



## CoDA Quarterly Service Report

Co-Dependents Anonymous, Inc. PO Box 33577

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2<sup>nd</sup> Quarter 2003

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

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### CoDA Board Report

Dear Members of the Fellowship,

July 2, 2003 is an important date! If your regional or state group, through its group conscience, wants to submit a proposal to change the bylaws of Co-Dependents Anonymous, Inc., please be aware that "Proposed amendments to the CoDA, Inc. Bylaws must be submitted to the Secretary of the Board at least seventy-five (75) days prior to Conference for distribution to Delegates, Alternate Delegates, Trustees and Committee Chairpersons." (From the CoDA Inc. Bylaws)

Please submit any proposed bylaw amendments for consideration at NSC 2003 on or before July 2, 2003 to:

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

Or

PO Box 33577

Phoenix, AZ 85067

ATT: Board/Bylaw

In other news,

- The Board agreed to the National Service Conference Committee's selection of Allison F. (FL) to serve as facilitator of this year's NSC. Together with the NSC Committee, we approved NSC registration costs of \$50 for trustees, delegates and alternates, \$25 for committee members and \$0 for observers.
- The Board hired Sue Goranson, CPA, to do our yearly audit and taxes again this year. The Board passed a motion requiring that the CoDA Treasurer be signatory on Convention and Conference accounts. The intent is to handle any emergency situation or problems that may arise in case a committee is not available to fulfill their responsibilities and so we have access to records.
- The Board will hold an in-person meeting July 11-13 at the Comfort Inn, Revere, (Boston) Massachusetts.
- CoDA Inc. is registered in Arizona. Our Treasurer submitted the required Annual Report to the Arizona Corporation Commission.
- The Board authorized two expenditures, up to a total of \$2440 combined, in support of NSC 02077, "to translate national CoDA Inc. website into Spanish." The expenditures were requested by the web team for design work for a Spanish home page with direct links to CoDA documents, a link to a Meetings page, and translation of Starter Packet materials into Spanish.
- A Florida meeting was removed from the national meeting list at the request of the Florida State Board, after their group conscience determined that this was not a CoDA

meeting. The issues involved had been addressed over a long period of time with the meeting, with the Intergroup, and with the state, before this action was taken.

- The Board bought five (5) sets of CoDA literature from CoRe for archiving and legal purposes. One set will reside with our corporate attorney, two copies are on file with our copyright attorney, one set will be stored with CoDA files and one set is being scanned.
- There is ongoing follow-up to financial issues from the Ohio Convention.
- Our legal liaison is working to complete a set of CoDA's minutes for our official corporate record from the beginning of CoDA until now. These minutes are supposed to be on file with our corporate agent, but a conversation with him prompted the discovery that CoDA had not fulfilled this obligation. We hope to have this accomplished before NSC 2003.
- We greatly look forward to seeing as many people as possible at the National Service Conference in Seattle. Please "carry the message" about this event. A registration form is included in this QSR. We have also included committee descriptions, so that you can choose the committee(s) on which you choose to serve. There will be open trustee positions, too. Please consider how you can best serve our Fellowship.

In Service,

Judi T., Karen G., Sheila H., Evie S., and David L.  
The CoDA Board of Trustees

### **CoDA Service Conference Committee**

The committee has been busy getting the information pages on the Events page of the website, so check it out and get your registration in early. Washington State is excited to be hosting the conference in Seattle, especially during such a wonderful time of the year. The committee has secured a facilitator, Allison F. from Florida, who is sure to do a great job. We are working on contracts for a copier, audio equipment, and such.

Please make sure to send any By-law changes into the CoDA Board secretary within the required time frame of at least 75 days prior to conference, and mailed at least 30 days prior to conference to the Fellowship.

The committee is accepting committee reports, State issues, or anything else that needs to be included in the delegate's packet up until August 6th. This will allow time for copying and assembling of the packets. The delegate's packet will be mailed August 14th.

Please be sure to register your State delegate's mailing information to get the packet mailed. IF your State does not have a delegate at this time, but intends to send one to conference, you will still need to register an address through the CoDA Board to receive a delegate packet: [coda.usa.board@usa.net](mailto:coda.usa.board@usa.net)

Committee members who register for the conference will have a packet mailed to them. Submitted by:

Ann R., NSC 2003 Chairperson  
NSC 2003 Committee

### **CoDA Literature Committee**

The National Literature Committee (NLC) met in Providence, R.I. from April 17th to April 20th for its first major meeting of the year. The tasks ahead appeared daunting as we began our face to face meeting and included three state issues: MD/DE addressing the issue of funding the translation of any non-CoDA approved literature that is not brought

through the NLC ; the N.C. issue which asks that all literature that is published through CoRe continue to come through the NLC group conscience process, and then through the NSC group conscience (many thanks Laurel H. for spearheading these two projects ); and the Texas state issue to revise the “Newcomers Handbook” which turned out to be an extensive project under the very able leadership of Sharon R; editing a new booklet “Common Threads of Codependency” , addressing many questions regarding codependency and giving many members viewpoints, another original submission by Allison F ( again many thanks to Tony and Janet for their faithful service to the group conscience and editing process) , and thanks again to Sharon R for helping us to complete editing the piece affectionately called the “Blurbs ” project, which consists of short descriptions of each piece of CoDA literature, to be used perhaps with our new CoRe order form and /or wherever needed, thanks again to Allison F. and her tireless contributions to CoDA .

We also continue to progress in getting the expanded “Twelve Step and Twelve Tradition Workbook” printed thanks to Anita and her quiet gentle ways in helping us get our literature published. We also hope to continue developing a proposed project called “The CoDA Book” audio (on tape or CD); a proposal submitted by Elizabeth Renee and her concern for the disabled, which was warmly received by the NLC . This project is still going through a definition stage to be sure not to take away from sales of the CoDA Book, while meeting a need in the CoDA Fellowship.

Last but not least we continue to work on the ITM meditation project, believing this to be a much-needed piece of literature for CoDA. However we’ve learned that it takes patience since we rely on the Fellowship to make contributions (at least 365 separate submissions) based on the guidelines to be found on the CoDA web site. Sharon has volunteered to co-chair this project with Kay who is very pleased. And our enthusiasm to see this project happen grows stronger. Please won’t you send us your contribution of a meditation based on the guidelines on our home page [www. codependents.org](http://www.codependents.org).

Gratefully submitted,  
Jane H., Chair  
CoDA NLC

## **Outreach Committee Report**

### OUTREACH: ANSWERING EMAIL:

According to the Fellowship Service Manual (FSM), the Outreach Committee performs two primary tasks. The first is that the committee assumes responsibility for answering the bulk of e-mail to CoDA. Answering email is done on a weekly rotational basis incorporating the process of a group conscience. Queries from both newcomers & the Fellowship are received and Outreach attempts to direct people to the appropriate CoDA resources; be they other committees such as ITI, or CoRe, or specific people within CoDA, or document or website resources such as starter packets or the FSM. The Outreach Team at present is small and this primary task is big (and growing.) Shift rotations are taken by Fred (AKA Fabulous Fred from KS), Erin (OH), and Donna (FL). Amanda recently joined the team and took on her first shift in the 2nd Quarter. Dan D of Colorado, while not taking on email shifts, does participate in group conscience discussions. Dan is also the Outreach phone point of contact.

The 1st Quarter chair of Outreach, Nanci (CA), for health related reasons, has decided to either resign her position or co-chair at the time of this writing. She has expressed a desire to stay on the committee for answering email (hooray!). Erin has volunteered to either co-chair with Nanci or chair solo for the remainder of this CoDA year and plans to attend the Seattle Conference in September 2003.

#### OUTREACH: MAILINGS:

The second task of Outreach is distributing at least one mailing per year to meetings. The purposes of a mailing are to provide contact from National to all meetings currently listed in the database, to reconnect or maintain connection of local meetings with the National and State groups, and to remind all meetings to update their meeting information on a regular basis (by using the meeting update/7th Tradition form.) At the present time, not enough volunteer-power exists to meet this second task. No 2003 mailing has yet been made nor are efforts underway in this regard. However, Outreach trusted servants, Allan B (CA) & Dan D (CO), have attempted to contact people who indicated they wanted to be contacted from the 2002 surveys. Unfortunately, with such a big task and so few volunteers by the time they were able to make inroads, they discovered much contact information to be obsolete. Many of the e-mail addresses and some of the phone numbers were no longer valid.

#### OUTREACH: CHATROOM INQUIRIES:

One estimate is that currently 1000+ USA CoDA meetings exist. Many queries made to Outreach regard finding a meeting. The recommendation by those in CoDA, and typically the preference for the inquiring person, is face-to-face (f2f) meetings. Often no f2f meeting exists in the area of question (and the newcomer is unwilling to start a new one). In these cases and/or as a supplement to recovery, requests are made for online chat or cyber-support. Also worth noting, the CoDA website lists Outreach as the point of contact for establishing a CoDA chat room. As discussion on this topic continually grows, Outreach requests of the Fellowship that a CoDA Chat Room Committee be formed. This committee would assume responsibility for managing the chat room related issues, reporting to the Board of Trustees on their process, & presenting this issue to the Fellowship at the NSC for discussion. In the meantime, one volunteer did initiate formation of a chat room in response the HELP WANTED appeal on the website. That person is Dottie of PA.

If anyone would like additional information related to the statistics of email received, or if you have any additional questions related to Outreach, please contact us through the Outreach address: [outreach@codas.org](mailto:outreach@codas.org)

With thanks to all who assist Outreach.

Respectfully submitted on behalf of Erin, Nanci, Fred, Donna, Dan & Amanda--THE OUTREACH COMMITTEE.

This chart is a plot of the total e-mail, including spam and viruses, sent to the [info@codependents.org](mailto:info@codependents.org) e-mail address, as well as a break down of the meeting questions. There are other categories of e-mail but they are too numerous to go into detail on this chart and questions about meetings have been the biggest group in general. Since the meeting button was added around Sept 2000 on the front page of the CoDA web site, the number of requests for meeting information has gone down (general meeting e-mails). This type of e-mails consist of people asking where there is a meeting in their area. These questions have changed a bit from "is there a meeting to there is no meeting in my area in the list, is there a meeting that is not listed?" Total meeting e-mails

include questions about online meetings, chat rooms, meetings outside of the US and general meeting e-mails. The category "All EM--no spam" is the total e-mails minus spam and viruses. You can see there is a lot of spam. Data was not kept for meeting e-mails from 10/99 through 9/00. The service provider was changed in July 00 and there was a glitch with the forwarding, which is why that number is almost zero. In June 02, the e-mail system was down several times during the month and that accounts for the significant drop in numbers.

### **Teens**

The Outreach Committee is still sending us names of people willing to work on the CoDA Teen project of the ITI Committee. Our thanks to all of you volunteers for your support. The CoDA Teen part of the ITI committee has been hard at work and has created a package of Teen information using the existing data and adding to it to modernize the information. This will be presented at the NSC for review by the Conference attendees.

Ramona P.

### **CoDA Convention Committee**

No Report

### **Service Structure Committee**

The Service Structure Committee has continued to chip away at our projects this year. We continue to address issues forwarded to us by the board for opinion and we are planning our face to face meeting in July. At that meeting we plan to finalize our response to last year's states issues and begin the task of revising Section 13 of the FSM: Conference Procedures. There is a lot of important information in this section on

how the National Service Conference runs, but the information is difficult to understand. We hope we can make it a bit easier.  
In Service,  
Allison  
SSC Chair

## **Web Site Report**

The website team is very proud to report the new site is up and operational except for the meeting search. A big thanks goes to Rick M. for his time and efforts to give the home page a face-lift. Check it out and let us know if you have any problems navigating the site; he has changed to make items more accessible. The new location URL address is [www.coda.org](http://www.coda.org)

We have been working for several months to get the meeting list working under the new software; under SQL we have a greater resource for our database.

The website team has been working with a contractor to complete the translation of several pages of the website into Spanish. We believe the Spanish Website will be available before the next reporting, so continue to check it out. The translating firm has been busy comparing the current translated documents and making improvements and updating them to reflect any changes that have been made since they were first created. The Spanish Home Page will offer a glossary to assist the Spanish speaking community in using the meeting list and also in using the calendar of events, which will not be translated at this time. It has been suggested that volunteers who are willing to translate by email or voice if someone is in need of finding a meeting and cannot interpret the English version. IF you are interested in providing this service please respond to: [webinfo@coda.org](mailto:webinfo@coda.org) and let us know that you are willing. We will be setting up a page shortly.

The website team continues to receive and review offers to link from the national website; these are then turned over to the Board for final approval. IF you are interested in having your community website linked to, please read the guidelines posted on the website and send in your URL. The more links we can offer, the greater service we are to the Fellowship. Please send in any event your group or community is sponsoring that is a CoDA event and it will be posted on the Calendar of Events page.

Submitted by:

Ann R. Website Project

## **Website Task Force**

The Web Task Force met during the winter to work on the document that will be used to solicit bids for the CoDA website improvement. We nearly completed the document and hoped we could finish via email, but unfortunately the task proved too complex for us to succeed without working face to face. A small subset of the Task Force will meet in mid July in order to finish the bid request document, which we will then circulate to interested bidders.

At this point, we have several interested companies eager to bid on the work. If any member has had a favorable experience with a web development company, please let the Task Force know so we can include that company in our bid request. You can notify us via email sent to the CoDA Board:

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

At this point, we hope to accept bids from fewer than 10 - 12 companies, in order to make the task of selecting a finalist less demanding.

We continue to be excited about this project and look forward to presenting the Fellowship with a preliminary design by the coming National Service Conference.

In Service,

The Web Task Force

Annie, Curtis, Evie, Gary, Rick, and Sheila

### **Finance Committee**

No Report

### **Co-Nnections**

There has been very little activity for Co-NConnections the past quarter. Co-NConnections needs input from the members of the Fellowship.

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

I have not received a report from the team members on the H&I project since the 2002 NSC in September.

Ramona P.

### **Online Support Committee**

No Report

### **CoRe: CoDA Resources Publishing, Inc.**

No Report

### **Issue Mediation Committee**

The IMC has responded to the three issues from the Fellowship. We did hear from our one member of this committee without E-mail. We need to elect some alternate members to serve on this committee to replace those we lose from one National Service Conference to another.

Ramona P.

### **Fellowship Services**

CoDA's Fellowship Service contractor, Glenn, does meeting updates, responds to mail and sends acknowledgments for donations. The hours worked in 2003 were:

January	16.25
February	12.5
March	12.5
April	23.25
May 1-15th	10.0

## **Help wanted**

### Volunteer Service Position Available

- Can you do a layout for a newsletter?
- And then get it mailed to the Fellowship?
- CoDA needs someone to help publish and distribute the Quarterly Service Report.
- This is a great opportunity to serve the Fellowship four times a year.
- Requirements include:
  - E-mail
  - Ability to do page payouts
  - Ability to meet quarterly deadlines

If you might be interested, contact Judi T., liaison to the QSR, for more information:  
[Judi82@attbi.com](mailto:Judi82@attbi.com)