



**CoDA UK – National Service Committee (NSC) & London and South Region
Combined Meeting - Minutes
Saturday August 4th 2018
1.00pm to 4.00pm
Waterloo Action Centre**

Present:

Tony	- NSC Chair & Inter Group Service Rep CoDA North
Don	- NSC member and Minute Taker
Bruno	- GSR Chiswick & NSC Website Committee
Alison	- GSR Poole & NSC
Sarah	- GSR Hampstead
Luis	-
Inci	-
Hilary	-

Apologies:

Ray	- NSC Member – News and Events
Matt	- NSC Treasure and Literature

Welcome & Opening:

Before opening the meeting, Tony gave a brief explanation and overview of the integration of the London and South East Region (LSER) with the National Steering Committee, in forming the new National Service Committee, which now meets every two months. He provided this overview at the request of Hilary, who had come along to attend an LSER meeting.

Tony then opened the meeting and invited attending members to check in. After reading the traditions, Tony reviewed the outline agenda Don had provided, based on the agenda items suggested by Ray and the NSC WhatsApp Forum. Tony allocated timings to the agenda items and the meeting began with a review and approval of the minutes from the last meeting.

Approval of minutes and actions arising:

Tony thanked Don for the minutes of the last NSC meeting in June and asked the meeting to approve.

Bruno asked for the minutes to include that he had offered at the last meeting to act as a liaison with the parties and stakeholders involved in the hosting and management of the website and had made good progress since this was agreed. Don agreed to make this amendment and the minutes were approved.

ACTION: Don to update minutes with Bruno's request and provide final copy to Ray for upload to Website.

Website Update:

Bruno circulated a summary of communications and considerations relating to the status and future options for the Website and talked through the key points.

He said he had spoken with Amma (current Webmaster) as the current hosting agreement for the website ends in September and he was going to pick up with her again next week to discuss/ confirm the following:

1. Date when current web hosting agreement ends
2. Possibility of extending hosting agreement with existing provider
3. Confirmation that the suggested new hosting provider could host the current website

Bruno ran through the research and costs associated with moving over to Amma's suggested provider of "one.com" and informed the meeting that for circa £70.00 per annum we would have a new website hosting provider that could support the new "WordPress" architecture and which would provide unlimited email accounts.

Tony said that the NSC has approved a spend of up to £1,000 to get the website moved and updated in previous meetings and this should be a priority

Don expressed his concern that with a September date rapidly approaching when we may lose our website hosting service, the current priority focus should be on maintaining a service even if we need to move it over as in, and to secure more time to update and modernise.

Bruno reported that the new website would allow potentially each meeting to have a web page and facilitate improved communications and information dissemination from the NSC to meetings and vice versa.

Tony suggested that with the rapidly approaching deadline relating to the Website hoisting agreement was there a need to hold another NSC meeting in a month.

Alison suggested that the members of the Website Committee review the requirements and status following Bruno's catch up with Amma next week and proceed as needed. Then is necessary, call a 1st September meeting if required.

Luis asked about access to the website WhatsApp forum and Bruno said if he provided his mobile number, he could be added.

Sarah asked that in considering the new Website design and architecture, had any thought been given to "Search" optimization, to help extend to word.

Bruno suggested there were indeed opportunities to optimise the website to appear in more searches and the possible use of "blogs" to increase traffic and hits.

Public Information:

Don opened this discussion on PI by summarising the key points made by Ray in his suggestion of discussion items for the NSC agenda. Don mentioned that Sue from the Darwen meeting had voiced her interest to Ray in getting involved in outreach service and was hoping to be able to attend a meeting of the NSC.

Currently a former attending member of the NSC, Liz has been monitoring emails coming into the PI email address and Ray has emailed Liz to see if she wishes to continue. Ray suggested

that if Liz is happy to continue monitoring and managing email into the PI address, Sue could work alongside Liz, but with her focus on outreach service.

Hilary introduced discussion on the need for focused resources and planned activity in supporting PI (Public Information).

Tony suggested that the NSC could consider a “special worker” position for this area to provide focus and continuity

Inci suggested that if the NSC was to appoint a “special worker” or engage professional services to begin a PI programme, it could be worth considering “shadowing” or training CoDA service volunteers to encourage members to step into the role.

Luis asked where this stood in relation to Tradition 11 and that our PR policy is based on attraction rather than promotion and a discussion followed with members providing examples of both.

Don mentioned that there had previously been some PI/PR collateral developed by the NSC and remembers for example boxes of CoDA business card style contact cards being produced to provide to meetings and wondered what could be done going forward to ensure that if collateral is produced that it can be appropriately stored or archived for future use.

Bruno responded by saying that the new website should include an archive for electronic documents and templates and that we could possibly look into a physical storage facility if we were to be producing posters, pamphlets. Documents etc. as hard copies.

Ken & Mary Workshop:

Tony reported on the progress made by the CoDA North region, with the target being to hold the workshop in or before March 2019 in Edinburgh. A venue for a possible London workshop is still being investigated, and Bruno suggested Camden or Richmond church halls as possible options.

Alison proposed setting up a WhatsApp group for the K&M workshops to help support and coordinate activities and progress and proposals generated could then be presented to the NSC for decision/approval.

Hilary asked about the decision criteria that the NSC would apply and Tony replied that the NSC were looking for the workshops to be self-funding. A discussion then pursued as to whether this was a necessary requirement and with the funds held by NSC/LSER if further support should be given.

CoDA UK & Region:

Tony provided an overview and update on CoDA North region, beginning by informing the meeting that it was originally set up to connect 12 meetings in the North/ North West and the regional quarterly meetings are typically attended by 6-7 GSRs.

Hilary suggested that awareness of the current situation regarding LSER and NSC was confused and that it was important to communicate to members via the website and asked if the NSC had email addresses for the meetings.

Tony asked about funding GSR attendance at NSC/Regional meetings and Don replied that he believed that the home meeting for the attendant GSR covered the cost of their GSR.

Tony suggested revisiting the communication/letter he had drafted on taking up the Chair role on the NSC to send to all meetings.

Don proposed that the NSC might wish to cover the cost of a GSR's first attendance at an NSC meeting to encourage more attendance and to allow GSR's from smaller meetings that may not have local funds to attend.

This suggestion was proposed, seconded and voted eight for and with one abstaining.

Finances:

Matt provided confirmation of the balance in the LSER account, which currently stands at £7,700.54p. He has not yet been able to gain access to the CoDA UK account but from the last NSC minutes this is believed to have circa £8,000; providing a combined balance of circa £16,000.

Don read Ray's update on Funds, informing the NSC that the Guildford Saturday Men's meeting was transferring £1,000 into the LSER account. He had not heard from Su recently about getting Matt access to the NSC account but he was now a signatory and thought all would be fine in relation to accessing statements etc. once Matt has access.

Tony expressed concern over the length of time this is taken and said he hoped it would all be sorted ahead of the next NSC meeting.

Groups Insurance Proposal (Public Liability/Indemnity)

Don reported that Ian the current NSC literature secretary had done some work previously in getting quotes for meeting PL insurance covering multiple meetings from 10 plus to a national policy. He provided a copy of the proposal to the NSC with the hope to canvas meetings to identify how many felt they needed/wanted insurance.

Don reported that the typical cost for a single meeting was about £150 and Ian had a quote for a national policy to cover 100 meetings at circa £1,500.

Don agreed to speak with Ian and see if he was happy to check current prices and provide an updated copy of the quote.

Tony said that none of the four meetings in Manchester needed insurance.

Literature

Don reported he understood that a contract extension was now signed between CoDA Inc. and Polwarth to allow continued rights to publish CoDA literature in the UK that Ian had done considerable service in liaising with both CoDA Inc., and Polwarth in getting this agreed.

CoDA UK is not a party to this contract which is directly between CoDA Inc in the US and Polwarth. Don had a printed copy of the draft contract Ian had previously shared with the NSC that Alison asked to review.

It was felt that the current arrangements for UK literature with Polwarth is now working well for members and Alison asked if there was any risk that Polwarth may decide it is not working for them, to withdraw.

Don reported that Ian had been involved in negotiating repayment of the start-up loan of £4,000 made to help fund set for the first print run. He mentioned that this also required an investment by Polwarth of circa £7,000. Don was unable to answer questions relating to how this repayment was to be made and if any repayments had been received.

A.o.B

Tony reported that the Annual CoDA Conference was being held in San Diego in October

The date of the next meeting to be held in the Waterloo Centre is the 6th October

£14.20p was donated in a Tradition 7 collection at the morning CoDA meeting and taken by Don