

JUNE 2023 BOARD WORKING WEEKEND NOTES

For ISO Website

International Service Organization of COSA

Board Meeting

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.

VOTES

VOTE Strongly encourages the Treasurer/Office Worker to communicate with the convention committee.
PASSED

VOTE Treasurer and Office Worker create 3-5 examples of National/ Canadian/international literature in order to make a decision on shipping costs.
PASSED

VOTE The Board Beta test the collected phone numbers from those who attended this year's in person convention for the purpose of trialing a mass texting Remind App under TechCom committee.
PASSED

VOTE Seventh Tradition Committee be deactivated.
PASSED

ACTION ITEMS

Service Meeting Guide- Board members to coordinate update: do outline, clarify roles; create / formulate a plan by September & to discuss in August?

Co-Chair J to discuss budget with Treasurer in July/August

Treasurer chose October or sooner to discuss PayPal with the UK, Chase Bank

Writing questions for successful Hybrid Meetings and Tik Toks to spread the message in COSA in The Know (CITK) and Hybrid meeting "How To" Document is needed

Treasurer to work on updating the Rosetta Stone by August

Treasurer & TechCom Chair to discuss credit card charges by December/January for convention

Treasurer and Co-Chair E to discuss taxes in October regarding Printful

Co-chair J and soon-to-be new Outreach Chair to discuss Outreach by August

Delegate Liaison to contact Delegate working group regarding conflict resolution

Co-chair J to talk to Con Com if they would like a QR code for volunteers August and a QR code for convention donations

Address Office Worker's hours next meeting-August by Board

Concept 1 Study-LitCom Liaison

Final responsibility and ultimate authority for COSA world services should always reside in the collective conscience of our whole Fellowship.

Monday, June 26

CENTRAL OFFICE

1. Working with the treasurer to get items for the office and to work together on the timeline.
2. Roles as Office vs. COSA - Office Worker asking for feedback in her role. She discussed the history of her role.
 - Make plans to facilitate a replacement, creating a job description as well as a plan to exit to continue to fill service roles.
 - Desires that not only her trainee be a COSA, but that they also find someone who is working the Steps.
3. Communication - recapped what data she reports each month and asked for feedback on what she has chosen to communicate
 - suggested topics for convention based on literature

Request per Outreach: Newcomer packet, set of top sellers (Boundaries, Triggers, Sobriety, Caretaking, Compilation of Steps) Into the Sunlight

- suggestion what would be most helpful for meetings to have for the newcomer pack and a discount
 - contact person for new meeting, Code the sale for online purchase under Outreach Committee which has grant for new meetings
 - Board Member suggested "Meeting in a Bag" which was useful
 - Bag would be generic bag, not have COSA written on it with the materials needed
- Office Worker is in possession of old convention materials, a box full of items
- Board suggested scan the items/take a picture of historically relevant materials and enter into dropbox (email to co-chair J)

Requests what other data needs tracked, such as Mailchimp clicks, how many COSAs open the Balance, etc. Co-chair J asked if the Office Worker would be willing to consider being the MailChimp person and be paid for this item

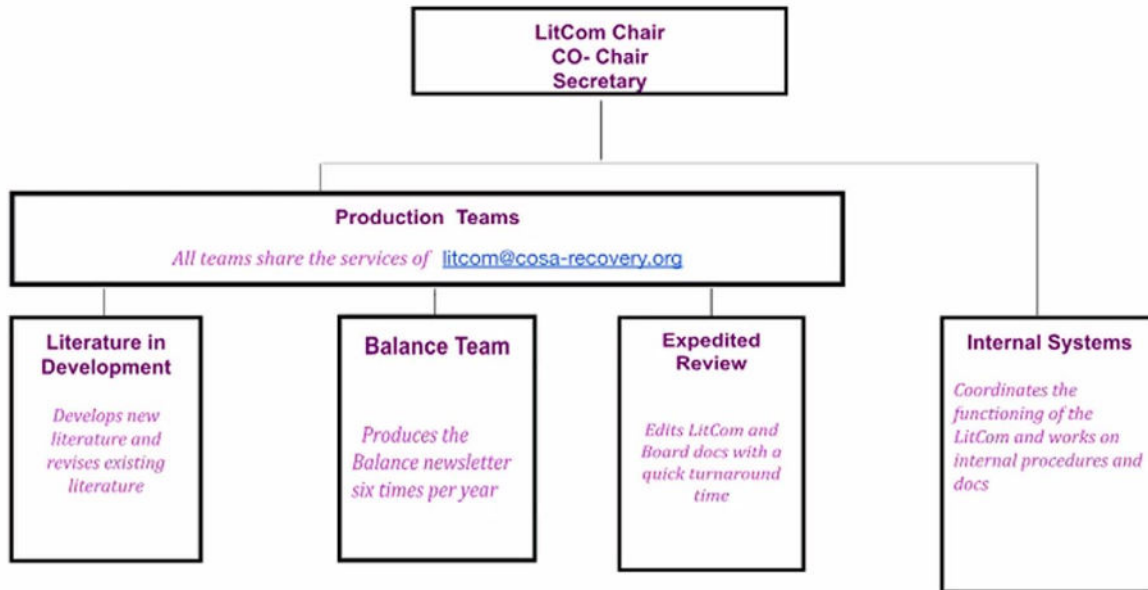
- Board Member asked again for a job description to include these types of things for sustainability
- Co-chair E commented CZR has higher click rates on MailChimp than CITK
- Treasurer also pointed out that Office Worker has the knowledge/experience that can help the Board, help treasurer-such as shipping costs increasing, as well as shipping internationally
- Board Member asked to meet with Office Worker on MailChimp in July

Office Worker mentions other duties:

- putting stickers on literature since the address is no longer relevant, making suggestions to Lit Com
- Most files are in MS Publisher and need to convert to other formats more printing friendly for UK folks
- Financials sent by the 10th of each month so it can be included in the agenda by Chair
- Request a more formalized structure to work with the Convention Committee
- Proposal for the Office Worker and the Treasurer attend the Convention Committee meetings
- LitCom Liaison suggested future convention committees ask office worker & treasurer to consult with Convention Committee meetings
- Treasurer had an objection to the word consult, due to lack of communication
- Sara L felt it was ok to set expectations on office worker/treasurer communication with the convention committee
- Proposal with amendments: treasurer/office worker be consulted in future convention committee meetings

Vote
 Red: 1, Yellow: 2, Green: 3
 Red: due to committees autonomy, not comfortable with mandate from ISO.
 Proposal does not pass
 -Second proposal: Strongly encourages Treasurer/Office worker to communicate with convention committee
 Vote: 6 Green Proposal Passes
 Office Worker to send once per quarter to Co-Chair J regarding feedback. (email, voicemail)

LITERATURE COMMITTEE (3 Branches) - also has a Communication director, Layout & Design



Literature Development

New projects
 Updating old literature

Balance

Format

Post a question (prompt), and ask for fellowship to submit 150 words
 Poetry

Art
 Regional Retreats
 Literature Publisher

CITK (COSA in THE Know)

Layout
 Shorten articles
 Work with “picker” to choose items
 What needs to be in the weekly update

ER (Expedited Review)

Writing guide
 Training consistency
 Job requirements for each task
 Chicago Manual of Style

Note: Translation has been moved to Outreach Committee

Development

- 1st goal for Book to professional editor, will be able to decide on final publishing, cover/artwork
- orders will not involve Office, to be shipped directly (from Amazon, etc.)
- Publishing is forecasted Jan 2024
- Treasurer asked about cost of edits due to cash flow and CD cash out: 1 cent per word to edit per Lit Liaison
- Treasurer advised to not allow CD saved for this to roll, the cost needed in the fall of 2023 near \$10,000.00
- No formal contract signed yet, but contract may be signed in July/August

ER

History: ER standardizes the language to the fellowship (CITK, Balance, Emails, Convention, Printed materials) and has its own committee, but used to be a Board position.

Current Chair is COSA Member J with 3-4 editors.

Timing has been an issue so will be streamlining this process.

Annual subscription to Chicago Manual Style License costs near \$400 as in kind (donation) in the past

Treasurer asks all donations by committees be reported in case they drop off to budget

Balance Update:

Sara P wishes to reboot The Balance

Quarterly Meetings are a goal for Lit Com for the entire committee.

Goal is to find co-leaders for key service positions.

Sandy S will be new Lit Com Chair, Amy B will stay as Development Chair

-Amy B commented that Delegate meeting was challenging

-Sandy S is working toward the writers' strengths and needs now that the book writing is finished

-Co-chair J asked to put translation back in Lit Com and no longer Outreach, and to put additional content in Spanish

-Co-chair E commented COSAs do miss the Balance

Goal: "Cosacopy" responder position needs to be redefined.

-Cosa Member M has volunteered for communication coordinator position

Layout position for Balance is still needed.

-New features of the Balance will contain a question for fellowship to respond to for the next month.

-Sara P wishes to stop using MS Publisher. Canva is the leading layout product, as well as Adobe has a new product.

-Goal is to update literature (Step booklets, for example) in a new product.

Treasurer questioned the cost of Canva: Sara P said there is no cost for non-profits.

Treasurer also questioned updating the literature and what that looked like: Amy B gave examples of why the literature needs updating (for example, to omit the word of codependence).

-Co-chair E cited inclusivity, as COSA attracts not just co-sex addicts

Co-chair J asked if sizing was supported by international publication for updated literature

Sara P discouraged Lit Com Chair to also be Liaison

Sandy will be coming on as Lit Com Chair in January

Sara L asked how Lit Com has worked since the Delegate Meeting

-Appreciation was expressed to the Board for its support

-Co-Chair J expressed the Board's appreciation to the Lit Com

OUTREACH

Former Outreach Chair/ Co-Chair J reported

UK: Website: They have a 'talk to us' box in their web page, instead of emailing. They're using direct print.

They're also working on charity access in their country. They have had many retreats, receiving grants and scholarships. They have a very full Step Study.

-Treasurer wants to discuss PayPal with the UK, Chase Bank in October or sooner (action item)

Jo is working on having a European Intergroup including Japan, Spain, Germany, Sweden, and eventually Asian.

Julana feels UK can be an Intergroup not under Outreach Committee, like CZR is an Intergroup

- Sara L -Intergroups can attend Board meetings
- Amy B suggested there be an Organizational Chart for communication
- Treasurer suggested input from other 12 Step groups regarding growth internationally

Action Item: Co-chair J will discuss these options with Jo

Translation has been difficult. Suggestions to use AI, discussed with Cosa member K at the convention. Steps 1-4, 6, 8, 10 are translated, 12 have started. All need to be reviewed. Dialect is an issue. A note in the previously suggested "meeting in a bag" can be included.

Therapist visibility was very successful at the Houston gathering of therapists/social workers. Letters to school counselors and houses of worship will be worked on/updated. COSA Teen online is continuing, but it has not been well attended.

- Amy B pointed out the processes are in place

Scholarships and grants are being used for members attending professional conventions and other 12 Step groups, etc.

Action Item: Co-chair J to discuss budget with Treasurer in July/August

Hybrid meeting "How To" Document is needed

Action Item: Writing questions for successful Hybrid Meetings and Tik Toks to spread the message in COSA in the Know (CITK) in September

Amy B brought up expanding LGBTQ+ page on the ISO website, including Outreach and Tech

CONVENTION PLANNING

Stephanie H and Bobby S, co-chair of 2024 Virtual & In-Person Convention

Stephanie has committed to work with Bobby on the 2024 Convention

Bobby will be involved with the physical aspect of coordination

Stephanie has been reaching out to COSAs already to capitalize on the energy of this convention

Stephanie felt the programs were short and would like to lengthen these next year

SAA is having a convention May 31, June 1, June 2, 2024 in Columbus OH @ Hyatt Regency

Stephanie acknowledged there is flexibility on location & dates of the convention

She would like to concentrate on the intention of the convention

- fun, sharing ESH, reflection rooms, carrying the message, encouraging participation
- she asked for ideas, abilities, speaker input, recommendations of meetings

Bobby confirmed COSA is not committed to place/date, but to serve inclusively the fellowship. He wanted to accentuate that affordability, safety and accessibility for COSAs is important.

Bobby will secure how many meeting rooms are available and work the convention programming backward from there. May/June is a very popular time for hotel meeting rooms.

Fall is more expensive than spring.

Bobby asked for a realistic number of attendees to plan the next convention.

- Last year the number was 24, this year was 42 attendees
- Co-chair J felt the conventions associated with SAA may be larger due to convenience
- Treasurer encouraged the Committee to use all its marketing resources
- Treasurer suggested each meeting discuss the convention beginning in February
- Amy B commented there are trends and to set expectations/goals, but there is no expectation from the Board to each committee to produce numbers of attendees
- Sara L with regard to join with SAA, half of COSAs will be happy, half will not
- Amy B commented that silently being exposed to SAs at the ice breakers was triggering and newcomers may also
- Co-chair J felt open/closed activities would need to be clearly communicated
- Separately, the goal of conventions is not to grow; it is to carry the message
- Treasurer reminded all there is a way to identify if rooms are open/closed (like Houston)
- Amy B expressed the appreciation of Bobby's acknowledgement of safety
- Office Worker has already been involved in Stephanie's and Bobby's pre planning
- Treasurer, reminded committee to use the resources available

2023 CONVENTION RECAP

Bobby S present

Virtual Convention: fun, beneficial met the needs of those who cannot physically attend

Bobby recommends to keep the virtual convention and to keep it during the winter time

-Most of virtual volunteers wanted to work on the physical convention

-Treasurer would like to keep donations voluntary and not charge

-The virtual convention brought in about \$2,800.00

Bobby said the feedback was that people wanted more programs (3 at a time)

He suggests we need more speakers, along with whether programs are open/closed

Bobby got positive feedback on Boundaries workshops, luncheon speaker and lunch

-Lunch is less expensive, allows for better timeliness and inclusiveness for those in different time zones

-Amy B commented on lunch on premises is also better for mobility impaired members

Bobby felt the Gateway Arch trip was a miss.

-Amy B and Julie P gave feedback of having grace and honoring decompression

-Co-chair J asked how program options would be accomplished -more sessions or programs?

-Amy B suggested some programs need to be duplicated

Bobby had positive feedback on the ice breaker Friday night

Bobby had difficulty with registration confusion and problems with checking in/rooms not ready

There was an issue with servers being present from the hotel during the luncheon speaker.

Bobby would like to do the buffet for the luncheon next year.

-Treasurer suggested more time to talk after the speakers

Social Hour was successful. Bobby plans to duplicate this next year.

Bobby felt the fellowship room did not work as well this year.

-Co-chair J related the fellowship room was further away and no furniture was present

-Amy B confirmed people were participating in games late Saturday night

Bobby confirmed there was an email that never went out regarding COSA Voices.

-Amy B repeated we are not here for numbers, but to serve the people of COSA.

-Sara L suggested the committee may need to purchase/utilize a sound system for a larger number of people

-Amy B suggested Bobby put these processes in writing for intellectual history

TECH COM

Joey Z met via Zoom

Joey felt his plan he submitted is sufficient for his report. Joey wishes to step back from the MailChimp process service.

Co-chair E said she would be willing to pick up MailChimp service for CITK.

Office Worker may be interested in doing service with MailChimp in the next month.

Amy B let Joey know the website may need a new drop down for an LGBTQ+ inquiry.

Treasurer asked if the store can be coded in different ways.

Joey asked for clarification on what information she needs that she is not getting.

-Treasurer replied the report shows general information and she would like to know more details of payments

-Joey replied Woo Commerce is used for bookstore, Forms and WordPress are used for conventions and other purchases

-Joey can develop registration forms to see what information Authorized.net will pull

Action Item: Treasurer & Joey to discuss credit card charges by December/January for convention

Treasurer wants to discuss PayPal for the UK vs. US as well before the virtual convention

Treasurer asked Joey who pays for WooCommerce. Joey will submit his expenses -

Joey has had issues with the ISO credit card so has been paying privately for website fees.

Treasurer will attempt to get rid of expired credit cards to streamline reports.

Joey said this will not impact TechCom.

Treasurer will try to submit a tax extension for S Carolina

-Co-chair E submits that Printful does charge taxes on printing and a few other items

Action Item: Co-chair E and Treasurer to discuss taxes in October regarding Printful

Joey said things move slowly with regard to Kent's team.

Joey said MailChimp is not time consuming but he is ready to let go of the service.

Joey inquired about the convention recordings.

Co-chair E also will be turning pictures into PDFs to attach to the MP3s.

Joey has been planning to couple the PDF downloads with the MP3s, especially if the presenters have any handouts available.

-Co-chair J inquired which recordings Joey has received Sandy C and Christina speakers

-Office worker recorded Sunday, 4 sessions on Saturday were recorded.

Joey was told there will be a virtual and in person convention in 2024

Joey went over what he submitted to the Board for the committee's objectives and strategies

Think Bydesign is Kent's company and is working on the submitted proposal.

- Co-chair J had a question of why Dennard, Lacey & Assoc are being used

-Joey said K usually works with them and trusts them

-Julana suggested asking MONS for design input

-Treasurer also asked Joey to adjust shipping costs for bookstore

-Co-chair J asked what a "Talk to the Board" would entail but this is what Kent's team is working on per Joey.

She suggested the UK website would be a good example.

Co-chair J asked how he is working toward replacing himself.

Joey also suggested looking into paying someone to replace himself, such as Kent.

Amy B asked Joey to split his role into many different buckets to train other COSAs to be able to duplicate his service.

Sara L found COSA and logo, are all registered nationally, not internationally.

Rotation of Board Roles

Rosetta Stone needs updated regularly

-Co-chair J last updated this

-Treasurer is willing to update this

ACTION ITEM: Treasurer to work on updating by August

Roles for rotation: Outreach

Co-chair J felt it has been pared down to what had been previously done

Julie P volunteered to be a Chair of Outreach Committee

-Treasurer suggested a computer be available at the convention

-Co-chair E also suggested using a hot link for volunteering

Martha Jean would like to be Chair of Nom Com

Co-chair E asked about the communication committee. Co-chair J felt that the committee has been dispersed.

-Co-chair J feels this could be housed under Outreach

Action Item: Co-chair J and Julie P to discuss Outreach by August

Treasurer asked how to look up her Board Finance email. Co-chair E explained all emails will be forwarded to her personal email.

Co-chair E suggested everyone check their spam folders to access emails for the committee

Action Item: Co-chair E cross check receiving committee emails from website's emails by July

Co-chair E asked if the Board website emails need to be condensed.

Budget and Finance Report

The Treasurer went over the Budget and Finance goals. She presented the May profit and loss statement. She presented the April 1-June 26 profit and loss. She would like to change how some things are categorized and presented. This statement is not up to date because the Office Worker has not finished processing June income. Then, she presented the Balance Sheet as of today.

There is a question about the payment for one of the Outreach scholarships, so the balance statement may be off. Treasurer is looking into the issue.

There is a question about the amount of the Outreach Scholarships. We agreed to pay \$500 in US dollars. One payment was made of 500 British Pounds. This needs to be clarified.

Tuesday, June 27

8:11 OPENING

Serenity Prayer - We Version

Check ins: Co-chair E, Treasurer, Amy B, Julie P, Sara L, Co-chair J

Timer: Treasurer

Concept Two Study -LitCom Liaison:

The Annual Meeting of Delegates and the ISO Board of COSA has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.

8:29 NOM COM

MJ Present - New Nom Com (Nominating Committee) Chair

Discussed the NomCom Plan submitted by prior NomCom Chair Chris C

MJ talked about diversity in the recruitment, including Internationally

She may focus on a TechCom chair focus by Delegate meeting

MJ asked if the Board would oppose 8 members

- Board did not object, adding 2-4 new members (Up to 9)

- Treasurer confirmed the funds were available for BWW costs

Delegate meeting date has not been selected

Amy B volunteered to be the Nom Com Liaison

MJ asked if there were Board Recommendations

- Treasurer may know someone in Houston

- Amy B asked if emailing MJ is the best communication tool

MJ feels respecting the person's recovery, tell them they would be utilized by the board

- Amy B cautioned to understand the person's timing, circle back around

- Amy communicated that Joey was asked to write up his job duties/description

Co-chair J asked if MJ needed anything

- MJ said it would help to know when the next delegate meeting was scheduled

- Co-chair J said the Board will be working toward setting the date

Treasurer shared ESL people would be fruitful on the Board

MJ is frustrated with the Spanish translation timeline and agreed with Treasurer

- MJ will be speaking to COSA Member K who is a translator and ask her to network

- \$500 is set aside for translation

MJ confirmed she will continue to seek diversity in nominees and her willingness

9:16 Future Ideas

Monthly Meetings

- Amy B is available the 4th Sunday of the month, has Lit Com second Sundays

- Amy asked the meeting be consistent

- First Sunday was suggested and to skip July, September and December meetings

- The time will be 3 PM Eastern, 2 PM Central, 12 Pacific

Next Year's BWW

- Attached to the convention to save on cost, time of travel

- Co-chair E gave feedback regarding missing excursions in city of convention

- Treasurer liked having down time at the convention and is not too tired today and

suggested to build in 'down time'

- Julie wants to have the BWW with convention

- Co-chair J asked if we're required to meet in person
- Sara L replied No, but must meet at least 2 times per year
- Co-chair J suggested a hotel stay was also not necessary
- Co-chair E felt today's BWW was convenient versus AirBnB and making their own food
- Amy B also felt a hotel was more convenient
- Treasurer suggested staying at a hotel and using a conference center
- Co-chair J suggested getting a suite at a hotel
- Assuming the convention next year is in June, next year's BWW will be the Sunday, Monday, Tuesday following the convention, perhaps getting a suite
- Sara asked if it would be best to have BWW Thurs/Fri
- Amy B felt it would be best to have the convention feedback included in the BWW, so it would be best to have the BWW FOLLOWING the convention

Remind App for communication

- Treasurer likes using the Remind App and it is good for asking others for feedback
 - Co-chair J has used it at work, it can be used as one way communication or two-way
 - Remind can be used on the computer or phone app
 - One obstacle is obtaining COSA phone numbers
- Sara L reminds us to not use phone numbers already culled for other purposes
- Amy B asks there be a Beta/testing group who are willing
 - Co-chair J suggested we ask (at the virtual convention) if COSAs are willing to be contacted by the Board
 - Amy thinks the Delegate Liaison and Delegates need to be asked if this is possible
- Co-chair J proposed the Board Beta test collecting phone numbers from those who attended this year's in person convention for the purpose of trialing a mass texting App
- All voted Green

Proposal Passes

- Co-chair J and Treasurer will work on using the Remind App to test this
- Julie asked which committee this would eventually fall under
- Co-chair J feels this should be housed under the Tech Com

CONTACT LIST FOR BOARD

Co-chair J and other board members are trying to send Board emails to their specific Board email

Action Item: Co-chair E to have updated contact list by August

Mailchimp Response Data

- Co-chair E compared MailChimp of CZR to CITK Open rates and clicks
- Amy B asked for the same campaigns to be compared, not since the beginning of the account
- Subscribers opt in, Contacts are who Co-chair E adds in
- If someone opens the email, it is captured as an 'Open', clicks are capturing if someone clicks within the emails because MailChimp is designed for marketing per Julie P
- If someone unsubscribes themselves, they're still included in the Contacts
- Treasurer asked to view the Analytics
- 60% of subscribers have not opened their emails

Much discussion was had regarding the data of the ISO MailChimp account

CITK is included in the Fellowship Emails. There are 4 Mailchimp "Audiences" including Delegates

- Treasurer was told CZR emails are paid via CZR funds

How to ship COSA items to Canada and Overseas

Amy B asked if we want to raise our rates due to increased cost to ship outside the US or shall the Board incur the additional costs of shipping literature, other items

- Amy suggests raising the rates due to stay autonomous and sustainable
- Sara L was asking if print on demand would solve this issue regarding the CR Book
- Treasurer remarked each item has been weighed so the shipping per ounce needs updated
- Reminder shipping is free during both COSA conventions
- Treasurer suggested new meetings get shipping waived
- Co-chair J reminded Board new meetings can contact Outreach Com for grants, scholarships
- Treasurer suggests Board increase shipping to cover the increase
- Sara L feels we need the data to tell how much it costs to ship to different areas

TABLED

11:00 Delegate Liaison

Delegate Liaison K is present

She shared Delegate Survey

- 33 responses-almost 100%
- 9 Delegates did not serve both days (5 Saturday and 4 Sunday)
- She asked how the Board felt regarding this and the Board feels no one can be forced to serve

She would like to delegate the making of a yearly schedule

- Is it OK for the working group to reach out to schedule meetings?

Amy B commented that all Delegate Emails need to go through ER before being sent

- The Delegate Liaison was told the Liaison communication to the Delegates is not coming from the Board and doesn't need ER
- Sara L agreed with the Delegate Liaison: if it goes to the whole fellowship=ER, smaller groups=no ER required.
- Anything that goes on the website needs to go through ER

Question by delegate to have "gallery" for those who cannot vote

- Suggestion made to have webinar
- Sara L suggested working with Delegate Working Group (DWG) and Board to work on possibilities

Delegate Liaison suggested adding a link to Delegate Registration next year

- Sara L made it clear there is no requirement to donate

Delegate Liaison wishes to continue to have a quarterly update meeting

- Co-chair J asked if alternates and fellowship are able to attend quarterly Delegate Meeting (YES)

Delegate Liaison is questioning whether delegates are sharing items with their meeting or sending meeting members to the website themselves

- Board agreed with her keeping Annual Delegate Meeting minutes to be on the website

Delegate Liaison feels all Delegates need to attend the one required training, regardless of their experience

- Co-chair J suggested beginning the training meeting with the experienced Delegates giving their ESH

Delegate Liaison suggested the quarterly meetings need to contain the materials to be voted on to discuss with their groups rather than other Delegates.

- Co-chair J likes the idea of training but also sharing how to disagree kindly with delegates

- Amy B suggested what looks safe/is not safe when communicating

Delegate Liaison cited some delegates not feeling their question was answered.

- Board members feel these issues could be addressed in training

- Amy B is willing to collaborate with training Delegates

ACTION ITEM: Delegate Liaison to contact Delegate working group regarding conflict resolution

Cleaning up the list of registered meetings via Delegate Working Group

- Co-chair E updates meetings and will update the website
- Delegate Liaison suggested Delegates don't agree with the Third Tradition
- Amy B stated it is not the Board's function to change the Third Tradition

Delegate Liaison asked for a process to update the meetings to decide if the meeting is active

- Sara L suggested Tech com write down its process for updating meetings

ACTION ITEM: Co-chair E to write down the process for removing meetings by August for Tech Com

Co-chair J thanked Delegate Liaison for her service

- Asked for a date for the Annual Delegate Meeting
- Ask Delegates about the text

Delegate Liaison felt the Board picks a date and she asked what was needed from her

Delegate Liaison thinks it's important the survey comes from the Board and that she herself encourages the Delegates to fill out the survey.

ACTION ITEM: Sara L will compose a survey by ??????

Co-chair J brought up the question of how to use text messaging to communicate with the fellowship

- App doesn't require fellowship to have the app but they will need to opt in to it
- Co-chair J asked for Delegate Liaison's feedback on the idea and if the DWG would help Beta test

- Delegate Liaison thinks this would work well if it were clearly communicated, a good tool

Co-chair J asked for the different ways to obtain the delegates phone number

- Delegate Liaison suggested email, obtaining at meetings from Delegates

1:15 PM Resume Shipping Issues

Most literature is online so Co-chair J wants to know why Board is shipping any items

Amy B Proposes Treasurer and Office Worker create 3-5 examples of National/Canadian/international literature in order to make a decision on shipping costs

Unanimous Vote: Green

Proposal Passes

Size of envelopes may also matter and need to be included

Wiki Page of COSA

Co-chair E asks if we want to edit the current mention of COSA on SAA's Wikipedia page

- Amy B recited Tradition Eleven "to remain anonymous at the level of press"...
- Co-chair J objects to editing another 12 Step Group's page
- Co-chair J also states we inform via our website
- Treasurer feels we should not attach the COSA name to another entity, especially if they can edit the information

- Treasurer suggested putting in the website link on the Wikipedia page
- Julie P suggested we focus our efforts on what we already have and are having

difficulty maintaining

-Co-chair J felt there is a possibility of the page being edited to something different than what COSA represents

- Co-chair J said the Board is paying someone to increase our optimization
- She also feels Outreach is going to help with this

Co-chair E offered to build a Wikipedia page for COSA

-Co-chair E asked if Lit Com would be willing to work on the Wiki page but Amy B said Lit Com is not working on new projects at this time

-Julie P asked if Tech Com could build a page, Lit Com could work on the message, ER could approve it and after this process anyone could edit this? (Yes)

-Amy B would like to utilize MailChimp and other things we are paying for before directing our energy elsewhere

- Treasurer still feels a link to the COSA website would be useful
- Co-chair J clarified the page is SAA's and not COSA's page

ACTION ITEM: Co-chair E to revisit this topic in January.

WHATSAPP utilized to repeat what is put on the Remind Texts

Co-chair E asked if she is able to post CITK on WhatsApp

- Sara L cautioned against the WhatsApp becoming unmanageable
- Amy B also expressed concern regarding unmanageability of WhatsApp

QR Code for Volunteers

ACTION ITEM: Co-chair J to talk to Con Com if they would like a QR code for volunteers
August

- Amy B asked the committee have items for volunteers to do
- Could use QR code for donations also
- Amy B suggested a Quickbooks GOPayment app to use for donations

Treasurer was advised to get with Past Secretary and others who have researched certain charges in the past

Submit questions/Ask the board on the Website

- Who will monitor?
- Sara L is willing to monitor until the ADM, but a lot of boundaries would be needed and the response would be via email

Co-chair J has been cutting/pasting emails and putting them in DropBox regarding Seventh Tradition

Co-chair J proposes Seventh Tradition Committee be deactivated

- Treasurer would like to keep the committee active but the only member left is Sara L
- Vote: All Green

Proposal Passes

Amy B wants the Office Worker position to be directed by the Board

- What would be the maximal number of hours the Board would need an office worker?
- Question: How many hours does the Office Worker work currently? (Unknown)
- Treasurer commented Office Worker's job is seasonal and variable
- Office Worker volunteers some hours and gets paid for some hours
- Co-chair J agreed this would help with the budget also

Action Item: Address Office Worker's hours next meeting-August by Board