

International Service Organization of COSA

For Publication

Board Meeting Minutes

Sunday, October 6, 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, Vice-Chair/Outreach Chair, LitCom Liaison, Board Member D/Con Comm Liaison, Treasurer, Secretary, and for their specific portions of the meeting: Prospective Board Member, LitCom Chair

CONNECT:

Serenity Prayer

Check In

Request Volunteer timer: Timer: Board Member D/Con Comm Liaison

CONSENT AGENDA:

Approved September Board Minutes for Dropbox and Publications

PASSES - UNANIMOUS

ACTION ITEMS:

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

Working Weekend, TechCom = Technology Committee, LitCom = Literature Committee, ConCom = Convention Committee

PERSON	Due Date	ACTION ITEM	Done? /Comments?
Everyone interested has a say. Treasurer, TechCom Liaison, Chair will follow up	Oct 6	BWW hotel(s)/location suggestions for 2025	Done
Treasurer, LitCom Chair & TechCom Liaison	Oct 6	Have a conversation to communicate clearly regarding KDP (Kindle Direct Publishing)	Done
Everyone interested in carrying the message forward (Chair will send to CITK about field notes.) A COSA addressed the 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 convention, we may have some more energy.	In Process
Chair will send Houston Retreat info to Vice-Chair/Outreach Chair	Oct 20	Summary of Houston Retreat	In Process
Chair will speak with Office Manager	Monthly	Regular inventory of COSA items, and literature in the office	On Hold

LitCom Liaison, Vice-Chair/Outreach Chair & ConCom. Board Member D/Con Comm Liaison will add input	Nov 3	Create a "Retreat Outline for Sustainable Use"	In Process
Vice-Chair/Outreach Chair: copy of contract sent to Treasurer and Secretary	Nov 3	Look at the contract for Spanish translations (is it current?) and follow up with the translations and payment/status.	In Process
Vice-Chair/Outreach Chair	Nov 3	Updated Letter to Professionals needs to be edited and redistributed.	Received from Chair. In process
LitCom Liaison, Vice-Chair/Outreach Chair, Office Manager	Nov 3	Work on flow for CITK with Editorial Review and Outreach Committee	In Process
Chair	Nov 3	Organize upcoming Nov. 17 th Delegate Meeting	
LitCom Liaison & TechCom Liaison update COSA Decision flowchart for Board Meetings	Nov 3	Flowchart pdf to include addendum, note if vote requested in subject line, also date needed. Responding to vote: Red, Yellow, Green	

Chair, Vice-Chair/Outreach Chair, Past Board Member S, Past Board Member MJ + prior delegate liaisons	Jan 2025	Create a proposal writing workshop to present to delegates to facilitate communication and make improvements (Vice-Chair/Outreach Chair will reach out to Past Board Member MJ).	In Process,
LitCom Liaison, Vice-Chair/Outreach Chair, Treasurer & Office Manager	Jan 2025	Office Manager requests a process to address and update the Office Manager's job description, using monthly workflow and generating a chain of command and plan for the future.	In Process
LitCom Liaison, LitCom Chair, and Treasurer	Jan 2025	Plan for updating Service Guide	Ongoing
Treasurer, Tax Preparer, possibly Delegate Liaison and others	April 2025	Ad hoc committee to look at timing of fiscal year Jan 1 - Dec 31	
Treasurer, Secretary	Ongoing	Update Rosetta Stone (a living document)	Ongoing
Secretary	When RS more updated	Make a Rosetta Stone/General (no sensitive info) for use by Committee, other board members. Store under Yahoo Files	Ongoing

CONCEPT SIX: LitCom Liaison: *The Annual Meeting of the board and delegates recognizes that the chief initiative and active responsibility in most international service matters should be exercised by the trustee members of the Annual Meeting, acting as the International Service Organization.*

Shares

MEET PROPOSED BOARD MEMBER – Prospective Board Member

Chair: We're glad you've applied. What inspired you?

Prospective Board Member: I've been supporting COSA in various ways for some time, and decided to look at board service. I'm really interested in finances, accounting things, sponsorship, and sharing the message in general. This is the vehicle I feel my HP is guiding me towards to bring my life into balance, and grow more spiritually.

Chair: I'm currently the Chair, and that will end next spring; then I'll serve as a Past Chair for another year. Serving on the board is a big opportunity for growth.

Board Member D/Con Comm Liaison: I'm a workhorse and a servant, and always looking to follow HP.

Vice-Chair/Outreach Chair and Outreach. I've really enjoyed working on the board. I'm still learning and growing, and I'm grateful to have anyone put their hat in the ring.

LitCom Liaison: I am in South Carolina, have been on board, and am currently the LitCom Liaison. Spreading the message through words and literature is where my heart is.

Treasurer: I appreciate you stepping up and offering your service in many ways.

TechCom Liaison: I was there to hear your share. I'm thrilled you've applied to the board.

Secretary: I'm the Secretary, from the Houston area. Being on the board has also been a growth opportunity for me.

Chair: Thanks for coming to introduce yourself to us, (and now the Prospective Board Member has left the meeting).

VOTE TO SEND PROSPECTIVE BOARD MEMBER'S RESUME TO DELEGATES: Chair

Red 0 Yellow 0 Green 7

PASSES

DROPBOX UPDATE: Treasurer and Chair, Treasurer: I talked to someone at Dropbox, there is a code for discount, but I need to send him the letter stating our non-profit status. Chair has graciously paid for the first month on her charge, since we were coming right upon the deadline. I now have that discount link. Chair will have to get into it and apply for the discount next month. I know some of you inadvertently set up a second team, which is not necessary. You can ignore the invite. Everything still works, all of the files are still there. I believe we will only need to pay for two licenses, because there are two chairs: (Chair, and Vice-Chair), instead of the seven we had paid for. I will verify all of that.

Chair: I think the whole Dropbox issue came about because we changed over to a business email. So now we are set up and paid again, we will just have the absolute minimum required. So, if you continue to get an invite, ignore it. It's not necessary. The deadline is Oct 19th for the next payment.

Treasurer will send payment out, and continue following up on this issue with the Chair.

Secretary will have access the same as always.

AMAZON UPDATE: LitCom Chair

Amazon claims they pay out about \$50 million in royalties, so this is a really big business.

They've changed several things about their security to enhance it. I did put my personal info in for identification purposes only. Amazon does send emails out to say there's a royalty payment coming your way. It does not give the amount coming, just an alert to say a royalty is coming. When our TechCom chair set up the email account back in 2020, that account was not being monitored. Also, our Office Manager had no idea that she should be monitoring this account.

Chair: I'm wondering if all of these verification things are your personal information, as we are trying to make a concerted effort to get everything out of personal information and into COSA's information instead.

LitCom Chair: This particular verification required a person to represent the entity. I don't necessarily want this to be the way it is, but it's what Amazon chose to do.

Chair: Can it be transferred to a different person, or to multiple people?

LitCom Chair: It can't be transferred to multiple people as I'm reading it. They are just cracking down, even asking for a photo ID that matches up with government issued ID such as a driver's license. I did not do that. I understand the perspective that you're coming from, but they want a person who is a representative of the entity.

Chair: I understand that, but what if something were to happen, and you weren't able to access the account?

LitCom Chair: LitCom has an Executive Committee as a part of Rosetta Stone, which contains the Board LitCom Liaison and a former board member.

Chair: Is that a LitCom specific Rosetta Stone? (Yes). That information needs to be shared with the Board.

LitCom Chair: That's a tricky thing, as when we look at Concept Ten, our committee has the right and responsibility to pull those things and use it as a tool for LitCom to use. I'm not comfortable sharing this log-in to KDP (Kindle Direct Publishing) and password.

Chair: Because we trust the process to put principles before personalities, I'm not clear why one piece of COSA as a whole is excluded from the Board.

LitCom Chair: I'm happy to give you our system, but not the password to KDP.

Treasurer: I want to ask a few things to clarify. At one point, the emails went somewhere that wasn't being monitored, correct?

LitCom Chair: Yes, our Office Manager had the credentials, but I don't think she understood that she had access to these emails.

Treasurer: Our Office Manager has access to one side of it, and there are actually three components. Could you add a second email so she could get into the bank account and tax status part of it?

LitCom Chair: She's always had that. This is an "in-motion" thing, and our Office Manager has the password to be able to see the email, but no one knew to monitor that email.

Chair: The reason I wanted this update is because I knew there was an issue with logins. The former Board Member A had information, but there were several gaps. I'm hearing that many of those gaps have been filled in. I'm hearing there's a question of access to financial information that the Budget and Finance Committee is requesting.

LitCom Chair: Hundreds of thousands of companies partner with Amazon to sell and distribute their goods and services, and they have figured out this accounting issue using the same exact reports that we get. There is no other report anywhere on KDP, except for what I give everyone. This is an accounting issue that I'm confident can be figured out.

Treasurer: I do have trouble understanding how a big company like Amazon, and companies that use them won't even use an Excel spreadsheet that adds up columns in the total. Even PayPal does that. If you feel more comfortable if I was not included on any of that, I can accept that, but if there's some way we can work around so board people have access, I'd like to see that.

LitCom Chair: Is it acceptable to have our LitCom Liaison be that person? She already has access.

Chair: Well, it's more complicated than that, because we're talking about putting things on Rosetta Stone, and there are certain people who have access to Rosetta Stone. (RS). This is something we're going to need to hammer out at a different time.

LitCom Liaison: This is a little bit of a problem too, because not everyone on the board has full access to the Executive Committee of RS.

Chair: Well, timewise, we need to move on to other topics. Thank You for coming to this meeting, LitCom Chair. We appreciate your information, and I'm open to a follow-up discussion, (and now LitCom Chair has left the meeting).

FINANCIALS: Treasurer

August 2024 Balance Sheet

Total current assets	\$127,322	includes: CD's, Money Market, PayPal, and pre-paid tech expenses.
Total Liabilities	\$61,182	includes: payroll, prudent reserve for COSA text and operating expenses
Profit and Loss		
Total Income	\$2,495	Include Donations, Sales from Amazon
Total Expenses	\$1,222	Include: small amount of convention supplies, office expenses, payroll, and tech fees.

Comments on financials:

Treasurer: Our assets are holding steady. Everything looks about the same as far as the Balance Sheet. We have had a loss, but hopefully that will go down even more next month.

Chair: We did have some CDs listed (part of our assets). Is there a specific reason those stay listed?

Treasurer: No, it's just part of our general ledger account. Also, you have to have a fairly big asset to have a fixed asset. For example, our Office Manager's file cabinet and the printer being used are not fixed assets. We've had them for a long time, and their values have significantly decreased. There are some things that our TechCom Chair paid three years in advance, so that was included under fixed assets.

In our P&L, we had \$461 from Amazon. Please realize that the amount shown is actually from two months ago.

TechCom Liaison also has some things sold through the COSA store that need the log-in changed.

VOTE TO APPROVE FINANCIAL RECORDS

RED 0 YELLOW 0 GREEN 7

PASSES

BOARD WORKING WEEKEND (BWW) LOCATION AND DATE: Chair

Chair: The location I had proposed is in Round Top, TX. Houston has done their retreat at this location every year. There's a house we can get that has two bedrooms downstairs, and four – five bedrooms upstairs, I can't remember which. There is also a tiny cottage next door where our personal chef, (COSA B) can stay. They don't provide internet, but we can do hotspots. The price is \$1,800 for that building, and then just the price of food and hotspots. Transportation is approximately 1 ½ hours away from Bush Intercontinental Airport (IAH). There are a few people from Houston who are attending and we would be able to give rides. Houston IAH is a hub for several airlines, so it's not too expensive to fly in with many direct flights.

Secretary: I'll abstain from voting, since I won't be on the board at that time. However, I'll send cookies.

Vote for BWW in Round Top TX, Sep. 5-7, 2025

RED 0 YELLOW 0 GREEN 6 ABSTAIN 1

PASSES

EMAIL ETIQUETTE AND VOTING PROTOCOL: LitCom Liaison

LitCom Liaison: I've sent out the flowcharts for COSA Decisions taking place at Board Meetings, also for those taking place on-line. Any future email, if something is up for vote, please send it in

its own email. In the subject line, please note that it is for a vote, and give a response date specified.

Over this last month, there was a thread of emails with some things not as positive as I would have liked. If at all possible, please keep the vote separate from any other email thread. In our conversations we need to make those conversations as positive and straightforward as possible. If a decision is needed, we need to follow those flowcharts.

Chair: Just to clarify, there's a timeline of forty-eight hours to make an initial response (unless otherwise noted) for those email votes, and then another forty-eight hours for an official second call.

Treasurer: I apologize. I was angry and upset, and let it get the best of me, and didn't respond appropriately.

Secretary: I have a request that when we are responding with a vote, that we do so with RED, YELLOW, or GREEN. A thumbs up emoji is not always easy to decipher what the meaning is – whether it's "I agree", or "I hear you". It's just not clear.

Secretary: When I send out a request, I'm looking for feedback on wording of something. When I ask for a "please respond by" date, it's so I can take your edits of those meeting minutes and create the minutes that will go on our public website. Any voting to approve those minutes occurs at the next month's Board Meeting. An exception might be when there are multiple meetings within a shortened amount of time. Those might go up for a vote, but I'll note that.

TechCom Liaison: I can participate in updating the email process flowchart to note the subject line should specify that it's for a vote, a "please respond by date", and also to vote with Red, Yellow, or Green as a response.

Preview of Upcoming Delegate Meeting: Chair

All agree that the Vice-Chair/Outreach Chair did a fantastic job at facilitating the last Delegate Meeting.

Vice-Chair/Outreach Chair: I can work to do that again if you want, but I will need to collaborate.

Chair: We are happy to have you in that role again. I know you and LitCom Liaison worked closely on this. Are you in touch with our Delegate Liaison?

Vice-Chair/Outreach Chair: Yes, I'll speak with her soon.

LitCom Liaison: The things I'm aware of so far for our Delegate Meeting are: the potential board member, and one proposal.

We will need people to monitor those speaking for Red, Yellow, and Green. That process was explained to Board Member D.

Board Member D/Con Comm Liaison will monitor those speaking for Green.

Treasurer will monitor those speaking for Yellow.

Chair will monitor those speaking for Red.

LitCom Liaison will monitor those having questions.

TechCom Liaison will monitor Tech issues.

We will also need someone to count votes and work the math calculations.

LitCom Liaison: We also need to realize our DL may already have people in place for these positions, so will need to adjust for that.

Chair: We may have time to talk about the various committees, and have breakout sessions. So, be thinking of what you might want to say for your committee.

Convention Committee: (ConCom)

Chair: Treasurer, do we have a ConCom in place yet?

Treasurer: I will be sending out a Zoom invite for the committee. There will be an election for the Convention Chair. I thought I would be able to volunteer for that, but found I needed to step back.

NEED MORE INFORMATION?

Budget & Finance Committee	budfincom@cosa-recovery.org
Central Office	iso@cosa-recovery.org
Convention Committee	convention@cosa-recovery.org
COSA-Teens	Supportcosa-teen@cosa-recovery.org
Delegate Liaison	delegateliaison@cosa-recovery.org
Information on	info@cosa-recovery.org
ISO of COSA Board	Chair@cosa-recovery.org

The COSA Literature Committee

Your “One Stop Shop” for Editorial Review (ER) editing and publishing:

- ★ *Balance* Newsletter
- ★ Board Meeting summaries
- ★ *COSAs in the Know* weekly emails
- ★ Delegate Meeting summaries
- ★ Convention programs & information
- ★ Literature
- ★ Website content

Simply email us your article (as a *Google document*) along with your contact information, and tell us where and when you’d like it published. That’s it! We will facilitate the process of moving your document through ER and contact you if we need further information. If your article is to be published in multiple outlets, please send one email, copying all pertinent email addresses.

Here's where to send your article, and how to reach us if you have any questions:

→ <i>Balance</i> Newsletter		balance@cosa-recovery.org
→ Board Meeting summaries	and	er@cosa-recovery.org litcom@cosa-recovery.org
→ <i>COSAs in the Know</i>		er@cosa-recovery.org
→ Delegate Meeting summaries	and	er@cosa-recovery.org litcom@cosa-recovery.org
→ Literature		litcom@cosa-recovery.org
→ Website content		litcom@cosa-recovery.org
Meeting Mentors		meetingmentors@cosa-recovery.org
Meeting Updates		meetingupdates@cosa-recovery.org
Men in COSA		COsAmen@cosa-recovery.org
Nominating Committee		nominations@cosa-recovery.org
Outreach Committee		outreachcommittee@cosa-recovery.org
Sponsorship Help		sponsorshiphelp@cosa-recovery.org
Technology Committee		techcom@cosa-recovery.org
Volunteer Committee		volunteers@cosa-recovery.org
Webmaster		webmaster@cosa-recovery.org

Check out

Next Board Meeting is November 3, 2024 Note: Daylight Savings Time ends.