

CODA UK National Service Committee (NSC)
Meeting Saturday 3rd February 2024

Notes & Actions

Zoom Meeting (see email/website for sign in details)

The meeting will follow the successful recent format of 30 second shares from each member before a vote is taken, if one is required. Time per agenda item has been extended in recent NSC meetings to allow for better spiritual decision making. Please note that there may not be enough time in the meeting to go through any written reports in detail, so **we ask all members to come prepared, having read the reports and agenda items in advance.** We will then we have time for questions, sharing and reflection during each agenda item.

All CoDA members are invited to attend NSC meetings and the AGM, but only NSC Committee members and Group Service Reps (GSRs) can vote on any proposals. Nominations can only be accepted if the nominated member is in the meeting.

Please note, the minute taker will record any votes and actions, which we will review at the end of the meeting. Any references to individuals are on a first name basis only. If you do not wish to be mentioned by name in the mins, please make this clear to the minute taker.

NSC Committee Members

Andy, Chair & Bank Signatory; Rochelle, Treasurer, Public Liability Insurance, CoDA Service Conference (CSC) Rep & Website team; Bryony, Secretary, Meetings List & Website team; Kate, Comms, Website, Public Information (PI) & CSC Rep (alternate); Sam, PI, Comms & Website team; Jane, North Region Intergroup rep; Philip and Gillian, Bank Signatories; Emma, CSC Rep.

Attendees:

Andy, Chair & Bank Signatory, GSR Birchington Monday
Rochelle, NSC Treasurer, Public Liability Insurance, CoDA Service Conference (CSC) Rep & Website team, Codependence Matters meeting
Bryony, Secretary, Meetings List & Website team, GSR Manchester Monday
Jane, North Region Intergroup rep, Delegate for Noddfa Retreat Committee
Kate, Comms, Website, Public Information (PI) & CSC Rep (alternate), Oxford Meeting
Gillian, Bank Signatory, GSR Stockton Heath
Emma, CSC Rep, GSR Brighton Tuesday
Julia, Joint GSR Exeter Wednesday
Kate, Joint GSR Exeter Wednesday
Ramona, member

Alex & Michael attended briefly

Apologies:

Philip, Bank Signatory

<u>Agenda item</u>	Start	Finish
1 Welcome , moment's silence, 12 Traditions, 12 Service Concepts and Sharing Guidelines. Reminder of 30 second time out with serenity prayer if anyone requests. Appointment of a spiritual timekeeper 15 mins	10.00	10.15

<p>2. Introductions and Feelings check in (individual only, i.e. not service, subcommittee or group reports – if any groups wish to raise questions, please do so in AOB, item 11 or in the Ask It Basket session after the AGM). Please be as brief as possible – service positions and “three words only” for feelings check-in. Establish members eligible to vote 15 mins 8 eligible to vote at 10.23</p>	<p>10.15</p>	<p>10.30</p>
<p>3. November NSC minutes 20 mins attached Are there any questions?</p> <p>Carried forward from previous meetings and not yet complete: <i>May NSC:</i> Voted to engage a professional to advise on and support the committee with the decision to become a Charitable Incorporated Organisation (CIO), any compliance guidelines we will need to work with, and responsibilities around trustees (cost of approximately £100 for an hour’s advice via Zoom). Update Aug: The application deadline has been extended. Work is ongoing so nothing else to report. <i>May NSC:</i> Emma, Rochelle and Andy volunteered to work on some wording and flyers to share with the fellowship via WhatsApp groups etc to promote these vacant service roles. <i>Aug NSC:</i> The treasurer raised a concern about transaction authorisation. They will look into this with the bank as the account needs to be set up the way we requested. They will report back. ACTION: NSC to consider the options provided by the bank and will bring to next meeting for a decision. Share screenshots with committee. [NB action was agreed, but later superseded during Item 6.] <i>Aug NSC:</i> Propose to provide all new Face to Face meetings with a physical literature pack worth £114. The meeting rep could choose what they wanted, and NSC Treasurer would transfer the money to the meeting ahead of when their order is made and the meeting would provide the receipt for NSC records. Lydia, Rochelle & Andy volunteered to re-craft this proposal and bring it back to the NSC.</p>	<p>10.30</p>	<p>10.50</p>
<p>4. Chair’s report 10 mins attached NOTE: Chair received a recent enquiry from a group about which voting entity a group should belong to. We share the note from Laurie C of the Voting Entity Liaison committee: <i>I appreciate the concern about the VE’s being “unequal and overlapping”. No doubt, individuals will be making personal decisions and meetings will make decisions as a group. While all may support both UK NSC and the UK Intergroup & North Regions; individual meetings will need to hold group conscience discussions and vote about which VE or Intergroup they wish to be officially a part of. GSRs would then vote within their respective VE or Intergroup. This is a part of the process as we grow our Fellowship. From our Twelve Service Concepts - Third Concept: “...Unanimity in the group is the desired outcome; a majority vote is a group conscience.”</i></p>	<p>10.50</p>	<p>11.00</p>
<p>5. Subcommittees & service areas: reports & updates from members in service</p>		

30 second timed shares following verbal summary of reports		
5a. Sponsorship Committee <i>no-one in service</i>	11.00	11.05
5b. Member Networks/CoDA Outreach Groups <i>no-one in service</i> NOTE: Alternative Format subcommittee exists at World CoDA level and any concerns or requests for guidance on eg WhatsApp groups can be brought to this committee. There's also an Issues and Mediations Committee which can assist, and some new literature will help to guide members once it's published.	11.05	11.10
5c. Literature <i>no-one in service</i>	11.10	11.15
5d. Public Liability Insurance (PLI) 10 mins <i>report attached and discuss renewal for 2024-25</i> NOTE: PLI has been renewed for 2024-25 at a cost of £224. Groups can apply for this if required. https://codauk.org/public-liability-insurance/	11.15	11.25
5e & f. Website & Meetings list; Comms 20 mins <i>Reports from Website and Meetings list attached</i> <i>Report from Comms team attached</i>	11.25	11.45
15 minute break (may be moved if earlier timings change)	11.45	12.00
5g. Public Information (PI) and Hospitals & Institutions (H&I) 20 mins <i>Report from PI and H&I team attached</i>	12.00	12.20
5h. CoDA North & Regions 15 mins (<i>January meeting minutes available after 20th Jan from northregion@codauk.org</i>) <i>Report from regional rep attached</i>	12.20	12.35
5i. London & South East Region 5 mins The last two quarterly workshops on 12 Service Concepts had nearly no attendance, so the two remaining members in service will confer to decide whether they will now continue. <i>Report attached</i>	12.35	12.40
6. Treasury report 20 mins <i>Report attached</i> Proposal: The Treasurer is to consult another signatory, copying in an additional signatory, to request and obtain authorisation for any payments, before carrying them out at the bank as a solo signatory. This is to provide transparency, safety for those in service and an audit trail on email. VE 8 – For: 8 Against: 0 Abstentions: 0	12.40	13.00
7. Service positions vacant 20 mins <i>Discussion if needed; votes</i>	13.00	13.20

<p>Key positions vacant: Literature Secretary Jane was nominated VE 7 – For: 7 Against: 0 Abstentions: 0</p> <ul style="list-style-type: none"> • Meetings List Coordinator/s • Sponsorship Rep/s • Vice Chair • General NSC Members, including email responders, internal comms people, website coordinators (including volunteers to develop the service pages), public information team and more. <p>All available positions, including shared ones: https://codauk.org/nsc-service-positions/</p> <p>ACTION: The following roles will fall vacant in May 2024 – job sharing or shadowing is encouraged:</p> <ul style="list-style-type: none"> • Chair • Treasurer • Website • Comms 		
<p>15 minute break (may be moved if earlier timings change)</p>	<p>13.20</p>	<p>13.35</p>
<p>8. CoDA Service Conference (CSC) 20 mins</p> <p><i>Report attached from Emma, one of our UK Voting Entity (VE) reps</i></p> <p>Vote for our 2024 CSC VE reps (2 reps and 1 alternate)</p> <p>Emma W, Rochelle S and Kate F (alternate) all confirmed they wished to continue and were voted in for CSC 2024 according to delegate rules:</p> <p>VE 5 – For: 5 Against: 0 Abstentions: 0</p> <p>NOTE: We're having a UK-wide meeting in July to discuss the CSC motions together and come to unity on how all the VE reps from within the UK (NSC and North & Regions Intergroup) will carry the message from CoDA UK to CSC. Info here: CoDA Service Conference Prep Event 6 July 2024</p> <p>NOTE: If a group wants to put forward a motion to CSC 2024, it should be prepared by the end of April 2024. https://coda.org/service-info/ (details on dates for 2024 coming soon on that link)</p>	<p>13.35</p>	<p>13.55</p>
<p>9. CoDA Teen 10 mins</p> <p><i>Report attached on work being developed for CoDA worldwide</i></p> <p>NOTE: All info here: https://coda.org/codateen/</p>	<p>13.55</p>	<p>14.05</p>
<p>10. Agenda items attached 30 second timed shares</p>		
<p>10a. Group Inventory 10 mins</p> <p>We agreed an annual group inventory of the NSC Committee. In line with Fellowship Service Manual (FSM) recommendations and as a requirement for service on the committee.</p>	<p>14.05</p>	<p>14.15</p>

<p>Decide on a date for rearrangement as January meeting postponed</p> <p>Proposal: 2nd June 2024</p> <p>VE 7 – For: 6 Against: 0 Abstentions: 1</p> <p>Timing of meeting tbc</p>		
<p>10b. Dates of NSC meetings 2025 10 mins</p> <p>Proposal to move NSC meetings back by 1 month from 2025, i.e. first Saturday in Mar/Jun/Sep/Dec, so that preparation of AGM papers isn't impacted by Christmas holiday.</p> <p>VE 6 – For: 6 Against: 0 Abstentions: 0</p> <p>Maybe schedule in a Group Inventory date and a CSC prep meeting date as well.</p> <p>ACTION: Add to future agenda for discussion</p>	14:15	14.25
<p>11. Any Other Business (AOB) 20 mins</p> <p>Timeframes to be made flexible during meeting – discuss further. Will be brought to next meeting</p> <p>Discuss budget and prudent reserve. Will be brought to next meeting</p> <p>Timings for Group Inventory 2 June</p> <p>ACTION: format/s to be circulated to the committee for discussion and confirmation of timings</p> <p>As the UK has two Voting Entities, does this affect the UK service structure? A graphic was shared by our CSC rep which explains the service structure:</p> <div data-bbox="300 1227 1050 1877" data-label="Diagram"> <p>Meetings - Local home groups send group service representatives (GSR) to intergroup and regional groups to carry their group conscience and connect with other parts of the Fellowship</p> <hr/> <p>Intergroups and regional groups - GSRs come together and form an intergroup or regional group that serve a particular area. The intergroup sends a representative to the voting entity. Some voting entities and intergroups are one and the same.</p> <hr/> <p>Voting entities - Send delegates to the World CoDA Service Conference to represent meetings, intergroups, regional groups, carrying their group conscience.</p> <hr/> <p>Annual CoDA Service Conference (CSC) - Motions are presented from voting entities, world service committees and boards</p> <hr/> <p>CoDA World Service Committees Fellowship Service Workers</p> <hr/> <p>CoDA Board of Trustees CoRe Board of Trustees</p> </div>	14.25	14.45

12. Agree actions onscreen so minutes can be circulated straight away 11 mins	14.45	14.56
13. Confirm timing of next meeting: Saturday 4 May 2 mins	14.56	14.58
14. Close – Promises and long form Serenity Prayer 2 mins	14.58	15.00

Ask It Basket Session This is a chance to ask anything you wish about CoDA UK and service. Submit questions throughout the AGM and during this session, and they'll be put to the group for our group's Higher Power to answer in the form of our experience, strength and hope. As one NSC trusted servant said: often the best way to ask a question in CoDA is simply to state it as an issue. But please feel free to ask anything.	15.15	16.30
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