



## CoDA Quarterly Service Report

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2<sup>nd</sup> Quarter 2002

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

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### CoDA Board Report

Dear Members of the Fellowship,

As of May 24th, the CoDA Board has received no by-law amendments for this year's National Service Conference. We received one state issue so far, from Texas. It asks:

Texas CoDA acknowledges and appreciates the Newcomers Handbook, but we noticed the last revision was August 1998. Therefore, Texas CoDA requests the National Literature Committee review the Newcomers Handbook and determine if it needs revision.

The Board has authorized the purchase the domain name CoDA.org.

This domain name became available recently, and we felt this would be a good thing for Co-Dependents Anonymous to acquire at a modest cost. The sale is incomplete as of this date; we'll keep you posted.

The Board approved a link from our national website, [www.codependents.org](http://www.codependents.org) to New York City's site, [www.codanyc.org](http://www.codanyc.org)

The Board approved SSC's text about Tax/Employee Identification Numbers for inclusion in the Service Manual. This SSC information is in direct response to 2001 National Service Committee motion 01018

The Board approved increasing the number of Gopher Express pick ups at the Phoenix Post Office from two the three times weekly. We hope this will speed up processing of snail mail and smooth the workflow for the Fellowship Services contractor.

CoDA's phone answering service, which responds to calls to the CoDA phone number in the 602 area code, went bankrupt. Only when that service was taken over by another company did we discover that the old company had been under-billing clients; they hadn't been billing for operator time. Many calls are referred to our website, so calls are brief. Nonetheless, we expect our costs for the phone answering service to increase substantially. We had been paying \$220 monthly; costs may double or triple. We are monitoring the situation and comparing prices with other companies.

We look forward to seeing you, and serving with you, at our National Service Conference in September. We hope every state will be represented.

In Service,  
The CoDA Board of Trustees

Contact the CoDA Board of Trustees at:

[coda.usa.board@usa.net](mailto:coda.usa.board@usa.net)

Chair	Judi T.	(term expires Fall 2003)
Vice-Chair	Rosemary D.	(term expires Fall 2002)
Treasurer	Curtis F.	(term expires Fall 2002)
Secretary	Sheila H.	
Trustee	Tom L.	(term expires Fall 2002; eligible to run for a full term)

### **CoDA Service Conference Committee**

Attendees: Annie R, Chairperson, Laurel H, Treasurer, Lisa K, member, Gary R member, George R. Chairperson MD/DE assembly.

The following items were discussed. Since the board met shortly after this I have included the feedback within each topic where applicable.

The committee discussed the following:

- 1- Facilitator, several people were discussed and a group conscience was taken and it was decided that David Lewellan would be asked since he has had experience in this before and he was to have been the facilitator last year in Montreal before the tragic event. Several other names were mentioned to be a backup should David not be able to do this. Annie was to notify the board to approve David or not, and to write David for an answer. **UPDATE** - David has been approved by the board and has accepted the offer, he has to check schedule at work and commit within a week he said. Annie will ask David for travel cost estimate when he accepts, so this can be added to the budget. Lisa K. from MD will act as the second facilitator to relieve David and also to add a softer side to following the rules. Lisa has a few props to make it a fun way to break up and tension that may arise. Lisa will also be watching the time for reports and such.
- 2- Finalize Meal Menus - Annie is to contact the hotel and get new menus as they were going to change since we were first there. **UPDATE**- Annie has called and received a fax of the menus and will take them to the MD/DE Assembly meeting Sunday for the committee to make selections.
- 3- Entertainment - It was discussed the idea of speaker and or a skit. It was decided to do a skit dealing with CoDA issues. Annie read a quick "Who's in your theater of life" she had received in e-mail and the group agreed it could be expanded to a skit for Saturday evening after diner. Lisa is also going to ask Dan to come and play some background music. Lisa is going to expand the concept and suggest props. Committee elected to not have a speaker as we will have been talking and talked to all week, decided to end the conference on a note of fun time.
- 4- Copy and mailing of materials - Annie is to ask the board if one mailing would be ok a great deal of time was spent last year on mailing, and very little new items really did get sent. Few committees had any reports to send out. Annie is to ask the board for approval. **UPDATE** - Board suggested a few items be sent with CSR and then a large mailing on Aug 10. Annie is getting clarification on this from Rosemary.
- 5- Decorations: Since the room is very attractive as it is we decided to only have center pieces for the banquet night for each table. Ideas were talked about and decided to go with a "Eastern Shore Line" theme. Group will make a mirror with Sea gull on pilings and sand and seashells and boats and such. Lisa will also ask Howard what types of CoDA posters he has stored from MD/DE workshop days that could be displayed around the room. **UPDATE** - Annie was at the beach and located some items and will take to Laurels.

6- Database person: It was decided to ask Rick M. if he would enter the data into the database. **UPDATE** - Rick has declined the offer.

7- Roommate Assistance - Group discussed doing this by means of the website and Annie will ask the board for approval. **UPDATE** - Was approved to go forward, Gary has submitted suggestions and is making a page to post. Group will approve it.

8- Group decided to ask as an agenda item for MD/DE Assembly meeting forthcoming, to ask for funds to be provided to pay for MD/DE officers to attend the Saturday night banquet to encourage participation and exposure to National and as a reward for giving of their time and service.

The committee is currently reviewing a request from Outreach Committee chair to prepare a format to hold a workshop on "Group Conscience Process". Talk is currently under way to allow time for such a workshop during the NSC2002 conference.

Respectfully submitted:

Ann R. NSC 2002 Chairperson

### **Submit State Issues to National Service Conference 2002 (NSC)**

Have you ever wondered how the agenda for CoDA's annual Service Conference is created? Some parts of the agenda are reports, from the Board of Trustees, from CoRe, and from national committees. But did you know that states can submit items, as well? The process for doing so is to hold a group conscience meeting at the state level, where representatives consider their region's wants and needs. It is up to each state to decide how to structure that meeting, and how to determine how to conduct a group conscience meeting that represents the needs of their local Fellowship. It is not necessary for a state to send delegates to the Service Conference in order to submit issues.

In the past, issues have included requests to develop literature on certain topics, requests for more up to date meeting information through the National website, requests to support Step work and recovery in general at the meeting level, and requests for information about various issues that seemed unclear. In each case, the issue is forwarded to the appropriate committee or board, and the committee or board may bring the issue to the Conference floor at the proper time. This way, concerns and questions from the Fellowship can be addressed by the National Service Conference.

In order for Delegates to have time to reflect on the state issues before Conference begins, states should aim to **submit them by July 9th**. This will allow distribution to registered Delegates in their information packets, which will be mailed in August. It is possible to send issues right up until the start of Conference, but sending them earlier gives everyone more time to thoughtfully consider them.

To send in issues, **mail them to the CoDA Board, PO Box 33577 Phoenix, AZ 85067-3577**

Be sure to include your return mailing information, to allow a response by mail. If you are also updating state contact information, please let us know that, too, so we can correct our records.

In Service,  
The CoDA Board

### **CoDA Literature Committee**

The National Literature Committee has no major updates to report for this quarter since we haven't met this year. The only major effort we did complete was the final editing and revisions to Steps and Traditions 10, 11, and 12 of the Twelve Steps and Traditions

Workbook. These edits were completed earlier in the year, and the final section was sent to the printer and is available for purchase by members of the Fellowship.

The NLC is also currently planning its first major meeting of the year which will be held in California from July 18-2 and will be kindly hosted by Anita F. At this meeting, the NLC will begin work on a number of projects, both new and old.

First, the NLC will re-format the final draft of the Experiences in Crosstalk piece that was approved at Conference last year. The committee hopes to make the overall format of the piece look as professional as possible. The NLC had begun preparing this piece for the printer earlier this year but the group conscience was to revamp the organizational format somewhat with a view to improving its general appearance.

Second, after completing the final edits to the Crosstalk material, the NLC will then work on completing its Blurbs project for the CoDA website. While the NLC has already written several descriptions of some of our CoDA literature, it wants to complete descriptions of all our major publications for the website.

Third, while the In This Moment Meditation book was not one of our proposed major projects for this year, Kay M. kindly agreed to continue shepherding this effort forward this year. Kay has been busy answering questions from members of the Fellowship concerning the ITM guidelines etc., and she will briefly report on any new developments and/or recommendations for this project that the NLC needs to take under consideration. Lastly, the NLC will begin work on its major project for this year, namely, an expanded version of the now completed Twelve Steps and Twelve Traditions Workbook that was approved in its entirety by conference last year. At its upcoming meeting in July, the NLC will devote a majority of its time compiling the current materials into one complete workbook that may include additional sections such as personal stories from members of the Fellowship sharing their experience, strength, and hope about working the Steps and an expanded workbook section to encourage more use of the workbook in meetings and CoDA workshops.

Yours in service,

Anthony Hughes, Chair, NLC

### **Outreach Committee Report**

The mail out was delayed because of issues that arose around tracking the results. These have been worked out, and we are preparing labels and documents to send out to the volunteers for mailing. A survey will be included. You can fill out the survey by taking a group conscience, sending in one form (please include your group number) or the group can make copies and individuals can return the survey. A single page flyer will be sent to the facility address for any meeting with an update date older than 2000.

The National Conference approved a state contact list for the web to help connect people interested in starting a meeting. It has proven useful for networking as well. Only 15 states and the District of Columbia do not have someone listed. If you would be interested in being a contact for your state, please send an e-mail to [coda.usa.nsc.outreach@usa.net](mailto:coda.usa.nsc.outreach@usa.net).

The total number of e-mails received from 10/01 to 4/02 is 862. The total number of e-mails received for the same time period last year was 669, including spam and virus e-mails. If the current numbers continue, we will receive 1477 e-mails by the end of September. We had an increase in virus and spam e-mails (96) in April, which almost doubled the total number of e-mails received (209 vs. 113). If we don't include the spam and virus e-mails (194) to date, the number drops to 668. We track spam and virus e-

mails because they do require time and effort to deal with, and it gives an idea about trends; i.e., there was more than twice as much as last year (72) and it continues to rise. The total number of e-mails requesting information on meetings was 286, which is 43% of the total e-mails (not including virus and spam). This is a significant drop from last year, which was 53% (not including virus and spam).

We continue to see more e-mails asking for help with a problem or issue. We usually direct the person to the Service Manual for assistance or try to connect them with the appropriate person.

A partial breakdown of the 862 e-mails received for the 2001-2002 year includes:

Meeting information	286	
Meetings in other countries		38
Meeting info		175
Can't access search engine		15.5
Question about info on web		22
Online meeting/chat room		21.5
Sending in meeting updates		14
Asking for information for research/article	10	
Asking about retreats/workshops	7.5	
Asking for retreat centers	5	
Clarification on issue/problem	35	
Literature questions (some sent to CoRe)	28.5	
Looking for a specific person/group	12.5	
Someone wanting help/information	34	
Requests for information on starting a meeting	29	
State Contact List	14	
Thank you's	80.5	
Volunteers	33	

Below is a table which contains the number of e-mails received by month from [info@codpendents.org](mailto:info@codpendents.org) for 1/99 through 4/02.

	1/99-9/99	10/99-9/00	10/00-9/01	10/01-9/02
Oct		31	136	100
Nov		103	97	113
Dec		86	74	83
Jan	13	102	92	110

Feb	20	52	81	115
March	39	71	99	132
April	35	50	90	209
May	38	61	91	
June	39	51	141	
Jul	102	1*	174	
Aug	92	94	170	
Sept	98	166	99	

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<b>Total</b>	<b>476</b>	<b>868</b>	<b>1344</b>	<b>862</b>
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\*Internet provider changed and only first person on list was receiving messages. The first person on the list was not the person answering the e-mail.

### **Teens**

See ITI

### **CoDA Convention Committee**

No Report

### **Service Structure Committee**

### **Website Report**

No Report

### **Website Task Force**

No Report

### **Finance Committee**

No Report

### **Co-Nnections**

Co-NNections has had quite a few articles in the last quarter primarily due to one prolific writer. Thank you, Brenneman T.

Co-NNections received 2 articles from other members of the Fellowship today so by the time this makes it out in the CSR they will have been reviewed by the committee and posted on the web site.

### **Hospitals & Institutions (H & I) Report**

See ITI

## **Online Support Committee**

No Report

## **CoRe**

No Report

## **Issue Mediation Committee (ITI)**

Northeast Ohio CoDA Community requested the Issues Mediation Committee (IMC), part of the ITI Committee, reconsider the issue that was sent to the 2001 National Service Conference to change the way the committee processes an issue and to limit arbitration to only three members of the committee. The committee has again declined to accept this motion to change the way the IMC processes an issue.

The ITI Committee has received two requests from Karen of the Outreach Committee regarding people who want to work with the Hospital and Institutions area of the Committee. Each request was regarding CoDA in Prisons. These two E-mails have been passed on to Bob C. for H & I.

We will be putting a request on the CoDA web site asking people to volunteer to work with H & I CoDA and also CoDA Teens. We welcome any suggestions that might help make these two areas of CoDA National grow and become a more integral part of the CoDA organization.

Ramona P., ITI Committee Chair

## **Fellowship Services**

APRIL 1st thru JUNE 30th

	<u>April</u>	<u>May</u>	<u>June</u>	<u>TOTALS</u>
Contract Worker Hours Worked:				
Hours	33.75	28.75	35.5	98
Paid	\$ 556.88	\$ 474.38	\$ 585.76:	\$1,617.02

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
Mailing Costs	\$ 99.60	\$ 94.80	\$ 0.00	\$194.40
Office Supplies	75.36	0.00	0.00	75.36
Copy Costs	50.00	71.84	136.30	258.14
Total Operating Expenses	\$ 224.96	\$ 166.64	\$ 136.30	\$527.90

(PLEASE NOTE: Increase in copy costs is due to the fact that I now have to mail out a CoDA Meeting Starter Packet and a Fellowship Service Manual with each New Meeting Registration)

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
7th Tradition Deposits	\$ 0.00	\$796.44	\$2,845.05	\$3,641.49

REPORT ON MAIL DISTRIBUTION From APRIL thru JUNE, 2002

GENERAL

CORRESPONDENCE

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
CoDA Information Inquiries	7	4	5	16
Local Meeting Inquiries	2	6	4	12
Miscellaneous Letters	0	4	0	4
New Meeting Inquiries/Starter Pkt Requests	0	0	0	0
Requests for Order Form	1	0	1	2
Co-NNECTIONS Sub Responses	0	0	0	0
TOTAL FOR CORRESPONDENCE:				34

7TH TRADITION DONATION ACKNOWLEDGEMENTS

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
7th Tradition Acknowledgements	23	26	30	79
Donations/No Acknowledgements Sent	1	3	1	5
TOTAL 7TH TRADITION ACKNOWLEDGEMENTS:				84

TOTAL PIECES OF CORRESPONDENCE SENT OUT: 118

MAIL DISTRIBUTION

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
CoRE/Literature Orders	1	1	0	2
CoRE/Medals Returned	0	1	0	1
CoRE/Co-NNECTIONS Submissions	0	1	0	1
Meeting Directory Updates	57	67	144	268
Register New Meetings	8	7	8	23
W.S.O./CoDA Info/Meeting Info	0	4	0	4
W.S.O./Start a New Meeting Info	0	0	2	2
Bills/Doc sent to Treasurer/Bookkeeper	7	4	9	20

Ads/Catalogues	4	8	11	23
Corresp. sent to other Trustees	9	4	9	22
Corresp. sent to other CoDA Members	0	22	2	24
Incarcerated Letters sent to CoRe	3	8	7	18
Returned Mail/Wrong address etc.	1	0	1	2
Mail Forwarded by Gopher/Not Ours	5	1	1	7
Miscellaneous – CoDA Related	0	1	0	1
Miscellaneous – NOT CoDA Related	4	9	0	13
InterGroup Newsletters Received	4	0	0	4
CoDA CSR Response Forms	0	0	1	1
State Delegate/Alternate Registrations	0	1	0	1

APPROXIMATE TOTAL PIECES OF MAIL : 437

APPROXIMATE TOTAL PIECES OF MAIL HANDLED: 555

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 PACKAGES WERE RECEIVED FROM GOPHER/P.O. BOX in ARIZONA on:

APRIL: 04/03(15 Pieces); 04/04(8); 04/10 (7 Packages – 90 pieces)  
 (12);04/11(11); 04/18(27); 04/23(9); 04/25(8)  
 MAY: 05/01(6 Pieces); 05/02 (7); 05/08 (24); 05/10 (9); (9 Packages – 102 pieces)  
 05/13 (11); 05/15 (7); 05/17(10); 05/22(10);  
 05/23 (18)  
 JUNE: 06/03(17 Pieces); 06/05 (5); 06/06 (9); 06/11 (12 Packages – 94 pieces)  
 (13); 06/12 (9); 06/14 (7); 06/17 (7); 06/19 (6);  
 06/21 (5); 06/24 (6); 06/26 (5); 06/28 (5)

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 EMail correspondence was as follows (it does include meeting updates, etc.):

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
EEmail Received	70	68	88	226
EEmail Sent	37	32	52	121
TOTAL EMAIL:				347

### Ad Hoc Committee

No Report

### Important Deadlines

#### **July 30<sup>th</sup>: Materials For NSC Mailing:**

All committee-approved items to be mailed out to Delegates before the National Service Conference must be received by Anne Register by **July 30<sup>th</sup>** at the latest. Her address is 21 Diane Drive, Lothian, MD 20711

**July 9<sup>th</sup>: By Law Amendments**

Proposed amendments to CoDA by-laws must be submitted to the secretary of the Board at least 75 days prior to Conference. (This is a requirement contained in national by-laws.)

The secretary of CODA must receive proposals for by-law amendments by **July 9<sup>th</sup>** in order to be considered at the 2002 National Service Conference. Send to:  
Board Secretary Box 33577 Phoenix, AZ 85067-3577