

International Service Organization of COSA

For COSA Website

Board Meeting

Sunday, Mar 3, 2024

**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-Chairs E, J, LitCom Liaison, Outreach Chair, Board Member, Treasurer, and Secretary

CONNECT:

Serenity Prayer

Check In

CONSENT AGENDA:

February 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**

PERSON	Due Date	ACTION ITEM	Done? /Comments?
Board Member	April 7	Check with a past Chair about ownership of Dropbox board files	
Delegate Liaison and Co-Chairs consult	April 7	Check with DWG about conflict management	In progress
Co-Chair J	April 7	Beta test for collecting numbers to use Remind App	In progress
Treasurer	March 3	Discuss QuickBooks	Done
Treasurer and Office Worker	April 7	Create 3-5 examples of national, Canadian, and international literature orders with shipping costs (which have increased)	Still in progress
Treasurer	April 7	Plan for updating Service Guide	In progress
Treasurer, also Co-Chair E	Ongoing	Update Rosetta Stone	In progress
LitCom Liaison	April 7	Discuss who will be responsible for adding information to Rosetta Stone, where it will be announced and disseminated amongst board members	
Treasurer and UK COSA member	April 7	Communicate regarding PayPal	UK COSA member wants changes to PayPal. Still in progress

Co-Chair J	April 7	BWW hotel arrangements need to be finalized	In progress
Board Member and Co-Chair J	April 7	Collaborate, and share the rationale about the different voting procedures we follow (Roberta's Rules of Order)	
Treasurer	March 3	Do a monthly group analysis of financials	Done

Extra Comments on Action Items:

The UK has decided they will not be joining with the CZR (Cosa Zoom Room) at this point, and the Outreach Chair will let the CZR Chair know. So, this has been removed from ongoing Action Items. The Outreach Chair will check with our UK contact next year, or she will let us know if they need any help from CZR.

Co-Chair E - Conflict management item will move to April. It's more phrasing my interpretation of the situation, also roles and tasks. The Delegate Liaison needs clarity around this. Co-Chair J said it's really about how people interact with each other and are respectful.

Co-Chair J - We are takingTIKTOK off of the action items, because last month we discussed that we are just not comfortable with it. Beta testing will move to April.

Treasurer – There is still some work to be done with QuickBooks. QuickBooks tells us that we have to pay Texas taxes (not necessary in TX anymore).

Treasurer- She and the Office Worker were looking at 3-5 examples of shipping costs, but it's actually a little more complex because of the weight in the mix of materials and things. So, for comparison, our Office Worker will just collect 2-3 orders as they come in to compare. It's really only the UK things, and some of the "swag", (like coffee mugs), that are causing problems with the shipping cost. We want to make sure if what we're charging for shipping is reasonable, because the shipping costs have gone up, but COSA has not ever raised those costs.

Treasurer is also in the process of updating our service guide, and still needs to discuss PayPal with our UK contact.

Rosetta Stone – updating this will be an ongoing process.

Co-Chair J – working out details for the Board Working Weekend is still in progress.

Treasurer – group analysis of financials is based just on the groups that generally contribute to COSA *about every 3 months. Some groups are very consistent, some save up their money and only send once or twice a year.*

Co-Chair J and Board Member are collaborating and sharing about the different voting procedures we follow. It's a work in progress.

Concept 9: *Good leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.*

Shares on Concept

AGENDA ITEMS

Re: Rosetta Stone - LitCom Liaison – We would like to see that the Rosetta Stone information is made available to all of the board in a PDF version, or something. These last few weeks of preparing for the publication for the COSA book have been made more difficult because we haven't had access to information. I'm requesting that this information be updated on a regular basis, and that this information would be shared with all of the board members. As part of Concept 9, we as trustees, we do need to have access to information, and want it to be a bit more transparent.

We are working on updating the Rosetta Stone, and also changing Dropbox to reflect current trusted servants.

The Outreach Chair asked if there ever has been a board librarian, or if it's been the chair's responsibility for this sort of thing? Co-Chair J said the responsibility didn't reside with a specific position, but we can talk more about this next month.

COSA Logo Agreement and Payment

LitCom Liaison –We own 0% of any COSA logo. The only thing we as COSA own is the word "COSA ", if you go on to the US Patent Trade Office, there is no indication that we have a Trademarked LOGO. We should use the organization called Patent Professor to trademark our LOGO. We need the logo in black and white, and also in color. It's \$1,700 for color, and a separate \$1,700 for black and white. The lapse in registering the LOGO is another reason that ALL COSA board members need to be given access to the COSA Rosetta Stone.

Proposal: - vote for using Patent Professor at \$1,700 for Color, and \$1,700 for B&W logo

GREEN 7 Unanimous Passes

Co-Chair J – Who is supposed to be doing that?

Treasurer has agreed to be responsible to send this on to the Patent Professor. We also need to make sure we get the actual email address, the term, and the length.

Proposal to modify Tradition 3: - adding “We come together to transcend victimhood and focus on healing ourselves.”

Co-Chair J – this isn’t how we go about changing a tradition, according to our By-laws. We would need to go through a different process. There is a second proposal that is essentially the same thing, but the sentence is moved to the end. If we do want to change the By-laws, it would need to be suggested by a group, not an individual. It would also modify the first bullet point of our diversity statement. This diversity statement however is one of those things where every group is autonomous whether they decide to use it or not.

LitCom Liaison – This proposal is not complete, it doesn’t say how this proposal might be carried out. We would like to know what their intention is. Also, do they want this changed on the website, or in every publication? Where? If it’s on all of the literature, that would be a huge undertaking. We need to have that clarified.

Board Member, Co-Chair E, and LitCom Liaison will discuss how to respond to the proposer.

Post Survey Delegate Responses

There was nothing that anyone wanted to bring up that was not already reviewed. We’ve talked about having a parliamentarian, that’s a great idea and would cut down on many of the concerns.

Financials

Treasurer

January Total Assets	\$136,255
Total Liabilities to date	\$62,202 includes board travel, taxes, payroll, reserve for COSA text , and a prudent reserve fund for operating expenses of \$30,000

January Profit and Loss

Profit We took in: Convention Donations	\$1,064
7 th Trad. Fund Drive	\$5
Total Donations	\$4,189 (remember this often goes in cycles)
Total Sales	\$606
Total Income	\$5860
Total expenses	\$3,134 includes convention expenses, COSA products, printing and shipping, Office expenses, payroll, technology fees
Net Income for January	\$2,725

Comments on Financials

Treasurer – on printing, we had \$1,400 in printing. Our Office did buy a larger lot, as it is more cost effective to do it that way.

LitCom Liaison – We are recommending that we don't purchase any more until we get the new logo taken care of, and update that literature.

Treasurer asked about the literature with the old logo printed, can we send those out?

Lit Com Liaison – Yes, we can use all of that older literature. We are recommending that we don't spend \$1,400 on more printing with a logo that is defunct. With the book that is coming out, we're going to be limiting the amount of print work we're going to need to do.

Co-Chair J – for future board meetings, let's look at the 2-month previous statement, so the treasurer and Office worker don't have this huge deadline looming and that things are done at a reasonable pace.

Outreach Chair – we ran into basically the same thing on CZR. Because the board meets at the beginning of each month, the financials are not always ready to show for the just previous month. I do like the idea of going back a month.

Automatic Renewal Process – Automatic Drafts.

Treasurer - This policy relates to things and services that we subscribe to every single month.

It states that the ISO uses Auto Monthly Renewal for the following business services as of March 1, 2024: MailChimp, Intuit, our Physical Address, Ring Central, and Gateway. The Policy states that Board approval is required before removing or adding any monthly auto payments.

Co-Chair J – is this the total list of things we currently have monthly subscriptions to?

Treasurer – a subscription might be things like: Chicago Manual Style. The online subscription is separate from this monthly auto draft thing that we will do each month because we get the service. So, they are 2 different things. The online subscription generally is something you subscribe to for a year, or 2 years, and you have access to it every single day. You have access to it every day, to whatever that platform is. Example: Every month, you get to go to MailChimp, and your things will be sent out when you push that button to send out those emails. I'm just saying that the board would have to approve if someone wanted to add a monthly charge.

Co-Chair J – So, the Chicago Manual style – the right to use it is purchased every 3 years, whereas the right to use MailChimp is charged every month. What about something that's charged every 3 months? This Automatic Draft policy specifically says monthly automatic payments. If something is charged every 3 months, is that in a different category, or do we need to be careful about the wording? Where is the line between the two different categories?

Treasurer – In general, the online subscriptions are paid for in advance. For the Chicago Manual style, we paid at one time with one fee that gives us access for 3 years. These others are for services that require monthly charges.

Co-Chair J – For something that's charged every 3 months, it would be in the other category.

Treasurer – correct.

LitCom Liaison – What is RingCentral?

Co-Chair J – That is our telephone, the 1-800 number. Someone would call, asking for assistance from ISO, then the dispatcher will direct that inquiry to whatever place or person responsible.

Votes on Auto draft policy

0 Red 2 Yellow 5 Green

Discussion that this would make extra work (requiring board approval for every change). The treasurer amended the proposal to say that board notification is required for each change (adding or removing). .

Unanimous Green (all 7 board) Passes

Proposal from LitCom Liaison:

A financial committee will be created for the purpose of consulting on an “as needed” basis in the areas of: financial planning, investment, best practices in current payment platforms 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.

We did not have time to discuss this, and will table until next month.

Check outs

Serenity Prayer

Next Board Meeting is April 7, 2024 – later amended to April 14, 2024