

**CODA UK National Service Committee (NSC) Meeting**  
**Saturday 2<sup>nd</sup> November 2024 1-5pm**

## **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 & CSC Rep (alternate); Jane, Literature Secretary & North Region Intergroup rep; Philip and Gillian, Bank Signatories; Emma, CSC Rep.

### **In attendance**

- Andy, Chair & Bank Signatory
- Rochelle, Treasurer, Public Liability Insurance, CoDA Service Conference (CSC) Rep & Website team
- Jane, Literature Secretary & North Region Intergroup rep
- Kate, Comms, Website, Public Information (PI) & CSC Rep (alternate)
- Bryony, Secretary, Meetings List & Website team
- Sam, PI & Website team
- Gillian, Bank Signatory
- Pete, GSR Penmaenmawr, North & Regions Intergroup rep
- Mandy, GSR East Kent & Nethergong
- Mike, GSR Balham
- Jason, GSR Sunday Morning Men's Meeting
- Carol, GSR Stockton Heath
- Nik
- Sophie
- Dominic
- Lisa
- Youcef
- Emily V
- Daniel

## Apologies

- Philip, Bank Signatory
- Emma, CSC Rep

<u>Agenda item</u>	Start	Finish
<p><b>1 Welcome</b>, moment's silence, 12 Traditions, 12 Service Concepts and Sharing Guidelines. Reminder of 30 second time out with serenity prayer if anyone requests.  <b>Appointment of a spiritual timekeeper 15 mins</b></p>	<b>13.00</b>	<b>13.15</b>
<p><b>2. Introductions and Feelings check in</b> (individual only, i.e. not service, subcommittee or group reports – if any group reps have brought AOB, please let us know now. Please be as brief as possible – service positions and “three words only” for feelings check-in.  <b>Establish members eligible to vote 15 mins</b></p> <p>VE 12 at this time</p>	<b>13.15</b>	<b>13.30</b>
<p><b>3. August 2024 NSC minutes 10 mins attached</b>            Are there any questions?</p> <p><b>Carried forward from previous meetings and not yet complete due to the capacity of members giving service. Would you like to help? Please come along and offer your time to support the completion of these items:</b></p> <p><i>May 2023 NSC:</i> Voted to engage a professional to advise on and support the committee with the decision to become a Charitable Incorporated Organisation (CIO), any compliance guidelines we will need to work with, and responsibilities around trustees (cost of approximately £100 for an hour's advice via Zoom). Update Aug 2023: The application deadline has been extended. Work is ongoing so nothing else to report. Update Aug 2024: The application had been timed out, so can be revived as a new application using the same information. We haven't yet had independent advice and our income did not exceed the limit by which we needed to register as a charity in the last year. Work will continue to make the application in the next few months. Need to establish our year end, eg AGM to AGM, or financial year, or calendar year etc. This will be brought to the next meeting, along with any other decisions arising from the application which are required. <b>Update Nov 2024:</b> The application has been not yet been submitted and will be taken forward by the subgroup.</p> <p><i>May 2023 NSC:</i> Emma, Rochelle and Andy volunteered to work on some wording and flyers to share with the fellowship via WhatsApp groups etc to promote these vacant service roles.</p> <p><i>Aug 2023 NSC:</i> Propose to provide all new Face to Face meetings with a physical literature pack worth £114. The meeting rep could choose what they wanted, and NSC Treasurer would transfer the money to the meeting ahead of when their order is made and the meeting would provide the receipt for NSC records. Lydia, Rochelle &amp; Andy volunteered to re-craft this proposal and bring it back to the NSC. Update Aug 2024: Work has resumed on this and will be</p>	<b>13.30</b>	<b>13.40</b>

brought to the next meeting. Members are being consulted for their views on how this proposal could look.		
<b>4. Subcommittees &amp; service areas:</b> reports & updates from members in service <b>30 second timed shares following verbal summary of reports</b>		
<b>4a. Sponsorship Committee</b> <i>no-one in service</i>		
<b>4b. Member Networks/CoDA Outreach Groups</b> <i>no-one in service</i>		
<b>4c. Literature</b> <b>30 mins</b> <i>Proposal attached</i> <b>Proposal:</b> to order CoDA literature in advance from the UK publisher, paid for by the NSC, was accepted by the NSC meeting in August this year, pending a closely costed list of the proposed order. The total cost for the order is <b>£6,642.50</b> . <b>VE:</b> 12 <b>For:</b> 11 <b>Against:</b> 1 <b>Abstain:</b> 0 <b>ACTION:</b> Treasurer and Literature Secretary to work together to take this forward and provide visibility to the NSC in future.	<b>13.40</b>	<b>14.10</b>
<b>4d. Public Liability Insurance (PLI)</b> <b>5 mins</b> Reminder to all groups that PLI renews in February so keep an eye out for an update from our PLI rep on renewing group policies.	<b>14.10</b>	<b>14.15</b>
<b>4e Website &amp; Meetings list</b> <b>10 mins</b> Update slides included in meeting documents pack	<b>14.15</b>	<b>14.25</b>
<b>4f Communications</b> <b>5 mins</b> There's an opportunity for members to support this service work by logging in to the Communications inbox and working with the Comms lead to answer incoming emails regularly. Please email <a href="mailto:communications@codauk.org">communications@codauk.org</a> if you're interested in volunteering. Thanks to the member who expressed interest in the meeting too.	<b>14.25</b>	<b>14.30</b>
<b>4g. Public Information (PI) and Hospitals &amp; Institutions (H&amp;I)</b> <b>5 mins</b> Update slide included in meeting documents pack	<b>14.30</b>	<b>14.35</b>
<b>4h. CoDA North &amp; Regions</b> <b>10 mins</b> <i>Minutes of meeting on 5 October attached</i>	<b>14.35</b>	<b>14.45</b>
<b>4i. London &amp; South East Region</b> <i>not currently running</i>		
<b>15-minute break</b> (may be moved if earlier timings change)	<b>14.45</b>	<b>15.00</b>
<b>5. Treasury</b> <b>20 mins</b> <i>Report attached</i>	<b>15.00</b>	<b>15.20</b>
<b>6. Service positions vacant</b> <b>20 mins</b> Discussion if needed; votes <b>Key positions vacant:</b> <ul style="list-style-type: none"> <li>Website Kate proposed herself as Website coordinator for a further two years</li> </ul> <b>VE:</b> 11 <b>For:</b> 11 <b>Against:</b> <b>Abstain:</b>	<b>15.20</b>	<b>15.40</b>

<ul style="list-style-type: none"> <li>• Communications – support in answering the inbox needed, Kate can continue until someone is found – this was agreed</li> <li>• Public Information Kate proposed herself as Public Information rep for a further two years</li> </ul> <p>VE: 11 For: 0 Against: 0 Abstain: 0</p> <ul style="list-style-type: none"> <li>• Secretary – Bryony will continue until a resolution is reached about frequency and formality of NSC meetings. Could not commit to more than quarterly meetings at the current level of preparation work – this was agreed</li> <li>• Vice Chair</li> <li>• Sponsorship Rep/s</li> <li>• Meetings List Coordinator/s</li> <li>• Sam proposed himself as General Member for two years</li> </ul> <p>VE: 11 For: 8 Against: 0 Abstain: 3</p> <ul style="list-style-type: none"> <li>• General NSC Members, including email responders, internal comms people, website coordinators (including volunteers to develop the service pages), public information team and more.</li> </ul> <p><b>All available positions, including shared ones:</b>  <a href="https://codauk.org/nsc-service-positions/">https://codauk.org/nsc-service-positions/</a>  Shadowing roles before choosing to take them on is welcomed, and sponsorship into new roles is available.</p>		
<p><b>7. CoDA Service Conference (CSC) 20 mins</b> <i>report attached</i></p> <p>Report from reps who attended</p> <p>Request to discuss how CSC decisions are circulated to the UK fellowship (for example, only CSC-endorsed literature in meetings)</p>	15.40	16.00
<p><b>8. Agenda items</b> <i>attached 30 second timed shares</i></p>		
<p><b>8a Literature Information and Finances 15 mins</b> <i>attached</i></p> <p><b>PROPOSAL:</b> To request from the CoDA UK literature publisher an <b>annual report</b> of literature sales and also to request the details of any money to be reported to the NSC or CoDA Inc as detailed in the contract. (Proposal as amended in the meeting – now brings this in line with the contract so no vote required.)</p>	16.00	16.15
<p><b>8b Healthy meetings 15 mins</b> <i>attached</i></p> <p><b>PROPOSAL:</b> to hold monthly meetings of the NSC</p> <p><b>ACTION:</b> To be discussed in more detail at the Group Inventory on 7 December</p>	16.15	16.30
<p><b>9. Any Other Business (AOB) 15 mins</b></p> <p><b>PROPOSAL:</b> That £3150 be made available in addition to the £5000 already committed from NSC funds to support the costs of the May Ken &amp; Mary weekend.</p> <p>VE: 11 For: 10 Against: 0 Abstain: 1</p>	16.30	16.45
<p><b>10. Future meetings:</b></p> <p><b>Continuation of NSC Group Inventory started 1<sup>st</sup> June</b>  7 December 2024 1-4pm</p> <p><b>Dates of NSC meetings 2025</b>  1 March NSC AGM: as 2024, 10-3 business, 3.15-4.30 ask it basket  7 June NSC</p>	16.45	16.50

6 September NSC 6 December NSC Group Inventory date (November suggested) and a CSC prep meeting date to be confirmed at future NSC meeting once other dates known		
<b>11. Agree actions onscreen so minutes can be circulated straight away 8 mins</b>	<b>16.50</b>	<b>16.58</b>
<b>12. Close – Promises and long form Serenity Prayer 2 mins</b>	<b>16.58</b>	<b>17.00</b>
<b>Date of next meeting:</b> Saturday 1 March time tbc as per item 10		
<b>Future Business:</b> Schedule in a Group Inventory date and a CSC prep meeting date for 2025 Planning for Ken and Mary event in 2025 as required Follow up on items carried forward (item 3)		

<b>Ask It Basket Session</b>	<b>17.00</b>	<b>17.30</b>
This is a chance to ask anything you wish about CoDA UK and service. Submit questions throughout the AGM and during this session, and they'll be put to the group for our group's Higher Power to answer in the form of our experience, strength and hope. As one NSC trusted servant said: often the best way to ask a question in CoDA is simply to state it as an issue. But please feel free to ask anything.		