

CODA UK National Service Committee (NSC)
Meeting Saturday 4th May 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; Jane, Literature Secretary & North Region Intergroup rep; Philip and Gillian, Bank Signatories; Emma, CSC Rep.

Attendees

- 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, Website team, GSR Codependence Matters
- Gillian, NSC Bank Signatory, GSR Stockton Heath
- Emma, CSC Rep, GSR Brighton Tuesday evening
- Jude, GSR Canterbury Online
- Lisa, South Florida
- Sarah J, USA
- Julia, GSR Exeter and trainee NSC meetings secretary
- Mandy D
- Mike R, GSR Balham

Apologies

Jane, Literature Secretary & North Region Intergroup rep

<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	13.00	13.15

<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. 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>13.15</p>	<p>13.30</p>
<p>3. February NSC AGM minutes 10 mins attached Are there any questions?</p> <p>Carried forward from previous meetings and not yet complete: <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: The application deadline has been extended. Work is ongoing so nothing else to report.</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. <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.</p>	<p>13.30</p>	<p>13.40</p>
<p>4. Subcommittees & service areas: reports & updates from members in service 30 second timed shares following verbal summary of reports</p>		
<p>4a. Sponsorship Committee <i>no-one in service</i></p>		
<p>4b. Member Networks/CoDA Outreach Groups <i>no-one in service</i></p>		
<p>4c. Literature 10 mins ACTION: Bryony to work with Jane to set up her access to literature@codauk.org</p>	<p>13.40</p>	<p>13.50</p>
<p>4d. Public Liability Insurance (PLI) 10 mins ACTION: Rochelle to clarify which in person/online groups are covered by the policy, and whether they’re covered only if they come forward, or are covered anyway. Also to mention the dates, so that groups can set their own reminders to renew.</p>	<p>13.50</p>	<p>14.00</p>
<p>4e & f. Website & Meetings list; Comms 5 mins</p>	<p>14.00</p>	<p>14.05</p>
<p>4g. Public Information (PI) and Hospitals & Institutions (H&I) 5 mins</p>	<p>14.05</p>	<p>14.10</p>
<p>4h. CoDA North & Regions 10 mins Minutes of 20 April 2024 meeting attached. Ken and Mary workshop will be taking place in Manchester 17-18 May 2025 (to be confirmed). Help will be sought from the NSC for financial</p>	<p>14.10</p>	<p>14.20</p>

<p>assistance. All members of CoDA UK are invited to join the organising committee by emailing northregion@codauk.org</p> <p>PROPOSAL: For the NSC to support the committee organising the workshop financially in due course, once costs are known.</p> <p>VE: 8 For: 0 Against: 0 Abstain: 0</p>		
<p>4i. London & South East Region 5 mins</p> <p>This region has now been discontinued due to lack of service. It can be revived by groups in the area at any point.</p> <p>ACTION: The website and email address will be updated to reflect this. (Bryony to liaise with the ex-committee to arrange.)</p>	14.20	14.25
<p>5. Treasury 20 mins <i>Report attached</i></p> <p>5a Discuss budget and prudent reserve</p> <p><i>Draft budget and prudent reserve attached</i></p> <p>Discussion of prudent reserve was held.</p> <p>PROPOSAL: To keep the surplus 7th tradition in the UK for now, in the hope of spending it on events which will strengthen service in the UK. Proposals invited from the UK on what the money could be spent on.</p> <p>VE: 9 For: 8 Against: 0 Abstain:1</p>	14.25	14.45
<p>15-minute break (may be moved if earlier timings change)</p>	14.45	15.00
<p>6. Service positions vacant 30 mins</p> <p>Discussion if needed; votes</p> <p>Key positions vacant:</p> <ul style="list-style-type: none"> • Chair (from August) • Andy proposed himself to take on a third year and was seconded. • VE: 7 For: 7 Against: 0 Abstain:0 • Vice Chair: Andy encourages anyone interested in how this role could deepen recovery to come forward and maybe serve as Vice Chair during the next year. • Treasurer (from August) • Rochelle proposed herself to take on a third year and was seconded. • VE: 7 For: 7 Against: 0 Abstain:0 • Shadow Treasurers welcome to come forward! • CSC Alternate Rep • Sam proposed himself and was seconded. • VE: 7 For: 7 Against: 0 Abstain:0 • Website • Communications 	15:00	15.30

<ul style="list-style-type: none"> • Sponsorship Rep/s • All the work has been done already for running sponsorship workshops and it would be a simple role for people new to NSC service and wanting to carry the message to new members to pick up. Please spread the word to your meetings if it's something you're interested in finding out more about. Support is available from NSC members if you want to pick up this role. • 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/ 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>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>Discussion: decide how we'll run the meeting in July</p> <p>ACTIONS: Time of meeting to be 4.30-6.30 on 6 July.</p> <p>The joint group of delegates from the UK will work together with the Chair to prepare and circulate materials for the meeting.</p> <p>The meeting will discuss and vote on the summarised items from CSC, using resources shared from other world regions of CoDA.</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. Full CSC details now published: https://coda.org/2024-csc-info/</p>	15.30	15.45
<p>8. Agenda items attached 30 second timed shares</p>		
<p>8a. Group Inventory 2nd June 20 mins 3 draft formats attached</p> <p>A. Adapted from 'Traditionally Speaking' recently as agreed, but NSC volunteers felt this not so well suited to a service committee. 4 hour duration could be reduced by 70 minutes by reducing each item to 10 minutes. A few items might need less.</p> <p>B. From 'CoDA's Twelve Traditions as Guides to Service Work'. the NSC has used this format before. Although written around outreach service, it only needs e.g. "the committee" or "the work of the committee" substituting in various places for clarity.</p> <p>C. Example format supplied by CoDA Voting Entity Liaison, which includes some of the Concepts. The VEL said the NSC is free to adapt this to our own needs.</p> <p>Decide the format and timings for this event</p> <p>PROPOSAL: Meeting to go ahead for 3 hours in June and decide the format to use as first part of meeting. Then questions from the</p>	15.45	16.05

<p>confirmed format to be answered as time allows. The group inventory could be continued on a future date if wished. VE: 7 For: 7 Against: 0 Abstain:0 Meeting date confirmed as Saturday 1st June 1-4pm https://codauk.org/1st-jun-2024-nsc-inventory/ VE: 7 For: 6 Against: 1 Abstain:0</p>		
<p>8b. Suggested online safety measures for meetings 15 mins <i>attached documents</i></p> <p>The East Kent groups offer their document to the NSC. The NSC may wish to make use of it for the benefit of the wider fellowship.</p> <p>Question: should the NSC adopt these safety measures as a resource for all fellowship meetings?</p> <p>PROPOSAL: To make it known on our website and in newsletters that this document is available to all groups and service meetings, but not to publish it on our website. VE: 8 For: 7 Against: 0 Abstain:1</p>	16.05	16.20
<p>8c. Request for timeframes to be made flexible during meeting 10 mins</p> <p>Discussion: how the meeting could be adapted when we're discussing an item which needs more time.</p>	16.20	16.30
<p>9. Any Other Business (AOB) 20 mins</p> <p>a GDPR Appeal to members to see if anyone has experience and could do a one-off review of our policies to keep us up to date as we think a few tweaks are required. Please could members spread the word – contact chair@codauk.org if willing.</p> <p>b Inappropriate behaviour in meetings Members shared ESH of using the Issues Mediations Committee effectively in the past, the Dealing with Disagreements leaflet and the Healthy Meetings Matter booklet. There's also a Healthy Meetings Taskforce who could be contacted: HMTF@coda.org</p> <p>c Request for clarity around UK Voting Entities NSC is national and CoDA North and Regions doesn't cover the whole country, but all members are welcome at both meetings. The VE meeting being held on 6 July is for all VEs to come together and decide what the UK voice says ahead of CSC.</p> <p>d Ken & Mary workshop – funding and support from the NSC A vote was taken and added to item 4h above.</p> <p>e CoDA posters for UK groups</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 NSC business meeting: Saturday 3 August 1-5pm</p>		

Future Business:

Dates of NSC meetings 2025

Schedule in a Group Inventory date and a CSC prep meeting date.

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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.

17.00

17.30

17.00	17.30
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