**Email List Coordinator Independent Contractor Report to CSC 2017**

**Please let your meetings know about our lists**, it is one of our most effective methods to communicate with the fellowship!

If everyone in this room could go back to your home group & let that meeting know about the email lists; our subscriber base would likely grow dramatically!

To sign up for any of our email lists, please go here:
http://www.codependents.org/ or here <http://coda.org/index.cfm/emailsignup/>

You can view all past sendings from all 4 public lists in our archives here: <http://www.codependents.org/> Please click on the list of interest, & then you can either browse or search past emailing’s.

This year’s highlights for your Email List Coordinator include:

**1.** Several software updates, including appearance related functionality

**2.** We’ve continued to have absolutely no confirmed hacks or break-ins**.**

**3.** A continued expansion of my job duties especially my role in CSC preparation & appointment to the QSR coordinator position.

4. Working with Paul N, The IMC-Vel on CSC delegate education.

5. Please see the “Goals” report for a detailed look at priorities moving forward. The 2 main goals for the email list coordinator position are to significantly grow our subscriber base & in collaboration with others standardize the CSC preparation process.

**For the majority of the last 3 ½ years Lorraine O. has been the email list board liaison. I greatly appreciate her support & her service to the fellowship & will miss her as her board term expires with this year’s CSC.**

At this time, we have 4 main public lists:

1. General CoDA Announcements

2. Co-NNections Weekly Reading

3. Hospital & Institutions

4. Quarterly Service Report (QSR)

I also maintain a yearly CSC Delegate list, do some of the admin work for CSC under the board’s direction, function somewhat as an “email switchboard” (many members reply directly to the lists rather than to the links; so I forward to the appropriate CoDA entities), encourage committees to communicate with the fellowship, send out quarterly “local events” emails, & re-use older still relevant “blasts” per the board’s request on weeks where there is nothing new. I make sure we are in compliance with USA email law & etiquette, attempt to maximize subscriptions & deliverability, am vigilant regarding security issues & insure we are in compliance with our web host’s terms of service.

Between the cut-off for last year’s CSC reporting (10/11/16) to the cutoff used for this report (9/9/17) we have sent 93 Emails on the main CoDA announcements list.

When the email lists started in 2009, our total subscriber base was 135 members receiving the QSR.

Currently the #’s on the 4 main lists are as follows as of the evening of 9/9/17:

Main Announcements List: 5380 (was 5125 on 9/10/16)

Co-NNections Weekly Reading List: 9176 (was 8315 on 9/10/16)

QSR List: 2901 (was 2751 on 9/10/16)

H&I List: 2369 (was 2123 on 9/10/16)

We also are hosting an interactive email list for the Spanish CoDA community on codependents.org using different software called Mailman. And finally, we have several closed limited lists for internal use, including a delegate list, & a list for all committees & volunteer service workers.

To all CoDA committees: The email lists are there for you to communicate with the CoDA fellowship. While Communications & the Board have primary responsibility for the content of the General Announcements list (along with what the board has assigned to the independent contractor), all other committees are also strongly encouraged to make use of it! Please send any submissions either directly to me at codalist@coda.org or codalist@codependents.org

 In Service,

 Geff R

 CoDA Email List Coordinator