

**International Service Organization of COSA**

**For Publication**

**Board Meeting Minutes**

**Sunday, August 4, 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 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: Chair, TechCom Liaison, LitDev Chair, Board Member D, Treasurer, Secretary, also later in the meeting: Delegate Liaison Mentor and Current Delegate Liaison.

**CONNECT:**

Serenity Prayer

Check In

**CONSENT AGENDA:**

Action Items

Delegate Meeting Minutes from June 29, 2024 Dropbox and for publication

Board Meeting Minutes from July 7, 2024, Dropbox and for publication

**CONTENT:**

**ACTION ITEMS** Note: COSAs in the Know = CITK, Delegate Working Group = DWG, Delegate Meeting = DM, SEO = Search Engine Optimization, TechCom = Technology Committee, LitCom = Literature Committee, LitDev = Literature in Development

**BWW = Board Working Weekend, ER = Editorial Review, ConCom = Convention Committee**

<b>PERSON</b>	<b>Due Date</b>	<b>ACTION ITEM</b>	<b>Done?/Comments?</b>
Chair	Aug 4	Send a survey out to delegates about when it's best for the Fall Delegate Meeting.	Done
Treasurer & LitCom Chair & TechCom Liaison	Sep 1	Have a conversation to communicate clearly regarding KDP (Kindle Direct Publishing)	In Process
Everyone interested in carrying the message forward (Chair writing in CITK about field notes. TechCom Liaison will send an invite to North Calif. groups	Ongoing	Each regional retreat/conference can send in their "Field Notes" These can be the cover story for quarterly Balance; word of mouth energy to generate positive attraction. We can have keynote addresses/speaker shares recorded and offered in the store...then at the BIG	In Process

		convention, we may have some more energy.	
LitDev Chair, Outreach Chair & ConCom	Sep 1	Create a Regional Retreat Field Guide “	In Process
Office Worker.	Monthly	Regular inventory of COSA items, and literature in the office	In Process
LitDev Chair & TechCom Chair	Ongoing	Create a plan between LitCom & TechCom to “Carry the message forward” for COSA	In Process
TechCom Chair, TechCom Liaison (& COSA member M)	Monthly	See if a trusted servant can figure out analytics for Mailchimp to SEO (search engine optimization)	Outreach Chair Contacted COSA member M - and put her in touch with Tech Com Chair and Liaison - In Process
Everyone interested who have a say	Sep 1	BWW hotel(s)/location <i>suggestions</i> for 2025	Continuing
Outreach Chair	Aug 4	Look at the contract for Spanish translations (is it current?) and follow up with the translations and payment/status.	In Process
Chair & Outreach Chair	Sep 1	Updated Letter to Professionals needs to be edited and redistributed.	Received from Chair. In process

Chair, Outreach Chair, Past board member, MJ and prior delegate liaisons	Sept 1	Create a proposal writing workshop to present to delegates to facilitate communication and make improvements (Outreach Chair will reach out to MJ).	In Process,
LitDev Chair, Outreach Chair, Office Worker	Sept 1	Work on flow for CITK with Editorial Review and Outreach Committee	In Process
LitDev Chair, Outreach Chair, Treasurer & Office Worker	Oct 6	Office Worker requests a process to address and update the Office Worker's job description, using a monthly workflow and generating a chain of command and plan for the future.	In Process
LitDev Chair, LitCom Chair, and Treasurer	Oct 6	Plan for updating Service Guide	In progress
Treasurer, Secretary	Ongoing	Update Rosetta Stone (a living document)	In Process
Secretary	When RS more updated	Make a Rosetta Stone/General (no sensitive info) for use by Committee, other board members. Store under Yahoo Files	In Process

## **Concept Four**

*TechCom Liaison: At all responsible levels, we ought to maintain a traditional "Right of Participation" allowing a voting representation in reasonable proportion to the responsibility that each must discharge.*

Shares

**Convention**          convention@cosa-recovery.org

Chair will send out a request via CITK for all interested in serving on the Convention Committee. Past Convention Co-Chair has stepped down as in-person Convention Chair. Also, a survey will be sent out inquiring about future conventions. Chair will send this to the board first for input, and then through CITK.

LitDev Chair: Is there any info about developing other retreats?

Chair: as far as local retreats, there will be a question specifically about that. Right now, we will develop a Convention Committee, and then will develop the virtual convention.

**Financials:** Treasurer          budfincom@cosa-recovery.org

May and June reflect some of the income and expenses of the in-person convention in Columbus, Ohio. The Outreach committee funded scholarships for the convention.

TechCom Chair, is switching over monthly or subscription payments from his personal credit card to the ISO. Some subscriptions were paid for a three-year period in advance. These "pre-paid tech fees" are on the Balance Sheet.

### May 2024

This year's in-person convention was in Columbus, Ohio at a Marriott Hotel, May 31st to June 2nd. Partial payments to the hotel occurred in May. Registration revenue was lower than expected, as was our hotel room occupancy commitment. This resulted in a loss for the month of \$-788.34. The room occupancy deficiency will be invoiced by the hotel at a later date. Note: it is very important to ensure attendees are registering under the ISO event name to fulfill contract obligations.

### June 2024

Group donations were higher than May. Scholarships, reimbursements for convention expenses, and hotel invoices were paid. Income for June was \$846.02 There will be additional payments for convention expenses, and the final hotel invoices to pay.

## **Convention Registration**

convention@cosa-recovery.org

Treasurer: The money for convention registration ends up flowing through Office Worker. Many people had different emails that they used (i.e. personal email, and one for registration). Treasurer proposes that Office Worker would be the registrar for the convention. If we have 20 – 30 people sign up for a convention, it's easy to just use a google spreadsheet. Eventzilla, (a platform that manages events and registrations), was extremely cumbersome to work with this year. It caused a lot of confusion and a lot of extra work for the Budget and Finance committee.

Chair: I'm hesitant about dictating to a committee about which person should fill a particular role. This is a conversation we should have with the convention committee.

Treasurer: The Finance and Budget committee has made suggestions over the years. These suggestions have not been accepted, and it has made much more work for the Budget and Finance Committee. Other committees are able to work within their authority to accomplish their goals. When will that happen for the Budget and Finance committee?

LitDev Chair: We haven't decided if we will have a convention next year. Eventzilla was problematic; there are probably other event management sites; I'd want to explore those.

TechCom Liaison: In the past, we used Microsoft Excel & Word. It was a nightmare to use, and wasn't a living document like Google Docs & Sheets. Using Eventzilla was eye opening. It might work quite well for a virtual convention. As the convention committee gets formed, we can talk more about this.

## **Vice Chair Position**

Chair: In the past, we've had the position of a board vice chair. The role of a vice chair is to fill in and serve if the chair is unavailable to serve. They might even have a specific task that could be assigned by the chair. A vice chair does not mean that person is automatically expected to take on the chair position when it becomes available. However, we do need to start planning for the future. In the past, we have also had a person fill the role of Past Chair. That was really helpful to us. Our Outreach Chair has indicated that she would be willing to step into the role of Vice Chair.

**VOTE** to have Outreach Chair fill the role of Vice Chair of ISO of COSA

**0 RED      0 YELLOW      6 GREEN**

**PASSES      Outreach Chair will be Vice Chair of ISO of COSA**

**Delegate survey result:**

Delegate Liaison Mentor, Current Delegate Liaison:  
delegateliaison@cosa-recovery.org

Delegate Liaison Mentor: The overall feedback was positive. The training meeting was not mandatory this year. We had approx. 5 people come to the training meeting. One was a new delegate; others came for a “refresher” meeting. I suggest that we continue making this optional, especially as more and more people are familiar with Zoom. I think it’s important that we make sure to let delegates know that their votes represent their meeting, not themselves individually.

There was some displeasure about having a cut-off date for registration, and that last minute registrations were not allowed. (The board decided on what the registration cut-off date should be).

Chair: A last-minute delegate would not have the needed time to consult with their group meeting in order to get a group conscience, so we need to stick with our cut-off date.

Delegate Liaison Mentor – in regards to quarterly update meetings, it’s nice to see that delegates are serving year-round, not just a one-day meeting. We want to encourage meetings to send delegates, and we also want them to send healthy delegates, and not delegates who are not familiar with COSA. We don’t want to pressure meetings to send a delegate just for the sake of sending a delegate.

Delegate Liaison Mentor: There was some confusion about differentiating between registering as a delegate, and registering for the delegate meeting.

LitDev Chair: Maybe there is some kind of picture that can go along with this, so people can differentiate in their minds better.

Chair: Maybe those twice a year meetings could be called: meeting of the delegates, and the people could be called delegate representatives.

Treasurer: We could call the delegates “group representatives” instead, and explain that those people would go to a delegate meeting. The word “delegate” might be intimidating to some. As I have suggested in the past, the videos on our website are very good! There is one on delegate service. We could ask meetings 3 or 4 times a year to play videos right after the meeting on Zoom. This would be a great way of connecting the ISO to the meetings. This again, is one more example of a need for direct communication to meeting members, and we have the technology to do it.

LitDev Chair: Don’t change the word delegate, just give more information. How can we support you, Current Delegate Liaison?

Current Delegate Liaison: Well, one thing would be to respond to emails, even if it’s a thumbs up that you’ve received the email.

### **COSA-Recovery.org emails:**

Chair: On our website, emails come to [delegateliaison@cosa-recovery.org](mailto:delegateliaison@cosa-recovery.org) Do we need to keep all the emails coming the same way, or do we need to change all of them to Gmail? We list the position, then show [@cosa-recovery.org](mailto:@cosa-recovery.org). I noticed that Delegate Liaison Mentor also had [delegateliaison@gmail.com](mailto:delegateliaison@gmail.com) listed. A few others have Gmail addresses listed as well.

Delegate Liaison Mentor said she created the Gmail address because she was not getting the [cosa-recovery.org](http://cosa-recovery.org) emails. Our TechCom Chair was supposed to forward all of the emails to our Delegate Liaison. We have run into a few problems, sometimes the word liaison was spelled incorrectly, other times much of the email would go to spam.

LitDev Chair: I think all of the committees regularly need to check their spam folders. [Cosa-recovery.org](http://Cosa-recovery.org) emails work great when they are used correctly.

### **Need more information?**

<i>Balance</i> Newsletter	<a href="mailto:balance@Cosa-recovery.org">balance@Cosa-recovery.org</a>
(This is also where you could send an article you’ve written.)	
Budget & Finance Committee	<a href="mailto:budfincom@cosa-recovery.org">budfincom@cosa-recovery.org</a>
Central Office	<a href="mailto:iso@cosa-recovery.org">iso@cosa-recovery.org</a>
Convention Committee	<a href="mailto:convention@cosa-recovery.org">convention@cosa-recovery.org</a>
COSAs in the Know	<a href="mailto:ER@cosa-recovery.org">ER@cosa-recovery.org</a>
Delegate Liaison	<a href="mailto:delegateliaison@cosa-recovery.org">delegateliaison@cosa-recovery.org</a>
ISO of COSA Board	<a href="mailto:Chair@cosa-recovery.org">Chair@cosa-recovery.org</a>
The COSA Literature Committee	<a href="mailto:litcom@cosa-recovery.org">litcom@cosa-recovery.org</a>



Check outs

Next meeting is September 8, 2024 (changed from regular board meeting due to Labor Day)

Serenity Prayer