024. So far, we are coming in under budget for this book.

**MailChimp:**

One of the board members has been in conversation with our office worker about MailChimp. This was something that is currently being done by another COSA member, but we don’t want to overwhelm any one person with things to do, and are exploring options. Our office worker is willing to take on more work, this might be an area she could do. It was asked if we knew how many hours that volunteer COSA member was spending on MailChimp? When we get some numbers of actual time spent, then we as a board can go forward with a proposal on this matter. That will be an Action Item for October.

**Convention Committee**

**Convention co-chair S – re: Virtual Convention**:  we are almost complete on committee members. The virtual retreat will be Feb 24-25 2024.  We have these positions filled: Program lead, Zoom lead, Financial, Registrar Cindy, SAA Liaison

Promotion – TBD

Additional Committee members are in process of additional communication.

14 volunteers have committed so far to speak within 10 program slots

Mons has agreed to be of service with 2024 graphics/logo

**Convention co-chairs B and S re: In-Person Convention**

Co-chair B will present the in-person convention, in Columbus Ohio. It will be May 31, June 1, 2, 2024., and will be looking at various facilities that could accommodate us.

Co-chair S states that It is the same weekend as the SAA convention. We are independent from them, but there is also some collaboration between the two groups.

In other convention matters, Regarding the 2023 in person convention; the Registrar has confirmed receiving St Louis Convention assessments and will be forwarding shortly.

Next Board Meeting is October 1, 2023 No board meeting in September due to Labor Day.

 CHECK OUT

Serenity Prayer