

Website Subcommittee

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Subcommittee Roles and Protocols

Subcommittee Positions and Roles:

- Chair *Ruth G.*
 - Reports to LA CoDA at the monthly business meeting
 - Delegates tasks requested by LA CoDA to appropriate members
 - Facilitates subcommittee meetings
 - Submits budget to LA CoDA treasurer for following year by October LA CoDA meeting
 - Assists webmaster in uploading monthly minutes, treasury report, and meeting list
- Vice Chair *(Open)*
 - **Takes minutes of subcommittee meetings**

- **Records Monthly Metrics**
 - Navigate to the following link for metrics:
 - <https://analytics.google.com/analytics/web/provision/#/provision> (while logged into webmasterlacoda@gmail.com)
- **Archives previous documents received from historian**
- Webmaster *K.L.*
 - Maintains and updates Website
 - Uploads monthly meeting list updates, LACC Intergroup minutes, Treasurer's Report etc.
- Database *Lloyd A.*
 - Maintains and updates the LA CoDA database
 - Maintains and updates the mailing list subscriptions
 - Maintains and updates the trusted servant email aliases (forwarding)
- Member at Large
 - Maintains and updates current LACC Participant Contact list (see guidelines for details ARTICLE VI, A j. iii)
 - Sends email blasts to announcements@lacoda.org with upcoming CoDA events and resources

Protocols

- Any changes to the website will be approved through the group conscience process at the subcommittee level or LACC level
- Website changes will honor the twelve traditions
- Chair will submit a timely report monthly to LACC

List of Affirmative Communication Actions

- I respect the anonymity of others by not using a member's last name in the text of a message.
- If a member's last name appears in an e-mail address, or if the member is identifiable in any way, I will remove that address in any carbon copies unless I have the member's permission to send it as is.
- I obtain permission before faxing CoDA identified materials to a member.
- I respect the personal integrity, anonymity, and privacy of each member, and I expect and deserve the same.
- I maintain civility and decorum in my communications to members of CoDA, as I practice developing and maintaining healthy relationships. I continue to practice healthy interpersonal behavior in communications via telephone, fax, e-mail, and the Internet.
- When in doubt about the content or intent of a letter, telephone call, e-mail, or other communication, I first request clarification from the author before discussing its content.

- When I participate in a group discussion (in person or by Postal Service, telephone, fax or e-mail), I maintain focus on the subject at hand. My attention and focus is a gift I offer other members.
- Recovery is a process; I respect each member for where that member is in recovery. I practice my program by sharing my experience, strength, and hope with others, not by pointing out faults and flaws in others.
- The text of any forwarded message is transmitted verbatim. I do not edit it. (For the purposes of committee work where editing work is in process, I clearly mark a previous, unedited version and include it with my suggested revisions.) Generally, emails are not forwarded to people not addressed by the original sender.
- I encourage others in their recovery, and do not "flame" them. Flaming is a written attack on a person, a person's opinions, or a person's point of view, distributed to multiple addresses, usually via e-mail. When my opinions differ from another, I share my experiences with that person, explaining how they are different or similar.
- When sending email to a list of addresses, I send the message to myself and use BCC (Blind Carbon Copy) for the list of intended recipients in order to protect the anonymity of the members.

Virtual Office Guidelines

Virtual Office, who designates the webmaster and whose volunteers provide the following services:

1. Maintains the website and virtual office on LA CoDA's website for use by LACC Sub-Committees, LACC Officers, and CoDA members.
2. Posts the most recent accepted LACC Minutes, Treasurer's report, upcoming LACC Agenda, CoDA events flyers, Proposed LADD Yearly Budgets, and other information
3. Collects and maintains the contact information of LACC Officers, STanding Sub-Committee Chairs, GSR's, and other LACC participants, and makes that information available to those in LA CoDA who request it.
4. Cooperates with the Meeting List Sub-Committee in
 - a. The updating and publication of the LA CoDA meeting list,
 - b. Updating of the LA CoDA Mailing and phone-contact computer database,
 - c. Updating of the LA CoDA Meeting Information Line computer phone system
5. Cooperates with the Historian Sub-Committee in the storage and accessibility of historical data and documents including LACC Guidelines, LACC minutes, CoDA meeting lists, other CoDA Community Committee minutes and various other documents.
6. Cooperates with the Literature Sub-Committee in the storage and distribution of digital CoDA literature, CoDA pamphlets, meeting start-up kits, and other CoDA-endorsed literature
7. Manages its current sub-committee budget and submits a new budget for the next year.

Group Conscience Log

DATE	MOTION	VOTES	OUTCOME
07/08/19	Move to transfer old GoDaddy.com account to new GoDaddy account	3-0-0	Passes
07/08/19	Move to change lacodawebmaster@gmail.com to new email account webmasterlacoda@gmail.com	3-0-0	Passes
07/15/19	Move to approve website home page content and layout	3-0-0	Passes
07/15/19	Move to approve "Find A Meeting" page content and layout	3-0-0	Passes
07/15/19	Move to publish website as is and make changes as needed	3-0-0	Passes
07/22/19	Move to approve events web page	3-0-0	Passes
07/22/19	Move to approve the sponsorship web page	3-0-0	Passes
08/05/19	Move to stop paying Domain Name Listings since they do not host LA CoDA's domain name.	3-0-0	Passes
08/05/19	Move to retain Binary-Monk as LA CoDA's email service and pay current Binary-Monk invoice .	3-0-0	Passes
08/05/19	Move to approve literature page and to have literature page match core literature descriptions where available.	3-0-0	Passes
08/05/19	Move to approve resources page	3-0-0	Passes
08/05/19	Move to approve the Subcommittee page listed under the Service tab.	3-0-0	Passes
08/12/18	Move to approve Intergroup web page	2-0-0	Passes

08/12/19	Move to approve Service web page	2-0-0	Passes
08/26/19	Move to add Announcements mailing list button/link on Events page	3-0-0	Passes
08/26/2019	Move to add Announcements mailing list button/link to footer of all pages	3-0-0	Passes
08/26/2019	Move to approve Subcommittee page	3-0-0	Passes
10/28/2019	Move to submit 2020 budget of \$360	3-0-0	Passes
10/28/2019	Add remaining GCs from 10/28 meeting below	3-0-0	Passes
1/06/2020	Move to approve HISTORIAN page	2-0-0	Passes
1/06/2020	Move to approve RETREAT page	2-0-0	Passes
1/06/2020	Move to approve PUBLICATIONS page	2-0-0	Passes
1/06/2020	Move to approve LITERATURE page	2-0-0	Passes
1/06/2020	Move to approve NEWCOMER GREETER page	2-0-0	Passes
1/06/2020	Move to approve EVENTS page	2-0-0	Passes
1/06/2020	Move to approve HOSPITALS & INSTITUTIONS page	2-0-0	Passes
1/06/2020	Move to approve INFO LINE page	2-0-0	Passes
1/06/2020	Move to approve VIRTUAL OFFICE WEBSITE page	2-0-0	Passes
1/06/2020	Move to approve MEETING & SPEAKER LISTS page	2-0-0	Passes
1/06/2020	Move to approve OUTREACH page	2-0-0	Passes
1/13/2020	Move to approve INTERGROUP page (approved changes) (2-0-0)	2-0-0	Passes
1/13/2020	Move to approve MEETING INFO page	2-0-0	Passes
1/13/2020	Move to approve MEETING / SERVICE TOOLS page	2-0-0	Passes

1/13/2020	Move to approve LA CODA LIT ORDERS page	2-0-0	Passes
1/13/2020	Move to approve INFO LINE page	2-0-0	Passes
1/27/2020	Move to approve START A MEETING page (pending Literature Gift source)	2-0-0	Passes
1/27/2020	Move to approve INTERGROUP MEETING ARCHIVE page	2-0-0	Passes
1/27/2020	Move to approve 7TH TRADITION DONATIONS page	2-0-0	Passes
02/10/2020	Move to approve GSRs web page	2-0-0	Passes
02/10/2020	Move to approve Officers webpage	2-0-0	Passes
2/24/2020	Motion to approve " Intergroup Mailing List Welcome "	2-0-0	Passes
2/24/2020	Motion to approve CHAIR webpage	2-0-0	Passes
2/24/2020	Motion to approve VICE CHAIR webpage	2-0-0	Passes
2/24/2020	Motion to approve SECRETARY webpage	2-0-0	Passes
2/24/2020	Motion to approve TREASURER webpage	2-0-0	Passes
2/24/2020	Motion to approve VOTING ENTITY REP webpage	2-0-0	Passes
2/24/2020	Motion to approve COMMUNITIES webpage	2-0-0	Passes
03/02/2020	Motion to approve GRATITUDE page, pending purchase of icons to remove the Noun Project Designers icon listing	2-0-0	Passes
03/02/2020	Motion to delete SAMPLE FORMATS page and move format links to Meeting/Service Tools	2-0-0	Passes
03/02/2020	Motion to delete MEETINGS IN PRINT page and change Meeting in Print (MiP) link on Find a Meeting page to CoDA.org's MiP page	2-0-0	Passes
03/02/2020	Motion to change HOME page by adding Mailing list button	2-0-0	Passes

03/02/2020	Motion to change SERVICE page by adding a link to the 12 Service Concepts	2-0-0	Passes
03/16/2020	Move to approve the Covid-19 LaCoDA help page (	2-0-0	Passes
04/13/2020	Move to approve Zoom Security & Anonymity page and add link to this page via the News page and Find a Meeting page	2-0-0	Passes
04/19/2020	Move to approve updates to Intergroup page	2-0-0	Passes
04/19/2020	Move to approve adding "DONATE" button and "DONATIONS" page to website	3-0-0	Passes
04/20/2020	Move to approve Covid-19 precautionary statement to literature page and add underline to downloadable literature	2-0-0	Passes
04/20/2020	Move to approve SERVICE STRUCTURE" button to SERVICE page and SERVICE STRUCTURE page	2-0-0	Passes
04/21/2020	Move to approve Subcommittee web page	2-0-0	Passes
06/22/2020	Move to approve the Workshop Recording page and change the button wording.	2-0-0	Passes
8/17/2020	Move to approve the sending out of general CoDA announcements without GC	2-0-0	Passes
8/17/2020	Move to replace the Meetings page with the Find A Meeting page, but still call it Meetings	2-0-0	Passes
8/17/2020	Move we replace the Service page with the Service Structure page, but still call it Service	2-0-0	Passes
8/17/2020	Move to take out the words "men and women" and replace with "people" on the homepage	2-0-0	Passes
8/17/2020	Move to change the announcements new-subscriber welcome message to "You have been unsubscribed from the Los Angeles CODA Announcements mailing list."	2-0-0	Passes
11/16/2020	Move to approve LACoDA World Service page	2-0-0	Passes
11/16/2020	Move to approve LACoDA Business Meetings page	2-0-0	Passes

11/16/2020	Move to approve the Southern California CoDA page	2-0-0	Passes
11/16/2020	Move to approve Donate page updates	2-0-0	Passes
01/31/2021	Move to approve Recordings page	2-0-0	Passes
02/22/2021	Home page: We crafted this wording and GCed to approve it in the Am I Codependent section- "We believe that recovery begins with an honest self-diagnosis. Co-Dependents Anonymous offers no formal definition of codependence. Instead, CoDA offers Patterns & Characteristics (<i>below</i>) from our own experience and codependent histories."	2-0-0	Passes
03/08/2021	Received CoDA.org approval to post patterns of recovery on lacoda.org home page. Motion to approve patterns of codependency and wording on home page.	2-0-0	Passes
03/08/2021	Motion to approve updates to streamline lacoda.org home page.	2-0-0	Passes
03/08/2021	Motion to approve Home tab drop down menu.	2-0-0	Passes
03/15/2021	Motion to approve Group Conscious Process page [2-0-0]	2-0-0	Passes
03/15/2021	Motion to approve Process of Determining a GC (jailhouse version) page pending CoDA.org approval [2-0-0]	2-0-0	Passes
03/15/2021	Motion to approve the addition of a News Archive button on the News page [2-0-0].	2-0-0	Passes
03/15/2021	Motion to approve the addition of a New Archive page linked to the New Archive button on the News page [2-0-0]	2-0-0	Passes
03/29/2021	Motion, on the Events page, we add: "If you'd like your CoDA event added here, send the event info and image or flyer to the Virtual Office committee for consideration at virtualoffice@lacoda.org ."	2-0-0	Passes

	Amended to: Motion to add events@lacoda.org to Events Page [2-0-0]		
03/29/2021	Motion, on the Intergroup page, under the Monthly Meeting section, we add: "UPCOMING AGENDA The next Intergroup meeting is Saturday, April 10th, 2021. Please check back for the agenda which is usually posted here the day before." Amended to: Motion to add "UPCOMING AGENDA" The next Intergroup meeting is Day, Month DD, YYYY (e.g Saturday, April 10th, 2021) [2-0-0]	2-0-0	Passes
03/29/2021	Motion, on the GSRs page, we add a link to the Announcements Mailing List flyer (a printable flyer to let in-person meeting members know how to sign up online) Motion, on the GSRs page, we add a link to the Service Structure document (a printable document with CoDA's service structure also found on the Service page) Amended to: Motion to approve the addition of the "FOR YOUR MEETING" column (see below/ meeting notes) on the GSR's page [2-0-0]	2-0-0	Passes
3/29/2021	I motion, on the Subcommittees page, we change the Virtual Office email from webmaster@lacoda.org to virtualoffice@lacoda.org	GC Not recorded, but site updated- on the table or already GCed?	
Motion made: 3/29/2021 GC: 04/12/2021	Motion, on the Intergroup page, we add a Welcome to Intergroup slideshow and printable doc. 4/12 Amended to: Motion to approve the "Welcome to Intergroup" slide-show on the Intergroup page	2-0-0	Passes
05/03/2021	Motion to change the Sponsorship tab to "Sponsors & Step Studies"	2-0-0	Passes

05/03/2021	Motion to move the Working the Steps in a Group link up to the Step Study section and add this text to the page before the link: "The following document was created by CoDA International and shares the difference between step meetings and step studies. It offers a step study script and suggestions for how to start a step study."	2-0-0	Passes
05/03/2021	Motion to move the Step Study Group link up to the Step Study section and add this text before the link: "CoDA International offers more info on their page:"	2-0-0	Passes
05/03/2021	Motion to add a Business Meetings & Group Conscience button with the text: "To learn more about how to use the group conscience process to make decisions within the group, visit:"	2-0-0	Passes
05/03/2021	Motion to add the tab "Intergroup" with the sub-tabs "GSRs" "Subcommittees" and "Officers"	2-0-0	Passes
05/03/2021	Motion to add "Quick Links" table of contents to the Subcommittees page for newcomers to find info quickly and subcommittee members to navigate to their documents with ease	2-0-0	Passes
05/03/2021	Motion to add icons to the Service page for meeting, local, regional, world button	2-0-0	Passes
05/03/2021	Motion to add to Service page: change Business Meetings button to text with link "Business Meetings // Group Conscience, for info click here"	2-0-0	Passes
05/03/2021	Motion to add "Being of Service" section on Service page	2-0-0	Passes
05/29/2021	i motion the following news update be approved for the news page and for me to send the following email to LACC@lacoda.org . (see meeting notes	2-0-0 via email	Passes

	below for email and see link for news page post: https://sites.google.com/view/lacoda/news/news-archive?authuser=0#h.8zzy7ujxgc9g)		
06/20/2021	Motion to change home page Covid-19 button to Literature, removal of "Recovery During Covid-19 Info & Meetings" header and following text from News page, and the removal of the Covid-19 button and "Meetings below have temporarily moved online" text from Meetings page.	2-0-0	Passes
7/16/21	Motion I send this out to announcements and LACC mailing lists (link goes to news page direct post): https://sites.google.com/view/lacoda/news/news-archive?authuser=0#h.6tqzuqv4mvc	2-0-0 via email	Passes
8/1/2021 Worked on 4/4/22 7/11/22	I motion we add the text below (as a drop-down menu) to the Meetings page after the list of meetings, but with a link that says "Meeting Safety" just after Los Angeles CoDA Meetings. Editable Google doc link https://docs.google.com/document/d/1qJvBRwd_q28gsjKZc2Qjo6QdljgYGDP4G48hIOYW7EM/edit?usp=sharing	Gced 1st 2 pages on 4/4/22 7/11/22 Still open	8/8/22 Decided to wait and bring to intergroup as motion for Safety committee, see if something comes of it
11/21/21 GC on 12/6/21	Motion both the webmaster and Virtual Office chair receive emails sent to virtualoffice@lacoda.org and the email webmaster@lacoda.org be phased out. Action- Lloyd get will put a bounceback of webmaster email that says to go to virtualoffice@lacoda.org	2-0-0	Passes
11/21/21 GC on 12/6/21	Motion to put the 12 Service Concepts in the dropdown menu under Home.	2-0-0	Passes
11/21/21	Motion to update the 12 Traditions with the updated language approved at CSC and now listed on CoDA.org: "press, radio, films, television and all other forms of public communication" in place of "press, radio, and films."	Don't need to GC bc approved by world, but yes	

11/21/21	Motion to • Add this link under "Upcoming Agenda" on the Intergroup page: Meeting Agenda & Minutes, • Add to that page the text: "The agenda link (below) is often added right before the intergroup meeting begins. To receive the agenda by email, join the intergroup mailing list, • And to add an agenda link under each month on that page (see page for example).	[2-0-0] [2-0-0] [2-0-0] (voted on each bullet	Passes
12/6/21 GC 1/10/22	Motion to add LA CoDA Guidelines link to intergroup dropdown menu	2-0-0	passes
12/6/21 GC same day	13th Stepping page with script clauses added (can be found as a link under the Script Clauses section on Meeting Resources) https://sites.google.com/view/lacoda/service/meeting-resources-service/13th-stepping	[2-0-0]	Passes
12/6/21 GC same day	Motion to start regular monthly meetings in February 2022 on the first Monday each month and have a meeting on January 10th 2022 from 7-8pm (all meetings).	[2-0-0]	Passes
12/7/21 GC via email 12/9/21	motion on the events page we replace the words: If you'd like your CoDA event added here, send your event info to events@lacoda.org to If you'd like your CoDA event added here, send your event info to communities@lacoda.org • (Action: Who will contact the liaison to share that this is part of their service and their email is now listed?)	2-0-0	Amendment passes

	AMENDMENT: If you'd like to create a Los Angeles CoDA event or have one to share please contact events@lacoda.org. If you're a neighboring or online CoDA Community and would like your event listed here, contact communities@lacoda.org.		
12/8/21 GC via email 12/9/21	Motion I (Ruth) make an Intergroup contact list and ask folks to add their info during the Virtual Office announcement this month. <i>*For reference: LA CoDA Guidelines: "Collects and maintains the contact information of LACC Officers, Standing Sub-Committee Chairs, GSRs, and other LACC participants, and makes that information available those in LA CoDA who request it." (v 2.3.1) p.9 J iii.</i> ○	2-0-0	passes
12/14/21 GC 1/10/22	Motion we approve this Contact page as a main page tab (add it in the list as last): https://sites.google.com/view/lacoda/contact AMENDMENT: have it be in the dropdown under "intergroup" and replace the "Speakers List" section with "Contact List"	2-0-0	Amendment passes
2/1/22 GCed 2/21/22	I motion we write "Likely not currently active" next to the title of the men's meeting because that's the way CoDA.org has it listed. AMENDMENT: Motion to remove it from the list because SHARE removed the meeting.	2-0-0	Amendment passes
2/9/22 GCed 2/21/22	Motion we add a 12 Traditions in Service Work page to the site.	2-0-0	passes
2/9/22 GCed 2/21/22	Motion we add a drop-down menu under Service with these 8 pages: Group Conscience (GC), GC/Business Meetings, Healthy Communication, 12 Trads in Service, Meeting Resources, L.A. CoDA, SoCal CoDA, and World CoDA.	2-0-0	passes
2/21/22	Motion to approve Healthy Communications page	2-0-0	Passes pending

	Amend: Fix when they click on FSM service 9 pdf, it's hosted on webmasterlacoda@gmail.com and accessible to all, pending approval from big coda		approval
04/04/22	Add a subcommittee's pull-down tab in the Intergroup pull-down menu listing subcommittee positions.	2-0-0	passes
4/4/22	Motion that the meeting times and documents be moved to individual pages	2-0-0	passes
5/9/22 GCed on 6/20/22	I motion we add the following "What Does Service Mean?" quote to the Service page after "Speaker List" and before "Service Structure." Amendment: Delete Speaker list. Move Service Literature section to bottom of page. Before service structure, Add "what service means to me (title) below, a few LA CoDA members share what service means to them. please take what you like and leave the rest" and then add anonymous and DB's experiences and allow the addition of other member experiences (in drop downs for now, but we can make a new page if GCed later)	2-0-0	passes
6/20/22	Motion to add drop down menu to Meetings tab	2-0-0	passes
7/11/22	Motion Ruth takes Chair position	2-0-0	passes
9/11/22 GCed 9/18/22	Motion to approve this how to be listed page on LACoDA.org: https://sites.google.com/view/lacoda/meetings/how-to-be-listed	2-0-0	passes
12/05/22	Motion to move the Home page "Am I Codpendent?" section to the top of the page and change the button to link to the Patterns and Characteristics located lower on the page instead of the Am I Codpendent pamphlet. The pamphlet link would remain in the section though.	2-0-0	Passes

	Rationale: addresses newcomers sooner, instead of them needing to scroll halfway through the page to see this section (Section used to be centered in light blue teal box just above the Patterns mid-home-page)		
12/05/22	https://sites.google.com/view/lacoda/meetings?authuser=5#h.iv6ryq7i3fv Motion to add the following to the Contact Us section of the Meetings page: This list is updated by volunteers. Once the Virtual Office committee receives the update from the Meeting List committee, the update will be made within a month. (click link to see it on the page)	2-0-0	Passes
12/05/2022 GCed on 1/23/23	Motion to delete the “pre-list” of meetings that was made during the pandemic and replace it with excel sheet that already exists. Move “contact us” banner below the excel sheet Amended- eliminate excel file from website and associated text	TBD	
12/05/2022	Motion to add new webmaster request to LACoDA homepage news section and meeting list page	2-0-0	passes
1/23/23	Motion to change Meeting # placement on each meeting page to under the time with this format: “IN-PERSON // Meeting CA1281”	3-0-0	passes
1/23/23	Motion to remove “Looking for webmaster” text on Meetings page, move Zoom Security & Anonymity Ideas button to Safety page, remove “8 LA CoDA meetings are in-person or hybrid (online + in-person), all others are on Zoom (PST)”, move For meetings in the Valley, visit coda-tvcc.org / For Spanish meetings, visit codaenespanol.org, Search for	3-0-0 (Blair attended to rep Meeting List committee)	passes

	meetings with your <u>zip code</u> , How to have your <u>meeting listed</u> / How to <u>update</u> your meeting info After the meeting list, remove Los Angeles Codependents Meeting, move "list updated" to bottom of list, take off international/ phone written info but leave the buttons, take off parental meeting info, take off repeating things		
1/23/23	Motion to eliminate the Excel file from the meeting list page and associated text.	3-0-0 (Blair attended)	Passes
Made: 2/28/23 GCed on:	Motion to: • remove Carole from receiving info@lacoda.org, • remove Sue from receiving secretary@lacoda.org, • remove Robert from receiving vicechair@lacoda.org, • forward virtualoffice@lacoda.org to webmaster@lacoda.org Re: the last one- see what makes sense as to not get double emails, but for the webmaster email to receive what is sent to VO, to have all the VO emails in one place to reference.... (Ruth)		
2/28/23 GCed on:	Motion to: remove Carole from receiving info@lacoda.org, remove Sue from receiving secretary@lacoda.org, remove Robert from receiving vicechair@lacoda.org, forward virtualoffice@lacoda.org to webmaster@lacoda.org Looking forward to discussing the last one especially and see what makes sense as to not get double emails, but for the webmaster email to receive what is sent to virtual office, like to have a place to see all the VO emails in one place to reference....		
3/16/23 GCed on:	Received this text: "Hi Ruth, do you know who to speak to regarding borrowing the inverted triangle on		

	the lacoda website? It's a great graphic." I asked them to email VO so we can GC it. I motion we talk about how things work if a coda person wants to use somebody we created for LACoDA. Do we ask them to say this graphic was created and approved by LA CoDA via GC		
3/16/23 GCed on:	Motion to decide what amount of time the webmaster has to update the site, based on what feels safe and possible to the new webmaster and also including what feels good to Intergroup or what is supportive to the meetings. And that whatever is decided, I'll share with the Meeting List committee and ask if they'll share with meetings that contact them. And that we post it on the Meetings page for meetings to understand what to expect.		
4/10/2023	Motion to forward virtualoffice@lacoda.org to webmasterlacoda@gmail.com	2-0-0	Passes
4/10/2023	Motion to add this new page called Crosstalk Guideline Samples and for it to be added under the Meetings dropdown, under the Meeting Resources dropdown. https://sites.google.com/view/lacoda/meetings/meeting-resources/crosstalk-guidelines	2-0-0	Passes
4/10/2023	Motion to add a link in the Home dropdown after 12 Service Concepts called "12 Step Prayers" and to link to: https://coda.org/meeting-materials/step-prayers/	2-0-0	Passes
Written on: 5/24/23 GCed: 06/05/23	Motion 1- <i>I motion that I update the Announcements Mailing List Subscribe page as follows (I already made the changes but can put them back based on the GC).</i>	2-0-0	Passes

	(IS) To see updated page: http://lacoda.org/mailman/listinfo/announcements_lacoda.org (WAS) To see a list of the individual changes made: https://docs.google.com/document/d/18Oe2XcijhyPTzEOb45HXabyll17ztFXGz4y81z06dBM/edit		
Written on: 5/24/23 GCed: 6/05/23	Motion 2- <i>I motion that I send the forwarded email below to Intergroup to share the announcements mailing list link, an image with QR code & shareable doc. Email to LACC:</i> This is a Google doc that in-person meetings can print or online meetings can share in chat: https://docs.google.com/document/d/1fazWigf96WSRZDFBv_9-ooLuDOeoMTI3iNoy3WsHzwU/edit?usp=sharing To text to friends, the pic attached +/- or this direct link: http://lacoda.org/mailman/listinfo/announcements_lacoda.org Amendment: Add this to the agenda report everytime	2 yes, 1 abstain	Passes
Motion made on 7/17/23 GCEd on 8/7/23	I motion that KL has access from their infinityklo419@gmail.com (amendment: and sharonh70801@gmail.com for Sharon to upload Events) account to access the Intergroup Passwords google doc on the webmasterlacoda@gmail.com Google drive. Reason- so they don't have to log into webmasterlacoda to get whatever they need to edit the site	4-0-0	Passes Action- Ruth gave access 8/7/23
Motion made on	I motion that I (Sharon) learn to update LACoDA.org	4-0-0	Passes

8/7/23 GCed on 8/7/23	with local events from the LA CoDA Events committee and archive the same events in order to be back up if KL can't do it in a timely manner. We'll (the virtual office committee) revisit if we want to make a permanent position of a Subcommittee role of Webmaster for Local Events in Jan 2024.		
Motion made on 10/2/23 by Lloyd GCed on 10/2/23	I motion we remove non-participants from the LACC business email database, first sending out a blast saying this and pointing members to the Minutes / Treasury / Agenda page. (Participants are someone who is active in intergroup.)	2-0-0	Passes
Motion made on 10/2/23 by Ruth GCed on 10/2/23	I motion that we add this pdf to the website with a downloadable/ printable link and the text: "Downloadable PDF, To print a copy, click here" Here is the link and a pdf is attached: https://docs.google.com/document/d/1_1JiYHdi-SJoRwpb0u0ZFdn5AY7I-o6TZUmNI3oK2og/edit?usp=sharing	2-0-0	Passes
Motion made by Ruth on 11/6/23 GCed same day	Motion to bring a \$900 2024 budget to intergroup in Nov for: • \$23.17 binary monk, • \$87.45 go daddy, • \$120 for tiny URL, • \$600 for webmaster (50/ month), • \$60 wiggle room	2 of 3 yes, 1 of 3 no	PASSES
Motion made by Ruth on 11/6/23 GCed same day	Motion to approve this Treasury page: https://sites.google.com/view/lacoda/intergroup/treasury • (Note: has Treasurer Reports, add to webmaster job)	4 of 4 yes	PASSED
Motion made by	Ruth make a motion to make member at large to be	3-0-0	PASSES

Ruth on 12/12/23 GCed on 2/12/24	• Intergroup Phone/Email list person- the intergroup contact list • Announcements Email Person sends to the whole of Fellowship mailing list (not intergroup at all, it's all members) done 12/12/23 So it's written in our protocol Amended to: Member-at-Large: • Maintains and updates current LACC Participant Contact list (see guidelines for details ARTICLE VI, A j. iii) • Sends email blasts to announcements@lacoda.org with upcoming CoDA events and resources		
Arthur + group wrote motion and GCed 5/6/24	When to take people off contact list: when they ask to be removed Arthur will check in with them if they haven't come in year to see if they want to be removed	4 of 4 yes	PASSED
Arthur + group wrote motion and GCed 5/6/24	WHAT TO SEND THIS MONTH in an announcement email- GCed: Copy and paste from the events page of lacoda.org to send out - 1. CSC International CoDA Service Conference 2. Step Study info copy and paste from Australia email - table til next month	3 of 3 yes (Karen had to leave early)	PASSED

Website Changes

Initial Startup Changes

1. Replace old lacodawebmaster@gmail.com email with new webmasterlacoda@gmail.com email 07/9/19
2. Gave password (and other email data) for new webmasterlacoda@gmail.com website email to chair 07/13/19
3. Replace old website with new site 07/15/19
4. Transferred lacoda.org from old GoDaddy.com account to new GoDaddy.com account 07/22/19
5. 08/12/2019, email, updated email forwarding to LACC officers and subcommittee chairs
6. 08/25/2019 Removed all individual email addresses from LACC email account that were not currently present at LACC i.e. active. Also removed all other personal emails leaving only the trusted servant email aliases
7. 09/08/2019 added back all currently active LACC personal emails to LACC email account. Note that the LACC list is actually the “membership” list

Webpage Changes:

A list of pages on the site:

(Blue pages need to be approved)

(Pages starting with “*” have been deleted)

1) **HOME**- GCed to approve 7/15/19, approved changes 10/28/19, 2/20 added Mailing list button GCed to approve 03/02/2020 (2-0-0)

- 2/22/21 Crafted this wording in the Am I Codependent section- “We believe that recovery begins with an honest self-diagnosis. Co-Dependents Anonymous offers no formal definition of codependence. Instead, CoDA offers **Patterns & Characteristics (below)** from our own experience and codependent histories.” GCed to approve (2-0-0)
- 3/8/21 Added sunshine icon to Covid button, added newcomer button with butterfly icon, added Events | Literature | News | Donate links, added buttons and blurbs for CoDA Resources, Being of Service, Finding a Sponsor, L.A. CoDA Intergroup, added Recovery Patterns blurb, GCed to approve (2-0-0)
- 3/8/21 Added Patterns & Characteristics & copyright with [approval](#) from CoDA World, GCed to approve (2-0-0)
- 3/8/21 Added drop down menu with Preamble, Welcome, 12 Steps, 12 Traditions (all pages on our site with copyright info at bottom with permission from CoDA World), 12

Promises ([a link to CoDA World until we get permission](#)), Characteristics (goes down to spot on home page), Recovery Patterns (pdf on coda.org), More Materials (our free downloads page) GCed to approve (2-0-0)

2) **MEETINGS**- GCed to approve 7/15/19, approved 10/28/19, approved adding spreadsheet 11/18/19, 8/17/20 GCed to replace the Meetings page with the Find A Meeting page, but still call it Meetings [2-0-0]

3) **EVENTS**- GCed to approve 7/22/19, approved changes 8/27/19, 10/28/19

4) **SPONSORS & STEP STUDIES**- GCed to approve 7/22/19, approved changes 10/28/19, 2/20/20 added Questions (from old CoDA booklet), GCed to change name from Sponsorship to Sponsors and Step Studies 05/03/2021 (2-0-0)

5) **LITERATURE**- GCed to approve once descriptions match CoRE 8/05/19, approved changes 10/28/19,

6) **RESOURCES**- GCed to approve 8/5/19, approved changes 10/28/19

7) **SERVICE**- GCed to approve 8/12/19, approved changes 10/28/19,

- 2/20 Added a link to the 12 Service Concepts GCed to approve 03/02/2020 (2-0-0)
- 8/17/20 GCed to replace the Service page with the Service Structure page, but still call it Service [2-0-0], [need approval from CoDA Intl?](#)

8) **NEWS**- GCed to approve 10/28/19

65) **NEWS ARCHIVE** - GCed to approve 3/15/21 (2-0-0)

9) **DONATE** - "7th Tradition Donations" page GCed to approve 01/27/2020, GC'd to add a "DONATE" button to each web page/ footer and add a "DONATE" page where the donations are carried out, show page in navigation 04/19/2020. Made updates to page 11/16/2020 (2-0-0)
MEETING PAGES:

10) **ABOUT MEETINGS**- GCed to approve 01/13/2020, 3/9/21 Changed title from Meeting Info to About Meetings

11) **MEETING SERVICE**- GCed to approve 01/13/2020, 3/8/21 Changed title from Meeting / Service Tools to Meeting Service, edited page- blue titles, links in blurbs

12) **START A MEETING**- GCed to approve 01/27/2020 [pending Literature Gift clarification](#)

--> ***SAMPLE FORMATS-** GCed to delete and move format links to Meeting/Service Tools 03/02/2020 (2-0-0)

+ FELLOWSHIP PAGE

LITERATURE PAGES:

13) LA CODA LIT ORDERS - GCed to approve 01/13/2020 (Note: page not reviewed because wording already GC'd by literature committee), [2/20 added Literature Price List tent card](#)

RESOURCE PAGES:

14) INFO LINE- GCed to approve 01/13/2020

15) NEWSLETTER- GCed to approve 11/18/19

16) WEEKLY READING- GCed to approve 11/18/19

17) FELLOWSHIP FORUMS- GCed to approve 11/18/19

18) VOICES IN SERVICE PODCAST- GCed to approve 11/18/19

19) FREE DOWNLOADS- GC [pending approval from coda.org](#)

20) RECORDINGS - Via the Resources page, change the "Fellowship Forum Workshop Recordings" button wording to "Workshop Recordings" and add new page called "Workshop Recordings" 06/22/2020 (2-0-0), Move to approve the "Recordings" page that is accessed from the Events page. GC vis email on 01/31/2021 (2-0-0)

+ 5 RECORDINGS PAGES

--> ***MEETINGS IN PRINT-** GCed to delete and change Meeting in Print (MiP) link on Find a Meeting page to CoDA.org's MiP page 03/02/2020 (2-0-0)

EVENT PAGES:

21) EVENTS ARCHIVE- (Note: maybe page doesn't need to be reviewed because wording & images already GC'd by CoDA World, LA CoDA Events Chair or VO committee) GCed to approve 01/27/2020

SERVICE PAGES:

22) INTERGROUP- GCed to approve 8/12/19, GCed to approve text modifications 01/13/2020 (2-0-0) *NEW MODIFICATIONS FROM 1/14/20 (not published until 4/18/20)- GC'd to approve updates to Intergroup page 04/19/2020 (2-0-0)

23) SOUTHERN CALIFORNIA CODA - Move to approve the Southern California CoDA page that is accessed from the Service page 11/16/2020 (2-0-0)

24) WORLD SERVICE - Move to approve the World Service page that is accessed from the Service page 11/16/2020 (2-0-0) 3/15/21 Added the text: **HOW DO WE MAKE A MOTION?** To make an international motion, click [Voting Entity Issues](#).

25) BUSINESS MEETINGS - Move to approve the Business Meetings page that is accessed from the Service page 11/16/2020 (2-0-0)

INTERGROUP PAGES:

26) INTERGROUP MEETING ARCHIVE- GCed to approve 01/27/2020, [Later became LA Intergroup Treasury & Minutes page](#)

27) SUBCOMMITTEES- GCed to approve 8/05/19, approved changes 8/27/19, 4/19/20 added explanation paragraphs & stacked subcommittees instead of 3 columns, 4/19/20 forgot to GC, but talked about we both liked the page. GCed to approve Subcommittees web page 04/21/2020

28) OFFICERS- GCed to approve 02102020

29) *GSRS- GCed to approve 02102020, [2/20 Added Printable things list \(donation form, how to order lit, newsletter, event flyers, mailing list sign up, mailing list link\)](#), 4/20 added Donate link, 3/17/21 Added to printable things list (mailing list flyer, service structure, meeting material examples, free pamphlets at intergroup) and removed (mailing list sign up, mailing list link)

30) GROUP CONSCIENCE PROCESS- GCed to approve 02102020, 3/8/21 Added 2 blurbs, 1 button and literature reference list- ask permission from big coda if we can post the institution version of GC with link to FSM p.20 and following for more gc info 3/15/21 GCed to approved [with big coda approval](#) 2-0-0

31) 12 SERVICE CONCEPTS- GCed to approve 02102020 ([pending confirmation of usage with big coda](#))

32) CALL FOR SPEAKERS- GCed to approve 10/28/19

33) **GLOSSARY** - (not published yet, see in backstage view) - need approval from big CoDA

--> ***SERVICE STRUCTURE**- GC'd to approve updates to Intergroup page 04/19/2020 (2-0-0), GC'd to approve SERVICE STRUCTURE page and linking "SERVICE STRUCTURE" button from the SERVICE page 04/20/2020 (2-0-0), 8/17/20 GCed SERVICE STRUCTURE & content merged to become SERVICE page

SUBCOMMITTEE DESCRIPTION PAGES:

34) **HISTORIAN**- GCed to approve 01/06/2020 (2-0-0)

35) **RETREAT**- GCed to approve 01/06/2020 (2-0-0)

36) **PUBLICATIONS**- GCed to approve 01/06/2020 (2-0-0)

37) **LITERATURE**- GCed to approve 01/06/2020 (2-0-0)

38) **NEWCOMER GREETER**- GCed to approve 01/06/2020 (2-0-0)

39) **EVENTS**- GCed to approve 01/06/2020 (2-0-0)

40) **HOSPITALS & INSTITUTIONS**- GCed to approve 01/06/2020 (2-0-0)

41) **INFO LINE**- GCed to approve 01/06/2020 (2-0-0)

42) **VIRTUAL OFFICE WEBSITE**- GCed to approve 01/06/2020 (2-0-0)

43) **MEETING & SPEAKER LISTS**- GCed to approve 01/06/2020 (2-0-0)

44) **OUTREACH**- GCed to approve 01/06/2020 (2-0-0)

OFFICER PAGES:

45) **CHAIR** GCed to approve 02242012 (2-0-0)

46) **VICE CHAIR** GCed to approve 02242012 (2-0-0)

47) **SECRETARY** GCed to approve 02242012 (2-0-0)

48) **TREASURER** GCed to approve 02242012 (2-0-0)

49) VOTING ENTITY REP GCed to approve 02242012 (2-0-0)

50) COMMUNITIES GCed to approve 02242012 (2-0-0)

HOME TAB PAGES:

51) 12 STEPS - 3/8/21 Added with copyright info at bottom with approval from CoDA World, GCed to approve (2-0-0)

52) 12 TRADITIONS - 3/8/21 Added with copyright info at bottom with approval from CoDA World, GCed to approve (2-0-0)

53) 12 PROMISES - (not published yet, see in backstage view) - **need approval from big CoDA**

54) PREAMBLE - 3/8/21 Added with copyright info at bottom with approval from CoDA World, GCed to approve (2-0-0)

55) WELCOME - 3/8/21 Added with copyright info at bottom with approval from CoDA World, GCed to approve (2-0-0)

MISC PAGES:

56) GRATITUDE- GCed to approve 03/02/2020 (2-0-0) approved **pending purchase of icons** to remove the Noun Project Designers icon listing

57) ZOOM SECURITY & ANONYMITY - GC'd to approve 04/13/2020 (2-0-0) Zoom Security & Anonymity page & link to this page via the News page & Find a Meeting page

WORLD CODA PAGES:

58) TRADITIONS IN SERVICE WORK INVENTORY GCed to approve 2/21/22 (2-0-0)

59) HEALTHY SERVICE COMMUNICATIONS published and approved **pending big coda permission** 2/21/22 (2-0-0), if not approved, we'll take it down

***60) VOTING ENTITY ISSUES**

***61) CSC 2019**

***62) CSC 2020**

63) CONTACT - GCed to approve 1/10/22 (2-0-0)

64) 13TH STEPPING - GCed to approve 12/6/21 (2-0-0)

65) NEWS ARCHIVE - GCed to approve 3/15/21 (2-0-0)

Subcommittee Meetings

April 23, 2025

Sharon, Ruth, Lloyd (KL had a small surgery)

Lloyd opened CPanel during the committee meeting and the lists were back! (The mailing lists were gone two weeks ago and Binary Monk said they couldn't retrieve them)

Ruth made a webmaster drive google doc and Lloyd added back up of LACC mailing list
<https://docs.google.com/document/d/1Cgs1Sx7kWqf1JicPuFcUMhO1Q86jcNXNBLploFlt1ZI/edit?usp=sharing>

We spent time removing non-active LACC members on the list (as per the 10/23 GC)

Some people we weren't sure who they were so we didn't remove them

We updated the forwarding:

communities = Dawn

vice chair = Anna F

historian = Deb B

call back = Randy

Info = removed Niki, added Sharon (with Ruth)

SoCal rep = Dawn

Jails can't take the spiral bound green books

Edovo site - people can download CoDA materials (jails, etc)

May 6, 2024

May 6th Virtual Office Meeting Notes

Meeting started at 8pm, ended at 9:02pm (hey, good for us!)

In attendance: Arthur, Sharon, Karen, Ruth (Lloyd couldn't attend)

CONTACT LIST

- Ruth gave Arthur access to edit it, both his anonymous and non-anonymous emails
- We all decided that Ruth will save part of each Virtual Office committee verbal report for Arthur to share about the contact list with the group.
- He'll have a paper on a clipboard for the room to check attendance/ update info and can screen share the list on the Zoom. Sharon offered to print the contact list if Arthur sends the copy he'd like printed.
- Is the list findable on LACoDA.org? No cause it's private. He can find it in his Google drives for both his emails and Ruth emailed him the link. (The original file is stored on the intergroup Google drive- webmasterlacoda@gmail.com).

GCed:

When to take people off contact list:

when they ask to be removed

Arthur will check in with them if they haven't come in year to see if they want to be removed

4 of 4 yes

WEBMASTER

Karen will change her "check the webmaster email" day to Thursdays

Karen will reach out to Lloyd to see if it's ok to send hours sporadically

ANNOUNCEMENTS

WHAT to send:

when there's an event in LA or outside of LA

if arthur gets something via lacc@lacoda.org that seems applicable

if another intergroup has already GCed it, it's ok to send

don't make guarantees, check that messages follow the Traditions

HOW-

send message to announcements@lacoda.org from your personal email

WHEN-

Arthur asked if we'll talk at each virtual office committee meeting about what to send out for first few months to GC what goes out, **we said yes**

WHAT TO SEND THIS MONTH-

GCed:

Copy and paste from the events page of lacoda.org to send out -

1. CSC International CoDA Service Conference

2. Step Study info

copy and paste from Australia email - table til next month

3 of 3 yes (karen had to leave early)

Ideas brought up in discussion

could send out the liaison report?

could be better to one or two events tops in each announcement email?

(Just ideas, we didn't GC)

Thank y'all for your service,

Ruth

Feb 12, 2024

In attendance: Lloyd, Arthur, Ruth (KL- working, Sharon- making minutes)

This motion passed:

Ruth make a motion to make member at large to be

- Intergroup Phone/Email list person- the intergroup contact list
- Announcements Email Person sends to the whole of Fellowship mailing list (not intergroup at all, it's all members) done 12/12/23

So it's written in our protocol

Amended to:

Member-at-Large:

- Maintains and updates current LACC Participant Contact list (see guidelines for details ARTICLE VI, A j. iii)
- Sends email blasts to announcements@lacoda.org with upcoming CoDA events and resources

Then we worked on showing Arthur how to use the webmasterlacoda@gmail.com to send announcements from

- Added his personal email to the How To Update the Website// Virtual Office Info doc for access (removed powerblessed email)
- Added his personal email to the Intergroup Contact List (removed powerblessed email)

Jan 8, 2024

Sharon sick, In attendance: Lloyd, Arthur, KL, Ruth

Ruth HW- **send Arthur:**

- **The contact list stuff for intergroup** (First- add Art, remove Jeremy & Tom, add Dawn's new job as Meeting List, edit Deb's name/ send Phone List email template too)
- **Send email blast stuff (How To doc, logos and images can use, old examples, info about Canva)**
- **Ruth get the stuff off of CPanel for SPACE**

Arthur is good with tech, can support the webmaster later

Arthur's new email: powerblessed2024@gmail.com

Lloyd added Arthur to be able to send out announcements@lacoda.org

Lloyd added Arthur to Intergroup mailing list

Lloyd added Arthur to receive virtualoffice@lacoda.org emails

When Arthur sends out a blast, he writes to announcements@lacoda.org

- Follow the Traditions, To follow Trad 11- don't make guarantees "This event WILL be great," CoDA says share info and that's all, Ruth tries to do that and still be welcoming, can share literature quotes but not too long bc of copyright says CoDA

Arthur will ask at each VO committee meeting if the group has info for him to blast out

- Ruth said to also check the Events page for local and non-local events
- Any of us can give suggestions (Ruth is trying not to spearhead the blasts as boundary)

Ruth added Arthur's new email to the Intergroup Contact List excel Google page as editor

Lloyd added the List of Affirmative Communications to this Working Doc under Protocols for Arthur and KL to read (it's also on the website under Service dropdown as [Healthy Communication Guidelines](#))

KL will work on the site once with herself to following:

- Add new Venice meeting
- Upload the approved minutes from the email from Lloyd (Feb, April, May)
- Write to Jeremy to ask for the approved minutes that are missing- July & August (Sept/ Oct/ Nov/ Dec minutes) haven't been approved
- Heads up KL- Jeremy won't be Secretary anymore, will get minutes from someone else when role is filled, it's not filled yet
- Ruth and KL will meet after that to train to add the agenda
- After 2nd Saturday of January (intergroup meeting), will KL update the Neighboring Communities report from Guy (the Oct one is up I think)?

NEXT MEETING:

Arthur- we'll decide next time or during the month what email he'll send the blasts from
Motion to define Member at large in writing (See Dec notes for what we wrote together)

Dec 11, 2023

We postponed meeting to this week cuz of a last minute doc appointment for Ruth last week
Lloyd couldn't come this week, KL couldn't come today last minute

Art & Sharon in attendance

No motions today

Arthur took on Member at Large today

We looked at the site via screen share and learned how to find the

Intergroup dropdown arrow

Virtual Office page

This Website Subcommittee Working Doc

We looked at the Events page to see what needs to be removed

We looked at Literature page and showed Art the not-in-use pre-covid LA CoDA Lit Order page

HOMEWORK:

FOR KL-

- Add the international coda marathon link to Events under Intl Events
- (Sharon will write "scroll down" for holiday virtual meetings at the top of the page)
- The Sept, Oct, Nov & Dec minutes will be approved at the Jan meeting and sent to KL via lacc@lacoda.org
- Can KL update the events page with the Neighboring Communities Dec report sent out by Guy?
- Before the break, can KL add the Feb, April, May minutes to the site? (they were emailed out by Lloyd)
- Also, before the break, can KL also ask Jeremy if the July and August minutes were approved and if so if he can send them to KL?
- Heads up KL, Jeremy stepped down as Secretary and won't be the one sending out minutes in the future (temporary stand-in secretaries Dawn and Sharon will send out minutes in January)

FOR RUTH & SHARON-

Ruth send recordings & agendas to Dawn of Sep & Oct- done 12/12/23

Ask Dawn why not receiving agenda? Boundary or want to be on intergroup mailing list? - done 12/12/23

Sharon will do Nov & Dec minutes

Ruth add Art, remove Jeremy & Tom, add Dawn's new job, edit Deb's name, send Phone List

Ruth make a motion to make member at large to be

- Intergroup Phone/Email list person- the intergroup contact list
- Announcements Email Person sends to the whole of Fellowship mailing list (not intergroup at all, it's all members) done 12/12/23

FOR LLOYD-

Will you add Art so he receives the virtualoffice@lacoda.org committee emails?

For JANUARY-

Talk to Arthur about how to send announcements emails, give How To Update Site doc for announcement emails

Hope you all have a free and breezy holiday break. Thank y'all for your service and for doing self-care and being of service that way too.

With warmth,

Ruth

Nov 6, 2023

11/6/23 Virtual Office meeting

Discussed Committee budget

-Binary monk \$23.17

-Godaddy \$87.45

= \$110.62

+ Webmaster \$600

= \$710.62

+80 wiggle room

Ask for \$800 - at first we thought this was our total, but then added:

-[Tiny URL](#)? (talked about it)

-Add for tinyurl account to have direct links? For Tradition 6 until get a different site?

- Tradition 6: A CoDA group ought never endorse, finance, or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim.
- Each time we share a link other than the home page (LACoDA.org), it says Google in the link. Tiny URL would be a half-fix. On the site itself, it would still say google.com on each page (example, Events page says: <https://sites.google.com/view/lacoda/events>), but we

could make direct links (example: [www.lacoda.org/ events](http://www.lacoda.org/events)) to give out on flyers, in Zoom chats, and verbally.

- It's \$120 per year and if we paid for hosting at Weebly, it'd also be \$120 per year
- A year or so ago, another CoDA webmaster was setting up a site for their area and asked Ruth her ESH about having Google in the name, pros and cons. She said we know it breaks Tradition 6, but it being free is the only way we can be self-supporting right now (at the time that was true)

Motion to bring a \$900 2024 budget to intergroup in Nov for:

- \$23.17 binary monk,
- \$87.45 go daddy,
- \$120 for tiny URL,
- \$600 for webmaster (50/ month),
- \$60 wiggle room
- 2 of 3 yes, 1 of 3 no, PASSED

Did we pay KL within budget?

- 2 hrs per month x ____ months =
- For the year it would be 2 x 12 months = 24 hours
- For 2023, even though KL worked less months, it makes sense to pay them in Oct the 19.5 hrs for the training they did (Lloyd already paid in Oct), bc there's just Nov & Dec left and it'll end up being 23 hrs, and we budgeted 24 hrs.
- We double checked that \$600 was approved and it was (see below)
- From Jan 2023 minutes

(https://docs.google.com/document/d/1OBUvgdnfh19P1IxG-ZVSAVANlyzFnEgDX_8PgG5Vh9k/edit):

- \$21.67 GoDaddy for LACoDA.org name plus...
- Around \$80 Binary Monk for email service (mailing lists- both intergroup and announcements/ email blasts, plus this is how we get email addresses like treasury@lacoda.org etc)
- CHAT: Lloyd, Treasurer (10:18 AM) Website cost is \$108.62 per year
- New: Current proposed 2023 budget includes \$50 per month for webmaster, annual total cost for paying webmaster at this rate comes to \$600, plus the \$108, budgeting \$720 total

Kosher to have only active intergroupers on intergroup mailing list?

-See Secretary description

-Change Guidelines for Secretary description to say announcements@lacoda.org?

- We put minutes on the website
- Sec just sends it just to the business fellowship
- No re-vote, decided it's kosher and last month's passing vote stands

Motion to approve this Treasury page: <https://sites.google.com/view/lacoda/intergroup/treasury>

- 4 of 4 yes, PASSED
- (Note: has Treasurer Reports, add to webmaster job)

We talked about can KL vote?

Special worker?

Does it say in guidelines that there can be contractor?

Ruth- good for her recovery to be in GC process, scared to work with someone not participating in GCs bc of bad past experience, not self-supporting

Lloyd- let's say for now she can vote in GCs until we find out otherwise (<-- ✓)

KL- didn't feel comfy voting on own salary, opted out of that vote, voted in 2nd motion

Didn't discuss potential Homework-

Ruth contact Binary Monk for space

Ruth download icons from Noun project

Does Sharon want to archive the old Celebrate and Practice Recovery Oct 2023 event?

August 7, 2023

Discussed the motions, these ideas came up:

- Brought up that we didn't set up how long Events take to put up on site
- Maybe amendment Sharon can be back up if KL can't do it in time
- We can always revisit it later
- What is Sharon's time span
- Make a new subcommittee role for Sharon?

Decided to meet Wed Sept 6th 8:15pm next meeting

Feb- July 2023 minutes aren't on the site yet (Ruth will teach KL how to do this earliest Aug 17 if possible. We barely trained on this but months ago and quickly)

During meeting, Lloyd added Sharon's new email to virtualoffice

KL will send treasurer@lacoda.org and CC Ruth her hours to get paid

Feel free to text KL

4 of 4 yes on these motions/ they passed:

Motion made on 7/17/23	I motion that KL has access from their infinityklo419@gmail.com (amendment: and sharonh70801@gmail.com for Sharon to upload Events) account to access the Intergroup Passwords google doc on the webmasterlacoda@gmail.com Google drive.
------------------------	---

	Reason- so they don't have to log into webmasterlacoda to get whatever they need to edit the site
Motion made on 8/7/23	I motion that I (Sharon) learn to update LACoDA.org with local events from the LA CoDA Events committee and archive the same events in order to be back up if KL can't do it in a timely manner. We'll (the virtual office committee) revisit if we want to make a permanent position of a Subcommittee role of Webmaster for Local Events in Jan 2024.

July 17, 2023

Can KL check the emails once a month? She said yes

Lloyd & Ruth decided Ruth will send him KL's hours after double checking so he can pay KL
KL said it took a couple of hours to put some flyers on the website. Had to eventually just screenshot it.

- Tried to upload agenda, but it was too difficult.
- Wants to get together with Ruth to train about agenda.
- Meeting pages is going well and is easy.
- Minutes, go over again, but in more detail. They come from Jeremy
- She'll look at the Events report from Sharon each month to add Events
- Liason report- add to Events page too
- Updating hours together- send to Ruth, Ruth sends to Lloyd
- Archived some events and it went well.
 - (But need to work on that with Ruth to make header links for table of contents- but needed to make screenshots, show her how to just copy and paste into archive.)

KL said the reminder text the Friday before about the meeting is helpful, Lloyd is good with this, Ruth didn't commit to always doing it, but will hold it in her heart

Lloyd will email KL and ask for address for checks

Motion was made for next month:

- I motion that KL has access from their infinityklo419@gmail.com account to access the Intergroup Passwords google doc on the webmasterlacoda@gmail.com Google drive.
 - Reason- so they don't have to log into webmasterlacoda to get whatever they need to edit the site

June 5, 2023

Austin, Lloyd, Ruth in attendance, Austin had to step out for the 1st motion vote but came back

Virtual Office & Treasurer Paying Webmaster Chain of Events:

- KL writes hours in google doc
- Ruth puts them in the report (if they're not in the doc yet when I go to make the report, they'll go to the next month)
- Lloyd receives the report via email
- Lloyd signs check, mails it to Ruth to sign (as Chair- checks need a 2nd signature)
- Ruth mails to KL

We agreed to the above

Voted on 2 motions about the mailing list link and the same link QR code (see log)

Homework:

Ruth:

- send LLOYD address and him to the Google doc
- send Lloyd KL's hours
- write minutes
- write report
- send LACC the QR email

Lloyd: will test the admin sign in for mailing list on sign up link

May 8th, 2023

Sent out email blast for May 13th Spring into Recovery event.

Discussed KL trying to update the minutes & agenda on site using How To

Discussed how to make webmasterlacoda@gmail.com not go to Ruth's personal CoDA email and phone in case KL is logging in and can't contact Ruth, but also keep the site/ account safe:

- KL could share her personal CoDA email password- Lloyd not comfy, KL also decided wasn't ready to do this as newer service member
- Lloyd- is there a secondary recovery account on webmasterlacoda?
- KL- is there a way to bypass the verification code? We googled it- no
- Lloyd- is there an alternate email we can create and all have access to? We liked this
- made up a gmail account: virtualoffice670@gmail.com, using Lloyd's phone # with it (see Intergruop Passwords for more info)

HOMEWORK:

1. Lloyd needs to update go daddy bc it's still on Tom's card

POTENTIAL GCs FOR NEXT MONTH:

Next time-

1. Vote on if we have an online password sheet and who has access ("Intergroup Passwords" already exists in the Google drive, but need to approve it)
2. Need to update the paper codes sheet in the filing cabinet if it's still there (if not make a new one), whose responsibility/ who wants to volunteer for this?
3. Sharon put up Events on her own? (KL feels good about doing it so far)

April 10, 2023

Talked about how Austin will send announcement emails

1. He'll use OX.IB265@gmail.com and it will show as from announcements@lacoda.org
 - a. **Ruth HW:** send him example past ones (**done**)
 - b. **Ruth HW:** add OX email to contact list (**done**)
2. He'll send an email blast monthly, but if stuff arises, send more
3. Can use stuff from www.LACoDA.org pages: News, Events, Recordings, Newsletters, Resources; quotes from CoDA literature, prayers, Intergroup [Welcome slideshow](#), share info about upcoming intergroup meeting to welcome people, (but only when feels truthful not manipulative)
 - a. **Ruth HW:** Would be ideal if webmaster is willing and able, can webmaster email Austin when they update News and Events page, add new Meetings? Ask KL (**done**)
4. He's already on desert mailing list
5. Could join CoDA world email list for more -
 - a. You can review CoDA World previous emails here:
<https://codependents.org/cgi-bin/dada/mail.cgi/list/main/>
 - b. If you have a friend who would like to subscribe, please have them go here:
https://codependents.org/coda_email_lists.htm
 - c. If you have a general question about CoDA (as opposed to the specific content of this email), please email info@coda.org.
 - d. If you wish more information by phone, please call (888) 444-2359 {Toll free} or (602) 277-7991.

Motion to forward virtualoffice@lacoda.org to webmasterlacoda@gmail.com - 2 of 3 yes ruth, lloyd, 1 abstain austin (+we forwarded VO to KL infinity email)

Made on 4/9/23: Motion to approve Crosstalk page- 3 of 3 yes austin, ruth, lloyd

Made on 4/9/23: Motion to add a link in the Home dropdown after 12 Service Concepts called "12 Step Prayers" and to link to: <https://coda.org/meeting-materials/step-prayers/> amended to "Step Prayers"- 3 of 3 yes austin, ruth, lloyd (note to not add too much to dropdowns)

Ruth HW: Ask KL to add new page/ link to dropdown **(done)**

Motion for Webmaster to update within 30 days of receiving an update and for us to check in next month to see how that's going - 4 of 4 yea

Ruth HW: H&I- the blurb from Sharon, fix hospchair@coda.org

1. GIVE IT TO KL for News **(done)**
2. GIVE IT TO Austin for blast **(done)**

Motion Once flyer is done, put the event flyer after the home page blurb and before the butterfly icons etc, keep it there til after event - all in favor? 3 yes , sharon, lloyd, ruth

Ruth HW: Ask KL to put the event flyer up

January 23, 2023

Review motions and GC as necessary. Discuss downsizing the Meeting list page by removing the individual day listings or the Excel listing. Discuss Meeting list page updates.

- Motion to eliminate the Excel file from the meeting list page and associated text.
Motion passes 3-0-0
- Motion to change Meeting # placement on each meeting page to under the time with this format: "IN-PERSON // Meeting CA1281"
Motion passes 3-0-0
- Motion to remove "Looking for webmaster" text on Meetings page, move Zoom Security & Anonymity Ideas button to Safety page, remove "8 LA CoDA meetings are in-person or hybrid (online + in-person), all others are on Zoom (PST)", move For meetings in the Valley, visit coda-tvcc.org / For Spanish meetings, visit codaenespanol.org, Search for meetings with your zip code, How to have your meeting listed / How to update your meeting info
[After the meeting list, remove Los Angeles Codependents Meeting, move "list updated" to bottom of list, take off international/ phone written info but leave the buttons, take off parental meeting info, take off repeating things](#)
Motion passes 3-0-0

December 05, 2022

Review motions and GC as necessary.

- Motion to move the [Home](#) page “Am I Codependent?” section to the top of the page and change the button to link to the Patterns and Characteristics located lower on the page instead of the Am I Codependent pamphlet. The pamphlet link would remain in the section though.

Rationale: addresses newcomers sooner, instead of them needing to scroll halfway through the page to see this section

(Section used to be centered in light blue teal box just above the Patterns mid-home-page)

Motion passes 2-0-0 12/05/2022

- Motion to add the following to the Contact Us section of the Meetings page:
This list is updated by volunteers. Once the Virtual Office committee receives the update from the Meeting List committee, the update will be made within a month.

Motion passes 2-0-0 12/05/2022

- Motion to delete the “pre-list” of meetings that was made during the pandemic and replace it with an excel sheet that already exists. Move “contact us” banner below the excel sheet.

Held off on this motion to discuss changes with the meeting list committee.

- Motion to add new webmaster request to LACoDA homepage news section and meeting list page

Motion passes 2-0-0 12/05/2022

September 19, 2022

Review the “How to have your meeting listed on LACoDA.org” on website

(<https://sites.google.com/view/lacoda/meetings/how-to-be-listed>):

- Motion to add “How to have your meeting listed on LACoDA.org” page.
9/19/2022 2-0-0 passes

Discussed that it isn’t the Events person who would give us non-LA events, it’s the Liason.

Discussed if we need to change on the Events page, “if you want your event listed here, email events@lacoda.org” to “liason@lacoda.org” but decided that events@lacoda.org has a bounceback that says write to info@lacoda.org and that person will send it to the right place

Re: Discussed the 1st of the month, leave it as “around the 1st of the month” and try it for a month, come back to it to see if we can pick a date that says “by the ____ of the month”

Ruth will put in a motion asking for Historian to keep a searchable GC log that we can put on the site

Homework:

- Ruth- Review storage 1.61 of our 2GB, archive the stuff to our Google drive
- Lloyd- Write instructions for how to update mailing list

August 8, 2022

No GC votes today, discussion of:

SAFETY GC

We decided to wait on the [safety motion](#), to create a committee to look of safety stuff and see if there's a potential to create something.

Put in motion that the goal is to be a metaphor for relationships too.

Will it be a Page or pamphlet or reading for meetings

GA

Gambler's anonymous pamphlet

"To wear out by"

Resolution procedures

AA

How to deal with unsafe individuals

SLAA

Polished format

Not a place to meet potential partners

You're either identify as either of these two types of addicts, you can share

Behavior and content that may be triggering for other members

If anyone disrupts, by GC the secretary will reread this paragraph and then we have silent mediation for one minute. If the disruption continues, we will ask the person to leave.

Format was shared

BOUNDARIES

Don't post events- post that we need an events person

Pray and meditate on that

Wipe the events page clean?

Leave it empty or no one will fill in

3 years as webmaster

Guidelines say "post" verb means to post what already exists- Don't create any events (unless you want to and are comfy, brings joy)

This is what gets emailed out currently if someone writes to events@lacoda.org:

Unfortunately\, there are currently no trusted servants on this subcommittee. Please announce this need for service at your LA CoDA meetings. Luckily\, there are always options: email the info line (info@lacoda.org)\, or come to the next LACoDA meeting to get your question answered.

Guideline re: agenda

Ruth has been making the link for a year at least, so that newcomers can receive it at meeting and to have something to post on site

The command is to post

I need something post

If i don't receive agenda, nothing to post

Write in report need chair to create agenda, write to Sue to say this and ask if she needs help

July 11, 2022

GCed yes for Ruth to be Chair

Worked on second page of Meeting Safety doc:

https://docs.google.com/document/d/1qJvBRwd_q28gsjKZc2Qjo6QdljqYGDP4G48hIOYW7EM/edit?usp=sharing

June 20, 2022

Agenda: Review Motion to add the following "What Does Service Mean?" quote to the Service page after "Speaker List" and before "Service Structure."

Review motion to add Meetings tab drop down menu

- Motion to add the following "What Does Service Mean?" quote to the Service page, delete Speaker List notification and move service literature notification to the end of the page. 6/20/2022 2-0-0 passes
- Motion to add drop down menu to the Meetings tab. 6/20/22 2-0-0 Passes

May 9, 2022

I motion we add the following "What Does Service Mean?" quote to the Service page after "Speaker List" and before "Service Structure."

Rationale: I forgot I wrote it a while back and found it today. I needed to hear it and remember a time when I had more recovery. Thought it might help others. -Ruth

what does service mean?

this is just one codependent's experience. we each find our own path.

"When I first began CoDA, in order to stay out of my addiction to helping, I held on to the steadfast clarity I received from the phrase 'My recovery is my service.' I focused on myself.

My second sponsor added that, to them, being of service means never being depleted. If they're depleted emotionally, financially, physically etc, they're not really being of service, they're numbing a feeling. This gave me a much-needed way to check in with myself and explore saying no.

As I moved through the CoDA program, I found I began to do service because I wanted to, not because I needed to, and my want came from a free place, not from fear or from endlessly needing reassurance that I'm a good person.

I truly receive when I give from this state-of-heart, and usually without guilt.

I have the ability to say no now, even if I have the time to help. The cycle of over yes-ing, until I get sick or hurt and then isolating to recuperate, is mostly an old memory.

I've felt what it is to not help compulsively and learn I'm still safe, loving and loved. I've experienced leaving space open for the unknown, accidentally creating room for intimacy with my life. To me, the words 'recovery' and 'service' have new meaning.

-Anonymous"

April 4, 2022

Agenda: Review two motions and discuss general website page layout updates and review the Meeting Safety page and make updates as necessary (see GC log 08/01/2021)

- Motion that under the Intergroup pull-down menu, we add a sub-sub tab pull-down menu for Subcommittees that when clicked, lists all the subcommittee linked pages.
 - 04/04/2022 2-0-0 Passes
- Motion that the meeting times and documents be moved to individual pages (and off of the main Subcommittee page where they have been listed beneath quick links).

Rationale: easier access to subcommittee pages. There are more committees now and it seems easier for them to get to know their own page (H&I has been doing this and is who got me thinking about this change).

 - 04/04/2022 2-0-0 Passes
- General Subcommittee page layout updates

January 10, 2022

Agenda: Going over some motions

- 8/1/21 I motion we add the text below (as a drop-down menu) to the Meetings page after the list of meetings, but with a link that says "Co-Dependency Meeting Safety" just after Los Angeles CoDA Meetings. [Editable Google doc link](#)

- 12/6/21 Motion to add LA CoDA Guidelines link to intergroup dropdown menu
 - 1/10/22 2-0-0 **passes**
- Motion we approve this Contact page as a main page tab (add it in the list as last):
<https://sites.google.com/view/lacoda/contact>
 AMENDMENT: have it be in the dropdown under “intergroup” and replace the “Speakers List” section with “Contact List”
 1/10/22 2-0-0 **Amendment passes**
- 12/8/21 I motion I make an Intergroup contact list and ask folks to add their info during the Virtual Office announcement this month.
 - **For reference: LA CoDA Guidelines: "Collects and maintains the contact information of LACC Officers, Standing Sub-Committee Chairs, GSRs, and other LACC participants, and makes that information available those in LA CoDA who request it." (v 2.3.1) p.9 J iii.*
 - 12/9/21 2-0-0 **passes**
- 12/7/21 Motion on the [events](#) page we change the words: “If you'd like your CoDA event added here, send your event info to events@lacoda.org” To “If you'd like your CoDA event added here, send your event info to communities@lacoda.org” (Action: Who will contact the liaison to share that this is part of their service and their email is now listed?)
 - AMENDMENT: If you'd like to create a Los Angeles CoDA event or have one to share please contact events@lacoda.org. If you're a neighboring or online CoDA Community and would like your event listed here, contact communities@lacoda.org.
 - 12/9/21 2-0-0 **Amendment passes**

Rationale: anyone wanting to contact us wouldn't be from la coda because those would come through intergroup, so it'd just be from neighboring communities, which is the liaison's job...

*The **CODA-COMMUNITIES LIAISON** shall be elected to provide liaison and shall be responsible for providing reports to LACC, collecting: a. Information such as announcements, events and news from neighboring CoDA Community Committees and voting entities and shall be responsible for providing reports to LACC. b. Manages its current sub-committee budget and submits a new budget for the next year.*

...and receiving events outside of la coda isn't in the events description:

EVENTS, whose volunteers provide the following services: i. General assistance to CoDA members who wish to hold a CoDA entertainment or service event that follows the Twelve Traditions. ii. Provides coordination of and assistance to LA CoDA officially sponsored events. iii. Stores and replenishes miscellaneous events supplies that are stored in the storage unit. iv. Manages its current sub-committee budget and submits a new budget for the next year.

Meeting Notes:

Add Sharon as h-i@lacoda.org

Remove Allan B as able to post to LACC- mistake, he wasn't able to

What do we do about when people give us feedback? Engaging makes them think we want more feedback?

Notes-

- common drive that the officers can access with links to our minutes and the native file of the Guidelines
- Next time talk about password programs etc
- Lloyd need password to log in to see who signed up for intergroup mailing list and google statistics for site

December 6, 2021

Agenda: Going over some motions

- Motion phase out webmaster@lacoda.org email forwarding and only use virtualoffice@lacoda.org forwarding. [2-0-0]
- Motion to put the 12 Service Concepts in the dropdown menu under Home. [2-0-0]
- Motion to update the 12 Traditions with the updated language approved at CSC and now listed on CoDA.org: "press, radio, films, television and all other forms of public communication" in place of "press, radio, and films." (*I went ahead and did this one but can undo it if we GC no.*) **Group conscience not needed since doc was approved at world level. Updating doc to latest world approved version**
- Motion to start regular monthly meetings in February 2022 on the first Monday each month and have a meeting on January 10th 2022 from 7-8pm (all meetings). [2-0-0]
- Motion to approve 13th Stepping page with script clauses added (can be found as a link under the Script Clauses section on Meeting Resources) [2-0-0]
<https://sites.google.com/view/lacoda/service/meeting-resources-service/13th-stepping>
- Motion to
 - Add this link under "Upcoming Agenda" on the Intergroup page: [Meeting Agenda & Minutes](#), [2-0-0]
 - Add to that page the text: "The agenda link (below) is often added right before the intergroup meeting begins. To receive the agenda by email, join the [intergroup mailing list](#), [2-0-0]
 - And to add an agenda link under each month on that page (see page for example). [2-0-0]
 - (*I also went ahead and did this one but can undo it if we GC no.*)

After the meeting, stats emailed to chair, not included in report:

Two mailing list announcements were sent out-

Thanksgiving Holiday Meeting Nov 23 2021

3 In-Person meetings + Thoughts on Authenticity Nov 18 2021

Added to Events page-

A flyer for the Thanksgiving Holiday meeting
Info for meeting happening on Xmas & NY
Valley Workshop
Info link for 2022 CSC and CoDA
Convention

Home page-

mini news blurbs updated
donate button easier to see + blurb & icon

Analytics-

Last 28 days (Nov 8- Dec 5 2021)

1,100 visitors

2000 sessions

2 min 18 sec average on site

Sessions by country:

91.4% US

1.4% Canada

1% UK

.6% Australia

.6% India

Total pageviews 5,496

What pages do your users visit? (17 of 175
visited below)

page name and # of pageviews:

1. /view/lacoda/meetings 1,742
2. /view/lacoda/home 1,116
3. /view/lacoda/news 215
4. /view/lacoda/literature 151
5. /view/lacoda/events 128
6. zoom-security-anonymity 127
7. free-downloads 85
8. intergroup 61
9. recordings 58
10. resources 52
11. intergroup/minutes-treasury 36
12. donate 33
13. service/meeting-service 29
14. sponsorship 27
15. service/meeting-resources-service 22
16. intergroup/subcommittees 19
17. intergroup/gsrss 5

52.6% using a desktop computer

45% using a mobile phone

2.4% using a tablet

New Visitors 932

Returning Visitors 391

November 21, 2021

Agenda: Will we keep accepting meeting updates directly instead of from meeting list committee

Re: Meeting List Committee/ someone receiving the meetings@lacoda.org emails

- birgit asked (a week or two ago)- please remove me from all service positions bc busy, so not on meeting list committee anymore
- olivia m. and/ or leslie still on committee?
- update- sunday meeting woman who was interested in receiving meetings@lacoda.org can't take on cuz of new workload

Discussion of if we accept some meeting updates directly

- lloyd: if meeting wants to go back to hybrid with old info, then get updated? ruth: it's not clear, in case they want to go hybrid but needed to change locations, how do we convey what's allowed and not?
- lloyd: follow LA CoDA GCed guidelines by holding boundaries (not accepting updates directly)
- ruth: send out an announcement mailing list email saying: meetings can't get updated- if you want to receive emails of updates, contact info@lacoda.org, lloyd: yes

Misc

- The Virtual Office chair has been chair for 2 years and 3 months (July '19). Will prep to step down. May take other position within the committee- one position at a time.

Next meeting

- next website committee meeting mon dec 6th 7-8pm.
- At that meeting decide regularly scheduled meeting and then invite people (monthly, bi-monthly etc?). don't announce to everyone until we have a regularly scheduled meeting.

Homework

- LLoyd will write out instructions for database
- ruth will ask olivia and leslie if they're still on meeting list committee so if someone steps up as chair they know they have committee members (or not)

June 21th, 2021

Agenda: Discuss changing home page Covid-19 button to Literature, removal of "Recovery During Covid-19 Info & Meetings" header and following text from News page, and the removal of Covid-19 button and "Meetings below have temporarily moved online" text from Meetings page

- Motion to change home page Covid-19 button to Literature, removal of "Recovery During Covid-19 Info & Meetings" header and following text from News page, and the removal

of the Covid-19 button and "Meetings below have temporarily moved online" text from Meetings page. (2-0-0)

May 25, 2021

GC via email:

I motion the following news update be approved for the news page and for me to send the following email to LACC@lacoda.org. (Ruth)

2-0-0 yes

Hi Intergroup,

An update was added to the [News](#) page of LACoDA.org that may be of interest to your meetings- *The CoDA Service Conference Motions Are Out*. To share it with your meetings, this direct link can be used: <https://sites.google.com/view/lacoda/news>. The content is also below: (see link)

Thank you,
LA CoDA Virtual Office

May 4th, 2021

Agenda: Update the [Sponsorship page](#), [Subcommittees page](#), and [Service page](#) and GC as necessary. Fix broken links. Update photos on Intergroup and Donate pages. Published intergroup slide show on Intergroup page.

- Motion to change the Sponsorship tab to "Sponsors & Step Studies" [2-0-0]
- Motion to move the Working the Steps in a Group link up to the Step Study section and add this text to the page before the link: "The following document was created by CoDA International and shares the difference between step meetings and step studies. It offers a step study script and suggestions for how to start a step study:" [2-0-0]
- Motion to move the Step Study Group link up to the Step Study section and add this text before the link: "CoDA International offers more info on their page:" [2-0-0]
- Motion to add a Business Meetings & Group Conscience button with the text: "To learn more about how to use the group conscience process to make decisions within the group, visit:" [2-0-0]
- Motion to add the tab "Intergroup" with the sub-tabs "GSRs" "Subcommittees" and "Officers" [2-0-0]

- Motion to add "Quick Links" table of contents to the Subcommittees page for newcomers to find info quickly and subcommittee members to navigate to their documents with ease [2-0-0]
- Motion to add icons to the Service page for meeting, local, regional, world button [2-0-0]
- Motion to add to Service page: change Business Meetings button to text with link "Business Meetings // Group Conscience, for info click here" [2-0-0]
- Motion to add "Being of Service" section on Service page [2-0-0]

Repaired Links:

4/25/21 changed sponsorship page broken links to new coda.org site:

<https://outreach.coda.org/index.cfm/connecting-members/sponsorship/>

to new coda.org step study page:

<https://coda.org/outreach/supporting-members/working-the-twelve-steps/step-study-group/>

April 12th, 2021

Agenda: Add the "Welcome to Intergroup" slideshow on the Intergroup page

- Motion to approve the "Welcome to Intergroup" slide-show on the Intergroup page [2-0-0]

March 29th, 2021

Agenda: Add events@lacoda.org to Events Page, Add "UPCOMING AGENDA" with meeting date, add "FOR YOUR MEETING" column to the GSR's page, and schedule the next subcommittee meeting.

- Motion to add events@lacoda.org to Events Page [2-0-0]
- Motion to add "UPCOMING AGENDA" The next Intergroup meeting is Day, Month DD, YYYY (e.g Saturday, April 10th, 2021) [2-0-0]
- Motion to approve the addition of the "FOR YOUR MEETING" column (see below) on the GSR's page [2-0-0]

FOR YOUR MEETING

If you'd like to print these for your meeting's binder, make a motion at your meeting asking the group for funds to print, and if it passes via group conscience, print, then bring them receipts for reimbursement.

- 7th Tradition Donation Form

- How to Order Literature
- Mailing List Flyer
- Service Structure
- Newsletter
- Event Flyers
- Meeting Material Examples Samples of a group conscience log, meeting script, business meeting format, service position descriptions, crosstalk guidelines, tent card, inventory script, resources to share
- Meeting Lists & Newcomer pamphlets available for free at the monthly Intergroup meeting
- Next meeting April the 12th at 19:15.

March 15th, 2021

Agenda: Review Group Conscious Process page, Process of Determining a GC page and News Archive button and News Archive page and GC as necessary

- Motion to approve Group Conscious Process page [2-0-0]
- Motion to approve Process of Determining a GC (jailhouse version) page pending CoDA.org approval [2-0-0]
- Motion to approve the addition of a News Archive button on the News page [2-0-0].
- Motion to approve the addition of a New Archive page linked to the New Archive button on the News page [2-0-0]

March 8th, 2021

Agenda: Review Codependent Recovery patterns on home page, review streamlining updates to home page, and review and GC Home tab drop menu.

- Received CoDA.org [approval](#) to post patterns of recovery on lacoda.org home page. Motion to approve patterns of codependency and wording on home page [2-0-0]
- Motion to approve updates to streamline lacoda.org home page. [2-0-0]
- Motion to approve Home tab drop down menu [2-0-0]

February 22nd, 2021

Agenda: Craft wording and GC the Am I Codependent section.

- Home page: We crafted this wording and GCed to approve it in the Am I Codependent section- "We believe that recovery begins with an honest self-diagnosis. Co-Dependents

Anonymous offers no formal definition of codependence. Instead, CoDA offers **Patterns & Characteristics** (*below*) from our own experience and codependent histories.” Motion to approve [2-0-0]

January 31st, 2021

Agenda: Email discussion regarding Audio Recordings page containing past CoDA events.

- Move to approve Recordings page (2-0-0)

December 14th, 2020

Agenda: Discussed Birgit being the Meeting/Speaker List chair.

- Birgit accepted to be Meeting/Speaker list chair

November 16th, 2020

Agenda: Review and GC the World Service, Southern California CoDA and Business Meetings pages. Updating link wording to match page title wording. Updated Donate page per LACC member comments.

- Motion to approve the World Service page accessed via the Service page [2-0-0]
- Motion to approve the Southern California CoDA page accessed via the Service page [2-0-0]
- Motion to approve the Business Meetings page accessed via the Service page [2-0-0]
- Motion to approve updates to the Donate page [2-0-0]
- Paid GoDaddy to Renew lacoda.org URL ([see receipt](#))
- Removed h-i, meetings, and speakers@lacoda.org from mailing list

September 5th, 2020

Future Agenda: Talk about removing the SoCal Conference Chair email from LACC mailing list.

Announcements Mailing List privacy Options

- Motion to remove the SoCal Conference Chair email from LACC mailing list. Reasoning, the 2020 SoCal Conference Chair position has been dissolved via LACC.

August 17th, 2020

Agenda: LA CoDA announcements new subscriber response and web page updates.

- Motion to approve the sending out of CoDA announcements without GC for general cases. Webmaster can now send general announcements without moderation. Specific/uncertainty cases still require GC.
 - Move to approve the sending out of general CoDA announcements without GC [2-0-0]
- Motion we replace the Meetings page with the Find A Meeting page, but still call it Meetings
 - This would make it so when people click Meetings, it goes straight to what is now the Find A Meeting page. This would mean the buttons now on Meetings would be on the Find A Meeting page. But the page wouldn't be called Find A Meeting anymore, it'd be replaced with the title "Meetings" Here is the [draft of the new page](#) for reference. *Rationale- easier to find.*
 - Move to replace the Meetings page with the Find A Meeting page, but still call it Meetings [2-0-0]
- Motion we replace the Service page with the Service Structure page, but still call it Service
 - Here is the [draft of the new page](#) for reference. I still want a CoDA World trusted servant to look at it and see if it's accurate, so there might be edits later, but it seems true to me so far. *Rationale- seems easier to understand how service works at all levels and where to click to find your level of service (meeting level, intergroup etc)*
 - Move we replace the Service page with the Service Structure page, but still call it Service [2-0-0]
- Motion to take out the words "men and women" and replace with "people" on the homepage.
 - "Welcome to Los Angeles Co-Dependents Anonymous, a fellowship of people whose common purpose is to develop healthy relationships. The only requirement for membership is a desire for healthy and loving relationships." (taking out "of men and women") *Rationale - provides gender neutrality*
 - Move to take out the words "men and women" and replace with "people" on the homepage [2-0-0]
- Motion to change the announcements new-subscriber welcome message to "You have been unsubscribed from the Los Angeles CODA Announcements mailing list."
 - Move to change the announcements new-subscriber welcome message to "You have been unsubscribed from the Los Angeles CODA Announcements mailing list." [2-0-0]

June 22nd, 2020

Agenda: Approval of web pages via GC as needed

- Via the Resources page, change the "Fellowship Forum Workshop Recordings" button wording to "Workshop Recordings" and add new page called "Workshop Recordings" This page links to our Fellowship Forum page, the Desert CoDA Speaker Series page on their site, and the 2020 SoCalCoda Conference site with their workshop & speaker recordings
 - Move to approve changing the "Fellowship Forum Workshop Recordings" button wording to "Workshop Recordings" and add page called "Workshop Recordings" (2-0-0)
- Discuss presenting website analytics with LACC
 - What website analytics do we want to present?
- Add the announcements email access to monthly report (see link)
 - http://lacoda.org/mailman/listinfo/announcements_lacoda.org
- Add announcement email members number to monthly report

April 21th, 2020

Agenda: Approve Subcommittees web page via email vote

- Move to approve Subcommittees webpage via email (2-0-0)

April 20th, 2020

Agenda: Approval of web pages via email GCs

- Update literature page with Covid-19 precautionary statement and added underlined links to downloadable literature.
 - Move to approve updates to literature page (2-0-0)
- Discuss addition of "SERVICE STRUCTURE" button to SERVICE page and SERVICE STRUCTURE page
 - Move to approve SERVICE STRUCTURE" button to SERVICE page and SERVICE STRUCTURE page (2-0-0)

April 19th, 2020

Agenda: Approval of web pages via email GCs

- Added updates to Intergroup pages
 - Move to approve updates to Intergroup webpage (2-0-0)

- Added “Donate” button to web pages and added a “Donations” webpage
 - Move to approve “Donate” buttons and “Donate” webpage (3-0-0)

April 13th, 2020

Agenda: Review and GC Zoom Security & Anonymity page

- Review Zoom Security & Anonymity page and add link from News page
 - Move to approve Zoom Security & Anonymity page and add link to this page via the News page and Find a Meeting page (2-0-0)

March 16th, 2020

Agenda: Review and GC Covid-19 web page.

- Review of Covid-19 LaCoDA help page for approval
 - Move to approve the Covid-19 LaCoDA help page (2-0-0)

March 2nd, 2020

Agenda: GC web pages as needed.

- GCed to approve the following webpages and webpage changes:
 - GRATITUDE page, GCed to approve 03/02/2020 (2-0-0) approved pending purchase of icons to remove the Noun Project Designers icon listing
 - SAMPLE FORMATS page, GCed to delete and move format links to Meeting/Service Tools 03/02/2020 (2-0-0)
 - MEETINGS IN PRINT page, GCed to delete and change Meeting in Print (MiP) link on Find a Meeting page to CoDA.org’s MiP page 03/02/2020 (2-0-0)
 - Change: HOME page, added Mailing list button GCed to approve 03/02/2020 (2-0-0)
 - Change: SERVICE page, added a link to the 12 Service Concepts GCed to approve 03/02/2020 (2-0-0)

February 24th, 2020

Agenda: GC web pages as needed. Discuss addition of PayPal button

- Discuss “[Intergroup Mailing List Welcome](#)” form
 - Added Lloyd A email address into google forms for intergroup mailing list

- Lloyd A to look into how to restrict LACC mailing list visitors from mailing to the list
- Motion to approve "[Intergroup Mailing List Welcome](#)" (2-0-0)
- GCed to approve the following webpages:
 - CHAIR webpage 02/24/2012 (2-0-0)
 - VICE CHAIR webpage 02/24/2012 (2-0-0)
 - SECRETARY webpage 02/24/2012 (2-0-0)
 - TREASURER webpage 02/24/2012 (2-0-0)
 - VOTING ENTITY REP webpage 02/24/2012 (2-0-0)
 - Note: ALT VOTING REP will be on same page as VOTING ENTITY REP
 - COMMUNITIES webpage 02/24/2012 (2-0-0)

February 10th, 2020

Agenda: GC web pages as needed. Discuss addition of PayPal button

- Will look more into what is required for addition of PayPal button
- GC'd the following web pages:
 - **36) GSRS**- GCed to approve 02102020 (2-0-0)
 - **21) OFFICERS**- GCed to approve 02102020 (2-0-0)
 - **37) GROUP CONSCIENCE PROCESS**- GCed to approve 02102020
 - **[12 SERVICE CONCEPTS](#)**- GCed to approve 02102020 (pending confirmation of usage with big coda)
- Next conference call Monday Feb 24th at 7PM

January 27th, 2020

Agenda: GC web pages as needed

- GC'd the following web pages:
 - 11) START A MEETING (pending Literature Gift source) (2-0-0)
 - 34) INTERGROUP MEETING ARCHIVE (2-0-0)
 - 35) 7TH TRADITION DONATIONS (2-0-0)
- Next conference call Monday Feb 3rd at 7PM

January 13th, 2020

Agenda: Discuss only one year of GoDaddy renewal, GC web pages as needed

- Move to purchase only one year of GoDaddy renewal instead 10 years (2-0-0)
- GC'd the following web pages:
 - 19) INTERGROUP (approved changes) (2-0-0)
 - 9) MEETING INFO (2-0-0)

- 10) MEETING / SERVICE TOOLS (2-0-0)
- 12) LA CODA LIT ORDERS (2-0-0)
- 13) INFO LINE (2-0-0) Note that “29)” is a duplicate info line
- Tentative meeting next Monday Jan 20th

January 6th, 2020

Agenda: GC web pages as needed, half hour call

- Move to approve the following web pages:
 - 22) HISTORIAN- GCed to approve 01/06/2020 (2-0-0)
 - 23) RETREAT- GCed to approve 01/06/2020 (2-0-0)
 - 24) PUBLICATIONS- GCed to approve 01/06/2020 (2-0-0)
 - 25) LITERATURE- GCed to approve 01/06/2020 (2-0-0)
 - 26) NEWCOMER GREETER- GCed to approve 01/06/2020 (2-0-0)
 - 27) EVENTS- GCed to approve 01/06/2020 (2-0-0)
 - 28) HOSPITALS & INSTITUTIONS- GCed to approve 01/06/2020 (2-0-0)
 - 29) INFO LINE- GCed to approve 01/06/2020 (2-0-0)
 - 30) VIRTUAL OFFICE WEBSITE- GCed to approve 01/06/2020 (2-0-0)
 - 31) MEETING & SPEAKER LISTS- GCed to approve 01/06/2020 (2-0-0)
 - 32) OUTREACH- GCed to approve 01/06/2020 (2-0-0)
- GC'd pages listed above (add to this list)

November 18, 2019

Agenda: GC web pages as needed, half hour call

- Move to approve the following web pages:
 - Newsletter page (2-0-0)
 - Weekly Reading page (2-0-0)
 - Fellowship Forum page (2-0-0)
 - Voices in Service Podcast page (2-0-0)

October 28, 2019

Agenda: Discuss budget and GC web pages as needed

- Pay current Go Daddy bill (Blair to submit payment and get reimbursed from Treasurer)
- Move to submit [2020 budget](#) of \$360 (3-0-0). See 2020 Proposed Budget table at top of page.
- Move to approve the following web pages:

- Home page (3-0-0)
- Meeting page (3-0-0)
- Events page (3-0-0)
- News page (3-0-0)
- Sponsorship page (3-0-0)
- Literature page (3-0-0)
- Resources page (3-0-0)
- Service page (3-0-0)
- Move to approve LaCoDA.org logo (3-0-0)
- Move to approve Call for Speakers pages changes (3-0-0)

October 14, 2019

Agenda: Discuss budget and GC web pages as needed.

- https://docs.google.com/document/d/1eJfxcPxJAvGckMTGxiEu_lq3jpfV1wtQtui-8NNquH4/edit
- LIVE UPDATING DOCUMENT
- Updating Budget
- Next conference call October 28th at 7pm.

September 23, 2019

Agenda: Discuss website pages and GC as necessary. Discuss budget, Tradition 6 and Weebly, Noun Project, photos.

- See [email](#) for original 2020 budget ideas
- Procure 10 years of domain name for www.lacoda.org for \$209.90 for 2020 (note that price may increase for 2020)
- Procure 1 year of domain name or www.lacoda.org for \$20.99 for Nov 2019
- Procure 1 year of Binary Monk for \$87.45 for 2020 (note that price may increase for 2020)
- Procure \$40.00 dollars for icons
- Can procure Weebly for \$144 for 2021 so that the URL will say www.lacoda.org instead of sites.google.com (note that price may increase for 2021)

September 10, 2019

Agenda: Review LACC status emails for Saturday's LACC meeting.

August 27th, 2019

Agenda: Discuss re-GC'n the Subcommittee's webpage and remaining web pages GC'n as needed. Review Binary-Monk mass mailings for LACC officers, subcommittee chairs and GSRs. NEED TO UPDATE THE 7TH TRADITION FORM FOR SOCAL

- LACC email list available to all who request it
- Move to add Announcements mailing list button/link on Events page 3-0-0
- Move to add Announcements mailing list button/link to footer of all pages 3-0-0
- Move to approve Subcommittee page 3-0-0
- Next Meeting September 16th at 7PM

August 12th, 2019

Agenda: Discuss remaining web pages and GC as needed. Review Binary-Monk email service and email listings. Other discussion items.

- Paid Binary-Monk email hosting [invoice #1425](#) 08/07/2019.
- Updated email forwarding to current users 08/12/2019
- Move to approve Intergroup web page 2-0-0
- Move to approve Service web page 2-0-0
- Next subcommittee meeting August 26th at 7PM

August 5th, 2019

Agenda: Discuss email account options with binary monk and godaddy. Look at literature, service, resources, and outreach pages and GC as needed. Discuss binder creation of what each account does and password storage.

- Move to stop paying Domain Name Listings since they do not host LA CoDA's domain name. 3-0-0.
- Move to retain Binary-Monk as LA CoDA's email service and pay current Binary-Monk [invoice](#). 3-0-0.
- Domain will need to be renewed by 11/3/19 (that's the day it expires). More Information below on domain name. Will talk to treasurer about budgetary costs.

These price quotes are for today 8/5/19 and might go up by 11/3/19:

1 year- 20.99

5 year- 104.95 (20.99 x 5)

10 year- 209.99 (20.99 x 10)

Because it's a renewal of a domain and not a new domain, the price doesn't go down with more years purchased. If it were brand new, then could get a discount as we maximized # of years purchased. Reason is: it depends on .org extension. GoDaddy is a registrAR (they sell the .org) not a registry (they own the .org & decide it costs more than .com or others), so GoDaddy doesn't decide that it costs more, the registry does. So it's good to buy many years all at once to keep rate the same. If we auto-renew each year, the domain cost would be at market rate at the point it auto-renews- every year it could go up.

- Move to approve literature page and to have literature page match core literature descriptions where available. 3-0-0
- Ruth to review literature page and update as necessary.
- Move to approve resources page. 3-0-0
- Move to approve Subcommittee page listed under the Service tab. 3-0-0
- Next conference call is Monday August 12 at 7PM

July 30th, 2019

Agenda: Look at literature, service, resources, and outreach pages and GC as needed.

- Have to talk to an old webmaster to determine how lacoda officer and committee chair email addresses are addressed
- Received invoice from Binary Monk our mail server (I think)

July 22nd, 2019

Agenda: Look at events, sponsorship and literature pages and GC as needed. Has old account been transferred to new godaddy account. LA CoDA officer email addresses.

- Move to approve the events web page 3-0-0
- Move to approve the sponsorship web page 3-0-0

July 15th, 2019

Agenda: Discuss release of domain from Domain Listing to GoDaddy.com. Discuss replacing old website with new website. Discuss to bring on new webmaster.

- Review new site prior to upload
- Created new webmaster email address webmasterlacoda@gmail.com
- Move to approve website "Home" page content and layout 3-0-0 GC
- Move to approve "Find A Meeting" page content and layout 3-0-0 GC
- Move to publish website as is and make changes as needed 3-0-0 GC
- Next Conference Call Meeting Monday, July 22nd at 7pm

July 9th, 2019

- Discussed transfer to from old GoDaddy.com account to new GoDaddy.com account
 - Move to transfer from old GoDaddy.com account to new GoDaddy.com account, 3-0-0
- Discussed to change lacodawebmaster@gmail.com email to new webmasterlacoda@gmail.com email
 - Move to change lacodawebmaster@gmail.com email to new webmasterlacoda@gmail.com email, 3-0-0
- Discussed to update LACC emails after site is transfered
- Discussed to have next meeting is Monday July the 15th at 7pm
- Ruth to look into release of domain from Domain Listing to GoDaddy.com