**CoDA 2nd-Quarter Service Report for 2015**

**Co-Dependents Anonymous, Inc.  *Hereinafter “CoDA, Inc.” or simply “CoDA”***

PO Box 33577, Phoenix, AZ 85067

602-277-7991 or 888-444-2359

[www.coda.org](http://www.coda.org/)

**Please Note:
2015 3rd Quarter Service Reports, (including activities for the dates July 1, 2015 – September 30, 2015 will be due to your board liaison and to the board QSR liaison on October 15, 2015.**

**Board of Trustees**

Board QSR 2nd Quarter 2015

It’s been an encouraging, challenging and promising quarter. In updating contracts with our outside professionals, it has come to the attention of the board to look for a different bookkeeping services provider. We solicited three separate bids. While the other two bids were competitive, it was agreed to hire SOS Management Services (SOS) as our new bookkeeper. We are very pleased with this transition to occur during July/August. These services are being provided within the contract specifications. SOS has reduced their new annual contract rate by 10% which will start August 2015 and with the elimination of the bookkeeper expense, the combined total of these expenses has been reduced by 25%. When the dust settles, payment of bills, especially ERRs, is anticipated to go very smoothly, with the implementation of spreadsheet program for tracking all bills being received, paid and mailed.

Appreciation of the receipt of motions by the deadlines is sent to all of you for your participation and thoughtfulness for CoDA as a whole. The Motions Database which is held in a database program really needed some overhauling. As this is a specialized program and finding competent bidders would be difficult, a referral was questioned in great detail and very thoroughly apprised as to our needs. At the CoDA Service Conference (CSC), it will be used and introduced as an upgraded tool. It is already a part of the website.

Last but not least, the Spanish version of the Blue Book has been sent to CoDA Resource Publishing (CoRe) for publication!

In service,

Lorraine, Hal, Gerry, Chris H, David Mc, Werner and John

**Board Trustees Cont.**

Legal work:

* Completion of revision of legal section (Sect. 6) of board Policies and Procedures Manual; done in coordination with Translation Management Committee
* Removal of previous version of Sect. 6 since parts of it are already rendered obsolete by board action
* Consideration of revision in its entirety scheduled at board face to face meeting before Conference
* Approval for publication of Libro Azul, a Spanish Translation of first five chapters of CoDA Blue Book, using protocol from revision
* Assembly and multiple checking of templates, checklists and other management tools into Exhibit folder as appendix to revision of Sect. 6
* Determination of association management company (SOS) as recipient and repository of Intellectual Property (IP) documentation.
* Approval for use of An Appeal to Support Coda Unity directed to those possibly violating IP rights
* Arranging placement of Appeal notice in Info for Members area of CoDA web site in both English and Spanish versions
* Two instances of IP violations responded to with Appeal notice seeking dialogues about compliance needs
* Renewal of attention to stabilizing the file structure for the sake of successors to present legal liaisons
* Legal permission or information provided as requested

In service,

Hal H., John R., Legal Liaisons

**SOS Association Management Company**

This quarter has been busy with several projects, including continuing work on historical data, a repository of all legal documents, CSC, policies and procedures, and website updates.

**Historical Data/Archives/Repository/Document location:** The legal repository was finalized and now lives on the website. This repository is for official final contracts, agreements, etc. Any new contracts or agreements are placed in this repository once they are signed.

We continued work on the Google Drive project for working legal and other CoDA documents. Working with the Legal Liaison, we have created a document structure and procedures that will allow future access to documents and the ability to share them with future workers.

Began the electronic signature process for documents that have to be signed using DocHub.

**CSC: W**orking with the Board on the Motion Database and logistics for the CSC.

**ERRS:** We are now inputting the ERRs in Smartsheet as they come in, assign them a number and send an email with the number to use for tracking.

**Phone Calls:** Began taking phone calls for CoDA on Mondays, Tuesday and Fridays.

**Policies and Procedures:** This is an ongoing project. This quarter we worked on the Finance P&P and the IMC P&P.

**Website:** We finished the meeting search and Spanish Outreach portions. Worked on delegate package and updates to that regularly.

We have been very interactive with our Web, Legal and Board liaison and welcome the opportunity to continue to assist in ongoing projects. Thank you for the opportunity.

**Email List Coordinator**

A reminder to all CoDA committees: the Lists are here for YOU! If you would like information or an announcement sent out to the Fellowship, please email it, in plain text if possible, to codalist@coda.org .

Please let your meetings know about the email lists! Members can sign up here: <http://www.codependents.org>

You can view all past email “blasts” here:

<http://codependents.org/cgi-bin/dada/mail.cgi>

Numbers for subscriptions as of 6/27/15 are as follows:

* Announcements – 4639 (Q1’s number was 4576),
* Hospitals &Institutions - 1851 (Q1’s number was 1762),
* Quarterly Service Report - 2478 (Q1’s number was 2443),
* Co-NNections - 7051 (Q1’s number was 6871)

The growth in new subscriptions has slowed in the last 2 ½ months; it would be wonderful if those reading this would share about the lists with your home meeting!

Our newest change is the appearance of the list archives! In fact the change just happened 2 days before I wrote this. Our archives now use coda.org’s template & look similar to the main site! I would appreciate feedback on this change. It is more attractive then it was; it is also more cluttered then it was and 1 person has reported some confusion with using its functionality (which has not changed). Please feel free to email codalist@coda.org with your feedback!

Since the last QSR was written we have sent out 27 announcements on the Main Announcements list.

We continue to have some issues with 2 large spam filters used by many smaller email providers. We are trying to find a solution. At this moment, the only known solution is for you to add the names of any lists you want to receive to your address book/contacts/white list on your email provider’s email web page. An explanation of how to do this can be seen here: <http://coda.org/index.cfm/emailsignup/> on the bottom right of the page. You would need a separate contact added for each list you subscribe to. Special thanks to Dominic (our webmaster) for implementing this.

My current focus is on assisting Events & the Board with CoDA Service Conference preparation (though the conference will likely be over by the time you read this!)

In Service,

Geff R

CoDA Email List Coordinator

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**Communications**

# Cphone Subcommittee

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**Co-NNections**

**Members:**

Geff - Washington

Sam - Dubai, UAE

Andreas - Switzerland

Deborah - California

Laurel - Utah

Nancy - New York

Lisa - Nevada

The Co-NNections committee held its first teleconference over 2 sessions in order to allow all prospective members to attend. As a result of those meetings, we now have 7 members and we have split into two work groups. One is a group of three who choose the Weekly Reading and review new submissions. The other is a group of four who are working to create an electronic publication (a meeting in print) that would be sent out regularly. It will potentially feature stories of experience, strength & hope from CoDA Fellowship members.

​In addition to splitting into work groups, we chose a chair and co-chair for the committee. Lisa B. was chosen as temporary chair to get the committee through the CoDA Service Conference (CSC) process. Deborah was chosen as co-chair; she will present the Co-NNections Committee report at CSC. After CSC, Lisa B. will step down as chair, and the committee will choose another member of the committee to be chair. ​

The Weekly Reading is still going strong. We hope to start sending out new submissions soon since receiving a revised copyright statement from the Board.

Co-NNections will have another teleconference on July 11 to finalize our conference report and discuss other committee business.

The committee is planning to hold a face to face meeting in 2016. We will petition the Finance committee for permission to include all committee members to attend.

We welcome all types of experience, strength, & hope related to CoDA recovery. Anyone interested in submitting a written piece to Co-NNections should send them to connections@coda.org.

In Service,

The Co-NNections Committee

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**CoRe**

CoRe is preparing and looking forward to 2015 CSC.

CoRe has been working on streamlining our operations. We have been working on a policy and procedure manual. We are also looking forward to begin using QuickBooks Online.

We do apologize for being out of stock on some items this year. Our print liaison has been working on refining guidelines for printing new literature and reprints. These guidelines should help prevent running out of inventory in the future.

Other items we have been working on are:

* a CoRe web page
* Uploading all our documents to Dropbox
* Getting kindle books available in other computer languages like Nook.
* Preparing for 2015 CSC.
* Working with CoDA Board and Spanish Outreach on Spanish literature. We hope to have CoDA Pocket Book on line soon. We are looking forward to publishing the CoDA Book in Spanish.

Royalties paid to CoDA in the 2nd quarter of 2015 were:

 February $7,147

 March $9,234

 April $7,445

 May $8,178

 Total $32,007

1st Quarter 7th Tradition paid to CoDA $212

Kindle Sales YTD $ 6,718

Respectfully,

CoRe Board

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**Events**

Welcome to the 2015 CoDA Service Conference - and International CoDA Convention. Events has 2 new members - Yvonne from California our new secretary and Dave from Colorado our new Treasurer. We have been gearing up and as registration was slow going - the ending turn out has been fantastic! - Thank you NorCal Volunteers you have stepped up in a powerful way to serve the CoDA Community during this years event.

A few registration numbers:

There are 45 voting Delegates registered this year - a record in the past 6 years.

There are 101 person attending CSC total with many observers this year.

We have 205 registered for the International CoDA Convention so far and we are expecting a fair amount of walk in registrations.

We have met our food minimum which was a bit of a scare for a minute there, and made our room block early.

All great things for Events -

We look forward to serving you this coming this year and hope we have record turns for CoDA’s 30th birthday to be Celebrated in Phoenix Arizona. Look for early bird registration at [www.CoDA.org](http://www.coda.org).

The Events Committee

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**Finance**

In April, the Finance Committee met for a face to face meeting in San Diego, CA. 4 members attended and we worked on accounting work flow as it relates to reimbursing trusted servants for expenses incurred while serving the Fellowship.  We worked on improving our forms and instructions, revised the Expense Reimbursement Policy and Expense Reimbursement Approval Procedure, calculated the Prudent Reserve, announced that we needed to balance our budget this year, and started to prepare several motions.

We met by teleconference several times a month throughout the quarter to complete the work started at our face to face.  The following forms are available on the CoDA website on the Finance Committee page (both the public page and in the Trusted Servants area.)

Travel Advance Request Form (for 2015 - PDF)

Expense Reimbursement Request Form (for 2015 – PDF) (several versions for different computer platforms and a new form for international travelers with receipts in two currencies.)

Meeting Information Sheet 2015 (word document) (pre & post reporting form - to be used by chairs of committees)

Committee Budgeting Form (spreadsheet) to help committees set up their proposed budgets for 2016.

We prepared 5 motions for CSC.

1. Propose a Recovery Celebration Plan to encourage donations (financial and/or service) to CoDA, Inc. as members of the Fellowship celebrate their anniversary in CoDA recovery.
2. To define the Travel Reimbursement Opportunities (TROs) and add an International TRO that is larger than the Delegate TROs.
3. Revisions of the Expense Reimbursement Policy to reflect some of the changes in flow and forms to be used, to establish the policy that Voting Entities (VE’s) are responsible to support at least 50% of their delegate’s expenses if they also serve in a capacity which is normally covered by CoDA, Inc.’s budget, and to set a limit to the time that someone has to turn in their Expense Reimbursement Request form to be reimbursed.
4. Revisions of the Expense Reimbursement Approval Procedures to reflect some of the changes in flow and forms to be used.
5. Propose a revision to the Meeting format in regards to the 7th tradition donation wording.

In June we received budgets from all of the committees and started to compile them.  We requested revised budgets from most of the committees to reduce them to 75% of the 2015 budget.  To be fiscally responsible, the Finance Committee needs to present a balanced budget that has income equal to expenses.  We will need an increase of $1,000 per month in income to support our trimmed budget.  We have seen some growth in income, but will need to a lot more if CoDA is to remain fiscally strong.  (Donations may be made on the CoDA website using the donate button at the bottom of the page or by sending a check to CoDA, Inc., P.O. Box 33577, Phoenix, AZ, 85067-3577)

There is a lot of potential and CoDA is expanding in many areas.  CoDA, Inc. needs the Fellowship to support it through both service and donations.  Thank you for your time, service, and donations to all levels of CoDA, especially at the international level of CoDA, Inc.

Respectfully submitted by the Finance Committee

Lou L Chair, Addie M, Barbara D, Loretta D, and Stuart M

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**Hospitals & Institutions**

Committee members:

Kathy L. IL-Chairwoman, snail mail corresponding secretary

Lou L. IL-Email corresponding secretary

Mary I. NC-Literature distribution coordinator

Darlene H. CA-Corresponding secretary assistant

Jim B. CA-Institutional information provider

Stacey N. CO-Newsletter co-editor

Jeanne J. IL-Newsletter co-editor

John R. PA, Board Liaison

This committee had three teleconferences during this quarter.

We had more than 135 requests for information or literature, several of these came via email. Responses have been to all of these. These requests came from 25 different facilities (8 facilities that we have no record of ever having heard from). We have received no notification of mail sent to the CoDA P.O. Box for one month. This is disturbing to us.

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| --- |
| **Literature sent this quarter** |
| **Piece of literature** | **English** | **Spanish** | **Total** |
| Co-Dependence Anonymous Book | 102 | Not yet available | 102 |
| 12 Steps & 12 Traditions Workbook | 8 | 1 | 9 |
| Standard Packet(a set of pamphlets and booklets CoRe donates) | 2 | 0 | 2 |
| Institutional Meeting Handbook | 3 | 0 | 3 |
|  **Total** | **115** | **1** | **116** |

The Books for Inmates and Institutions has received $472 in donations this quarter.

Since we developed the Meeting Handbook at our face to face meeting in February, we have been sending this from the committee, not from CoRe. Because of institutional regulations (personal mail cannot be longer than 10 pages), these have had to be send in two separate mailings. It is our desire that, once it has been accepted by Conference as an approved CoDA service piece, that CoRe will be able to print out and ship it from the publisher. This would replace the CoDA Meeting Handbook (formerly Meeting Starter Packet) on the H&I list of material offered to individuals in institutions. We would still send a CoDA Meeting Handbook to someone institutionalized who wants to start a meeting on the “outside” on their release.

There have been 10 new inquiries from institutions regarding information about CoDA or having CoDA meetings started in them. All have been responded to.

There have been three requests for sponsors (1 male and 2 female). These individuals have been sent application forms, but no completed applications have been received this quarter. The person who had been our Sponsorship Coordinator left the committee. The Inmate Sponsorship Program has seen very little growth this year. We have only 2 men and 10 women who have been assigned sponsors, but 15 men and 24 women who have applied for a sponsor who are still waiting. So far, only 10 women and 1 man have volunteered to be sponsors. We do not want this offering to die on the vine, but, when we send a requested sponsorship application to an inmate, we tell them the wait to receive one may be a long one. We have 12 working sponsor/sponsee relationships with one more on the way. We are in need of sponsors for inmates, both men and women. If you are interested, please write to us at inmatesponsorship@coda.org.

 The requested revisions we made regarding the bookkeeping procedures have been instituted in part. CoRe has made the changes that we felt were needed, but we are still waiting for changes to be made by CoDA. Meanwhile, progress is being made on paying our bills for shipping literature.

Our hopes for having a newsletter (H&I Lights) prepared have not materialized. We had two volunteers who were enthusiastic, but this committee has been too busy to provide them with the material they needed. Our attention has been taken up by preparations for CSC, responding to letters/emails, and providing literature.

We have made no more progress on finalizing revisions (updating) our Operations (P&P) Manual.

 In April, two of our committee members had a meeting with some of the San Diego CoDA community who are active in H&I service there. It was exciting to hear about how the CoDA program has been received and grown in the SD County Jail system. We had hoped to have a workshop at the CoDA Convention about H&I service, giving us an opportunity to share our ESH in this service, but were unable to get this planned because of having too much routine, but vital work to do.

Thank you to all who volunteer by sponsoring and serving in hospitals and institutions.

There are so many opportunities to reach the institutionalized codependent who still suffers, but we need help.

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**Issues Mediation Committee (IMC)**

CURRENT MEMBERS:

Addie M         California  -- Chair

Cara S.          United Kingdom

Daniel T.        France

Gail S.          Nevada

Jim D.           Connecticut

Kevin M         New York

Natasha K.     Arizona

The Issues Mediation Committee (IMC) continues to meet monthly on the third Tuesday or Wednesday of the month.

IMC POLICIES AND PROCEDURES MANUAL:

A subcommittee was created to review and update the IMC Policies and Procedures Manual as needed.

* We added guidelines on recusal process and added response letters/emails to be sent during the resolution process.
* The "responsibilities" of the Voting Entity Liaison was added.
* The new responsibilities and duties of our involvement with the Travel Reimbursement Opportunities (TRO) have been included.
* The manual was reviewed by the entire IMC; a group conscience will be taken to accept the updates.

IMC created suggested guidelines called “CoDA’s Guidelines for the Development and Structure of Intergroup/Voting Entities”.  The FSM states, “In any organization, levels of management are necessary to connect and coordinate localized activities with broader levels of planning, information distribution, and organization." These guidelines will we posted on the Website by July 15, 2015.

IMC designated a person to answer questions, and assist Voting Entities in their development and structure.  This person will be the Voting Entity Liaison (VEL).  IMC created a list of duties that would assist any State, Country, or Alternative Format Meetings (AFM) with a desire to move forward in developing a service board. In May the IMC hosted “Discovery Discussions” for Alternative Format Meetings.  The purpose was to inform and garner interest for starting a Voting Entity service board for AFM.  The IMC Voting Entity Liaison moderated the Discussions.

The IMC met with the Board Secretary, Events Committee and Finance Committee and they are working together to assist Voting Entities awarded a Travel Reimbursement Opportunity (TRO). All three committees will share the responsibilities involved in this process.

For CSC in July 2015, IMC submitted two motions as well as for the International CoDA Convention 2015 worked on a Workshop presentation.

We continue to handle disputes with objectivity, respect and fairness with each party involved. Currently, we have one International case that is in process and at this time remains open until we hear from them. IMC also received another request for mediation and will begin to start that process.

Respectfully Submitted,

Addie M., Chair

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**Literature (CLC)**

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**Outreach**

The Outreach Committee continues to work towards getting the “Outreach Resource Guide” (ORG), a clearinghouse of outreach resources, online for the fellowship. We have created a “mirror” website to propose a web layout as well as to draft content. This is not a website open to the public but for committee review and approval. The “web tree” was submitted to the web liaison for the web developer to give an estimate on costs to create the web pages on the coda.org website. By having the “mirror site”, we expect it to be a fairly simple process to cut and paste most of the text when approved for uploading to coda.org (under the Outreach tab) in the future.

As a committee, we will approve the materials to go on the ORG website. An exception to this is when we propose “Guidelines,” for which we request CSC approval. We have submitted two such guidelines, which was a focus of this quarter. Our first motion is for “CoDA Guidelines for Anonymity in Social Media”, which is a result of a need expressed by the fellowship and the chairs forum for over two years. The second motion is “CoDA Guidelines for Following the Twelve Traditions in Outreach Service Work.” Two workgroups helped to develop the motions, which were then approved by the committee.

Overall, we have 5 main sections to the Outreach Resource Guide, each with 3-5 sub-sections for a total of over 30 pages currently drafted or outlined. Many of the sections represent a “workgroup,” several of which are starting to function effectively either as ad-hoc groups (such as on the Twelve Traditions) or ongoing groups (such as “Sponsorship”). We are drafting the procedures of the committee so that this work can continue to grow. So far, at least 20 people have contributed to the workgroups this year as contributors do not need to be committee members. We look forward for the website to go “live” on coda.org and become a resource “for the fellowship, by the fellowship” for carrying the message to the codependent who still suffers.

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**Service Structure Committee (SSC)**

The Service Structure Committee holds monthly teleconferences to conduct our business.

We have reached an agreement with the Events Committee wherein they will provide us with the motions as they are displayed for the CSC to vote on. This way we will have the exact text approved in the minimum amount of time. This will help us accomplish our committee’s goal of providing updated documents within a couple of months of CSC.

SSC is in dire need of more members. We are down to two and that does not make for a good group conscience. Several of our members left at the beginning of this year, including our chair. Things have been in turmoil since. We have spent more time than normal to put together our budget and goals, due mostly to a new chair and new requests for reducing our budgets. As it turned out, this year’s budget is 25% less than last year, but that is mostly due to last year’s having been quite a bit over needs and including some funds that were not necessary or explained.

We have one motion this year and that is to revamp the FSM (Fellowship Service Manual). It contains a lot of information that would be better suited to other documents, some of which need to be created. A shining example is section 10, which contains information and details about the conference, how it works, how we craft motions and other info that does not interest the general membership. This type of info might be better served in a separate conference procedure manual. Also, there are some very lengthy descriptions of committees and their functions. A short description and a note stating where that committee’s page is on the web site would better serve to keep the manual to a serviceable size.

Respectfully submitted,

Leo C, Dave S, the Service Structure Committee

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**Spanish Outreach**

**Members:** Beatriz L/Spain, Doramas D/Spain, Eilyn P/Costa Rica; Vicki C/Spain, Maru R/MN; Linda A/SoCal

**Emails**: We read 758 emails; answering 75 from codependents looking for a meeting and 683 from within CoDA, be that between Spanish Outreach members or between Spanish Outreach and other parts of CoDA.

**Proofreading** of the Spanish translation of the book ***Co-Dependents Anonymous*** was completed and sent to the Board on May 1, 2015. Proofing of the blue line for that book was completed and returned to CoRe on June 30th.

**Spanish CoDA web page**: The CoDA Twelve Step Prayers were translated; Starter materials as well as instructions on how to register and update a meeting were posted; a roster of CoDA Spanish meetings was posted that has prompted folks to contact the committee, to register meetings (e.g., Costa Rica, Guatemala, Dominican Republic, Nicaragua, Peru).

**Cooperation with other CoDA entities**: Spanish Outreach translated the Hospitals and Institution’s ***Manual for Institutional Meetings****.*

**WEBPAGE**: (1) Calendared events as submitted, ranging from the CoDA Mexican Conference and Convention to monthly meeting topics. (2) SPO learned what time zones meetings are actually in and whether or not meetings were active as a result of posting the meeting list. (3) A letter to therapists was developed but has yet to be posted. (4) Committee members discussed how to respond to visitors’ searches on the website by providing directions to relevant CoDA documents or pages on the website.

**Meetings**

11 WebEx Teleconferences: Seven committee meetings as well as meetings with emerging CoDA intergroups and Voting Entities, such as Costa Rica (April) and Guatemala (June 6) as well as a second meeting with CoDA in Chile (June 20), were held.

**Espcoda**, the Spanish CoDA Announcements list, got **9** new subscribers.

**Ecphone**: This quarter, there were 153 calls to the Spanish callback line, 44% of them unanswerable. Spanish Outreach sought and still seeks people to answer the Spanish callback line. In April, Lucia of the Translation Management Committee recorded a new Spanish greeting for that line.

**Website Info Crossover Work Group** – The new database meeting search function is so consistently frustrating that Spanish Outreach resorted to publishing a list of Spanish-language meetings, sorted by location and date. This seems to have elicited responses from areas that had not, hitherto, registered their CoDA meetings (Guatemala, Dominican Republic and Peru). Not all of the correspondence has resulted in actual meeting registrations.

**Preparation for the CoDA Service Conference**

Spanish Outreach submitted four motions:

1. Provide that an exception to the agreement between CoRe and CoDA Inc., insofar as terms (iii) and (iv) of Section 3 of the contract between CoDA, Inc. and CoRe be made, to permit CoRe to make revisions to previously published Spanish translations, as those revisions are provided by Spanish Outreach.
2. Add to the Fellow***ship Service Manual*** that Spanish Outreach is responsible for maintaining the Spanish CoDA web pages.
3. Clarify that the Service Structure Committee shall report to the makers of motions (a) when those motions have been inserted into the record (be that the proceedings of the CoDA Service Conference, the ***Fellowship Service Manual*** or the Bylaws) and, (b) when there is a delay in such insertion, that the originators of the motion be informed of how long it will take for the motion to be appropriately recorded.
4. Increase the Spanish Outreach budget to permit the attendance of one overseas member per year at the CoDA Service Conference, in addition to the Spanish Outreach Chair. This dual attendance of committee members will make the principle of rotation of service and to prepare incoming chairs to carry out the committee’s task and to spread the word about how CoDA governs itself.

A budget was submitted that sought to bring two committee members to each CoDA Service Conference in addition to our annual face to face meeting. That budget was then revised at the request of the Finance Committee that all CoDA entities reduce expenditures by 25 per cent, to omit the face to face meeting.

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**Translation Management Committee (TMC)**

**Members**

Evie S - SoCal - Chair

Darlene H - SoCal - Vice Chair

Crystal Z - Massachusetts

Salle - NorCal

Lucia P - SoCal

Madeline R - Florida

**Board Liaison**

John R

**Report:**

Once again this quarter the TMC members of the 2X2 group participated actively with the Board members in an effort to finalize the Translation and Publication and Distribution procedures. The Translation procedures are basically set, although some refinement will continue to occur. Much effort has been put into the Publication and Distribution procedures and those will hopefully also be basically set within the next month. This has been a very successful joint effort! We have also worked with the Board to develop the structure of how the documents related to both Translation and Publication, both templates, signed paperwork, and translated literature masters, will be stored by SOS, our Association Management Company. All of these procedures will become part of our Policies and Procedures manual.

The Board/Spanish Outreach (SpO)/TMC group disbanded before Libro Azul (the Spanish translation of the CoDA Blue Book) was published. There was discussion about the breadth of SpO’s proofing responsibility; however, TMC is bringing a motion to conference to resolve this question. As this may significantly impact the Translation process in other countries, the motion is intended to clarify the scope of responsibility and solidify the parameters in which SpO is/will be involved in the translation of Spanish literature.

We continue to get requests from additional people interested in translating CoDA literature. The good news is that Translation paperwork was completed with Russia, the Netherlands, Spain, Colombia and Hungary. Publication and Distribution (P&D) paperwork was also completed with Russia. Spain has signed a P&D agreement and it is awaiting Board signature at this time.

We have recently provided three new Spanish translations of CoDA literature to SpO for proofing and eventual publication by CoRe. We continue to await word that electronic versions of translated material will be made available via CoRe in addition to the paper translations currently available.

We welcome any people interested in translating CoDA literature to contact us at tmc@coda.org. We also welcome anyone interested in joining our committee to contact us at the same address.

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**World Connections Committee**

 As Conference looms around the corner, the activity on the World Connections Committee has ramped up tenfold.

**New Members:** We welcome Veridiana R. from Brazil who came on a few months ago, along with Marcela G. from Costa Rica who recently joined the committee.

**World Wide Survey:** The committee spent numerous hours creating a worldwide service survey. Not only an English version was made available, but also, a Spanish one for the first time. Members were invited to respond to the survey questions. Countries-voting entities, intergroups or individual meetings-if no service structures existed, provided their “group conscience” in response. The intent of the survey was to gather information and create a needs assessment for future planning. It was administered online and through emails, increasing accessibility to worldwide members.

Survey links were sent to members on the WCC email data base, as well as, through CoDA Announcements. Unfortunately, there were technical issues with the links on CoDA Announcements.

The survey results from those who were able to respond can be found in the WCC Conference Report Appendix.

**Conference Preparations:**

* **Budget Planning:** Based on the request to cut budgets for next year, the WCC cut the budget by 44%.
* **Digital International Flag Ceremony** was created for Conference and Convention: country flags, as well as, flags for each state of the US where CoDA exists.
* **Country-Voting Entity Reports:** Attending delegates and representatives from country-voting entities are invited to schedule for times to share information about their organization during Conference. Reports can be presented directly at Conference, live through teleconference reports or previously recorded.
* **Convention Workshop:** Coordinating two workshops that focus on: "Supporting Meetings, Growing Intergroups and Building Regional/National Service Structures"
* Host a panel of experienced members
* Allow “Questions & Answers,”
* Listen to Member Concerns, and
* Brainstorm Possible Solutions.
* **International Breakfast Meetings:** WCC will continue to host the Breakfast Meetings at the Conference. Prior to the daily business, all participants are welcome to engage in a variety service topics, one being: “How to Avoid Burnout Doing Service Work?”

Representatives of the WCC are looking forward to participating at Conference.

Respectfully Submitted,

World Connections Committee

Deborah R. - Canada, Estelle G. - South Africa, Florence F. - USA, Geraldine H. –

United Kingdom, Marcela G. - Costa Rica, Meg T.- Zambia, Veridiana R.- Brazil, Yvonne P.- Australia

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