

**CODA STRATEGIC PLAN**

**SUMMARY OVERVIEW**

**As of June 24, 2016**

**Summary Overview**

The CoDA Board of Trustees held their first-ever Strategic Planning retreat in February of 2014. Since then, the plan has been reviewed every six months, with the latest review in November of 2015. An overview of the initiatives and their current status was created on November 19, 2015. Latest revision was June 24, 2016. SEE TIMELINE BELOW.

**Initiative 1: New Website (identified as #1 priority for 2016)**

***Goal:*** To create a modern, usable website with a robust meeting search component.

***Summary:*** Due to various challenges with the website, at CSC 2015 it was asked that the Board make this their top priority. The Board met with the web developer on November 20, 2015. Main priority is the meeting locator and a 6 month retainer was signed.

**6-24-16 Update**: Ongoing and long-term priority

1. Meeting Locator went live in June
2. This is the main place for our members, so we need to continue work for improvement.
3. Once we get to a routine maintenance place, we can pull of Strategic Planning document.

**Initiative 2: Policies and Procedures (identified as #4 priority for 2016)**

***Goal:*** To create a professional policies and procedures manual for the Board of Trustees and each Committee.

***Summary:*** The Board Policies and Procedures Manual was created in July, 2014 and was updated at the November, 2015 Face to Face. Final approved update should be in the first quarter of 2016. Only 2 committees have completed, formatted, official policies – Finance and IMC. Goal is to have all in place by CSC in October 2016.

**6-24-16 Update**: Goal to have all done by October 2016 CSC

1. Board liaison to communicate to each committee to work with SOS to get P&P done by October 2016 CSC.
2. Board liaison to send out the P&P Template and get status as we go
3. Those left to do:
	1. TMC – Conni to contact Crystal
	2. Events
	3. Communications
	4. SSC
	5. SPO
	6. Literature
	7. Outreach
	8. World Connection
	9. CoNNections

**Initiative 3: Professional Service Provider Policy - COMPLETE**

***Goal:*** To create a contract and policy for both independent contractors and professional service providers.

***Summary:*** The Board approved a policy and contract shell for all independent contractors and professional service providers that do not have their own professional contract. The Email Administrator and Administrator contracts were drafted and signed by December 30, 2015. Nothing further needs to be done, as the policy is in place for any future contractors.

**Initiative 4: CoRE Relationship (identified as #3 priority for 2016)**

***Goal:***

1. Short-term goal – sign current contract with CoRE for 1 year.
2. Long-term goal – to review relationship between CoRE and CoDA.

***Summary:*** The CoRE contract is in place and has an auto-renew clause, which was exercised for 2016. An ongoing 2x2x2 with CoRE will be set up to review royalties, communication, decision making, literature, etc.

**6-24-16 Update**: This is becoming critical

1. Need to look at the 2017 contract by October.
2. Set up a Face to Face with Core as soon as possible – July, 2016
3. By CSC, have improved process in place.

**Initiative 5: Alternative to Participating at the Conference in Person (identified as #5 priority for 2016 at 6-24-16 F2F)**

***Goal:***

1. Find a way to allow members to participate in the annual CSC without attending in person;
2. Create a system to give reports through Skype or other technology.
	1. Phase 1 – Observation – allow reports to be given through technology to the body
	2. Phase 2 – Participation – allow members to participate remotely through technology
	3. Phase 3 – Voting – find a way not only for members to participate remotely, but to be able to vote at conference.

***Summary:*** Phase 1 was completed and Phase 2 (2016/17) and 3 (2017/18) are on track. A Task Force will continue to work on identifying and testing technology.

**6-24-16 Update**:

1. Board chose Microsoft and we are actively working on putting this in place.
2. August 8th the email portion will go in place
3. Will use for 2016 CSC

**Initiative 6: Develop Service at All Levels of the Fellowship (sponsoring/mentoring/service) (identified as #6 priority for 2016 at the 6/24/16 F2F)**

***Goal:***

* To develop the next generation of Trusted Servants and Service Workers;
* Educate and incorporate messaging – develop a way to explain what service work is and why it matters;
* Develop education on sponsorship – what it is and how you can do it;
* Develop a series of testimonials to encourage participation;
* Develop messaging around why service work is important;
* To increase awareness and donations among the meetings.

***Summary:*** An internal 2x2x2x2 is being formed and working towards an Awareness Campaign in 2016. Outreach has developed a resource guide which will be helpful.

**06-24-16 Update**:

1. Changed the target date for CSC 2017.
2. Agreed to have a 2x2x2x2 at CSC 2016 – Lorraine and Mary to identify who should be involved and invite them to a meeting before CSC.

**Initiative 7: Communications/Public Information (identified as #7 priority for 2016 at 6-24-16 F2F)**

***Goal:***

* To streamline communication within the organization – internally, externally, meetings, International;
* Standardize Messaging;
* Create an oversight process for outgoing communication – Professionalize phones, standardize email processes;
* To create a Public Information strategy;
* To find out what the Fellowship knows and needs.

***Summary:*** A Work Group for internal communications is being formed. The goal of External Communications is still al long-term goal.

**06-24-16 Update**:

1. There is a work Group that Is working on this: Jen, John, Lorraine

**Initiative 8: International (identified as #8 priority for 2016)**

***Goal:***

* To streamline communication and resources with international members
* Help voting entities and intergroup get organized;
* Create resources (starter packet) for international groups;
* To organize the Fellowship Services Manual (FSM) with more information on intergroup and VE’s’;
* Create more support mechanisms for international groups.

***Summary:*** A start packet is being done by Pro-Outreach. Working on improving implementation of contracts and Board Country assignments. This is moving forward through the international committee.

**06-24-16 Update**:

1. Resource Guide is done
2. Improve Legal contracts ongoing
3. Board Country Assignments – needs to be discussed more and redefined.

**Initiative 9: Reassess the CoDA Committee Structure (identified as #2 priority for 2016)**

THIS WAS IDENTIFIED AS THE NUMBER 1 PRIORITY FOR 2015
Become a 21st Century Organization

***Goal:***

* To streamline what committees are needed;
* To clarify committee roles;
* To provide resources and oversight to assure well-functioning committees.

***Summary:*** There continues to be disconnect between the Board and the Committees. This goal is identified as the 2nd priority, to have regular communication between the Board Liaison and the Committee Chair with monthly updates to the Board Secretary. Goal is to build a team environment.

**06-24-16 Update**:

1. Check-in between chair & liaison – there has been some success, board liaison to be proactive. Continue working on for next 3 months.
2. Committee liaisons to submit report to the Secretary for consent agenda each board meeting. SOS to create a form to use. Begin doing right away.
3. Committee structure change – each liaison to get definition of committees from FSM and discuss possible changes. Need to prioritize how to tackle. Do this before 2016 CSC.
4. Build Team Environment – board to create a positive statement and communicate intent to all committee. Have this done by October meeting with chairs. Each month assign a board member to attend the Chairs Forum.

**CODA STRATEGIC PLAN (November 2015)**

**ACTION TIMELINE**

**As of 06/24/2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Timeline** | **Date Due** | **Current Status** |
| **1st Priority - Website**   |   |   |   |
|  Meeting Locator – web  developer working on with  ideas from F2F | ASAP | Done June, 2016 | Seems to be working properly. Still areas to update. |
|  Ongoing Priority |   | Ongoing | Continual work needed.Continue using WOW group as needed. |
|  Once we get to more maintenance, pull of Strategic Planning report | By 2017 | By 2017 |   |
| **2nd Priority – Reassess the CoDA Committee Structure** |  |  |  |
|  Institute a check-in between  committee chair and board  liaison | In progress | July through October | Continue working on |
|  Committee liaisons to submit a  report to the secretary before  each board meeting | Start in August | August 14, 2016 | Use new form |
|  Board Review potential changes  to committee structure | Next 3 months | By 2016 CSC | Get definition of committees from FSM and discuss possible changes |
|  Build a team environment with  the Chairs Forum; assign group  guidelines to make it a safe  place, create a positive statement and communicate intent at CSC | By CSC 2106 | By CSC 2016 | Assign a board member to go to chairs forum each month. |
| **3rd Priority – CoRE Relationship** |  |  |  |
|  Review contract 2 months  before auto renewal to  determine if any changes needed | Ongoing | October, 2016 | Do not auto-renew, need to review |
|  Review relationship with a 2x2x2 | 6 months | July 2016 | Need Face to Face as soon as possible |
|  By CSC 2016 have an improved  process in place. | By 2016 CSC | October 1, 2016 | In process |
| **4th Priority – Policies & Procedures** |  |  |  |
|  Board Liaison to communicate to  the Committee chairs to work with  SOS to get their P&P completed,  Template resent | By October CSC | June 2016 | Those left to do:1. TMC – Conni to contact Crystal
2. Events
3. Communications
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 |
|  Check Status of P&P’s by  committee, via Board Liaison | Ongoing | All Due by CSC 2016 |  |
| **5th Priority – Alternative to Participating at the Conference in Person** |  |  |  |
|  Task Force has identified options and is working on putting them in place | 2016 | August 8, 2016 email changeoverUse of Technology at 2016 CSC | Board chose Microsoft and we are actively working on putting this in place, starting with emails for all. |
| **6th Priority – Develop Service at All Levels of the Fellowship (sponsoring/mentoring/service) – CREATE AWARENESS CAMPAIGN** |  |  |  |
|  Need internal 2x2x2x2 with IMC,  WCC, Outreach, Communications,  Board | At 2016 CSC | Set up meeting before CSC. Get room from Events.Sept. 2016 | Lorraine and Mary co-lead this, need to identify other participants and set up a meeting at CSC |
|  Have draft of ideas for Campaign | Ongoing with Work Group | 2017 | 2x2x2x2 work on draft ideas |
|  Board review ideas and come up  with a plan to roll out to  committees | CSC 2017 | CSC 2017  |  |
|  Work with committees to help  them develop a campaign | At CSC 2017 | CSC 2017 | Maybe have a workshop on this at the CSC? |
| **7th Priority – Communications/ Public Information (internal and external)** |  |  |  |
|  Need to create an email protocol;  create a Work Group for internal  conversation on Fellowship  Communications | Ongoing | By end of 2016 | There is a work Group that Is working on this: Jen, John, Lorraine |
|  External Communications – long- term goal for 2017 | 2017 | 2017 | Look at other 12 step groups and how they do it. |
| **8th Priority – International** |  |  |  |
|  Outreach Resource Guide  | 2016 | DONE | Done by Pro-Outreach |
|  Improve implementation of contracts | 2016 | 2016 | Legal and SOS work on |
|  Board Country Assignments | 2016 | 2016 | Finish and keep up |