

**CODA UK National Service Committee (NSC) Meeting**  
**Saturday 1 March 2025 10-3pm**

**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 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, General NSC Member; Jane, Literature Secretary & North Region Intergroup rep; Gillian, Bank Signatory; Emma, CSC Rep.

**Attendees:**

Andy, Chair & Bank Signatory, GSR Canterbury Sunday  
Rochelle, Treasurer, Public Liability Insurance, CoDA Service Conference (CSC) Rep & Website team  
Bryony, Secretary, Meetings List & Website team  
Jane, Literature Secretary & North Region Intergroup rep  
Kate, Comms, Website, Public Information (PI) & CSC Rep (alternate)  
Gillian, Bank Signatory  
Sam, General NSC Member  
Julia, GSR Exeter and NSC Meetings List service  
Don, GSR In This Moment Tuesday online  
Mandy, GSR East Kent  
Tim, GSR Stroud  
Carol, GSR Stockton Heath  
David, GSR Liverpool in person  
Jason, NSC Comms service, GSR Sunday Mens meeting  
Mike R, GSR, Balham  
Michael, member

<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>10.00</b>	<b>10.15</b>

<p><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). If you have general questions, you can raise them in the Ask It Basket session after the meeting. Please be as brief as possible here – service positions and “three words only” for feelings check-in.</p> <p><b>Establish members eligible to vote 15 mins</b></p> <p>VE: 12 at 10.25</p>	10.15	10.30
<p><b>3. November 2024 NSC minutes 20 mins attached</b> Are there any questions?</p> <p><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></p> <p><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 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><b>Proposal:</b> To drop the NSC becoming a CIO due to the amount of work involved and because we’ve dropped below the financial threshold: <b>VE 12 – For: 11 Against: 0 Abstentions: 1</b></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>It was decided to drop this action as it hasn’t moved on for two years.</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. <b>Update March 2025:</b> <b>Proposal:</b> NSC to provide literature pack to new groups if asked from NSC stocks of literature. Groups to request their own literature.</p> <p>VE 12 – For: 5 Against: 2 Abstentions: 4 Motion not carried. When discussed later, a member retracted a vote For.</p>	10.30	10.50

<b>ACTION:</b> Volunteers from the fellowship wanted to consider this item and take it forward as a proposal as there is still a need expressed. Please contact <a href="mailto:chair@codauk.org">chair@codauk.org</a> if your group would like to support with some work on this.		
<b>4. Chair's report</b> 10 mins <i>attached</i>	<b>10.50</b>	<b>11.00</b>
<b>5. Subcommittees &amp; service areas:</b> reports & updates from members in service 30 second timed shares following verbal summary of reports		
<b>5a. Sponsorship Committee</b> sub-committee verbal update? 10 mins  Proposal to revive the <a href="mailto:sponsorship@codauk.org">sponsorship@codauk.org</a> mailbox to support the team at a cost of £1.54 per month/£18.58 per year  VE 13 – For: 13 Against: 0 Abstentions: 0	<b>11.00</b>	<b>11.10</b>
<b>5b. Member Networks/CoDA Outreach Groups</b> 10 mins <i>no-one in service</i>  There are four well-moderated outreach WhatsApp groups, all of which seem safe with regular group consciences. Some started in the UK but are now worldwide. There is no central GSR to represent these groups to the NSC. Request from a member present to share the guidelines used by these groups on how to run a safe, boundaried WhatsApp group. Rochelle is doing some work on the WhatsApp guidelines document for the sponsorship groups, and can share it as required. We hope to share them on the CoDA UK website in due course.	<b>11.10</b>	<b>11.20</b>
<b>5c. Literature report</b> 20 mins <i>attached</i>  All literature taken to events will be logged, and accounts of what has been sold will be kept.  The literature funded by seventh tradition donated to both NSC and IN&R is being held as a prudent reserve of literature for CoDA UK.	<b>11.20</b>	<b>11.40</b>
<b>5d. Public Liability Insurance (PLI)</b> 10 mins <i>see Treasurer's report</i>  If groups would like to be covered, they need to contact the Treasurer every year when the update comes out by email. Renewal is in February each year. Groups can also opt in at any time during the year, but cover cannot be backdated. Online and in person groups are covered.	<b>11.40</b>	<b>11.50</b>
<b>5e Website &amp; Meetings list</b> 20 mins  <i>Updates attached</i>	<b>11.50</b>	<b>12.10</b>
<b>5f Communications</b> 15 mins  <i>Update attached</i>	<b>12.10</b>	<b>12.25</b>
<b>15-minute break</b> (may be moved if earlier timings change)	<b>12.25</b>	<b>12.40</b>
<b>5g. Public Information (PI) and Hospitals &amp; Institutions (H&amp;I)</b> 15 mins  <i>Update attached</i>	<b>12.40</b>	<b>12.55</b>

<b>5h. CoDA North &amp; Regions 20 mins</b> <i>Minutes of meeting on 25 January attached for information</i>  Planning for CoDA Founders Weekend in Manchester 17-18 May 2025 – <a href="#">full details here</a>	12.55	13.15
<b>5i. London &amp; South East Region 5 mins</b> <i>not currently running</i>	13.15	13.20
<b>6. Treasury 20 mins</b> <i>Report attached</i>	13.20	13.40
<b>7. Service positions vacant 20 mins</b>  Discussion if needed; votes  <b>Key positions vacant:</b> <ul style="list-style-type: none"> <li>• Website – join the team</li> <li>• Communications – join the team</li> <li>• Public Information – join our informal service network</li> <li>• Secretary – shadow wanted during 2025</li> <li>• Vice Chair</li> <li>• Sponsorship Rep/s – or join our informal working group</li> <li>• Meetings List Coordinator/s – join the team</li> <li>• Bank signatories</li> <li>• General NSC Members</li> </ul> <p><b>No members came forward (except as CSC reps, below)</b></p> <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.  A discussion about how to let members know about service was held.  Suggestions included:</p> <ul style="list-style-type: none"> <li>• Additional info to be put on auto responders and email signatures from the codauk inboxes, so it's sent out to any member who emails in.</li> <li>• Could we hold a service workshop?</li> <li>• Members can all share with their own groups about the importance of service.</li> <li>• Can we send the new newsletter to every meeting contact and ask them to share it in meeting notices?</li> <li>• Living our Recovery Through Service is a new publication about doing service.</li> <li>• Hoping that we can provide more information about being a GSR and doing service, maybe with a stand at the weekend in May?</li> <li>• Make sure we don't couch any workshops in terms of the word 'service', more about deepening recovery.</li> <li>• Flyers – are there any members in service who can use Canva or similar, to create info to share in WhatsApp groups?</li> <li>• Can members share ESH of their service work?</li> <li>• Can we spread word via the contacts for each meeting, where their consent allows?</li> </ul>	13.40	14.00

<p><b>8. CoDA Service Conference (CSC) 25 mins</b> <i>report attached</i></p> <p>Request to discuss how CSC decisions are circulated to the UK fellowship (for example, only CSC-endorsed literature in meetings)</p> <ul style="list-style-type: none"> <li>A suggestion was to share the QSR (Quarterly Service Report) with GSRs as part of NSC communications. It's a very accessible document, though fairly long.</li> </ul> <p>Vote for our 2025 CSC VE reps (2 reps and 2 alternates)</p> <p>Sam: <b>VE 10 – For: 8 Against: 0 Abstentions: 2</b></p> <p>Rochelle: <b>VE 10 – For: 9 Against: 0 Abstentions: 1</b></p> <p>Kate offered to support the reps with technical work, eg surveys.</p> <p>We thank our outgoing CSC rep Emma and our outgoing Alternative rep Kate for their service.</p>	14.00	14.25
<p><b>9. Agenda items</b> <i>attached</i> <b>30 second timed shares</b></p>		
<p><b>9a. CoDA UK Safeguarding Policy 10 mins</b> <i>agenda item attached</i></p> <p>Volunteer/s (subgroup) to review the CoDA UK Safeguarding Policy to incorporate recent guidance from the CoDA Healthy Meetings Taskforce and draft an amended version for consideration by the NSC</p> <p><b>ACTION:</b></p> <p>Agreed to update the Safeguarding Policy in line with the above proposal.</p> <p>Include details of the Healthy Meetings Taskforce in the document.</p> <p>To circulate the updated version to meeting contacts and GSRs.</p> <p><b>VE 11 – For: 11 Against: 0 Abstentions: 0</b></p> <p>Suggestion: include guidance on how a member's behaviour could impact a meeting.</p> <p>Volunteers to redraft Safeguarding Policy: Julia, Sam, Andy willing to work on this. Bryony happy to proofread once done.</p>	14.25	14.35
<p><b>10. Any Other Business (AOB) 20 mins</b></p> <p>Revisit vote on literature pack from item 3? <b>ACTION:</b> Carry forward to next NSC – need to include on the agenda.</p> <p>Is literature stock held by our Literature Secretary insured? Does any cost need to be funded by the Fellowship to make us self-supporting?</p> <p><b>ACTION:</b> Carry forward to next NSC.</p> <p>GDPR on mailing list, if we use a new newsletter mailing programme.</p> <p><b>ACTION:</b> Tim, Andy and Bryony to take this forward. Need to confirm meeting date to discuss.</p>	14.35	14.55
<p><b>11. Future meetings: 1 min</b></p> <p><b>Dates of NSC meetings 2025</b></p> <p>7 June NSC</p> <p>6 September NSC</p> <p>6 December NSC</p> <p>Group Inventory date tbc</p>	14.55	14.56

CSC prep meeting date to be confirmed at future NSC meeting once other dates known – 15 July is 75 days before the event so we'll need to build in meetings for CSC prep meetings in the UK.		
<b>12. Agree actions onscreen so minutes can be circulated straight away 2 mins</b>	<b>14.56</b>	<b>14.58</b>
<b>13. Close – Promises and long form Serenity Prayer 2 mins</b>	<b>14.58</b>	<b>15.00</b>
<b>Date of next meeting:</b> Saturday 7 June 1-5pm		
<b>Future Business:</b> Schedule in a Group Inventory date and a CSC prep meeting date for 2025 Follow up on items carried forward (item 3)		

<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>15.15</b>	<b>16.30</b>
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