

CODA UK National Service Committee Meeting
Saturday 1st May 2021

1-5pm

Zoom Meeting, see email for sign in details

Please note, anonymity is the spiritual foundation of all our traditions; however, as agreed by the NSC, all CoDA UK National Service Committee meetings may be recorded by the Secretary and committee members to assist with preparing minutes and action points for service to the UK fellowship.

The recordings will be stored securely by the secretary/committee members and deleted once the minutes have been agreed at the next meeting. All minutes of NSC Meetings are published on the CoDA website once approved.

References to individuals are on a first name basis only. If you do not wish to be mentioned in the minutes please make this clear to the Secretary at the start of the meeting.

Attendees

Bryony – GSR Monday Night Manchester, North Region Comms Secretary, Website Committee, Temporary NSC Proposal Secretary

Tony – NSC Chair and CoDA North Rep. Fallowfield Thur Eve

Pete – Literature Secretary Bournemouth Mon & NSC Website Committee

Alison – NSC Secretary, NSC PLI Insurance Rep. Bournemouth Mon

Philip F – GSR Penmaenmawr

Candy – Bournemouth online group

Dipak – GSR Watford NSC Communications Secretary (part)

Mari – GSR Bournemouth Group – online

Stuart – GSR Sunday 9.15am Men's online meeting Tuesday evening LGBTQ group

Frank – Sponsorship Workshop Committee (Part)

Kate F – Website Committee and PI Committee

Hilary – NSC Sponsorship Workshop Rep home group Kingston

Pete H - NSC Website committee

Kate P – GSR Cheshunt Sat am, Co-regional Service Rep LSER

Bruno – NSC Treasurer & GSR Chiswick

Annie – GSR Nethergong LSER Comms Secretary

Sue – GSR Liverpool

<u>Agenda item</u>	Start	Finish
1 Welcome , moment's silence, Preamble, 12 Steps, 12 Traditions, 12 Service Concepts and sharing guidelines. Reminder of 30 second time out with serenity prayer if anyone requests. 20 mins	1.00	1.20
2. Introductions and Feelings check with meetings info from General Service Representatives (GSRs) and AOB requests from any attendee who wishes to have an issue discussed that isn't on the agenda. 20 mins	1.20	1.40
3. Request for a member to take minutes and agreement on how this will be done 10 mins	1.40	1.50

<p>4. Voting entity established and appointment of a spiritual time keeper 5 mins</p> <p>14 / 15</p>	1.50	1.55
<p>5. Reports and updates from members in service circulated in advance – are there any questions arising from these? 20 mins</p> <p>a. Treasurer</p> <p>b. Literature Secretary</p> <p>- Question – request for position – is there an outstanding fee due either TO or FROM the "literature supplier"?</p> <p>- This is a legacy issue - not raised for 12-18 months + needs to be resolved if it hasn't been</p> <p>- ACTION - Ask literature secretary to present summary - with a view to prepping a plan of action</p> <p>- Frank - Offer of ESH around contract we signed</p> <p>c. Sponsorship Committee</p> <p>d. Contacts Management working group</p> <p>e. London & SE Region (LSER) – verbal report from meeting 10th April 2021 and background document attached</p> <p>f. North Region draft minutes – NSC to note, especially the discussions held about the three AOB items which they would like to share with the wider fellowship</p>	1.55	2.15
<p>6. Treasurer proposals: 30 mins</p> <p>a. Zoom subscription renewal – vote</p> <p>Bruno - Query - does NSC agree to pass payment for license ~ £119 (cost is fluctuating)</p> <p>VOTE for : unanimous - pay for NSC zoom account</p> <p>b. Set up Paypal or Givt account – discussion and vote</p> <p>Proposal - none - come back to this - bring back to the agenda</p> <p>c. Lloyds Bank signatories – discussion for guidance</p> <p>Bruno - we have 4 signatories - no co-signatory</p> <p>Query - should we share account to make it possible to make payments when Bruno is on holiday</p> <p>Pete - Query - can the 4 signatories achieve control in the event they're required?</p> <p>Bruno - to check complexities - and report back</p> <p>Tony Query - who are the other signatories?</p> <p>Signatories: Gillian(North), Andy (LSER), Guy</p>	2.15	2.45

<p>Proposal 1: Do we put more checks and balances in place? Bryony seconded</p> <p>Vote: 4 Abstain: 8 Against: 0</p> <p>More information required to make a more informed decision</p>		
<p>7. Public Information (PI) proposals – discussion and votes 20 mins</p> <p>a. Introduction of a formal PI budget</p> <p>b. Set up simple way for groups to engage with PI work</p> <p>Alison - Proposal - establish cost of units / books to be distributed ~100 to post - feasibility to distribute through the literature company - bring back costs</p> <p>Bryony - seconded Votes - 10 Abstain - Against - Carried - PI team come back with costs for 100 packs</p> <p>Proposal - mechanism - to build functionality to donate funds - to send out conference books / material to institutions - (share with committee)</p> <p>Seconded - Pete</p> <p>For - 6 Against - 2 Abstain - 6</p> <p>Motion - not carried</p>	2.45	3.05
<p>Break</p>	3.05	3.20
<p>8. CoDA UK to register as a charity – discussion and vote 10 mins</p> <p>Proposal - Prepare more information for this piece to be circulated</p>	ui	3.30
<p>9. Service positions – discussion and votes 30 mins</p> <p>a. Service role job descriptions</p> <p>Bryony - service pages on website need work - help appreciated</p> <p>Tony - propose we prepare job descriptions - asap - each role holder - prep - PI, comms etc</p>	3.30	4.00

<p>Pete - fire the job descriptions to the web master email</p> <p>b. Service role service role length, vacancies and appointments</p> <p>Bruno - can we put forward suggestions of "length of service" in the job description.</p> <p>Tony - agree - consensus - to put detail on website once agreed</p> <p>c. Role of trusted servants</p>		
<p>10. Service positions available – discussion and votes 30 mins</p> <p>a. PLI coordinator – Nomination received and role description attached</p> <p>Alison - Guy has come forward - attended 3 + meetings, familiar with GDPR and computer skills required to undertake this position.</p> <p>Tony - Nomination has been received, usual process the person is in the room, and in a position to qualify their background, and a vote to follow. Instinct to wait for Guy to attend and explain his position.</p> <p>b. Secretary – role description attached, nominations required</p> <p>Tony - propose that we circulate this to the entire fellowship - put this forward - a comms piece</p> <p>c. Chair – Handover proposal attached and role description to be added here before meeting; nominations required</p>	4.00	4.30
<p>11. Confirm future meeting dates & times – discussion and vote 10 mins</p> <p>Proposal - continue to meet online - Next meeting first Saturday 7th August , Saturday 6th November</p> <p>Seconded : Dipak, Bruno</p> <p>For:9</p> <p>Against:3</p> <p>Proposal - Bryony - do we need a follow up in 6 weeks time - for business discussed today?</p> <p>For: 7 (unanimous)</p> <p>Propose we meet - 19th June</p>	4.30	4.40

<p>12. AOB 15 mins</p> <p>* CSC Member required</p> <p>* Thanks to Alison - for her assistance as secretary</p> <p>* Create the proposals in a single document - to save paper / make it easier to review</p>	4.40	4.55
<p>13. Close – Promises and long form Serenity Prayer 5 mins</p>	4.55	5.00

The following agreed proposals from recent NSC meetings may guide us in our service:

20th March 2021 NSC meeting

Agenda item 1

That the minutes to NSC meetings be limited to the proposals/ votes only and relevant committee member's reports detailing business information e.g. Treasurer's Report/ PI/ Hospitals and Institutions.

The minutes will include 'dissenting voices' which will be specifically relayed to the secretary after the vote; the comments will be attributed to the member who made them.

Abstain – 0

Against – 0

In favour – 15 – motion carried

5th December 2020 NSC meeting

Agenda item 15

For this and the next NSC meeting we go with a majority vote i.e. the total of the in-favour votes is greater than the sum of the against and abstentions. The total of the votes is based on how many people are in the meeting and eligible to vote. Abstentions are made as members don't have the confidence to make a yes or no decision so need to be accounted for.

Abstain – 1

Against – 0

In favour – 9 Motion carried

5th December 2020 NSC meeting

Agenda item 7

Propose that when discussions diverge away from the agenda item, the Chairman can clarify with the sharer the new discussion point and raise it as an independent AOB item added to the end of the meeting or a sub-committee to discuss the item and report back to the NSC.

Abstain – 2

Against – 0

In favour – 8 – motion carried