**Outreach Committee Annual Report 2018 - 2019**

**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 committee aims to be inclusive and global in intention.

 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 by Skype for business at 5 pm EST.

Current Members: Sharon B. (British Columbia, Canada), Charles Z. (Colorado, US), Betsy G. (Illinois, US), Jay G. (Pennsylvania, US), Ann C. (Washington, US), Mary I. is Board Liaison

**Action Plan 2017-2018**

1. **Expand the Outreach Resource Guide (ORG)**
	1. Continue to review submissions for use in the ORG
	2. Prioritize additions to web-pages or new web pages according to need and those for which CoDA members are willing to share their passions and expertise.
	3. Update parts of the Outreach Resource Guide for added information.
	4. Add a search engine so that those who wish may better access the information on the ORG and identify parts that require more development.

**Status:**

* We have requested and continue to receive submissions on various topics. Work on some of the submissions is ongoing.
* We added a page on Professional Outreach with links to the new service documents, “Information for Professionals” and the client pamphlet, “Your First Meeting” as well as a cover letter template.
* The Outreach Resource Guide was checked for links. The links worked.
* A search engine was not added this year, but it is being reconsidered in the coming year to make our ORG more user- friendly.
* The Home Page of the Outreach Resource Guide has been revamped. This and headings have been re-named to make the website more useful to CoDA members.
* We continue to work on various areas for outreach and welcome new submissions on these and other areas in which we can help CoDA groups and members reach out to other codependents.
* More submissions regarding experiences and suggestions for improving the “Relationship between CoDA and other Fellowships”, are welcome.
1. **Collaborate and share information with those committees, voting entities and individuals wishing to engage in and promote outreach.**
	1. When developing an area of outreach, we connect with those (i.e. committees), who could provide input or are affected by that area of outreach. (example: Professionals for professional outreach), translation of brochures, input from other countries and cultures)
	2. Request submissions in areas of the ORG that need further development.

**Status**

* The Outreach Committee sent out a “blast” requesting submissions on “Relationships of CoDA with other Fellowships” and suggestions for improving those relationships. This included contacting other countries. More submissions are needed on this topic.
* A submission, “You May Be Codependent If…document was shared for input in both the U.S. and Canada. Since the document was meant to reach out to members of other Fellowships, their input has also been welcomed.
* Meeting formats have been collected from the Board and other sources. These templates will be looked at and vetted this year.
* The committee has collaborated with other committees on common interests.
1. **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 where those from other countries can first access pages needed from the ORG needed to develop meetings in their Countries.
	3. Co-operate with those whose first language is not English to assess the ease of translation, and for those who speak English, the ease in understanding the web pages of the ORG.
	4. Collaborate with other committees such as Literature Committee and Translation Management Committee (TMC), and Spanish Outreach (SPO) to make CoDA materials accessible in multiple languages.

**Status:**

* Translation of the Outreach Resource Guide is on hold at this time until more information on how the [www.coda.org](http://www.coda.org) will be translated.
* One of our Goals was to create a World Page, useful to the international community.
* It is important to us that materials by outreach (and CoDA as a whole), are created with collaboration of various language communities. Last CSC, our Professional pamphlets were submitted in both English and Spanish with help from Spanish Outreach. French translation on them should be completed this coming year.
* Translation and ease of understanding of the ORG is still a goal for the Outreach Committee.
1. **Support the development of workgroups.**
2. Utilize the project proposal process to develop new workgroups.
3. Specify to specific areas needed for submissions as well as general submissions.
4. Develop a workgroup to look at materials (rather than workgroup submissions) that the fellowship willingly shares with the committee and make recommendations as to inclusion in our ORG

**Status:**

* The Outreach Committee asked for submissions and ideas on various projects. One example: suggestions on how to improve relationship of CoDA with other Fellowships and input on a Characteristic checklist, “You May Be Codependent If..” document from CoDA members and from those part of other Fellowships.
* Work groups for various areas of Outreach continue to be welcomed. One member of our committee must become part of any work group sponsored by Outreach.
* When submissions come in, Committee members discuss them, vet them for Traditions and decide which to follow up on. Interested CoDA members, and affected groups are contacted for input.

**Action Plan 2018-2019**

1. **Update and add information to the Outreach Resource Guide (ORG)**
2. Update any information or links needed on sections of the Outreach Resource Guide
3. Continue to add pages on topics helpful to those wanting to do outreach, and add any useful materials and links

c. Link the ORG to the World Page, if possible

1. Add a search engine and translation program to the ORG
2. Collaborate with other committees, voting entities and CoDA members to make the ORG more inclusive to those with handicaps and those whose first language is not English.
3. Support the use of translation and more simplified language to make the CoDA website and the Outreach Resource Guide accessible to international CoDA members.
4. Support those wanting to submit and create a work group for the use of Outreach
5. **Collaborate with other committees, voting entities and individuals to create and share information for outreach including those from other countries**
6. When creating materials and service documents, consult with those for whom the materials would benefit. (i.e. professionals when providing information and materials for professional outreach).
7. Collaborate on common interests and concerns with other committees, Voting Entities and affected groups when developing topics for outreach.
8. Make information and materials on how to do outreach as inclusive and available to as many as possible
9. Continue to request submissions and prioritize those topics that need further development in the ORG and are being requested by those doing outreach.
10. Have present Outreach- created service documents and any new ones, translated in other languages, starting with Spanish.
11. work toward translation of the Outreach Guide into other languages.
12. **Support the creation of Work Groups as a means of developing topics for outreach**
13. Request submissions and volunteers to participate on work groups when specific areas of Outreach have been identified for work.
14. Use the project proposal process to create new work groups
15. Support projects being done by the fellowship that would benefit the CoDA members wanting to do outreach by providing a liaison to collaborate with the group
16. Include input from people being affected by certain areas of outreach
17. Keep the intention that work for outreach is inclusive and beneficial internationally