

FOR ISO WEBSITE

Board Meeting

Sunday, Feb 4, 2024

12:00 p.m. – 2:00 p.m. Pacific Time, 1:00 p.m. – 3:00 p.m. Mountain, 2:00 p.m. – 4:00 p.m. Central, 3:00 p.m. – 5:00 p.m. 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, Outreach Chair, Lit Com Liaison, Board Member, Treasurer, and Secretary

Serenity Prayer

Check In

CONSENT AGENDA:

January board, delegate meeting summary and Action Items for Dropbox, and Website, any corrections?

PASSES

ACTION ITEMS:

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

PERSON	Due Date	ACTION ITEM	Done? /Comments?
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Co-Chair E	Starting July	SEO incl tags to words on website and new website/webpage content	Done
Outreach Chair	March 3	Confer with UK Member J about the relationship between ISO and COSA UK	The UK is struggling financially. May approach CZR about merging. Will meet with CZR & reach out to UK Member J. In progress.
Delegate Liaison and Co-chairs consult	March 3	Check with DWG about conflict management	In progress.
Co-Chair J	On hold	Write a piece for CITK asking for COSAs with knowledge of TikTok. Explore sending the same info to WhatsApp COSA group.	On hold
Co-Chair J	March 3	Beta test for collecting numbers to use Remind App	In progress
Treasurer	March 3	Discuss QuickBooks with Wendy	Still in progress
Treasurer and Office Worker	March 3	Create 3-5 examples of national, Canadian, and international literature orders with shipping costs	Still in progress
Treasurer	March 3	Plan for updating Service Guide	In progress

Treasurer, also Co-Chair E	March 3	Update Rosetta Stone	In progress
Treasurer and UK Member J	March 3	Communicate regarding PayPal	UK Member J wants changes to PayPal. Still in progress
Co-Chair E, LitCom Liaison	Feb 4	Co-Chair E will speak with NomCom Chair about reworking the board application process	Done
Co-Chair J and Co-Chair E	Feb 4	Put the issue of a COSA presence on Wikipedia on the agenda	Done
Co-Chair J	Feb 4	Make a survey about best date for Spring Delegate Meeting (to be sent to delegates)	Done
Co-Chair J	March 3	BWW hotel arrangements need to be finalized	In progress
Co-Chair E	Feb 4	Announce 2025 convention	Done
Treasurer	March 3	Do a monthly group analysis of financials	
Board Member and Co-Chair J	March 3	Collaborate, and share the rationale about the different voting procedures we follow (Roberta's Rules of Order)	

EXTRA COMMENTS ON ACTION ITEMS:

UK discussing possible merger with CZR as they are currently unable to fund their website and Zoom rooms. Right now, they are an intergroup, like CZR is. Since they are 5 hours ahead of most in the US, they could be using the CZR rooms during their daytime, when CZR is not in use. This is all under discussion.

Co-Chair J – looking to write a piece in CITK about hybrid groups – All agreed that the groups have this pretty well under control, and when they need assistance, they consult each other.

Co-Chair E did bring up that the SAA 2025 convention will be in Austin on Memorial Day weekend. It will be up to the Convention Committee if we want to run our Convention at the same time, also in Austin.

CONTENT

Concept Discussion

CONCEPT 8: The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

AGENDA ITEMS:

ONLINE PRESENCE – Discussion on what our online presence should be. Several thought that TikTok was not safe. Wikipedia was a much more reliable site. Would this violate our Traditions; how we seek to attract rather than promote? Initially, this was

brought up at BWW. When a Google Search is done for “COSA”, one thing that came up was a city in Italy, another link was for an organization that helped people after they had been arrested for some kind of sex crime. Maybe because of some algorithms, our COSA website eventually came up. The SAA web page does refer to us, and you can find a link to our website. If we are going to have a presence on Wikipedia, we need to be very clear about who we are, and how to find us. One thing to note is that on Wikipedia, we don’t have complete control. Others can go in and edit, (although anyone wishing to edit has to sign up for this capability, and there is a tracking). If we did put something on Wikipedia, it would need to be monitored regularly. A question was asked if we could delete our site on Wikipedia if we decided it was not working to our benefit. That was unclear. We do have a beautiful website. A comment was made that if one was looking for serious help, maybe going to Wikipedia wouldn’t be the place. It was decided this would be a very big step; we would need more information and feedback before going forward.

Co-Chair J’s Proposal – Do we want to continue looking at the question of building our own Wikipedia page?

Red – 1 Yellow – 5 Green – 1

So, we will table this; we are done spending energy on this for now.

CONTRACT PROCEDURE PROPOSAL Treasurer – This one is saying that anything that encumbers the COSA fellowship requires board approval prior to entering the contract or service, then a check request gets submitted and paid. That is all the same from last month. I did add the legal definition of a contract. It is a promise, or set of promises that are legally enforceable, and if violated, allow the injured party access to legal remedies. A futures contract is an agreement to buy or sell something at a future date for agreed upon price – for example, with our editor. We had a contract and put a deposit down, and will be paying for that in the future. Board Member asked who submits the check request. The committee would – in this case, LitCom Liaison. It is important to have this part so everyone knows what the expectations are. Board Member said, the last part of this proposal said that the ISO office will file a copy of the contract, so it sounds like the office would keep the process going, and they’d be the ones to reach out to the Literature Committee, and ask if this should be paid. It was decided that the submitting party will submit a check request for payments. This policy won’t go into effect until February 2024, (after the proposal passes). The committees will need training on this process.

Proposal to accept the ISO contract procedures for contracts

Red – 0 Yellow – 0 Green – 7 Passes

PROCEDURE FOR ONLINE SUBSCRIPTION REQUEST OR RENEWAL

The form will be filled out and emailed to the ISO office. The office will check against a database that will have information about the subscription – possibly it could say that someone else has already done this, and it was renewed 2 months ago. Once it would get board approval, the office would enter the data into the ISO database, and the ISO would make payment. The office could call and discuss names of people needing access. For example, the Literature Committee has several people to access the Chicago Manual of Style subscription that we have.

REQUEST FOR ONLINE SUBSCRIPTION FORM

This form has a spot for starting, stopping days, the package level we've selected, and the amount. The actual renewal will come to the ISO office, and the ISO office will directly pay the vendor. We can keep track of what we have going on. This will be from this point forward. The passwords, and also usernames will be kept in the database that the office maintains. This is only the request form for new subscriptions, and ones that will continue to be renewed. Question was asked if this form is only online services, or would it include our "snail mail" mail service? Response: that falls under the contract form, as it involves a contract that we would engage in their services. Question: if we are assigning the task of actually signing up for things to our office worker, would this be a significant amount of work? Response: No, the treasurer doesn't believe so. This year we've had 3 so far, and that's because of the book and various things we're doing. Some things you sign up for are for 3 years, for example, so it would be renewed every 3 years. At the end of the 3 years, it would be up to that committee to make that request for the office worker to renew, **NOT** for the office worker to go to the committee. Question: how does this form handle things that are on auto-renewal? Does this form need to distinguish between whether or not this is an auto-renewal? For instance, MailChimp bills us once a month until we tell them to stop. I'd hate to have a situation where suddenly, no one can access MailChimp. Response: this form does not apply to any of the auto renewals we have right now. Lit Com Liaison said, before we enact either of these two things – the procedure, and the form, we need to have some training for our committees.

Proposal to approve the procedure for online subscription request/renewal and the form for this request.

Red – 0 Yellow – 6 Green – 1

Treasurer – I'll bring these back to look at next month.

FINANCIALS

Treasurer – Our CD will come up at the end of February. If any of you want to do research and want to recommend a certain bank that will pay X amount for CD's, please email me by February 14th, then I'll be able to put together all of the proposals for this CD, excluding any regional banks. The final vote would be around Feb 20 about where we should invest next time.

This is the 4th of the month; the Office Worker and I still have things coming in over the weekend, so what we're seeing at this moment is a Draft of January Balance Sheet, and Profit and Loss, so some things will be changing – the merchant services for example. Otherwise, things are very similar to last month. A question was asked that maybe we should be looking at 2 months prior instead of the previous month. This issue will keep reoccurring, and next month we Meet on March 3. So, the treasurer agreed to show January and February together for next month.

DELEGATE SURVEY RESPONSES

A suggestion was made to have a practice run through with the board, and seemingly related comments. Isn't this similar to what the Delegate training is? One thing that's difficult to judge is if those comments are coming from people who have gone to all the training and still felt lost? Is it someone who didn't go to the training? Or does it fall somewhere in the middle. Many of the questions and comments look like the information is there, people just aren't using it. Maybe it was an agenda thing, maybe emails were having a hard time getting through. This year we did make training optional if a person has served as a delegate in the past. Maybe the training shouldn't be optional. In the past, there have been people who have signed up to be a delegate after the deadline, after the trainings have occurred. One board member who had been on the DWG group in the past did some trainings for individuals after the deadline. Another board member said that this year was a big change in what we were voting – this year was all proposals. She suggested that each year will be different now, and we should go back to mandatory training. One member said we need a clear graphic of how things go step by step, here's what's being voted for. These should be sent in emails to the delegates. She personally does not feel that friendly amendments work in a big

environment like our Zoom meetings. Another said, well we do have graphics. A member spoke on the topic of friendly amendments – during the votes on the book chapters, we didn't have friendly amendments during the delegate meeting. It's crazy making to try to get it changed at that last minute. We as a board will decide on the agenda, and decide how many proposals can be presented. The original proposer gets to decide if a friendly amendment is accepted or not. We need to make that clear to those original proposers, that they don't have to accept it. One member still wants that opportunity to take anything back to the original meeting group. A response to this was that when a group selects a delegate, they are the trusted servant for the group, and may make decisions on the fly if necessary.

To be continued...

CONVENTION UPDATE

Co-Chair E - The virtual convention is going really well. All of the workshop spots are filled in, and it will be sent off by the end of this week to create the program. Co-Chair E said that she will be stepping down as virtual program chair, and hopes there are others who will step up to be of service and help.

Co-Chair J spoke about the in-person convention. Any of us who will be at that convention, keep in mind that they always like to hear from the board – possibly be on a panel to discuss Board Activities, and how the board works.

Lit Com – Lit Com Liaison – the Cosa Zoom Room homepage is asking for us and Tech Com to put a “click here” button that will allow people to get to a site for purchase of our new book. The book is not out yet, but it's coming very soon. The CZR is autonomous, and they want to make sure everything is agreeable, so I'll read their statement:

The purpose of this request is to secure the ISO's support to reach and inform greater numbers of COSA members about the upcoming *COSA Recovery* book and the *Balance* newsletter by putting links on the CZR (and UK if needed) website's menu, giving easy “1 click” access to all available COSA literature.

While there is a button at the bottom of the CZR homepage that takes the user to the COSA website, there's no mention of our literature or link directly to that literature. Our feedback has been that a portion of COSAs who are exclusively CZR members are not fully aware of all that COSA as a whole has to offer. Links to our full array of literature would carry our message to so many more who are still suffering.

With the ISO's support in this endeavor, we would then seek the CZR's (and UK if needed) group conscience.

Proposal for this to move forward – put a direct “click here” link

Red – 0

Yellow – 0

Green – 7

Passes

Lit Com Liaison continues regarding publication of *COSA Recovery*. We have the copyright, ISBN number, layout and design. It looks beautiful. It may be published closer to our Virtual Convention, or soon after. If it's not available until after the convention, we could email the attendees more information. While we don't want to promote or market the book, we do want people to have easy access. One of the things that the Literature in Development Committee is creating is an information one-pager, for conventions and Intergroups explaining this new resource that's available. A question was asked if a “pre-order” button would be available. Response was, I think if we were working with a traditional publisher we could, but likely not with Amazon.

LOGO– Co-Chair E wants to remind us that we were planning on replacing the logo on our website. This, along with our book announcement may help move our metrics up on the website as well, and will help with our search Engine Optimization.

Check outs

Serenity Prayer

Next Board Meeting is March 3, 2024