

# Letter to the Fellowship from the Trustees

► Dear Members of CoDA,

The CoDA Board of Trustees are honored to have the job of supporting the Fellowship. We have found this year to be productive and challenging, fun and sad, but most of all rewarding.

We had a year where we lost our Treasurer due to his husband's stroke and the recovery from that. We miss Denny and his humor and strong program. With that, Addie moved from Alternate to Board Member and became our Treasurer. She has embraced this position and is doing a great job.

We had a crash of our website, which added to the frustration of the platform we were using, as well as our frustration with the web designer. We agreed we needed to get it up and running immediately but also to begin to find a way to transition to a new platform, while not renewing our contract with the web designer. This brought a sigh of relief, but also a lot of work!

We had a wonderful donation from CoRe of \$10,000! Thank you to them for the boost to our funds. Our 7<sup>th</sup> Tradition funds continue to decline; we are hoping we will increase those as word of our Mobile APP and donation site spread.

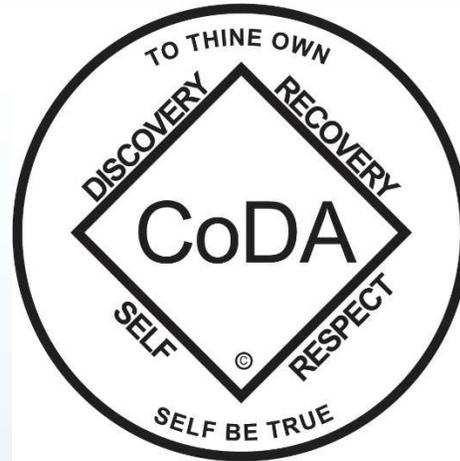
We started the Fellowship Forum in the desire to increase communication with the Fellowship, and found it to be a great addition to our outreach. We have added a Spanish Forum, and know it will bring more to the conversation.

We have to say goodbye to two of our board members, Lorraine and Gerry, as their terms are up. We are going to really miss their experience, recovery and leadership. We wish them everything good in life and know they will continue to do service in CoDA.

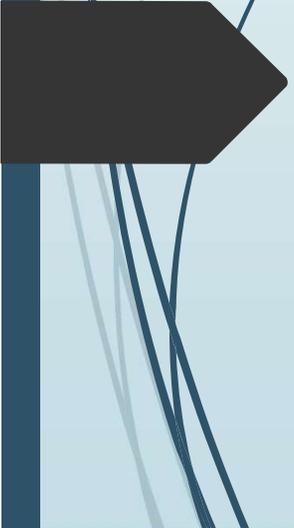
We continue to work hard to assist in spreading the message of recovery. We challenge ourselves and each other, always with the Steps and Traditions in mind. It has been a wonderful year and we are grateful to the Committee Chairs and the CoDA Fellowship for their support. This is a team effort and we are stronger because of you all.

Thank you,

Your board – Addie, Anita, Gerry, Jen, Lorraine, Madeline, Mary



# CoDA Board of Trustees



## 2016-2017 Board Accomplishments

# CoDA Board of Trustees Mission Statement



*Acknowledging that we are all here for our personal recovery, the mission of the CoDA Board of Trustees is to ensure the longevity and fiscal health of the organization, to support the Fellowship's ongoing service work, to promote CoDA unity and to reach the still suffering codependents.*



# Board Accomplishments prioritized by initiatives in the Strategic Plan

- Initiative 1 – Website
- Initiative 2 – Board Policies and Procedures
- Initiative 3 – Professional Service Provider Policy
- Initiative 4 – CoRe Relationship
- Initiative 5 – Alternative to Participating at the Conference in Person
- Initiative 6 – Develop Service at All Levels of the Fellowship
- Initiative 7 – Communications/Public Information
- Initiative 8 – International
- Initiative 9 – Reassess the CoDA Committee Structure



## Initiative 1. **New Website**

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

- ▶ **The board determined the current website with CMS platform was not working for us. A new website with a more user friendly and adaptable platform, similar to other Twelve Step Organizations, is the goal.**
- ▶ **The goals for this transition will include the following:**
  - Better search engine, better meeting locator, user friendly, more eye catching and inviting, more drop down menus, ability to easily add more features as we grow.**

### **Action Plan:**

- A. Through a bidding process, the Board Workgroup selected and the Board of Trustees hired a new web development company to work with Co-Dependents Anonymous. This was done using an existing request for proposal (RFP).**
- B. We have established a workgroup of 4 people (1 board member and 3 members of the Fellowship) with appropriate experience in computer design. This group will oversee the project from beginning to end, verifying everything works before release.**
- C. This workgroup, in conjunction with the Board of Trustees, will decide on how best to manage the new website in the future.**



## Initiative 2. Policies & Procedures

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

- Completed the annual update of the Board Policies and Procedures (P&P) Manual, we will be adding a section for CSC information.
- There are 5 committees that still need a completed P&P Manual. SOS is a resource to assist in getting this done. This can take as little as an hour on the phone with Conni using the template we have.
- Contracted with DocHub to make contract signing faster and easier. We have used this throughout the year very effectively.
- Created a Board Action Item list to encourage and facilitate completion of responsibilities.

**Action Plan: Remainder of committees encouraged to complete their manuals.**



## Initiative 3. Professional Service Provider Policy

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

- **Policy was completed February, 2015**
- **Contracts from Fellowship Service Workers obtained and in the legal repository. Established contract templates for other outside contractors.**

**Action Plan: Use contract template and policy for future contractors.**



## Initiative 4. CoRe Relationship

**Goal: To finalize the CoRE/CoDA contract and review relationship ongoing.**

- Created a Workgroup (2 members from each) to discuss ongoing relationship
- Board Liaison and Chair attended CoRe's March F2F meeting to foster greater connection; Liaison attended CoRe F2F in June to continue growing our relationship.
- 2017 contract was signed with increased royalty to CoDA from 30% to 40% in July.
- Relationship greatly improved.

**Action Plan: Continue to build relationship and communication.**



## Initiative 5. Alternatives to Participating at the Conference in Person

**Goal:** Find ways to allow members to participate in the annual CSC without attending in person.

- The Board researched and put into place a technology solution for committees and the board (MS365).
- We have invited countries that are unable to attend to record reports and they will be played during CSC.
- We have audio streaming capability at this year's conference and will also record and post for listening at a later time.

**Action Plan:** The board will continue to work on identifying and testing technology to allow Voting Entities to attend via technology as well as eventually voting remotely.



## Initiative 6. **Develop Service at All Levels of the Fellowship (sponsoring/mentoring/service)**

**Goal: To develop next generation of Trusted Servants and service workers, educate, messaging and increase awareness.**

- **Outreach has put a lot of work into developing a resource guide which will be very helpful for this Initiative.**
- **The Board is currently identifying Fellowship vs. Corporate issues for streamlined service and a greater focus on Fellowship needs.**

# Initiative 7.

## Communications/Public Information

**Goal: To streamline communications within the organization – internally, externally, meetings and international and standardize messaging.**

- **Changed from one Legal Liaison to a workgroup. This has expedited solving legal issues and has given clearer direction on when items are settled within the Board and when to send to Attorneys.**
- **Created a workgroup for TMC and Board to expedite the agreements of countries wishing to translate, publish and/or distribute CoDA Literature. This workgroup has really improved the communication between TMC and the Board.**
- **Board workgroup was created for open discussion time. We share our frustrations, successes, ideas and thoughts with each other and build a better bond. No motions or votes are done during these work groups.**
- **Changed from PayPal to Giving Wise Solutions, creating a more direct donation opportunity and easier accounting. They have created an application for making donations on our website and have added a mobile app as well in both Apple and Google play stores (more information coming on the app!)**

## Initiative 7. - (Continued)

# Communications/Public Information

**Goal: To streamline communications within the organization – internally, externally, meetings and international and standardize messaging.**

- Updated QSR guidelines for QSR Liaison to create a standard format for the QSR.
- The Board has simplified the way to get changes on the website done in a standardized way, with most changes done within a week.
- The goal of External Communications is still a long-term goal.
- Created the Fellowship Forum, to discuss issues affecting the Fellowship and to increase awareness of what is done in committees. This is expanding into a Spanish Fellowship Forum.
- During F2F meetings, the Board began inviting the local Fellowship in to a Q&A in the evening and will continue doing this whenever possible. During our face to face in Seattle, we met with the local Fellowship there.
- Communication and relationships with committees is greatly improved.

**Action Plan: We continue to look for ways to connect and communicate effectively with the Fellowship.**



## Initiative 8. International

**Goal: To streamline communication and resources with international members, create resources and organize FSM with intergroup and VE's.**

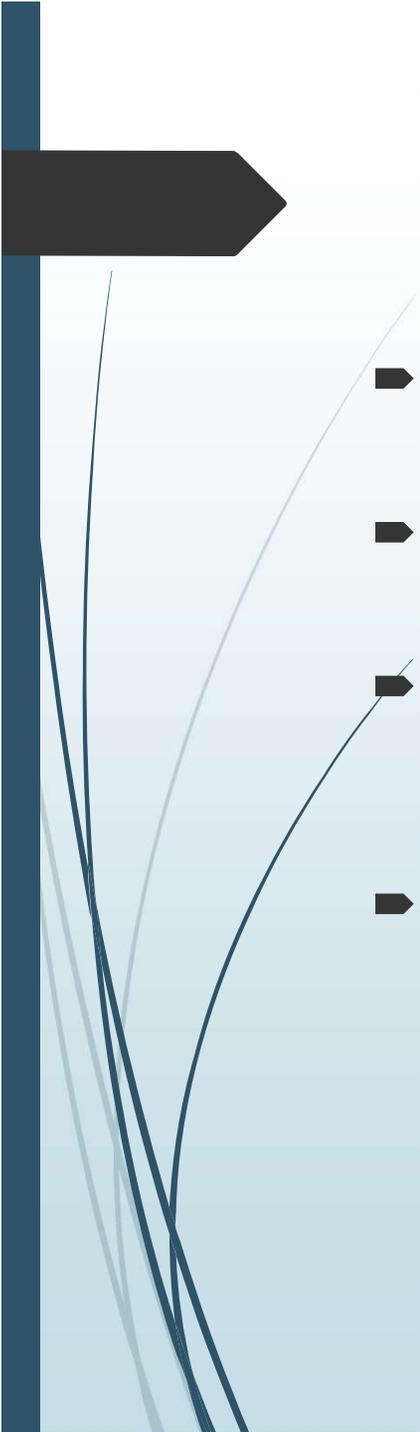
- **To create more support mechanisms for International Groups.**
- **Translation services for CSC being done this year in Spanish. Next year more may be added depending on requests.**
- **Need to create more opportunities for international participation.**
- **Discussion continues on ways to better serve international members.**



## Initiative 9. Reassess the CoDA Committee Structure

**Goal:** To strengthen communications with committees; to create oversight and transparency for the Board and Fellowship for the work committees are tasked with.

- **We see the disconnection between the Board and the Committees.**
- **Our goal is to have regular communication between the Board Liaison and the Committee Chairs, including monthly updates to the Board Secretary from the Board Liaisons.**
- **The board supports the Chair's Forum addressing this topic.**
- **There is Board participation at every Chair's Forum call.**



# Call For Board Service

- **Number of Trustees was 7 Board members for the 2016/2017 fiscal year.**
- **Looking for an additional 6-8 Trustees and Alternates.**
- **Need full Board complement for efficient and effective communication between Fellowship and Board of Trustees.**
- **Please consider applying for Board service by Wednesday. Applications are on the table or online in the delegate package.**