

CoDA UK – National Service Committee (NSC) - Minutes
7th December 2019
1.00– 5.00pm
Waterloo Action Centre

Present:

Tony	NSC Chair and CoDA North Region Rep
Alison R	NSC- Meetings Guidance & Conscience Rep + Minutes Secretary
Tim	GSR Chelmsford
Hilary Acting	GSR Kingston
Ray	NSC Communications Secretary
Jude	Acting GSR Hatfield
Karen	NSC Sponsorship Representative
Christine	GSR (Joint) Twickenham
Kate	GSR Islington
Bruno NSC	Treasurer + GSR Chiswick
Pete	Bournemouth – offering service
Dipak	GSR Watford
Linda	GSR East Finchley
Guy	NSC GDPR

Apologies and absences:

Don	Previous NSC Minutes Secretary (Apologies sent)
Gillian	NSC Literature Secretary + GSR Stockton Heath Women's Group & Noddfa Retreat (Apologies sent)
Caroline	GSR Hampstead (Apologies sent)
Liz	NSC H & I and PI (No apology received)

A) Welcome and opening:

The meeting agreed the proceedings could be recorded to assist with minute taking. Tony began the meeting with a moment of silence and then various members read the preamble, the welcome, the 12 Steps and Traditions, the 12 Service concepts and the guidelines for sharing.

B) Introductions – individuals present were asked to do a feelings check in and Hilary asked that the GSR's provided details about their individual groups bringing it forward from later in the agenda.

Kingston -20-23 attendees. All service positions filled. Financially sound

Coventry – Over 10 attendees. Has been going for about 2.5 years. Most service positions are filled. Are embarking on a step group. Financially good and will be sending a donation to central in the next few weeks.

Islington – 10-30 attendees. 2 service positions currently vacant. Financially sound.

Chiswick – Small meeting 10-16 people. Several people holding multiple service roles. Financially self-supporting.

Fallowfield – 10 attendees, all service positions filled with a prudent reserve.

Tony also provided an update on **CoDA North** who hold quarterly meetings, currently 20 meetings including Scotland and Ireland. Were instrumental in organising the Ken and Mary workshops. Wished for the subject of dealing with awkward people to be added to AOB.

Bournemouth- 5-23 attendees. Most service positions filled although no GSR. Prudent reserve and made a recent donation to LSER.

Watford – 12- 30 people. All service positions filled. Strong financially.

Chelmsford – 5 – 12 attendees. Service positions not filled. Struggling financially to develop a prudent reserve. In financial difficulty every 2-3 months.

East Finchley – 15+ people. All service positions filled. Prudent reserve.

Guildford- 20+ people. No GSR. Financially healthy make twice yearly donations to the NSC.

Hatfield – 10 – 12 attendees. Not all service positions filled. Prudent reserve after 18 months. Have recently completed a 16-point health check and the conflict procedure from the service manual.

Twickenham- 8 – 15 people. All service positions filled. Financially healthy.

Voting Rights – Only GSR's or committee members are eligible to vote , 12 attendees eligible –

30 second timeout - **Tony** explained a suggestion from Gillian after her visit to the World Service Committee, she has proposed that individuals can ask for a 30 second time out followed by the serenity prayer and reading of the guidelines for sharing at any time during the meeting. **Tony** proposed that this should be incorporated into the meeting, **Jude** seconded the proposal. 12 voted in favour with no abstentions.

Guy arrived leading to **13 Eligible votes from NSC members and GSR Representatives**

Crafting – **Tony** then proposed the introduction of crafting into the meeting, he explained that after every proposal each person present has the opportunity to speak for up to 2 minutes with their view on the subject proposed, before the motion is seconded or voted on. **Pete** suggested that everyone has the opportunity to express a view but if they don't want to, they can say 'pass' **Christine** indicated that she was concerned this may slow things up and groups wanted action. **Tony** reiterated it was important everyone had a voice. **Ray** paraphrased that each person should have the option to speak and they can decline. **Dipak** suggested we could use the technique today as an experiment. **Jude** did not want to try it today.

13 voted – 12 in favour 1 abstentions.

C)Tony requested a spiritual time keeper. **Pete** volunteered. **Tony** the allocated timings for the agenda.

D) Approval of Minutes.

Ray made amends to the group about the incomplete August minutes and expressed his intention to get them updated and completed with feedback from group members following his non-attendance at the meeting in October.

Ray asked for the contact details of Alison at Twickenham who had expressed an interest in taking on the Communications role at the NSC. **Christine** who is joint GSR with Alison agreed to facilitate this. **Tony** reminded the group of the importance of individuals attending the NSC on 3 occasions before committing to service roles. **Ray** also asked for contact details of Richard from Reading who had offered to assist with the website development, **Tony** has spoken to Richard this week and it was agreed to discuss this under the website section.

Bruno discussed point 4 and the request by Julia that her contact details should be removed from the website. He believes this issue being triggered by the Literature UK email address. **Ray** is trying to establish the cause of this problem leading from possibly a previous role as literature secretary. **Ray** has sked Julia for more details to identify the problem.

Tony commented that Gillian's information on World Service and Literature was not included in the October minutes and he was not intending to chase her for these at the current time.

Ray expressed thanks to Tony for completing the minutes.

Bruno queried the point regarding the future of the LSER and bank accounts and if the paperwork to allow him to access the account was available **Ray** confirmed he had it with him and that point could be actioned.

Hilary queried if her phone number had been included in the outreach to GSR's as part of the process to re-establish the LSER. **Ray** confirmed this was for him to action and an email would be prepared but it hasn't yet been sent.

Guy raised the matter in the June minutes regarding the subject of expenses being reimbursed for the World Service Committee attendance once a report had been provided to the NSC. He suggested a vote should take place on this matter meanwhile recognising that Gillian should not be put under pressure at this time. **Tony** suggested that perhaps the matter should be discussed under the World Service Committee section of the agenda.

Regarding the approval of the minutes for October, after the discussion **Tony** proposed that there was work to be done yet, the World Service information needed including, the financial information which although supplied by Bruno had been omitted. **Tony** proposed that until Gillian's work is included, the minutes for October cannot be approved. **Guy** suggested that he would prefer to approve them pending Gillian's report, **Ray** seconded that proposal to move things on and get some of the minutes published.

13 voted on the approval of the October minutes pending the World Service report. 3 Abstentions. 9 Agreed.

Tony then asked the GSR's if they had any subjects, they wished to raise under AOB.

- Chair finding was raised
- **Hilary** asked if GSR's realised that their input to the meeting was always scheduled at the end of the 4-hour meeting, **Tony** replied that today the issues were going to be covered in the section of the agenda regarding the future of the LSER.

E) Service Vacancies.

PI – hospitals and institutions. **Tony** asked if Kate had expressed an interest at a previous meeting, she said she had. **Tony** asked if the role could be conducted with anonymity. **Kate** confirmed she was happy to assist some others but not take it on completely. **Ray** commented that the role in question was the NSC PI role. **Tony** recommended that the role be kept simple because for 2 years we haven't had any PI. The role would potentially start in February and would include the development of basic posters and leaflets for Dr's etc. **Ray** reiterated that although the initial role could be quite simple, it was a role on the NSC that was vacant, which would lead a committee of people to address the PI shortfall.

Communications. **Ray** confirmed his intention to step down from this role.

Web Master. **Ray** confirmed Amma had stepped down from the role 2 months ago and confirmed his willingness to take over the webmaster role when we have a fully operational website on the basis that he relinquishes his communications role. **Ray** made the differentiation clear between the website committee who would develop the new website and the Web Master who would update it when it was functioning.

Christine commented that if we are to have a PI role, it is important that the website is functioning so professionals can be signposted to it.

Hilary asked if the previous PI incumbent needs to be notified that they no longer have the role. **Tony** commented that there is a guideline that NSC committee members need to attend 3 meetings to be in service and that members come from meetings and must be voted in, the previous person doing the PI role has not been to 3 meetings, have not been in communication with committee members and therefore could not hold a service position.

Dipak asked if there were any job descriptions and the criteria for taking them on, in terms of attending meetings and the duration required in the role. That this is a bottom up fellowship.

Alison asked if the role of PL Insurance coordinator be added to the list of vacancies.

Pete confirmed he was keen to offer service but was not familiar with the job descriptions and recognises he needs to attend more NSC meetings to meet the criteria.

Tony proposed that he and the committee establish the description of the roles and that they are probably available on CoDA Org. **Ray** said he thought the roles being discussed were specific to the UK so wouldn't be on CoDA org and that in reply to Dipak, it would be hard to come up with specific job descriptions because it had been so long since we had people in the roles that coming up with a description would be hard. **Alison** suggested that the individuals who are doing the roles that they wish to relinquish should write the job description. **Tony** commented that in AA, individuals are sponsored into roles to ensure all the information is passed on and the replacement person can confirm they fully understand what is required. **Dipak** supported Alison's suggestion that the incumbents formulate a brief job description for their roles.

Pete commented that on the website you are signposted to a page which shows current vacancies which doesn't exist.

Ray queried the decision regarding attendance at 3 meetings, this required people to attend for 6 months before they can do service, we can't really have the luxury of this delay. **Bruno** said that in Chiswick the requirement of attendance at meetings varies by role and perhaps depending on the role the NSC could be more flexible. **Tony** commented that if people take on roles quickly, they can drop them just as quickly and the chaos causes is significant. He said that the founders of the fellowship suggest you have been in the fellowship 3-4 years before you consider service roles at the NSC, given the situation at CoDA UK, regarding service, this has been relaxed to 12 months in the fellowship, some progress on the steps and attendance at 2 NSC meetings. **Dipak** agreed there need to be boundaries in place for people taking on service at the NSC to safeguard the committee. **Ray** confirmed a minimum time on the programme and progress on the steps is a good expectation combined with maybe on-line attendance on the Whatsapp as evidence of their ongoing contribution to the committee could be enough?

Tony reiterated there were 9 positions to be filled. He proposed that anyone with a position they wish to hand over, need to write a job spec for the next meeting and that an item for the agenda at the AGM we consider the criteria required to take on an NSC service role. **Karen** seconded the proposal. **Bruno** recommended that the boundaries for the roles when agreed should be published on the website.

13 voted on this proposal, it was adopted unanimously.

F) GDPR **Guy** said that at the June meeting he had presented on GDPR and that it had been agreed he should be co-opted onto the website development group, he has not been in contact with them. He is concerned that there may be lists of names being circulated from retreats which

may be compromising regarding GDPR. He asked that people doing retreats must contact him and he will provide guidelines regarding what is required for us to be compliant. He emphasised that we must urgently get the website GDPR compliant but that the website development is a much bigger topic. **Ray** offered to send out an email to the meetings if Guy drafts one, circulation should include anyone organising any CoDA event. **Tony** seconded Ray's proposal. **Bruno** said he was not aware of any data held on the website apart from meeting lists which is information volunteered for that purpose so the website should be GDPR compliant. **Guy** said that if someone clicks on the website the data will be recorded somewhere, we may not have access to it, but whoever hosts our website has, so we need a privacy statement to cover us in the event of this. **Pete** made a comment about cookies here which I cannot understand even listening to the recording 1 hour 25 mins in !!!! **Ray** asked that Guy's email covers a statement for the retreat site which currently doesn't have a GDPR statement. **Dipak** asked if we had considered if CoDA US stored any data? **Bruno** raised the subject of the temporary website set up for literature and how concerned the publishers were about GDPR because they are a commercial organisation so do not want to make a mistake and as a result have been reluctant to update some of the data regarding meeting data unless it was provided directly by the contact people. **Dipak** expressed concern that we were confident GDPR issues had been fully dealt with regarding the literature website. **Karen** asked what needs to be done about replies from the Coda sponsorship email. **Guy** agreed to draft something. **Tony** mentioned the 'right to be forgotten', the need for an individual to be given that option, as well as giving express permission for their data to be used. We need to advise people how long their data can be used and give people the option for their data to be removed. **Guy** agreed to ask the lawyers for a recommendation covering these points for the fellowship. **Ray** asked that Guy looks at the statement used on NSC Comms which if appropriate can be used elsewhere. **Pete** reminded people of the procedure of BCCing addresses in group emails to prevent disclosure of addresses although this could be difficult regarding sponsorship.

Ray proposed that Guy drafts an email to go out to all the NSC Comms, GSRs and retreat organisers to raise awareness for anyone keeping meeting lists. **Tony** seconded that.

Bruno asked that the members can have the 2-minute drafting option asked if this was really relevant to the CoDA 12 step format where no formal lists are established at group level because we are not a membership. He felt that with retreats we simply need to agree all contact data will be destroyed and we are potentially 'over engineering' **Ray** addressed the concern regarding members, he was referring to people who had provided their details as GSR's, as meeting contacts or individual email members who have requested they are added to mailing lists. They have opted in so that is his definition of members. There are also the lists from retreats and lists from meetings who retain an email contact list, all these are GDPR issues. **Bruno** suggested this was discussed further under the website agenda point.

Tony proposed Guy comes up with guidelines which will be circulated to relevant parties within the fellowship, so everyone is aware of express permission and right to be forgotten etc. **Dipak** added that if he was asked to do the GDPR advise, he would require information from the people running the retreats, the people developing the website and those organising sponsors to be clear what their requirements actually are, especially given the lack of job descriptions for service position holders.

After the discussion **Ray** proposed that Guy draft an email to go out to GSR's, meeting contacts and members on the NSC Comms email that says what the issues are with GDPR if data is kept on CoDA members and what those storing the data need to be aware of? **Tony** seconded that proposal. **Christine** commented that it could be a starting point and be developed.

13 voted, all in favour of the proposal.

G) Website

Tony had spoken to representative of the literature company who has developed the temporary website who is keen to get the website up and running properly. Should we consider having passwords for the website shared amongst the committee members rather than having one person with all the details, so we avoid the problems we had with the bank accounts?

Ray reminded the committee that we had previously voted that the literature supplier would not have exclusive control of the website and that the new website development would be separate to this? **Tony** could not recall this decision being made? **Ray** reiterated that the literature supplier has kindly set up a temporary CoDA website which was currently being controlled by them, without agreement from the committee because it had been done as an emergency measure, we should be grateful that this has been done, but the replacement site needs to be completely separate?

Christine asked details about the literature supply company? **Tony** explained the company produces the CoDA literature in the UK and distributes the literature using the website, when the site crashed, they managed to capture most of the data and used it to populate a replacement temporary site to ensure literature could still get out to the fellowship. **Hilary** stated that it was her belief the literature company was not trying to control but had simply done what was necessary to ensure literature could get out to the groups. **Dipak** recalled the conversation in August regarding the decision on the control of the website. **Guy** has had a conversation with the literature company regarding GDPR and wanted to tell everyone the management was a CoDA member and previously had been on the NSC committee and so is familiar with the Traditions and wants to see CoDA to succeed. **Hilary** was glad that boundary was in place. **Bruno** supported what Guy said about the literature company's understanding of the Traditions and that their involvement in setting up the temporary website was in response to being inundated with phone calls about meeting details when the website crashed, and they were probably the first to realise it had crashed?

Bruno reminded the committee that the reasons why the website crashed were numerous and we had been paying a hosting fee for 5 years to the wrong company and not been paying the hosting site who pulled the plug. When we finally had a conversation with them it was too late to recover the data. **Dipak** reminded the committee that in September the NSC agreed that they would have a free website where you can store passwords with multiple access. **Tony** commented that we need some people to take over the replacement website development, 12 months ago, £1000 was earmarked for site development, this hasn't happened. Since then the site has gone down, data has been lost and the replacement website is now being run by the publisher, this need resolving.

Ray gave an update on the website replacement, Bruno and Ray were involved, Bruno made contact with some key people and then Ray got involved on a more technical footing, managing to get the website address back up and linked it to the temporary website the literature supplier developed. CoDA UK emails are working again, keeping the old communications intact. We also have a previous committee member who has volunteered to develop a prototype for a new website, development stopped then due to no one being on the committee to support moving it forward. Following some recent communication this prototype can be available in a week to 10 days as a starting point for feedback from any interested members of the committee.

This is not meant to be a final version, but a template to provide to a company who can then do the development of the final version. **Hilary** commented that perhaps we should consider paying the volunteer to do this as the website is fundamental? She also asked if we had made any progress teaming up with the American website? **Tony** recommended that we revisit the American option.

Bruno expressed concern that whoever is developing this website seems to be doing it on their own accord, the NSC should be writing the brief and then get it actioned. He said that what had been done by the literature supplier with the temporary site and the meeting list wasn't perfect but was good enough. He felt it was better for the committee to produce a specification and submitting the brief to multiple teams and then decide which is best?

Pete commented that with the current set up there was a single point of failure, only one person managing it which has significant limitations if it goes wrong, we need a site with systems compliance, a number of committee members need their own logins with an appropriate level of access so any changes of committee members can be managed?

Dipak queried if the NSC has a website committee? **Ray** replied that the embryonic website committee was Bruno, himself, the recently resigned Web Master and the volunteer prototype developer. Ray said that Bruno subsequently resigned from the conversation on the group WhatsApp after the discussion became heavily technically based? Ray then continued with the volunteer non-committee member. Ray then asked if Pete would offer his services? **Dipak** then raised again the subject of piggy backing on the American site. **Tony** commented that the committee weren't getting much feedback and that the American approach creates more options which won't necessarily move things forward, he believes the solution is simple. The person who set up the temporary site at the literature supplier doesn't think setting up a new site is a complicated job and needs urgent resolution. **Kate** agreed that a committee is necessary and supported Bruno's idea of putting together a proposal, she believes there is a lack of expertise on the management side of the website project which is why things have become so protracted. **Tim** proposed that we set up a technical subcommittee who then makes a presentation of proposals to the NSC. Need someone to take ownership who understands it. **Bruno** agreed with Kate that we need to separate the requirements from the technical execution, the WhatsApp group website subcommittee broke down when there was a conflict between two ways of building the site. We lost focus on what we needed the site to do, Bruno had provided a brief and received no feedback. **Ray** advised the committee he had submitted a report to the previous meeting which he did not believe had been read which he feels has added to the confusion, he then confirmed that the prototype site which has been developed has been done on the basis of Bruno's brief. So, he feels we have followed due process. Ray has technical skills in this area but cannot do it while continuing in the Comms role. Ray offered to sponsor someone into the Comms role or alternatively continue to report into the NSC on Comms with support and do the website too. Ray believes the development of a prototype is the way forward.

Tony concluded that we need to vote on a website committee. **Dipak** suggested that the website committee should be UK based. **Pete** offered his services if he was eligible. **Christine** said the website committee should be given a mandate to get on and do things. **Hilary** proposed some sort of timeline. **Tony** said he had not seen a list of requirements for the website, **Ray** replied that Bruno had done one, which was a cleaned-up version of the old site that crashed. **Pete** suggested that the website committee review the list of requirements and present options to deliver them. **Dipak** suggested that perhaps GSR's could be used to beta test the prototype? **Tony** proposed establishing who is going to be on the committee and then what they are going to do? **Alison** commented that the last time the project fell over was when we got bogged down in the technicalities, what we need to do is focus on the appearance and functionality from a user perspective and then take technical advice on how that is to be delivered. **Guy** supported the idea of having deadlines and focussing on progress not perfection. He also felt that spending money may bring in some discipline to get the project moving. He believes a deadline of February should be practical to get some substantial progress on this essential project.

Tony - asked for Pete's background and then Ray and Pete were asked to leave the room.

After the crafting exercise **Tony** proposed that Ray relinquish the Comms role or gets support with it, and as part of a website subcommittee with Pete, that a deadline is set for the submission of the prototype site in 2 weeks – **22nd December 2019**.

That a job list is submitted to the committee of the user specification requirements by **14th January 2020** with a realistic workflow to deliver a functioning prototype model developed which can be beta tested from **1st February 2020**.

This proposal was seconded by **Dipak**.

11 voted, 10 in favour 1 abstention.

Ray raised concerns about the timeline proposed because the prototype is in the hands of a volunteer. He felt that a more realistic approach would be to have feedback from the committee in time for the next NSC. There was further discussion and it was agreed that the timeline in the proposal was realistic. **Bruno** suggested that given the prototype is being delivered by a volunteer would it make sense to get the literature providers team to also work on a prototype possibly using the funds put aside? **Pete** said that in his opinion even using WordPress £5k would be a more realistic budget and that the £1000 would be better used to fund hosting and servicing costs. He also felt that having multiple developers may raise issues with the intellectual property of the site. **Alison** queried the idea of developing two sites in tandem as it would add complexity. **Dipak** reiterated his understanding of the project and indicated that perhaps in February we could then get the literature suppliers team involved once the model is being tested. **Ray** made it clear that he doesn't want anyone enlisting additional support at this stage in case there is a conflict of interest. **Tony** confirmed he would communicate that to the literature supplier who manages the current temporary site. **Ray** reiterated that if and when the prototype does not deliver it will then be the committee's responsibility to formulate a back-up plan at that stage, so on or before the 14th Jan 2020.

H) Future of LSER

Ray provided the history – LSER meetings were every 2 months but attendance was poor and the numbers dwindled to only 2 committee members , Comms and Treasurer, so due to a lack of participation the LSER and NSC were merged as an emergency temporary measure. As a way of trying to get the LSER up and running again there was a proposal to set up an informal get together of southern GSR's in several places supported by funding from the NSC. Ray as Comms secretary had the action to contact all the GSR's to establish interest.

Hilary asked if the email had been sent out with her contact details to coordinate these informal meetings – it hadn't. Hilary is keen to assist along with **Christine** and would like her contact details circulated to help get the informal meetings started. **Hilary** also reminded the group that there used to be an hour added into the agenda of the sponsorship workshops for GSR's to meet, but this had been discontinued and should be reinstated. **Dipak** gave some feedback from the 4 groups he goes to, of the 60 people he engaged with no one has come forward to express interest in informal gatherings, he will continue to communicate the initiative and he also offered to be involved with Hilary to get the informal get togethers started.

Tony explained how CoDA North had been started in Starbucks with 4 people and now included delegates from Scotland and Ireland too with a base of 20+ meetings. He also said that Scotland wouldn't engage with the NSC because they believed the NSC was choked with LSER dysfunctionality.

Dipak commented that in the previous meeting Gillian had suggested the use of software like Zoom to be used to increase participation where face to face meetings were difficult. He said it was important to make the initial contact between group members.

Guy said he was very supportive of meetings developing naturally but was very concerned with the controlling nature of the comments coming from Scotland, which he felt was the opposite of what the fellowship should be doing? The redevelopment of the LSER should be natural not because we have been instructed to do so? **Tony** apologised for the way the comment had been interpreted, he reiterated that there is a concern from the North that the NSC and the LSER are out of sync because of the merger. **Guy** repeated that if groups wouldn't participate in something

because the NSC and LSER were merged then that was controlling. He commented that if the Scottish groups wanted change they should come and participate in the NSC to instigate that change. **Hilary** queried the point about the LSER disrupting the NSC because there is no LSER? **Ray** added that in recent years there have been a lot of comments coming from Scotland which have raised hackles and that it wasn't a healthy way to deal with these issues and that the healthy way was for Scottish groups to come to the NSC and engage personally rather than issue ultimatums. The NSC covers the whole country and has many representatives from the North. **Tony** reiterated the need for a proposal to address the LSER situation.

Dipak called 30 seconds time out and the serenity prayer was spoken.

Hilary asked again how the LSER was disrupting the NSC? She proposed again using her contact details and **Christine** asked if there was a mailing list for GSR's. **Bruno** asked if the subject of the LSER should be on the agenda of the NSC, because it is in conflict with the bottom up nature of the fellowship. **Ray** confirmed we have the mailing list and made an amend that the email has not gone out due to over commitment on his part. We should ask what the GSR's want? He asked for support in drafting the email. **Guy** proposed that the NSC encourage groups in the south to create informal get togethers reviewing the situation after 6 months. **Hilary** suggested asking the GSR's present how they wanted to move it forward. **Ray** agreed, as CoDA a bottom up organisation and that the NSC has a formal role only as far as we control the LSER funds. He felt the email was crucial even if the response is small. The NSC won't pass any of the LSER funds to the US until there has been ample opportunity for the groups to come up with ideas to use it getting groups together. **Hilary** was convinced that if GSR's knew what was happening they would want to engage in the process.

Tony has contacted over 20 meetings in the SE region and only 6 expressed an interest in getting involved and he supported the proposal. He feels very strongly that we make a decision on the situation with the LSER at the AGM.

Ray proposed that he (or someone) send out an email crafted by someone else, **Tony** seconded it. **Dipak** reiterated that the email should go out ASAP and the situation should be reviewed in February and that he was prepared to discuss the situation with Hilary and the other GSR's in the room after the meeting to push things forward.

Guy proposed that an email be crafted by someone including the LSER email, (which Ray will provide the login details for Hilary and Christine to access), and Hilary's phone number to go out to all the GSR's and the outcome of that email, be discussed at the AGM. **Kate** reminded the meeting that 'someone' isn't very clear? **Pete** offered to draft the email! To be actioned by 2/2/2020. **Tony** seconded the proposal.

13 voted in favour.

I) Retreats and Workshops.

Ken and Mary Workshop

The goal of the workshops was to spread the message and ideally break even, this had been achieved with 300+ delegates over the 4 days.

The Treasurer supplied the following analysis of the workshop:

Ken & Mary Workshops Accounts – December 2019

Overview

As of Friday 6th December, data available to the NSC treasurer showed that the K&M Workshops had generated an income of £12,117.27 and cost £9,971.72 to organise. This leaves a net profit of £2,145.55.

Income

Income totalled £11,952.62 broken down as follows:

Venue	Product	Quantity	Price	Total
London	Weekend	110	£49.10	£5,401.00
London	Weekend Concession	6	£24.45	£146.70
London	1/2 Day	145	£14.59	£2,115.55
London	1/2 Day Concession	11	£7.19	£79.09
London	Weekend direct to NSC	1	£50.00	£50.00
London	Door	?		£330.00
London	Donations			£134.65
London	Workshop Subtotal			£8,256.99
Liverpool	Weekend	72	£39.24	£2,825.28
Liverpool	Weekend Concession	12	£19.52	£234.24
London	Door	?		£40.00
Liverpool	Donations			£30.00
Liverpool	Workshop Subtotal			£3,129.52
Liverpool	Lunches	66	£9.86	£650.76
Liverpool	Lunches Door	8	£10.00	£80.00
Liverpool	Lunches Subtotal			£730.76
K&M Workshops	Grand Total			£12,117.27

So far, payments from the online booking facility to the NSC treasurer account total £11,000. This doesn't quite tally up with the £11,393.46 reported on the last update from the booking website dated 21/10/2019 and it is not clear at this stage how many further bookings need to be accounted for after that date.

BOOKING	Price	Fee	Income	Sales	Total
FULL PRICE PLACES £					
London Weeked	50.00	0.90	49.10	110	5401.00
London 1/2 Day	15.00	0.41	14.59	145	2115.55
Liverpool Weekend	40.00	0.76	39.24	72	2825.28
Liverpool Lunches	10.00	0.14	9.86	60	591.60
CONCESSION PLACES £					
London Weeked	25.00	0.55	24.45	6	146.70
London 1/2 Day	7.50	0.31	7.19	11	79.09
Liverpool Weekend	20.00	0.48	19.52	12	234.24
			Total Received		11393.46
Updated			Owed to Brink for Lunches		600.00
21/10/2019			Income From Sales		10793.46
Figures exclude payments by bank or cash on the day					
Small inaccuracy on transaction fees in multi item orders					

Income from the booking website is net of booking fees. If these are communicated to the treasurer, they will be accounted for as additional income first and then offset in equal amount as additional expenditure.

Cash income totalling £574.65 was received at both venue from ticket sales, lunch sales, donations towards gifts for K&M and general CoDA donations. This income has not yet been received into the CoDA UK NSC Treasurer bank account.

Income outstanding into the NSC Treasurer account total at least £393.46 + £574.65 = £969.11 and possibly more when sales taken after 21/10/2019 are accounted for.

Expenditure

Expenditure totalling £9,971.72 pounds was incurred to organise both events and breaks down as follows.

Description	Amount
Rudolf Steiner House	£1,920.00
The Brink	£1,000.00
The Brink Lunches	£791.67
The Brink Teas & Coffees	£333.33
AV	£1,440.00
Flights	£1,778.00
Trains	£110.20
Accommodation	£1,377.00
Per Diem	£420.00
Gift	£146.00
Booking Service	
Tea, Coffee and Biscuits	£192.00
Cups and coffee dispensers (x4)	£245.52
Paper towels and Tissues	£23.00
Printing	£140.00
London Venue Staff	£15.00
Liverpool Venue Staff	£40.00
Total	£9,971.72

Most of the expenditure was paid directly from the NSC account to either suppliers or K&M.

Cash paid out by the organising committee totalled £811.52 and hasn't been paid out of the CoDA UK NSC Treasurer Account yet. The balance of cash expenses minus cash receipts is £236.87 and will be paid out without delay provided the NSC agrees that all expenses were legitimate despite not having been budgeted.

This concludes the K&M Workshops accounts report as of 6th December 2019.

A further update was received as follows :

Ken and Mary receipts via booking system are as follows (WhatsApp received from Ray 8/12/2019 @21.57)

Total receipts after refunds	£11,747.50
Less 1.4% Payment fee	-£164.47
Less Orders x £0.20 Per Order Fee	-£58.40
Total Receipts NET	£11,524.63

Includes 65 Liverpool Lunch Bookings at £10.

Total current expenditure for the event - £9,971.72

There is still £811.52 to be paid out to the organisers for cups, coffee, gifts etc

Cash income (from ticket sales, lunch sales and donations) from both venues of £574.65 is yet to be received. There is also a discrepancy of £393 which is still to be reconciled amongst the various bank accounts due to different cut off dates and refunds given- Ray to reconcile this.

Guy suggests that when Gillian is better, we prepare a de-brief report to provide feedback for subsequent retreats.

Ray hasn't got any record of cash receipts at the event but thought Gillian probably had them. Gillian still needs to claim for some expenses.

Tony raised the subject of personal expenses for Tony / Gillian & Danielle and asked if the NSC would cover these which will be in the region of £800-900.

Jude asked if these expenses would be supported by receipts? **Tony** expressed that expenses are only paid when supported by receipts. **Ray** commented that these people came to London to support the London workshop and provided essential support so believes we should underwrite the expenses. **Hilary** commented that for future workshops an allowance should be added in for those giving vital support. **Dipak** suggested Tony leave the room. **Bruno** reiterated that the event can support the expenses from the profit made. **Tim** confirmed he was happy to support their expenses with receipts and this was formally proposed which **Christine** seconded. **Jude** asked for Bruno's opinion. **Bruno** confirmed there is currently a £2145 profit, so even with these expenses there is a profit, but the expenses would need to be supported by invoices / tickets / credit card bill. **Dipak** said he was massively thankful for the service and wanted confirmation we would still make a profit and wanted the committee to offer thanks to Tony et al. **Guy** proposed that the personal expenses should be paid even if it creates a loss as without them the workshop wouldn't have happened and spreading the message would have been lost. We had agreed before that the NSC would fund a loss if necessary, to put on the event. **Hilary** commented that the LSER and NSC received funds from the groups to put on events such as this and so we have the money anyway. **Dipak** said that going forward we need to have a boundary around receipts to safeguard CoDA, the NSC and LSER into the future.

Jude amended the proposal that personal expenses must be backed up by receipts. If any aren't supported by receipts then the committee must make a separate decision on those. **Dipak** said that for K & M the individuals weren't told to have receipts so he would be happy on this occasion to waive this.

Bruno amended the proposal to say all expenses must be supported by receipts and if there were any unsupported claims they could be paid following a separate review by the committee.

12 voted in favour of this proposal.

Jude proposed that a vote of thanks goes into the minutes to thank Tony, Gillian and Danielle plus all the others who provided service for the Ken and Mary workshops Tony receive a round of applause from the committee.

London Sponsorship Workshops

Karen informed the committee that she took on the role of workshop coordinator for a 12-month period which had now ended. Hilary was going to take over on a phased basis. She advised the committee that over the year the attendance had risen from 7 to 27 and that the K & M workshop had added to the momentum. If the larger numbers are maintained going forward, we would need a larger room as the most recent workshop had exceeded the permissible numbers for the venue.

Karen advised the committee that fire safety needs including in the script going forward.

Bruno was actioned to provide the committee with the costs and room size options available at the WAC so a decision can be taken going forward.

Hilary was voted in unanimously with 12 votes as Sponsorship Coordinator.

Salisbury Mixed CoDA Retreats 2020.

Ray confirmed the dates as 13-15 March and 11-13 September 2020

J) Treasurers Report

CoDA UK NSC LLOYD'S TREASURER ACCOUNT

DESCRIPTION	DATE	IN	OUT	BALANCE
KAREN SPONSORSHIP WKSHP TRAVEL	02/12/2019		£45.90	£8,864.34
GILLIAN WSC 2019 TRO 309542	02/12/2019		£1,136.12	£8,910.24
BRISTOL SUNDAY 30 NOV 2019	02/12/2019	£50.00		£10,046.36
CODA WSC TRO	26/11/2019	£1,136.12		£9,996.36
W'LOO ACTION CNTRE INV 5223 (AGM HALL)	25/11/2019		£245.00	£8,860.24
LONDON REGENTS PARK	08/11/2019	£50.00		£9,105.24
THE BRINK	04/11/2019		£1,870.00	£9,055.24
CODA RETREAT KEN & MARY 22	01/11/2019	£500.00		£10,925.24
EXETER CODA	31/10/2019	£100.00		£10,425.24
CODA RETREAT KEN & MARY 21	31/10/2019	£500.00		£10,325.24
CODA RETREAT KEN & MARY 20	30/10/2019	£500.00		£9,825.24
AKWIL LTD K&M LIVERPOOL	29/10/2019		£720.00	£9,325.24
CODA RETREAT KEN & MARY 19	29/10/2019	£500.00		£10,045.24
CODA RETREAT KEN & MARY 18	28/10/2019	£500.00		£9,545.24
CODA RETREAT KEN & MARY 17	28/10/2019	£500.00		£9,045.24
CODA RETREAT KEN & MARY 16	28/10/2019	£500.00		£8,545.24
CODA RETREAT KEN & MARY 15	25/10/2019	£500.00		£8,045.24
CODA RETREAT KEN & MARY 14	24/10/2019	£500.00		£7,545.24
CODA RETREAT KEN & MARY 13	23/10/2019	£500.00		£7,045.24
CODA RETREAT KEN & MARY 12	22/10/2019	£500.00		£6,545.24
CHESLEA WOMEN'S MONDAY EVENING	21/10/2019	£100.00		£6,045.24
CODA RETREAT KEN & MARY 11	21/10/2019	£500.00		£5,945.24
CODA RETREAT KEN & MARY 10	21/10/2019	£500.00		£5,445.24
CODA RETREAT KEN & MARY 9	21/10/2019	£500.00		£4,945.24
CODA RETREAT KEN & MARY 8	18/10/2019	£500.00		£4,445.24
AKWIL LTD K&M LONDON	17/10/2019		£720.00	£3,945.24
CODA RETREAT KEN & MARY 7	17/10/2019	£500.00		£4,665.24
CODA RETREAT KEN & MARY 6	16/10/2019	£500.00		£4,165.24
INTERNATIONAL TRANSFER CHARGE	15/10/2019		£15.00	£3,665.24
CODA RETREAT KEN & MARY 5	15/10/2019	£500.00		£3,680.24
INTERNATIONAL TRANSFER TO K&M	15/10/2019		£1,797.00	£3,180.24
K&M RETURN TRAIN TO LONDON	14/10/2019		£60.20	£4,977.24
CODA RETREAT KEN & MARY 4	14/10/2019	£500.00		£5,037.44
CODA RETREAT KEN & MARY 3	14/10/2019	£500.00		£4,537.44
CODA RETREAT KEN & MARY 2	14/10/2019	£500.00		£4,037.44
CODA RETREAT KEN & MARY 1b	11/10/2019	£499.00		£3,537.44
CODA RETREAT KEN & MARY 1a	11/10/2019	£1.00		£3,038.44
K&M TRAIN TO LIVERPOOL	07/10/2019		£50.00	£3,037.44
TONY CODA NSC EXPENSES	07/10/2019		£85.00	£3,087.44
HILARY TRAVEL EXP	07/10/2019		£48.80	£3,172.44
SPONS WKSHP COLL	07/10/2019	£52.00		£3,221.24
BALANCE CARRIED OVER	03/10/2019			£3,169.24

CoDA UK NSC LLOYD'S BUS BANK INSTANT

DESCRIPTION	DATE	IN	OUT	BALANCE
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INTEREST	11-Nov-19	£0.14	£3,005.91	
INTEREST	09-Oct-19	£0.12	£3,005.77	NSC
BALANCE CARRIED OVER	09-Sep-19		£3,005.65	

Treasurer Report – December 2019

Income and Expenditure Analysis

Payments into the account since the last NSC

Income

- Donations totalling £352.00 were received from the Bristol Sunday meeting, the London Regent's Park meeting, the Exeter meeting, the Chelsea Women's Monday Evening meeting and the Sponsorship Workshop collection.
- A Payment of £1,136.12 was received from CoDA World Service towards WSC TRO
- £11,000 were received from the K&M workshops online payment facility

Expenditure

- A payment of £1,136 was made to Gillian towards WSC expenses
- £3,310 were paid to the K&M workshops venues and PA supplier
- £1,922.20 were paid towards K&M travel, accommodation and per diem expenses
- Deposits were paid to both K&M workshop venues in the amount of £2,400
- £245 was paid to WAC to book the Hall for the 2020 AGM
- £133 were paid towards NSC travel expenses

The total balance of CoDA NSC Accounts is £11,870.25

Loan Book

As it stands there are £564 worth of loans outstanding and most of them are less than a year old. Is there an established procedure to chase these loans once they become outstanding?

Commitments

Expected commitments excluding NSC service holders' expenses for the remainder of CY2019 total £968.88 and are

WSC expenses £ 863.88
WAC rent £ 105.00

Expected commitments excluding NSC service holders' expenses for CY 2020 total £6,276.58 and are:

Website £1,076.58
WAC Rent £1,160.00
PLI Premium £2,205.00
WSC (?) £2,000.00

This concludes the NSC Treasurer's report.

LSER

As discussed at the last meeting, the treasurer still doesn't have access to the CoDA LSER account held with The Cooperative Bank.

As a reminder, on 2nd August, the previous treasurer (Matt) informed the current treasurer (Bruno) that the old treasurer (Brenda) and himself (Matt) had signed the Cooperative Bank signature mandate and that he had posted it

to Ray for signature. That was over a month ago on 2nd August making the posting of the mandate late June or early July. After signing the mandate, Ray was meant to send the mandate to the current treasurer (Bruno). However, the current treasurer hasn't received the mandate.

The treasurer has asked on repeated occasion that Ray send him the mandate. However, Ray stated that he was reluctant to put the signed mandate in the post because he was concerned that if it fell in the wrong hands it could be signed by a total stranger and funds could be withdrawn. The treasurer suggested to courier the mandate or to post it recorded delivery and Ray agreed to it. Ray suggested he would bring the mandate to the treasurer at the K&M workshop.

A resolution was proposed and approved 10 for and 0 against to understand by the 7th December who has the paper mandate to send to the Treasurer to ensure access and visibility of 7th tradition finances.

Unfortunately, no progress has been made to date

CoDA LSER - COOP

DESCRIPTION	DATE	IN	OUT	BALANCE
PLI Hatfield (?)	28-May-19	£20.00		£7,899.11
Intergroup Hatfield	28-May-19	£1.00		£7,879.11
PFI Guildford Women Sat AM	23-May-19	£50.00		£7,878.11
PFI Wimbledon	23-May-19	£50.00		£7,828.11
CoDA Glasgow Woodside Hall	22-May-19		£37.60	£7,778.11
CoDA Holy Trinity Aberaeron	22-May-19		£37.60	£7,815.71
Ladies Saturday Hammer	07-May-19	£50.00		£7,853.31
Previous Balance	26-Apr-19			£7,803.31

The last known balance of the CoDA LSER account was £7,899.11 as of 28 May 2019.

This concludes the LSER treasurer's report

Alison requested a full list of transactions relating to the PLI as soon as Bruno has access to the LSER bank account, to enable her to write a job description for the Insurance role which she intends to relinquish.

Guy proposed a vote of thanks to Bruno for his service as Treasurer on the NSC. He also suggested that given the bank balances, even with the commitments we have sufficient funds after a prudent reserve to fund a nimbler response to the website situation if required.

K) AOB

Due to running out of time it was agreed that subjects for the AGM would be agreed on the committee Zoom call at the beginning of January.

Stand at iCAAD, **Guy** suggested that it was probably too late to pursue this for 2020, however **Bruno** felt we could book the stand and potentially cancel it rather than miss out on the opportunity. **Guy** agreed to find out about the cancellation policy and **Kate** suggested that it be added as a priority to the Zoom call.

NSC Communications Secretary role, Ray needs to relinquish this role to take on the website committee position. He briefly described the role. **Dipak** offered service until the 2nd February 2020 when the position would be reviewed again. **Tony** offered to support Dipak on the telephone if need be. **Christine** commented that Alison (Joint GSR Twickenham) had shown an interest in the role too, Alison will be at the meeting in February and may agree to take on the role then.

Alison R proposed that Dipak take on the NSC Comms role from Ray, **Ray** seconded it.

13 voted in favour of the proposal.

Tony can you let me have the other AOB's not mentioned above to stick in here so we have a record of them xx

It was agreed that the Zoom call be scheduled for the beginning of January.