



**CoDA Service Conference (CSC)
2024 Motion Form**

Check one:

___ **Motion submitted by:** Board - CoDA Inc.

___ **Motion submitted by:** Board - CoDA Resource Publishing (CoRe)

Motion submitted by: (Committee)

Committee Name: ___ Finance Committee _____

___ **Motion submitted by:** Voting Entity (VE)

VE Name: _____

Submitted Date: _____

IMPORTANT DEADLINES:

- **Motions** are due **75 days** prior to CSC which for this year is **Wednesday, 2024 May 8**.
- **Bylaw** changes/amendments are due **75 days** before CSC which for this year is **Wednesday, 2024 May 8**. These changes/amendments cannot be brought to the floor if this deadline not met. In accordance with our Fellowship Service Manual (FSM) and CoDA Bylaws, Bylaw amendments are to be submitted to the Board Secretary: secretary@codas.org.
- **Revisions** are due **60 days** prior to CSC which for this year is **Thursday, 2024 May 23**.

Motion Number: 1. () 2. () 3. () 4. (X) 5. () (Check One)

Revision #: ___ 1 _____ **Revision Date:** ___ 5/23/2024 _____

Note: Please refrain from using CoDA acronyms such as VE, CEC, IMC, etc. when completing this form unless you make a reference such as: CoDA Events Committee (CEC) then use CEC.

Motion Name: ___ 2025 Budget for CoDA International _____

Motion – In this section write exactly what the motion is. Do NOT attach a file. (If the motion is to change something in the FSM, be sure to write exactly how the wording should appear in the FSM):

We move that the CoDA Service Conference (CSC) approves the following 2025 budget for CoDA, Inc.:

[All figures are in \$USD]

\$280,000 estimate of 2025 income

- \$165,000 for 2025 Overhead expenses

- \$127,000 for 2025 CSC expenses

- \$ 55,000 for 2025 Face-to-Face meeting expenses

-\$347,000 Total estimated expenses for 2025

-\$67,000 shortage may be paid with CoDA's excess over prudent reserve

In May of 2024, we had \$90,000 above a prudent reserve of \$250,000.

Intent, background, other pertinent information (Do NOT attach a file. If you have reference documents, please embed them here):

Remarks: What is the financial impact of this motion to the CoDA Budget this year and in future years? This is the budget!

These figures are the best estimate because of the problems encountered in getting accurate reports from the bookkeeping program and a change in the chart of accounts.

Without a revision of our Prudent Reserve definition, it is important that the expenses be closer to the expected income for 2025. Our Prudent reserve for 2025 is: Unavailable. [Due to unavailability of reports, the Finance Committee has not been able to establish the Prudent Reserve based on 2022 & 2023 expenses.]

It is likely that the Budget for 2026 will need to be much closer to the income than in the past few years. Some brainstorming for reducing costs may be necessary. The Finance Committee suggests these as possible ways to reduce expenses:

- Reducing the number of face-to-face meetings per year for both committees and the Board,
- Alternating chairs who attend CoDA Service Conference in person,
- Reducing the amount of interpretation paid for by CoDA,
- Planning ahead for travel to obtain the best economy fares,
- Thinking through possible consequences to financial decisions,
- Etc.

Other suggestions are appreciated. Send them to finance@codas.org

We ask that you use the most current FSM on coda.org and be very specific where this change should be made to include references to a certain sentence, paragraph, etc. You may copy and paste from the current FSM to ensure accuracy and indicate as “current wording:”, then list the change or update by indicating “new wording:”.

This motion requires changes to the following: (check all that apply)

- ___ CoDA Bylaws: Page/Section # _____
- ___ FSM Part 1 – Structure and General Information: Section # _____
- ___ FSM Part 2 – Meeting Handbook: Section # _____
- ___ FSM Part 3 – Guidelines for Other Service Levels: Section # _____
- ___ FSM Part 4 – Service Conference Procedures: Section # _____
- ___ FSM Part 5 – World Level Service Details: Section # _____
- ___ Change of Responsibility: _____
- ___ Other: _____

Specific details:

Section # and title:

Copy and Paste from most current FSM on coda.org

Motions are to be sent to: submitcsc@coda.org

Bylaw changes/amendments are to be sent to: secretary@coda.org

If you want assistance writing your motion, please send email to Board@CoDA.org

(Data Entry Use Only)

Motion result: _____