



CoDA Quarterly Service Report

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1st Quarter 2001

www.coda.org

CoDA Board Report

The board met in January in Baltimore, Maryland. As the chair of the board, I'm pleased to report the meeting was productive and most of the time harmonious (we have our moments).

The board set some goals and objectives for the year as part of the budget process. This was to complete some unfinished business from NSC 2000. Following are the goals and objectives established by the board for this year:

Goals:

1. Responding to e-mails in a timely fashion
2. Expense reports being done in a timely fashion
3. Regular liaison communications with committees
4. Trustees will attend regular CoDA meetings

Objectives:

1. Respond to e-mails within 5 days
2. Submit expense report within 30 days of any travel
3. Liaisons will communicate with chairs at least once a month

An improvement to our project tracking is the development of a calendar. This tool helps us to stay on top of important legal duties and filing dates for CoDA, Inc. As you will read in the Treasurer's report, we learned the necessity for passing along important filing dates which need to be submitted so that CoDA, Inc. remains a corporation in good standing in the state of Arizona. Thanks to Judi T for the idea and facilitating the calendar.

The board is pleased to report that the CoDA Fellowship owes **NO** California franchise tax.

The board meets each month via phone conference. If anyone wishes to participate, please go to the CoDA website www.codependents.org for details. We are here to serve the Fellowship and to spread the word to those who still suffer.

The board report I wrote for the last CSR was not submitted in time (my fault) and so I wish to recognize the outstanding job done by the NSC committee in facilitating the event. I also would take this opportunity to thank outgoing board member Mike H. for his service to the Fellowship. Mike was unselfish in the time he gave of himself and we wish him well.

We hope you are doing well and enjoying the fruits of recovery.

Peace and Serenity to you, on behalf of the CoDA board.

Tom L

Chair, CoDA Board of Trustees

CoDA Service Conference Committee

The planning committee for CoDA's 2001 National Service Conference in Montreal has been formed and work has begun! During our first committee conference call we elected two CoDA members to co-chair the committee - Gilles R from Quebec and Annie R from Maryland. The finances and registration will be overseen by Raynald G from Quebec and Sharon R from MD.

Rose from OR is negotiating with hotels in Montreal, and Mary I from NC is continuing to provide her experience and support. We are excited to have several local CoDA members from Maryland and Quebec volunteer to help with the planning committee this year, if you are interested in helping please let us know.

Information on the selected hotel and registration will be available soon - check our CoDA web site for the latest details. Don't miss this wonderful event - start making plans NOW to attend the 2001 NSC in Montreal, September 2001!

CoDA Literature Committee

The National Literature Committee has continued to move forward on its various projects during the second quarter. First, the new NLC Guidelines were completed and approved by a majority group conscience vote. Second, drafting continued on several new literature projects: a revised draft of the CoDA Preamble was sent to the NLC, and it is currently being edited; a revision of the Welcome was also sent for revisions, and editing is currently underway on the second draft; Step Ten of the CoDA Workbook project has been edited once by a subcommittee of the NLC and will soon be sent to the entire NLC for editing. All of the above literature projects are scheduled for final editing at the NLC's first meeting which is tentatively scheduled for April 2001. The In This Moment meditations project has not progressed as quickly as we had hoped it would, but efforts are currently underway to get this important project moving forward again.

Two other projects have also been completed or are underway. First, in an effort to inform the Fellowship about new NLC literature, the NLC has worked with CoRe on a "Literature Blurbs" project. Descriptions of new literature pieces were attached to a brief letter from the NLC to the Fellowship. This project was written and group conscientized by the NLC, and nicely formatted for the NLC by CoRe. CoRe will mail out these blurbs with future literature orders. The NLC is pleased with its new rapport with CoRe and looks forward to working with CoRe on future projects. Second, the NLC is currently exploring a new project, tentatively called the Literature Sampler Project, which may be proposed to the NSC. The basic idea is to send sample packets of new literature to selected meetings; as with the literature blurbs, this project is another effort to inform the Fellowship about new NLC literature. The NLC is currently discussing the feasibility of this project via e-mail.

The NLC is also currently completing three key projects that were approved by the NSC last year. Steps and Traditions Seven, Eight, and Nine from the workbook project have been printed and are now for sale by CoRe. Also, the Communication and Recovery brochure is in the final stages of printing and will soon be available for sale by CoRe. Thirdly, the Poster project is in the final stages of its design work and will also be ready for printing and sale shortly.

Lastly, the NLC Chair would like to extend his sincere appreciation to all those members of the NLC who have worked so diligently on all these projects during the first two quarters. They have truly been trusted servants and have made tremendous efforts for the Fellowship.

Outreach

The Outreach committee was fortunate to have four new volunteers the first day of NSC 2000, two additional ones the last day of conference, and one more in January. Unfortunately, our Jamaica connection had to resign, but we hope that she will be able to return at some later date. With this new blood, we have been experimenting with a different process to answer the info@ e-mail. A couple of years ago, one person answered the e-mail and everybody else did not receive it until it was their turn again. Then the process changed and a few of us would stay on the e-mail list but only one person would answer the e-mail. After the Oct 2000 conference, the past/new chair continued to answer the e-mails through the end of November to allow a "training" period for the new committee members. During this training process, the committee found that sometimes other members had information to answer a question that the responder did not know. The 2000-2001 Outreach committee realized that the group was a valuable asset and thus decided to move to a group conscious process to answer e-mails. One person takes responsibility for answering the e-mail for a month, but we all read it, and if we have additional information we pass it on to the answerer to forward to the person who asked the question. Some messages have required discussion and a group conscious decision, and that has been a very positive and rewarding experience. This has been a lot of fun and a tremendous opportunity to practice recovery and grow. In January, the Outreach Committee sent e-mail to the 2000 National Service Conference attendees asking if they would be willing to have their name, phone number, and/or e-mail address on a list of state contacts on the web. The response has been very positive. We recently had a person from Nevada who volunteered to be a contact for that state, and we will add him and any other volunteers to this list. If your state has a delegate who did not attend conference and who would like to be a contact for your state, send an e-mail to info@codependents.org, or call Karen G. at 979-823-2482 in the evening central time.

To answer the info@ e-mail, the members frequently use the CoDA web page as a resource. Because we use the web page to find information and we answer questions, we see what information people have a hard time finding. We have made several suggestions to the web page group to make the CoDA web site more user friendly (e.g., adding a meeting button icon rather than the text list, marking the button with "US Meeting List," and adding a link for non-US meetings under the US meeting button). From October 1, 2000 through January 31, 2001, we answered 363 info@ e-mails (100 in Oct., 97 in Nov., 74 in Dec., and 92 in Jan). To give you some perspective, here are the e-mail totals for 1999 and 2000: from Jan. 1999 to Sept. 1999 Outreach received 366 e-mails; from Oct. 1999 through Sept. 2000 Outreach received 865 e-mails. In four months, our committee has received almost half of the e-mails received for all of 2000. The 1999-2000 Outreach Committee sent two versions of a mail out in May 2000 to all meetings in the database. One version went to meetings with a contact name and address. The other version went to the facility where the meeting was held because we didn't have any contact information. We estimated copying costs at \$400 and postage at \$760. According to Fellowship Services, the number of meetings listed as of 6/30/00 was 1935. The number of meetings listed as of 7/31/00 was 1532. The number of meetings revised each month from January 2000 through September 2000 is: January=150, February=118, March=189, April=173, May=305, June=374, July=120, August=127, September=181. It is sad to see so many meetings gone, but we think the data indicates that the mail out was effective in updating meeting information. Thanks to Dora, Nora, and Lori for a great job doing the mail outs and coming in under budget!

The 2000-2001 Outreach committee will send a mail out this year to all meetings with last update dates earlier than 1998. The response to last year's mail out to all meetings

indicated that sending the information to the facility had a higher return than sending the mail out to the last known contact, so we plan to send the mail to the facility where the meeting is held. If you receive one of these notices, it means your meeting information in the database is out of date. It is a good idea to check your meeting information on the web periodically to see what is there, and when you send in your 7th Tradition donations to National, fill in the other side of the form and update your meeting information too!

Teens

See ITI

CoDA Convention Committee

No Report

Service Structure Committee

No Report

Website Report

The Web Team has been busy with a few enhancements to the site.

We have changed the button to select the "meeting list" to look more like a button in an attempt to aid new users to the site find the list search engine.

We have also been working closely with the Outreach Committee to help resolve the problem of users not being able to connect to the meeting list search engine. The majority of the time, the user has a problem at their end or it is a momentary down time of the server. For the most part the new Internet service provider we are using has greatly improved. We have to remember it is only a machine. The Outreach Committee does a great job of answering the info@codependents.org e-mail, thank you to all who give of their time to perform this daily task.

We have approval from the board to go forward with the redesign of the "update a meeting page". This new page will be an interactive page that will require mandatory fields to be filled in, or prompt the user to do so before allowing it to be sent. Once the page is completed it will be sent directly to the person who is in charge of updating the database directly on the website. This will be a much smoother transaction for the user, and the database will have all the required information in one transaction.

The calendar of events page could sure use some input, please send all your activities announcements to webinfo@codependents.org.

We are also linking to communities who have their own websites, so IF your community has one, please read the guidelines and submit for approval to link to your site. This is a great way to "carry the message".

Coming shortly to the website will be:

Announcement for NSC2001 with all the location information

Literature committee announcement of the new articles NOW for sale by CoRe.

Copyright release form

Updated FSM (Fellowship Service Manual), after March SSC face to face meeting.

Let us hear from you what you see needs improvement OT let us hear from you how we can make this website serve the fellowship better.

Respectfully submitted,

Annie R. Website Project

Finance Committee

No Report

Co-Nnections

Co-Nnections has added 4 new articles for a total of 8.

We can use more sharing. The only way to make Co-Nnections a success is to submit articles.

Co-Nnections® is the on-line newsletter of Co-dependents Anonymous bringing original stories, poems, and cartoons from CoDA members about their journeys through recovery.

We have also made a change in the amount of articles kept on the web site. All 4 years of the "Co-Nnections On-Line" can now be viewed.

Hospitals & Institutions (H & I) Report

See ITI

Online Support Committee

No Report

CoRe

CoRe (CoDA Publishing Resource, Inc.) voice mail: 214.340.1777
PO Box 670861 Dallas TX 75367-0861 fax: 214.340.6066
E-mail corelit@aol.com

CoRe now has the items available for sale that were approved at NSC in October. These items have been added to the 2001 CoDA materials order form that may be printed or viewed from the CoDA web site www.codependents.org. CoRe also will mail an order form upon request. The new and/or updated items are:

The Twelve Step & Twelve Tradition Workbook, Steps 7, 8, & 9

Co-Nnections, On-line 2000

Communications and Recovery Pamphlet

Audio Tape: Charles C. -Relationships & Intimacy/ Sherill S. -Women's Issues

CoDA Service Manual with updated NSC 2000 changes 15 year Bronze Medallion

NLC (National Literature Committee) has written a short explanation of several CoDA literature items. This "description page" will be included with the order form that is enclosed with all shipped orders. CoRe also includes a CoDA meeting registration and update form with all orders.

CoRe ended year 2000 with CoDA literature/material sales of \$75,000 and CoDA Book sales of \$56,000. CoRe pays royalties of 40% to CoDA on all literature/material sales. CoDA also receives from Core, CoDA Book monies, less processing/distribution costs. CoRe initiated another 10k printing of The CoDA Book in October. The shipment was received in Dec. The last 10,000 book order was received March 1999. CoDA Book (softcover) sales are still good. CoRe also has a small inventory of the hardcover CoDA Book, Collector's Edition, printed July 1995.

CoRe continues to serve the CoDA Fellowship as we process your CoDA literature and CoDA Book orders. The Dallas order-processing office transmits orders one a week to the Georgia distribution center, where orders are shipped one or two days a week, depending on order volume. Following the "Ordering Guidelines" on the CoDA order form will greatly assist CoRe in processing your orders.

Your CoRe Officers in service,

Gene Dorman, President
Linda Peek, Vice President
Roy Locke, Secretary

Issue Mediation Committee (ITI)

No Report

Fellowship Services

No Report

Ad Hoc Committee

No Report

Secretary's Report

In looking over the NSC Motions a few items were found to be in error. A few things were done for general housekeeping. The following corrections were made to the database.

Removed Vote from Action and FYI Items (non-motion items) - These items did not have a vote count; they were inadvertently marked in the vote category. I.E. Item NSC00007 CBR Report marked 2/3 Vote.

Changed Classification. – Some Motions were marked as ACTION items, changed to MOTION where it was obviously a Motion and a vote had been taken.

Added classification to the VOTE category where a vote was taken and the category was not listed (Unanimous, 2/3 Vote, etc.)

Specific Motions that were changed:

NSC00036 - Move that NSC accept the \$2000 donation to the 2000 convention by a couple with understanding that gift be allotted as a gift of \$1000 from each individual. Did not have the vote recorded. By listening to the tapes it was the consensus of the NSC that a motion was not needed and it was not voted on. - The Motion has been marked as withdrawn.

NSC00044 - Need to fill out application to run for office. Was labeled as a Motion. After listening to the tapes it was determined that a motion was not made. - The item was changed to an FYI.

NSC00098 - Move to accept minutes for the afternoon session 10/14/00 as reported and amended. Listening to the tapes, a vote was not taken. The vote was assumed since there were no other changes made. - The Board took it as unfinished business and voted unanimously to accept the motion.

Treasurers Report

I am happy to report that the California Tax Levy against CoDA has been settled in our favor. CoDA owes California no money regarding the Sales Tax assessment for materials sold in California. California lost the first submission and the papers had to be resubmitted is part of the reason it has taken until now to get it resolved.

I have had queries from several CoDA meetings in California that are being required to submit sales tax on the CoDA materials they sell. Unfortunately the decision concerning CoDA National does not help the local meetings currently reselling CoDA materials in California that are being assessed a sales tax. Currently the only known way to legally avoid the California Sales tax is to register as a Non-profit corporation. If anyone has experience or knowledge in not having to pay California Sales taxes please Email the CoDA Treasurer at coda.usa.board@usa.net.

I am not so happy to report that CoDA is not a corporation in Good Standing in the State of Arizona. I discovered this when I attempted to change financial institutions. The new institution would not accept funds for deposit from CoDA because CoDA was not in Good Standing in the State of Incorporation. I have investigated and the problem is last year's (1999-2000) filing was received but not accepted because the prior two years (1997-1998, 1998-1999) were incorrect. The corrected forms and \$28.00 penalty are being submitted. I expect CoDA to be a Corporation in Good Standing with the State of Arizona by the time you read this.

The Income Statement is a preliminary for the year 2000.

Recover Writers in Action (CoDA Book)

"Recovery Writers In Action" has a new member, Nancy J. from Northeastern Pennsylvania, near the Pocono Mountains. Welcome aboard Nancy!

RWIA is gathering submissions that directly address the "How It Works" part of recovery - the "tools" we use in our daily life. RWIA is asking for contributions from the Fellowship sharing their "recovery in action" experiences. The submissions will become a "recovery in action" companion text to the CoDA Book. Suggested topics for chapters include "A Step By Step Guide To Practice Healthy And Loving Relationships," "How And Why I Sabotage My Recovery," "How Sponsorship Works," "How Service Accelerates Recovery" and "How To Set Boundaries." The Fellowship is invited to submit their experience, strength and hope on what works for them.