

**JANUARY 22, 2023**  
**ISO OF COSA**  
**BOARD MEETING NOTES**

**International Service Organization of COSA**

12pm – 2pm Pacific, 1pm – 3pm Mountain, 2pm – 4pm Central, 3pm – 5pm Eastern

Our Mission is to serve the fellowship of COSA by fostering the growth of individual groups and facilitating communications of COSA principles and ideals through the Twelve Steps and Twelve Traditions.

Tradition 2: For our group purpose there is but one ultimate authority -- a loving God as expressed in our group conscience. Our leaders are but trusted servants; they do not govern.

**FELLOWSHIP TIME 11:45pm – 12:00pm**

I will open the meeting at this time, come early if you can

**CONNECT: 12:00pm - 12:10pm**

Serenity Prayer

Check in

Request volunteer timer

**CONSENT AGENDA: 12:10pm – 12:15pm**

Nov meeting summary and Action Items –

**[2022 NOVEMBER BOARD NOTES - FOR COSA WEBSITE](#)**

**PASSED**

**PROPOSAL**

TO ACCEPT NOVEMBER AND DECEMBER FINANCIALS AS STATED.

**PASSED**

**PROPOSAL**

TO HOLD THE DELEGATE MEETING AT 8AM PST AND END AT 1PM PST BOTH DAYS.

**PASSED**

**ACTION**

Bd Chair will write up the following process: Bring back to Board and Delegate Liaison in February.

SURVEY AFTER 23 MEETING

SEND RESULTS TO DELEGATES

ONLINE VOTE BY 23 DELEGATES

OUTCOME OF THAT VOTE WOULD BE THE DECISION FOR 2024

SAYING WE HAVE THIS PROPOSAL, AND A MONTH OR 2 LATER DELEGATES VOTE ON A DATE.

MAYBE AUG 2023-

**RECORD OF ACTION ITEMS**

**DUE**

**NOTES**

**DATE**

Put COSA service guide process and updates on the agenda for November 2023 for discussion. next month: Member will present next month on ISO. Hope to have it done by the end of week, will send to all with the date.

Feb 19

Will send something to Board this week.

RECORD OF ACTION ITEMS	DUE DATE	NOTES
OUTREACH - survey from delegates.	Feb 19	Will send to ConCom. Review in February.
Hybrid Meeting challenges Will write something up for next month with links. Will write something to address challenges of different types of hybrid meetings. Send to BD Members for ER	Feb 19	Each group has different challengers. Gave examples. Not supposed to post passwords, but some group post passwords, etc. Still working on it. Clarification- Write up the challenge of hybrid meetings firsts, send to BD Member then to BD b4 expedited review. Will rewrite new draft.
CHASE BANK- n/a BD member will be stepping down as of May 31.	Feb 19	
TECHNOLOGY COMMITTEE Adding PayPal, Zelle, etc. to website. On list of things to do. Any other such as Zelle? Do you want me to send for approval to anyone first?	Feb 19	<i>Note-</i> PayPal now in online store. TECH COM not comfortable with adding these other ones to the website. Maybe Tech and Finance committee can make a statement as to using multiple payment methods for COSA website. Made a considered decision to use xxxx for business reasons.
TECH COMM Interested in PayPal and Zelle?		
BD member- Not necessarily Zelle. Will charge trans fee that is fairly minimal. Suggestions might be helpful. Venmo?		
TECHNOLOGY COMMITTEE Posting Bd Notes: BD curated for historical purposes, pull down menu. BD current page and then link to past years summaries. Sara will write announcement for CITK and Balance.	Feb 19	
TECHNOLOGY COMMITTEE Can TechCom do an inventory of old references to COSA as “codependency”? of COSA website. Busy doing other things, will ask Kent.	Feb 19	Need to adjust old language. Could make a list by going into the website and searching for codependency. Need someone to create inventory of where this term is used on our website.
		FEB Maybe consultant can do a search and send the pages? We can then figure out how to make these updates to the website.
TECHNOLOGY MESSAGE BOARD TILE AND PLAN FOR WEBSITE <b>Q &amp; A, etc.,</b>	Feb 19	

## RECORD OF ACTION ITEMS

## DUE DATE

## NOTES

Tech Com  
Can do it, but who will run it/  
Who's responding, etc.  
Bd member wrote a blurb for Q&A Process  
and pieces for the BD need to be discussed.  
with TECH COMM and consultant.

No changes. Fair question, who is going to run it, who will respond. Great idea but someone has to manage.

Get update from TechCom on Tech side of this. Posting CITK into the website, Having a **Q & A message board**. Take, filter the questions, then create a thoughtful response. BD Member, BD Member wrote a blurb but BD Member has not looked at it yet.

Next Meeting: February 19, 2023. Note that this is a week early due to the online retreat.

## CONTENT:

### **Concept 6:**

The Annual Meeting of the board and delegates recognizes that the chief initiative and active responsibility in most international service matters should be exercised by the trustee members of the Annual Meeting, acting as the International Service Organization.

### **New Items**

#### LITERATURE COMMITTEE

Where is the service guide posted?

Not on website as yet, not fully updated and available. (could put "there are things that are being updated.)

If there are things valuable.

Litcom - Delegate meeting, COSA basic text ... there will not be another writing task that will require such dedicated feedback. If the fellowship wants a meditation book, Litcom will not edit the persons voice and story.

Litcom can be much more flexible for future publications.

How are we going to get this published. (Layout, design, printing, etc.). Litcom will need support when it comes time.

Once chapters are voted on, all ready to go.

Shall we ask about this in CITK?

#### CONVENTION COMMITTEE

Online Convention

Everything is lined up- people are already signed up.

4 different COSA rooms, 4 options twice a day for two days. Speaker at beginning and speaker at end.

#### IN PERSON CONVENTION

Circling, waiting for online convention to be done.

Will be hammering down costs for reg, working on people signing up to be presenters.

Question to pass on?

#### DELEGATE COMMITTEE

Time of day

Reg process

Proposal for future dates

To hold future Delegate Meetings via video conference only. The date of the delegate meeting will be determined by the board for the 2023 meeting, and the timing of future meetings would be determined by vote at the 2023 Delegate meeting.

Mechanics for this year:

TIME of day: 9am pst, 5pm UK

SENT TO BD CHAIR FROM DELEGATE LIAISON

Here are the notes i took regarding the working group's discussion on those 3 topics.

1. Time of day.

2. Registration.

3. Proposal for future meeting dates

1 - suggestion would be the same hours each day and It needs to be time appropriate for both the UK and Pacific time zones. So 9 am Pacific = Noon Eastern = 5 pm UK. A 5 hour meeting would last until 2 pm Pacific = 5 pm Eastern = 10 pm UK. It could go back one hour, but not forward one hour. We would like to see meetings ending at 9pm at the latest in the UK. We don't think it's reasonable for delegates to be asked to be on line until 10pm especially if the meetings are back to back over a weekend.

2 - Registration - I have no idea what is wanted here... But the sooner people register, the better.

3 - preference would be 1 in the spring and 1 in autumn each for a day or half day only. We 100% agree that if it can work for the Litcom and other committees, that a November and May meeting schedule would be preferable - and early in each month. Things get really crazy toward the end of the month because of holidays and end of school year activities.

Recommendation - meeting end at 9pm at the latest.

1 in Hawaii, handful or so in the UK.

Hawaii has been very flexible and turns off video as needed.

Start at 8am instead of 9. Does it make a difference if someone is getting up at 3am or 4am.

Earlier time is better for the UK

It will be two days in a row this year.

Same time both days.

PROPOSAL: TO HOLD THE DELEGATE MEETING AT 8AM PST AND END AT 1PM PST BOTH DAYS.

**PASSED**

**Registration-** What forms do you want to use?

Committee will come to a consensus and inform the bd. Bd approves of delegate working group to figure this out.

PROPOSAL TO DELEGATES ABOUT HOW WE SET DATES GOING FORWARD.

Thoughts, impressions, etc.

Do the delegates have an idea ?

From Survey Delegates have some ideas. .

Wasn't a real consensus. Some vote each year, others same time each year.

Do first one, see how it goes, see how delegates feel about it and then do a survey with two options after that.

Need to bring a proposal this year- maybe we could propose for 2024 only.

Could decide a survey goes out each year but must have a proposal for at least 2024.

What was the exact wording from the delegates for this proposal?

EXACT WORDING...

Delegates- a spring and fall

Bd is struggling with too much work as it is

Stay away from permanent wording, don't know what will happen in the future.

Spirit of it, understanding was that we propose some sort of system.

We don't want to write in stone "this weekend".

Don't think a forever more type wording will be well accepted at this point. Lot of changes happening with delegates and trying to impart year-round service.

So many changes, might want to slow the cart down before the horse.

Maybe split up 2 days back to back.

Encourage delegates to have co-delegates to serve as a pair.

Maybe propose first weekend in June and not propose for evermore.

Liaison- Prop for just 2024, see how they like working with 2 days or maybe they will want to separate it. Let them experience it.

Means we will have the some conversions again the next year.

Do another survey the next year? Planning it again.

What if they vote NO we don't want the first week of June? Process approach that Liaison suggested may be better.

This is a delegate vote, the language that was voted on.

If we change it, we have to .....

There will be future pieces of literature coming, need to be aware of the timing or it will be crazy making.

Have to follow the bylaws.

Wording -date of meeting determined by the Board.

End up proposing one particular time/weekend. If rejection, fall back on a friendly amendment, procedure. Might be done on a second day to ....

Maybe we can narrow the proposal to certain months not to mess up literature and budget. Put parameters around this process.

Memorial dayish timing, lowest votes except for UK

Re-reading about "the timing". We have to have a Delegate meeting within 13 months....

Do we need to change that in order to have future delegate meetings in another part of the year.

For 2024, don't think it's fair to ask Delegates for a 2 day meeting with processing and experience.

Prob easter to schedule a brief May meeting, budget, etc.

Then NOV for other items.

Then May, then Nov following.

Not suggesting May November, but would have to change the bylaws to do it.

Don't think it's fair to have them vote on something they have not experienced.

Should the survey be a separate thing or a survey we do anyway to get feedback on the Delegate meeting.

Do all potential del get to do survey, or do survey to those delegate (current) that have the experience.

EMAIL VOTE BY 2023 DELEGATES maybe have the survey/or vote later for our next meeting, that would establish the date, if it will be part of the 2023 D meeting, we go to the D that were in That meeting.

Liaison Bd determines when the next del meeting is, they don't vote on when it will occur, just survey.

Last year's proposal gave delegates authority to decide.

Month after 2023 meeting, will be a survey for 2024. Is that considered in the spirit of the vote by delegates.

Propose for this year and same idea would be proposed for next year. They would get actual dates to vote on.

BD We will experience the Delegate meeting, then have a survey, then move to a vote for 2024.

**ACTION-** Board Chair can attempt to do that and bring to BD in February.

SURVEY AFTER 23 MEETING

SEND RESULTS TO DELEGATES

ONLINE VOTE BY 23 DELEGATES

OUTCOME OF THAT VOTE WOULD BE THE DECISION FOR 2024

SAYING WE HAVE THIS PROPOSAL, AND A MONTH OR 2 LATER THEY VOTE ON A DATE.

(MAYBE AUG 2023- HERE ARE THE RESULTS OF THE SURVEY, HERE ARE THE POSSIBLE DATES.

ACTION ITEM: CHAIR WILL WRITE THIS UP, BRING BACK DELEGATE LIAISON, DISCUSS IN FEBRUARY.

## BOARD WORKING WEEKEND, 2023

MA location Not taking guests or booked.

Ideas- No travel in July, expensive.

Could we do it in St. Lewis, already there, anyway.

Love that idea.

Monday and Tuesday?

Ask nicely, ask soon, to up as many of the committee's on as we can and then zoom the following committees the following weekend for 4 hours.

Afternoon on Sunday, people are traveling. We could have people call in, Sun afternoon, Sunday eve.

Members must come to the BWW with business plan in place.

Where Del meeting is virtual, requires the BD to be there and spend the airfare.

## BUDGET & FINANCE CHAIR

November and December financials.

We had a new expense for trademark renewal.

We paid all of our insurance bills during this period, so the comparison to the prior year is not comparable. Last year we did not make a payment timely, and had to renew our policies late.

On the balance sheet, the bank balance decreased during the period from June to December because the final hotel bill for the May 2022 convention was accrued June 31,2022, but not paid until after that. Since it was recorded as an expense for June 30,2022, it was not recorded as an expense in the subsequent month, but it did decrease the bank balance.

Net income for the six months through Dec was a loss of 6,000.

Budget vs Actual takeaways:

Donations are in line with what we budgeted for.

Sales of literature etc are lower than budgeted

The current Board working weekend travel was in line with expectations. However, we paid a bill for last year's board working weekend during the current period, so overall the board expenses are more than were budgeted.

For this year's convention, the hotel wanted an advance of \$500, which is lower than in previous years. The rest is due shortly before the convention.

The cost for medallions and for printing and shipping literature is below expectations.

## PROPOSAL

TO ACCEPT NOVEMBER AND DECEMBER FINANCIALS AS STATED.

**PASSED**

B&F Chair-

The budget was updated to be in line with the budget for the June 2023 convention. The February 2023 virtual convention doesn't have a budgeted income amount, so the budget was arbitrarily set at \$2,500, which is one half of the prior virtual convention revenues. The board agreed to both those changes in the budget.

Tech Com asked about whether we can allocate donations to specific meetings.

The answer – the board does not accept donations for specific meetings. ISO does not distribute donations to individual meetings.

B&F Chair: If we get a request for this to be done, since it happens rarely, we should respond individually. There is no need to notify fellowship

## BOARD CHAIR ROLE

Bd member had mentioned she would consider being a co-chair b/c I haven't had the experience of running the delegate meeting, and would support a person that has more experience than she does. Nominations": we make things a lot more complicated than it needs to be. Do it ourselves and not ask for help. Trying to plant the seeds in wonderful potential COSA's.

Make role smaller, split it.

The idea of splitting it, what the different packages could be.

Would be comfortable running the Bd meeting. That is a piece I would take.

The divisions are -

Delegate meeting

Annual report (project management)

Answering emails - referring to various committees, etc.

Annual report writing is delegate.

Annual report has to have goals for next year.

What if I put a list of things out and BD members could volunteer for certain tasks.

Job description was very clear.

May reformat so we can all type on it.

If you are on the Board- you should not be a chair of a major committee. We need someone from the fellowship to be the committee chair.

There are delegates that it as the exact opposite. It was an expectation and how it went.

**ACTION ITEM: SEND ANOTHER VERSION OF WRITTEN JOB DESCRIPTION TO ALL BOARD MEMBERS so they may add or edit it.**

BD members please email Bd Chair with your ideas about BWW.

Bd Chair will come back with proposal for BD

Close with the Serenity Prayer.