

International Service Organization of COSA

For COSA Website

Board Meeting Minutes

Sunday, May 5, 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 Time**

Our mission is to serve the fellowship of COSA by fostering the growth of individual groups and facilitating the communication of COSA principles and ideals through the Twelve Steps and Twelve Traditions.

Tradition **Two**: 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.

CONNECT:

Serenity Prayer

Check In

CONSENT AGENDA:

April board meeting minutes and Action Items, any corrections?

PASSES

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

| PERSON | Due Date | ACTION ITEM | Done?/ Comments? |
|---|-----------------|---|-------------------------------------|
| Treasurer, also Secretary | Ongoing | Update Rosetta Stone (a living document) | Updated - still needs more updating |
| All Committee Chairs | BWW | All committee budgets to Treasurer | |
| Board Member, Co-Chair J, and Convention Co-Chair | May 5 | Collaborate, and share the rationale about the different voting procedures we follow (Roberta's Rules of Order) | Done |
| Delegate Liaison and Co-chairs consult | May 5 | Check with DWG about conflict management | Done |
| Treasurer | Fall | 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 Former Treasurer | Nov 3 | Communicate regarding PayPal | Done |

| | | |
|-----------------------------------|-----------------|---|
| Total Income | \$3,509 | |
| Total expenses | \$5,068 | includes: Committee expenses, COSA products, printing, shipping, office expenses, technology fees, trademark fees |
| Net Income/ Loss for March | -\$1,559 | |

COSAs In The Know – CITK: Outreach Chair

We became aware of an issue of some misinformation going out in the last CITK. What was supposed to be a **Third Step~~3rd-step~~** meditation was a **Fourth Step meditation~~4th-step~~** instead. CITK was started as a Board product to get information out to the fellowship weekly, and is not a LitCom product. We need better oversight, and thought the best place for this would be under the Outreach ~~u~~mbrella.

BUDGET for the Year July 23 – June 24: Treasurer

Budget vs. Actuals: ISO of COSA 2023-2024 FY P&L. **This is as of March 2024. It's not the full year.**

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:49852066-7690-4bdb-a57f-e53c32ca5496>

Budget vs. Actuals: Convention 2023 – 2024 FY P&L. **This is as of March 2024. It's not the full year.**

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:a3531238-65fe-4117-83e3-1d74e0188d06>

Looking at our Budget vs. Actual for this past fiscal year, (July 2023-June 2024):

We had budgeted \$14,300 for Convention Income, and actual to date is \$4,130, with a remaining estimated amount of \$10,171. We did have a virtual conference in February, and the in-person Columbus, Ohio Convention will be taking place in a few weeks.

Our total income for the year was budgeted to be \$52,100. To date we have received \$37,202, with a remaining estimated \$14,898 to come in.

Our total expenses for the year was budgeted at \$55,733. To date we have spent \$28,366, with a remaining estimate of \$27,367. The book will add to our income.

Comments on the yearly budget:

Treasurer: Last year we budgeted a loss of \$3,000 for the year. We have an income of \$8,000 as of March 2024. I do want you to be aware that our convention may be smaller than we expected, so we might lose some money on that. Realize too that this budget is for the year, but so far, the figures are only updated through March 31, 2024.

TRADEMARK CLASSIFICATION UPDATE: Treasurer

In reviewing the application, several items were corrected and discussed.

DELEGATE VOTING GUIDE UPDATE

Co-Chair J: The bubble graphic diagram is currently what we are using for anything done during the delegate meeting, regarding voting on things. It's pretty general. At one point we thought about having a parliamentarian at the meeting. The Convention Co-Chair is quite familiar with this process with some other groups, and would be willing to serve. A Board Member, Convention Co-Chair, and I thought that we could add information to this bubble diagram with a more specific guide on how much time people have to do things, and about the process of friendly amendments. For example, the person who is presenting would have up to ~~five~~5 minutes to both read the proposal, and add any related information. That wouldn't count as part of their conversation time later. This guide would have information about who can speak, and at what time after each straw poll. Time would also be allowed for the secretary to correctly note the wording of the new proposal including the friendly amendment. One issue that was fuzzy last time was: are we talking about the amendment or are we talking about the original proposal? This would put some parameters around who can speak, and what will be discussed. I didn't change the bubble process at all; I just added more information about the friendly amendments.

LitCom Liaison: Has the Delegate Liaison had any input on this? Regarding the service that the Convention Co-Chair is offering: I appreciate the service, but I am also wondering how this will be presented to the delegates. There was no resume, or vote.

Co-Chair J: I'm not saying that the Convention Co-Chair would be the one to serve as parliamentarian. At the moment we don't have anyone else that would be doing this service. He has been a parliamentarian in many organizations. We would need some extra information before we get whomever to step up as parliamentarian. I need to reach out to the Delegate Liaison.

Co-Chair J: I don't think that this document would need delegate approval because we aren't changing anything. We are just refining instructions using *Roberta's Rules of Order*, which is required by our bylaws.

Treasurer: I did reach out to the author of *Roberta's Rules of Order* regarding friendly amendments. She said it's for use by small meetings **consisting** of 12 **participants or fewer**~~or under~~. For larger meetings, she said we would need to go with Robert's Rules of Order.

Co-Chair J: When COSA was started, it was a small group. It's much larger now. If we are going to change to *Robert's Rules of Order*, it would have to go to the delegates for a vote, because at this time, the by-laws specify using *Roberta's Rules of Order*.

PROPOSAL ABOUT DELEGATE MEETING VOTING PROCESS ADDITION:

Vote:

RED 0

YELLOW 2

GREEN 5

LitCom Liaison: Speaking for YELLOW, I'd prefer before sending to ER, (Expedited Review), it would be discussed with the Delegate Liaison. I don't feel comfortable with just sending it to ER.

Treasurer: How would this proposal be sent out to the delegates? Response – it would be sent out with all of the other delegate information.

Co-Chair J will discuss this with the Delegate Liaison, then the board will have an email vote on submitting this to ER.

Upcoming Proposal for Delegate Meeting

The Proposal by Amy S. and Sarah D. from the last meeting will be carried over to this one.

https://cosa-recovery.org/wp-content/uploads/2023/10/Proposed_Bylaw_Changes_for_Section_8.3.pdf (Please note: Cut, copy, and paste in address box to see)

(This was the proposal at the last delegate meeting. It may be amended going forward for the next delegate meeting).

Co-Chair J: Even though it is carried over from the previous delegate meeting, I'd like to see it treated as new, and not restrict time for comments.

LitCom Liaison: I think they should have equal time with the other proposals, not given additional time.

Co-Chair J: We will have an issue that not every delegate that was at the previous meeting will be at this meeting. We may want to monitor the amount of time spent discussing any proposals, and note on the agenda.

LitCom Liaison: All of this will also need to be sent to ER.

NOMINATIONS: Board Member. We do have one person that we will be meeting with tomorrow. We hope to get the information to the board soon. I don't know what the timeline on that will look like. In terms of planning for the delegate meeting, it would be that person, and any current board person who has been here ~~two~~ years, and would be returning. So, for the returning folks, you would have a ~~two~~-minute time slot if desired, to talk about yourself, your service on the board, and what you would choose to do going forward.

DELEGATE UPDATE INFORMATION MEETING – coming up this Thursday, ~~May 9, 2024-5/9~~, also Saturday, ~~May 11, 2024-5/11~~. Our Delegate Liaison would like to have a small section on the delegate process during this update meeting. She has also invited the finance committee to come to give a brief update, and answer questions.

Outreach Chair: The ISO board has been invited to share on presenting delegate meeting proposals and friendly amendments. After that, a long-time delegate will share their ESH.

Co-Chair J: I'll get back with the Delegate Liaison about this.

COMMITTEE REPORTS AND PLANS: They are due within a week or so.

Check outs.

Next meeting of the board will be at BWW, June 3-4, 2024.