

Historian Subcommittee LA CoDA

The Historian subcommittee volunteers provide the following services:

1. Historical record-keeping and maintenance, updating of LACC service documents in hard copy including LACC minutes, treasury reports, event flyers; etc.
2. Cooperates with the Vice Chairperson in the updating and maintenance of the LACC Guidelines.
3. Scans and uploads historical documents.
4. Researches the queries posed by the Fellowship as requested.
5. Manages its current committee budget and submits a new budget for the next year.

PREREQUISITES

Committee: Sub-Committee membership may include any person who is a member of a CoDA group within the scope of LA CoDA. The only requirement for membership is a willingness to serve.

Chair: Any member of a CoDA group within the scope of LA CoDA may hold office as a Sub-Committee Chairperson, provided they have:

1. At least one year active in the CoDA program working the Twelve Steps
 2. A working familiarity with the Twelve Traditions
 3. Attended at least four LACC meetings and four meetings of the Sub-Committee that they intend to chair. Under certain circumstances, the meeting attendance requirement can be waived.
- The Chair of the committee needs to be able to attend the monthly Intergroup meeting and/ or provide a written report on subcommittee monthly progress.

MEETING MINUTES

Storage Cabinet

As of Jan 2023, there are some historical documents in the filing cabinet at the Culver City S.H.A.R.E. building in the large room next to the office (maybe just a 2013-2015 Events binder.) A key is needed to open this. Usually, the intergroup Chair or Treasurer has a key.

Google Drive

Other historical documents are stored in our Google drive found by logging into webmasterlacoda@gmail.com. The Virtual Office committee knows the password. Click "My Drive" to find organized folders. Many more documents exist in the drive that haven't been organized into the folders. [Ad Hoc](#) (temporary) intergroup committee documents are stored in the Subcommittees folder.

LACoDA.org Archives More archives exist on LACoDA.org:

[Events Archive](#) - shows all events shared on LACoDA.org, even ones that didn't get uploaded to the Google drive. Especially relevant during the pandemic when physical flyers were moot.

[Minutes & Treasury Archive](#) - organized way to see both minutes and agendas (as of Jan 2023, they haven't all been organized in Google drive. Some are still "owned" by whoever wrote them, like the Secretary etc, instead of downloaded to the LA CoDA drive to keep as a historical document that can't be

erased by someone else). Plus the treasury documents are in one place here, which not yet organized in Google drive as of Jan 2023.