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**CoDA Service Conference 2018**

**Committee Report**

**Committee: Email List Coordinator Independent Contractor. Date: 9/4/18**

**Members (list each by first name, last initial and VE):**

**Geff R. (WA)**

**Discussion Items:**

**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 5 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. The Meeting Contact List is live! We have had some issues getting it started, including our webhost’s terms of service, so the initial numbers are smaller than we’d hoped (563 as of 9/4/18), but I’m grateful we’ve got this started, as this is something that’s been talked about for several years. The goal is to reach Meeting Contacts, Group Service Reps, & Intergroup Members with information that CoDA World Fellowship feels may be important to individual members. We hope to simplify the process with the new web site, but at this point the easiest way to subscribe is to go here:

[https://codependents.org/](https://codependents.org/cgi-bin/dada/mail.cgi/list/meetno1/)

Joan is also providing this information to all new meeting registrations and updates.

1. The other major new item is the formation of the CoDA Service Conference (CSC) Preparation group, which at this time consists of myself, the chair of CoDA Events, The CoDA IMC-VEL (Delegate Liaison), & a Board Liaison. The goals are to create a repeatable process, avoid duplication of work, have a reusable timeline, increase communication between all who are involved in CSC preparation & in general make the process smoother for service workers, CoDA Delegates, and the fellowship. We hope to have a timeline set in place by early 2019.
2. I have created 3 audio web pages for CoDA:
3. CSC 2017:

<http://www.codependents.org/2017/2017_CSC_Audio.htm>

1. 2018 Fellowship Forum:

<http://www.codependents.org/2018/2018_ff.htm>

1. 2018 Spanish Fellowship Forum:

<http://www.codependents.org/ESP/ESP_ff.htm>

 4. I also continue to compile the Quarterly Service Report for CoDA

Other highlights:

1. We’ve continued to have absolutely no confirmed hacks or break-ins**.**
2. Please see the “Goals” report for a detailed look at priorities moving forward. The main goals for the email list coordinator position are to significantly grow our subscriber base, do my part is helping to make a smooth transition to the new website, & grow the new CSC Prep Workgroup.

At this time, my 2 biggest challenges are spam filter issues & educating the fellowship on how to optimize receiving our emails, (there is a “whitelist” guide at the lower right here:

<http://coda.org/index.cfm/emailsignup/>

and educating members not to push the spam or remove me buttons provided by your email provider, as that already has significantly harmed CoDA’s ability to get emails you request in your inbox. Every email we send has an unsubscribe button on either the top left or in some cases the bottom right; clicking on those will automatically unsubscribe you from the list & will not harm CoDA. We also recommend not forwarding to a 2nd email address & unsubscribing by writing us from there, as I likely will not be able to figure out which email address you subscribed with.

We have also had to disable the “Forward To A Friend” feature due to spammers trying to use it.

At this time, we have 5 main public lists:

1. General CoDA Announcements

2. Co-NNections Weekly Reading

3. Hospital & Institutions

4. Quarterly Service Report (QSR)

5. Meeting Contacts

I also maintain yearly CSC Delegate & International CoDA Convention (ICC) lists, 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 or our website “Contact us” link; 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 announcements in collaboration with the Communications Committee’s Friday Fellowship Sub Committee and the board 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 report (9/9/18) to the cutoff used for this report (9/4/18) we have sent 107 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 5 main lists are as follows as of the evening of 9/4/18:

Main Announcements List: 5729 (was 5380 on 9/10/16)

Co-NNections Weekly Reading List: 10,081 (was 9176 on 9/10/16)

QSR List: 3056 (was 2901 on 9/10/16)

H&I List: 2549 (was 2369 on 9/10/16)

Meeting Contact List: 563 (was 0 on 9/9/17)

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, an ICC 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

 (Board Liasion, Linda A. (So.Cal))

