

JUNE 2024 BOARD WORKING WEEKEND NOTES

FOR PUBLICATION TO WEBSITE

International Service Organization of COSA

Board Meeting

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 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.

DAY 1: June 3, 2024

Present: Co-Chair J, Co-Chair E, Outreach Chair, LitDev Chair, Board Member, Treasurer, Secretary, also for some of the meeting are 3 COSA observers.

LitCom Chair, Office Worker, Delegate Liaison, TechCom, and later in the meeting, the potential new Board Member.

Note: Literature Committee = LitCom, Literature in Development = LitDev, Technical Committee = TechCom, Delegate Liaison = DL, Nominations Committee = NomCom, Convention Committee = ConCom, logo = our artwork, Kindle Direct Publishing = KDP, COSAs In The Know = CITK.

CONNECT:

Serenity Prayer

Check In

Concept One Study: Board Member:

Final responsibility and ultimate authority for COSA world services should always reside in the collective conscience of our whole Fellowship.

Literature Committee: LitCom Chair: We are coming off an historic year, just having published a book, *COSA Recovery*. We have teams of high-quality editors and writers who are able to create and present professional quality COSA recovery literature for all of COSA's needs.

The Balance team continues to add valuable recovery content to the Balance newsletter. Response from the fellowship has been so positive. Every edition covers two Steps, two Traditions, and a main topic. People are excited to write about COSA tools. We will have writings related to diversity in COSA.

These next projects are driven by a 2023 fellowship survey link on what members want going forward.

The Literature in Development team refreshes outdated content on the COSA website, ensures links work properly, and confirms email addresses. The website refresh will be ongoing. LitDev

will partner with TechCom for continuous improvement around continuity and ease of use of the website.

We are also creating a workbook to go along with our *COSA Recovery* book. There will be questions on all of the Twelve Steps and Twelve Traditions. We will also refresh existing literature. The new logo (artwork) will be applied, and inconsistent language will be updated. All existing Kindle eBooks will be made available for print-on-demand. A small team of LitCom members will be trained as fluent operators of the Amazon KDP site, thereby making us nimbler and providing seamless rotation of services. This doesn't replace our physical literature; it just gives more options to make our resources available to those all over the world.

After these projects are completed, we will start work on a Meditations book, and then a COSA Voices book.

Subscription renewal of Chicago Manual of Style (CMOS): Every editor will need a subscription (\$40 each, for a total of \$240 for a one-year renewal). We also need International Standard Book Numbers (ISBN) & Copyright. Each format (eBook and print) requires its own separate ISBN. By purchasing a bundle of 100 for a total of \$575, we will be able to cover the refresh, and bring more of our existing literature onto the Amazon eBook and print-on-demand platforms. The workbook will need a copyright and an ISBN.

Regarding layout/design and professional editing: We can't assume that COSA will have access to volunteers with professional layout and design experience, so we have factored that service into our budget. All future work should be reviewed by an outside "professional" editor in order to remain consistent with quality and current trade standards. To support this, we will retain our trusted outside editor and advisor, JL. We estimate this year's projects to require thirty hours at \$30 per hour, for a total of \$900 for the retainer. (\$450 needs to be distributed now for services that we need immediately).

Comments: Changes are coming to Expedited Review (ER). We have thought about how to manage that. We are going to rebrand ER. It will be called Editorial Review instead of Expedited Review. We will be replacing the CITK address. It will be rolled out soon, so everyone will be on the same page.

We are always looking for more people to help work on this dynamic healthy Literature Committee.

COSA Central Office: Office Worker:

The unique contribution of the ISO of COSA Office committee to the ISO mission is: to provide support to the fellowship through the distribution of literature; respond to emails; support the COSA Board; and maintain the integrity of financial documents.

The Central Office worker will: complete QuickBooks and post on a timely basis; process and mail literature to clients in a timely manner; work with the whole committee monthly (if not more often) for regular check-ins; and research the Kindle/Amazon platform to gather information that best serves our Fellowship.

Comments/Discussion:

The Central Office supports people who are not tech savvy by sending out welcome packets; supports new meetings by sending "Meeting in a Bag;" brings materials to the convention as requested; supports the Budget and Finance Committee; and also sends literature and items ordered from our COSA shop site. The biggest anticipated upcoming expense is a new COSA computer to replace the old one. The Office Worker uses her own personal computer, and will research models, cost of software, security, licenses, etc. The LitCom Liaison will make a process issue to address who should be contacted if The Office Worker encounters a problem.

Office Worker asked if there is a timeline of what is being updated in our literature. LitCom will communicate with her to let her know when they have updated literature, and asked her to let them know when a large order of a particular item needs to be placed to consider waiting for updates to that literature. A question was asked about what we should do with “old” literature; would we be able to send that out for free? It might be useful for meetings that don’t have any literature; however, that would be a board decision. Office Worker did tell the convention committee the deadlines they would need to meet in order for her to bring literature to the convention, as she would be driving. She brought copies of our new book, as well as other literature. She didn’t know that we have a preferred discount for the book. She wouldn’t know to even ask for that.

COSA Debit Card: Treasurer:

Our debit card is tied to a smaller, limited funds account. When first set up, our Office Worker was able to use this for purchases needed by the office. It’s listed in her name, and it is backed by COSA. Over the years, that debit card number has been given to a few people to use when the need arose. Problems came about when the card information was used without checking with the Treasurer first to see if there are enough funds in the account. Both the Treasurer and the Office Worker monitor that account, and communicate with each other frequently. We need proper documentation of receipts.

The Treasurer proposed that we get a new card in the name of ISO of COSA.

Comments: People need to be quite careful not to hit “Save” on a website, so that card information is not kept on a website. If that number is used for a purchase, it should be discarded after that one particular purchase. The board voted some time ago that TechCom needs some fluidity in purchasing things for our website. The TechCom Chair has some expenses that he has covered personally, and will submit for reimbursement. If a substantial purchase needs to be made, the Treasurer should be notified first in case funds need to be transferred.

Questions:

Could we get two cards in case two different people need to order something? Treasurer will check.

What if we had a charge account instead of a debit account? (Debit accounts are easier to hack). The decision was made several years back to use a debit card connected to a smaller, limited funds account.

If we did use a credit card, we could temporarily raise the limit if we knew a big purchase was coming.

One of the Board Members stated that there are many questions about this, and I think it would be good for the Budget and Finance Committee to get some answers before we make a decision.

Treasurer: I will withdraw my proposal at this time, and will get more information to present at a board meeting.

Delegate Liaison (DL): Delegate Liaison

The DL updates delegates with board announcements, needs, and activities, and provides opportunities for the delegates to ask questions and offer feedback. We have Zoom quarterly update meetings and announce those in advance, with the contact information of committees attending, so that delegates can submit questions prior to the meeting. Also, recordings of these

update meetings are made available on our website. Delegate Liaison information is made available, and emails are monitored closely for timely responses. Notices are given of proposal submission deadlines, and if there are questions, the DL provides assistance, or connects them with someone who can help. Assistance is given with the formal delegate meeting. Attendees are surveyed after the meeting, with results sent to the board. Documents are made to assist future Delegate Liaisons with guidance on procedures, scheduling of events, and communication templates. At times we've had a Delegate Working Group (DWG) to assist.

Comments:

We do have people who come to the update meetings for presentations, and the opportunity is there for delegates to ask questions. Editing the recording of these meetings is difficult, so help with that would be appreciated. There is help for people writing proposals. The DL wasn't sure why some are rejected, as she only hears the proposer's side. The board is the first to see a proposal. It's rare to see anything rejected because of the wording. Sometimes a proposal might violate a Tradition or bylaw. Contact is made with the proposer, and assistance to re-write is given if needed.

Part of the reason why proposals are hard and complicated is that they should be if they are trying to change a bylaw. It would be great if a potential proposer could attend a delegate meeting, even as an observer, or maybe join a committee. Another said that maybe we could have a workshop on writing proposals. Co-Chair J would be available to help with that along with Outreach Chair and another board member.

Outreach Committee: Outreach Chair:

Objectives over next 5 years: Update the COSA website; update all Outreach Applications and "Letter to Professionals;" collaborate with LitCom and convention committees; request professionals' websites to accurately describe COSA; and complete Spanish translations of COSA literature.

Comments: The Spanish translation has been difficult, as there are so many nuances to words and phrases. Is someone using Spanish from Spain? Puerto Rico? Mexico? The contract was approved and was sent to the Treasurer, but it has not been paid yet as the translation has not been completed. The Outreach Chair will follow up to see where we are on the translation.

Meeting in a Bag has been incredibly successful, and the Outreach Chair continues to catalog what has been sent.

Comments/Discussion: One asked about the professionals' websites. Could we catalog the ones we've found? It might be one way to continue to network. One of the past Secretaries made an extensive list and that will be forwarded to the Outreach Chair.

The current "Letter to Professionals" was created by Co-Chair J and used information from the website. The Outreach Chair doesn't think it was created using updated information. Our website crashed a few times, and it may have reverted to previous versions when reinstalled. Co-Chair J will send that "Letter to Professionals" again to LitDev, so it can be updated.

Who is updating the website, LitCom? Outreach is under 7 different tabs. It would be nice if it was under one tab.

LitCom Liaison: We don't have a site map. Outreach and LitCom are working in tandem and have already contacted TechCom about creating a site map.

Rotation of Roles:

All of the board members sent a reply. We have a potential new board member this year. Our Bylaws require 7 to 12 persons on the board. LitCom Liaison has said she can stay on board until someone else comes on. Board Member stated that when needed, someone could come on board to serve until the next delegate meeting. This year's Convention Chair is willing to make hotel arrangements for next year but not be a Convention Chair if we have an in-person convention next year.

The current NomCom Chair would not continue as chair of NomCom. Our exiting Board Member is willing to fill that role. Either Board Member or the current NomCom chair will be at the Delegate Meeting to answer NomCom questions/comments.

As far as the potential new Board Member coming in, we don't know what area she is interested in. She has been on the front lines responding to calls coming to our COSA phone line.

Rollover of emails: Treasurer: This doesn't happen until after a delegate meeting. The duly elected person would receive the emails. There may be times when we need an overlap, especially when new members are coming on board, or when duties are switched around.

The potential new Board Member has joined the meeting. She introduced herself, and board members did the same. She will need to pre-record her two-minute introduction to play at the Delegate Meeting. We discussed possible dates for board meetings if she were to be voted in. Right now, we will keep it on the first Sunday of each month.

Yearly flow for Convention

The deadline for materials is 30 days in advance. It was very difficult this time because several reports were due: Committee, Budgets, Annual Report, Convention, Board Working Weekend (BWW), Delegate Meeting, all sorts of deadlines.

Many need review by Expedited Review before they can be sent to the delegates. This isn't workable for the future. Also, BWW is taking place before a new member can possibly come on board. That particular timing was unfortunate, but also unavoidable for this year. The delegates decided that the spring/summer delegate meeting should be in either May or June. We can't commit on a date until the delegates fill out a survey, then we find the best fit. Attaching BWW to the convention is awesome, but logistically it's not working.

We could say that the convention has to be after the delegate meeting. We did vote to try out having two delegate meetings per year. Our book is published, so there won't be so many things up for vote. Maybe we could look at going back to one delegate meeting per year again. Thinking about the convention: do we make it every year, or maybe every other year? The virtual conference/convention is great, but those in-person ones are so valuable. As a board, the only thing we have control over is when our BWW is scheduled. We can always make a reservation ten months ahead of time, and then a few months out cancel if needed. It is more expensive to separate BWW from the convention, but we did do that in other years.

Proposal about 2025 BWW: Co-Chair J

"Our 2025 BWW will be separate from the in-person convention meeting. It will take place from August through October."

Vote:

Red 0

Yellow 2

Green 5

Speaking for Yellow: We need to have the words “after the delegate meeting” in the proposal.

Speaking for Yellow: We as a board get to choose when this takes place. Mandating the timing reduces our flexibility.

Speaking for Green: Each board would be able to decide when they meet.

Revised Proposal:

“Our 2025 BWV will be separate from the in-person convention meeting, and will take place sometime from August through October, after the spring/summer delegate meeting.”

Red 0

Yellow 0

Green 7

Unanimous

Passes

Action Items for all interested: Suggest locations for BWV 2025. Please get your ideas to Co-Chair J before the next board meeting on July 7, 2024. This buys us 14 months to decide what we will do.

Technology Committee (TechCom): TechCom Chair

Our mission is to use technology to make it easier for people to discover and understand the COSA message, and to serve as an informational resource for other committees.

Our objectives are to continue to: streamline website maintenance; document website maintenance for turnover of service; improve the convention/delegate registration process; improve the convention website; work with LitCom to review/update website content for consistency; add translation capabilities; improve the COSA Store experience; improve website SEO (Search Engine Optimization); and determine how TechCom can better support other ISO Committees.

We plan to: Work with the Convention Registration and Delegate Liaison to improve the registration process in Eventzilla; meet with 2025 ConCom to develop the 2025 Convention websites; meet with LitCom to determine the magnitude of reviewing and updating our website; test a possible translation add-on for Spanish language; and implement changes suggested from Search Engine Optimization (SEO) monthly reports.

We still need to update some of the photographs, to make them more representative of our membership. TechCom Chair is also working on a sign up (via our website) to show which Steps, Traditions, etc. and other articles are needed to be written for the Balance newsletter.

Comments: How is SEO evaluated? A COSA has stepped forward to start working on this at no cost, and we have seen improvement. We have seen an increase in website “traffic,” but it’s not really reportable at this time. There was a fee schedule proposed for this service to continue, which the board had approved along with a Spanish “plug-in” piece. We wanted to try it for 6 months, and then evaluate. However, we have not formally entered into a contract, and no payment has been sent. For CITK, we are able to pull analytics to see how many “clicks” we receive. The offer was extended and accepted that someone from the COSA Zoom Room could help with these analytics, as they are done for MailChimp.

Eventzilla tracked who registered, but the payment part was very difficult to track. There were also differences in types of registration: board members and others. Also factored in was when scholarships were applied.

As far as sales during the convention, the intent was that literature would have free shipping, but any merchandise would have a shipping charge. This was so difficult to differentiate on mixed orders. We will look at it again to get it straightened out before the next convention.

TechCom will reach out to the person who created our website to see what are ways to make COSA more accessible and better able to spread the word. There might be others in our fellowship with the skill set to help with that. Maybe we could put the request in CITK that we need more help on our Tech Committee. LitCom Liaison, TechCom, and another Balance person could collaborate on writing an article for CITK, possibly call it the "Carrying the Message Forward Team."

Financial things for TechCom: We have increased the amount of storage we have with our host company. Our TechCom person has some outstanding invoices still to submit. He paid for one thing from his own charge account and will need to be reimbursed. We did have a separate fund for the website developer that was never spent, because he hadn't moved forward with any extra work. The board did approve that TechCom have a "fluidity" of service, because there may be things that come up that need to be dealt with quickly on the website. We will just need communication so the required funds can quickly be put in place from our limited fund debit account.

DAY 2: June 4, 2024

Present: Co-Chair J, Co-Chair E, Outreach Chair, LitDev Chair, Board Member, Treasurer, Secretary

CONNECT:

Serenity Prayer

Check In

Concept Two Study: Secretary:

The Annual Meeting of Delegates and the ISO Board of COSA has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.

Nomination Committee (NomCom): Board Member:

Our mission is to recruit to service positions those COSAs who have the passion, perspective, and skills needed to carry the COSA message to those who still suffer.

Our objectives are:

1. Recruit for diverse representation on the board and its committees from the full breadth of the COSA fellowship, including geography, race, and sexual orientation, without compromising on the quality of the nominees.
2. Recruit a webmaster that will work with our present webmaster for a smooth transition.

3. Increase board number total to at least 10 to ensure a robust team that can distribute and delegate responsibilities.

Our strategies are:

1. Recruit 3 possible candidates for board nomination.
2. Recruit a Delegate Liaison (DL).
3. Recruit a Convention Committee Chairperson(s) for 2025 and 2026 (ConCom)

To achieve this:

1. NomCom are to keep a look-out for potential board members as they attend COSA meetings and events.
2. Coordinate with TechCom regarding the volunteer forms and Nomination Forms.
3. Provide updated monthly reports on status and direction of goals.

Comments: Board Member will formally ask a COSA member (A) to be DL, and ask the current NomCom Chair if she can be a mentor (she has also been a DL in the past). We'll continue to recruit and hope to increase the size of the board. We have one potential new Board Member who will be voted on at the upcoming delegate meeting. We aren't attracting people for service. That message also needs to come out at the delegate meeting. How can we expand the message in a diverse way? Board Member is excited that we had observers at yesterday's BWW. We need more who are willing to do the work at board, delegate, and committee levels. While we would like a two-year commitment, a person is not locked into doing that. We aren't looking for perfection. For board level, we do need to go through the NomCom process, and we have adjusted the form needed. What if we had something that showed the board doing fun things: scenic pictures of activities, without including any faces. We could gently promote without actually promoting. We want to show that we actually can have fun, and develop relationships with each other; it's not all slogging through another meeting. One thing that LitCom does is "The Extra Sip" after their committee meetings. It's a meeting after the meeting; it builds community. We do have a lot of cool WhatsApp groups. Many individual meetings have their own WhatsApp group. That could be something shared at a meeting.

Related to NomCom: It's important to have an updated meeting list so that we can reach out to people, and we are working on that. We've decided all of these things are related to all the other things!

Dropbox Yahoo Files: On Dropbox, under Yahoo Files, the Secretary showed where to find Board Minutes, Budget and Finance. She will change some of these smaller files of things and copy over to board agendas and summaries. We talked about where to place board contacts. Co-Chair E will copy the last board contacts as it's her document.

Rosetta Stone: Treasurer and Secretary

It has been a learning experience. The Treasurer and Secretary have regularly scheduled meetings at least monthly to update the Rosetta Stone, and will note when it's been last updated. We no longer use "Square" (a payment method) and will remove that. The board spoke of who has access to editing of the Rosetta Stone. Currently, the board Chairs, Treasurer, and Secretary have access; those are the signers on the bank account. The Secretary asked if

our Office Worker could have edit access, and the response was that it would be preferred to have those already listed, also someone who regularly meets with the board, as they have been elected, whereas the Office Worker is a hired position.

Comments: Would it be prudent to enter our tax preparer's contact information? The accounting firm is listed. That person will be contacted to see if she is willing for her own phone number and name to also be listed.

Once the Rosetta Stone is more fully updated, would it be possible to have a "Rosetta Light" version filed under the Yahoo Files? Yes. This one would NOT have account numbers and passwords. It could be named Rosetta Stone/General. The Treasurer and Secretary will create this when the Rosetta Stone Executive File has been more fully updated. It will be located in Yahoo Files so it's easier for other board members, committee members, and workers to access.

Regarding equipment, we should include the computer, even if it's old. The warranty, software, and supporting information should also be included. Could we have an inventory of all of the items that our Office Worker currently is storing (examples: display stands, literature, etc.) and have that updated yearly? The Treasurer will speak to the Office Worker about this.

Convention Committee (ConCom): Convention Chair and others:

Our mission, and objective, is to provide both a virtual and an in-person convention respectively in the winter and spring. The virtual convention provides an online experience in order to accommodate COSAs who may not be able to travel to an in-person convention. We find it's important to provide an in-person experience as well, although we will need to look at different models.

Virtual conventions are very successful and are very inclusive. We want to keep the virtual convention during the winter. When we look at in-person conventions, we need to address the decline in attendance. We aim to reconsider the ways we conduct in-person conventions to maintain viability. We plan to conduct an overall survey of the COSA fellowship to investigate the attendance potential. This will help determine the practicality of either timing with the SAA convention, or establishing an independent COSA convention with the goal of providing a more affordable venue for our members and our organization. Some considerations are either (1) supporting regional conventions annually, or (2) having an ISO convention every other year. We are looking into the implications of having a convention aligned with the SAA convention, or having an independent COSA convention.

We plan to: conduct the overall survey to be distributed to the complete COSA membership after each convention; conduct a fiscal analysis of the different models of in-person conventions; and make use of the COSA groups on WhatsApp to attract members to the benefits of the in-person conventions.

Comments: Convention Chair thinks that we are seeing some post COVID issues, but there are also economic variables; I also don't think being in the same city and same time as SAA this time increased our attendance that much. We did have many this year staying with their SA's and traveling back and forth between SAA and COSA. We will send a survey to this year's attendees.

The survey questions should ask: Was the cost fair; should our convention be in conjunction with SAA's; how important is airport destination (some are higher priced); would you double up with a roommate; if our convention was in conjunction with SAA's, would you stay at SAA's hotel.

We would send out this survey before we commit to having our convention in the higher priced Austin, TX area in 2025.

Perhaps ConCom could work with LitCom and Outreach to collaborate to put together a concept bag to send out, "Retreat in a Bag," stating some best practices. What if the ISO convention was every other year, and on the off years, smaller retreats are spotlighted? CITK is currently announcing the annual Round Top, TX Retreat. These smaller retreats tend to have an all-in-one registration price (room, food, meetings).

Budget and Finance: Treasurer

Our mission: To maintain the ongoing fiscal health of the fellowship, so that resources for outreach continuously reach those who still suffer.

Objectives:

1. To ensure that acceptable business practices are being implemented by the board.
2. To ensure that IRS Non-Profit Tax-Exempt regulations are followed.
3. To continuously keep abreast of business issues that might impact the fellowship.
4. To have access to the information necessary to accurately report the financial status of the fellowship.
5. To use ISO resources to improve the fiscal health of the fellowship.

Strategies:

1. Review of policies and procedures related to financial information needed by the Budget and Finance Committee to ensure that there is transparency and accurate reporting of all financial impacts on the fellowship.
2. Review all fees related to receiving money from website services for cost efficiency.
3. Review the Chart of Accounts to improve the reporting abilities of the financial system.
4. Maintain accurate records of all paid resources that are the fellowship's assets of expenses.

Plans:

1. Implementation of acceptable business practices related to procedures and policies.
2. Acquiring access from LitCom to the Amazon Authors website related to the *COSA Recovery* book.
3. Acquiring access from LitCom to Amazon's KDP (Kindle Direct Publishing) website related to the *COSA Recovery* book to review tax forms submitted, and to get monthly reports needed for Cost of Goods Sold to properly report in the financial statements and to prepare the annual tax return.
4. Acquiring access to the Royalty Agreement Contract entered into by the LitCom to prepare budget information for future years. To have transparency for the fellowship

of all contracts entered into by committees, which have a direct impact on the fiscal resources of the fellowship.

5. Decisions on fees incurred by web services after review.
6. Implementation of chart of accounts re-design.
7. Monthly meeting with the Secretary to review Rosetta Stone per board minutes and Budget & Finance Committee information for updates to new online subscriptions, contracts, etc.
8. Explore options available related to platform connectivity to improve efficiency; cost vs. benefit analysis per option are identified.

The Treasurer shared the documents that will be submitted to the delegates at our Delegate Meeting. We are comparing this year vs. the previous year. (Note: this year's only shows through April 2024.) Also submitted was our balance sheet and proposed budget.

The Treasurer, and also the tax preparer, does need to be able to see the raw data of our costs and sales. We also need to fully understand the workings of Amazon and Kindle Direct Publishing, (KDP) so that our access and accounts are fully protected.

Comments: Treasurer is convention treasurer for this year. That's not a requirement. She will not do that next year. Next year's convention committee person will do a financial report, and send that to the Treasurer, so someone else could step into that role as convention treasurer.

Questions and Responses: What's insurance for? We're insured as a board in case someone would sue us. It was set up several years ago.

Is there money set aside to start working on a workbook? There are no costs yet; work to write it has not begun yet. It won't be as expensive as our *COSA Recovery* book.

Other Comments: LitCom Liaison: I'm copying the Amazon contract link onto the chat and will also send it to the Secretary. It is a royalty contract. Secretary saw that the link is the Kindle Direct Publishing (KDP) Terms and Conditions information. Office Worker and LitCom Chair have had Zoom meetings, and Office Worker has shown LitCom Chair the reports of the finances.

Delegate Meeting June 29, 2024: Co-Chair E

There have been many Internet issues, so some delegate things were a little late in posting.

After the last delegate meeting, the board talked about the need for a Point of Order Person/Parliamentarian. This may not even be needed for this next delegate meeting, but it is better to be prepared.

Proposal for B (our Convention Chair), to be a Point of Order Person/Parliamentarian

Vote:

0 RED **1 YELLOW** **6 GREEN**

Speaking for Yellow: Are we going with B instead of opening up the position to the fellowship because it's so late? Anything done under time pressure has not gone well.

Speaking for Green: This topic of Point of Order Person/Parliamentarian was brought up after the last delegate meeting, so it's probably not a concern.

There was agreement that this does not need to be a formal position. Since we started the vote though, let's finish it out.

Second Vote:

0 RED

0 YELLOW

7 GREEN

UNANIMOUS

PASSES

B is agreeable to serving in the Point of Order/Parliamentarian support role and will use *Roberta's Rules of Order*.

ROLES FOR DELEGATE MEETING:

Meeting Lead: Outreach Chair

Delegate Liaison: Delegate Liaison. She will also launch polls.

Point of Order/Parliamentarian Support: B

Monitors for: Red: N, Yellow: MJ, Green: A

Compose Agenda: LitCom Liaison

Timer: Board Member

Check In Person/Break monitor: Delegate Liaison

Vote Counter, also responsible for adding in votes from Co-hosts: Board Member

Setting up Zoom Room/Tech Person/WhatsApp group: Co-Chair E

Secretary: Secretary

General Question Monitor: LitCom Liaison

Board Member will reach out to the potential new Board Member to record a two-minute introduction of herself to be played at the Delegate Meeting, since she is unable to attend.

Board Member: All of us need to be sure to register for the board meeting.

Sidebar Items.

Office Worker plans to stay; do we want to do a cost-of-living adjustment as she has not one in a few years?

Co-Chair J proposed we give our Office Worker a 4.5% increase to her hourly rate.

Vote on giving our Office Worker a 4.5% increase:

0 RED

0 YELLOW

7 GREEN

UNANIMOUS

PASSES

Check Outs

Next Board Meeting is July 7, 2024