

**CODA UK National Service Committee (NSC) Meeting**  
**Saturday 2<sup>nd</sup> November 2024 1-5pm**

**AGENDA**

**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 & CSC Rep (alternate); Jane, Literature Secretary & North Region Intergroup rep; Philip and Gillian, Bank Signatories; Emma, CSC Rep.

<b><u>Agenda item</u></b>	<b>Start</b>	<b>Finish</b>
<b>1 Welcome</b> , moment's silence, 12 Traditions, 12 Service Concepts and Sharing Guidelines. Reminder of 30 second time out with serenity prayer if anyone requests. <b>Appointment of a spiritual timekeeper 15 mins</b>	<b>13.00</b>	<b>13.15</b>
<b>2. Introductions and Feelings check in</b> (individual only, i.e. not service, subcommittee or group reports – if any group reps have brought AOB, please let us know now. Please be as brief as possible – service positions and “three words only” for feelings check-in. <b>Establish members eligible to vote 15 mins</b>	<b>13.15</b>	<b>13.30</b>
<b>3. August 2024 NSC minutes 10 mins attached</b> Are there any questions?  <b>Carried forward from previous meetings and not yet complete due to the capacity of members giving service. Would you like to help? Please come along and offer your time to support the completion of these items:</b> <i>May 2023 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). <i>Update Aug 2023:</i> The application deadline has been extended. Work is ongoing so nothing else to report. <b>Update Aug 2024:</b> The application had been timed out, so can be revived as a new application using the same information. We haven't yet had independent advice and our income	<b>13.30</b>	<b>13.40</b>

<p>did not exceed the limit by which we needed to register as a charity in the last year. Work will continue to make the application in the next few months. Need to establish our year end, eg AGM to AGM, or financial year, or calendar year etc. This will be brought to the next meeting, along with any other decisions arising from the application which are required.</p> <p><i>May 2023 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.</p> <p><i>Aug 2023 NSC:</i> 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 &amp; Andy volunteered to re-craft this proposal and bring it back to the NSC. <b>Update Aug 2024:</b> Work has resumed on this and will be brought to the next meeting. Members are being consulted for their views on how this proposal could look.</p>		
<p><b>4. Subcommittees &amp; service areas:</b> reports &amp; updates from members in service</p> <p>30 second timed shares following verbal summary of reports</p>		
4a. Sponsorship Committee <i>no-one in service</i>		
4b. Member Networks/CoDA Outreach Groups <i>no-one in service</i>		
<p><b>4c. Literature 30 mins</b> <i>Proposal attached</i></p> <p><b>Proposal:</b> to order CoDA literature in advance from the UK publisher, paid for by the NSC, was accepted by the NSC meeting in August this year, pending a closely costed list of the proposed order. The total cost for the order is <b>£6,642.50</b>.</p>	13.40	14.10
<p><b>4d. Public Liability Insurance (PLI) 5 mins</b></p> <p><i>Action from August: Circulate report on all engagements happening in the UK?</i></p>	14.10	14.15
<p><b>4e Website &amp; Meetings list 10 mins</b></p> <p>Update attached</p>	14.15	14.25
<b>4f Communications 5 mins</b>	14.25	14.30
<b>4g. Public Information (PI) and Hospitals &amp; Institutions (H&amp;I) 5 mins</b>	14.30	14.35
<p><b>4h. CoDA North &amp; Regions 10 mins</b></p> <p><i>Minutes of meeting on 5 October attached</i></p>	14.35	14.45
4i. London & South East Region <i>not currently running</i>		
<b>15-minute break</b> (may be moved if earlier timings change)	14.45	15.00
<b>5. Treasury 20 mins</b> <i>Report attached</i>	15.00	15.20
<b>6. Service positions vacant 20 mins</b>	15.20	15.40

<p>Discussion if needed; votes</p> <p><b>Key positions vacant:</b></p> <ul style="list-style-type: none"> <li>• Website <i>term ran to May 2024 Kate</i></li> <li>• Communications <i>term ran to May 2024 Kate &amp; Sam</i></li> <li>• Public Information <i>term ran to Aug 2024 Kate &amp; Sam</i></li> <li>• Secretary <i>term ends Nov 2024 Bryony</i></li> <li>• Vice Chair</li> <li>• Sponsorship Rep/s</li> <li>• Meetings List Coordinator/s</li> <li>• General NSC Members, including email responders, internal comms people, website coordinators (including volunteers to develop the service pages), public information team and more.</li> </ul> <p><b>All available positions, including shared ones:</b>  <a href="https://codauk.org/nsc-service-positions/">https://codauk.org/nsc-service-positions/</a>  Shadowing roles before choosing to take them on is welcomed, and sponsorship into new roles is available.</p>		
<p><b>7. CoDA Service Conference (CSC) 20 mins</b> <i>report attached</i></p> <p>Report from reps who attended</p> <p>Request to discuss how CSC decisions are circulated to the UK fellowship (for example, only CSC-endorsed literature in meetings)</p>	15.40	16.00
<p><b>8. Agenda items</b> <i>attached 30 second timed shares</i></p>		
<p><b>8a Literature Information and Finances 15 mins</b> <i>attached</i>  <b>PROPOSAL:</b> To request from the CoDA UK literature publisher monthly reports of literature sales and also to request the details of any money to be reported to the NSC or CoDA Inc as detailed in the contract.</p>	16.00	16.15
<p><b>8b Healthy meetings 15 mins</b> <i>attached</i>  <b>PROPOSAL:</b> to hold monthly meetings of the NSC</p>	16.15	16.30
<p><b>9. Any Other Business (AOB) 15 mins</b></p>	16.30	16.45
<p><b>10. Future meetings:</b>  <b>Continuation of NSC Group Inventory started 1<sup>st</sup> June</b>  7 December 2024 1-4pm  <b>Dates of NSC meetings 2025</b>  1 March NSC AGM: as 2024, 10-3 business, 3.15-4.30 ask it basket?  Timings to be agreed  7 June NSC  6 September NSC  6 December NSC  Group Inventory date and a CSC prep meeting date to be confirmed at future NSC meeting once other dates known</p>	16.45	16.50
<p><b>11. Agree actions onscreen so minutes can be circulated straight away 8 mins</b></p>	16.50	16.58
<p><b>12. Close – Promises and long form Serenity Prayer 2 mins</b></p>	16.58	17.00
<p><b>Date of next meeting:</b> Saturday 1 March time tbc as per item 10</p>		
<p><b>Future Business:</b></p>		

Schedule in a Group Inventory date and a CSC prep meeting date for 2025 Planning for Ken and Mary event in 2025 as required Follow up on items carried forward (item 3)		
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<b>Ask It Basket Session</b>  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.	<b>17.00</b>	<b>17.30</b>
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