



CoDA QUARTERLY SERVICE REPORT

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4th Quarter 2008

BOARD OF TRUSTEES REPORT

First I'd like to thank Leo and Jay for their service on the Board. It was an honor to spend time with two people so dedicated to our fellowship.

Second I'd want to express my gratitude for the Illinois Intergroup for hosting a successful conference. At this conference the fellowship agreed to create a permanent Conference Committee. We hope this way the knowledge learned will not be lost year-to-year.

We welcome to the Board three new members. Salle from NorCal, JudiAnn from Texas, and Dianne from Canada. Also an alternate was elected - Dale from Canada.

Regarding Arizona voting entity issues #1 and #2, the members of both Boards (CoDA Inc. and CoRE) met on Wednesday September 10 to discuss ways to save the fellowship money and increase communication and accountability. We agreed to the following:

- Locating all our bank accounts with the same financial institution will reduce expenses and increase interest earned. We will proceed with this action.
- We will investigate the feasibility of sharing the same bookkeeper(s), accountant(s), lawyer(s), etc.
- Each board will invite a member from the other board to attend their meeting. Each board will share the minutes of the conference call.
- The CoRE Board is invited to (and plans to attend) the January 10 face-to-face meeting in Dallas, Texas.
- The Translation Management Committee and CoRE will have a direct liaison.

During the discussion we all mutually and respectfully agreed that each board has specific missions and that combining the boards at this time is not in the best interest of the fellowship.

Co-Dependants Recovery Society (CDRS), the English speaking Canada voting entity, renewed relations with us. Three members from CDRS met with the Board at the conference. The meeting went well. We discussed ways to reduce the literature costs for Canada. We looked at using Amazon Canada as a viable channel. We are also investigating similar approaches for Europe and Australia.

In response to the conference goal of accountability, the Board proposed and passed a motion adding a new responsibility for the Issues & Mediation Committee (IMC). IMC will now track the status of each Voting Entity Issue and report it back to the Voting Entity.

We have changed our website hosting company. We apologize for any downtime during the transition. Many thanks to Roy, Curtis, and Doug for their service during the move. The policy regarding meeting list updates is now posted on the website. Basically it is the responsibility of each meeting to keep their information current.

The Communications Task Force has identified a list of areas to address. The next step for them is to prioritize their list.

A motion was passed at this year's conference to combine the Conference and Convention into the same event. Any group interested in hosting the 2010 event please email a written bid to conf@codas.org. The bid needs to address the following issues:

- Accessibility to airports and restaurants.
- Experience with similar venues (have you hosted a conference before ... this is NOT a requirement).
- People resources available and committed to hosting the event.

Respectfully submitted,
Thom F, Chair

CDRS

Three Directors from CDRS (Vancouver, Canada), Gerry B, Dianne B. and Dale V., attended the CSC in Chicago in September. Our reasons for attending were to facilitate change and growth for CoDA in Canada. We accomplished many things in Chicago in the few days we were there.

- We established a new and renewed rapport with the international CoDA board and community.
- We participated in the annual business of CoDA on an international level.
- We established an avenue with CoDA Inc. to publish in Canada at an economical level. Having the production of literature within Canada insulates us from the uncertainty of our dollar value moving up and down. This will enable us to plan further ahead with production and costing, which in the long run will save money and ultimately allow members to purchase literature at a lower cost. The

psychological value of being recognized as having the ability to provide service to CoDA members within Canada is immeasurable.

- One of our directors, Dianne B. was elected to the CoDA Inc. Board and Dale V. was elected as alternate.

The CoDA community in Chicago welcomed our attendance at the CSC! We have much appreciation to the hosts that put it all together. They did a fabulous job and we left feeling that we had been rewarded tremendously simply by "showing up".

Now back in Canada there is a new excitement and a renewed interest in members I have talked to about how the business end of CoDA works.

We will soon be meeting for our AGM on November 15, 2008 and beginning another year of service for CoDA.

Respectfully submitted,
Gerry B.,
President, CDRS

CoDA EVENTS COMMITTEE

Hello,

My name is Christine H. from Cottonwood, AZ. I have been part of the fellowship of Codependents Anonymous for about 10 years with a long break after 6 and back solid for 4 years. I have done service at a local level since I came back 4 years ago and more recently at the state level.

I asked to join the Events Committee in September at Conference to help merge Convention and Conference. As I see this being a very positive thing for CoDA going forward. I was asked to be acting Events Chair. As the acting Events Chair I will be assisting with both committees in preparation for the passed motion at the 2008 CSC. The motion stating that beginning in 2010 we will merge the CSC and CoDA Convention. I am very interested in making this a successful merge and committee.

All three committees (Conference 09, Convention 09 and Events) have met via conference call along with our board liaison. I believe we have a great team. Good suggestions, comments, decisions and plans. We have a set time and day to continue phone conference on a monthly basis. We also email each other regularly as needed.

I am honored to be acting chair of the Events committee. I am also a member of SSC. I can already see the vision of our motion to merge will be a great benefit to CoDA in the future years to come. See you all again soon, in Seattle

.Christine H.

CoRe REPORT

CoRe was very excited at conference this year. We have a plan to print 5 more Spanish items this next year, and we will be working with TMC to see this happens. We have a new board member, Della, who comes on as our Treasurer – Welcome, Della!

Our exciting news for the Fellowship is that we are reducing the shipping/handling charges, starting the first of the year. By then, our web store should be up and running—watch the CoDA web site for announcements on this!! If you order via the web store, you will pay shipping plus \$1 handling. We are working hard to get the shipping to actual, or as close as we can get it! When you order from the order form, you will pay 10% shipping plus \$1 handling. A new order form will be available the last week of December. Prices of CoDA literature, not including the CoDA book, The ITM and the Workbook, will go up a total of 2%. Fuel surcharges of up to 27% this year force these increases.

By November, we will have a 2- CD set available of the Twelve Steps. This set replaces the current tapes we have on the Twelve Steps. More will follow in the coming months. Watch the CoDA website for an announcement on this, including the order number and price. The Literature Committee received authorization at conference to print the new Healthy Meetings booklet. We look forward to adding this to our list, and will announce when it is ready via the CoDA web site.

We will be working more closely with the Board this next year, with a combined meeting of the CoRe and CoDA boards scheduled in January. CoRe will be moving the CoRe bank accounts to the same institution CoDA, Inc. uses.

If you have any questions for CoRe, please feel free to contact us at Core@coda.org and we will do our best to answer you.

CoDA SERVICE CONFERENCE

Hello,

My name is Nancy M. from Vancouver, Washington. I have been part of the fellowship of Codependents Anonymous for many years and have done service at a local level since I came into this program. I was asked to Chair the CSC and join the Convention Committee in July to see if we can attempt to successfully merge these 2 events.

Both committees have met via conference call and will continue to do so, on a monthly basis. We are looking for interested CoDA members to join this committee and help host the 2009 CSC in Seattle. Tentative dates for CSC

are Wed July 8 thru Sat July 11. More information will be posted ASAP on the CoDA website.

Chris H. from Arizona is the acting Events Chair and will be assisting with both of these committees in preparation for the passed motion at the 2008 CSC to merge the CSC and CoDA Convention beginning in 2010. I looked forward to serving the body in this way and believe that the fellowship will be pleasantly surprised at how smooth and fun this joint venture will be.

See you all in Seattle.
Nancy M.

FINANCE COMMITTEE

The 2008 Service Conference approved the annual budget for CoDA in the amount of \$106,900. Income was down 42.8% as of 7/31/2008. (72% of our income is derived from royalty income from literature sales.) 7th Tradition donations were down 57% Expenses are also down, mainly due to decreased operating expenses as a result of our streamlined bookkeeping system.

The mileage reimbursement for CoDA travel expenses is now .42 per mile, up from .40

After the 2008 Conference, the Finance Committee spent a great deal of time emailing among members about expense report reimbursements. There were some questionable expenses submitted, which took time to resolve. We reached group conscience decisions about all the issues.

Spirituality Day and Conventions are personal recovery events for which CoDA Inc. does not reimburse any expenses. In 2009, the Service Conference is being held immediately after the CoDA Convention. Since this will be new for CoDA, we have decided to set specific Conference reimbursement guidelines well before the events. We will notify all Committee Chairs of the policies as soon as we can.

Della B. (TX) remains on the Finance Committee; but due to other service commitments, she decided not to continue as chair. We are deeply grateful for her service. We welcome Jay F. (N. CA) to the committee; we value experience as CoDA's Treasurer.

Please email finance@coda.org if you have questions.

In Service,
CoDA Finance Committee
Curtis; Della; Jay; Shirley; and Judi T. (chair)

CO-NNECTIONS

HOSPITALS & INSTITUTIONS

ISSUES AND MEDIATION COMMITTEE

Issues and Mediation Committee (IMC) elected new members and a chair at CoDA Service Conference 2008. The members are: Florence F., elected chair, (MD and www.onlinecoda.net), Kathleen O. (FL), Natasha K. (AZ), Jim D. (CT), George R. (MD), Curtis F. (MO), and Stephanie S. (CO)

We submitted the following goals and action plans at conference.

2009 Committee Goals

1. Resolve two pending issues.
2. Rewrite Committee description for FSM.
3. Elect Official Chair (done)
4. Elect new member (done)

2009 Committee Action Plans

1. Members of IMC will talk directly to parties involved in issues.
2. Meet F2F or discuss over email our committee description to clarify for IMC issues.
3. Meet before end of conference to officially elect a new chair. (done.)

Quarterly Progress

1. We have discussed with parties involved in 2 issues submitted to us by the same party in August 2008. We have answered both of these issues and are waiting to hear if the complaining party is satisfied. One of the issues involves communication in all of CoDA. In hopes of improving communication within all of CoDA, Inc, IMC has made a few suggestions. These suggestions pertain to the board and all of the committees in general; therefore, we would like to include part of our answer in this report. >>> *IMC humbly suggests that at the start of each term each newly assigned board liaison and committee chair make an effort to contact and introduce themselves to each other. IMC also is in agreement with the board's suggestion at conference that the chairs of each committee be invited to the board teleconferences throughout the year. Furthermore, in the event that there is a lack of communication from a committee chair or a board liaison via email, IMC recommends there be an escalation in attempt to contact this particular person i.e. additional email aliases, phone, snail mail, and/or contact others that may be able to contact this person including other committees. If all these measures are taken then it may be reasonable for the board to ask the other members of the committee to have a group conscience and assign a new chair or for a committee to ask the board to choose a new board liaison.* <<<
2. We have not begun discussions about our committee description.
3. We elected a new chair, Florence F. before the end of conference.

New Business

1. IMC received an email sent from an individual CoDA member with complaints about an individual meeting. We discussed with this person the group mediation and resolution process as stated in the Fellowship Service Manual. We are

waiting to hear if this person would like any further action taken by IMC. As yet, this person has not pursued his/her concerns at a local level.

2. At CSC 2008, Board made a motion that was conference approved asking IMC to “track” Voting Entity Issues (VEIs). I am not quite sure how involved IMC should be with the issues but I have taken it upon myself as chair of IMC to look at the history of the VEIs. Also, Roy has offered to set up a table with VEIs listed over the past few years, probably dating back to 2005. He has stated to me that this table is in progress. IMC also needs to make a decision as to where we want the table displayed, i.e. TSG area or accessible to the public. I am listing here what happened at 2008 conference with some comments.

VOTING ENTITY ISSUES 2008

TX-08-01. Texas requests that individuals be granted permission to verbally substitute the term Higher Power for God, if desired, when reading the Preamble, Welcome, Steps, and Traditions out loud.

Intent: This issue was submitted two years ago and there was a misunderstanding at CSC about what was being requested. We do not request the written documents be changed but the statement that the Foundational documents must be read “as written” be changed. Codependents can be black and white in their thinking; some people interpret “as written” to mean that Higher Power cannot be substituted for God when reading the document. Changing “as written” (e.g., as written except for the substitution of Higher Power for God) allows people the choice of saying “Higher Power” when the documents are read out loud. Since CoDA is a nondenominational organization, we would like to be congruent with the principles of the organization in using “Higher Power” and the God of our understanding in the reading of Foundational documents.

*Flo says >>>*this issue was answered directly by the Board and NOT assigned to a committee stating ***“the Board is not empowered to give permission to do anything. Each meeting is autonomous and can do anything as long as it does not affect CoDA as a whole.*** <<<

Flo also adds>>> This is the third time that Texas has submitted this issue written a little differently each time. It looks to me that Texas rewrote this submission each time in congruence with feedback that they received from SSC (Service Structure Committee) and the conference over the last 2 years. This year the Board answered this VEI directly rather than assigning it again to SSC. The change that Texas has asked for is neither a change to the bylaws nor an actual change to the foundational documents themselves. The wording “read as written” is only stated in the Fellowship Service Manual under “What constitutes a CoDA meeting?” In my opinion, this VEI was not given fair and adequate consideration by the board as I feel it should have been reassigned again to SSC. I have notified Texas of my opinion and they will be discussing this at their next assembly. <<<

TX-08-02. Texas requests that when CoDA World translates the CoDA Book into other languages, only the first 111 pages is translated rather than the entire book.

Translation is very expensive and we think the recovery stories will not translate well linguistically or culturally.

Intent: We do not intend to eliminate the personal recovery stories but think the stories would be better if provided in the native language and culture—perhaps as a separate book. Translating the first 111 pages only would save CoDA money and provide important CoDA literature to other countries more quickly.

*Flo says >>>*this issue was assigned to TMC (Translation management committee) I do not believe that it was answered by the end of conference<<<

TX-08-03. CoDA Texas suggests a change to the third paragraph of the Welcome. It now reads: “We attempted to use others-- our mates, friends, and even our children as our sole source of identity.....” We would like to add “and jobs” and change the Welcome to: “We attempted to use others-- our mates, friends, and even our children and jobs, as our sole source of identity..... “

Intent: Some codependents don't have mates, children, or even friends, but use their job as their sole source of identity. Adding this phrase to the Welcome identifies another area of our addiction. We suggest this change be implemented in the Meeting Starter packet and other web documents and then in the CoDA Book at the next printing.

*Flo says >>>*this issue was assigned to SSC and was answered by the end of conference 2008 with a motion from SSC stating they did *not* agree with this suggestion. The motion passed. <<<

SERVICE STRUCTURE COMMITTEE

Hello from SSC--

Our members as of 2008 CSC are as follows: Curtis F. (chair), Natasha K. (AZ) Eric S. (CO), Khris (AZ), Jim D. (CT), Judi T(MA), Florence F. (MD)

Service Structure Committee (SSC) Quarterly Report October 2008— Goals , Activities, and Motions from CSC 2008

1. Many edits were made to Fellowship Service Manual (FSM) and Meeting Starter Packet (MSP) since 2006, these edits were not reviewed by the committee and accepted until 2008 conference. It was voted on by the committee to hold publishing until we added the new edits from the motions at 2008 conference. The committee is still working on these new edits. We have the goal to publish by the end of the year.
2. We plan to research how other 12 step groups handle “endorsement” issues to possibly add to the FAQ.
3. We are working on some internal procedures i.e. revision tracking, revision of document dating, authenticating CSC approval in header/footer, where to place master copy of BL, FSM, MSP, Foundational documents, and archiving procedures.
4. Conference approved the following response to TX-08-03 VEI- “SSC does not support this issue. SSC feels although adding “and Jobs” to the Welcome may be more inclusive, it does not warrant the changing of a foundational document.”
5. SSC is still considering a previous VEI from Texas about “streamlining” the Welcome so that we can have a shorter version presented alongside the longer version.

6. Outreach submitted a motion which conference approved for this wording to be added under "Start a Meeting" in the MSP. The new wording should be *“Meetings can be held almost anywhere. Try area churches, synagogues, counselling centers, hospitals or Places where other group meetings are held. Though each group is autonomous, for reasons of safety and anonymity CoDA cautions about holding meetings in individual homes. When choosing a meeting place, please keep in mind personal safety.”* This should be included in our new edits.
7. Outreach also submitted a motion which was TABLED to be considered by SSC concerning therapists running meetings. For 2009, SSC will develop wording to potentially be added to the FAQ section.
8. CLC also submitted a CLC mission statement, style sheet, new recovery patterns and a tent card for meetings to be added to the FSM and/or MSP which will be included in our new edits and published by the end of the year.
9. For 2009, SSC is going to write and develop guidelines for the Elections Committee.
10. We will update the Board of Trustee Application to include province/country.

LITERATURE COMMITTEE

Since the Conference, the Literature Committee has begun working on the sponsorship project, initially coming up with an outline from which to work. There will be a face to face meeting in Los Angeles in November to begin the job of consolidating old material with new submissions.

The 2007 AZ issue of adding verbiage to CoDA's Patterns and Characteristics was tabled while the committee begins a study of the proposed topic of counter dependence. The committee is looking to hear from CoDA members who either are familiar with this topic or who identify with counter dependence. We are looking for anyone in the SoCal area who is available to meet with us on Monday morning, November 24th at a location to be determined. Interested parties can contact Janet C. at berthageo@comcast.net or at 401-486-7538.

The final proofing of Building CoDA Community: Healthy Meetings Matter is about to take place. The goal for completion is October 31st/

The "Story Gatherers" project ad for submissions has been updated. A companion piece to the Patterns and Characteristics showing what recovery looks like for each characteristic has been conference endorsed. Both these items have been sent to the web and to CoNNections.

Janet C. Chair

OUTREACH COMMITTEE

Outreach members include: Allan (CA), Anahid (CA), Debi M. (CA), Florence F. (MD), Karen G. (TX), and Wayne M. (CA). We currently have three potential new volunteers observing.

Spanish Outreach members are: Maggie (Nicaragua), Cari (FL), Marilia (Mexico), Tracey (IL), and Linda (CA).

Incoming E-mail Numbers

Quarter 2008	Outreach E-mails	Spanish Outreach E-mails
First (Jan-Mar)	282	85
Second (Apr-Jun)	212	49
Third (July-Sept)	177	43 (incomplete)

Outreach Activities

Outreach held a teleconference Oct 4 to discuss post-Conference business and Outreach 2008 CSC Motions. Another follow up teleconference is planned for November or December.

1. The committee discussed the need for better communication between SPO and Outreach. One person from each committee will be an observer on the other committee, and GC results will be forwarded to each committee.
2. We discussed the process for e-mail volunteers. Overall, this process has worked well for people answering e-mail; however, we decided it is not required for anyone doing other Outreach work (e.g., meeting activity follow up). New volunteers should introduce themselves to the entire committee. With this decision, we will modify the help wanted ad on the web.
3. We are puzzled by two things: (1) After Conference, review of the new literature (Healthy Meetings) found cautions against having meetings in people's houses and advising against misuse of Tradition Eight by professionals seeking to use meetings as places to recruit clients. It seems odd that much discussion was generated about the Outreach motions and yet the literature containing the same cautions was passed without difficulty. (2) Motion 3 was withdrawn because Outreach was told the CoDA logo is copyrighted and could not be translated. Yet there is a translated logo on CoDA Spanish literature and has been for several years and a Portuguese translation on a Brazilian CoDA approved web site. This creates a mixed message. If a translated logo is already on Spanish literature and a Portuguese website, why is this an issue?
4. Outreach requested Roy allocate a WIKI area under the Trusted Servants page to post, organize, edit, and/or construct documents, GC results, and reports.
5. Allan withdrew his suggestion about restructuring Outreach and its subcommittees.
6. After closing the teleconference, there was agreement on researching ways to provide participation of SPO members who live outside the continental US.
 - a. Calling cards
 - b. SKYPE phone services (requires broadband capability, which everyone does not have)

2008 Outreach CSC Motions:

Outreach presented 5 motions during Conference. The results at the end of CSC were as follows:

1. Spanish Outreach (SPO) MOTION # 08104 (Subject: Meeting locations)

Verbiage will be added in the Meeting Starter Packet (MSP) discussion about “where” to start meetings to caution people about holding meetings in their homes. For example: “Though each group is autonomous, for reasons of safety and anonymity, CoDA cautions about holding meetings in individual homes. When choosing a meeting place, please keep personal safety in mind.”

2. SPO Motion 08102 (Subject: FAQ for therapists)

SPO requested the following verbiage be added to the FAQ section.

“I’m a therapist and I want to start a meeting.....

Answer: We ask that therapists only start meetings or participate in meetings as an individual recovering codependent. CoDA is forever non-professional and does not affiliate with any outside facility or outside enterprise. Tradition two reminds us that no one individual holds authority over CoDA meetings. Therapists and other professionals are asked to not dominate, attempt to facilitate meetings with professional authority, or use their position for personal gain.

This motion was **tabled** to be moved to SSC (Service Structure Committee) for discussion/ refinement and hopefully be added to the FAQ.

3. SPO Motion (Subject: Spanish Version of CoDA Logo)—Motion Withdrawn

4. Outreach Motion 08101 (Subject: Insurance FAQ)

We asked that additional information be added to the existing FAQ about acquiring liability insurance so people don’t have to research the options each time a church or facility requests the meeting to provide liability insurance. **The motion failed both times it was presented.**

5. Outreach Motion 08073...(Subject: Answering Service)

Final amendment to “Direct the Board to replace the existing answering service (live, non-CoDA staffed, costly) with automated phone services: including 1-800 numbers, call forwarding options which could be picked up by live CoDA volunteers, email notification of incoming calls (including digital sound files etc.), and separate numbers or message boxes....” **This motion passed by majority but not by**

TRANSLATION MANAGEMENT COMMITTEE (TMC)

2009 CODA CONVENTION

“Independent and Free”

The 2009 CoDA Convention is in Seattle WA July 9-12, 2009. The Great Northwest is waiting for you to visit and have a fun filled time.

The new flier has been posted with the new corrections made, please hand them out at your local meeting. You can download them at www.coda.org

Below are the lists of volunteers that have stepped forward already to help make the convention a success. Please feel free to contact us at covention@coda.org if you are interested in helping to make this a fun filled event for all that participate. We look forward to seeing you.

Geri S.
Convention Chair

These positions still need to be filled

Fun Stuff Volunteer- to help organize the table of goodies after check in

Dance volunteers - to help collect tickets sat night

Workshop volunteers - to conduct 1 1/2 hr workshop during the convention

Ticket volunteers - for meals tickets collection

Registration Volunteers - to help man the registration tables -

Positions already filled

1st Chair - Geri S. WA

2nd Chair- Trish R. WA

Volunteer Coordinator - Barb SoCal

Registration - Geri S. WA

Treasurer - Della TX

Audio - Chuck IL

Lit Coordinator - Dale Vancouver Canada

Workshops - David L TX, Albert R. WA, Deb W. NorCal,

Volunteers- Chris, Dale, Richard, Janell, Jerri S, Dean

See you really soon in Seattle, Washington in 2009!

WEB COORDINATOR REPORT

First, let me say that it was a pleasure to act as the recorder for the CoDA Service Conference (CSC) 08. There was a lot of business completed! Since 2001, when the motion was made to submit all reports and motions in written form, the CSC committees were required to submit their reports & motions in written form. All the committees did a very good job of that this year. I haven't had time to put them on the web yet, but they will be there soon.

From the beginning of conference till some 4 weeks later, your web coordinator has received over 100 taskings. Of these, over 90 have been completed. Some of the completed items were outstanding before conference began. This averages out to over 20 tasking per week.

The Fellowship Services worker reports that she has processed over 1600 requests in one form or another so far this year. Of that number a little over 300 were forwarded to various committees for other people to work. This is not to say that our Fellowship Services worker did not have to input time into these items as well, because when an item comes in regular mail, she scans it and sends it to the committee. If there is no email to respond to, she receives the reply in electronic form, prints it out and mails it to the person seeking information. Email really does speed up how fast we are able to respond to questions.

A new field has been added to the new meeting request form just under the name of the primary contact. If you want the Fellowship Services worker to mail you a Meeting Starter Packet, click this field. Please note that she will need your address to mail the packet to you. Remember that all contact's address information is not shown to the public, but may be used by various committees for mailings. You may always download a Meeting Starter Packet from the website. We have English, Spanish & Chinese versions available.

A new field has been added to both the new meeting request and the update meeting request. This field is located below the submitter's email. The submitter's email is used to respond back with notification that the meeting has been created/updated or to ask additional information if required. Due to the meeting policy, the Fellowship Services worker needs to know whether you are a primary/secondary contact or a member of the fellowship. See the revised meeting update policy at the end of this report. We've had to implement this due to the fact that we have people showing up at meetings and identifying them as closed when they are not (I know that this sounds strange because a large part of the meeting update policy was implemented to keep newcomers from showing up at a closed meeting, but it does happen.) Also, area meeting coordinators (secondary contacts) have changed the meeting information and the primary contacts for the meetings later requesting who changed their information. We at CoDA are happy to get the updates, but we now find ourselves in the position of determining what the correct information is. It is important to update your meeting information on a yearly basis even if there are not changes. That lets CoDA and the fellowship searching for meetings know that the information is current.

Also, please note that there has been a new page added to the website. The Fellowship Services Manual and Meeting Starter Packets have lots of descriptions of committees

and some emails. However, people searching the website are not always aware of how to find the email addresses of various committees. The new page is named "Contact Us" and is available from the second row menu on most pages. This page has a very short description of what each committee does and the email address of that committee. It also has the corporate address for CoDA and CoRe.

SPAM continues to be a problem. The first of October saw a lessening of the network SPAM filters and an increase in the amount of SPAM that the committees actually see. The committees received 79 (14%) SPAM emails from 16 Sep to 22 Sep. From 30 Sep to 6 Sep the committees saw 231 (31%) SPAM emails. This was the highest value since the middle of May. This and other issues plague our current site. Some ISP's have apparently blocked access to fates.Site5, our web host. As a matter of fact, after Sunday night, no one was able to access www.coda.org from the hotel's WIFI network at the CSC. We've also had various problems with some email addresses not receiving emails from CoDA.org. The decision was made to move the webpage to a different host. BlueHost.com was chosen and most of the website has been moved. To keep the disruption to a minimum, the meeting search and update functions are still on the old site. When you go to the meeting locator, it will transfer you to the old site.

At the CSC 08, several comments were made on the meeting policy and it was thus revised. The board is looking at the revisions for approval for incorporation into the Meeting Starter Packet.

Here is the revised meeting policy:

Meeting Update Policy

It is impossible for CoDA volunteers to know with absolute surety whether a meeting is active or not at any given time. CoDA relies on the meeting contacts to provide us that information. The CoDA Board stresses that it is the responsibility of the contacts for the meeting to keep meeting information up to date. We gratefully thank those meeting contacts that keep their meeting info up to date, even when the meeting closes.

Certain words are used throughout this policy to indicate actions taken on meetings. Their definitions are provided for clarity here:

New: The meeting contact sends in information on a new CoDA meeting that has not previously been submitted to CoDA.

Update: Some change to the meeting's information. Every change made by the Fellowship Services worker causes the "Last Updated date" to change to the date that she makes the changes. Meeting contacts can use the [online form](#) or download the [PDF form](#), fill it out and mail it in to update meeting information.

Active: While not seen by the fellowship, there is a field in the meeting database that indicates whether the meeting is active or not. As long as the Active field is checked, the meeting will show up in the meeting searches as active.

INACTIVE?: This does not mean that the meeting is inactive. This means that CoDA is unsure whether the meeting is active. Therefore the meeting is annotated as follows: The Facility Name will be labeled as INACTIVE? Facility Name, where Facility Name is the actual name of the facility. Note: This is done so that attention will be drawn at the summary listing level. Then in special instructions, a message will be added; such as, this meeting may be inactive. If you have any information about this meeting, send it to meeting@coda.org.

Deactivate: This means that the meeting's active field will be cleared indicating that the meeting is not active. When a meeting is deactivated, it is not deleted! The meeting is

still in the database, but will not be visible in meeting searches. If a meeting is deactivated by mistake or the meeting becomes active again, the Fellowship Services worker can re-activate it without re-entering all of the data.

Deleted: As a general policy, CoDA does not delete meeting records. However, there have been several times when converting from one type database to another, that deactivated meetings have been copied to backup spreadsheets and deleted from the database. The Fellowship Services worker does not have a way to delete meetings.

Fellowship Services (FS) worker: Responsible for updating the meeting database. No one else is allowed access to the database besides the Web Coordinator. When a person uses the online form and submits it, the data is sent via email to the FS worker.

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[Definitions](#)

[Policy #1 \(Update of meetings, primary responsibility\)](#)

[Policy #2 \(Update of meetings, secondary responsibility\)](#)

[Policy #3 \(Update of meetings, general Fellowship\)](#)

[Policy #4 \(Update of meetings, Outreach Committee\)](#)

[Policy #5 \(Update of meetings, Web Coordinator\)](#)

[Life of meeting](#)

The following represents CoDA's policy for updating meeting information:

Policy #1 (Update of meetings, primary responsibility)

Each Group's primary or secondary contact is responsible for submitting [new](#) meeting information and [updating](#) the meeting information either by [online meeting update form](#), [email](#) to meeting@codas.org or mailing in the [meeting update form](#).

NOTE: Primary and secondary contact information should be provided with meeting updates even if the individuals do not consent to this information being released to the public. In the event there is no information provided and a person states that he or she is a contact or a new contact, the FS worker will take this statement at face value.

RECOMMENDATION: Meeting contacts should update their meeting information on a yearly basis. Even if the information is correct, send an email to meeting@codas.org stating their meeting number and that all information is correct. This will ensure that your meeting is not listed as [INACTIVE?](#)

Meeting contacts can do a meeting number search on their meeting in the [Meeting Resource Center \(Meeting Locator\)](#). This search will either give them the meeting details, tell you that the meeting is not in the database or that the meeting is in the database and has been [deactivated](#). At that point the instructions will tell you that you can email meeting@codas.org to reactivate the meeting.

Policy #2 (Update of meetings, secondary responsibility)

Local meeting coordinators, intergroups, VE Assemblies, delegates and our Outreach Committee are secondary sources of [update](#) information.

No direct access by meeting contacts or area coordinators will be granted to the meeting database. These individuals must use the [online meeting update form](#), [email](#) or [mail in form](#) to update the meeting information and must identify themselves and the position that they are in.

The FS worker is not responsible for determining the right of the individuals to update the meeting if they identify themselves as one of these secondary sources of information.

From time-to-time, the Web Coordinator may dump the database to a spreadsheet for use by various CoDA Committee's as they request data for special mailings.

Policy #3 (Update of meetings, general Fellowship)

If someone other than the meeting contacts or secondary sources sends in a meeting [update](#) request and does not state that they are the new contact for the meeting or a secondary source, the FS worker will:

Compare their name to the primary and secondary contacts for the meeting.

Respond to the individual with CoDA's meeting update policy, **but will not update the meeting.**

As an exception to the above, if someone other than the primary or secondary source for a meeting emails/notifies/updates/etc. and says that the meeting is not meeting, CoDA will annotate the meeting as [INACTIVE?](#).

Note: Notification by someone that tried to attend a meeting and could not find anyone at the meeting will only cause the meeting to be listed as ["INACTIVE?"](#). It could be that the meeting has moved to another day of week or location, decided not to meet that particular date or numerous other reasons that the meeting may still be [active](#), but not there when the person tried to visit.

As another exception to the above, if someone in the general fellowship notifies us that a meeting marked ["INACTIVE?"](#) is [active](#), the annotation will be removed and the last update date field changed to the current date.

A second or third notification of the same meeting on a different date will prompt the [deactivation](#) of the meeting *without further notice*. Please realize that the FS worker may not always realize that it is the second notification and may not take immediate action.

Policy #4 (Update of meetings, Outreach Committee)

As the Outreach committee receives various notifications of meetings becoming [inactive](#), meetings that have not [updated](#) their information for a period of time or questions concerning whether a meeting is [active](#) or not, the Committee may contact the meeting directly by [mailing, email or phone call](#).

Outreach Committee decides when and to what extent to contact the meetings. Usually for a mailing, the mailing is sent to the Facility address (a returned mail from an individual will indicate the person moved or is not interested, but may not indicate that the meeting has closed.)

Note: Providing full addresses for meeting Facility, contact names, address, email, & phone numbers assist Outreach in this update process.

If our Outreach Committee sends out a mailing to the meetings and does not get anything back in 4 months after mailing or the mail is returned to CoDA unopened, the meeting will be [deactivated](#) by the FS worker.

If Outreach Committee emails the meeting's contacts and does not receive a reply within 1 week, they may notify the FS worker to [deactivate](#) the meeting at any time.

If Outreach Committee calls the meeting's contacts and does not receive a reply within 3 days, they may notify the FS worker to [deactivate](#) the meeting at any time.

Policy #5 (Update of meetings, Web Coordinator)

Quarterly, the Web Coordinator will prepare three lists of meetings:

INACTIVE List 1 will be a list of meetings that have been annotated as ["INACTIVE?"](#) by various processes during the last six months.

INACTIVE List 2 will be a list of meetings that have not been updated in 3 years from the beginning of next six months.

Deactivation List will be a list of meetings that have not been updated in 5 years from the beginning of next six months.

These lists will be posted on the website under "Breaking News", the Meeting Resource Center and in the QSR.

Also the lists will be forwarded to the Outreach Committee with contact information for them to take action as they determine reasonable. No action on these lists will be taken by the Web coordinator till the end of the six months period.

Each quarter, the Web Coordinator will update the list and then twice a year, the Web Coordinator will take action on the three lists as follows:

INACTIVE List 1: No action.

INACTIVE List 2: Web Coordinator will update the list to remove those meetings that have been updated. Those meetings remaining in the list will be annotated as "INACTIVE?".

Deactivation List: Web Coordinator will update the list to remove those meetings that have been updated. Then the Web Coordinator will **deactivate** the meetings leaving the last updated date as the original date.

Life of Meeting:

Meeting is **created and updated** by primary or secondary contact on a periodic basis. If meeting is no longer active, the primary or secondary contact will inform CoDA and the meeting will be **deactivated**.

OR

Meeting is not updated by meeting contacts and secondary sources step in to accomplish the updates.

OR

No one updates the meeting information.

THEN

Someone tries to attend meeting and meeting is not active. They notify CoDA. The meeting is annotated as "INACTIVE?".

On a second notification or confirmation from Outreach Committee research, the meeting is **deactivated**.

OR

On notification that the meeting is **active**, the annotation of "INACTIVE?" will be removed.

OR

Outreach Committee acts upon various indications that meetings may not be active, sends out a mailing, emails or calls the meeting's contact to confirm the status of the meeting.

If no response is received (mailing - 4 months, email-1 week, call-3 days) or response indicates that the meeting is inactive, the meeting will be **deactivated**.

OR

After posting list indicating action will be taken the next six months at the beginning of the six month period, Web Coordinator will update the lists to remove meeting that have been updated and then take the following actions:

Meetings not updated in the last 3 years will be annotated as "INACTIVE?".

Meetings not updated in the last 5 years will be **deactivated**. Respectively submitted;

Roy L.
Web Coordinator

COMMUNICATIONS TASK FORCE

Task Force Purpose:

- Improved communications up and down the inverted pyramid within the World CoDA Fellowship
- Ensure that every codependent throughout the world will have access to all the CoDA information that is important to them
- Ensure that all people within the World CoDA Fellowship will have a better understanding of what is involved in making the fellowship work
- Provide a mechanism for two way communication with codependents in distant or isolated locations, particularly those without active communities or voting entities to support them
- Address those areas of communication not currently handled by the Outreach Committee

Task Force Scope:

- Compile all issues associated with communication problems within the CoDA World Fellowship
- Prioritize the identified problems
- In order of priority, develop possible solution(s) to the identified problems
- Present possible solution(s) to the CoDA board for selection of the solution to be implemented, and the determination of who should be responsible for the implementation
- Implementation of the selected solutions is OUTSIDE the responsibility of the Communications Task Force

Task Force Methodology to date

- Email link on coda.org website for people interested in finding out more about and/or joining the task force (comm@coda.org).
- Email alias created for all task force members to facilitate email communication (commtf@coda.org).
- Utilization of the TSG portion of the coda.org website for easy online communication and discussion of topics
- For those who are interested in receiving blind copies of emails that go to the task force members, but who do not want to participate as active members, a confidential distribution list has been created

Task Force Membership

- Current membership is 15 people, although only 6 seem to be active
- Representation includes codependents from a variety of US and foreign locations
- Representation includes members with a variety of time in CoDependents Anonymous, ranging from relatively new members to people with more than 20 years

Current Status:

- Primary focus during the last 9 months has been on spreading the word about the formation of the task force and gathering people interested in participating
- A Wiki working area was created in the TSG area of the coda.org website, and its use has been initiated

Plans for the next quarter:

- Attempt to complete the list of identified communication problems
- Prioritize identified problems
- Begin to develop possible solutions for the top 3 priorities

We are always open to new people joining our effort, and also to suggestions on additional things to be addressed. If interested in joining us, please email comm@codas.org. If you have suggestions, even if you don't want to join our effort, please email commtf@codas.org.

Respectfully submitted,
Evie S., Communication Task Force Chair

CoDA Quarterly Service Report (QSR) 4th quarter 2008

To CoDA's Trusted Servants,

The purpose of the QSR is "serving our CoDA Fellowship" by providing a bulletin "in which committees can report their activities." (Quoted from CoDA by-laws)

It's a vital link between CoDA Inc. Committees, Delegates and members. The QSR and **codas.org** website provide the most complete and up-to-date sources of information about our Fellowship. Please share this information with your meetings and service entities.

Any interested CoDA member can receive the QSR by email. Just contact **QSR@codas.org** to be added to the distribution list.

If you plan to have something in the 1st quarter of 2009 QSR, please email it to **QSR@codas.org**, by January 16, 2009.

Use email! Help cut mailing costs!

In order to distribute the QSR in the most cost effective manner, we want to send QSRs by e-mail whenever possible. If you have e-mail, please send your name and address: qsr@coda.org

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