

TMC Report.

**Organizational work:** The Committee has been full of activities this year. Our Chair Crystal Z with Evie S, created a virtual filing cabinet where our documentation, templates, meeting agendas, and minutes are kept. Having a virtual filing cabinet facilitates the learning process for new and future members and Committee Chairs of TMC, and it makes our workload orderly and easier to follow. It will also create a history of the work which the committee does which can be passed along as membership in the committee changes.

CoDA's message of recovery is disseminating across the globe! In this quarter alone, we processed approval of translations from countries such as Iceland, Colombia, and the Hispanic Intergroup of South California. This year requests have come from Italy, Iran, Guatemala, Greece, Hungary, Russia, UK, and the Netherlands.

**The nature of our work:** Some requests include publishing and distributing CoDA copyrighted literature already translated. Others wish to translate, publish and distribute CoDA copyrighted literature themselves, and there are requests to translate, but not to publish or distribute. Each inquiry is unique and individual, and must be handled as such. All these different processes require knowledge of the appropriate documentation to be used in each case.

**Open channels of communication:** We continue to meet monthly as a committee. Within a 2x2 we also meet monthly with Mary and Gerry from the Board. They provide information and guidance which help us to process translation and publication and distribution requests. We are also working closely with the legal working group. They review and proof all signed documents prior to submission to the Board for signatures.

**Website Storage and group work:** A naming protocol is being created for the naming of files in the Literature Masters depository for all finished translations belonging to CoDA, Inc. A new naming protocol has been created for the signed legal documentation required for translation, publication and distribution. This new system for naming and filing documents was presented and approved in our monthly meetings with the Board, and later given to SOS. TMC's aim is to create folders that will be easily recognizable and retrievable when processing requests for translation, publication and distribution. We continue to channel approved CoDA-translated Spanish literature to Spanish Outreach for proofing. This is done to increase the availability of literature in Spanish for printing and distribution by CoRE.

**Goals for the future:** Our plans for the future include continuing to facilitate and process translation, publication and distribution requests. We continue to establish procedures and are creating a Policies and Procedures Manual for TMC. Work with the board and the legal working group will continue to clarify and resolve overlapping responsibilities.

Our work is important and we welcome anyone interested in joining our committee. TMC members do not need to know any language other than English. If interested in becoming part of our team, please write to us at [tmc@coda.org](mailto:tmc@coda.org)