**Outreach Committee Annual Report 2017**

# History and Purpose

 The purpose of the Outreach Committee is to provide tools in which members of the fellowship may access or share information to “carry the Message to the codependent who still suffers”.

 The Outreach Resource Guide (ORG), which can be found on the “outreach” tab of the [www.coda.org](http://www.coda.org) website, is one such tool. Members of CoDA can submit materials or start a project by using the submission form on the ORG. Any materials or projects are vetted by the committee.

**Committee membership**

 The Outreach Committee meets the third Sunday of each month at 5 pm EST, by Skype 360 which also has a phone line.

 Current Members: Sharon (Canada), Charles (Colorado, US), Florence (Maryland, US), Renu (Malaysia/Australia), Greg (Minnesota, US), Betsy (Illinois, US), Jay (Mass. US), Allan (California, US), Madeline (Web liaison, Florida, US)

 Other members: (part of Outreach workgroups) Gerry (Canada), Caryl-Lee (Canada), and Connie (SOS, California, US)

**2016 – 2017 Progress on Goals**

The goals and progress for 2016 – 2017 are as follows:

Goal 1 – Expansion of the Outreach Resource Guide (ORG)

Status – The committee received some submissions. A few were added to the ORG; some were referred elsewhere. One request for a workgroup was tabled for lack of a committee sponsor.

 There are some areas of the ORG that still need development. Some examples are: multicultural membership, young members support, reaching out to communities (i.e. ethnic? or in the US?) and linguistic diversity.

 The Committee supported the Minnesota Inter-group in developing a brochure to give to professionals and to promote the CoDA Convention in October.

 Our Professional Workgroup developed two brochures to give to professionals. These Brochures will be brought to the CoDA Service Conference (CSC) for use as Service Documents.

Goal 2 – Continue to develop and document the committee’s Policies and Procedures.

Status – A workgroup with the help of Connie (SOS), updated and condensed the Policy and Procedures manual for Outreach. It is now in line structurally, with the Policy and Procedures of other committees.

Goal 3 – Collaborate with various committees to improve communication between CoDA Inc. and Voting Entities involved in Outreach.

Status –The Committee collaborated with the Minnesota Inter-group in developing the Brochure for Professionals.

 The Professional Workgroup connected with SPO and the French Translation Group in completing its two brochures. It also reached out to Voting Entities from other Countries for input on the Professional Brochure, and to members of Outreach in Canada and CET, for input on the Client Brochure.

 The Committee requested submissions for the ORG but was most successful when requesting submissions for a specific area (ie; Professional Outreach) of outreach.

Goal 4 – Globalize our language and resources; strive to improve dissemination of outreach information so that it is accessible to persons outside the English-speaking World.

Status – The Committee did not work on this goal, in general. The Professional Workgroup did reach out to non-English speakers and people other countries, for input on the Brochures.

 Goal 5 –Support for and development of workgroups.

Status – The committee had three active workgroups this year; The Policy and Procedures Workgroup, the Minnesota Brochure Workgroup, and the Professional Outreach Workgroup. Other workgroups were proposed but failed to get a sponsor from our small committee. Unfortunately, one of our former workgroups, the Sponsorship Workgroup, was dropped for that same reason. We have no permanent workgroups at this time.

 Our workgroups, such as the Minnesota Brochure and the Professional Outreach Workgroups, proceeded without using the Submission Form or using it, after the fact.

**2017-2018 Goals and Objectives**

The budget we are requesting is for the following:

-Travel expenses for the Chair of Outreach

-Improvements to the Outreach Resource Guide

 -A Search Engine to better access information on the

 ORG

 - Capability to add attachments to the Submission Form

 -Translation of the ORG webpages and supplemental materials into

 other languages, prioritizing by language needs.

**Action Plan 2017-2018**

1. Expand the Outreach Resource Guide (ORG)
	1. Continue to review submissions for approval.
	2. Prioritize additions to web-pages or new webpages according to need and those for which CoDA members are willing to share their passions and expertise.
	3. Update information and identify parts of the Outreach Resource Guide that need more development.
	4. Add a Search Engine for better access information on the ORG.
2. Collaborate and share information with those Committees, Voting Entities and individuals wishing to engage in and promote outreach.
	1. When developing a specific area of outreach, connect with those (committees, VEs, individuals, etc.) who can provide input in that area of outreach. (example: Professionals for professional outreach)
	2. Request submissions for areas of the ORG that need further development.
3. Globalize our language and resources; improve dissemination of Outreach information to those whose first language is not English.
	1. Support the translation of the ORG into multiple languages, starting with Spanish.
	2. Work with the Web Liaison, the Webmaster and the Board to develop a World Page so that people from other countries can easily access information from the ORG and the CoDA website, to start meetings, to translate CoDA materials and to do outreach in their own countries.
	3. Collaborate with those whose first language is not English, to assess the ease in which the web pages of ORG can be understood and translated.
	4. Collaborate with other committees such as the Literature Committee, the Translation Management Committee (TMC), and the Spanish Outreach (SPO) to make CoDA materials accessible in multiple languages
4. Support the development of workgroups
	1. Utilize the project proposal process to develop new workgroups.
	2. Specify areas that need submissions when asking for input from the Fellowship. Those who have an interest in those areas of need are ones most likely to participate in a workgroup.
	3. Create a Committee workgroup to look at materials submitted for inclusion in the ORG and present them at the Outreach Committee meetings.