

## **For COSA ISO Website**

### **Board Meeting**

**Sunday, November 5, 2023**

**12:00 PM – 2:00 PM Pacific, 1:00 PM – 3:00 PM Mountain,  
2:00 PM – 4:00 PM Central, 3:00 PM - 5:00 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.

Present: Co-chair E, Co-chair J, Literature Committee Liaison, Outreach Chair, Board Member SL, Treasurer, Secretary.

**ALL TIMES ON THE AGENDA ARE PACIFIC TIME ZONE**

### **FELLOWSHIP TIME 11:45 AM – 12:00 PM**

### **CONNECT: 12:00 PM – 12:10 PM**

Serenity Prayer

Check In

Request Volunteer timer

### **CONSENT AGENDA: 12:10 PM – 12:15 PM**

October meeting summary and Action Items for DropBox, and Website, any corrections? No Reds, No Yellows, All Green.

**PASSES**

### **ACTION ITEMS 12:15 PM – 12:35 PM**

Note: COSAs in the Know = CITK, Delegate Working Group = DWG Annual Delegate Meeting = ADM, SEO = Search Engine Optimization

AS OF NOV 05, 2023

PERSON	Due Date	ACTION ITEM	Done?/Comments?
Co-chair E	Start- ing July	SEO incl tags to words on website and new website/webpage content.	Action item from 2022-2023 ISO Board, got another web designer who is also a COSA, who will do it for free, and will consider it a donation to COSA. So still in progress.
Co-chair E	Jan 7	Document the Technology Committee processes for removing meetings.	Database coordinators will make 3 contacts, by email, or phone if no response, then delete meetings, this process will always be ongoing.
Outreach Chair	Jan 7	Confer with Jo about the relationship between ISO and COSA UK.	She says the only thing they need is help converting their lit to a Kindle friendly format. One suggests converting to Word. A grant is being requested, also a scholarship. This request also needs to be sent to the treasurer, being mindful of any personal information. We are also thinking about currency conversion. All is still in progress.
Delegate Liaison and Co-chairs consult	Jan 7	Check with the DWG about conflict management.	Still in progress.
Co-chair E, (and also Treasurer)	Jan 7	Check with PrintFul about not paying sales tax.	Sent letter, copied to Treasurer. PrintFul has been contacted. Still in progress.
Co-chair J	Jan 7	Write a piece for CITK - ask for ESH about hybrid meetings.	

Co-chair J	Jan 7	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	Jan 7	Beta test for collecting numbers to use Remind App.	
Treasurer	Jan 7	Conversation with JZ about credit card charges for Convention.	Moved to January.
Treasurer	Jan 7	Discuss QuickBooks with the past Treasurer.	
Treasurer and Office Worker	Jan 7	Create 3-5 examples of national, Canadian, and international literature orders with shipping costs.	Still in progress.
Treasurer	Jan 7	Plan for updating the Service Guide.	
Treasurer	Jan 7	Update Rosetta Stone.	
Treasurer and COSA UK - J	Jan 7	Communicate regarding PayPal.	COSA UK - J wants changes to PayPal. Still in progress.

Board Member SL	Jan 7	Find a reasonable number of hours for Office Worker to do Mail Chimp duties.	In progress, Office Worker is currently including this in her weekly time sheets.
Co-chair E	Jan 7	Co-chair E will speak with Nominating Committee MJ about re-working the board application process.	In progress.
Co-chairs Co-chair J and Co chair E	Jan 7	Put the issue of a COSA presence on Wikipedia on the agenda.	
Co-chair J	Feb 4	Make a survey about the best date for Spring Delegate Meeting (to be sent to delegates).	
Treasurer	March 3	Do a monthly group analysis of financials.	

## **CONTENT:**

### **Concept Discussion (Co-chair J 12:25 PM - 12:35 PM)**

*6. The Annual Meeting of the board and delegates recognizes that the chief initiative and active responsibility in most International service matters should be exercised by the trustee members of the Annual Meeting, acting as the International Service Organization.*

Shares on Concept 6: Anyone attending the annual meeting (board, delegates, other COSA observers) represent the ISO of COSA, and as such have an active responsibility to further our goals – to recover ourselves, and to reach out to those who still suffer.

## **Delegate Meeting November 19, 2023**

Needs:

- Someone in charge of the queue for Red, Yellow, Green for speaking purposes;
- 3 people to monitor the Reds, Yellows, Greens;
- Someone to monitor technical issues;
- Someone to monitor people leaving for a while, and checking back in;
- Someone to make the polls;
- Someone to answer process questions (Reserved for Board person);
- Someone to help with zoom issues – may be part of monitoring technical issues above;
- Someone to be a timer;
- Someone to be an extra vote counter to help accuracy;
- Want closed caption capability or ability to save transcript of meeting.

Co-chair E is running the meeting, and will be working on the agenda.

Anyone who is a co-host will have to submit their votes separately to the vote counter, as they are not able to directly answer a poll (unless recently changed).

**AGENDA** – still in progress. So far, we have:

- Serenity Prayer;
- Introduction;
- Safety guidelines;
- Steps, Traditions;

Conversation about if we want to read Concepts. No real consensus here;

Proposal voting process with timed shares for Reds, Yellows, Greens, Straw polls;

(We will need to allow extra time here, it will probably take longer than what we budget);

Form needs to be sent to delegates ahead of the meeting for any questions/comments. This was done at the last delegate meeting so that like questions could be grouped together, and we could make the best use of our time. This is a basic form to include name, email, and issue;

Addressing these questions/comments;  
Committee shares – We didn't have much time for this at the last meeting. We hope to have each committee share at this Nov 19 meeting explaining what they do. We want to attract more volunteers;  
Count on 5 hours, and if we end early, great.

## **LOOKING AHEAD**

We need to send out a survey after the November 19, 2023 Delegate Meeting to find a good date/time for our Spring Delegate Meeting. This next one will be on a Saturday, as per our last survey. Co-chair J will make the survey, and it will be sent to ER. This has been put on our Action Items list, due at our February 4, 2024 Board Meeting.

Nominating Committee - Present names and information of those willing to be of service on the board.

Deadline for Proposals should be made earlier for next time. That way, if the proposals are very similar to each other, maybe those people can work together to combine the proposals.

Form for Proposals - Does it need to be updated?

Financials will be presented at the Spring Delegate Meeting.

New "BOARD VOTES" document for the second half of the year. Links to a proposal in addition to a brief description are needed. Co-chair E will help the Secretary with this.

## **FINANCIAL** – Treasurer

Balance Sheet as of September 30, 2023

Total assets are 134,211

Total Liabilities are \$9,074

Total Equity is \$70,927

Profit and Loss as of September 30, 2023

Total Donations are \$6,571

Total Sales are \$7,557

Total Expenses for this time period include COSA products, postage/shipping, printing, office expenses, payroll, technology fees, etc., are \$2,443

Net Operating Income is \$5,113

Note that our donations can vary to a large amount from month to month. (Example is donation from groups alone is September was \$5,336, and in October was close to \$50).

Co-chair J asked if we knew why there was such a big difference between months? Is it historical?

Many times, we get a surge after big events, but it does tend to wax and wane.

Groups may wait until they have a more sizable amount in their treasury before it's dispersed, so times will vary.

We need to update the shipping costs on the website (they've gone up since last time they were noted on the COSA site). Some of the weights have changed as well.

Treasurer will do an analysis of group financials by month to see if there are patterns. Due in March.

Treasurer will work with the person who previously set up QuickBooks to update.

**OUTREACH** - Outreach Chair – If a request is filled out for a grant, and scholarship, Outreach Chair will submit a check request to the Treasurer, while keeping any personal information shared private.

**COSA LOGO** – The logo needs to be registered in the UK for charity status. In the US, we are listed as a charitable organization, but in the UK, they have to register the COSA logo to get this status.

We need to update the trademark every 2 years or so.

Questions: Is the trademark the same as the logo? What does it cost?

Why is this coming up right now?

Our web designer suggested that our logo looks outdated, and that if we updated it, our place in the Search Engine Optimization (SEO) might go up.

The Literature Committee Liaison said that this will not change any of the preprinted logos. Anything that goes through reprinting, could change. So, this change would not be retroactive.

The Technology Committee Chair JZ has been working with our graphic arts person to look at logos, and presented 2 different ones to the board. Much discussion ensued about which design was more “modern looking”, and the pros and cons of each design.

The Treasurer said if we just paid this last year, we have one more year left. More research is needed, and the board will come back later to discuss.

The Treasurer will reach out to the last Treasurer to get clarification on the financial side of this – how much was paid, when it was paid, and how long it’s good for.

Co-chair J said, once we have more information from the Treasurer about timing, we can do an email vote about how to proceed.

**FINAL NOTE:** - Make sure to check your spam frequently. Just when we think the problem is solved...it isn’t.

Check out

Serenity Prayer

Next Meeting January 7