



CoDA Quarterly Service Report

Co-Dependents Anonymous, Inc. PO Box 33577

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4th Quarter 2003

www.coda.org

CoDA Board Report

The Board of Trustees for 2004 organized itself after the 2003 National Service Conference (NSC). David L., Texas, is Chairperson; Ramona P., Virginia, is Vice Chairperson; Doug from Florida is Secretary; Evie from SoCal continues as Treasurer.

In anticipation of Sheila's (Mass.) new starring role as a Mother, her duties were lightened. Jay from NoCal is an Alternate Board member who has been invited to participate fully in Board Meetings.

At the October Board meeting, we discussed implementation of the NSC motion regarding the relationship between CoDA National and CoDA World Service. We decided that the Board would make this a major part of the face-to-face Board meeting scheduled for California, in January. Then, the WS Board will be invited to a face-to-face meeting to come up with a plan to aid codependents who still suffer throughout the world.

Sheila reported on several breaches of our copyrights from foreign countries and from another Twelve Step Fellowship. We continue to research these issues to see what action we need to take to preserve our copyrights. Our Treasurer reports that all the required tax papers for the corporation have been filed.

In other actions: The Board has voted to finish the translation of the Starter Packet on the website in Spanish. We are looking for volunteers to help develop a CoDA Web meeting or chat site. (See **Help Wanted** elsewhere in this issue) We also wish to acknowledge the great job done by the NSC committee in putting on the 2003 NSC.

Most months, we hold a Board teleconference on the second Sunday of the month. Members of Co-Dependents Anonymous can listen in if they are willing to pay the charges. For details on how to listen in, send an email to board@coda.org.

David L., Chairperson
CoDA Board of Trustees

Board Liaisons for 2003/2004 are:

Committee/Service Function	Board Liaison	Back-up Liaison
Issues	Ramona P (VA)	Evie S
Teens	Doug P (FL)	David L
Institutions	David L (TX)	Sheila H
CoDA QSR (Service Report)	Ramona P	Sheila H
CoNNections	Doug P	David L

National Service Conference	David L	Ramona P
National Literature (NLC)	Doug P	Evie S
Finance	Evie S (CA)	Sheila H
CoRe	Evie S	Doug P
Service Structure (SSC)	Evie S	David L
World Service (WS)	David L	Ramona P
Legal	Ramona P	Doug P
Website	Doug P	Sheila H
Outreach	Sheila H (MA)	Evie S
Fellowship Service Co-Liaisons	Sheila H	Ramona P

Some items from the [CoDA Board Report](#) at the National Service Conference Sept. 2003:

The CoDA and CoRe Boards met at Conference 2003 to sign a slightly amended contract. It now reflects that the CoDA Book is a piece of literature, per 2001 Conference motion 01050

3 trustees went to Ft. Worth to look through old records, which Rosemary D. had been storing. We inventoried virtually all of the old CSO (Central Service Office) documents. We saved and boxed items of significance/historical interest, and disposed of the rest.

Our previous Fellowship Service contractor shipped 12 large boxes to Judi; the Board disposed of most of these papers as unnecessary. The Board and current Fellowship Service contractor are trying to use up the supplies. Two small boxes remain to be assessed.

Sheila took on the (massive) job of gathering CoDA's minutes for many years. These minutes were supposed to have been signed and certified annually, and sent to our corporate agent. This has now been accomplished.

Evie filed the Arizona Corporation Annual Report.

The Board discussed translation of CoDA materials from English into other languages. We want to allocate \$2500 annually for translation, on an ongoing basis. We seek input from the Fellowship to prioritize translations.

We authorized expenditure for translation of service items into Spanish; they will be (or are) posted on a CoDA Spanish website, thanks to the efforts of the web team. We are in the process of having the rest of the Starter Packet translated, so that the entire CoDA Inc. Starter Packet will be available on the website in Spanish.

The board asked the CoDA copyright lawyer to send a letter to WS, asking them to disclose to CoDA, Inc., any licenses WS has awarded; to cease licensing other entities; and to notify WS that licenses they may have granted are null and void. We took this action because the licensing agreement with WS is "non-transferable." Copyright law does not protect copyrights for entities that do not take steps to defend their own copyrights. Failure to be diligent in safeguarding CoDA's copyrights could result in the loss of CoDA's ownership of those rights.

The Board's legal liaison, Sheila, has sent many notices to websites asking that they post appropriate copyright information with our Service Items.

The Board discussed and approved a proposal for entities to which CoDA Inc. may, in future, grant a new printing and distribution license. The plan is that there will be a start up royalty schedule of 20% for the first year; 30% for year 2 and parity with CoRe license thereafter.

The Board recommended a change in policy regarding online meetings, so that the CoDA website will list, but not endorse, cyber-meetings.

7th Tradition Donations Jan. – Aug. 2003

STATE	Total Contribution	
Alabama	0	
Alaska	0	
Arizona	\$327.50	
California	\$5,681.52	
Colorado	\$144.00	
Connecticut	\$350.25	
Delaware	\$16.00	
DC	\$0.00	
Florida	\$410.00	
Georgia	\$2,068.06	(Includes \$2000 Indiv. Contrib.)
Hawaii	\$0.00	
Idaho	\$0.00	
Illinois	\$1,474.00	
Indiana	\$0.00	
Iowa	\$140.00	
Kansas	\$0.00	
Kentucky	\$0.00	
Louisiana	\$0.00	
Maine	\$0.00	
Maryland	\$184.40	
Massachusetts	\$355.50	
Michigan	\$380.00	
Minnesota	\$208	
Mississippi	\$0.00	
Missouri	\$100	
Montana	\$0.00	
Nebraska	\$0	
Nevada	\$220.00	
New Hampshire	\$158.08	
New Jersey	\$30.00	
New Mexico	\$177.02	
New York	\$113.79	
N. Carolina	\$302.00	
N. Dakota	\$0.00	
Ohio	\$239.00	
Oklahoma	\$118.00	
Oregon	\$0.00	
Pennsylvania	\$857.00	
Rhode Island	\$0.00	
S. Carolina	\$0.00	
S. Dakota	\$0.00	

Tennessee	\$90.00
Texas	\$485.03
Utah	\$30.00
Vermont	\$0.00
Virginia	\$123.12
Washington	\$65.00
W.Virginia	\$0.00
Wisconsin	\$148.08
Wyoming	\$0.00
Cyber	\$0.00
US TOTAL	\$14995.35

CoDA Service Conference Committee

November 15, 2003

We are pleased to report that our committee members number eleven and our Board liaison is David L from Texas. Annie R, Laurel H and Gary R are on the committee as consultants. They will share with us their Experience, Strength and Hope. They have done such a super job in the past that we know their help will be invaluable to us.

We have selected a date and a place - The Century House in Albany, NY, October 4-9 2004.

The cost of rooms there is \$99 for a single or a double and includes a free Breakfast Buffet.

There is a conference room, which can accommodate 100 people. We are planning to have the contract signed by November 30.

The majority of NSC 2003 attendees voted to have a day of spirituality before the Conference starts. The Spirituality Day will be Tuesday, October 5th with a Welcome reception that evening. The actual Conference will run from Wednesday, October 6th - Saturday October 9th, with a banquet on Saturday night. We are also looking into planning some kind of social event for Friday night, October 8th.

We are brainstorming ideas for a facilitator for the Conference. We are hoping to report that this task has been completed when we send out the next quarterly report.

Our next goal is to set a budget for the Committee.

We know our work is cut out for us. Seattle is a tough act to follow.

In Service,

Respectfully submitted by Sharon R

CoDA Literature Committee

The National Literature Committee is happy to report that all of our literature submissions were accepted and endorsed by the National Service Conference, which was held in Seattle in September 2003. Endorsement means that the CoDA group conscience of the NSC, made up of the elected delegates from each state, the CoDA board members and two directors from CoRe, accepted these by group conscience.

The membership can look forward to a new piece of literature called "Common Threads of Codependency" in which Codependents Talk About Codependency, Recovery, Relapse and Authenticity, which we plan to have available in the early spring. Thank you to Janet C. and committee for all of your loving efforts.

In addition we also submitted a revised "Newcomers Handbook" by request as a Texas State Issue and this piece of literature should be available later in the year 2004 after current stock has been depleted. Thank you Sharon R. and committee for all of your loving efforts too.

In addition, the NLC completed editing a submission called affectionately "The Blurbs" which is to be used as a service item. This project was about creating short synopses of each piece of CoDA Endorsed literature to help members in their selection of literature. For example, CoDA literature

order forms could use these blurbs to explain very briefly each piece of literature. Again thank you to Allison F. and all those on the NLC who participated in this effort.

The NLC also asked the NSC to vote on whether two new projects would be accepted by the NSC for development. The first new piece introduced was a motion to begin development on a piece of literature called "Tools of Recovery" requested as a California state issue. This passed. The other request was to develop a piece of literature centered on "Abstinence in CoDA" also requested by California. This too was passed.

Also new to the NLC is the chair of the CoDA Teen Project, who seeks participation in the NLC in order to develop CoDA endorsed literature for teens. We welcome Geri M and her committee to the NLC and look forward to this very needed project being developed.

Last but of course not least we continue with the ITM (In this moment) project, which is a meditation book. This project is enormous, as we need to collect at least 366 meditations (we already have over 200 thankfully!). CoDA members are invited to participate wherever you are. Directions on how to participate in this project can be obtained through the CoDA website.

www.coda.org or www.codependents.org

You will find on the Home Page a section called "What's new in CoDA". Click on this and the first thing you will see is an invitation to participate in this project along with guidelines and a sample meditation, plus the very important release needed for CoDA to accept your submission. You are welcome to write as many meditations as you can or wish to. And we thank you for your participation.

In addition a request has been made by the Outreach chair to develop a piece of literature focusing on the "group conscience" only and what it means. This request has been well received by the NLC.

Faithfully in service, Jane H., NLC Chair

Outreach Committee Report

November 13, 2003

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. The Outreach Team at present is slowly growing (since last qtr). Shift rotations are taken by Fred (KS), Erin (OH), Donna (FL), Robert (CA) and Allan (CA.). A heartfelt thanks for these folks' service. Also, appreciation goes out to Dottie (PA) whom also helped the Outreach Committee in the last qtr. New to the team are the observers, Florence (MD) and Tracey (IL.) We hope our observers like the service work and thus receive mention again in the next QSR by sticking with us. Dan D (CO) also continues to participate in group conscience discussion.

In the last qtr, Outreach had quite a few GCs (group consciences.) We opted to continue to keep track of the subject and number of the emails received (as was precedent) but to significantly downsize the number of categories.

Below are the categories we now track:

LITERATURE QUERIES
MEETING INFO (ANY) QUERIES
ONLINE RESOURCES (ANY-Chatrooms/CY mtgs)
SPANISH (Lit/Mtgs)
WORLD SERVICE REFERRAL (ANY)
VOLUNTEERING (ANY)
OTHER
Totals by the week: _____

Ostensibly, there should actually be a spreadsheet detailing exactly how many emails Outreach has received since the committee resurrected the practice of keeping stats in mid-August. However, the chairperson (that's Me - Erin) can not seem to locate the file on her hard-drive (a challenge for a recovering perfectionist!). To summarize generally: the number of queries in Spanish continues to rise as do queries for online CoDA chatrooms. Probably holding steady are questions about finding meetings.

Our practice of keeping statistics is an effort to identify the needs (possible trends) in the Fellowship. For example, the increase in Spanish emails received implies a growth in the number Spanish speaking recovering codependents (and thus perhaps a need for more Spanish speaking volunteers and Spanish literature.) In this last quarter, many were the occasions when individuals were referred to literature on the process of the group conscience. This information can be found in the Fellowship Service Manual. Mention of the GC is also found in the Newcomer's Handbook.

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, a rough draft of a mailing is developed that focuses on providing results from the last survey as well as giving info on resources. The hope is to have a final draft ready for mailing by the end of 2003.

OUTREACH: CHAT ROOM 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. (See next page, **Help Wanted**) 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.

While Outreach will gladly refer people to appropriate committees in CoDA, if any of you is involved in the need to update or change any meeting information, the appropriate email address is: meeting@codas.org

To ensure the quickest turnaround (having mentioned 1000+ mtgs), a thorough reference to all meeting details (and meeting number) will help Fellowship Services accommodate any mtg. revisions for the search engine.

If you have any additional questions related to Outreach, please contact us through the Outreach address: outreach@codas.org
With thanks to all who assist Outreach including our stupendous Board of Trustee liaison, Sheila H (MA).

Respectfully submitted on behalf of
Erin, Fred, Donna, Robert, Allan, Dan, Florence & Tracey –

THE OUTREACH COMMITTEE.

Teens

Just to let you know where Teen CoDA is for the end of the year. We have currently been working with NLC to finalize the Teen welcome packet "CoDA on Campus." Everything is going well, input has been abundant and very rewarding. It looks as if everything is going well. All the current information has been collected and will be compiled and reviewed in the first of the year after my move. Sacramento is looking at starting a new Teen CODA on Campus at one of the local Colleges in the spring if all goes well. Madeline of the Teen committee is also looking at starting a meeting at her College in WA. Texas has requested information to start a meeting in their area. If all goes well our goal to have three new Teen meeting up and started by next Conference will be obtained. Additionally, ideas are being looked at for the next brochures to be started in the process. The group is looking at starting a brochure to reach out to college age students, young people on relationship building, communication, and boundaries around the college lifestyle. If you have any ideas please feel free to submit any thoughts, we would love to hear from you. If you have the availability to announce this at local meeting, input is welcomed.

Sincerely,
Geri M Teen CoDA Chair

CoDA Convention Committee

No Report

Service Structure Committee

Changes to the SSC for 2003-2004 include: new chair is Leo C., new members: Judi T., Maggie S., and Louis W. We now have 10 members.

At the NSC we proposed several changes to the FSM, we proposed to keep and modify the "Community Problem Solving Method" for use at the Conferences as opposed to Robert's Rules. These changes are all in process and should be appearing on the web site shortly. We also addressed several States' Issues, including a few that had been left over from previous conferences.

The SSC proposed the following motions: NSC03030 through 035 + 050. All were approved by 2/3 or unanimous vote. A short synopsis of those motions follows:

NSC03030 Approval of Sec 5 of CAQ(Commonly Asked Questions) Specifically to answer whether CoDA has an umbrella (insurance) policy to cover all meetings (No, we don't).

NSC03031 Customizing CoDA seal for local use. Approved that local groups may use and customize the CoDA seal on their documents.

NSC03032 FSM section 2 – group conscience process and use. Very short version, that anyone may request a group conscience at any time during a meeting. (Some restrictions apply – see full version in FSM.)

NSC03033 Further discussion on the group conscience process; while a group is autonomous, its decisions may affect CoDA as a whole. Such decisions need to be worked out at a local level. CoDA is not organized and our leaders do not govern. Also, it notes that the decisions of the NSC or the Traditions cannot be set aside by group conscience of a meeting.

NSC03034 Approve CAQ, What constitutes a group? "The community service group can, by group conscience decision, remove a meeting from their meeting list if it is determined that that meeting is not following the principle of CoDA and does not choose to change. The Community service group can then recommend to the state assembly or regional assembly that that meeting be removed from state or regional meeting lists. The state or regional assembly can decide by group conscience whether or not to remove that meeting from their meeting list. If the state or regional assembly decides to remove that meeting from their list, They can recommend to the Board of Trustees that that meeting be removed from the National meeting list. The Board can decide by group conscience whether or not to remove that meeting from the national meeting list."

NSC03035 Change Preamble phrase – to align with traditions, the Preamble will be changed to read "... healthy and loving relationships."

NSC03050 Conference procedures and the Community Problem Solving Method. We went through the many versions of this process and ironed it out for use.

These motions covered many of the states' issues. Others were not considered for motion. Some were sent back to the states for further clarification and more work.

Full text of the motions and the reports are available upon request.

A budget was also set and approved. It includes two face-to-face meetings over the coming year.

Respectfully submitted,

Leo C, SSC Chair

Web Site Report

A big hug and thank you go out to Annie from all of us for her great work and dedication. The Web Site Team is sorry to see Annie R. end her service on the Web Team. She was the driving force in getting the current site up and operating and looking as good as it does. We wish her happiness and serenity as she continues to work her program at the State and Local levels of CoDA.

The web site is excited and proud to announce that progress has started on translating our web site to Spanish. You can go to <http://www.coda.org/spanish/index.htm> and see translated pages of the web site. The Web Site Team is receiving Emails in Spanish.

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

The website team has selected a new hosting service and will be moving to them in late December or very early January. If, in the near future, you select the website from your *favorites* or *bookmarks* and get an error, delete the bookmark, re-enter our domain name again and you will then be connected. The only disruption you may notice is that some bookmarks may need to be re-established after we move to the new site. Our domain name is ours to keep and will not change when we change providers, but your *bookmarks* and *favorites* **will be changed**. Sorry for any confusion this may cause, but that's all part of the technology. CoDA, Inc. will continue to own the domain names codependents.org and coda.org

CoDA operates two websites. Please don't be confused. The site codependents.org is the primary site. The site coda.org will become the primary at some point in the future. The current plan is to have the Web Task Force develop the new site on coda.org. We are doing everything we can to make sure that information available on one site is available on the other. The current coda.org is not the "re-engineered website" that the Task Force is working on; that is still moving forward and will be a major change in the look of the site.

From your Web Team in 12th Step Service

Rick M.

George F.

Curtis F.

Finance Committee

Nov. 2003

Finances for CoDA, Inc. is about as expected. Income is down and expenses are running below budgeted. 7th Tradition donations are down and so is revenue from the sale of literature. We do not quite have our Prudent Reserve figure met. With our current budget, we would need 3 times \$122,888.00, or \$368,664.00. However, our actual expenses have been only about 60 to 70 percent of the budget. The Finance Committee recommends that CoDA, Inc. continue to spend wisely and frugally. We encourage all meetings and groups to consider making or increasing 7th Tradition donations to CoDA, Inc. It is important to note that all of Conference expense are not yet submitted and paid.

At National Service Conference, the Finance Committee report included the following information and Conference passed motions.

Expense report guidelines (Note: Mileage Reimbursement was raised to \$.30 per mile and several areas clarified [we hope]).

Advance guidelines, Expense report approval process and flow (Approval process to use parallel approval which should be faster than the sequential procedure of the past).

A motion for CoDA, Inc. to hire an Auditor to perform an Audit of the books of CoRe, Inc. This is a common and good business practice to verify the records and accounting practices of companies responsible for paying commission or royalties based on sales.

A motion that CoDA, Inc. will establish a policy of not paying Expenses when the expense report is not submitted within a year of the expense.

A motion to create and organize a secure area (called "Trusted Servant Guidebook") on our Web Site for use by committees and Board. Intent is to provide a place for committees to maintain things such as calendar, committee procedures, and works in progress, or vendor contact information.

Budget for Calendar year 2004 was assembled and approved by Conference. Amount of budget for 2004 is \$122,888.00

The Audited 2002 financial records and Income Taxes have been completed. Anyone wanting information or a copy of the Income Statement and Balance Sheet should contact the Treasurer through the Board of Trustees. CoDA, Inc. Financial records are available for a small fee to cover copying and postage to anyone that requests them. The Audited Financials or the "For Management Purposes Only" Financials are not included on the Web Site by decision of the Board at the recommendation of the Finance Committee.

The Finance Committee and the Treasurer held the first of our planned quarterly conference calls. We discussed: Finance Committee members review of Expense Reports, review of expense posting to ensure recorded to correct account, status of invested funds, CoDA, Inc Audit Status (completed 11/10/03), CoRe, Inc Audit preparations.

In Service,

Your Finance Committee

Della B., Chris C., Curtis F., Co-chair, Joanna H., Co-chair

Co-Nnections

The Co-NNections committee submitted the annual "Co-NNections On-Line for 2003" to the National Service Conference this year. The document was 50 pages of stories, poems and words of wisdom. We would like to thank all that submitted their articles to Co-NNections and made it a success this past year and we look forward to much more. The publication may be purchased through CoRe by using the CoDA literature order form.

Co-NNections On-Line has been On-Line since 1998 and the articles can still be reviewed on-line at the CoDA web site www.codependents.org or the newer site www.coda.org

We have already had a few submissions for the upcoming year and they should be posted on the web site soon. We are looking forward to more submissions from the Fellowship. If you can talk in a meeting, you can write an article for Co-NNections. Co-NNections is about sharing your experience, strength and hope with your fellow CoDA members.

Help make Co-NNections On-Line 2004 a success and send your stories, poems and even recovery cartoons to connections@coda.org.

In Service,

The Co-NNections Staff

Hospitals & Institutions (H & I) Report

November 15, 2003

In September at the beginning of the NSC 2003, there was NO REPRESENTATION for Hospitals & Institutions (H & I). A few days into the week, I signed up as a Project Leader because it was under the covering of ITI. Before I left, my title changed to Chair since two others joined me to form a committee, which amazingly broke up the trio of ITI, also known as Issues & Mediation/Teen-Coda/Institutions & Hospitals.

Nine others have since expressed interest in doing service in their states. Recently someone has stepped into position at the county level and will be directed to contact me soon. Our Washington member has had 3 successful contacts and has been asked to return regularly. Our Texas member has also reported of favorable contacts. This concludes the activity of the past 60 days and I anticipate an exciting year ahead.

In Recovery for LIFE,
Sandra C.
H&I Chair

Online Support Committee

No Report

CoRe: CoDA Resources Publishing, Inc.

CoDA's National Literature Committee (NLC) was pleased to present to the 2003 CoDA National Service Conference (NSC) the newly printed, just released, combined Twelve Steps & Traditions Workbook.

CoRe has added the **NEW combined Twelve Steps & Traditions Workbook** to the CoDA materials order form, along with reducing the price for the previous four Workbooks (3 Steps each).

Prices are:

12 Steps & 12 Traditions Workbook (new, combined)

\$12.50 each

\$10.50 each for 10 to 99

\$ 8.00 each for 100 or more

12 Step & 12 Traditions Workbooks

Sections 1,2,3 & 4,5,6 & 7, 8, 9 & 10,11,12

\$ 3.00 each or a set of four for \$10.00 (while supplies last)

CoRe has also added the **NEW Co-NNections 2003 Online** along with the **NEW 18 Year Medallion** to the CoDA materials order form.

Please check the CoDA website for the new revised order form. www.coda.org

CoRe plans to have a brand new revised order form with a brand new look before 2004 NSC.

Remember that by purchasing CoDA materials through CoRe, you are supporting CoDA, as 40% of gross sales receipts go to CoDA as royalty.

Yours in service,

Anita F., Trustee

Gene D., Trustee

Mary I., Trustee

Beverly M., Order Processor

Linda P., Distribution Administrator

Issue Mediation Committee

Nov. 2003

We are working on a conclusion for the issue brought to us in September. We are waiting on more information.

Our objective for the coming year is to address any issues brought to us and resolve them promptly, following the 12 Steps & 12 Traditions.

Yours in service,

Issues & Mediation Committee

Della B. - Chair

Wallace E.

Rick M.

Jay F.

George F.

Fellowship Service Report
National Service Conference 2003

Fellowship Service (FS) is composed of several elements:

- Our bonded courier service picks up mail at PO Box 126 and forwards to the Fellowship Service independent contractor.

Cost is approximately \$150 monthly

- The phone answering service in AZ answers the CoDA phone number and refers people to meeting locations using the CoDA website.

Cost ranges \$300 - \$400 to \$500-\$650 monthly, depending on time used for calls

May, June & July usage was: 847 minutes for 311 calls, 679 minutes for 275 calls, & 826 minutes for 322 calls

Spanish speakers are available at the answering service.

- The FS independent contractor receives and processes mail, maintains the meeting database, registers meetings, sends out Starter Packets and Fellowship Service Manuals, receives and tracks 7th Tradition donations.

CoDA Quarterly Service Report 4th Quarter 2003

Fellowship Service Contractor Hours, Reported at NSC, Sept. 2003

	Current Contractor	Previous Contractor
January	16.25	48.75
February	12.5	22.5
March	12.5	
April	23.25	
May	22.5	
June	22	
July	20	
August	19	
2003 Average Hours Monthly	18.5	