

**CoDA UK – Annual General Meeting - Minutes**  
**1<sup>st</sup> February 2020**  
**10.00 – 5.00pm**  
**Waterloo Action Centre. London.**

**Present:**

Bryony	GSR Monday Night Manchester
Ian	GSR Monday Victoria Men's Group
Kate	GSR Beckenham
Karen	Coventry
Richard	GSR Wednesday Night Kingston
Bruno	NSC Treasurer & GSR Chiswick
Kate	GSR Islington
Christine	GSR (Joint) Twickenham
Ben	Kensington
Jude	GSR Hatfield
Hilary	GSR Kingston and NSC Sponsorship Workshop Rep
Sanjay	GSR Clapham North
Tony	NSC Chair and CoDa North Rep. Fallowfield Thur Eve
Pete	GSR Bournemouth & Website Committee
Philip	GSR Penmaenmawr
Gillian	GSR Stockton Heath / Noddfa Retreat. NSC Literature
Alison	NSC Secretary, NSC PLI Insurance Rep.
Apologies –	Ray NSC / Dipak NSC Comms / Guy NSC GDPR

The meeting started with a moments silence, the Preamble, 12 steps, 12 traditions, 12 concepts and an explanation of the 30 second time out rule and the process around crafting ideas.

We then had introductions and a feelings check in.

**Tony** asked for any items to be included in the A.O.B which weren't on the agenda.

**Pete** asked about possible funding available to set up step groups or sponsorship meetings in his local area.

**Bruno** wanted to discuss finding ways of improving the availability of sponsors across meetings.

**Christine** wanted guidance on how her group could change the time of their meeting on the website. **Bryony** replied that although there had been problems with updating the site, this was now resolved and all pending requests for updates were in the process of being actioned.

**Voting** Of the 16 people present, 14 were eligible to vote.

**Bruno** was recruited as the spiritual timekeeper.

**Objectives and goals for 2019.**

- 1) **Ken and Mary Workshop.** **Tony** had issued a 9-page document the night before which included all the financial objectives around the event which had been agreed by the NSC. This information could then be used as a source of information for organising future events. There is an outstanding issue of £534.65 income to be paid into the NSC Treasurers account with £811.52 of expenses to be paid out to the K&M organising committee. **Bruno** requested authorisation from the NSC to deal with these expenses. Even with the net additional expenses, the revenue from the event exceeded the total costs. **Tony** had

concluded the report with learning point one of which concerned the accommodation costs. **Bruno** proposed that for future events it may be prudent to allocate an accommodation budget to the delegates and if the costs are then higher, it is not the liability of the organisers? **Tony** also commented that the organising committee of only 3 people was too small for an event of this nature.

**Philip** commended the organisers on the event, and suggested Noddfa as a venue next time.

**Pete** agreed the point about accommodation expenses and acknowledged the difficulty in getting people to do service to share the admin for future events.

**Hilary** said the problem with service was that the original event had to be postponed which added to the problems with helpers.

**Tony** suggested one person doing the liaison with the delegates and the Treasurer issuing the payments before bookings are made rather than reimbursing people retrospectively.

**Bruno** expressed gratitude to the organising committee and agreed that issuing payments based on the budgeted figure would be a better process.

**Tony** confirmed that despite the glitches in the middle, income had exceeded costs for the event.

**Bruno** commented that it was not the intension to make money and if we had managed the budgets better, we could perhaps have charged less to the delegates.

**Tony** confirmed that we now have the data to manage future events better.

**Bryony** expressed gratitude for the event and asked if now we know the booking behaviour if we could offer an early bird discount to encourage delegates to book sooner.

**Jude** suggested that as the intension was not to make a profit, ring fencing the profit from the event and put it towards the next one.

**Tony** confirmed that once the final costs were reconciled the profit would be circa £1500.

**Bruno** suggested using the profit to fund email addresses for all the groups to facilitate communication and increasing participation for future events.

**Ian** commented that the small profit figure of only 10-15 % could be described as breaking even.

**Tony** commented that the surplus monies should be used for carrying the message which will be covered further down the agenda.

**Ben** offered to provide service for future events and conventions.

**A)Tony** proposed that the K&M report being discussed was a first draft and needs signing off by the Treasurer and once he and the treasurer are happy the final version will be circulated to the NSC and the people present. **Christine** seconded the proposal.

Against – 0  
Abstain – 0

Voting in favour – 14 Motion carried

## 2) World Service Committee.

Alison proposed that because Gillian was absent this agenda item be postponed.

## 3) Treasury and Expenses report for 2019.

### A) CoDA UK - NSC Treasurer Report – 2019

Credits into the CoDA UK NSC Lloyd's Treasurer account since the last NSC meeting total £1,413.04 and debits total £639.09. The balance of the NSC Treasurer account is £9,638.29. The balance of the CoDA UK Lloyds Business Bank Instant Account is £3,006.16. The balance of both NSC Lloyd's accounts total £12,644.45.

#### CoDA UK NSC LLOYD'S TREASURER ACCOUNT

**NSC Lloyd's Total** **£12,644.45**

DATE	DESCRIPTION	Debit	Credit	BALANCE
02 Dec 2019	Balance Carried Over			£8,864.34
09 Dec 2019	Sponsorship Workshop Collection		£84.20	£8,948.54
09 Dec 2019	NSC Travel Expenses	£27.50		£8,921.04
09 Dec 2019	NSC Travel Expenses	£86.60		£8,834.44
09 Dec 2019	K&M Workshop Expenses	£276.66		£8,557.78
09 Dec 2019	K&M Workshop Expenses	£198.70		£8,359.08
10 Dec 2019	Fee Refund		£1.00	£8,360.08
10 Dec 2019	Gross Interest		£0.69	£8,360.77
12 Dec 2019	CoDA Meeting Close Donation		£77.52	£8,438.29
16 Dec 2019	K&M Booking Facility Transfer		£500.00	£8,938.29
16 Dec 2019	K&M Booking Facility Transfer		£24.63	£8,962.92
06 Jan 2020	Intergroup Hinckley		£300.00	£9,262.92
08 Jan 2020	Intergroup Victoria Men's		£200.00	£9,462.92
13 Jan 2020	Intergroup Bournemouth		£100.00	£9,562.92
13 Jan 2020	Intergroup Canterbury		£25.00	£9,587.92
15 Jan 2020	Intergroup Woodbridge		£50.00	£9,637.92
22 Jan 2020	Intergroup Bristol		£50.00	£9,687.92
28 Jan 2020	Wokingham Literature Loan	£25.23		£9,662.69
29 Jan 2020	Sponsorship Workshop Travel Expenses	£12.20		£9,650.49
29 Jan 2020	NSC Travel Expenses	£12.20		£9,638.29

#### CoDA UK NSC LLOYD'S BUS BANK INSTANT

DATE	DESCRIPTION	Debit	Credit	BALANCE
11 Nov 2019	BALANCE CARRIED OVER			£3,005.91
09 Dec 2019	Interest		£0.12	£3,006.03
09 Jan 2020	Interest		£0.13	£3,006.16

#### Credit and Debit Analysis

## Credit

Intergroup Donations	£725.00
K&M booking facility transfer	£524.63
Sponsorship Workshop Collection	£84.20
CoDA Closed Meeting Donation	£77.52
Bank Interest and Refund	£1.69
<b>Credit total</b>	<b>£1,413.04</b>

## Debit

K&M Workshop Expenses	£475.36
NSC Travel Expenses	£126.30
New Meeting Literature Loan	£25.23
Sponsorship Workshop Travel Expenses	£12.20
<b>Debit total</b>	<b>£639.09</b>

Intergroup donations were received from following meetings: Hinckley, London Victoria Men, Bournemouth, Canterbury, Woodbridge and Bristol.

## Loan Book

A literature loan of £25.23 was extended to a new meeting in Wokingham. This brings the balance due on new meetings loans to £589 and most of them are now over 6 months old. The treasurer is not aware of an established procedure to chase these loans once they become outstanding and would welcome suggestions for chasing due loans.

## NSC Commitments

Expected expenditure for 2020 totals £6,807 and key line of expenditure are follows:

World Service Conference	£2,000.00
PLI Premium	£1,210.00
Website development and hosting	£1,076.58
WSC 2019 Unpaid expenses	£863.88
NSC Rent	£545.00
NSC Travel Expenses	£540.00
K & M Workshop Unpaid Expenses	£276.87
Sponsorship Workshops Rent	£240.00
Sponsorship Workshops Travel Expenses	£100.00

More detailed information about planned expenditure can be found on the Commitments 2020 sheet attached to this report.

This concludes the NSC Treasurer's report.

## B) CoDA UK - LSER Treasurer Report – 2019

The treasurer has now access to the Co-operative Bank LSER account and can provide a full report of transactions since 28 May 2019.

Credits into the CoDA LSER Co-op account since 28 May 2019 total £650.6 and debits total £78.80. The balance of the CoDA LSER Co-op account is £8,470.91.

## CoDA LSER - COOP

DATE	DESCRIPTION	OUT	IN	BALANCE
31-May-19	Opening balance			£7,899.11
04-Jun-19	Intergroup Hatfield		£3.10	£7,902.21
04-Jun-19	PLI Hatfield		£10.00	£7,912.21
04-Jun-19	Intergroup Horsham		£100.00	£8,012.21
04-Jun-19	Intergroup Twickenham		£100.00	£8,112.21
07-Jun-19	NSC Travel Expenses	£78.80		£8,033.41
10-Jun-19	PLI Guildford Men		£50.00	£8,083.41
24-Jun-19	PLI Hatfield		£20.00	£8,103.41
22-Jul-19	Intergroup Canterbury		£25.00	£8,128.41
24-Jul-19	Intergroup Hatfield		£2.50	£8,130.91
01-Aug-19	Intergroup Hatfield		£3.00	£8,133.91
06-Sep-19	Intergroup Regent's Park		£150.00	£8,283.91
10-Sep-19	Intergroup Hatfield		£3.50	£8,287.41
07-Oct-19	Intergroup Hatfield		£2.65	£8,290.06
14-Oct-19	Intergroup Canterbury		£20.00	£8,310.06
04-Nov-19	Intergroup Hatfield		£8.65	£8,318.71
01-Dec-19	Intergroup Hatfield		£2.20	£8,320.91
14-Jan-20	Intergroup Regent's Park		£150.00	£8,470.91

### Credit and Debit Analysis

#### Credit

Intergroup Donations	£570.60
PLI	£80.00
<b>Credit total</b>	<b>£650.60</b>

#### Debit

NSC Travel Expenses	£78.80
<b>Debit total</b>	<b>£78.80</b>

This concludes the LSER treasurer's report.

## C) Combined NSC and LSER balances and Income and Expenditure Summary

Now that the treasurer has access to both NSC and LSER accounts, a summary of items of income and expenditure for calendar year 2019 is possible.

The combined balance of all NSC and LSER accounts is £12,644.45 + £8,470.91 = £21,115.36

### Income and Expenditure Summary

CoDA NSC expenditure in 2019 totalled £13,425.23 and CoDA NSC income in 2019 totalled £16,640.51. Income exceeded expenditure by £3,215.28.

#### Expenditure Summary

K&M Workshop	£9,885.56
WSC TRO	£1,136.12
PLI	£1,015.00

NSC Travel	£517.60
NSC Rent	£440.00
Sponsorship Workshop Rent	£180.00
Sponsorship Workshop Travel	£71.40
New Meeting Loans	£179.55

Expenditure Total                      £13,425.23

**Income Summary**

K&M Workshop	£11,574.63
Intergroup Donations	£2,528.50
WSC Delegate	£1,136.12
PLI	£1,100.00
Sponsorship Workshop Donations	£211.40
New Meeting Refunds	£88.17
Refunds and Interest	£1.69

Income Total                              £16,640.51

**Balance**                                      **£3,215.28**

**Unpaid expenses**

There remains a number of unpaid expenses relating to the World Service Conference and to the Ken and Mary Workshop.

With regards to the World Service Conference, £863.88 is still owed to the CoDA UK delegate and the Treasurer is waiting for receipts of hotel, airline and subsistence expenses in order to reimburse the delegate.

With regards the Ken and Mary Workshop, cash income totalling £534.65 was received at both venues and cash expenditure totalling £811.52 was incurred by the K&M committee, leaving a balance of £276.87 to be paid to the K&M Committee. In the absence of evidence for these items of expenditure, the treasurer has not reimbursed the K&M committee.

In both cases, the treasurer would reimburse these expenses provided the NSC agrees that all expenses were legitimate despite not having been budgeted or supported by evidence.

The treasurer would like to take this opportunity to highlight the need to improve the process of committing finance to projects and strongly suggests that any unforeseen item of expenditure should be put to the committee (vis email or WhatsApp group) for approval prior to actually going ahead and spending the money that is entrusted to the NSC by the meetings.

**D) Questions from the treasurer to the NSC/LSER**

The treasurer request guidance from the NSC and the fellowship on two outstanding questions:

- 1) Now that the treasurer has access to both the NSC and LSER accounts how would the fellowship and both the NSC and the LSER like to reconcile the account balances. For perspective,

- a. the PLI insurance premium was paid out of the NSC account but the meeting's payments were paid into the LSER account
  - b. as the LSER account wasn't accessible, LSER meetings were invited to pay their intergroup contributions into the NSC account
  - c. Various NSC expenditure was paid out of the LSER account when the NSC account wasn't accessible such as: domain rental, new meeting loans, NSC travel expenses, WAC rental
  - d. Which entity supports the London sponsorship workshops and which account should donations be paid into and expenses paid out from
- 2) What bookings should be made with WAC for future NSC meetings in 2020?
- 3) The East Dulwich branch of Lloyds Bank to which our account is attached will close permanently on 30 April 2020 and the account will be moved to the Camberwell Green branch. Although branch location doesn't matter since all transactions are carried out online and any other branch can be used to do our banking, the treasurer welcomes guidance from the NSC regarding preferred branch location.

**Jude** queried if intergroup payments to the LSER are being used to pay off loans made by the NSC?

**Bruno** confirmed he had a list of outstanding loans and would look at the correspondence from the previous treasurer.

**Jude** queried if the LSE is the correct bank account for the payments to go into.

**Bruno** explained that the NSC bank account hadn't been available for a period so groups were told to use the LSER and that he intended to reconcile the accounts.

**Pete** commented that contributions from new groups would not have come in had the groups not been set up so should be used to offset the loan amounts. He also suggested we should offer new groups starter packs funded by intergroup donations so there was less financial risk for fledgling groups and wondered if this had been considered?

**Tony** asked that we address the subject of getting the loans repaid.

**Bruno** queried that perhaps the loan actually be a donation because we have the funds and starter groups would feel safer on that basis. We could donate one month's rent, money for literature would be a donation, but that money is recouped as the literature is sold. He also thought we could look at giving a starter pack to new groups of the basic books.

**Gillian arrived increasing the voting numbers.**

**Gillian** commented that literature is given to new groups in America.

**Bruno** then went on to discuss the budget for next year and the commitments.

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total
<b>1 - Website</b>													
Domain									£20				£20
Hosting									£60				£60
Email				£400									£400
Development				£1,000									£1,000
<b>Subtotal</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£1,400</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£80</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£1,480</b>
<b>2 - NSC Meetings</b>													
NSC Rent					£158			£158			£158		£473
AGM Rent		£245											£245
Travel Expenses		£135			£135			£135			£135		£540
<b>Subtotal</b>	<b>£0</b>	<b>£380</b>	<b>£0</b>	<b>£0</b>	<b>£293</b>	<b>£0</b>	<b>£0</b>	<b>£293</b>	<b>£0</b>	<b>£0</b>	<b>£293</b>	<b>£0</b>	<b>£1,258</b>
<b>3 - Sponsorship Workshops</b>													
Rent			£60			£60			£60		£60		£240
Travel Expenses			£13			£13			£13		£13		£52
<b>Subtotal</b>	<b>£0</b>	<b>£0</b>	<b>£73</b>	<b>£0</b>	<b>£0</b>	<b>£73</b>	<b>£0</b>	<b>£0</b>	<b>£73</b>	<b>£0</b>	<b>£73</b>	<b>£0</b>	<b>£292</b>
<b>2 - PLI</b>													
Premium			£1,210										£1,210
<b>3 - Public Information</b>													£0
<b>4 - WSC</b>													
Travel						£2,500							£2,500
Accommodation													£0
Subsistence													£0
Admission													£0
WSC Bursary @ £0.766													-£1,915
Unpaid Expenses													£0
<b>Subtotal</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£585</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£585</b>
<b>6 - Events &amp; Workshops</b>													
<b>Subtotal</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Total</b>	<b>£0</b>	<b>£380</b>	<b>£1,283</b>	<b>£1,400</b>	<b>£293</b>	<b>£658</b>	<b>£0</b>	<b>£293</b>	<b>£153</b>	<b>£0</b>	<b>£366</b>	<b>£0</b>	<b>£4,825</b>

**Bruno** asked the NSC to deal with the questions at the end of his report in particular the reconciliation of the accounts.

**Bryony** proposed that the various monies be moved between the NSC and LSER accounts to reflect the accurate position if both accounts had been accessible.

**Jude** seconded that.

**Sanjay** asked if there was any cost with making the transfers.

**Bruno** confirmed transfers were free. He queried if monies should go back to the LSER account given at the moment there was no LSER committee. The reason why money was held in the LSER account was that originally, they were funding K&M.

**Tony** reminded everyone of the crafting principle and opened up the subject so each person present could speak for 1 minute.

**Sanjay** said we should sort out the payments between the two accounts and had no opinion regarding how the LSER money should be spent.

**Hilary** said if there is no LSER, there is no need to have a huge amount in the account so transfer some to the NSC and if the LSER needs funds down line they can ask for them.

**Ben** said we should set up a sub-committee to use the money to set up events and fund literature. We should send literature to prisons.

**Jude** commented that intergroup donations were going to the LSER and was concerned how many groups were getting loans from the NSC and their intergroup donations to the LSER were not offsetting those loan, she wanted confirmation that this would happen.

**Philip** thanked Hilary for her proposal and for Bruno's work and expressed the need for clarity regarding the NSC and LSER funds.

**Gillian** commented that we should gift money to groups who need help and for sponsorship events. The NSC is now more stable and organised so there is trust.

**Christine** agreed with Hilary's proposal, there was no guarantee that the LSER will reform so money should money should go back to the NSC.

**Kate** couldn't comment but appreciated the idea of using the funds to distribute literature.

**Ian** wanted to reinforce the differentiation between accounting for money and the decisions regarding how monies are spent. How could the LSER funds be managed?

**Bryony** stands by the proposal to keep the monies separate but what will happen if there is no LSER. She supported reconciling the accounts.

**Kate** money needs reconciling into the correct accounts, should the LSER reforms then something else may need to happen, but reconciling the accounts is a priority.

**Richard** agree accounts need reconciling and LSER funds kept separate and expressed that his group are keen to be part of the intergroup.

**Pete** supported putting the appropriate funds back and paying off loans against donations. An agenda points for LSER maybe to agree a donation to the NSC following a group conscience.

**Bruno** These numbers only show 2019, this is the first time for a long period we have had this detail.

**B)Bryony** repeated the proposal regarding answering the Treasurer's questions that the bank accounts should be reconciled. **Jude** seconded

Against – 0

Abstain – 0

Voting in Favour – 15 motion carried.

#### 4) Communications and website update. Dipak's slides



## Emails

- Checking 7 inboxes i.e. CoDA NSC, Enquiries, L5ER, Webmaster etc
- In the last 55 days (since 8<sup>th</sup> Dec 2019)
  - 76 emails replied to from [Enquiries@codas.org](mailto:Enquiries@codas.org)
  - 189 emails replied from CoDA NSC
- Example enquiries:
  - Where is my closest meeting?
  - Are meetings free to attend?
  - Are there women only meetings?
  - How do I start a meeting?
  - When is the next NSC meeting? may I be of service?
  - How do I make a donation to intergroup?
  - How do I register a new meeting? Or update details of our meeting as we have moved?
- As a result of this:
  - Newcomers have attended their first meeting
  - An existing member is considering starting a new meeting
  - A new member attended Noddfa
  - A member attending a women only meeting
  - New and existing members have attended the AGM today

## NSC Communications Secretary - Additional Tasks

- Add, remove or update retreats, workshops and meetups to the website.
- Alter the text for events received to make it web friendly (make email addresses clickable), add images of venue, our website now shows up to date information - taken 25/30hrs since Dec 8<sup>th</sup> 2019.
- Add, update, delete contacts from our mailing lists - more since website text update.
- Temporarily support Meetings Co-ordinator to update, delete or add new meetings, 53 meetings amended since 8<sup>th</sup> Dec 2019. Until new website is available.
- Liaise with existing webmaster to maintain existing webmaster, first time we have limited access since the old website crashed.

## NSC Communications Secretary - Role Requirements

- A good level of IT literacy with the capability to manage different inboxes several times a week, ideally daily if possible.
- Access to the internet
- Knowledge of where to find CoDA resources:
  - New meetings materials
  - How to setup a meeting
  - Meeting lists ( how to find the nearest meeting to newcomer using newcomer postcode or town and our meetings list)
- Someone who does not fear or is phased by I.T.
- Can think outside the box to signpost enquirers to the right person i.e. meetings facilitator, sponsorship, treasurer
- Does not go into "fix" mode and spoon feed enquirers but instead empowers them to use our website by briefly explaining what they did to acquire the information so the enquirer knows how to obtain that information
- Be able to communicate clearly
- Not be overwhelmed if they see a large number of emails in the inbox
- Basic web experience, i.e. HTML, web design, content managements systems..

**Bruno** commented that the meeting list on the CoDA website was being updated in conjunction with Bryony.

**Alison** proposed a vote of thanks to Dipak for the work he had done in the role already.

**Tony** commented that CoDA is a bottom up fellowship, and communication is paramount and healthy relationships can only be born out of communication.

**Bryony** commented that the email traffic was high due to the problems with the website and how vital the website is.

**Kate** suggested having a FAQ section in the website to reduce the email traffic?

**Bruno** commented that the meeting facility with the map is nice but that it wasn't clear you had to click on the name to get the phone number.

**Gillian** commented that her name and number was on the website and she had received loads of calls and that sometimes people wanted to speak to someone. In the US they have a FAQ section.

**Hilary** commented on the huge amount Dipak had done in such a short time and what a great job he had done.

**Tony** reminded us that Dipak had only been voted in temporarily.

**Gillian** commented that it was vital we have people able to step into roles. In the US they have a News feature on the website.

**Tony** said there had been a discussion about having a quarterly / monthly newsletter.

**Bryony** said most communication is piecemeal and it may be easier to have a deadline for publicising information creating boundaries for those in-service roles, so a newsletter could help.

**Bruno** commented that a lot of the work done by Dipak used to be done by other members of the NSC and expressed it was now a huge role.

**Tony** said he had spoken to Dipak who had attended 3 meetings and would like to continue in the role. Can we vote him in permanently if he isn't here, or should we just extend his temporary tenure until he is here next time and vote him in permanently then?

**Gillian** commented he needs a support person.

**Pete** raised the subject of sponsoring people into roles – co-role holder and that we need to ensure people aren't overwhelmed?

**Hilary** said that if Dipak had shown willing could we not vote him in even if he wasn't present?

**Christine** agreed with Hilary

**Tony** expressed concern about that.

**Bruno** commented that in the past he had been given tasks 'in absentia' and had felt resentful.

**Ian** said he couldn't vote as he had never met him. It would be a fixed term role anyway.

**Jude** suggested texting him at lunch time and asking him?

**Tony** was sure Dipak was happy to continue but felt uncomfortable doing anything while he wasn't present.

**Kate** agreed it wasn't fair if he isn't here.

**Gillian** commented that the role is very intense and would anyone present like to assist him?

**Bruno** reiterated the principle of overlapping roles and it seems sensible for Dipak to continue temporarily and then vote him in permanently when he is here and then look for a replacement with overlap?

**Bryony** said she was the Northern Service person for Communications and was happy to assist Dipak.

**C)Tony\*** proposed that Dipak carry on in a temporary capacity and at the next meeting he can put forward what he is happy to do to get some clarity. We have a comms/website/PI overlap and we need to evaluate that.

**Gillian** suggested that PI/Comms is more like a subcommittee role and suggested the people present go back to their groups and see if there is anyone who would like to offer service in this area.

**Ben** said that in another fellowship his phone number was on the site and he became overwhelmed by one individual and he wondered if the US had any guidance on this situation.

**Tony** said that problem could be resolved by a national help line

**Ben** said AA train their phone number operatives and you go to an office to do it.

**Gillian** said in the fellowship service manual there were job descriptions and guidelines for managing CoDA help lines.

**Bruno** then seconded **Tony's** proposal\*

Against – 0

Abstain – 2

Voting in Favour – 13 motion carried

**Bryony** reminded us she had offered to assist Dipak and does she need voting in , she will need access to passwords.

**Tony** agreed a vote was required on that.

**Ian** asked if there were any more regional comms reps – the reply was No, he suggested we agree that regional comms people have access to the passwords.

**Tony** agreed that this would avoid the issue of a single point of failure regarding the email addresses.

**Gillian** proposed we vote **Bryony** in to support Dipak for the next 3 months. **Christine** seconded this.

Against – 0

Abstain – 1

Voting in Favour – 14 motion carried

**Kate** raised the idea of opening up the need for comms support amongst group members.

**Tony** reminded us of the need to attend 3 NSC meetings to qualify to take on a role.

**Ian** said that people can offer service and not be on the NSC.

**Bruno** commented that with over 7 email addresses which need monitoring may be people doing service don't need to be on the NSC but linked to it?

## Website

**Pete** updated the meeting on how we had arrived at the current position.

The literature supplier stepped in to provide a temporary website for CoDA uk when the original CoDA website committee lost all access to the hosting of the old website. The hosting company closed off the old hmtl\* website due to a lack of clear process and payment by the old sub-committee.

There was a concern that the literature supplier is not a member of the NSC committee so there was some boundary issues and the committee wanted to bring the website back under the NSC control. In addition the literature company wishes to hand the responsibility for the website back to NSC individuals.

**Pete** and **Ray** have developed a pilot website published on a free service. The meeting was shown the site. Content has been derived from the temporary site, some archived material from the old site which went down and some new material.

The view is that service position holders will be given email addresses to be able to update specific areas consistent with their responsibilities, there will be options to share experience, strength and hope with an intention to keep the site fresh. This way of managing the content will prevent any future loss of administration control.

He advised the group that there is a form for anyone wanting to provide feedback on the pilot website.

### Next steps:

Any meeting lists cannot be drawn across until the website has moved to a paid site, so expenditure needs approval.

**Bryony** commented that we shouldn't use the existing meeting list because it isn't very user friendly.

**Bruno** said we shouldn't rush and that the data we have may not be correct so we must be careful when populating the new site with it.

**Pete** said we can look at alternatives, with this option we can swap things in and out easily. The goal is to get a serviceable site with as much content as possible easily. He wanted agreement on the costs to move onto the paid site which will allow the development of more advanced features before we go live and to then develop the look and feel.

**Tony** suggested crafting round the subject and offered everyone a minute each to comment.

**Sanjay** wanted clarity on the cost of the paid site and raised concerns over the current site around search functionality/ contact details and events.

**Pete** wanted to offer a vote of thanks to the literature company person for getting the replacement site up so quickly.

**Hilary** was relieved something was actually happening on the website

**Karen** asked we keep it simple and easy to navigate and that CoDA Org is a nightmare. Important to keep the site fresh.

**Ben** appreciated the time and effort put in and how the website is our shop front and he would support spending money to get the best functionality. He was nervous about having unfiltered content on the site and felt all material posted should be approved.

**Philip** was appreciative of the work gone into this.

**Christine** was grateful for the work. Twickenham wanted a simple website, offering sponsorship, step groups and literature. The existing site was too complicated and agreed we should spend to get the best.

**Gillian** was thankful for the work and agreed we should spend money to improve the shop front. Gerry in the US is happy to help. The original site was quite simple and easy.

**Kate** agreed that the initial point of contact of CoDA is through the website.

**Ian** offered thanks and wanted to keep it simple, it's not just new members looking for meetings.

**Bryony** asked what domain name was being used when we go live and will the temporary one go down at the time of the switch?

**Pete** we have access to the Coda-uk.org and Coda.uk.com, currently the coda.uk.com redirects you back to coda-uk.org, we will take back the .org domain and probably use that one.

**Bryony** wanted confirmation that the new website wouldn't go live until it had been completely signed off following issues we had in September when the old site was replaced.

**Pete** confirmed no changes would take place until we were ready.

**Bryony** confirmed she would be happy to update the new and old sites in tandem to make it work.

**Kate** proposed the idea of the site being mobile friendly, she also asked if we are allowed to use any other platforms like Facebook or Instagram, does the US use any of these?

**Pete** said he had raised the subject of social media but thought it may be more of a PI initiative.

**Kate** said she was thinking of a Facebook page which just directed people to the website?

**Bruno** felt that as our primary purpose is to carry the message, the first page should be aimed at newcomers showing the definition of co-dependency and meeting lists, then the tools of recovery linking to other sections.

**Richard** expressed thanks and reiterated the need to keep it simple and that the purpose of the website was to serve newcomers so meeting contacts were a priority. He said from a professional perspective it was difficult to know how a newcomer would use the site and suggested perhaps doing some research with newcomers to see what their experience of the site was?

**Tony** said Pete had done more in 6 weeks than anyone had done in a year. He asked if it was possible to put a link on the UK site to Coda.Org. He asked if we could get an idea of the costs required for the site going forward to the treasurer for approval, what kind of support roles will be needed and if video plug ins would be possible.

**Pete** replied that the first years costs would cover video plug ins , hosting extensions and everything and was £240 for 12 months .

**Bruno** asked what video plug ins were for

**Tony** replied, at World Service there had been videos which we could possibly add to the site downtime? **Gillian** added it was only a short video but it was a perfect demonstration of what co-dependency was to a newcomer?

**Tony** confirmed it was £240 per year for everything. He added that Dipak had spoken to the literature company about the handover and that their legal team wanted to get rid of the liability of the website so the NSC need to handle this professionally to ensure it is done properly,

**Gillian** suggested sending a letter to the literature company expressing thanks in recognition of the work they had done.

**Bruno** said regarding Tradition 7 we have been lacking in self-supporting, any work deserves a reward, should we offer to pay for the literature company's time as a gesture of good will?

**Gillian** mentioned the £4000 literature set up cost and the debate around that and should we consider that as part of the gesture?

**Bryony** made a proposal regarding newcomers, she suggested taking back to our meetings a request for feedback from newcomers on the website and seeking volunteers to user test new the site?

**Bruno** felt that feedback on the existing website wasn't relevant?

**Bryony** said that it was still valuable to know what problems newcomers experienced on the existing site so we can avoid those issues.

**Tony** asked for proposals regarding what Pete should do next and how the handing over of the URLs\* from the publishing company was to be handled.

**Pete** believes Ray has the admin details for the domain hosting. Once the NSC has given feedback on the site and we have paid the site subscription then the work can start populating the site more extensively.

**D)Tony** proposed that we agree the spend of £240 for the first years hosting fees. **Bruno** seconded it.

Against – 0

Abstain – 0

Voting in Favour – 15 motion carried

**Tony** then asked about the next proposal, what we need Pete to do next?

After a short discussion **Tony** proposed that we need to circulate the address of the new site for feedback, we test the site over the next 6 weeks until Saturday 14<sup>th</sup> March. Ensure all the meeting lists, characteristics/ patterns and news and events are correct. Once all this detail is approved and working, following agreement by the NSC committee at the next meeting, the domain can be moved across. This proposal was seconded by **Pete**.

Against – 0  
Abstain – 0  
Voting in Favour – 15 motion carried

**Tony** then proposed that we need to agree the legal transfer of the URL's from the Literature company and managing the GDPR from the literature company in the process. This proposal was seconded by **Pete** who added that the website committee would be responsible for the engagement with the literature company to manage the domains. Regarding GDPR the content will be moved across and then the literature company can delete all the content and data they have. **Bruno** asked if Dipak could introduce the website committee to the literature company. **Tony** said he would introduce the website committee to the literature company contacts **Bruno** seconded Tony's proposal.

Against – 0  
Abstain – 0  
Voting in Favour – 15 motion carried

**Ian** reminded the group that we had yet to decide if the literature company would receive a financial donation for the work they had done. **Tony** agreed to add this point to AOB.

## 5) Future of the LSER

**Hilary, Christine and Dipak** are organising a coffee shop meeting at the Southbank Centre on the 29<sup>th</sup> Feb 2020 this has been communicated to groups by email. **Tony** suggested promoting it one month before, 2 weeks before and one week before to increase participation.

There are substantial funds to support initiatives, down line there would be the option to set up a committee but at the moment it is just a coffee meeting.

It was agreed earlier in the meeting to reconcile the NSE and LSER bank accounts and ring fence LSER funds until a committee can be established.

**Bruno** asked if there was an agenda for the meeting or if it was just social **Christine** replied that the initial meeting was to establish how the meetings would be run going forward.

**Hilary** suggested that the invitation be extended to any other group members we have contact emails for not just the GSR's.

**Sanjay** asked if it would be possible to amend the time as it clashed with the Clapham meeting. Not possible this time as the communication had gone out.

**Gillian** was in favour of fellowship being encouraged as that is where recovery lies. We should encourage connection via social events.

**Jude** would like a budget allocated for this. Costs need to be covered; groups should not be expected to cover travel costs as they have contributed to LSER funds anyway. Could travel costs be claimed?

**Tony** replied that if the group agreed that travel costs be funded within reason then that would be ok?

**Bryony** commented that anyone can go on the website and ask to go on the mailing list so there are contacts in addition to GSR's who could be contacted about the coffee meeting.

**Pete** commented on the distance of his group from London and wanted to discuss intergroup initiatives outside London.

**Tony** agreed and said there could be South Coast / South West groups?

**Gillian** suggested creating a flyer for the event.

**Tony** said there were two issues for discussion. 1) to decide how to continue managing LSER funds – ring fence it until the LSER has a committee to manage it?

2) If we are going to split the NSC and LSER then we could have 4 NSC meetings and 4 LSER meetings to reduce the workload and increase meeting productivity.

**Hilary** felt participation would be encouraged if travel was funded.

**Bruno** suggested that perhaps the NSC could fund the travel for the first meeting only?

**Christine** suggested saving train receipts and sending them to Bruno.

**Bruno** proposed that as a motion and **Christine** seconded it.

**Ben** said that unless the meeting had a structure and the person had a position in that structure that it is hard to justify paying someone's expenses, he was concerned about unintended consequences.

**Hilary** said this was a get together to gather opinions on what groups wanted.

**Kate** said that if there was a lack of clarity about what the meeting was for perhaps there should be an agenda?

**Hilary** said it should be informal

**Sanjay** said if it was informal, he would be reluctant to agree the payment of expenses.

**Philip** said it would be best to ask the groups what they wanted.

**Christine** agreed with Hilary and Philip – what do the groups want and who is prepared to do service, at the coffee shop the replies can be discussed and then arrange another meeting.

**Kate** agreed it should be on paper and there should be 4 -5 questions that will be discussed at the meeting.

**Christine** suggested sending the questions in the reminder email.

**Gillian** suggested having an announcement at the Salisbury Retreat about the southern intergroup get together.

**Bruno** proposed that if there is a first meeting and then a region is created then expenses can be refunded.

**E) Tony** proposed a coffee shop meeting for LSER to establish how to move forward with an agenda sent out in the reminder email. If it gets up and running i.e. a second meeting, then those expenses can be refunded from LSER funds on the production of receipts. If a GSR is excluded from attending due to finances groups could fund their GSR's to attend and then claim a refund if the meetings continue. **Jude** seconded it.

Against - 2

Abstain – 0

Voting in Favour – 13 – Motion carried

We then considered the second issue regarding the frequency of NSC meetings. **Bryony** proposed doing NSC meetings quarterly not all in London and maybe look at running them for a full day rather than just the afternoon. **Pete** seconded the proposal.

Against – 0

Abstain – 0

Voting in Favour – 15 – motion carried.

**Tony** confirmed the Northern Region Meeting Dates were Jan/April/July/ Oct

The NSC meeting dates were provisionally agreed as the first Saturday in May, August and November. **Philip** proposed that perhaps the final NSC meeting could be delayed until January to coincide with the Nodffa retreat, boosting attendance from retreat delegates, for people travelling to the meeting Nodffa is on the Euston line.

Richard left the meeting reducing those eligible to vote to 14.

## 6) WSC – delayed from earlier in the meeting

The main issue is outstanding expenses.

**Gillian** reminded everyone that if they are going to do service to make sure they keep receipts because she didn't realise, she had to.

**Tony** asked what expenses were outstanding, Bruno replied £863.88.

**Alison** enquired if there was a written report on the subject of WSC which she could include in the minutes, the report was verbal only and Alison asked if in future all reports could be in written format so they could be included in the minutes?

**Gillian** said that a previous member who had gone to the WSC had such a. Bad experience with expenses when she got back that she no longer had any contact with the NSC and that anyone who took the responsibility needed to be financially prudent. She reiterated how important it was for someone to attend the WSC because of the importance to have the contact but not to underestimate the amount of work involved.

**Bruno** agreed to draft an expenses policy outlining the need to retain receipts but that in general it would be better for costings to be agreed in advance and for the treasurer to make the initial payments so the need to claim expenses back was reduced.

**Gillian** reminded the group that the person attending needs to be a voting entity and the individual needs approval from the group to qualify.

**Tony** described the how the problem around WSC expenses had occurred. The NSC had signed off a total budget of £1500. Gillian discovered that there was an option to get \$1500 from the US to fund delegates (approx. £1100 sterling). The final cost of the trip was approximately £2000 which was more than the £1500 agreed but having deducted the £1100 from the US was lower than the spend agreed by the NSC of £1500. He asked if the committee was prepared to sign the outstanding £863.88 off?

**Ian** asked if the expenses were receipted?

**Tony** replied that was a separate issue

**Ian** asked why the claims were beyond what had been agreed?

**Bruno** replied that the £1500 was a guestimate and we hadn't got quotes.

**Gillian** said the previous person had been given £2000 and she didn't recall a figure of £1500 being agreed.

**Pete** said that there were a lot of lessons to be learnt here with costings and preliminary budgets, he didn't have an issue with the expenses being paid this time but we must learn from it.

**Ben** said he valued the job that had been done but we should liaise with the US and see if they have a precedent around expenses?

**Philip** queried the dates of the next WSC

**Tony** July 2020 Ottawa

**Pete** proposed that the expenses are settled as is but that either the committee or treasurer take responsibility for making bookings or expenses are agreed following research with a reasonable tolerance?

**Sanjay** said he needed more info on what the expenses were before making a decision.

**Bryony** valued the proposal for a budget to be set by the treasurer and suggested that perhaps individual expenses under £200 could be paid when supported by receipts, but expenses over that need agreeing in advance?

**Ian** reinforced the importance of having connection with the US as well as the need to be able to communicate with the UK fellowship that the monies they are contributing as well managed.

**Tony** suggested moving onto the second part, the benefits to the UK of WSC attendance and whether we should send someone to Ottawa, there is a bursary from the US of \$2000.

**Sanjay** asked for details so he could establish if \$2000 was reasonable as his business sends people to Ottawa.

**Tony** Ottawa – July – 7 days.

**Hilary** said there needs to be some tangible benefits

**Karen** passed

**Ben** Shared his experience in SLA and a representative reported back very professionally it is important that whoever goes has worked the programme and has the skills to report back and articulate what has happened in a way that benefits CoDA UK.

**Jude** said she would like someone to go if they were willing.

**Philip** would like someone to go, can we find someone willing, he felt it was important someone attended for the connection but was concerned about hitting the timescale of May?

**Alison** said there needed to be clear guidelines on what is required of the delegate and what we expect when they return.

**Christine** agreed we need to be clear about what is required.

**Gillian** agreed we need to send someone.

**Kate** communication and attendance is important, it's a big undertaking.

**Pete** Important to continue the relationship with Global and to represent the feelings of CoDA UK in decision making, It is important to communicate the expectations/ boundaries and requirements to the person who goes.

**Bryony** said she only knew 3 people who had gone, perhaps we should hear more about what the benefits were from this year and then get ready to send someone in 2021?

**Kate** said she agreed with a lot of what had been said, she had heard Gillian's report and congratulated her on doing the 7 days. She wasn't sure if we have time to organise 2020 or if we have anyone prepared to make the commitment?

**Bruno** said we needed something in writing so it is clear and transmittable, costs including airfares, parking, food, transport and hotels.

**Ian** had nothing to add.

**F) Tony** proposed that although the total costs for WSC 2019 were in excess of the £1500 agreed, when the £1100 from the US was deducted, the spend was still lower than £1500 so we should agree to pay the outstanding £883.68 to Gillian.

**Philip** seconded this

Abstain – 0

Against – 0

Voting in Favour – 14 – motion carried.

**Tony** should we send someone for 2020, if with an appropriate expenses' procedure, it can be done for \$2000?

**Bryony** asked if our connections to the US could be maintained without sending anyone?

**Gillian** said whoever goes needs to be a voting entity, although you can attend on Zoom or online.

**Tony** proposed that we get a written report on WSC 2019 for the committee to evaluate the benefits. He then asked if we could find someone who would go in 2020 and stay within the \$2000 budget?

**Philip** proposed Tony and **Kate** seconded that.

**Ian** queried the \$2000 and said the NSC should build in the option for more money of required.

**Tony** asked someone else to manage the vote.

**Bruno** asked that the costs be researched, early bird flights / hotel rates from CoDA in the US

**Philip** said Tony should go even if its more than \$2000.

**Bruno** said excluding the cost question, if Tony goes to the WSC we need to get the bursary from the WSC.

**Bryony** was concerned about unintended consequences; we need to establish continuity between Gillian and Tony so the learnings can be used. How can we build on it if we haven't got a clear record of what was done?

**Jude** said due to timescales we should build in £500 on top of the \$2000 if we are unsure that the bursary will cover it? She queried the costs for WSC 2019

**Bruno** said for 2019 the bursary was £1136 (\$1500) and £886 additional costs.

**Hilary** said we need to understand the benefits to the fellowship of a person attending.

**Gillian** said the idea was to spread the word at group level which she had been unable to do because of ill health.

**Pete** proposed we send Tony on the basis that we get the bursary and that there is a written report on the benefits of going from the 2020 event which can go on the website.

**Kate** requested a 30 second time out and the serenity prayer.

**Gillian** proposed that whether or not we get the bursary we should agree Tony can go because the sooner we agree it the better?

**Bruno** felt that if we apply for the bursary and don't get it, it is a message from our higher power. If we definitely want him to go send him anyway?

**Tony** said that for the sake of time we need to make a proposal and that he is concerned that there is a need for transparency around the subject. The NSC needs a written report from Gillian.

**G) Alison** proposed that we send Tony to the WSC and agree a budget of £2500 and apply for the bursary and we send him whether we get it or not, if he is successful in getting the bursary, the sum funded by the NSC will be reduced by the bursary amount. **Bruno** needs to agree a procedure for establishing a budget and paying expenses for this and the delegate must provide a full written report to the NSC within one month of returning from the WSC.

Against – 0

Abstain – 5

Voted in Favour – 9 – motion carried.

**Bruno** reminded the meeting that we still have the subject of the expenses for the K & M workshop to be resolved. Tony added this to AOB.

## **7) Future proofing the fellowship – PI**

**Tony** asked if anyone wanted to get involved in PI

**Gillian** offered to support the person as she has the literature

**Bryony** commented that they had just appointed a PI person in the Northern region and they could support the person taking on the role.

**Tony** repeated his question – who will do PI

**Bryony** suggested discussing carrying the message first?

**Tony** asked what we were doing and what we could do?

**Pete** said communication is key, we need to demonstrate healthy communication. New website will help. Bournemouth group are starting outreach by contacting Dr's surgeries. Perhaps we could engage younger people using social media?

**Gillian** circulated the 'Dear Professional' letter, the Coda Group Registration Form and the Outreach annual report.

**Philip** offered thanks for getting the website up to date.

**Bryony** said she had printed off some posters and didn't feel they were effective and struggled to find places to display them. One group had got themselves listed on a site which signposted people to Coda, did anyone have any guidance on this?

**Kate** said MIND maintained lists of organisations and maybe we could liaise with them?

**Tony** reminded the group that we can't be affiliated with other organisations. He said we need to concentrate on basics, design a poster to display at Dr's/councillors offices'/ health

centres, then develop a structure on how we carry the message, we really need a PI committee?

**Gillian** said that for any poster we design, the statement 'To thine own self be true' cannot be used because it is copywrite and owned by CoDA.Org?

**Alison** asked what the protocol was if we create a design for a new poster, who approves it in relation to CoDA US?

**Tony** replied we can do whatever we like within reason as long as its approved by group conscience

**Bruno** reminded us we are a bottom up organisation so any changed to literature can be sent out to the fellowship via the website for feedback and approval.

**Philip** described a public meeting they had held where a Dr, a prison officer and a social worker had been invited to spread the word amongst professionals and a group member had had an article written about them in the paper, both initiatives encouraged a lot of newcomers.

**Ben** said he may be interested in the PI role but was concerned that we are already struggling to provide people with sponsors? He felt often people come to meetings and still don't grasp what co-dependency is, his definition is that Co-dependency is a life lived outside yourself and even people not in relationships can be co-dependent on work, exercise, sex etc? If he did take on PI he would want a clear definition of what co-dependency is?

**Tony** agreed that he personally finds it a problem that we don't define it and perhaps that is a question for World Service?

**Christine** queried the comment about 'To thine own self be true' and Gillian qualified that it was the logo containing those words which was under copywrite.

**Tony** reminded us that we were discussing future proofing the fellowship and perhaps we should move on to step groups and events?

**Ben** put himself forward for the PI role.

**Tony** said we needed to establish Ben's credentials

**Ian** wanted the role specified

**Tony** suggested coming up with a job specification for approval.

**Bryony** asked if there were more up to date posters and supported the idea of having a committee to do PI which could include the Northern rep.

**Kate** said that MIND wanted to distribute our leaflets

**Tony** replied that without the PI person it was hard to communicate with people. The current poster wasn't working and Ben had put himself forward and asked if Ben could do a bio.

**Kate** said she felt the posters had worked.

**Ben** stated that he didn't want to work alone but agreed to put himself forward. He was 17 years in recovery in other fellowships. Today was his first NSC and recognised the requirement to attend 3 meetings. He proposed sending big books to prisons and sending flyers to professionals.

**Tony** reiterated that there Lauren from Manchester had offered to help with PI.

**Ben** offered to work as a team or support someone else.

**Christine** proposed that Ben become the PI rep and liaises with the Northern person

**Gillian** proposed a committee and read out some proposed wording for consideration.

**H) Bryony** wanted to amend the proposal. Not to appoint anyone to do PI right now but to come back with some ideas to discuss at the next meeting. **Philip** offered to support Ben, **Christine** seconded Bryony's proposal.

Against – 2

Abstain – 1

Voting in Favour – 11 Motion carried.

**Ben** asked for the contact details of the people willing to support the PI initiative

**Bruno** asked how PI fits within Tradition 11, what is the difference between promotion and attraction?

**Tony** replied promotion is statements like 'this is the only way to recover' and attraction is statements like 'this is what we do and it had worked for us'

### **Sponsorship workshops and events:**

**Hilary** is working alongside Karen to deliver these events. K & M had really boosted attendance. She was concerned that the numbers at the recent meetings had exceeded the Health and Safety limits on the room and thought this may continue.

**Bruno** agreed that the number limit on the room had been exceeded and that if it happens again WAC will try and find another room for us on the day, we could look at hiring a bigger room but the costs will be higher?

**Hilary** expressed concern about the best way to disseminate information about the step workshops.

**Bruno** suggested she liaise with Dipak.

**Karen** said we need feedback from the groups in terms of what they want, the shortage of sponsors means we need alternatives for example, step groups, peer sponsorships and temporary sponsors

**Bryony** suggested a pre-booking system linked to the room number limit e.g. eventbrite and she would help someone set it up?

**Karen** said there was a script for the meetings so they don't just have to be run in London?

**Tony** said he had received 2 phone calls from groups who wanted to run Big Book recovery days.

**Gillian** mentioned working the steps with the 1-2-3 leaflet using the blue book.

**Karen** asked if there could be a link on the website to the 1-2-3 leaflet?

### **Conventions:**

**Pete** said he would be interested in speaker workshops, recovery days which were spread out geographically

**Hilary** said Kingston would like to see conventions

**Tony** asked if anyone would like to do service regarding conventions

**Ben** said he would prefer to do conventions rather than PI.

**Pete** said there was some interest from Bournemouth to set up conventions.

**Bryony** asked how group members express their interest in setting up a convention.

**Tony** said groups could express interest by replying back to the central email which could then be fed back to the Bournemouth group.

**Gillian** made the suggestion of linking next year's AGM with a convention and expressed the need to book venues far in advance to ensure availability. Inviting another couple, not K & M and visiting other groups for support.

**Philip** proposed holding the next K&M workshop at Nodffa as they had shown interest in visiting the area and the rates for the venue were good.

**Hilary** felt conventions are more important than a PI committee.

**Tony** asked people to reach out to their groups to establish interest and people willing to do service on conventions and feed back to Pete in Bournemouth.

**Ben** said he would be happy to scope out some events.

**Tony** recommended Ben read the K&M report and that he and Ben have a chat about it on the phone. Ben will need 3 -4 people to help him.

### **A.O.B**

### **Finding sponsors**

**Bruno** suggested looking for potential sponsors when individuals come to your meeting to do a share.

**Tony** said that finding sponsors is a real challenge and that why some of the northern groups wanted to run Big Book study days.

### **Gesture of goodwill and a letter of thanks to the literature company**

**Tony** said we had suggested writing a letter of thanks and possibly a cash consideration, Tony said £1000 came to mind?

**Ian** expressed resistance to that because CoDA UK / the literature company is a partnership, there is significant motivation for the literature company to have the site running to maintain sales so it has worked for them like it has worked for us. If there have been additional costs, hopefully they can come to us and discuss that.

**Tony** replied, historically there has been a loan of £4000 which was talked about in December 2018 and hasn't been resolved. The literature company has a legal obligation to Core or Inc to have a website. He feels a decision on a financial gift should be deferred until we have resolved the £4000.

**Bruno** felt they had to restore the website to maintain the sale of literature and the motivation was driven by Traditions.

**Gillian** felt we should split the £4000 50:50. The literature company has had significant on costs because lots of artwork had to be reproduced because the PDF's didn't work.

**Bryony** said that a potential gift fell under Tradition 8- employing special workers, she said that backdating a payment is not the same as specifying what we want and paying for that?

**Hilary** said her understanding on the £4000 was that if literature prices were held, then the literature company would retain the £4000, but if prices for literature went up the £4000 would be repaid.

**Tony** suggested sending a letter of thanks when we take the control of the website on, but on the basis that some people feel uncomfortable about paying any cash we need to put the subject of the £4000 as the first point on the agenda for the next meeting.

**Gillian** said the literature company were reviewing costs going forward post Brexit.

### **Loans to meetings**

**Tony** made a semi proposal that intergroup contributions should be used to repay loans.

**Sanjay** said the current total of loans outstanding was £589, he suggested that a we have £21k in the bank we should write the loans off and move on?

**Philip** said starting groups is so important and realistically repaying loans is unlikely to happen for some time , the group he formed nearly folded and so repaying a loan after 6 months would have been unrealistic.

**Bruno** said currently we loan one month's rent and, in his opinion, this should be a donation. It is very difficult to establish a prudent reserve and repay a loan in 6 months. We can advance money for literature as a pack and as that's sold the money can be repaid?

**Jude** said Hatfield had a loan and when the subject of repayment came up, they were told intergroup donations would repay it and that building up a prudent reserve first was most important to carrying the message. It takes 2 years to establish a group and 6 months just isn't feasible.

**Bryony** proposed that Bruno come up with a best practise guide regarding loans. That new groups receive a gift on one month's rent on the premise that they advertise the group a month before it starts to give it the best chance of success, they then build up a prudent reserve and then pay back what they can afford?

**Tony** wanted to amend that to include writing off all the loans currently on the books.

**Gillian** said that if the new group fills out a registration form they can apply for literature from CoDA org. The literature company also sends out free stuff.

**Ian** asked if the amount outstanding on loans will come down once the NSC and LSER bank accounts are reconciled? Are some groups still sitting on donations because there aren't many intergroup donations on the accounts?

**Bruno** said he hadn't realised intergroup payments from Hatfield were loan repayments?

**Tony** withdrew his amendment

**Bruno** was actioned to write a meeting loan policy for the next meeting and then vote on Bryony's proposal.

### I) Voting in Tony as the WSC representative for CoDA UK for Ottawa 2020

Against – 0

Abstain – 0

Voting in Favour – 13 – Motion carried

### Resolving K & M expenses.

**Bruno** explained there were additional expenses incurred by the K& M committee amounting to £811.52 with income from the events yet to be paid in of £534.65, meaning that the net position was the K&M committee were due £276.87. The Treasurer wanted the income to be paid in and the expenses paid out.

**Tony** said he preferred the figures to be netted off and the £276.87 reimbursed.

J) Bruno proposed paying the K&M committee £276.87. **Christine** seconded this.

Against – 0

Abstain – 3

Voting in Favour – 11 – motion carried.

The meeting closed with the long version of the serenity prayer.

### Proposals agreed at the meeting.

#### A) Ken and Mary workshop

**Tony** proposed that the K&M report being discussed was a first draft and needs signing off by the Treasurer and once he and the treasurer are happy the final version will be circulated to the NSC and the people present. **Christine** seconded the proposal.

Against – 0

Abstain – 0

Voting in favour – 14 Motion carried

#### B) LSER and NSC Bank Accounts

**Bryony** repeated the proposal regarding answering the Treasurer's questions that the bank accounts should be reconciled. **Jude** seconded

Against – 0

Abstain – 0

Voting in Favour – 15 motion carried

#### C) Communications Role

**Tony\*** proposed that Dipak carry on in a temporary capacity and at the next meeting he can put forward what he is happy to do to get some clarity. We have a comms/website/PI overlap and we need to evaluate that.

**Bruno** then seconded Tony's proposal\*

Against – 0

Abstain – 2

Voting in Favour – 13 motion carried

**Gillian** proposed we vote Bryony in to support Dipak for the next 3 months. **Christine** seconded this.

Against – 0

Abstain – 1

Voting in Favour – 14 motion carried

#### **D) Website Development**

**Tony** proposed that we agree the spend of £240 for the first years hosting fees. **Bruno** seconded it.

Against – 0

Abstain – 0

Voting in Favour – 15 motion carried

**Tony** then asked about the next proposal, what we need Pete to do next?

After a short discussion **Tony** proposed that we need to circulate the address of the new site for feedback, we test the site over the next 6 weeks until Saturday 14<sup>th</sup> March. Ensure all the meeting lists, characteristics/ patterns and news and events are correct. Once all this detail is approved and working, following agreement by the NSC committee at the next meeting, the domain can be moved across. This proposal was seconded by **Pete**.

Against – 0

Abstain – 0

Voting in Favour – 15 motion carried

**Tony** then proposed that the we need to agree the legal transfer of the URL's from the Literature company and managing the GDPR from the literature company in the process. This proposal was seconded by **Pete** who added that the website committee would be responsible for the engagement with the literature company to manage the domains. Regarding GDPR the content will be moved across and then the literature company can delete all the content and data they have. **Bruno** asked if Dipak could introduce the website committee to the literature company. **Tony** said he would introduce the website committee to the literature company contacts **Bruno** seconded Tony's proposal.

Against – 0

Abstain – 0

Voting in Favour – 15 motion carried

#### **E) Future of the LSER**

**Tony** proposed a coffee shop meeting for LSER to establish how to move forward with an agenda sent out in the reminder email. If it gets up and running i.e. a second meeting, then those expenses can be refunded from LSER funds on the production of receipts. If a GSR is excluded from attending due to finances groups could fund their GSR's to attend and then claim a refund if the meetings continue. **Jude** seconded it.

Against - 2

Abstain – 0  
Voting in Favour – 13 – Motion carried

We then considered the second issue regarding the frequency of NSC meetings. **Bryony** proposed doing NSC meetings quarterly not all in London and maybe look at running them for a full day rather than just the afternoon. **Pete** seconded the proposal.

Against – 0  
Abstain – 0  
Voting in Favour – 15 – motion carried.

#### **F) WSC 2019 Expenses**

**Tony** proposed that although the total costs for WSC 2019 were in excess of the £1500 agreed, when the £1100 from the US was deducted, the spend was still lower than £1500 so we should agree to pay the outstanding £883.68 to Gillian.

**Philip** seconded this

Abstain – 0  
Against – 0  
Voting in Favour – 14 – motion carried

#### **G) Sending a delegate to WSC 2020**

**Alison** proposed that we send Tony to the WSC and agree a budget of £2500 and apply for the bursary and we send him whether we get it or not, if he is successful in getting the bursary, the sum funded by the NSC will be reduced by the bursary amount. **Bruno** needs to agree a procedure for establishing a budget and paying expenses for this and the delegate must provide a full written report to the NSC within one month of returning from the WSC.

Against – 0  
Abstain – 5  
Voted in Favour – 9 – motion carried

#### **H) Future Proofing the Fellowship PI**

**Bryony** wanted to amend the proposal. Not to appoint anyone to do PI right now but to come back with some ideas to discuss at the next meeting. **Philip** offered to support Ben, **Christine** seconded Bryony's proposal.

Against – 2  
Abstain – 1  
Voting in Favour – 11 Motion carried

#### **K) Voting in Tony as the WSC representative for CoDA UK for Ottawa 2020**

Against – 0  
Abstain – 0  
Voting in Favour – 13 – Motion carried

#### **L) Outstanding expenses from the K&M workshop**

**Bruno** proposed paying the K&M committee £276.87. **Christine** seconded this.

Against – 0  
Abstain – 3  
Voting in Favour – 11 – motion carried

**Other action points from the meeting.**

- 1) Bruno to draw up a policy for meeting loans**
- 2) Ben to scope out some ideas for events**
- 3) Karen requested a link be put on the website for the 'An easy way to start working the steps' , ' As Easy as 1-2-3 Using the 30 questions' leaflet – Dipak ??**
- 4) The NSC requested a written report on the 2019 WSC from Gillian.**