

CODA UK National Service Committee (NSC) Meeting
Saturday 3rd February 2024

10-3pm

Zoom Meeting (see email/website for sign in details)

The meeting will follow the successful recent format of 30 second shares from each member before a vote is taken, if one is required. Time per agenda item has been extended in recent NSC meetings to allow for better spiritual decision making. Please note that there may not be enough time in the meeting to go through any written reports in detail, so **we ask all members to come prepared, having read the reports and agenda items in advance**. We will then we have time for questions, sharing and reflection during each agenda item.

All CoDA members are invited to attend NSC meetings and the AGM, but only NSC Committee members and Group Service Reps (GSRs) can vote on any proposals. Nominations can only be accepted if the nominated member is in the meeting.

Please note, the minute taker will record any votes and actions, which we will review at the end of the meeting. Any references to individuals are on a first name basis only. If you do not wish to be mentioned by name in the mins, please make this clear to the minute taker.

NSC Committee Members

Andy, Chair & Bank Signatory; Rochelle, Treasurer, Public Liability Insurance, CoDA Service Conference (CSC) Rep & Website team; Bryony, Secretary, Meetings List & Website team; Kate, Comms, Website, Public Information (PI) & CSC Rep (alternate); Sam, PI, Comms & Website team; Jane, North Region Intergroup rep; Philip and Gillian, Bank Signatories; Emma, CSC Rep.

| <u>Agenda item</u> | Start | Finish |
|--|--------------|---------------|
| 1 Welcome , moment's silence, 12 Traditions, 12 Service Concepts and Sharing Guidelines. Reminder of 30 second time out with serenity prayer if anyone requests. Appointment of a spiritual timekeeper 15 mins | 10.00 | 10.15 |
| 2. Introductions and Feelings check in (individual only, i.e. not service, subcommittee or group reports – if any groups wish to raise questions, please do so in AOB, item 11 or in the Ask It Basket session after the AGM). Please be as brief as possible – service positions and “three words only” for feelings check-in. Establish members eligible to vote 15 mins | 10.15 | 10.30 |
| 3. November NSC minutes 20 mins attached Are there any questions? Carried forward from previous meetings and not yet complete: <i>May NSC:</i> Voted to engage a professional to advise on and support the committee with the decision to become a Charitable Incorporated Organisation (CIO), any compliance guidelines we will need to work with, and responsibilities around trustees (cost of approximately £100 for an hour's advice via Zoom). Update Aug: The application deadline has been extended. Work is ongoing so nothing else to report. <i>May NSC:</i> Emma, Rochelle and Andy volunteered to work on some wording and flyers to share with the fellowship via WhatsApp groups etc to promote these vacant service roles. | 10.30 | 10.50 |

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| <p><i>Aug NSC: The treasurer raised a concern about transaction authorisation. They will look into this with the bank as the account needs to be set up the way we requested. They will report back.</i></p> <p><i>Update to be given in the meeting</i></p> <p><i>Aug NSC: Propose to provide all new Face to Face meetings with a physical literature pack worth £114. The meeting rep could choose what they wanted, and NSC Treasurer would transfer the money to the meeting ahead of when their order is made and the meeting would provide the receipt for NSC records. Lydia, Rochelle & Andy volunteered to re-craft this proposal and bring it back to the NSC.</i></p> | | |
| 4. Chair's report 10 mins attached | 10.50 | 11.00 |
| <p>5. Subcommittees & service areas: reports & updates from members in service</p> <p>30 second timed shares following verbal summary of reports</p> | | |
| 5a. Sponsorship Committee <i>no-one in service</i> | 11.00 | 11.05 |
| 5b. Member Networks/CoDA Outreach Groups <i>no-one in service</i> | 11.05 | 11.10 |
| 5c. Literature <i>no-one in service</i> | 11.10 | 11.15 |
| <p>5d. Public Liability Insurance (PLI) 10 mins</p> <p><i>report attached and discuss renewal for 2024-25</i></p> | 11.15 | 11.25 |
| <p>5e & f. Website & Meetings list; Comms 20 mins</p> <p><i>Reports from Website and Meetings list attached</i></p> <p><i>Report from Comms team attached</i></p> | 11.25 | 11.45 |
| 15 minute break (may be moved if earlier timings change) | 11.45 | 12.00 |
| <p>5g. Public Information (PI) and Hospitals & Institutions (H&I) 20 mins</p> <p><i>Report from PI and H&I team attached</i></p> | 12.00 | 12.20 |
| <p>5h. CoDA North & Regions 15 mins (<i>January meeting minutes available after 20th Jan from northregion@codauk.org</i>)</p> <p><i>Report from regional rep attached</i></p> | 12.20 | 12.35 |
| <p>5i. London & South East Region 5 mins</p> <p>Workshops on 12 Service Concepts ongoing quarterly, next one in April (Concept 5)</p> <p><i>Report attached</i></p> | 12.35 | 12.40 |
| <p>6. Treasury report 20 mins</p> <p><i>Report attached</i></p> | 12.40 | 13.00 |
| <p>7. Service positions vacant 20 mins</p> <p>Discussion if needed; votes</p> <p>Key positions vacant:</p> | 13.00 | 13.20 |

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| <ul style="list-style-type: none"> • Literature Secretary • Meetings List Coordinator/s • Sponsorship Rep/s • Vice Chair • General NSC Members, including email responders, internal comms people, website coordinators (including volunteers to develop the service pages), public information team and more. <p>All available positions, including shared ones: https://codauk.org/nsc-service-positions/</p> | | |
| 15 minute break (may be moved if earlier timings change) | 13.20 | 13.35 |
| 8. CoDA Service Conference (CSC) 20 mins <i>Report attached from Emma, one of our UK Voting Entity (VE) reps</i> Vote for our 2024 CSC VE reps (2 reps and 1 alternate) | 13.35 | 13.55 |
| 9. CoDA Teen 10 mins <i>Report attached on work being developed for CoDA worldwide</i> | 13.55 | 14.05 |
| 10. Agenda items attached 30 second timed shares | | |
| 10a. Group Inventory 10 mins We agreed an annual group inventory of the NSC Committee. In line with Fellowship Service Manual (FSM) recommendations and as a requirement for service on the committee. Decide on a date for rearrangement as January meeting postponed | 14.05 | 14.15 |
| 10b. Dates of NSC meetings 2025 10 mins Proposal to move NSC meetings back by 1 month from 2025, i.e. first Saturday in Mar/Jun/Sep/Dec, so that preparation of AGM papers isn't impacted by Christmas holiday. Maybe schedule in a Group Inventory date and a CSC prep meeting date as well. | 14:15 | 14.25 |
| 11. Any Other Business (AOB) 20 mins | 14.25 | 14.45 |
| 12. Agree actions onscreen so minutes can be circulated straight away 11 mins | 14.45 | 14.56 |
| 13. Confirm timing of next meeting: Saturday 4 May 2 mins | 14.56 | 14.58 |
| 14. Close – Promises and long form Serenity Prayer 2 mins | 14.58 | 15.00 |
| Ask It Basket Session This is a chance to ask anything you wish about CoDA UK and service. Submit questions throughout the AGM and during this session, and they'll be put to the group for our group's Higher Power to answer in the form of our experience, strength and hope. As one NSC trusted servant said: often the best way to ask a question in CoDA is simply to state it as an issue. But please feel free to ask anything. | 15.15 | 16.30 |