

CoDA First Quarter Service Report for 2011  
Co-Dependents Anonymous, Inc. *Hereinafter "CoDA, Inc." or simply "CoDA"*  
PO Box 33577, Phoenix, AZ 85067  
602-277-7991 or 888-444-2359  
[www.coda.org](http://www.coda.org)

Note from Finance

All Delegates need to register as **Delegates** for the Conference, no matter their other service positions.

Board of Trustees Report

The Board continues to work on a number of important corporate compliance duties.

**FINANCIAL:** The expense reimbursement policies are in compliance with Internal Revenue Service regulations. This includes CoDA's Travel Expense Reimbursement Policy. Reconciliation of the Books for Inmate Program is underway; CoDA paid CoRe for the books and CoRe manages and warehouses the books. The H&I Committee has done considerable work to bring the accounting records up to date.

**LEGAL:** Ownership of a trademark requires proof that the owner took action to protect their trade name. CoDA trademarks have been challenged by (1) a company using CODA in their web address, (2) an individual owning the names CoDA and Codependents Anonymous and (3) other violations both to our trade name and copyrights. This Board of Trustees has taken appropriate action.

Contracts used in the process to allow Voting Entities to translate, print and distribute CoDA literature have been reviewed. There are a number of ways to empower our VEs that can further our shared goals and more clearly define the role of CoDA – the copyright/trademark owner and the Voting Entity (who in legalese would be the 'licensee').

The 2010 CSC Motion to change the notification period was not implemented as it violated Arizona law. This year, the Issues & Mediation Committee is compiling the voting entity list so that the corporate secretary may send the Meeting Notice within the notification period, no less than 60 days and no more than 75 days prior to CoDA Service Conference as is stated in our bylaws.

All this work would not have been possible had it not been for a fellowship member, a practicing attorney with expertise in non-profit law, who volunteered to assist with CoDA's many legal issues by advising those Board members without legal expertise which items needed action and at what level. In order to comply with the FSM guidelines on donation of professional services, these legal services are provided at a modest annual retainer fee.

**VIRTUAL OFFICE & WEBSITE:** While the Board could have simply added a content-management-system to the existing site, it was obvious that the programming code is antiquated and would be very expensive to continue. Starting the new site on a programming platform currently available is less expensive and allows for the inclusion of features that we have all come to expect in a website, for example, automated tasks and a dynamic public interface. Plus, newer code gives us the possibility to do our own organizing and to automate our processes.

An ambitious list of what could be accomplished on this new website would include: Newcomer pages, Content Management/Data storage areas, a public interface that is organized to automate messages and tasks, upgrade the meeting list access to accommodate mobile applications, space for video uploads for sharing seminars etc. Ideas for inexpensive ways to use new technologies have streamed in from many individuals, several groups and committees. These new areas will be available before CSC and will be presented at CSC by the committees working with these technologies.

There are numerous lessons learned from the prior process to develop a website. The 2005 CSC motion authorized a maximum amount for website development of \$20K. The actual total exceeded \$34K. Costs to-date to start the content-management-system and a newcomer concept page were created at minimal cost.

A beta test site is located at [www.codaworldfellowship.org](http://www.codaworldfellowship.org). This is a test site only. When it is reviewed, agreed to and otherwise completed, it will be found at [www.coda.org](http://www.coda.org).

**FELLOWSHIP SERVICES:** We are working to make the general office services seamless, readily available to future volunteers and inclusive of committees, service workers, and contractors as well as the Board of Trustees who oversee all these services.

Throughout the year, this Board has been very conservative so as not to spend a conspicuous amount on travel. Our only Face-to-Face meeting outside of last year's CSC was held in March in Northern California. All Trustees and Alternates attended.

**TERMS:** The CoDA Service Conference in July 2011 offers opportunities for Board service. The current Board members' terms expire as follows:

NAME	VE	POSITION	EXPIRATION
JudiAnn	Texas	Chair	2011
Geraldine	UK	Vice Chair	2012
Salle	NorCal	Secretary	2011
France	SoCal	Treasurer	(drafted 2010)
Dianne	Canada	Trustee	2011
Julie	NorCal	Trustee	2012
Jutta	Germany	Trustee	2013

Completing one-year terms as Alternates are: Dagmar of UK, Delia of Italy, and Mercedes of Mexico.

Trustees insure that the corporation is legally compliant. This duty is very different from service responsibilities within the fellowship. As a chartered corporation Codependents Anonymous, Inc. must abide by the state and federal laws and taxing authority regulations. Do you have expertise that would help our organization? Please keep this opportunity in your mind and heart as you prepare for CSC 2011. Are you ready to do your Board service?

A complete report of the legal, financial and corporate condition will be presented at CoDA Service Conference on July 5. As was done last year, an electronic copy of that report will be available in PDF file format. Should members want additional general information or if you are considering Board service and need to complete corporate due diligence, please contact the Board at: [board@codas.org](mailto:board@codas.org).

JudiAnn, Chair

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## Events Committee Report

Hello I am Michelle E. from Denver, Colorado, your Chair for the upcoming International CoDA Service Conference (CSC) and Convention. David L. of Texas will serve as your Co-Chair.

It's already April and we are only three months away from our Big Event. We will be celebrating CoDA's 25<sup>th</sup> Anniversary. If you haven't registered please do so as soon as possible so that we can be properly prepared with our numbers.

Reminder – if you are attending the CoDA Service Conference and are planning on attending any of the Speaker meetings and workshops you will need to register for the International CoDA Convention as well as the CSC. Online registration can be found at [www.codas.org](http://www.codas.org).

**There are some critical CSC dates approaching for Committees:**

**Bylaw changes** must be in **by April 21, 2011**

**Committee Reports**, Motions, Goals and Budgets are due **by May 7, 2011**

**Voting Entity Issues** are due **by May 7, 2011** (60 days before conference)

Please email all of the above to [Events@codas.org](mailto:Events@codas.org) so that they can be added to the delegate packet and, those that are required, forwarded to the Board of Trustees.

We already have over 100 people registered. Please, get flyers out to your local meetings and help get the word out about the convention. In the next two months we will post both agendas (Conference and Convention) as well as announce Speakers.

Ken and Mary, CoDA founders, will be opening up on Friday night to join us in celebrating CoDA's 25<sup>th</sup> Year milestone in the Mile High City.

We are looking for two more people to join the Events Committee. If you are interested, we would like at least a 2-year commitment and we ask that you do not serve on any other committee. Please, send an email stating why you would be a good addition to our committee to [Events@coda.org](mailto:Events@coda.org).

We have Travel Expense Reimbursement Opportunities for four Voting Entities to take advantage of. There is an application form you will need to fill out to request this offer. Only Australia has inquired so far; New Mexico may take advantage and bring Delegates to CSC for the first time. Get your requests in if you are interested.

If your community is interested in hosting this Event in 2013, please contact the Events committee for further information on how to proceed. You will not be on your own. Our committee is dedicated to insuring the success of this Event and to assisting the host city every step of the way.

Finally, make an investment in your recovery and bring a friend who hasn't been introduced to the miracle of Co-Dependents Anonymous. Register now and experience a weekend you won't forget. You will meet fellow recovering codependents from all over the world, receive new tools for recovery from seasoned workshop leaders and be inspired by Speakers who have gone before you and have "A New Freedom" as proclaimed in our promises.

Thanks, The Events Committee – Michelle E, David L, Chris H, Nancy M., Petra, Jeri S

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## Communication Committee Report

Signups for the main and the CoNNections email blast lists have continued to grow but at a slower rate. Signups for the QSR list almost doubled and those for the new H&I list increased dramatically thanks to an effort by that committee. The 2011 VE delegate list is in the process of being created. The Español list is currently inactive because they are using a different method for sending out information. We worked with CoRe to have information added to their invoice about where to go to signup for each of the lists. We encourage all to announce at their local meetings how to sign up to get mailings from one or more of the lists. If you are ever looking for an old email blast, you can go to the following link where all blasts are archived:

<http://codependents.org/cgi-bin/dada/mail.cgi/list/main/>

<b>Current numbers signed up to receive the lists as of 4/5/11</b>		
<b>List Name</b>	<b>Number signed up</b>	<b>Percentage Increase</b>
<b>Main List</b>	2813	12%
<b>Co-NNection</b>	2335	23%
<b>QSR</b>	575	94%
<b>H&amp;I</b>	200	603%

In addition to managing the email blast process the Communication Committee has written and distributed several items through the list. These include: a “Healthy Meetings Checklist”; a message about “Teens/Young Adults & CoDA Meetings” that generated a lot of responses; “What is the difference between a CoDA meeting and a study group?”; “Sponsorship in CoDA”; and a sample process for use by VEs or local communities to gather fellowship input on items to be voted on at CSC. We will continue to send out similar types of messages on a regular basis.

We continue to use Google groups as our primary way of communicating between conference calls. If any other committee would like help in moving to using Google groups please contact [commchair@codas.org](mailto:commchair@codas.org).

As part of our ongoing effort to improve the handling of phone calls that come into the main CoDA numbers and to cut the cost of this process, which unfortunately continues to increase, we have taken a number of actions. We sent out a request for additional volunteers to handle phone calls and received a number of responses from willing volunteers. We worked with Spanish Outreach to solicit Spanish speaking volunteers who are willing to both help with translating and making Spanish recordings as well as handling calls from Spanish speakers. The chair of our committee began working with the Fellowship Services Worker involved in the current process to develop a better understanding of the process and what exactly will need to be changed. The development of a proposal ready for submission for consideration by the 2011 CSC has been on hold for almost two months access to the software involved. Such access is necessary to understand what can and cannot be done to improve the process.

Our plans for Q2 are focused on preparing for CSC 2011. We expect to submit a number of motions prior to the May 7 deadline.

The Communication Committee continues to have monthly conference calls. Current members of the committee are Allan (SoCal), Doug (FL), Eric (CO), Evie (SoCal), Florence (MD), Geff (WA), Leo (SoCal), Liz (PA) and Shari A (AZ). Our board liaison is Geraldine H (UK). If you are interested in joining us please send an email to [commchair@codas.org](mailto:commchair@codas.org).

Respectfully submitted,  
Evie S, Committee Chair

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## Finance Committee Report

Your Finance Committee continues its review of financial aspects of the Fellowship and we will keep you informed during the year as much as possible.

Finance is working on several motions for the upcoming CSC. All motions will be submitted prior to the required cutoffs of April 21 for bylaw changes and May 7 for motions, budgets and goals.

Curtis has resigned from the finance committee; we thank him for his service. Della B. told us she is leaving Finance as of July – unless we can convince her to stay on.

Therefore, we are looking for NEW MEMBERS. If you have an interest in knowing what we do – if you have a potential interest in helping to keep CoDA in healthy financial shape – please contact [fin@codas.org](mailto:fin@codas.org). If you have financial experience in bookkeeping, accounting, or small business, that would be great. If you don't, but have an interest in financial policies, we welcome you. We have no requirements for previous service experience; we ask that committee members be financially responsible and stable in our own personal financial lives.

France, the CoDA Board treasurer, has joined in most of our telephone meetings and is providing valuable experience we welcome. We are working with her on updated reimbursement policies and new expense forms to be in better compliance with IRS rules. Stay tuned for more information in the Delegate packet and in the next QSR.

Another thing that is happening is that we are making sure that CSC and Convention income and expenses are accounted for appropriately. This has been a learning curve for the bookkeeper and us since the two events were joined. The Events and Finance committees are now aware of how to allocate expenses between the Conference and the Convention. The finance committee has concerns about the costs involved with the Service Conference. We have heard from many members and Voting Entities that some locations are preferred, i.e. near major airport hubs. Such locations usually mean lower airfares and save travel time due to less need for plane changes & stops en route to the destination. We have recommended to the events committee that the Finance Committee be consulted early in the process so we can offer suggestions to keep costs reasonable. The Conference is a necessary and costly business expense for CoDA. One suggestion is that events present choices to the Fellowship and, if feasible, have the Fellowship vote on the location for our events. Finance is working with the Board and CoRe to have an audit done of the CoRe books. We all agree that this process has taken too long to accomplish and we are working to resolve this problem. One problem is the cost for audits; another is the difficulty of finding people who are willing to audit small non-profits.

Finance has developed a first draft of our procedures manual. This manual will become part of the Content Management System when that is available.

There have been higher expenses from the Board this year that were not anticipated when the budget was created in 2010. The Board anticipates substantial increases again in the coming year. Much of the increase is due to necessary legal costs for

trademarks and copyrights. The Finance committee supports those expenses intended to guard our copyrights. However, we have concerns about other planned expenses and have asked the board for details. Some of the concerns are about annual contractors' costs: technology and/or web plans. This will allow us to analyze the numbers before the Service Conference, determine how much is needed and available for the budget, and to make recommendations to the Fellowship.

Finance is working with the treasurer to move our assets into recommended investments, according to long-standing Conference approved guidelines. Please be assured that we are very conservative in our approach to our funds; our primary aim is to protect our principal at all times.

Submitted by Steve R, Finance Chair

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## Issues Mediation Committee Report

### ***Accomplishments & Progress***

1. Progressing with back East dispute. Discussing the issue, gathering facts from & interviewing all parties. All parties, directly & indirectly involved, are fully cooperating. Interviews are going very well. Resolution looks promising. Near completion. *IN PROCESS.*
2. Formalized a list of recognized VEs (call them registered). *COMPLETED.*
3. Completed the IMC F2F meeting in Las Vegas, Nevada during February 23-26, 2011. Completed (4) motions for CSC 2011. In addition, IMC worked on multiple projects such as two ongoing disputes; the VE list; IMC listing on the CoDA website; terms for registration for VE divisions, etc. *COMPLETED.*
4. Established a guide of items to consider when applying for division of a VE. Motion for CSC 2011. *COMPLETED.*
5. Working on Outreach/Board dispute. Still in investigative (at times) & mediation/resolution phases. IMC has been gathering reliable, relevant evidence from parties directly and indirectly involved with the issue. IMC is following FSM guidelines & verifying if disputing parties (and those interviewed by IMC) are following FSM policies and Bylaws. *IN PROCESS.*
6. Finalizing first phase of VE list creation for Board Secretary and Board as requested of IMC in January 2011 Board meeting. IMC worked with the Events Committee & Communications Committee to partially create list. Board had no data to offer. First distribution to Board Secretary (schedule was also agreed by Board Secretary) – April 20<sup>th</sup>; 2<sup>nd</sup> updated list – May 20<sup>th</sup>; 3<sup>rd</sup> updated list – June 20<sup>th</sup>; 4<sup>th</sup> list - after CSC registration ends. ***Thanks to Events and Communications Committees for their assistance with this endeavor! IN PROCESS.***
7. Received two new disputes. *IN PROCESS.*

8. Received two new VEs applying for division. One for regional purposes – the other for language purposes. *IN PROCESS.*
9. IMC will follow through with new VEI status process with web coordinator and other chairs. *PENDING.*
10. Continue to [monitor and track](#) CoDA VEIs ([Voting Entity Issues](#)). *IN PROCESS.*
11. Work on finding any needed IMC placement and/or updates issues on the [www.coda.org](http://www.coda.org) website. *IN PROGRESS.*
12. Approved and distributed IMC members' ERRs to Bookkeeper/Finance Liaison/Treasurer. *COMPLETED.*
13. Still waiting for information regarding "Content Management System," – specifically dispute confidentiality issue with Board Liaison. *PENDING*
14. Write IMC Report with 2011-2012 goals and budget proposal for CSC 2011 fellowship approval. *IN PROCESS.*

### ***New Business and continuing items – Goals***

1. Continue to track & monitor VEIs & gather data from remaining committees.
2. Continue to update Summary VEI Table.
3. Continue to mediate disputes from CoDA entities as outlined in the FSM using IMC investigative, mediation & resolution process.
  - a. Continue to discuss, investigate, gather objective facts, mediate and resolve new disputes. Ensure FSM policies and Bylaws have been followed in cases, and are followed by both disputing parties and by those who are interviewed in the IMC process. Identify root of problem and discrepancies from FSM policies and Bylaws.
  - b. Continue to discuss, investigate, gather facts, interview relevant individuals, mediate parties and help resolve ongoing dispute. Also, ensure that FSM policies and Bylaws are being followed by disputing parties and by all those that are interviewed.
4. Complete two new VE division registrations.
5. Continue to proofread and edit all motions for CSC 2011.
6. Continue to work on finding any needed IMC placement on [www.coda.org](http://www.coda.org) website.
7. Write IMC Report for CSC 2011 with goals and budget proposal.
8. Improve upon our inter-communication methods to problem solve issues assigned to IMC.
9. Provide new VEI status process for chairs and web coordinator.
10. Continue to hold monthly IMC teleconference meeting calls with members.

Thanks for reading our progress and accomplishments!

In Service,  
Natasha K., IMC, Chair

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## Translation Management Committee Report

The Translation Management Committee has nothing to report this quarter.

**Members:** Roy L, Leo C (Fellowship Services Worker), Fernando, Judi, Lena, Gerald B

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## Hospitals and Institutions Report

### **Accomplishments**

1. Sent out welcome letter to "[CoDA Hospital & Institution Information Contact List](#)" email list:

**The Purpose of this List** is to send information regarding H&I (Hospitals and Institutions) service opportunities and resources from the H&I Committee and, whenever possible, for the members to share that information with their Intergroup or local meetings. This list is for CoDA members who are H&I contacts for their region or group. Individual members may also be part of the list in order find out more about H&I service.

We are planning to send you our newsletter "H&I Lights" periodically through this list.

### **Committee History:**

The H&I committee has gained great momentum this year. We are strengthening our committee infrastructure and procedures, enabling us to communicate more efficiently with members looking for resources. We expect that we will continue to grow in size, as a committee, as we seek to achieve our purpose.

- **Committee Purpose:** The purpose of the Hospital and Institutions Committee is To serve to carry the message of CoDA to codependents through medical, penal, educational and social services institutions and
- To act as a resource and support to the local H&I trusted servants

### **Responsibilities:**

- Respond to inmates and professionals via email or US mail requesting literature & sponsorship
- Reach out to H&I delegates, Intergroups, and Voting Entities to share best practices
- Coordinate outreach programs within fellowship to institutions
- Correspondence to World Conference and CoDA fellowship via Quarterly Service Reports

### **H&I Committee members and roles (2010-2011)**

- Chair – Yumi, Northern California

- Recording Secretary – Barbara, Northern California
- Literature Management - Kathy & Lou, Illinois
- Correspondence – Lesa, Southern California
- Carry the messages to Institutions – Annie, Massachusetts

Please consider becoming a Committee member. Most committees meet at least once annually (sometimes at the World Service Conference) and we have at least once monthly conference call meetings. If you are interested, please contact our committee chair at the committee email address ([hosp@codas.org](mailto:hosp@codas.org)).

Thank you so much for your interest and service!

2. H&I created a newsletter “**H&I Lights**” highlighting what is happening with the H&I world. It was sent March 2011 and will be sent quarterly.

➤ H&I Lights      Beam 1      March, 2011

Welcome to "H&I Lights" our first "email blast" from CoDA's Hospitals and Institutions Committee (H&I). In an effort to stay connected and support the fellowship we will use this as an avenue to communicate what H&I is working on and share ways you can help the co-dependent who still suffers within institutions and outreach to resources that can help share CoDA experience, strength, and hope.

What H&I has done: Since July, 2010, H&I has handled letters from 142 different inmates from 22 different institutions.

Did you know: CoDA makes some of its literature available to inmates and institutions without cost to them? The "CoDependents Anonymous" book and "The Twelve Steps & Twelve Traditions Workbook", along with a few booklets are being sent when requested by the inmate. When requesting literature, the inmate needs to include his/her name and number as well as an address at which he/she may receive packages in compliance with institutional policies. All requests are handled by mail sent to: CoDA, PO Box 33577, Phoenix, AZ 85067-3577.

Opportunities for service: Money may be donated to CoDA for the purpose of purchasing books to be sent to inmates and institution. If someone wants to do this, they can follow the instructions found on the CoDA website under Members/Volunteers then under Opportunities for Service. Currently, for every \$10 donated, 2 books (the one purchased and one added by CoDA) will become available to be sent out when requested. That's a real bargain!

3. Books for Inmates: We sent out **39** “CoDependence Anonymous” books and **6** “12 steps and 12 traditions” workbooks to inmates in 19 different institutions

4. We received and responded to 33 letters from 17 facilities in 10 states.
5. To update the FSM we will be submitting a motion at the 2011 CSC

### ***New Business and Continuing Items – Goals***

1. We have been working with CoRe and the Finance Committee and Treasurer to work out a system for tracking the donations to and books purchased for the Books for Inmates program since the founding of that program. Good progress is being made!
2. Update H&I website

### **Members:**

- Recording Secretary – Barbara
- Literature Management - Kathy & Lou
- Correspondence – Lesa
- Carry the messages Institutions – Annie
- Chair – Yumi

Report Prepared by: Yumi  
Cc: Julie B.

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## Outreach Committee Report

### **MEMBERSHIP**

**Outreach:** Allan B. ([SoCal](#)), Florence F. (MD), John R. (PA), Karen G. (TX), Lisa (NV)

**Spanish Outreach:** Guillermo (Mexico), Madeline (FL), Maggie (Nicaragua), Rosario (SoCal) and Tracey (IL/FL).

**Professional Outreach:** Allan B. ([SoCal](#)), Florence F. (MD), John B. (PA) and Lou (IL).

Outreach continued its service work. We can report that approximately 270 email inquiries were received and responded to resulting in at least 600 total email contacts with persons inquiring. The total number of committee-related emails received by each member of the committee dealing with English language emails was approximately 1000. These numbers are not precise because of email delivery changes and other difficulties that are now being mediated by IMC.

Each email responded to requires anything from ten-minutes to as much as an hour of the member's time. In addition, we have lost of the services of some long-standing members of Outreach. As a result, Outreach members have been hard pressed to continue the rapid yet careful responsiveness that has characterized our work in the past.

To illustrate the work of Outreach, the committee recently received the following inquiry:

“I am concerned about this issue, because the group sells recorded tapes from open meetings when the group celebrates its annual anniversary and books not approved by CoDA Resource Publishing, Inc.®. Could you give me an answer about this matter and explain in detail please? Sometimes also the group passes the basket twice to collect money to give guest speaker money, (second basket goes to guest speaker).”

Outreach follows CoDA’s discouragement of advice-giving so the first response from Outreach referred to passages in the foundation documents that might be relevant to the situation. After this was sent, other members of the committee commented including an extensive description of how meetings she attended had dealt with exactly these issues and this was forwarded to the inquirer.

Here is comment by a member of the committee that also illustrates the work done by Outreach:

“I am sponsoring the Egyptian woman who wrote in on my last rotation and she wants to start a meeting in Egypt. She was also asking if the CoDA Book has been translated into Arabic. HP may have a plan in mind for her to help build CoDA in Egypt. An ambitious project but all ambitious projects start with an idea. I have no idea if any of this will go anywhere and I know it will take time, but I'm supporting her ideas about it and providing information to her about how to do it. I think that is Outreach. How does someone provide that kind of support without the background of serving on World Committees and Outreach specifically? We answer a lot of different questions. The people on this committee have discussed many ideas and concepts (some with love and support and some with at least respect) that provide an ability for us to make connections and provide an environment that allows this kind of support to occur. .... It is created by the spirituality of this program.”

**Professional Outreach:**

The committee-approved plan for display presentations at professional meetings continues under discussion and revision. Equipment, materials and a protocol for videotaping ESH of members is complete and test videos have been taken. Legal issues need to be resolved.

**Spanish Outreach:**

**Members:** Guillermo (Mexico) , Madeline (FI) , Maggie (Nicaragua) , Rosario: California, Tracey (FI)

**Goals:**

1. To carry CoDA’s message of recovery to those Spanish-speaking codependents seeking our experience, strength and hope.
2. To provide those seeking help, information about meetings, CoDA World events, and available Spanish literature.

3. Continued cooperation with other entities and Committees within CoDA in matters leading to provide Spanish-speaking codependents access to information.

### **New accomplishments:**

During these past three months, Spanish Outreach provided the requested information for the establishment and registration of four new Spanish groups:

1. New group in CA1318 Grupo Quiero Vivir, in California.
2. **New Group WES029 Grupo NUEVA VIDA Barcelona, Spain.**
3. New group in Bogota Colombia started by its coordinator Guido A.
4. New group in Miami, Florida started by its coordinator Claudia.
5. Spanish Outreach has volunteered some of its members to assist in the answering of CoDA's phone line.
6. Spanish Outreach provided the Webmaster a translated page of the information for the 2011 CSC and Convention and its currently waiting to be posted at the site.

### **Vision:**

#### **To become a standing CoDA Committee in 2011.**

Number of emails:	305
Number of inquiries:	420
Total number of emails:	725

### **Update:** Update process.

1. Tracked reports to Outreach regarding problems with meetings (location, active / inactive, etc) handled during rotations and followed up as necessary.
2. Proactively handled a few meetings tagged as "Possibly inactive?" and found a few that just needed to be updated and a few that were "dark." Some still in "process."
3. During the quarter added one volunteer to this process, at the very end of the reporting period.

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## Literature Committee Report

The CoDA Literature Committee remains committed to its mission of encouraging and facilitating the creation of new literature written by and for the Fellowship of Co-Dependents Anonymous. Writing for CoDA is a wonderful way to "carry the message," as expressed in Step Twelve. The CLC welcomes participation from CoDA members.

We invite submissions from individuals and from groups. For information on current projects, to find out how to participate, and to offer suggestions for new or existing literature, please contact: CLC at [lit@codas.org](mailto:lit@codas.org).

The CLC is actively involved in the following new projects which are under the leadership of members of CLC who have agreed to be Project Leaders for each of these activities:

1. **Patterns and Characteristics of Codependence:** In response to many requests by CoDA members, CLC has revised the current Patterns and Characteristics to use a third-person format in order to alleviate concerns regarding the use of “negative” affirmations. The new Patterns and Characteristics will use the introductory phrase “Codependents...” followed by the list of codependency patterns, which is similar to the format used in current CoDA literature. Other minor changes have been made to clarify ambiguities in the Patterns and Characteristics approved at CSC last year. The revised version of the Patterns and Characteristics of Codependence will be presented for vote at CSC in July, 2011.
2. **Patterns of Recovery:** This task involved the completion and revision of the current Patterns of Recovery to correspond to the new Patterns and Characteristics of Codependence, approved by the CSC in July, 2010. We expect to have a revised version of the Patterns of Recovery to correlate to the revised Patterns of Codependence for vote at CSC in July, 2011 described above.
3. **Grief Recovery Pamphlet:** This on-going task involves the writing of a pamphlet or booklet that uses the principles of CoDA’s Steps and Traditions to assist in recovering from the grief of loss that may include death of a loved one, losses in childhood, divorce, loss of employment, loss of relationships and other sources of deep grief that affect members of the CoDA fellowship. Please send your submission to **[grief@codas.org](mailto:grief@codas.org)** with the required copyright release available on the CoDA website on the Literature home page.
3. **Manual of Operations.** This on-going task involves the creation of a manual for operations of the CLC, as required by a motion passed by CSC in July, 2010. It will clarify and support the process for bringing a new piece of literature from the drafting stage to publication by CoRe, among other things. It will also include guidelines for members (including admission to membership on the CLC) and guidelines for the Chair of CLC.
4. **Summaries of CoRe Speaker CDs.** This task is in the final stages of completion by members of the Committee and involved listening to certain CDs which are on the CoRe Literature Form for sale in order to create summaries of the contents of each of those recorded talks.
5. **StoryGatherers Project.** This on-going task involves the solicitation and compilation of stories submitted by members of the worldwide fellowship of CoDA detailing their recovery in CoDA. We welcome all members to submit these stories for eventual publication and distribution in a format yet to be decided, but that may include updating the stories contained in the current CoDA Book. Please send your stories to **[lit@codas.org](mailto:lit@codas.org)** with the required copyright release available on the CoDA website on the Literature home page.
6. **Thirty Questions for Sponsees.** This on-going task involves the revision and finalizing of a tool currently used in some regions for use in working Step One through Step Three with sponsees. It has been well-received at the grass roots level. The CLC

believes it will be a valuable tool for beginning the work of “working the Steps” with sponsees, and creates a strong foundation for working with sponsee on Steps Four through Twelve.

In addition to these specific projects and reviewing new submissions, the CLC remains committed to working closely with CoRe and in assisting the Board of Directors in reviewing requests for copying or reprinting CoDA literature or service items posted on the CoDA website and related intellectual property issues, directly and through CLC’s assigned liaisons to the Board and to CoRe .

**Members (14):** Janet, Judi T., Karla, Laurel, Barbara, Jeri, Scott, Gayle, Leslie, Terry, Debbie, Joan, David, and Teresa.

**Chair:** Karla

**Board Liaison and CoRe Liaison:** France

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## Co-NNections Report

During this past quarter, committee members have reviewed and posted CoDA member submissions to the Co-NNections Collection and to the Co-NNections’ “Weekly Reading” found on [www.coda.org](http://www.coda.org) .

Subscribers to the “Weekly Reading Email Reminder Service” have increased to 2400+ subscribers since CSC 2010. This is in addition to visitors who go directly to the “Co-NNections Collection” and “Weekly Reading” web areas. Subscribers to the service receive a weekly email reminder that informs them that a new CoDA member creation from the Co-NNections Collection has been selected and posted. The email contains a link that sends subscribers directly to the latest posting on the “Weekly Reading” webpage. New subscriptions continue to grow on a daily basis.

Co-NNections is in the process of changing its copyright statement to enable CoDA groups, and others, to legally copy and translate future CoDA member submissions to Co-NNections. Our present copyright statement makes it difficult, if not impossible to do so.

Co-NNections Committee Members: Chuck J., Claudia F., and Stu S.  
Chair: Gary R.

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## Web Coordinator Report

Your web coordinator continues to be very busy this quarter.

### **Web Updates:**

Current Last number: 2684 (last quarter it was 2576)

Current backlog: 59

Items worked this Qtr: 100 (last year: 671)

**Meeting Updates:** Your Fellowship Services worker has also been very busy. She has updated in some form (deactivated, re-activated, updated, added) 536 meetings and handled over 42 pieces of mail (either emails or regular postal mail to committees from the Phoenix address) this quarter. An update of world-wide CoDA meetings is available at: <http://www.coda.org/status/CoDAMeetingStatus.xls>.

### **SPAM patrol:**

SPAM that committees see: averaged 3% of their emails since July when we switched internet hosts.

SPAM that is caught, but not seen by committees: averaging 269 per week.

Email treated as SPAM, but actually good (resent to committees): averaging 17 per week.

**Backups & other duties:** Backups continue to be made at two different locations, one in Georgia and one in Florida. Reports for the Backups and other reports are in the new Committee Work Area (CWA) of the website ([www.coda.org/cwa/index.php](http://www.coda.org/cwa/index.php)). You need to have a logon to the CWA to view these.

**Special:** A third-party created new online registration forms for the 2011 International convention and conference. Items are being received and posted to the delegate package ([www.coda.org/dp/committee\\_reports/](http://www.coda.org/dp/committee_reports/).) An index has been provided to assist in locating items that have been posted (DP index.doc.)

Due to several outages of the CoDA site, our host decided to physically move their business to another server host. While this move should have been transparent to all, our site does have a new IP address (69.167.141.5). This has created some temporary problems as in some cases people are still seeing the old site and experiencing problems with the meeting search function. All of these problems should have resolved by the time this is read. The quickest way to tell if you are looking at old data is to notice the date at the bottom of the main index page (either the newcomer's or member's page). It should be Apr 2011 or after on the new site.

Respectively Submitted;

Roy L.

Web Coordinator

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## International CoDA Delegates & Trustees Reports

### **Canada – Deborah R, Chairperson**

Co-Dependents Recovery Society

Canada eagerly awaits active participation at the 2011 CoDA Inc. International Conference! Deborah R. (Alberta) & Gerry B. (British Columbia) will be the delegates representing Co-Dependents Recovery Society (CDRS). In addition, CoDA Canada has delegate and alternate delegate members ready to go, including: Kevin M. and Verlynn A. from Alberta and Krysta H. from Nova Scotia. Let the Conference begin!

### **Germany – Jutta**

In Germany it is quiet calm these days. Early summer weather with enormous temperatures, gardening time, as you could see under my broken fingernails. The internet communication between the CoDA members on the national level fell more or less asleep. So I am looking forward to my next challenge in America. I went to the travel agency to fix my flight dates. Werner from Freiburg (our new chair) already booked his flight to Denver for the third of July. He is happy to join the CSC and to get to know more about the international fellowship. I am sure we shall have an interesting time in Denver.

### **Japan – Yoshi**

My family and I are all well from this earthquake, tsunami and nuclear power generation. But some CoDA groups are stopped meetings because of blackout.

We changed meeting place from a community center to a restaurant.

I am preparing to support for peoples for the sufferers.

I cannot attend CSC in Denver in July.

But I am working The 12 Steps every day and I believe HP does not give problem which JAPAN cannot overcome.

My Best regards to CoDA members!

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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 is a vital link between CoDA Inc., Committees, Delegates and members. The QSR and [www.coda.org](http://www.coda.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.

### **Use email! Help us to 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.

Go to <http://www.codependents.org/> to subscribe to the QSR list

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