

## Agenda Items CoDA UK NSC 5<sup>th</sup> November 2022

### Agenda item 4: Draft Mission statement of NSC

#### **GSR/Rep/Committee member:**

Bryony (Meetings list secretary and temporary NSC Secretary)

#### **Item for discussion and agree any next steps**

At the August meeting a few actions were agreed to update this document and the changes made are in red below. Members are asked to read the changes so that this document can be formally agreed and adopted at the NSC on 5<sup>th</sup> November ahead of it being shared on the website and with any new members interested in taking on service at the NSC.

#### **1 NSC**

##### ***What is the National Service Committee (NSC)?***

*The NSC are the trusted servants of CoDA UK, meeting quarterly to discuss issues raised by the groups and matters affecting CoDA as a whole. One of their meetings is the Annual General Meeting (AGM). Groups and regions are free to raise issues with the NSC and to send along a Group Service Representative (GSR). All members of CoDA UK are welcome at NSC meetings but only the elected committee and GSRs are able to vote on any issues. Details of when the meetings are held appear on the Events page of the CoDA UK website, with the agenda for the meeting appearing at least a week in advance. CoDA UK pays travel expenses for the NSC members; other members have their expenses paid by their groups. Any member is welcome to volunteer for relevant posts at any time during the year. NSC members keep in touch with each other by email and WhatsApp during the year for any service queries and matters which arise between meetings, and additional NSC meetings are sometimes arranged when there is a lot of business to discuss.*

##### ***What is its remit?***

*The NSC acts on concerns brought by the membership which are raised through local group consciences, at regional level and which are brought to the NSC by email or at the AGM. If a group has a Group Service Representative (GSR), it is their role to bring issues raised at Group Conscience to the wider fellowship i.e. Region or NSC (depending on which is available in their area).*

*The NSC works as a committee, so operates on a group input/approval process much the same as a Group Conscience. This means that all members are welcome and invited to contribute and put forward suggestions on all areas of service. Members are able to propose and spearhead certain areas of service that are important to them if supported by the NSC group. Sub-committees are also sometimes formed to deal with larger pieces of service.*

##### ***What are the service positions on the NSC?***

*A list of suggested service positions at this level is on the CoDA UK website but the list is flexible, members serving the needs of the fellowship in whatever way they can. For the full list see: <https://codauk.org/nsc-service-positions/>*

##### ***What are the membership/recovery requirements for service in the various roles?***

*It is suggested that NSC members should have at least one year's recovery (unless specified otherwise) and a good working knowledge of the 12 Steps and Traditions.*

##### ***How do members join the committee?***

*They are voted in at the AGM; or may attend one of the quarterly meetings during the year; or may be sent to the NSC as a representative of their region. **The format for nominations is that members***

*put themselves forward for a role, then say a little about their service background, length of time in recovery and why they want the role and answer any questions. A seconder is required, then a vote is taken (the member usually leaves the room during the vote). Members wishing to serve must be in attendance at the meeting where they come forward; votes on new members do not take place in the absence of the member being nominated. Members can only put themselves forward – they cannot be proposed by others.*

### **How long do they do service in any particular position?**

*The length of time for each service position is listed on the website but generally all posts are for one year, unless specified otherwise. Members can elect to serve a longer term if they wish.*

### **What guidance is there to help members with the NSC's work?**

*The Twelve Service Concepts are read at each meeting and describe how members can serve together: <https://coda.org/meeting-materials/twelve-service-concepts/>*

*The Fellowship Service Manual is here: <https://coda.org/service-info/fellowship-services-manual-fsm/php> and provides guidance to members in service in all parts of the fellowship. There is some useful info directly relating to the NSC's work on p 12 in Part 1 and p7 in Part 3.*

### **How often and where do the committee meet?**

*The committee meet quarterly, with the AGM as one of their quarterly meetings. Location is decided by the membership of the NSC as the most convenient place for all members to get to; since spring 2020, meetings have been held on Zoom. Meetings are publicised on the website, in the CoDA Noticeboard WhatsApp and by email to the CoDA UK mailing list, and via the regional mailing lists. All members are welcome at NSC meetings, not just GSRs, NSC members or Regional reps.*

*Between meetings, communication is usually by email to all NSC members. There is also an NSC WhatsApp where members may ask for or share ESH but not all NSC members are included in this so it's not a formal channel for NSC business, just a supportive space. Important messages for all NSC members should be sent by email.*

### **Leaving the committee**

*Please do let the committee know if at any time you decide to step down from doing service or if you are going to be away or need to take a break from service. It was decided that if a member has not been in email contact or has not attended 3 consecutive NSC meetings and has not sent any apologies, then this member will be contacted and if no response is given they are automatically removed from the NSC email group mailing list and the NSC WhatsApp group.*

## **[Agenda item 5: Treasury Report and Addendum](#)**

### **Treasurer's Report**

Bank and cash report

Reporting period: 26<sup>th</sup> July 2022 – 29<sup>th</sup> October 2022 (Quarter)

Lloyds 30-92-89 Account No: 01850351

Opening balance 31<sup>st</sup> July 2022: £19,802.72

Transaction Date	Transaction Description	Paid out of bank	Rcvd into bank	Balance	PLI rcvd	Trad 7 rcvd	Sundries paid
				£ 19,802.72			
02-Sep-22	7TH TRAD HSK THURS	£ -	£ 50.00	£ 19,852.72		£ 50.00	
02-Sep-22	PAYPAL CODE	£ -	£ 0.01	£ 19,852.73			£ (0.01)
07-Sep-22	HORSHAM FRI TRAD 7	£ -	£ 135.78	£ 19,988.51		£ 135.78	
12-Sep-22	CODA B HAM ZOOM TUESDAY	£ -	£ 30.00	£ 20,018.51		£ 30.00	
20-Sep-22	CODA HALEBARN/PLI	£ -	£ 30.00	£ 20,048.51	£ 30.00		
26-Sep-22	HOPE AND RECOVERY TRAD 7 HOPE RECO	£ -	£ 199.00	£ 20,247.51		£ 199.00	
14-Oct-22	WED/SAT ICATERHAM	£ -	£ 123.00	£ 20,370.51		£ 123.00	
14-Oct-22	7TH TRAD CHISWICK Start the weekend - formerly Chiswick	£ -	£ 501.03	£ 20,871.54		£ 501.03	
29-Oct-22	Kate F MS office 365 - Reimbursement	£ 129.60	£ -	£ 20,741.94		£ -	£ 129.60
29-Oct-22	Kate F Exchange online Kiosk - Reimbursement	£ 173.95	£ -	£ 20,567.99		£ -	£ 173.95
		£ 303.55	£ 1,068.82		£ 30.00	£ 1,038.81	£ 303.54

Closing balances 29<sup>th</sup> October 2022

Lloyds Business current 30-92-89 Account No: 01850351 £20,567.99

Lloyds Business instant 30-92-89 Account No: 34467660 £3,007.95

Made up of:

PLI contributions received	£30
T7 donations received	£1068.82
PayPal test received	0.01p
Interest received	0.36p
Sundries paid	£303.55

Note re PayPal receipt of 1p: Prior to making a proposal to add PayPal as a facility, and to inform my decision to add this to the agenda for discussion, I tested this first, hence the nominal amount of 1p received, which can be paid back should the motion not be carried.

### Addendum to the treasurer's report

Questions for treasurer to report back on re: Notes from NSC 6<sup>th</sup> Aug:

1. What is the NSC's prudent reserve and when did CoDA UK NSC last make a 7th tradition donation?

Prudent reserve needs to cover ongoing operational expenses, exceptional expenses such as for events workshops and WSC expenditure, and personal expenses such as travel and subsistence:

#### Ongoing operational expenses:

Insurance	£455
Wordpress domain	£15
Exchange online Kiosk	£173.95
Microsoft 365	£129.60
Zoom	<u>£143.88</u>
Total:	£917.43

#### Exceptional expenses:

PI / Literature packs for H & I	say £2000.....(budget required)
Start-up fund	say £1000.....(budget required)
Events/WSC expenditure	say £2000.....(budget required)
Travel/subsistence	say <u>£2000</u> .....(budget required)

**Suggested prudent reserve** £8000

### Donations from NSC to CoDA.Inc:

Without a historic record of cheque book payments / cheque payment reconciliation report, I'm unable to determine whether any 7<sup>th</sup> Tradition donations have been made to CoDA.Inc.

I have the bank statements dating back to 2004 (online access) and the cheques showing large amounts (assuming that T7 donations would not be below £1000 but without cheque stubs or cheque reconciliations from previous treasurers or contacting the Coda.inc treasurer directly, we have little way of verifying these cheque payments without asking our bank to identify the payee who cashed them.

26-May-09	76	CHQ	£ -	£ 1,173.80
03-Jun-09	77	CHQ	£ -	£ 1,200.00
03-Aug-10	89	CHQ	£ -	£ 1,100.00
04-Mar-11	104	CHQ	£ -	£ 1,000.00
13-Jul-15	121	CHQ	£ -	£ 2,306.81
10-Apr-19	241	CHQ	£ -	£ 1,015.00

I found these two items from 2017 and 2019.

03-Jul-17	SUE E TRAD 7 TO CODA US 02JUL17	TFR	£ -	£ 351.51
15-Oct-19	FORGN PYT272645077 USD@1.2366	TFR	£ -	£ 1,797.00

For a complete list of payments 2004 – 2022, please make a request to the NSC.

No donations were made during the period of the previous treasurer's tenure of 2019 – 2021.

2. Q: How does 2022 compare to 2018 for donations?

A: It's higher. In 2018, income is £1652.59, in 2022 income is £3340.93 Apr > current year

Apr 17 - Mar 18

Total income £1,652.59

Apr 18 - Mar 19

Total income £1655.00

Apr 19 – Mar 20

Ken & Mary retreat £11524.63

Women's retreat £1000.00

Donations T7 £2531.77

Reimbursements £136.20

Unknown £709.79

Total income £14,482.81

Apr 20 – Mar 21

Loan repayment £64.45

T7 donations £6827.16

Total income £6891.61

Apr 21 – Mar 22

PLI £190.00

T7 £6178.00

Total income £6368

Apr 22 – Oct 22

PLI £80

T7 £3260.93

Total income £3340.93

3. Q: Is there any information on the possible outstanding debt to CoDA Literature?

A: Email sent to Coda Literature, requesting activity statement on all orders and purchases from NSC for literature: (email: orders@codaliterature.co.uk )  
Awaiting response

- **CoDA UK charity registration:** Below are some resources which will inform a decision regarding the registration of what is currently a “non-registered charity” without a written constitution.
  - <https://www.gov.uk/set-up-a-charity>
  - <https://www.dropbox.com/s/6fmiix2hjctlmv8/Charity%20types%20how%20to%20choose%20a%20structure%20%28CC22a%29%20-%20GOV.UK.pdf?dl=0>
  - <https://www.resourcecentre.org.uk/information/legal-structures-for-community-and-voluntary-groups/>
  - <https://charitysetup.org.uk/about/#before-you-get-started>
- **Meeting start-up fund/hardship fund:** A group of willing members including myself, have met on one occasion (August 2022) to write a draft proposal for a policy for financially supporting groups.

### **Agenda item 6a: Sponsorship Committee**

#### **SPONSORSHIP REPORT NOV 2022**

##### **Sponsorship Committee**

Hilary, Suzanne, Laura and Frank

We held a Sponsorship Workshop on Saturday October 8th. This went very well with approximately 55 people attending.

We decided to hold the workshop from 4.00-5.30 this time, in order to make it more accessible to people in different time zones. Notably people in America and Canada.

We had 3 ten-minute chairs on being a sponsor/sponsee which were well received.

Frank gave a chair on ‘The Twelve Tips for Sponsors’ and information from the Sponsorship Booklet. A lively general sharing section followed with many people sharing information and connecting with each other.

We are seeing more sponsors attending the Quarterly Workshop offering sponsorship and more people finding sponsors through the workshop and by emailing the Sponsorship Committee.

We have a list of sponsors whom we contact regularly and a list of people looking for sponsors.

We also have a general mailing list, which we use to inform people of upcoming workshops or events and to request possible chairs.

##### **Safeguarding measures at the workshop.**

In view of the Safeguarding Issues raised by a CoDA member earlier in the year, we are implementing these measures at every workshop. This included the workshop on October 8<sup>th</sup> 2022.

##### **These are as follows:**

1. The Safeguarding Policy Link to be shared at every workshop.

2. Have a main chair on Safeguarding and the use of appropriate and inappropriate behaviour regarding being a sponsor at every workshop.
3. The Twelve Tips. for Sponsors to be shared at every workshop.
4. The use of only CoDA approved literature used by sponsors emphasised at every workshop.
5. That the Sponsorship Committee emails all sponsors and would be sponsees to confirm that only CoDA approved literature is used.

## **REVIEW OF SAFEGUARDING IN CoDA AND REVISION OF THE CoDA UK SAFEGUARDING POLICY STATEMENT**

The Sponsorship Committee held an emergency Group Conscience on September 10th to discuss CoDA's Safeguarding Policy in view of an email received concerning the suicide of a sponsee. This was discussed at the last NSC Meeting in August. 8 fellows attended.

We propose that these statements be added to the CoDA Safeguarding Policy Document.

**Proposal 1. Sponsors do not ever give advice on medication in any circumstances, even if they are trained professionals. The only person who can give advice on medication is the sponsee's own medical professional.**

**Proposal 2. That only CoDA Approved Literature be used in sponsoring**

The Sponsorship Committee were also concerned that fellows who have worked up to step 5 in a possible short amount of time, could then go on to sponsor with little recovery. Could the Safeguarding Policy Statement be put on the Sponsorship Page and on the Website. We couldn't see it on there.

**It was also agreed to close the Sponsor/Sponsee WhatsApp Group for reasons of safety.**

The Sponsorship Committee.  
October 27<sup>th</sup> 2022

### [Agenda item 6d: PLI](#)

#### **Public Liability Insurance Report – Rochelle, PLI Rep/Treasurer**

Report date 29<sup>th</sup> October 2022

I contacted Methodist Insurance on 24<sup>th</sup> October to find out how many groups are covered on the policy, and to clarify some queries I had when taking over the service post:

- Policy name: "The committee for the time being of CoDA UK"
- Cover: Public Liability and Employers' Liability. "Employees" translates to "Volunteers", such as those who make tea, open the room, stack chairs, etc
- Policy reference: 21/MCS/0335223
- Cover period: 1/3/22 - 28/2/23
- Meeting numbers in total: 45 groups (please click on the link below to show a list of meetings and a sorted list)

- We have received a monetary contribution from 14 of these groups, but this policy would potentially cover all 45 groups ( or however many are reported to Methodist Insurance on an annual basis)
- No matter whether a group remains in one location or chooses a different location or meets as many times as they wish, they take the cover with them, even if that's a temporary move; no need to inform insurers of the move.
- Should a group need to make a claim, they can appoint their own spokesperson to handle their claim directly with the claims department, on the proviso that the policy holder (who is the NSC) gives written mandate by email to the group Ccing the insurers.

Meetings covered by insurance, listed here:

<https://www.dropbox.com/scl/fi/gjz0ks4d1d4izaoh24j5j/Insurance-meetings.xlsx?dl=0&rlkey=0bdzg1869stqbgmvl4yfqqawn>

The following list shows groups who have made a contribution to the insurance policy:

Public liability insurance account 22_23							
Date	Ref	Details	Amount	Date	Ref	Details	Amount
10-May-22	chq dep	Insurance repayment (Guy deposited cheque)	£ (32.41)	11-Mar-22	Xfer	CODA BALHAM PLI	£ 20.00
11-May-22	Xfer	Methodist Ins. premium (1/3/22-28/2/23) reimbmsnt to Guy	£ 455.00	11-Mar-22	Xfer	CHELSEAWEDS 6PM PLI	£ 30.00
				11-Mar-22	Xfer	CAMBSWOMEN PLI	£ 65.00
				17-Mar-22	Xfer	CHESHUNT CODA	£ 20.00
				22-Mar-22	Xfer	THURSDAY HSK PLI	£ 20.00
				28-Mar-22	Xfer	BOURNEMOUTH PLI	£ 50.00
				28-Mar-22	Xfer	CODA CLAPHAM CODA CLAPHAM PLI	£ 20.00
				29-Mar-22	Xfer	EXETER CODA PLI	£ 40.00
				30-Mar-22	Xfer	CODA COVENTRY COVENTRY CODA PLI	£ 20.00
				08-Apr-22	Xfer	BRISTOL P & F PLI	£ 20.00
				20-Apr-22	Xfer	CODA MEN'S MEETING HASLEMERE MEN PLI	£ 20.00
				09-May-22	Xfer	WINDLESHAM PLI	£ 20.00
				18-May-22	Xfer	CAMB.IN PER MT PLI	£ 50.00
				06-Jun-22	Xfer	DROITWICH CODA+PLI	£ 20.00
				20-Sep-22	FPI	CODA HALEBARNES/PLI	£ 30.00
29-Oct-22	c/fwd		£ 22.41				
			£ 445.00				£ 445.00

### [Agenda item 6i: North Region Update](#)

The CoDA UK North and Regions intergroup committee invites you to attend the upcoming interim business meeting on the 19<sup>th</sup> November 2022 10:30-12:30 on Zoom.

Zoom details for each meeting:

<https://us02web.zoom.us/j/85208910153?pwd=NjZSd1VnMGVBcWVNTGJoaG1xc1JoUT09>

Meeting ID: 852 0891 0153 Passcode: 176130

Contact for any further information: [northregion@codauk.org](mailto:northregion@codauk.org)

During the meeting on 22<sup>nd</sup> October we appointed many new service roles, including:

- Chair: Philip F.
- Co-Chair: Mari H.
- Secretary: Serina K.
- Treasurer: Tina G.
- Literature: Jane B. & Ciara W.
- Technology and Comms: Pete H.
- Workshops & Retreats: Gillian A., Pete H. & Noddfa Retreat Committee

It was also decided that any meetings outside of the current UK LSER (London and South East Region) are welcome to join this intergroup.

All are welcome to join us, GSRs and members alike, to discuss retreats, events, services for members, and representing the voice of CoDA UK members at the CoDA service conference.

This meeting will be in part to help set the agenda for the regular January 2023 intergroup business meeting and moving to running the business meeting in the morning with a workshop in the afternoon reading CoDA literature.

We hope you can join us and together we can provide ever greater service to CoDA members.

#### [Agenda item 6j: London & South East Region report](#)

**GSR/Rep/Committee member:** Andy B – outgoing LSER chair (& NSC chair)

After re-forming in July 2020, the London & South East Region had a promising start but attendance and service have fallen away (see table below). By July 2022 only one committee member remained in service; others had completed their terms. We believe the LSER serves over 50 groups, but with very low attendance and no members coming forward into service, the LSER can no longer function as a committee at this time.

We voted to continue instead with GSR/members' forums and service workshops every 3 months. We also created two new LSER Coordinator roles to run these sessions (two outgoing committee members are willing to put themselves forward). It was suggested that the new 3-monthly events could simply be called members' forums and workshops, to be more attractive to members. LSER committee service vacancies will continue to be announced at these events, in the hope that the LSER can resume fully in future.

At the October meeting the LSER was holding £8115.24. Most of this amount dates back to when the LSER was last functioning, some years prior to 2020, and had been looked after by the NSC in the meantime. Since re-forming, the LSER has not been able to estimate future expenditure and so has been unable to set a prudent reserve. £1000 was donated to the NSC in April 2021.

With the committee ceasing to function, we voted to leave £3000 in the LSER bank account for such time as the LSER resumes as a committee, and donate all the remainder (5115.24) to World Service. The original proposal had been to donate this large surplus to the NSC, but the LSER Treasurer (who is also the NSC Treasurer) suggested that donating it to CoDA World Service was simpler in view of charitable status implications for the NSC.



### LSER attendance since re-forming

LSER meeting	Committee members	GSRs also committee members	GSRs	Acting GSRs voted in by groups for the day	Total GSRs	Total attendance
3 Oct 2020	3	2	4		6	9
9 Jan 2021	4	2	5	1	8	14
10 April 2021	5	4	5	1	10	12
10 July 2021	4	5	2	1	8	9
9 Oct 2021	4	3	3	1	7	8
15 Jan 2022	4	3	1		4	5
9 Apr 2022	3	2	1	1	4	5
9 July 2022	1 + 2 outgoing	2	4		6	8
8 Oct 2022	1 +1 outgoing	1	2		3	5

### LSER service as at Oct 2022

	Previous	Current member	Voted in	Term ends
Chair	Andy Jul 20 – Jul 22	Vacant		
Comms Sec	Annie Jul 20 – Jul 22	Vacant		
Treasurer		Rochelle	Apr 21	Apr 23
Regional Rep	Louise Jan 21 – May 22	Vacant		
Minutes Sec	Carmel Jul 20 – Oct 21	Vacant		
LSER co-ordinators (2)	New positions. 2 members are interested in putting themselves forward at the January workshop/forum meeting.			

[Agenda item 7: CoDA Service Conference \(CSC\)](#) – this was received after the meeting took place and is attached separately

### [Agenda item 9a. Proposal from LSER on 7th Tradition funds](#)

**Proposal:** Request that the NSC takes over the LSER bank account again and holds the remaining £3000 as a reserve for such time as the LSER resumes as a committee.

### [Agenda item 9b: Proposal from Treasurer on PayPal](#)

Rochelle S, Treasurer NSC

#### **Proposal:**

- For the NSC to have a PayPal account into which groups may pay their donations, and out of which a Zoom account can be serviced by direct debit.
  - To connect the PayPal account to the bank account
  - To name the PayPal account: NSC Treasurer CoDA UK. Not to add a DONATE button on the webpage, so as not to invite rogue/member/non-group donations
- Write a guide "How To Set up an Anonymous PayPal Account", which could be published onto the website, or not, if groups want guidance.

**Supporting background information:**

Having a PayPal account would provide a convenient route for groups to be able to donate anonymously from their group PayPal accounts (which most groups are likely using), avoiding the need to transfer funds to a personal account before donating. One signatory only would be provided; however the log in could be shared with the 4 signatories set up on the current accounts. When groups wish to donate, once they write an email to the treasurer, the treasurer can provide them with the PayPal.me address in an email response. There are guides written by other 12 step fellowships, from which this "How To" guidance could be lifted and customised.