

CODA UK National Service Committee (NSC)
Meeting Saturday 3rd August 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.

Attendees:

- Andy, Chair & Bank Signatory, GSR Canterbury Sunday
- Rochelle, Treasurer, Public Liability Insurance, CoDA Service Conference (CSC) Rep & Website team
- Bryony, Secretary, Meetings List & Website team, GSR Manchester City Centre
- Kate, Comms, Website, Public Information (PI) & CSC Rep (alternate)
- Jane B, Literature Secretary & North Region Intergroup rep;
- Sam, PI, Website team & CSC Rep (alternate)
- Gillian, Bank Signatory, GSR Stockton Heath
- Karen T, GSR Newcastle Thursday Step meeting
- Tim, GSR Stroud
- Sue, Acting GSR Birmingham
- Mike R, GSR Balham
- Mandy D, GSR Kent
- Sophia

Apologies:

- Emma, CSC Rep
- Philip, Bank Signatory

<u>Agenda item</u>	Start	Finis h
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.	13.00	13.15

Appointment of a spiritual timekeeper 15 mins		
<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. Please be as brief as possible – service positions and “three words only” for feelings check-in. Establish members eligible to vote 15 mins</p> <p>VE is 8 at start of meeting</p>	13.15	13.30
<p>3. May 2024 NSC minutes 10 mins attached Are there any questions?</p> <p>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:</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). <i>Update Aug 2023:</i> 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.</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 & 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 brought to the next meeting. Members are being consulted for their views on how this proposal could look.</p>	13.30	13.40
<p>4. Subcommittees & service areas: reports & updates from members in service 30 second timed shares following verbal summary of reports</p>		
4a. Sponsorship Committee <i>no-one in service</i>		
4b. Member Networks/CoDA Outreach Groups <i>no-one in service</i>		
<p>4c. Literature 30 mins Proposal attached</p> <p>PROPOSAL: CoDA Northern Intergroup has organised a weekend in Manchester in the middle of May next year, 2025; CoDA founders Ken</p>	13.40	14.10

and Mary will be speaking. CoDA members from all over the UK will be there. The proposal is that the NSC support financially the printing of literature for sale at this and other upcoming events, paying upfront for larger literature orders, to be stored by our UK CoDA publisher and available for the May 2025 weekend, retreats, new groups, hospitals, prisons and Women's Aid groups.		
VE: 11 For: 9 Against: 2 Abstain: 0		
4d. Public Liability Insurance (PLI) 5 mins Treasurer confirms that retreats and conventions are covered up to 500 people.	14.10	14.15
4e Website & Meetings list 20 mins <i>discussion paper attached</i> ACTION: Web team to organise a meeting for the whole of CoDA UK to look at improvements to the website together so it better carries the message to the fellowship (UK and worldwide). Meeting to be two hours and fairly soon. Ads to go out to the fellowship through all channels.	14.15	14.35
4f Communications 5 mins	14.35	14.40
4g. Public Information (PI) and Hospitals & Institutions (H&I) 5 mins ACTION: Kate to share her report on all the engagements which are happening in the UK to illustrate the amount of service we do and which members could join in with. We have a WhatsApp group that members can join to get involved in carrying the message around the UK. To join in, please join: https://codauk.org/CODA-GSR-Comms-Public-Info , or email publicinformation@codauk.org	14.40	14.45
4h. CoDA North & Regions 10 mins <i>Minutes of meeting on 13 July circulated</i> Organising the Ken & Mary retreat in Manchester 17-18 May 2025, registration details to be published on the website in September. ACTION: Organising committee to send financial details to our treasurer to discuss reimbursement and what we can afford to support them with, following the vote of support at our last meeting. PROPOSAL: To give £5000 to the workshop as per the minutes of the regional meeting: VE: 10 For: 6 Against: 0 Abstain: 4	14.45	14.55
4i. London & South East Region <i>not currently running</i>		
15-minute break (may be moved if earlier timings change)	14.55	15.10
5. Treasury 20 mins <i>Report attached</i>	15.10	15.30
6. Service positions vacant 30 mins Member to step down – item no longer needed as member continuing Discussion if needed; votes Key positions vacant: <ul style="list-style-type: none"> Website <i>term ran to May 2024</i> 	15.30	16.00

<ul style="list-style-type: none"> • Communications <i>term ran to May 2024</i> • ACTION: Chair to clarify with current member in service if they wish to continue formally in the role. They have expressed their willingness to continue as part of a team in both roles. • Public Liability Insurance term ends Aug 2024 • Rochelle happy to continue for 1 year • VE: 9 For: 9 Against: 0 Abstain: 0 • Public Information <i>term ends Aug 2024</i> • ACTION: Chair to clarify with current member in service if they wish to continue formally in the role. • Secretary <i>term ends Nov 2024</i> • Vice Chair • Sponsorship Rep/s • Meetings List Coordinator/s • 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>Shadowing roles before choosing to take them on is welcomed, and sponsorship into new roles is available.</p>		
<p>7. CoDA Service Conference (CSC) 15 mins</p> <p>Verbal reports from reps who attended</p>	16.00	16.15
<p>8. Agenda items attached 30 second timed shares</p>		
<p>8a. Continuation of NSC Group Inventory started 1st June 15 mins</p> <ul style="list-style-type: none"> • Discussion of recording or outcomes • Confirmed date for next session: 7 December 1-4pm • VE: 9 For: 8 Against: 0 Abstain: 1 	16.15	16.30
<p>8b. Confirmation of dates of NSC meetings 2025</p> <p>1 March NSC AGM 7 June NSC 6 September NSC 6 December NSC</p> <p>Group Inventory date and a CSC prep meeting date to be confirmed at future NSC meeting once other dates known</p>		
<p>9. Any Other Business (AOB) 20 mins</p>	16.30	16.50
<p>10. Agree actions onscreen so minutes can be circulated straight away 8 mins</p>	16.50	16.58
<p>11. Close – Promises and long form Serenity Prayer 2 mins</p>	16.58	17.00
<p>Date of next meeting: Saturday 2 November 1-5pm</p>		
<p>Future Business:</p> <p>Schedule in a Group Inventory date and a CSC prep meeting date for 2025</p> <p>Written reports from CSC 2024</p> <p>Planning for Ken and Mary event in 2025</p> <p>Follow up on items carried forward (item 3)</p>		
<p>Ask It Basket Session</p>	17.00	17.30

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.

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