

## **FOR COSA WEBSITE**

**Sunday, January 7, 2024**

**12pm – 2pm Pacific, 1pm – 3 pm Mountain, 2pm – 4 pm Central, 3pm – 4pm 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-chairs E and J, Lit Com Liaison, Board Member, Treasurer, Secretary

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

### **CONNECT:**

Serenity Prayer

Check In

### **CONSENT AGENDA:**

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

### **PASSES**

### **ACTION ITEMS:**

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

<b>PERSON</b>	<b>Due Date</b>	<b>ACTION ITEM</b>	<b>Done? /Comments?</b>
Co-Chair E	Starting 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 Tech Comm processes for removing meetings	Done. Process is complete
Outreach Chair	Jan 7	Confer with UK COSA member about the relationship between ISO and COSA UK	The UK is struggling financially and seeking support.
Delegate Liaison and Co-chairs consult	Jan 7	Check with DWG about conflict management	In progress.

Co-Chair E, (and also Treasurer)	Jan 7	Check with PrintFul about not paying sales tax	Resolved. Example - When purchasing things for use at the convention, we don't pay sales tax. For things to resale, we would pay taxes.
Treasurer	Jan 7	Conversation with UK COSA member about credit card charges for Convention	Done and resolved
Board Member	Jan 7	Find a reasonable number of hours for Office Worker to do Mail Chimp duties	Done
Co-Chair J	Feb 4	Write a piece for CITK - ask for ESH about hybrid meetings.	In progress
Co-Chair J	Feb 4	Write a piece for CITK asking for COSAs with knowledge of Tik Tok. Explore sending the same info to WhatsApp COSA group.	In progress

Co-Chair J	Feb 4	Beta test for collecting numbers to use Remind App	In progress
Treasurer	Feb 4	Discuss QuickBooks with Wendy	In progress
Treasurer and Office Worker	Feb 4	Create 3-5 examples of national, Canadian, and international literature orders with shipping costs	In progress
Treasurer	Feb 4	Plan for updating Service Guide	In progress
Treasurer, also Co-Chair E	Feb 4	Update Rosetta Stone	In progress
Treasurer and UK COSA member	Feb 4	Communicate regarding PayPal	UK COSA member wants changes to PayPal. Still in progress
Co-Chair E, Lit Com Liaison	Feb 4	Co-Chair E will speak with Nom Com Chair about re-working the board application process	In progress. Need to get volunteer form on website

Co-chairs Co-Chair J and Co-Chair E	Feb 4	Put the issue of a COSA presence on Wikipedia on the agenda	
Co-Chair J	Feb 4	Make a survey about best date for Spring Delegate Meeting (to be sent to delegates)	
Co-Chair J	Feb 4	BWW hotel arrangements need to be finalized	
Co-Chair E	Feb 4	Discuss 2025 convention	
Treasurer	March 3	Do a monthly group analysis of financials	
Board Member, 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:

The UK is struggling financially; they are not getting donations. UK Intergroup is considering options. They have had a one-time grant, and are

not sure if it is sustainable. Hopefully, the upcoming UK Retreat will bring in self-sustaining revenue.

Treasurer – Regarding sales tax – when purchasing things for ourselves, i.e. use at the convention, we do not pay sales tax. If we purchase something for resale – something we would make money on, we would pay sales tax. Regarding QuickBooks, I'm now the primary administrator, but the past treasurer and our office worker are company administrators, so I'll reach out to them to try to resolve this.

Treasurer – Rosetta Stone, and Service Guide – Still in progress, and Co-Chair E will talk with Treasurer about this and help.

Lit Com Liaison – Re: Nominating Committee – we need to get updated dates on the website, although those dates are pretty fluid at this point. We also need an updated volunteer form.

Co-Chair E – on the issue of putting COSA's name on Wikipedia, SAA looks like they have been proactive on this, and they did mention us on their website, and our name has come up in some of the Search Engines.

Treasurer – Re: monthly group analysis – the groups tend to go in quarterly cycles, and it depends on when the groups turn things in.

Co-Chair J – please add on the action Item for next month – talk about 2025 In person convention. She has learned that SAA plans to have theirs in Austin, TX. Might we want to have ours in conjunction with them, just have some type of presence there, kind of a retreat possibly?

## **CONTENT:**

### **Concept Discussion**

*7. The Charter and Bylaws of the International Service Board are legal instruments, empowering the trustees to manage and conduct international service affairs. The Annual Meeting Charter is not a legal document; it relies upon tradition and the COSA purse for final effectiveness.*

## **Discussion on Proposal 2 from Delegate Meeting**

There is a DWG WhatsApp chat, and people want to be added on to the group to work on this, also on the issue regarding meeting updates. There are many not satisfied with how the Database is being run. Co-chair E is willing to hand this over to someone else. A committee is being formed to look at all of this, and to implement procedures. Co-chair E has written down the current process of removing, also adding new meetings, or changing the meetings and making adjustments to them. We aren't always getting the email forwarded to us – due to increased security possibly. So, that's why I sent out an email saying I wanted the account to change, to upgrade instead of the free account. For the purposes of today's agenda, removal of a meeting is the bigger concern. We don't remove anyone unless someone from that meeting tells us that they want to be removed – that their meeting is inactive. Another thing would be someone who attempts to go to a particular meeting, shows up, says that no one is here. Then we go through the process of contacting them, what we see on record, through email, phone, as some of them are phone meetings. So, we will do different ways to try to reach them, and if we can't reach anyone, we remove them. This will be shared with the committee. And one of the Board Members is willing to chair that committee.

## **Delegate by-law Proposal #3**

Co-Chair J – I put that on because that's the one we didn't get to at the delegate meeting. One of the main reasons we didn't vote is because there seems to be increasing confusion about what we actually could and couldn't go. You know, 2/3, 3/4. I think we need to know what we're talking about. So before bringing up the proposal at the next delegate meeting, do we need a legal expert?

Related Discussion - The By Laws clearly state that we are able to vote on this issue. When we have friendly amendments, we are following "Roberta's Rules of Order." We will thoroughly research this proposal, and bring this matter up with the original proposers. One of the Board Members and Co-Chair J have agreed to converse about this, put something together

about the different voting options: Here's why we use one in this instance, etc. (Looking at Roberta's Rules of Order). We want to share the rationale about things, and take an educational approach.

### **Financials – Treasurer**

November total assets were \$132,973, total liabilities to date are \$62,592 (this includes board travel, payroll, reserve for COSA basic text, and a prudent reserve fund for operating expenses of \$30,000)

#### November Profit and Loss-

Profit - We took in \$1,747 in donations, and sales of \$462, bringing our gross profit to \$2,216

Expenses -Total of \$3,152 (Committee Expense - Outreach Committee grants, COSA products printing and shipping, Office Expenses, Payroll, Taxes, Tech Fees.)

Net Income for November is (-\$941). Remember that donations from many groups come on a cyclical nature)

December total assets were \$133,344, and total liabilities to date are \$62,232 (again, includes board travel, payroll, reserve for COSA basic text, and prudent reserve fund for operating expenses.

#### December Profit and Loss

Profit – We took in \$2,861 in donations, and had sales of \$414, bringing our gross profit to \$3,276

Expenses – Total of \$2,330 (Committee expense – Lit Committee, COSA products, shipping, Office Expenses, Payroll, Taxes, Tech Fees)

Net income for December was \$946

Comments on December statements – we are doing well.

### **Contract Proposals, and online subscriptions**

Treasurer – Basically, these are 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 then is paid. For things not paid by check, there's a separate proposal for that. (online subscriptions)



Related Discussion- We want to make sure that if things come up quickly - like buying flowers for a table at the convention, that it doesn't get caught up in a very lengthy process, and the person buying the flowers could submit for reimbursement. Those proposals will be re-worked so they are clearer. We do need to be very careful when we are dealing with money. We need to have a system in place, especially for contracts, that it's not a particular person signing up for things, and then being reimbursed. That opens up problems of links, and passwords. We're looking at procedures of being easily accessible to the next set of trusted servants. We also realize that some caveats need to be in place. For instance, there are times when an individual still needs to do something - we just did with the copyright, and ISBN number. It has to go to a physical address. We will then get a physical certificate. These things will have to be done in a very timely manner, until we get this book published. Once in place, there won't be any need for passwords, and information will be given to the secretary to keep in Dropbox in a separate folder, easily available to any future trustees. We will discuss this further at the next board meeting.

### **Logos**

We need to revisit the logos; we still need to decide what goes on our book cover. Lit Com Liaison said we were hoping we would have something that would be branded across the website, but the board has not decided on that. Co-Chair E will make a survey, and send it to all board members, and we can go from there (email).

**Wikipedia** – Our presence on it, is this something to bring to the delegates? Is this something we can decide? We do want to make sure we are optimizing search engines, and raise our profile. Treasurer said it sounds more of a business thing rather than delegate. Co-Chair J said, this seems like an Outreach thing. We will need to wait for the Outreach Chair.

**Delegate Survey** – The board still needs to finish discussing this.

Check Out

Serenity Prayer

Next Meeting February 4, 2024