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**ISO of COSA
Agenda Item Form
For Delegate Business**

Directions:

- Use one form per subject.
- Complete the entire form for the agenda item to be considered.
- Submit this form to the board any time of year for consideration. It **must be received by the International Service Organization of COSA no later than April 9, 2025** for it to be considered for discussion at the Biannual Delegate Meeting.
- **Email your completed form to delegateliaison@cosa-recovery.org and to chair@cosa-recovery.org**
- Please note: a representative must attend the Biannual Delegate Meeting to present this proposal if it secures a spot on the agenda. If no representative is present at the meeting the agenda item will not be considered.
- If a meeting is submitting the agenda item, please provide the meeting number. You will find this number on cosa-recovery.org under the tab "Meetings".
- If you have questions, please email delegateliaison@cosa-recovery.org.

Thank you for your proposal.

Delegate Liaison and ISO of COSA



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**ISO of COSA
Agenda Item Form for Delegate Business**

Name of Meeting/Group/Individual proposing Business Item:

(Please provide meeting number if applicable)

Meeting Update Task Force

Contact Person/Person Who Will Present Item at Biannual Delegate Meeting:

(Please Provide Name, Email & Phone Number)

Linda P.

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Proposed Motion:

(Be precise; one sentence, if possible)

We are proposing a procedure for an annual renewal of all meeting listings, so that the meeting listings on the ISO website are kept up to date.

Explanation of Issues and/or Purpose of Item:

Because in 2024 it had been many years since COSA had inventoried and updated meetings, our website and database included inaccurate listings. In early 2025, our Task Force updated all meetings on the cosa-recovery.org website and in the ISO database. We propose that meetings be updated annually. In this way, meeting information will be kept up-to-date, which assists the ISO and all COSAs, including newcomers, to find and contact meetings. We propose the following steps; timings are approximate:

- a. Ask delegates at the fall delegate meeting each year to remind their groups to update their meeting listing.
- b. In mid-December and again in early January: post an article in COSAs in the Know (CITK) to remind people that the annual update/renewal of their meeting listings is coming due

and to ask them to update their meetings. The article should have a link to the meeting update form.

- c. Also, the CITK article will be emailed to delegates.
- d. Publish a short article in the January-February issue of the *Balance* newsletter saying the same thing, with the meeting update link.
- e. In January or February, for any meetings that have not responded, send out email messages to the meeting's group email, saying, "your meeting, <insert meeting number and name>, needs to be updated." The task force has developed a template for these emails.
- f. About 3-4 weeks later, for any meetings that have not responded, send out a second email message to the meeting's group email AND to the individual emails of the listed meeting contacts, saying, "your meeting, <insert meeting number and name>, needs to be updated. This is our second attempt; we tried contacting your group email on date ____."
- g. Optional steps for any meetings that have still not responded (if there is enough people power to implement, as determined by the Meeting Update Committee):
 - i. Call/text the meeting contacts.
 - ii. Follow up to get information from Intergroup (if one exists in that area or meeting type), from other local COSAs (who may have or be able to get information), or from meeting venues (to ask if the meeting is still happening there), etc.
 - iii. Another article can be published in CITK with that list, appealing to any COSAs who may have information on those meetings.
 - iv. The CITK article can also be emailed to delegates.
- h. Meetings that do not update will be marked inactive in the database and removed from the website. To regain active status, a meeting simply fills out the Meeting Update Form.

Note: The Meeting Update form asks for contact information for the meeting. This is shared on the website. The form also asks for contact information for individuals from the meeting. This information is stored in the database for ISO use only; it is not published on the website. It is important to provide this information, so the ISO has more than one way to reach your meeting when there is no response from the group email (which does sometimes happen).

How this Proposal Might Be Carried Out:

(Consider volunteer hours, volunteer or paid skills needed to implement)

We propose that a Meeting Update Committee be formed and that it work in coordination with the COSA Technology Committee to achieve its goals, since TechCom is responsible for maintaining both the database and website meeting listings. At least two of our current committee members are willing to help with this annual renewal process.

The email steps listed above can be accomplished in a "bulk" email send, using Mail Chimp, which allows the sending of "bulk" emails but with individualized content, such as meeting numbers/names. This does require the help of someone familiar with Mail Chimp. We have a COSA member with this expertise who is willing to train the volunteers who will be sending out the annual renewal messages.

The timing listed in the steps is approximate; the committee members will use their experience over time to determine the most functional timing of these steps. Also, we listed several steps as optional; those are helpful steps and the committee can determine if sufficient people power is available to implement them.

Based on our experience, we anticipate that steps A through F will lead to updates from most of the meetings. That would mean that Step G would apply to a small number of meetings. The Meeting Update Committee would determine which portions, if any, of Step G to do before marking meetings inactive.