

CoDA Second Quarter Service Report for 2011

Co-Dependents Anonymous, Inc. *Hereinafter "CoDA, Inc." or simply "CoDA"*

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www.coda.org

**Third Quarter Service Reports,
including reporting on the CoDA Service Conference of July 5-8,
will be due on October 15, 2011**

Board of Trustees Report

Codependents Anonymous, Inc. is a non-profit corporation, registered in the state of Arizona, and must – as a non-profit – follow the IRS rules. Trustees insure that the corporation is legally compliant. The Board of Trustees of Codependents Anonymous, Inc. is continuing to work on important corporate compliance duties. This corporate duty is very different from volunteer and service responsibilities that arise out of the nature of CoDA, because CoDA is a Fellowship of recovering individuals.

Do you have expertise that would help our organization? Please keep this opportunity in your mind and heart as you prepare for CSC in Denver in July. Are you ready to offer your Board service?

FINANCIAL: The expense reimbursement policies recently sent to our members are in compliance with Internal Revenue Service regulations. For example, the travel policy is not new; but aspects of it that were not being enforced are now being shared with the members of the CSC to whom it has always applied. Some aspects of the Policy may seem "arbitrary," but the professional who is volunteering as our Treasurer is just trying to make sure that each member of the CSC understands how to document all expenditures for which they expect reimbursement.

CoDA pays CoRe for publishing and distributing books, pamphlets and booklets, and CoRe (1) project-manages their production, (2) warehouses and (3) distributes the books, returning revenue above operating expenses to CoDA.

The H&I Committee worked hard to bring their accounting records up to date so that reconciliation of the Books for Inmate Program is underway.

LEGAL: Ownership of a trademark requires proof that the owner took action to protect the trade name. CoDA trademarks have been challenged by various entities. The Board of Trustees has taken appropriate action and will report on that action at the CoDA Service Conference.

Contracts used in the process of allowing non-English speaking Voting Entities to translate from English into their language, 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 in that relationship. However, the copyright/trademark owner is CoDA, Inc. and the Voting Entity (in legalese) would be the 'licensee.' This can be a very complicated issue. Take, for example, translating the Blue Book into Spanish. Originally it was done by a volunteer group in Northern California. But a group in Mexico was concerned that there were some linguistic differences between Californian Spanish and Mexican Spanish. And then, Spain wanted to do another translation, from scratch. Up until now the board has been mediating between the groups to arrive at a form of Spanish that will satisfy all Spanish-speaking members so that the groups yearning for this literature can have it in hand, with less cost than printing three different versions. And then this Spanish translation will be ready when groups in various South American countries join the CoDA international family. This process will also be in the Board report on July 5th at CSC.

These achievements 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 the Board on critical legal matters, providing guidance on which items needed action and helping us prioritize. In order to comply with the FSM guidelines on donation of professional services, these legal services are provided at a very low annual retainer fee.

VIRTUAL OFFICE AT THE WEBSITE: Responding to a CSC mandate for a user-friendly and attractive website with multiple levels of use, the Board did some research about how to proceed. We found that the programming code was outdated and would be expensive to continue. We could have simply added a difficult-to-change content-management-system to the existing site, but starting a new site is proving less expensive and allows for the inclusion of standard website features these days, 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.

A beta test site is located at www.codaworldfellowship.org. When it has been thoroughly reviewed and completed, it will be uploaded at www.coda.org.

Our new website will include: Newcomer pages, Content Management/Data storage areas, a public interface that is organized to automate messages and tasks, an upgraded meeting list accessible by smart phones, space for video uploads for sharing workshops 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. To plan out and initiate the content-management-

system (the most time-intensive and complicated area of the site) and create a newcomer concept page cost about \$6K.

FELLOWSHIP SERVICES: We are continuing on our goal 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, overseeing all these services.

Throughout the year, this Board has been very conservative. We did not 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 which all the Trustees and Alternate Trustees attended.

TERMS OF OFFICE: 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	July 2011
Geraldine	UK	Vice Chair	CSC 2012
Salle	NorCal	Secretary	July 2011
France	SoCal	Treasurer	(drafted 2010)
Dianne	Canada	Trustee	July 2011
Julie	NorCal	Trustee	CSC 2012
Jutta	Germany	Trustee	CSC 2013

Completing their one-year terms as Alternate Trustees at the Denver CSC are: Dagmar, UK, Delia, Italy, and Mercedes, Mexico.

A complete report of the legal, financial and corporate condition of CoDA Inc. will be presented at the CoDA Service Conference on July 5, 2011. 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.

JudiAnn, Chair

Events Committee Report

Following is a list of reminders for the upcoming International CoDA Convention and Service Conference

1. To get to The Sheraton Denver Downtown Hotel from the Denver International Airport (DIA) use the Super Shuttle (most cost effective)
2. Use www.supershuttle.com to make a reservation prior to arrival

3. Anyone wanting to meet for fireworks displays on Monday, July 4th, meet at the pool area at 8:00 PM
4. Delegates, make sure you double-check the CODA website site for late uploads to the Delegate packet. Also be sure you have reviewed the material prior to our orientation at 8:00 AM Tuesday morning
5. All attendees of the CoDA Service Conference can pick up their pre-registered packets anytime between 4:00 PM – 8:00 PM Monday night in the Savoy Room
6. Get your Board Election Applications in ASAP; send them to Events@CoDA.org or give them to an Events Committee member at CSC.
7. Convention Registration will begin at 8:00 AM on Friday Morning
 - a. If possible please bring your PayPal receipt with you.
 - b. Schedules for the workshops will be in your registration packet.
8. The Friday night meeting is an Open CoDA Speaker meeting with Terry R from Boston, MA. All 12-step fellowships are welcome. There will be a dance following open to everyone. The cost is \$10.00 and may be paid for as part of your Convention registration/pre-registration.
9. You must be registered for the International CoDA Convention in order to attend the workshops on Saturday and the Speaker Meetings on Saturday night and Sunday.
10. Doors will open at 7:00 PM for the Saturday Speaker meeting for people who are not attending the banquet.
11. Anyone willing to be a Sponsor or temporary Sponsor please see Michelle E. or anyone on the Events Committee, before CSC ends, about participating in a workshop Friday afternoon.

Be ready for our fun-filled week of fellowship/friendship at the Mile High CSC/Convention!

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

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 more than doubled and those for the H&I list almost doubled. Two private lists were created for the upcoming CoDA service conference (CSC) and convention.

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/>

Current numbers signed up to receive the lists as of June 9 are:

List Name	Number of Subscribers	Change From Last Quarter
Main List	3127	11% Increase
Co-NNection	2704	16% Increase
QSR	1287	124% Increase
H&I	361	81% Increase

The majority of announcements this quarter have been related to the CSC and convention and because of this we have not created any new informational items to distribute. We have decided that those items previously sent that are intended to educate the fellowship on different aspects of how we operate will be re-sent on a yearly basis to ensure that new people receive that valuable information. We are always open to suggestions on new educational items that we might develop.

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@coda.org.

We spent most of our time this quarter preparing for the upcoming CSC and submitted a total of 6 motions in advance of the 5/7 deadline. We also submitted preliminary goals, budget and report at the same time. The goals and report are still being finalized as we get closer to CSC. We plan to produce a summary level report at CSC of all activities and plan to distribute it as an email announcement.

Our chair was successful in securing access to the process being used to handle calls made to our three (3) primary phone numbers and is in the process of developing a new process to propose that will make much more use of CoDA volunteers and will hopefully allow us to minimize and possibly even eliminate the use of the paid answering service. In addition, this new process will ensure that messages in Spanish as well as English are available on all three lines and that calls can be forwarded to Spanish speaking volunteers when requested.

The Communication Committee continues to have monthly conference calls. One member, Shari A from AZ, recently resigned because of other priorities. We thank Shari for her significant contributions over the last year and will miss her. Current members of the committee are Allan (SoCal), Doug (FL), Eric (CO), Evie (SoCal), Florence (MD), Geff (WA), Leo (SoCal), and Liz (PA). Our board liaison is Geraldine H (UK). If you are interested in joining us please send an email to commchair@coda.org.

Respectfully submitted,
Evie S, Committee Chair

Finance Report

Steve R., (FL) chair of the Finance Committee since the 2010 Service Conference in Los Angeles, CA, recently resigned from CODA service. We are grateful for his service on our committee. Judi T. (MA) is temporary Chair until the July CSC in Denver.

The Finance Committee has received proposed budgets from many committees, ahead of the Service Conference. Thank you to SSC, Literature, Finance, IMC, CoNNections, Communications, and H & I.

We hope to get budget proposals from the Board for its expenses and those of Fellowship Services, Outreach and TMC before the June 20th deadline. (*Ed Note: QSR is distributed after the budget deadline.*)

Our prudent reserve is calculated at \$261K for 2012. (The prudent reserve is an average of three years' actual expenses.)

A complete Expense Reimbursement Policy written by the Treasurer, France, was reviewed by the Finance Committee. In general, we support the professional approach taken. We offered some editing suggestions. We then distributed the policy to committee chairs, asking them to share it with their members. We have been deluged with emails in reaction to the policy. Finance has heard complaints from several committees about certain aspects of the policies. One of the difficulties came from applying stricter rules before the policy was distributed.

It is a fully "accountable" plan, according to the IRS rules. Following are the three requirements for an "accountable" plan:

- There must be a **direct business connection** and the expense must be reasonable.
- There must be **reasonable accounting** for the expenses.
- All excess reimbursements must be repaid in a reasonable time.

We hope that an in-person discussion in Denver will provide an opportunity to come to a better understanding of our Fellowship's need for fiscal responsibility.

See our committee's motions, with complete wording, online at:

http://www.coda.org/dp/Bylaws-Committee_Reports-VEIs/Finance/

We recommend that CSC approve these motions:

1. an increase in the per diem for meals;
2. an increase in the mileage rate to \$0.50 per mile;
3. rescind a policy about advances which is no longer appropriate

Committees and Boards submit their budgets to the Finance Committee 30 days before each CoDA Service Conference
Amend the Fellowship Service Manual to say that “Committee chairs are expected to be present at CoDA Service Conference to present their reports and perform committee work”

The Finance committee participated in the updating and finalization of the **H&I Books for Inmates** program to help ensure that proper accounting procedures are followed.

The Treasurer and Della B (a member of both the Finance Committee and the CoRe Board), worked together on new ordering and inventory procedures, also, for H & I programs, including Books for Inmates. This required amending the processes on both sides: CoDA and CoRe. We are now starting to use the new ordering, record keeping and bookkeeping processes.

In Service,
the Finance Committee
Judi T., Della B., Evie S.

Issues Mediation Committee Report

Accomplishments & Progress

1. Near completion with back East meeting-to-meeting dispute. *PENDING.*
2. Near completion with another back East dispute between trusted servant and a home group. *PENDING.*
3. Completed all seven (7) motions for upcoming CSC 2011 using group conscience. Motions are on CoDA's website. *COMPLETED.*
4. Prepared for CSC presentation with limited time given on Agenda. *IN PROGRESS.*
5. Continue working on a committee and a Board dispute. Had direct interference with mediation/resolution process. The IMC had group conscience on the next step of process. *PENDING.*
6. Finalizing VE and Delegate list for Board Secretary and Board as requested of IMC in January 2011 Board meeting. IMC worked with the Events Committee & Communications Committee to update and create list. Board had no data to offer. ***Continued Thanks to Events and Communications Committees for their assistance with this endeavor!*** *IN PROCESS.*
7. Received two new disputes. One is on hold. The other is in process. The IMC has assigned two IMC members as leads for the disputes. *IN PROCESS.*

8. Completed one country application for VE split based on language successfully. *COMPLETED.*
9. IMC will follow through with new VEI status process with web coordinator and other chairs. *PENDING.*
10. Continue to monitor and track monitor and track CoDA VEIs (Voting Entity Issues (Voting Entity Issues)). *IN PROCESS.*
11. Work on finding any needed IMC placement and/or update issues on the www.coda.org website. *IN PROGRESS.*
12. Will distribute remaining IMC member ERRs to Bookkeeper/Finance Liaison/Treasurer & Finance Committee Liaisons that applies to previous travel reimbursement policy. *IN PROGRESS.*
13. Completed dispute with Board on IMC Report for CSC placement on CoDA's website for upcoming CSC. *COMPLETED.*
14. Completed Budget proposal for the IMC 2012 Budget and distributed to Finance Committee for website posting. *COMPLETED.*
15. Completed the IMC Goals Proposal for CSC 2012 and posting on the CoDA website for upcoming CSC 2012. *COMPLETED.*
16. The IMC Chair has been involved in a serious debate regarding the Travel Reimbursement Policy that came out only a few weeks prior to CSC 2011 and an Acknowledgment Form that Committee Chairs must sign in order to get reimbursed for volunteering their services at CSC 2011 within 10 days of receipt. There has been an ongoing debate on whether this is legitimate IRS law or an internal policy that does not follow FSM procedures and guidelines as well as Arizona law. *IN PROCESS.*
17. Assisted Alternative Meetings with resolving questions about sending Delegates to CSC. *COMPLETED.*

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 the IMC investigative, mediation & resolution process.
 - a. Continue to discuss, identify the real root of the problem between the two parties by objectively investigating, gathering the facts, mediating and assisting with both parties in order to reach healthy resolution(s) for both parties.
4. Complete one new VE division registration when the second request is received.
5. Continue to proofread & edit all motions for CSC 2011 if necessary.
6. Continue to work on finding any needed IMC placement on the www.coda.org website.
7. Improve inter-communication methods to problem-solve issues assigned to IMC.
8. Provide new VEI status process for chairs and web coordinator.
9. Continue updating new VE list for CoDA, Inc (last phase) for Board Secretary.
10. Continue to have monthly IMC teleconference meeting calls with members.
11. Continue to learn more about the legality of the travel reimbursement policy.

12. Find improved ways and tools to use in order to mediate and find resolution with disputing parties.
13. Have the IMC seven (7) motions pass at CSC 2011.

Thanks for reading our progress and accomplishments!

In Service,
Natasha K., IMC, Chair

SSERVICE SSTRUCTURE CCOMMITTEE

I have included in our report Old Business from last quarter. Unfortunately our last two quarter reports did not make it in the QSR. [Ed Note: We apologize for having inadvertently omitting the Service Structure Committee report from QSRs.] SSC is a very important committee for the Fellowship as we maintain our foundational documents. I have found it very rewarding to work on this committee. We currently only have now five members and we may be losing another member after conference this year. There are a lot of motions and VEIs this year that may generate quite a bit more work for SSC in the coming year, so help is greatly needed! We do a lot of work over email, and use **MSWord.doc** for most of our documents. If you have some interest in editing/writing and some time to give to World Service please consider joining SSC to further your recovery in this all important service work.

I. UPCOMING CSC BUSINESS

A. We encourage all delegates to read their delegate package thoroughly before attending conference so that they have time to distribute information to groups in their VE and get their input. There are around 20 motions being presented this year that involve Foundational document changes – mainly the Fellowship Service Manual (FSM) and a few Bylaw change requests. There are also multiple VEIs that are requesting changes to the Bylaws and the Articles of Incorporation. The Board put report in the delegate package that speaks to some of the upcoming CSC motions and the VEIs presented. The Board report seems to be focused on the legal issues but in SSC's opinion has not balanced their legal opinions with the traditions when answering to these motions and VEIs. It is part of SSC's job to look at these document changes in light of the 12 Steps/Traditions/Service Concepts and compatibility with the FSM. We intend to make a preliminary report to be added to the delegate package or presented to the delegates at the beginning of conference in conjunction with other committees presenting our opinions concerning these motions and VEIs and how they relate to upholding our traditions. We hope that you take these opinions into consideration before voting.

B. SSC's motions being presented are pretty straightforward and were not mentioned in the Board Report. The biggest motion that delegates may want to focus on ahead of time is listed as Motion # 2 in the Delegate packet. This is the separation of the FSM and the Meeting Starter Packet (MSP). There is also a download available showing what the FSM and the MSP will exactly look like.

Please make sure you download these documents and distribute to your VE for input from the Fellowship before conference. We look forward to seeing you at conference!!

II. OLD BUSINESS-

MOTION 09081 – Conference and convention procedures to be updated in the FSM, to collaborate with the Events Committee – *STILL IN PROCESS WITH THE EVENTS COMMITTEE*

UPDATE – EVENTS and COMMUNICATIONS Committees submitted their descriptions and they have been added to the FSM 2009. *We are still waiting for the new conference/convention procedures and the “scholarship” guidelines.*

MOTION 08077 – FSM FAQ addition concerning therapists facilitating meetings – *COMPLETED – SEE FSM 2010*

MO VEI 06014-Motion 06080 to clear up language regarding “open,” “closed” and “restricted” meetings and make a recommendation to Literature for similar language in the next printing of the newcomer's handbook. We will consider the manner in which meetings are commonly listed by type – *SSC is still in discussion concerning this issue. Look for a possible motion in relation to this for 2011.*

MOTION 05102 – Review of FSM, MSP, group registration form etc., for a unified set of documents that support all CoDA meetings – including “alternative format” meetings – *STILL IN PROCESS*

MOTION 10028 – Vote UNANIMOUS Committee WEB – To modify the meeting update forms to match the current website database entry form. Referring to the primary and secondary meeting contacts, allowing for checkmarks for the individuals to choose to publicly display their phone numbers and email addresses. The online form gives the person the option to publicly display either/or while the paper form allows the release of mail and phone info; respectively, for the first contact and second contact only – *SSC will present the revised form as a motion for 2011*

2010-CHANGES MADE to FSM

v MOTION 10054 – For the following bullet to be added under FSM Section 09 CoDA Service Structure – “Service Responsibility: Each committee decides by its own Group Conscience how to best complete its service work, based on its goals presented to and approved by CSC.” – *CHANGE – inserted Page 41*

v MOTION 10055 – To add the following bullet to the FSM Section 09: Crafted: “Committees may spend their allocated budget on goals that were approved as part of that committee's budget at CSC.” – *CHANGE – inserted Page 41*

v MOTION 10065 – Please add this following question to our FAQ/CAQ section. Crafted: “I'm a therapist and I would like to start/facilitate a CoDA meeting.” – *CHANGE – inserted page 34*

v MOTION 100660 – “About the Meetings Phone List” – *CHANGE – inserted with meeting documents*

v MOTION 10052 – NEW Patterns and Characteristics of Codependence. – *CHANGE – inserted pgs 75 and 76*

v **MOTION 10103** – To update Section 10 in FSM – "Board Overseen Service Functions and CoDA Standing Committees" – *CHANGE – inserted page 52*
v **MOTION 10171** – *CHANGE – inserted Finance Committee description*

Current SSC Members: Eric S. CO, Stephany S. CO, Florence F. MD (chair), Judi T MA, We also have a new member just joining us this month – John from Pennsylvania.

10028 Vote UNANIMOUS Committee WEB-- To modify the meeting update forms to match the current website database entry form. Referencing primary and secondary meeting contacts and allowing for checkmarks for the individuals to choose to publically display their phone numbers and email addresses. The online form gives the person the option to publically display either/or while the paper form allows the release of mail and phone info; respectively, for the first contact and second contact only. --- SSC will present the revised form as a motion for 2011.***

2010-CHANGES MADE to FSM

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- MOTION 100660 "About the Meeting's Phone List" - *CHANGE--- inserted with meeting documents*
- MOTION 10052 - NEW Patterns and Characteristics of Codependence. - *CHANGE---inserted pgs 75 and 76*
- MOTION 10103- To update Section 10 in FSM's "Board Overseen Service Functions and CoDA Standing Committees" --- *CHANGE --- inserted page 52*
- ❖MOTION 10171—*CHANGE-- inserted Finance Committee description—*

II. NEW BUSINESS

WORK IN PROGRESS

- **2011 Motion # 1** -- present the FSM And MSP as two separate documents –
 - We are going to continue the work that Eric and Flo started.

- **ACTION:** Flo will send out a word doc. To start the process to be discussed over email.
- **2011 Motion # 2--** Judi had done some work on the Tax exempt verbiage for the FAQ section-- we need to submit this as a motion for change.
 - We voted as a committee that we will present this motion at 2011 CSC.
 - **ACTION:** Judi will look over it again to see if it can further be edited and send it to committee over email for review.
- **2011 Motion # 3--** present an updated version of the registered meeting/update page to coincide with the way it is presented on the website.
 - **COMPLETED FOR DELEGATE PACKET.**
- **2011 Motion # 4-** Open and closed meeting verbiage.
 - **ACTION:** We will discuss this more over email.
- **Process of Updating the FSM and procedures manual.**
 - **ACTION:** SSC will start work for their procedure manual which will include the process by which we keep the FSM updated for the Fellowship.

Translation Management Committee Report

The Translation Management Committee will be making its report at the Denver CSC.

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

Hospitals and Institutions Report

Accomplishments

1. Created draft "***H&I Operations Service Manual (H&I OSM)***"
2. **Books for Inmates:** We sent out thirty (30) Codependence Anonymous books and one (1) 12 Steps and 12 Traditions Workbook to **31** inmates at **12** different institutions
3. We received, and responded to, **44** letters and **10** emails
4. Started project to update H&I presence on www.CoDA.org
5. Worked with CoRe Board, Finance Committee and Treasurer of the Board of Trustees and created a system that now tracks the donations received for the program, and the books purchased by the **Books for Inmates** program.

New Business and Continuing Items – Goals

1. Pre-launch “Book for Inmates and Institutions” and new cost to sponsors of \$8.00 each for CoDA Blue Book.

Members:

Recording Secretary – Barbara
Literature Management – Kathy & Lou
Correspondence – Lesa
Carry the messages Institutions – Annie
Chair – Yumi (Prepared Report)
Cc: Julie B. Board of Trustees Liaison

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 recently resigned)

Professional Outreach: Allan B. (SoCal), Florence F. (MD), John R. (PA) and Lou (IL)

Update Outreach: Allan B (SoCal), Florence F (MD), Robin E. (AZ)

Outreach Email

Outreach received an approximate average of 16.5 emails in English, per week during the quarter totaling about 215. This resulted in an at least 1064 emails directly related to inquiries for an average of approximately 82 per week taken care of by the person on rotation.

Most were routine inquiries about finding meetings including more and more about online meetings. But sometimes there were repeated exchanges with people who were setting up new meetings, providing information and encouragement that was usually warmly appreciated. We are lucky to have a chance to do this service.

Spanish Outreach

Mission:

Spanish Outreach primary mission is to uphold Tradition Five of Co-Dependents Anonymous, and carry the message of recovery to Spanish-speaking codependents throughout the World.

Vision:

Spanish Outreach envisions itself as one group of recovering codependents, working cooperatively to fulfill our Mission.

Our Work:

We provide information and our own Experience, Strength and Hope (ESH) to Spanish speaking codependents seeking assistance.

Goal

To become a standing Committee during 2011 CSC, striving to enlist members from the many Spanish-speaking countries in the World, thus proactively participating in the growth of our Fellowship

Number of enquiries:

Seeking information and assistance: Spanish Outreach. (83) Others. (206) Total: (289)

Professional Outreach

Pro-outreach, having discovered the need to re-conceptualize its plans for contacting professionals, must report no further progress so far in the 2nd Quarter of 2011, largely because all members of Pro-Outreach are heavily involved in other CoDA service work. We are considering ways that we can encourage and support local groups as they make contact with professionals in their areas. This may be done by developing resources for them to use and promoting the sharing of their ESH related to contacting the professional community.

Update Outreach

Our newest member has been proactive in using the meeting information available from the Outreach Committee work area to identify and contact meetings that have not updated their information in more than one year.

A formal method of tracking such activities and their results has been developed, and the process of integrating the related template/form into the update process so as to support the participation of more volunteers, is under way.

Those doing "rotations" responding to messages directed to the Outreach alias also get involved in the update process directly and/or pass the pertinent information directly to the FSW or the update alias, as deemed appropriate. This is especially the case when there is overlap in the focus of volunteer service roles with Outreach.

Those interested in becoming involved in this process are encouraged to contact the Outreach Committee and volunteer their services. This includes those interested in using forms of communication that are not dependent upon an online presence.

Literature Committee Report

The CoDA Literature Committee (CLC) 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.

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 revised version of the Patterns and Characteristics of Codependence will be presented for approval at CSC in July, 2011, along with a motion to retain the existing Patterns and characteristics of Codependence for those groups who wish to retain the “I” version at their meetings.
2. **Patterns of Recovery**: This task involved the completion and revision of the current Patterns of Recovery to correspond to the new Pattern’s and Characteristics of Codependency, which were approved by the CSC in July, 2010. The revised Patterns of Recovery which now correlate to the existing and revised Patterns and Characteristics of Codependence will be presented for approval at CSC in July, 2011.
3. **Grief Recovery Pamphlet**: This task involves the writing of a pamphlet or booklet that uses the principles of CoDA Steps and Traditions to assist in recovering from the grief of loss, which 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** with the required copyright release available on the CoDA website on the Literature home page.
4. **Manual of Operations**: This 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.
5. **Summaries of CoRe Speaker CD’s**: This task involves listening to CDs that are on the CoRe Literature Form for sale that currently do not have summaries of the contents. The second part of the task requires the drafting of summaries of each of those recorded talks.
6. **Story Gatherers Project**: This 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 which may include updating the stories contained in the current CoDA Big Book. Please send your stories to **lit@codas.org** with the required copyright release available on the CoDA website on the Literature home page.
7. **Thirty Questions for Sponsees**: This task involves the revision and finalizing of a tool currently used in some regions for use in working the Steps One through Three with sponsees. It has been well-received at the grass roots level, and the CLC believes

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

8. **Updating Existing Literature:** The CLC continues to actively work with CoRE to reprint existing literature as the inventory of such materials is depleted. As part of that process, CLC reviews the literature for editing, and if major revision is deemed to be required, presents that to CSC for approval. Currently, the CLC has completed editing related to punctuation and minor grammatical items for the “Affirmations Booklet,” “Tools for Recovery” and the meditation book, In This Moment, all of which are in the process of being reprinted by CoRE.

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 the CLC assigned liaisons to the CoDA Board of Trustees and to the CoRe Board.

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

CoRe Board

CoRe is looking forward to the conference this year in Denver. We are very excited to be announcing the publication of the CoDA Book in pocket format, without the stories. The order number for this is 1003 and will be sold for \$10.50, with quantity discounts. It will be available the second week of July, but we will have a number of copies at conference for sale. If you are coming to conference and wish to purchase some of these, see Anita or Mary. We will have not only the new piece, but also some of our favorites.

The CoRe and CoDA boards will be meeting at the start of conference to further discuss the growing of literature and serving the entire international fellowship.

This will be the last year for Anita being on the CoRe board, although she has agreed to continue to help us out with coordinating the publishing. She was here at the beginning of CoRe, survived a lot of difficulties, and has been a driving force to our organization. When CoRe was first established, our first year sales were less than \$7,000 and we operated out of a 10 by 12 storage box that wasn't 25% full. We currently have more than 70 orders in an average week, and have a real distribution center of 1100 square feet, bursting at the seams! Thank you, Anita, for your service, devotion to our program, and for being a consistent example of recovery.

A quote from Anita – "My passion is that literature be available to everyone that suffers from codependency ... it made such a difference to me when I saw in black and white my problem defined. At that time, I had no idea that anyone else knew."

Thank you for letting us be of service.
CoRe Board

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 Readings" found at www.coda.org.

The number of visitors going directly to the "Weekly Reading" and "Co-NNections Collection" web areas continues to increase. The statistics for March and April are:

Month	Weekly Reading	Co-NNections Collection
April	5695	1910
March	802	979

Subscribers to "Weekly Reading Email Reminder Service" have increased by approximately 600 new subscribers since the last QSR. 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 as the new "Weekly Reading." The email contains a link that sends subscribers directly to the latest posting on the "Weekly Reading" webpage.

Co-NNections continues the process of trying to adapt its copyright statement to enable CoDA groups, and others, to copy and/or translate CoDA member submissions found in Co-NNections web areas. Presently, CoDA Groups and Voting Entities can provide their members with direct links to the "Weekly Reading" (<http://www.coda.org/week-read.php>) or the "Connections Collection" (<http://coda.org/co-nnections.php>). They can include the appropriate links as part of their websites, or as part of an email. They can also print the appropriate links in their paper-based newsletters.

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

Web Coordinator Report

Your web coordinator continues to be very busy this quarter.

Web Updates:

Current Last number: 2814 (last quarter it was 2684)

Current backlog: 66

Items worked this Qtr: 135 (last quarter: 100)

Meeting Updates: Your Fellowship Services worker has also been very busy. She has updated in some form (deactivated, re-activated, updated, added) 880 meetings and handled over 86 pieces of mail (either emails or regular postal mail to committees from the Phoenix address) since the beginning of the year. 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 705 per week.

Email treated as SPAM, but actually good (resent to committees): averaging 9 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). You need to have a logon to the CWA to view these.

Special: A contractor continues to work on the newcomer's page and content management system. While the newcomer's page is ready for implementation, time constraints of the web coordinator have prevented it from being placed in the current website. The contractor is working with two committees as a test of the content management system. Board is preparing a presentation of the system at Conference.

Web coordinator has been swamped with requests from committees to upload reports, motions and other items to the delegate package. Most of the committee budgets are yet to come. Last year, these items were shown on the wall with a projector from the website. Even if your committee is late with its reports and other items, it is important to get them to the events committee so they can have me load the items as soon as possible.

Respectively Submitted;

Roy L.

Web Coordinator

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 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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