

International Service Organization of COSA

For COSA Website

Board Meeting

Sunday, April 14, 2024

12:00 p.m. – 2:00 p.m. Pacific, 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 Time

Our Mission is to serve the fellowship of COSA by fostering the growth of individual groups and facilitating communication 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 J, Co-Chair E, Board Member, Treasurer, Outreach Chair, Secretary, and later in meeting: Convention Chair B

CONNECT:

Serenity Prayer

Check In

CONSENT AGENDA:

March board summary, delegate meeting summary, action items for Dropbox, and website, any corrections?

Vote: PASSES

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

PERSON	Due Date	ACTION ITEM	Done?/Comments?
Board Member	April 14	Check with a past Chair about ownership of Dropbox board files	Done
Treasurer and Office Worker	April 14	Create 3-5 examples of national, Canadian, and international literature orders with shipping costs (which have increased)	Done
Outreach Chair	April 14	Talk about having a position of librarian on the board	Done
Co-Chair J	April 14	BWW hotel arrangements need to be finalized	Done
Treasurer, also Secretary	Ongoing	Update Rosetta Stone (a living document)	Updated – and still needs more updating
Treasurer	April 29	All committee budgets to Treasurer	
Board Member, Co-Chair J, and Convention Chair B	May 5	Collaborate, and share the rationale about the different voting procedures we follow (Roberta's Rules of Order)	In progress
Delegate Liaison and Co-chairs consult	May 5	Check with DWG about conflict management	In progress.

Treasurer	May 5	Plan for updating Service Guide	In progress
Co-Chair J re: (Email sent Mar 23)	Mid-May	1.All Committee chairs submit summary to Co-Chair J 2. Submit business plan to: Co-Chair J	In progress
Co-Chair J	At next BWW	Beta test for collecting numbers to use Remind App	In progress
Treasurer and Past Treasurer	Nov 3	Communicate regarding PayPal	PayPal Review in Progress

Concept 10: Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

Shares on Concept:

AGENDA ITEMS

Rosetta Stone Document Updates

Outreach Chair suggested that we might create a Librarian position. It could be similar to the CZR Librarian who handles service, website, and some banking information. (There is some information that would not be readily available to everyone.) The Librarian would simply update things such as when we are meeting, Rosetta Stone, and even the Service Guide.

Co-Chair J: Who would be in charge of that? How often would things be updated?

Treasurer: Access to the Rosetta Stone is limited to board chairs, Treasurer, and Secretary. This is because there is a good deal of sensitive information in this document. A corporation, for example, would not grant everyone access to all of their banking documents. I am making sure that when things are changed, that the Rosetta Stone will be updated at the time of the change – for example, where our CD is invested.

Co-Chair J: I'd like to take this up again at the Board Working Weekend (BWW), about when the Rosetta Stone is updated, and by whom. We need a protocol.

Financials – Treasurer

February Total Assets	\$135,571	
Total Liabilities to date	\$62,201	includes board travel, taxes, payroll, reserve for COSA basic text, and a prudent reserve fund for operating expenses of \$30,000

February Profit and Loss

Profit	Convention income	\$2,226	donations from registration, merchandise from automatic recurring donations, meetings, etc.
	Donations	\$873	
	Interest from CD	\$691	
Total Sales		\$1,536	
Total Income for February		\$5,327	
Total Expenses		\$6,009	includes convention, office products and expenses, payroll
Net Income for February		\$-682	

Comments on Financials

Treasurer: Included in the financial statement the board received is the merchandise we sold at the virtual convention (approximated). It is separate from literature sales. We did get a big boost from CD interest which does not accrue each month.

Related to our financials is our Amazon account. We are selling our *COSA Recovery* book through Amazon. We need a cost of goods, because we have to account for that cost in our tax returns. I want to be sure that we are tracking the cost of goods sold each month. How long is the royalty agreement for, and what are the terms? I didn't see any taxes being taken out. I want to consult with the accountant who does our return, because we are paying sales tax for some of the literature that we sell in North Carolina. It's not much, but we want to get all of these things technically correct, because of the appropriate rules we need to follow for tax purposes. So, the Office Worker and I need access to our terms with Amazon. Possibly we could have

dual access. LitCom would have access to the black and white as well as color version of the new branded COSA artwork, which is the new logo, and things related to the publication of our book. The treasurer, accountant, and financial committee would have access related to any royalty agreements, taxes, etc.

Outreach Chair asked why our Office Worker would need access. Treasurer replied that for the cost of producing a book, does that include a shipping cost? There is a big time lag in receipt of information. Possibly the Office Worker would NOT need that access. I do want to make sure that she understands how to find different things – like shipping costs.

Co-Chair J: Could you create a list of specific information that you would need? That might be a place to start.

Co-Chair J: What was the final decision for the CD? Treasurer was asked to send out an email detailing.

In Person Convention

Convention Chair B has joined the meeting.

Convention Chair B: Based on feedback from the St. Louis convention, we'll have an option for people to use an open space room for impromptu Step studies, meetings, or general socializing. Friday night will be our Introduction. Sessions are on Saturday and Sunday. We have a speaker for the luncheon. Pricing for the convention is very affordable. I'm still negotiating with the hotel about parking discounts.

One unique thing is that we will have an app for this convention. It's something that we could also use in the future. Thanks to the Convention Committee for arranging this app. For a virtual conference, the app would be for free. For an in-person convention, we would pay based on registration fees, and we could even negotiate for that. This app would be a great source for communication and information, and for disseminating that information. People would be able to connect with each other using this.

I'm negotiating with the hotel for meals, and it looks like we will have a buffet of some sort, and people that eat vegan or are vegetarian will have options.

Audio-Visual would be independent of the hotel. It would be very expensive. I've looked at audio/internet capability for the 5 of us on the committee, and also for our Office Worker, and this will cost \$260. Projectors, screens, even flip charts are quite expensive, so we've decided to cut that out. I (Convention Chair B) will bring a couple of portable projectors, in case people want access. We will also figure out audio speakers, linked to one projector before the conference begins. Also on our conference site is a call for speakers (oral presenters). We have four confirmed speakers so far and more potential ones.

Co-Chair J: Just a reminder that the board has a special registration sent out by the person in charge of registration.

Outreach Chair: Just a reminder – this year, that registration person has been donating the fees at this point. When we budget for next year, we will need to keep those fees in mind.

Meeting Updates Task Force Proposal

Board Member: This Committee has thought through the issues surrounding meeting updates. Our intention is to propose the following at the Delegate Meeting:

- 1 A clean-up of the list in which each meeting is contacted several times via email and phone. Meetings which cannot be reached and which have not updated information in the last year will be removed from the list.
2. Expand the meeting updates committee and charge the committee with reaching out to meetings annually to keep the list up to date.

We plan to bring a full proposal for this work to the delegate meeting. However, we think we can and should get started on this work sooner. This will allow us to bring better information to the delegate meeting.

Starting ASAP, we would like to begin working on the following items. Please note that no meetings will be removed from the list at this time.

1. Items in COSAs in the Know asking meetings to review their listings and either send updates or let us know that the listing is correct.
2. Outreach to individual meetings that have not updated their listings, including the following, in order:
 - a. Emails to all contact people.
 - b. Calls to all contact numbers.
 - c. Outreach to intergroup (where applicable) to request assistance contacting the meeting.
 - d. Notice in COSAs in the Know asking for assistance contacting the remaining meetings.
3. At the conclusion of the clean up project, we will put a notice in COSAs in the Know explaining the results and how meetings that were not reached can get in contact with meetingupdates@cosa-recovery.org .

When meetings contact us, we will update the “last updated” field in the database. Of course, any requested updates will be made as well. **NO MEETINGS WILL BE REMOVED.** Updating the “last updated” field will allow us to keep track of which meetings have been updated recently.

For context, our plan is to bring the following to the delegate meeting:

1. A report on the update project.
2. A proposal for the expanded meeting updates committee and the criteria for removing meetings from the list.

3. The proposal will include instructions for removed meetings that want to be added back to the list.

Vote: 6 Green Unanimous (1 person absent) PASSES

Discussion on proposal.

Board Member: One of our goals is to end up with some templates for emails going forward. We want to have sustainability on an ongoing basis.

Board Tenure

Discussion

It used to be that we would have the delegate meeting, or convention, and then a month or two later we would have the Board Working Weekend (BWW). The end of a board member's term was at the delegate meeting, where the delegates would vote for new board members. The BWW came after that with the new board. This year we don't have that structure. We need to have a protocol going forward. For this coming BWW, we don't know who the incoming people are. Bylaws state that each trustee will hold office until the next annual meeting, and until his or her successor is elected and qualifies.

BWW would be made up from the current members, up until the delegate meeting. Generally, during a BWW, we go through the process of handing off things to the new members. This year, we can't really change when the BWW is, but in future years, we may have to change it.

The problem is sometimes depending on where we go, we have to make our reservations so far in advance. We may have to separate them, although it was super convenient to pair it with the convention.

Adding Religious Holidays to the 4- hour flowchart for voting for responding to board emails.

Proposal by a board member: It said that if a board member is unable to participate due to travel, vacation, or illness, the 48-hour time period could be extended. I would like to add the words "religious holidays" as well.

Vote: 2 RED ((including absent person) 2 YELLOW 3 GREEN

Speaking for Red: I think if we added the words "religious holidays" that this would be offending our tradition of not being associated with any religion. I think we need to leave religion out of it.

Speaking for Yellow: I do agree with Outreach Chair, but voted Yellow. The request was for all religious holidays, and I wanted to clarify which ones are we speaking about?

Another yellow: I think we need to be very careful about putting religion in here. There are many religions. I think someone could just say they are not available at such and such a time, and not discuss religion at all.

Original Proposer: Would it be more acceptable if I said the word spiritual instead of religious? Also, if I'm on vacation, I could get an extra day, but not for a religious observation?

Response: No one said there wouldn't be an extra day allowed. When an extra day was requested, that's when the flow chart was produced. No one was denied an extra day because of Easter or any other holiday. Going forward, I will be clearer in my response. At this point do you want to amend your proposal, or shall it stand and we vote again?

Original Proposer: I will think about that, and table it for now.

Proposal for a Budget and Financial Committee

LitCom Liaison (via email): The Budget and Financial Committee will be expanded for the purpose of consulting in the areas of: financial planning, investments, best practices in current payment platforms, clear communication, and budgeting suited for non-profit organizations. The current ISO Board treasurer will act as the committee liaison. This committee should be composed of COSA members with vetted expertise in budgeting, financial management, and /or wealth management. In the event that there is a need for professional financial planning, the committee will research options and present these to the board for final approval. Results and recommendations from the committee's expertise will be documented in Rosetta Stone for future reference.

Vote: 1 Red 3 Yellow 3 Green (including absent person)

Speaking for Red: We already have a budget and finance committee. I don't know why we need another committee to be parallel to the existing committee.

Speaking for Yellow: Two people that said we have an existing committee.

Another Yellow: There is already a committee, and I do consult with them. I just consulted with the person who prepared our taxes. This also falls under one of the policies I'd want that says if we are to enter a financial contract with another professional service, it has to be approved by the board. That's a policy for everyone, including the budget and finance people.

Speaking for Green: I wasn't aware there was a formal committee. I'm wondering when this financial committee will meet. I'm thinking the nature of this is that we are not investment gurus, and it's a lot of money that we are responsible for. I'm all for organizing the committee with people with varied experience.

Original Proposer was emailed, and it was pointed out there was already a committee. There is a QuickBook person, a tax person, as well as our treasurer, and our Office Worker. Does the LitCom Liaison want to clarify? I did not hear back. She did say previously that she does not need to be present for this proposal.

A question was asked: Could the list be formalized of who is on the committee?

Comment: This list should be formalized, because if we have people who are not a part of the board who have keys, if we were to get audited at any point, those are random people.

Re-Vote:: 3 Red 1 Yellow 3 Green (including absent person) DOES NOT PASS

Tax Return

Our Treasurer presented our tax return.

Treasurer's discussion on the return: You can see the contributions and gifts for the year. I want you to be aware of the section where we have to do the cost of goods sold. We have to look at the sales minus the cost of goods sold.

Vote to accept Tax Return: 6 Green (1 person absent) Unanimous PASSES

Check outs

Serenity Prayer

Next Board Meeting: May 5, 2024