



## CoDA Quarterly Service Report

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4<sup>th</sup> Quarter 2002

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

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### CoDA Board Report

Dear CoDA Members,

The 2002 National Service Conference (NSC) elected Sheila H. of Massachusetts, Karen G. of Texas, and Evie S. of California to three-year terms on the Board of Trustees of Co-Dependents Anonymous, Inc. Judi T. of Massachusetts continues to serve the last year of a three-year term.

Since the CoDA by-laws require "not less than five" trustees, the first order of business for the new Board was to select a fifth trustee. The Board elected David L. of Texas to serve until the 2003 NSC.

Our new officers are:

Chair:	Judi T
Vice Chair:	Karen G
Treasurer:	Evie S
Recording (Corporate) Secretary:	David L
Records Secretary:	Sheila H

Each trustee on the Board serves as a liaison to various national committees, states, and U.S. Territories. As liaisons, we serve as communications links between committees, the Board and the Fellowship. The new liaison assignments appear in this issue of the Quarterly Service Report

At the National Service Conference, the Board assigned "state issues" to committees and the CoDA and CoRe Boards. The Board provided responses to three issues, which were submitted by North Carolina, Virginia and Maryland/Delaware. Our responses appear in this Quarterly Service Report.

At the 2002 NSC, a non-binding vote directed the CoDA Board to grant a license to CoDependents Recovery Society (CDRS) of Canada to print and distribute CoDA, Inc literature. (Vote: 14 in favor, 12 opposed, 2 abstentions) The Board discussed this during its November teleconference. We are working on a document to enter into discussions with CDRS.

We offer thanks and gratitude to Curtis F. and Rosemary D., trusted servants whose terms as trustees ended at the 2002 NSC.

In Grateful Service,

The CoDA Board of Trustees

You can write to us via email at:

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

Or send postal mail to:  
P.O. Box 33577  
Phoenix, AZ 85067  
Att: Board of Trustees

## **CoDA Board Responses to 2002 State Issues**

### **VA Issue Re: CoDA web site (team)**

*"We request that a committee be formed for maintaining the CoDA Web Site. Currently, the web site is maintained by a web team (3 people) directed by the CoDA Board of Trustees. Forming a Web Site Committee will allow for a greater group conscience for decisions made about the web site."*

### **CoDA Board Response:**

The Board believes that we have addressed the issue of a "greater group conscience for decisions made about the website."

Upon receiving input from Outreach and other members, we addressed making the website more user-friendly and accessible. The Board sought and received input from members with various interests and experience. This group included members who serve, or have served, on Outreach Comm., National Literature Comm., Service Structure Comm., the web team and the CoDA and CoRe Boards.

The CoDA Board took care to provide wide participation for a "greater group conscience for decisions." We are pleased with the progress made and are grateful to all trusted servants who carry the message of recovery through our website.

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

### **MD/DE Re: World Service, Part 5**

*"Determine if CODA wants to fund the transcribing of non-C oDA approved literature?"*

### **CoDA Board response:**

The CoDA Board assigned this state issue to the National Literature Committee. The Board also affirms support for Tradition Six: "A CoDA group ought never endorse, finance, or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim."

### **NORTH CAROLINA STATE ISSUE Re: literature/CoRe**

*North Carolina requests that all literature that is published through CoRe continue to come through the National Literature Committee group conscience process, and then through the National Service Conference group conscience.*

We want to support the existing process, and want to express concern over what we have heard is an attempt to bypass our structure. We acknowledge our desire to have lots of new literature, but also recognize it takes time to keep literature in alignment with CoDA Traditions, Steps and Service Concepts.

### **CoDA Board response:**

The CoDA/CoRe contract, dated May 1996, specifically states that:

*"CoRe Inc.'s business activity will be limited exclusively to publishing and distributing CoDA Conference approved products..."*

*"CoRe Inc. shall not own, sell, market, publish or distribute any literature, products or materials other than CoDA Conference approved literature, products or materials...."*

The CoDA Board supports continuing the process by which literature is written and edited by the NLC for Conference approval.

## **CoDA Service Conference Committee**

The NSC 2002 Committee has wrapped up the finals on the National Service Conference and these reports are available on the website:

[http://www.codependents.org/nsc2002/NSC\\_2002\\_Documentation.htm](http://www.codependents.org/nsc2002/NSC_2002_Documentation.htm)

The website team has created a page for the NSC 2002 Conference to link to committee reports, motions, and FYIs. If your committee has not sent your report in electronic format to the website team, please do so ASAP so it will be posted for the Fellowship to review.

The returned NSC 2002 Conference evaluation forms have been reviewed and a summation of the Conference is also available from In reviewing the Conference evaluation forms returned by attendees, the following insights were gained for the next Conference: [http://www.codependents.org/nsc2002/nsc\\_survey\\_2002.htm](http://www.codependents.org/nsc2002/nsc_survey_2002.htm)

1 - While the copier needs to be located in the same room as the Delegates, it needs to be quieter and perhaps located farther back in the room. (The original plan was for the conference to have the entire ballroom, but the hotel did not relay the exact location to the committee, so we thought we had it located farther to the rear of the room).

2 - Cost of meals was too high for what we received; the contract was to purchase meals in lieu of paying for the ballroom. In hindsight, it would have been best for the National organization to pay for room rental and let delegates select where to eat lunch so they could set their own costs accordingly.

**We are now asking for a community to come forth to sponsor NSC 2003. Several Delegates came forward and said they would check back once they returned home**, so please notify the NSC 2002 committee at [aregist@erols.com](mailto:aregist@erols.com) if you will accept this responsibility. I'll repeat that the NSC 2002 committee has prepared all items in electronic format to facilitate doing the next one, and we are available to provide any assistance you would require. A deadline date of January 10, 2003 was established with the Board as the deadline to commit. This deadline is required, as it will become the current Board's responsibility to make arrangements and time will be important to secure a location. If your community is prepared to host any future NSC Conference, (e.g., 2004, 2005, etc.) please make your proposal available to the NSC 2002 Committee. Let's work together to get this going within the committee and not force the Board to have this added responsibility; they have a full plate as it is. Please, it really is a fun experience and a good learning tool to putting on a local conference that could earn monies for your community or inter group (money that could help send your delegate to the Conference).

Maryland enjoyed hosting this National Service Conference and was very proud of all the nice comments we received in the evaluations and voiced by most attendees.

In Service,

NSC 2002 Conference Committee

Respectfully submitted by Ann R.

## **CoDA Literature Committee**

Greetings from the NLC! We want to welcome all the new members of the NLC: Becky D.(Texas), Janet C.(MA), Joanna H.(AZ), Laurel H.(MD), Mario C. (NH), Sharon R (NY), and Evie S. (CA) is liaison from the Board! And thanks also to our returning members: Anita F. (CA), Judi T., (MA), Kay B. (FL), Roger P. (NV), and Tony H. (NY).

We are off to an exciting year for the NLC. Already hot off the presses is our latest publication "Experiences in Crosstalk." And to follow by mid-2003, will be the completed "Twelve Steps and Twelve Traditions CoDA Workbook" which has been expanded to include journal pages for each Step & Tradition in one bound cover. Meanwhile members can still obtain the Steps and Traditions in sections. Our work continues on the "In This Moment Meditations" (ITMs). We seem to have gathered momentum under our able project leader Kay B. and our new members have already written one or more meditations. We also like to thank our new project leaders for volunteering to be responsible for the following state issues: No. Carolina State Issue - Laurel H., thank you Laurel, Texas - request for revision recommendations of the Newcomers Handbook-Sharon R & Becky D Thank you Sharon & Becky. The NLC will also work on addressing the MD/DE issue to "Determine if CoDA wants to fund translation of non-CoDA literature." This issue was given to several committees, including the NLC. We are to consider the Traditions and former legal agreements regarding this issue. We also are currently working on "Common Threads of Codependency" under the project leadership of Janet C., thank you Janet! All members have received copies of this new piece of literature in order to begin the group conscience process. Also per the vote of the National Service Conference, the NLC will be receiving whatever literary work has been done by Recovery Writers In Action (RWIA) to review, as this committee is no longer active. Thanks, Joanna H. for heading this project; all your work is very much appreciated! Many thanks to all of our members for their continued work and support. Your Trusted Servant,  
Jane H.  
NLC Chair

### **Outreach Committee Report**

Goals for the Outreach Committee for 2003:

1. Verify and update meeting information:

The committee members would like to distribute copies of the returned 2002 mailout flyer addresses to state delegates who attended NSC to verify meeting information. We also are utilizing the committee members for this follow up work.

Use the updated meeting list as a basis to contact all meetings by phone to improve communications throughout CoDA and to update meeting information as required.

Caitlin and Steve are heading this project. Provision has been made for contract worker(s) in our budget to assist in telephoning.

Summary

The Outreach Committee agreed to work toward solving the problem of updating outdated meetings for CoDA. The bulk of the current meetings in the database have an update date of 2000 or 2001. In two years, we have updated or eliminated all meetings with dates from 1994 through 1997. The oldest meeting date in the database is currently 1998. After the mailout in 2002, the oldest date will be 2000. We realize some meetings are removed that may still be active with this method, but we are finding that this creates incentive to contact us when they discover they are no longer on the meeting search engine.

If anyone has any suggestions about what information should go in the 2003 mailout, please let the Outreach Committee know. Possible topics: (a) info on updating meetings,

(b) web address, (c) information on new Service Manual and web address, and (d) new literature.

Thanks to all of you who have answered our requests for information.

Respectfully submitted,

Outreach Committee (Nanci, Dan, Erin, Fred, Allan, Judith, Caitlin, Steve, and Donna)

## **Teens**

I reported at last year we had a volunteer to take the lead supporting CoDA Teen and how excited I was that someone was willing to take charge of that portion of the ITI Committee. I don't know what happened, I never heard from her again after we left the conference. I E-mailed and wrote but never received a response. My E-mail was flagged as undeliverable but the letter was not returned.

This year we have three people, Catlin, Dori and Geri, who want to work with CoDA Teens. I have been in contact by E-mail with two more people that have expressed an interest in working with CoDA Teens. This pleases me because this part of CoDA has received very little support from CoDA National and the Fellowship in recent years. There is a real need in the teen community for a good support system.

Remember last year, when we asked for help in re-writing the CoDA Teen pamphlets and reviewing the starter pack for CoDA Teens, maybe even re-writing or modernizing them both? Well, this didn't happen last year; I am hopeful this will occur before the 2003 NSC. I told CoRe at the recent NSC we will re-write the CoDA Teen information to make it more current with today's teenagers and their frame of reference. I am not a writer and it has been a long time since I had teenagers, so don't leave me hanging out on this limb. Let's work together and get this done before the next conference.

## **CoDA Convention Committee**

No Report

## **Service Structure Committee**

National Service Conference (NSC) was busy but we got a lot done in a short time.

**1)** NSC approved our proposed changes to the Starter Packet and the CoDA Fellowship Service Manual (FSM), including rearranging some sections for better flow, getting all of the current Starter Packet material into the FSM (such as the Forms section), added Commonly Asked Questions concerning opening a bank account and getting a tax ID Number, differentiated committees from Board over-seen functions, and changed the CoDA Service Report (formerly CSR) to the CoDA Quarterly Service Report (now QSR) because the abbreviation CSR was already used for Community Service Representative.

**2)** Our suggested revisions to the FAQ page on the web site were approved by the NSC. The FAQ now has updated information and links to further helpful information on the web site.

**3)** I'm also very happy to announce that all the changes to the Starter Packet and the FSM, as well as the bylaws change from NSC and the revised FAQ are all COMPLETED and ON THE WEB SITE. Copies of the current Starter Packet and FSM have also been forwarded to CoRe and to the Board including a copy for Fellowship Services, so everybody should be able to get a current copy of everything, and it's not even Christmas yet.

4) The last item we completed at NSC was the creation and election of an ad hoc committee to study and clarify the relationship between CoDA Inc and CoDA-WS. We believe that the Twelve Traditions are our best guide to working together as a group, and that a committee of thoughtful, recovering people working to remain open to Higher Power's will for us can address the many questions that have come up concerning this relationship. Seven people were elected. We wish them the best.

5) We welcomed five new members to the Service Structure Committee this year. We now have members from VA, MA, MD, TX, FL, AZ, and CA! Although we will continue to do a lot of business by e-mail and US mail, we also look forward to one or two face-to-face meetings this year.

Things are quiet now as we regroup from NSC and get ready for the silly season, but there are lots of service structural things for us to tinker with over the coming year. We will keep you posted.

In Service,  
Allison F.  
SSC Chair

### **Website Report**

The website team developed a page to link to items of interest from the National Service Conference (NSC) 2002. Check it out, read the reports from committees, motions made, and FYIs. This is a great way to keep up with what took place at NSC 2002, Baltimore, MD so "*Check it out.*" The URL for CoDA News is

<http://www.codependents.org/codanews.html>.

The website team is currently working on choosing a new hosting service because we have experienced several down times in email that we feel is unacceptable service. If, in the near future, you select the website from your "*favorites*" or "*bookmarks*" and get an error, delete the bookmark and enter our domain name again and you will then be connected. Our domain name is ours to keep and will not change if and when we change providers, but the TCP/IP address that your PC adds as a *bookmark/favorite* **will be changed**. Sorry for any confusion this may cause, but that's all part of the technology.

The website team is also working directly with the Website Task Force to be sure that any upgrades we make in the website will be ones that will be used by the plans for the new site.

NSC 2002 voted to have the National website converted to Spanish. This is very exciting for us and the website team is looking forward to receiving any translation help we can get. The first piece would be to take our home page and **convert that to Spanish**, so please send any suggestions or availability to translate to get this going to [webinfo@codanews.org](mailto:webinfo@codanews.org). There is a very large Spanish community that could be served by this website. All we need is a WORD document that replicates the homepage, but in Spanish, then we would follow along by translating the pages. One page a week would be a great goal.....we are excited to get this started.....**Can you help ?????**

Respectfully Submitted

Ann R,  
Website Project

### **Website Task Force**

No Report

## **Finance Committee**

No Report

## **Co-NNections**

The Co-NNections committee presented "Co-NNections On-Line 2002" in print this year that is 74 packed pages of writings from the Fellowship.

Co-NNections On-Line 2003 is off to a good start with a number of submissions including one large submission of "Words of Wisdom."

We do have to make amends for three articles submitted last year that were inadvertently left out. The articles were posted on the web site but links to them were not established (oops). We are adding them to "On-Line 2003" so they get all the consideration they deserve. They will be printed in the next publication.

A suggestion to combine older issues of "Co-NNections On-Line" in pairs and sell them at reduced price was considered by the committee. The committee decided to combine all of the older issues into one issue and sell the combined publication at a reduced price from the single issues combined cost. The details are being worked out with CoRe and hopefully a "Co-NNections On-Line 1998-2001" will be available on the literature order form soon.

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

Last year at the NSC, CoRe agreed to send a packet of information to anyone from prison requesting information about Codependence. We wrote a cover letter that was approved at the NSC 2001 to accompany these documents. The agreement was CoRe would not charge us for the literature and we, the ITI Committee, would pay the shipping and handling charges. I am pleased to announce ITI owes CoRe \$222.60 for 53 packets of information they sent on behalf of Hospitals & institutions. I think that is wonderful! Beverly (CoRe treasurer) kept the letters requesting information and copies of the letter sent when the requests were mailed. She gave them to me and I will pass them on to the persons working on this project for follow up or documentation. Thank you Beverly.

I have received a report from Bob C of Ohio who has been working for two years on the H & I Project. At my request, he E-mailed me the names of people he has assisting on this project. I also requested copies of the documents he is sending to the institutions. In his E-mail he agreed to send me the information within 30 day. His full report is at the end of this document. I have also asked the people working on the H&I project to help re-write the H & I documents for the fellowship. However, after reviewing the manual for Hospitals & Institutions, I am having second thoughts, it is huge. There is no way I can handle this one without lots of help. One of Bob's plans for the coming year is to start developing a service manual for H & I; perhaps this document could be the base for that work.

Finally, I would like to express my gratitude to Da G. of MA. Who has agreed to work with Bob on the H & I project. Da has some really good ideas and I think he will be a great asset to this organization and especially H & I. Thanks Da. And thank you Bob for all your efforts this past year and in advance for your efforts in the coming year.

## **HOSPITALS AND INSTITUTIONS PROJECT**

The Outreach Committee has done an excellent job in referring persons to H & I that are either interested in CoDA or are interested in doing service work with H & I.

The Hospitals and Institutions Project is currently working in several areas of the country to spread the CoDA message. Initially, H & I began sending 15 - 30 mailings per month to various correctional facilities in northeastern Ohio.

Currently, institutional mailings are being done in Massachusetts and Florida. Information has been provided to a social worker at a southern Georgia facility on how to start a CoDA meeting.

H & I is also working with the H & I Desert Communities Services Committee in the Palm Springs, California area on getting them started in this work. Just recently, an individual from Arizona expressed interest in assisting with H & I work. Numerous other inquiries have been received throughout the year. Prospects look good for expansion of the work.

In the coming year, H&I will continue to expand their work in Hospitals and Prisons throughout the country and:

1. Start looking at developing a service manual for H & I work;
2. Work with the Outreach Committee to flag time-sensitive inquiries about H & I work (i.e. persons who may be going to prison shortly), and;
3. Decide whether the time has come for H & I to become an independent committee, separate from Issues, Teens and Institutions (ITI).

Bob C.

Project Leader

H & I Project Under ITI

### **Online Support Committee**

No Report

### **CoRe**

No Report

### **Issue Mediation Committee**

I would like to report to this conference what a great job the Issues Mediation Committee did this year. We solved all the issues we were given without anger and animosity toward anyone. Each issue was dealt with in a timely manner and all parties were happy with the outcome.

Actually we had no issues so we have angered and offended no one. Yet.

My thanks to the new people that joined us this year. Hopefully 2003 will be equally uneventful.

Serving the fellowship for 2002 /2003 on the IMC are the following:

Ramona P. from VA (chairperson)

Catlin F from AZ

Evie S. from CA was elected but resigned when she was elected to the CoDA Board

Dori from RI

Rick M. from VA

### **Fellowship Services**

No Report



## **Ad Hoc Committee**

No Report

## **State Issue Assignments 2002**

<b><u>State</u></b>	<b><u>Assigned to</u></b>	<b><u>Issue</u></b>
Texas	National Literature Committee	Review Newcomers Handbook
VA by-law change	SSC; Conference vote approved	NSC to be held in U.S.
Virginia #2	Board	CoDA website comm.
Arizona #1	Board	3 year meetings report
Arizona #2	Board	Remove non-existent meetings
Arizona #3	CoRe	Ship lit. within 5 days
Arizona #4	Outreach	Improve communications/7th Trad.
MD/DE #1	SSC	Group conscience decisions
MD/DE #2 part 1	SSC	CoDA international comm.
MD/DE #2 parts 2 & 3	Refer back to MD/DE delegates	Ask WS for information
MD/DE #2 part 4	Board	Contracts/instructions for funds
MD/DE # 2 part 5	NLC	Fund transcribing non-CoDA lit.
MA/NH/RI 1A	SSC	What is Core/CoDA relationship
MA/NH/RI 1B & C	CoRe	CoRe financials and shipping costs
MA/NH/RI #2	Finance	Format for financial reporting
North Carolina	CoRe, NLC & Board	All CoRe lit. go thru NLC & NSC group conscience