

6a. CoDA UK Sponsorship Report August 2021

GSR/Rep/Committee member: Hilary, NSC Sponsorship Rep

1: Report – please paste the text below or attach a separate document:

Sponsorship Workshop

We held another Sponsorship Workshop on 29 May 2021.

This was a successful workshop with around 50+ people attending. It was planned and supported by the Sponsorship Committee.

We intend to continue the Quarterly Workshops and the next one is planned for the beginning of September.

New Monthly Workshops

We are in the process of creating a monthly Workshop to support new and experienced Sponsors in CoDA.

These Workshops evolved from the Sponsorship Questionnaire which was compiled and conceived by a member of our Sponsorship Committee.

She is hoping to do a Presentation of the Report (and on the findings of the Sponsorship Questionnaire), in the next NSC Meeting in November. Unfortunately she is on holiday in August.

(A copy of this report has been sent to the NSC Committee).

We continue to work on new ways to increase and support Sponsors in CoDA.

Sponsorship Committee

The Sponsorship Committee have been meeting regularly every 2 weeks and we have some new members who joined recently.

We are in the process of creating new initiatives based on the replies to the Questionnaire.

WhatsApp Groups

The Sponsor/Sponsee and Step Groups are very active although we continue to need people to do Service on them.

The Sponsorship Committee are not directly connected to the Outreach WhatsApp Groups but there have been some issues recently that need addressing.

6b. Treasurer's Report

GSR/Rep/Committee member:

Bruno, Treasurer

CoDA UK – Treasurer Report – 7th August 2021

1) CoDA UK – NSC Treasurer Report

As of 24th July 2021, the balance of the NSC Treasurer account was £14,156.20 and the balance of the CoDA UK Lloyds Business Bank Instant Account was £3,007.28. The balance of both NSC Lloyd's accounts totalled £17,163.48.

CoDA UK NSC LLOYD'S TREASURER ACCOUNT

DATE	DESCRIPTION	DEBIT	CREDIT	Balance
21 Apr 2021	OPENING BALANCE			£12,818.86
26 Apr 2021	Guildford Women PLI		£65.00	£12,883.86
26 Apr 2021	East Kent Zoom Trad 7		£140.00	£13,023.86
26 Apr 2021	Manchester Central Trad 7		£30.00	£13,053.86
04 May 2021	Saturday Morning Trad 7		£12.00	£13,065.86
04 May 2021	Edinburgh Women Trad 7		£90.00	£13,155.86
05 May 2021	Bruno Zoom Pro Expenses	£143.88		£13,011.98
10 May 2021	Unknown Trad 7		£10.00	£13,021.98
10 May 2021	Hope and Recovery Trad 7		£150.00	£13,171.98
26 May 2021	SUN AM MENS ZOOM Trad 7		£100.00	£13,271.98
04 Jun 2021	Unknown Trad 7		£102.22	£13,374.20
16 Jun 2021	Unknown CODA Tradition 7		£75.00	£13,449.20
25 Jun 2021	HASLEMERE SAT CODA		£250.00	£13,699.20
28 Jun 2021	SUN AM MENS ZOOM		£150.00	£13,849.20
29 Jun 2021	EASTBOURNE SAT CLO		£12.00	£13,861.20
29 Jun 2021	EXETER CODA Trad 7		£150.00	£14,011.20
30 Jun 2021	SHREWSBURY Trad 7		£30.00	£14,041.20
08 Jul 2021	GUILDFORD SAT MEN PLI		£50.00	£14,091.20
19 Jul 2021	CODA CLAPHAM PLI		£65.00	£14,156.20

CoDA UK NSC LLOYD'S BUS BANK INSTANT

DATE	DESCRIPTION	Debit	Credit	BALANCE
09 Apr 2021	BALANCE CARRIED OVER			£3,007.21
10 May 2021	Interest		£0.03	£3,007.24
09 Jun 2021	Interest		£0.02	£3,007.26
09 Jul 2021	Interest		£0.02	£3,007.28

Credit and Debit Analysis

Credits into the CoDA UK NSC Lloyd's Treasurer account since the last NSC meeting total £1,481.22 and debits total £143.88.

Credit	Total
TRAD 7 DONATIONS	£1,289.22
PLI	£180.00
EASTBOURNE SAT CLO	£12.00
Credit total	£1,481.22

- Tradition 7 donations were received from the following meetings and conventions: East Kent Zoom, Manchester Central, Saturday Morning, Edinburgh Women, Hope and Recovery, Unknown, Sunday AM Zoom, Haslemere Saturday, Exeter, Shrewsbury
- Payments towards PLI were received from the Guildford Women, Guildford Saturday Men and Clapham meetings
- A payment appearing to be for the close of the Eastbourne Saturday meeting

Debit	Total
Zoom Pro	£143.88
Debit total	£143.88

- A payment was made towards the CoDA NSC Zoom Pro subscription

NSC Commitments 2021

Due to lock down and the consequent virtual nature of the NSC committee meetings, financial commitments are limited to website and email hosting, the Zoom Pro subscription and the PLI premium.

The main items of expenditure paid **to date** and remaining are:

PLI Premium	£455.00
Website WordPress Hosting	£240.00
Zoom Pro Subscription	£143.88
PI budget	£1,050.00
Email hosting	£283.00
Domain hosting for coda-uk.org	£20.00

A PI budget of £1,400 per annum was adopted at the 19th of June 2021 NSC meeting. So far no expenses claims have been made from that budget.

No other activities or request for funding have been made to the treasurer to date in 2021.

The monthly schedule of planned commitments is attached on the next page.

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
1 - Website													
Domain												£20	£20.00
Web hosting			£240										£240.00
Email hosting											£283		£283.39
Development													£0.00
Subtotal	£0	£0	£240	£0	£0	£0	£0	£0	£0	£0	£283	£20	£543.39
2 - NSC Meetings													
NSC Rent													£0.00
Zoom Pro Subscription					£144								£143.88
AGM Rent													£0.00
Travel Expenses													£0.00
Subtotal	£0	£0	£0	£0	£144	£0	£0	£0	£0	£0	£0	£0	£143.88
3 - Sponsorship Workshops													
Rent													£0.00
Travel Expenses													£0.00
Subtotal	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0.00
2 - PLI													
Premium			£455										£455.00
Subtotal	£0	£0	£455	£0	£0	£0	£0	£0	£0	£0	£0	£0	£455.00
3 - Public Information													
t. b. c.								£350	£350				£1,050.00
Subtotal	£0	£0	£0	£0	£0	£0	£0	£350	£350	£0	£0	£0	£1,050.00
4 - WSC													
Travel													£0.00
Accomodation													£0.00
Subsistence													£0.00
Admission													£0.00
WSC Bursary @ £0.766													£0.00
Unpaid Expenses													£0.00
Subtotal	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0.00
6 - Events & Workshops													
Unpaid expenses													£0.00
Subtotal	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0.00
Total	£0	£0	£695	£0	£144	£0	£0	£350	£350	£0	£283	£370	£2,192.27

2) NSC Treasurer – service position term – see agenda item 6c

The CoDA NSC treasurer term of service started on 6th April 2019 which is over two years ago.

In the spirit of rotation of service positions, the treasurer would now like to hand over this service position with immediate effect.

The treasurer remains available to hand over the service position to the new treasurer.

The Zoom Pro subscription is currently linked to the treasurer's private PayPal account and another PayPal account will need to be linked to the Zoom Pro subscription.

3) NSC Account Signatories – see agenda item 6c

In addition to the treasurer, there are three additional NSC members who are signatories for the Lloyd's Business account. The three additional signatories are:

- Andrew
- Gillian
- Guy

The treasurer is asking the NSC whether any changes to this list should be considered.

Currently, the additional signatories do not have access to the online banking facility.

4) Zoom Pro subscription – see agenda item 7a

The Zoom Pro subscription is currently linked to the treasurer's private PayPal account and another PayPal account will need to be linked to the Zoom Pro subscription.

This might be a good time to consider opening a dedicated NSC PayPal account linked to the NSC bank account.

This concludes the NSC Treasurer's report.

5) CoDA LSER Treasury Handover

New LSER account signatories have been set up and confirmation that the change of signatories had been implemented was received from the Co-Op Bank on 14 June 2021.

The account and all Co-Op correspondence have now been handed over to the LSER treasurer.

7a. Zoom Pro subscription and payment

GSR/Rep/Committee member:

Bruno, Treasurer

Exact proposal for NSC consideration (2 sentences ideally):

The proposal is that the treasurer orders a debit card to link to the Zoom account. Each serving treasurer would need to order their own debit card.

Alternatively, the NSC could set up a PayPal account linked to the Lloyd's Business Bank account.

Supporting background information to be circulated prior to the meeting (please include links to online documents or indicate that there are attachments to be circulated with the agenda):

The CoDA UK NSC Zoom Pro account is linked to the current CoDA UK NSC treasurer's personal PayPal account.

The treasurer suggests that a Debit Card be ordered from Lloyd's Business Bank in order to link Zoom payments to that debit card.

Alternatively, a dedicated PayPal account linked to the CoDA UK NSC Lloyd's business bank account be set up in order to ensure continuity of service when there are changes of treasurer.

Business charge card cost £32 per annum per card

Is a vote required (If N is selected, this item is just for discussion to share the Experience, Strength and Hope of the NSC): Y

7b. Funding for New Meetings

GSR/Rep/Committee member:

Bruno, Treasurer

Exact proposal for NSC consideration (2 sentences ideally):

The proposal is to make donations available to support the setting up new meetings. The suggested donation is three months' rent paid directly to the meeting venue or three months' Zoom subscription paid to the meeting treasurer provided the meeting is advertised on the meetings page of the website.

Supporting background information to be circulated prior to the meeting (please include links to online documents or indicate that there are attachments to be circulated with the agenda):

The treasurer of a new online meeting held on Fridays at 7pm is seeking NSC support in the form of three months' worth of Zoom subscription in order to build a prudent reserve. (3 x £14.39 = £43.17).

Upon inspecting the meetings list, the treasurer found one meeting on Fridays at 7pm called "Peeling the Onion". This is not a new meeting, and the treasurer has asked the meeting's temporary treasurer to provide more information about which meeting requires NSC support.

There currently isn't a NSC new meeting support policy and this topic was last suggested at the 2nd May 2020 NSC meeting but wasn't discussed to lack of time. It hasn't been discussed since.

See document pasted at the bottom of these papers: *APPENDIX 1 2020 04 13 New Meetings Support Policy MEMO – CoDA UK NSC* Please focus on the part of the memo regarding rent support only.

Is a vote required (If N is selected, this item is just for discussion to share the Experience, Strength and Hope of the NSC): Y

8a. Secretary – role description and nomination below

GSR/Rep/Committee member:

Mari, Chairperson

Notification of a service role becoming vacant and an updated job description/Nomination for a service position:

The Secretary role is currently vacant.

The role description is as follows:

CoDA NSC Secretary Service Position

- To prepare draft minutes for the NSC meetings in a timely manner assisted by a recording of the proceedings. These minutes will consist of proposals and business reports only as agreed on 20/3/21.
- Circulate the draft minutes and handle any feedback received.
- Issue the final version of the minutes to members on the NSC circulation list including the Comms and Website team for communicating to the wider fellowship.
- Assist the Chair during the meeting with any information relating to previous minutes and managing AOB.
- Help with the preparation of the meeting agenda including circulating proposal forms and supporting information.
- Circulate information from the NSC to the wider fellowship via the Comms and Website team.
- Ensure the agreed meeting minutes are uploaded onto the website.

The NSC has previously voted that the person picking up this service position will need to have attended 3 NSC meetings to be eligible. However, if you have service in another part of the fellowship, for example, a regional service position, and would like to come forward, the NSC would be interested in hearing from you.

Nomination: Cammie (GSR Monday Online Mixed)

I have been in CoDA for a year and worked all the steps with my sponsor. I have served as script secretary, newcomer greeter, online host, and GSR for my home group. I have also been involved in the creation and running of online CoDA retreats.

I have worked the steps with a sponsor who I continue to work the program with.

I feel that providing service in this way would help further my recovery and journey in CoDA.

8b. Literature Secretary – role description and nomination below

GSR/Rep/Committee member:

Mari, Chairperson

Notification of a service role becoming vacant and an updated job description/Nomination for a service position:

The Literature Secretary role is currently vacant.

The role description is as follows:

CoDA NSC Literature Secretary

ROLE & REQUIREMENTS for the above position:

- Good communication skills.
- Be well organised and able to use a computer.
- Have worked through the CoDA 12 Steps and be actively working with a CoDA Sponsor or Co-Sponsor.
- Have a thorough working knowledge of the CoDA 12 Traditions and the CoDA 12 Service Concepts and use them in their daily life and service work.
- Actively giving Coda service at either home meeting or Intergroup level, preferably as their CoDA Literature Secretary.
- Required to have been in the CoDA fellowship for at least two years working the CoDA programme.
- Enthusiasm for reading all CoDA conference endorsed Literature, hence being able to guide CoDA members in their or their group's search for helpful CoDA literature that meets their specific needs.
- Have a good working knowledge of the CoDA Fellowship Service Manual (FSM) and any current updates and relate these to the NSC as a guideline.
- Liaise with the CoDA UK publishers and be aware of any future changes that might be made by CoRe Inc. - the USA main publishers of CoDA.
- Be able to negotiate with the publishers regarding ordering of literature for workshops etc and the smooth running of the literature distribution etc and any problems that might arise.
- Promote new CoDA Literature that has been updated – reading reviewing and relating any findings to all the CoDA groups nationally.
- Be familiar with the Fellowship Service Manual, especially Part 1, 2 and 3 and encourage each CoDA group to have a copy (free download from coda.org).
- Be able to liaise with CoDA UK publishers and furnish NSC with an update for their Quarterly Meetings.
- Be able to liaise with CoDA members in fellowship who contact the CoDA Literature website and answer any general queries.
- List of recommended CoDA literature for newcomers, workshops or new groups.
- Be willing to speak about CoDA literature at workshops, meetings or retreats and to the CoDA fellowship as a whole to promote the use of CoDA conference endorse literature.
- Communicate to the NSC any motions that are to be presented at the CoDA Service Conference (CSC) that year - reading through proposed Motions and Voting Entities or Committees (VEs) and helping NSC become aware of how votes might be guided to assist UK NSC VE Delegates as voting entity – their votes support CoDA unity as a whole and give the CoDA UK voice, especially those that affect CoDA literature and the Foundation Documents.
- Be aware of any new Coda Literature which is in the pipeline and relate this to the NSC and the publishers in the UK.

- Liaise with other NSC committee members to promote the well-being of CoDA as a whole having good connectivity and a good overview of their roles.
- Enjoy giving service and be aware of Rotation of Service throughout CoDA and pass on what they have been freely given.
- Support the new NSC Literature Secretary in carrying the message of CoDA Recovery.

Nomination: Hannah H

I have been in CoDA for almost two years and worked all the steps with my sponsor. I have served as script secretary, newcomer greeter, and online host for my home group. I have been involved in the creation and running of online CoDA retreats. I am involved with the CSC literature committee.

I have worked the steps with a sponsor/co-sponsor and continue to work the program with them. I also provide service as a sponsor.

I love the literature and feel I can provide service in this area and that this will further my recovery journey.

8c. Treasurer – role description below, nominations required

GSR/Rep/Committee member:

Bruno, Treasurer

Notification of a service role becoming vacant and an updated job description:

The CoDA UK NSC treasurer started their term of service on 6th April 2019 which is over two years ago. The position of CoDA UK NSC treasurer is becoming vacant with immediate effect.

The outgoing treasurer remains available to ensure a smooth transition with the incoming treasurer.

CODA UK National Service Committee Treasurer Role Description

CoDA Experience and Commitment

It is suggested that the Treasurer

- Is an active member of CoDA regularly attending CoDA meetings
- Has the support of a sponsor, a co-sponsor or a step group
- Regularly attending CoDA NSC meetings and has attended at least three CoDA NSC meetings
- Has a full understanding of the steps, traditions and guidelines
- Provides or has provided service in their CoDA home meeting
- Is willing to commit to service in this role for a minimum of two years

Term of service

As for all CoDA service positions, clearly defined terms of office and/or rotation of officers is highly recommended and considered healthy.

According to the Fellowship service manual, a term office of two years is suggested unless otherwise specified by a Group conscience.

If no one can fill the position after a term is up, then the same candidate may continue filling the position another year or two if the group conscience allows, until a suitable candidate is elected.

Or the position can remain vacant until a candidate is found to fill the position.

Outgoing officers are expected to attend to supply information and materials to their successors and cooperate to ensure the smoothest possible transition.

Duties

The Treasurer

- is not financially responsible for CODA UK, but is accountable to the NSC for the prudent management of the CoDA UK finances
- manages the CoDA UK NSC current account. The Fellowship Service Manual (Part 2, Meeting Handbook) suggests that there are at least two signatures on a checking account (e.g., the Treasurer's and the Chair's or Secretary's).
- monitors NSC treasurer email address and answers queries at least weekly
- maintains proper and accurate records of all receipts and disbursements

- prepares and presents a written report of the status of the CoDA UK NSC account in the established meeting periods (and when requested) to the Fellowship for transparency purposes.
- is responsible for receipts, disbursements and proper accounting and documentation of all funds (7th Tradition donations) and expenses for the NSC
- collects 7th tradition donations from meetings
- monitors and reports PLI payments to the NSC PLI service person
- books and pays rent for meeting venue
- pays subscription fees or reimburse subscription fees to sub-committee members
- reimburses NSC officers travel expenses
- makes payment to subcommittees to support their work in accordance with NSC group conscience decisions
- checks sub-committee funding requirements to prepare yearly commitment report
- works harmoniously with ad-hoc sub-committees to set up budget and monitor actual vs budget (i.e. NSC sponsored workshops)
- Prepares/reviews spending and expenses policy upon request from NSC
- Prepare/reviews new meeting loans policy upon request from NSC
- Manages new meetings set up loans
- Notifies the NSC immediately of any financial shortfall
- Remains available to incoming treasurer to ensure smooth transition, handover of documents and change of bank account signatories

8d. NSC Bank Account Signatories

GSR/Rep/Committee member:

Bruno, Treasurer

Exact proposal for NSC consideration (2 sentences ideally):

In addition to the treasurer, there are three additional NSC members who are signatories for the Lloyd's Business account. The three additional signatories are:

- Andrew
- Gillian
- Guy

Currently, the additional signatories do not have access to the online banking facility.

The treasurer is asking the NSC whether any changes to this list should be considered.

Supporting background information to be circulated prior to the meeting (please include links to online documents or indicate that there are attachments to be circulated with the agenda):

The treasurer is aware that some service positions have changed holders recently and it might be prudent that all current signatories still attend NSC meetings.

Is a vote required (If N is selected, this item is just for discussion to share the Experience, Strength and Hope of the NSC): N

8e. NSC Sponsorship Rep – role description below, nominations required

GSR/Rep/Committee member:

Hilary, NSC Sponsorship Rep

Notification of a service role becoming vacant and an updated job description:

NSC Sponsorship Rep role description

1. Experience and Commitment

- Has worked the CoDA Programme or at least completed Step 9.
- Is an active CoDA member and is familiar with the Steps, Traditions and Group Conscience process.
- Has the support of a Sponsor/Co-Sponsor or a Step Group.
- Regularly attends CoDA NSC Meetings and has attended at least 3 CoDA NSC Meetings.

2. Terms of Service

- Is willing to commit to Service in this role for a minimum of 2/3 years.
- 1 year's overlapping Service to provide support and information for new person.
- If no-one can fill this position after a term is up, then the same candidate may continue for another year or two (if a Group Conscience allows). Or position can remain vacant until a candidate is found to fill the position.

3. Duties

The Sponsorship Rep:

- Is responsible for communication between the Sponsorship Committee and the NSC.
- Writes report on Sponsorship for the NSC including 7th Tradition payments made
- Works with the Sponsorship Committee in preparation for the Quarterly Workshops and supporting all areas relating to Sponsorship.
- Liaises with the LSER and Northern Region Inter-groups to Support Sponsorship.
- Listens to requests made.
- Updates the NSC on Status of Sponsorship; Status of Quarterly Sponsorship Workshop and WhatsApp Groups; Status of new Workshops.
- Asks for support from the NSC, describing open Service Positions on Sponsorship Committee and WhatsApp Groups.
- Liaises with the Web Committee to improve the pages on Sponsorship, publicise the workshops, put up recordings from Workshops, etc.
- Liaises with the Treasurer over the funding of the Sponsorship Workshops, (including funding on resumption of Face to Face Meetings at the Waterloo Action Centre).
- Monitors Sponsorship Email address, answers all emails and keeps the Sponsorship Page up to date.

4. Notes

Optional responsibilities may include:

- Leading the Workshop.
- Working on new ideas and formats.
- Regular Sponsorship Committee Zoom Meetings.
- The possibility of splitting the role between 2 people as demands on the Sponsorship Rep grow.

5. Time Commitment:

This Service can be intermittent with periods of activity around the Quarterly Workshops and periods of quiet.

9. To register CoDA UK NSC with HMRC as a small unregistered charity

GSR/Rep/Committee member: Pete H – Web Service

Exact proposal for NSC consideration (2 sentences ideally):

To register CoDA UK NSC with the HMRC as a small, unregistered charity.

Supporting background information to be circulated prior to the meeting (please include links to online documents or indicate that there are attachments to be circulated with the agenda):

As the NSC generally receives under £5000 per year in income CoDA UK NSC can be registered with the HMRC as a small unregistered charity. This will provide the NSC with a charity number that can be used to make better use of groups donations. The 'unregistered' bit means registration with the charity commission, which brings in a lot more requirements and work.

This includes discounted and donated technology services, reduced rates on services (including room rental from some places) and more.

Ongoing the NSC may need to submit the of the annual table summary of donations and expenditure that is published as part of the treasurer report.

At least two people would need to be listed as trustees to set up the registration with the HMRC, I am willing to be one as my details are registered for the website contact etc.

I would be willing to complete the registration activity. This may provide an additional service role for someone to take on in the future.

CoDA UK would need to comply with charity law, but from reading through it I feel that this is already the case.

Further reading on this can be found here:

[Small unregistered charity | Practical Law \(thomsonreuters.com\)](https://www.thomsonreuters.com/uk/practical-law/article/small-unregistered-charity)

[Get recognition from HMRC for your charity - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/get-recognition-from-hmrc-for-your-charity)

Is a vote required (If N is selected, this item is just for discussion to share the Experience, Strength and Hope of the NSC): Y

1. To register with the HMRC as a small unregistered charity.
2. To nominate two or more trustees.

10. Discussion of roles and relationships between the NSC and the LSER/Regions

GSR/Rep/Committee member: Andy B (LSER Chair)

Vote Required (If N is selected, this item is just for discussion to share the Experience, Strength and Hope of the NSC): N

Exact proposal for NSC consideration (2 sentences ideally):

That the NSC starts to discuss the roles and relationships between the NSC and the LSER/Regions.

Supporting background information to be circulated prior to the meeting (please include links to online documents or indicate that there are attachments to be circulated with the agenda):

The LSER would like to attract more GSRs to attend LSER meetings. It is suggested that the NSC is a national business meeting, but the Regions are a service “home group for home groups” as one member put it.

It is anticipated that these discussions, and decisions arising from them, may take several, or even many, NSC and LSER meetings.

(a) What activities/subcommittees should sit where, i.e. at the NSC or LSER/Northern Region? For example,

- WhatsApp Groups
- Sponsorship workshops
- Ken & Mary workshops (used to be London but now North as well)
- Possible future Hospitals & Institutions and/or Public Information subcommittees, etc.

Also, many activities might remain wholly or partially online, reducing the need for funds.

Clarifying this will also help the LSER towards establishing a prudent reserve.

(b) Probably even more long-term: voting. How & where should groups be represented and have their vote in future? Should voting at the NSC be reviewed?

It has been said that prior to the LSER folding a number of years ago, GSRs voted at the Regions and the Regional Reps carried those votes to the NSC (i.e. GSRs did not vote at the NSC) – is that correct? Should it be reverted to? If so, how would it work? With only 2 Region votes amongst more NSC committee members, how would it be made representative? How would groups without a Region be represented? Etc.

Not looking for answers – these are just discussion points.

Committee members are also currently looking at how communications work between the NSC and LSER, protocols for managing contacts, who sends what when and to whom, etc.

APPENDIX 1 2020 04 13 New Meetings Support Policy MEMO – CoDA UK NSC

CO-DEPENDENTS ANONYMOUS



CoDA UK – National Service Committee (NSC)

Towards a Loans Policy to Support New Meetings

Background

At the CoDA UK 2nd February 2020 AGM, the NSC treasurer informed the NSC that the balance of loans due by new meetings to the NSC stood at £589 and that the majority of them were over 6 months old.

When taking up the service position in July 2019, the treasurer had been given the information that new meetings were entitled to:

1. A loan of up to £60 payable directly to the meeting venue to pay for the first month of rent to be repaid within 6 months of the loan being made
2. A loan of ca. £145 payable to the meeting treasurer or literature person towards the purchase of meeting literature and literature for resale to meeting attendees to be repaid within 6 months of the loan being made
3. When meetings collapse, the loan amount outstanding is written off
4. When meetings collapse, they send their remaining funds as a donation to CoDA UK

Principles

5. The NSC is custodian of the funds entrusted to it by the CoDA meetings in the UK
6. As a responsible custodian of CoDA UK funds, the NSC and the NSC Treasurer must ensure all expenses go toward supporting its primary purpose as expressed in CoDA tradition 5 – to carry its message to co-dependents who still suffer
7. As a responsible custodian of CODA funds, the NSC and its members must ensure full accountability and transparency for all expenses and financial commitments
 - a. All loans towards rent must be supported by an invoice from the meeting venue
 - b. All loans towards literature must be supported by an invoice from CoDA Literature
8. According to tradition 8, CoDA is non-professional and is served by fellows who volunteer to provide service to the best of their ability without any “professional” expectation being put onto them

Considerations

During the 2020 AGM, the following points were discussed with regards to the new meeting support policy:

1. When supporting a new meeting by paying for the first month of rent, should the NSC extend a loan or make a donation? Consider traditions 4, tradition 5 and tradition 7
2. When supporting a new meeting by paying for an initial literature pack, should the NSC extend a loan or make a donation? Consider traditions 4, tradition 5 and tradition 7
 - a. Cost of literature needed to run the meeting is not offset by sales income
 - b. Cost of leaflets given to newcomers not offset by sales income
 - c. Cost of literature for resale to meeting attendees is offset by sales income

Proposed policy

1. Support towards 1st month rent

a. Option 1 – Loan

- A loan of up to £60 towards the first month of rent can be extended by the NSC to support the setting up of a new CoDA meeting.
- Such loans are to be paid directly to the venue upon presentation of the invoice pertaining to the first month of rent
- It is suggested that the new meeting should build a prudent reserve (i.e. three months’ worth of rent) before starting to reimburse the loan
- It is suggested that the new meeting’s treasurer informs the NSC treasurer quarterly about progress towards building a prudent reserve
- Once a prudent reserve is achieved, it is suggested that the new meeting starts reimbursing the NSC in twelve monthly instalments

Pros	Cons
<ul style="list-style-type: none"> • New meeting is encouraged to be financially responsible according to tradition 7 • Encourages new meeting treasurer to be in regular contact with NSC via NSC treasurer 	<ul style="list-style-type: none"> • Heavy administrative burden on new meeting treasurer • Time to achieving prudent reserve unpredictable • Heavy admin burden on NSC treasurer to monitor progress towards prudent reserve objective • Likelihood of errors creeping in

b. Option 2 – Donation

- A donation of up to £60 towards the first month of rent is made by the NSC to support the setting up of a new CoDA meeting.
- Donations are to be paid directly to the venue upon presentation of the invoice pertaining to the first month of rent
- It is suggested that the new meeting should be encouraged build a prudent reserve (i.e. three months’ worth of rent)

Pros	Cons
<ul style="list-style-type: none"> • NSC following tradition 5 • Low administrative burden placed on NSC treasurer 	<ul style="list-style-type: none"> • New meeting not following tradition 7

2. Support towards Literature

a. Option 1 – Loan

- A loan of up to £140 towards a pack of literature can be extended by the NSC to support the setting up of a new CoDA meeting.
- Such loans are to be paid to the new meeting’s treasurer upon presentation of an invoice from CoDA Literature
- It is suggested that the new meeting should build a literature pot from their weekly collections (i.e. average sales revenue of prior three months) before starting to reimburse the loan
- It is suggested that the new meeting’s treasurer informs the NSC treasurer quarterly about prior three months average literature sale income
- It is suggested that the new meeting starts reimbursing the NSC by paying a third of the average three months sales income over three quarters

Pros	Cons
<ul style="list-style-type: none"> • New meeting is encouraged to be financially responsible according to tradition 7 • Encourages new meeting treasurer to be in regular contact with NSC via NSC treasurer 	<ul style="list-style-type: none"> • Heavy admin burden on new meeting treasurer • Heavy admin burden on NSC treasurer to monitor progress • Likelihood of errors creeping in

b. Option 2 – Donation

- A donation towards buying a CoDA Blue Book and a CoDA Workbook to be used for running the meeting; and 30 copies of a relevant leaflet to be handed out to newcomers can be made by the NSC to support the setting up of a new CoDA meeting.
- A donation towards a pack of literature recommended by CoDA NSC Literature Secretary can be made by the NSC to make literature available for of a new CoDA meeting.
- Literature deal to be negotiated by NSC literature secretary with CoDA Literature supplier
- Purchases to be made by NSC treasurer directly to CoDA Literature

Pros	Cons
<ul style="list-style-type: none"> • Makes literature easily available to meetings according to tradition 5 • Lower administrative burden placed on NSC treasurer • Lower requirement for follow up • Income from sales makes it easier to repurchase literature 	<ul style="list-style-type: none"> • New meeting initially not following tradition 7

Existing loans

- Treasurer to contact meetings with outstanding loans to see how/when they could repay
- Based on feedback, consider whether to call the loans in or to write them off

Next steps

- NSC to review and discuss proposed loans policy via email/WhatsApp group
- NSC Literature Secretary to propose a set up pack and agree cost with CoDA Literature supplier
- Discuss loan vs donation options at next NSC meeting
- NSC treasurer to finalise loans policy after next NSC meeting

CoDA UK NSC Treasurer

13th April 2020