

CoDA Third-Quarter Service Report for 2012

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

PO Box 33577, Phoenix, AZ 85067

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www.coda.org

Please Note:

2012 Fourth Quarter Service Reports, (including activities for the dates October 1, 2012 through December 31, 2012) will be due to your Board liaison and to the Board QSR liaison on January 15, 2013.

Board of Trustees

The Board of Trustees experienced some changes as a result of elections at CSC 2012. Julie B. finished her 3 year term as a Trustee. We appreciate the service she gave to CoDA, Inc. and wish her well in her future endeavors. We welcomed 2 new Board members, Hal H. from SoCal, and David Mc. from TX. Current officers of the Board are Lisa B. Chair (NV), Florence F. Vice Chair (MD), Evie S. Secretary (SoCal) and Barbara D. Treasurer (NorCal). Continuing Trustees include Jutta from Germany, Dagmar from the U.K., and Mercedes from Mexico.

During CSC, two representatives of the Board of Trustees met with the two representatives of the CoRe Board to work on an updated contract between the two corporations. The work group has continued to meet after CSC 2012 and is confident that an agreement will be reached soon.

After CSC, committee & VE liaisons were chosen, and small work groups within the Trustees were established to start working on our stated goals for the 2012-2013 year. All corporate responsibilities were addressed with the change in officers – our bond was updated, our corporate report was revised, and our attorneys were notified. Our goal is to capture this entire process into a procedure which can be passed on to future Trustees so as to minimize confusion and maintain our corporate responsibilities.

During CSC 2012, a letter from a former Board member was distributed to all in attendance as well as mailed to the home addresses of Trustees serving on the 2011 Board. Since then we have received another letter directly to the Board and our corporate attorney received an additional letter. Per group conscience, the Board of Trustees asked our attorney to respond to the concerns expressed in the letter and to assure the writer that CoDA, Inc. is legally compliant in all areas of responsibility.

We continue to work with our attorney to protect CoDA's copyrights both in the US and internationally. We field permission requests to quote CoDA literature in other publications or for use by others in institutions, classrooms, etc. We are currently in contact with CoDA in Israel and are in the process of signing agreements with them for translation, and publication & distribution of CoDA literature in Hebrew.

We are establishing and collecting policies & procedures for the work the Board of Trustees does. We have discovered that it is making our work much easier and allows us to focus on getting the work done rather than reinventing how to do things all the time. We hope it will assist future Boards in their work.

Updating the CoDA website continues to be a priority in our efforts to improve carrying the message to the codependent who still suffers. The contractor working on the meeting search engine encountered some difficulties; we are hopeful that the work will continue and move forward to completion very soon. The web site work group has met to work on providing a requirements document for a new website. We believe this will be completed a bit later than the targeted October 2012 completion date, and feel confident that we will be able to start the process of hiring a developer in the not too distant future.

The Board of Trustees meets monthly by teleconference and recently changed the day we meet from Sunday to Saturday at 8:30am pacific time. Announcements are sent out through our Board summary reports and email announcements. We encourage any member of the fellowship to join us. Please write to the Board at board@coda.org to request call in information if you would like to attend.

In Service,
CoDA, Inc. Board of Trustees
board@coda.org

Lisa B. Chair (NV)
Florence F. Vice Chair (MD)
Evie S. Secretary (SoCal)
Barbara Treasurer (NorCal)
Dagmar (U.K.)

David Mc. (TX)
Hal H. (SoCal)
Jutta (Germany)
Mercedes (Mexico)

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Ad Hoc Committee

Membership: Anita F. (UT), Dagmar M. (United Kingdom), David Mc (TX), Deborah R. (Canada), Jamie W. (AZ), Michelle E. (NC), Judi T. (MA), Teresa (KS), Alternate: Dianne B. (Canada), CoDA World Liaison: David Mc (TX)

The Ad Hoc Committee is excited about making further progress built upon the hard work from last year. The Committee is regrouping as some members have left and new people have joined. A warm welcome to: David Mc., Dianne B., Jamie W. and Michelle E. who have just come on board. In respect for the rotation of service, there will be a transition of the chairperson at the next meeting. This looks to be an exciting year as we continue to further develop last years' efforts along with the input gathered from those at Conference. Continued input from members is most welcomed.

Serenity,
Deborah R.
Chairperson

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Communications

Members who have been active with the main committee:

Allan B. (SoCal), Doug P. (FL), Geff R. (WA), Joan O'C. (AZ), Linda A. (SoCal), Liz W (PA), & Rosario H. (SoCal). Our board liaison is Florence F. (MD)

A partial list of members on the Cphone subcommittee:

English:

Allan B. (SoCal), Barbara L. (SoCal), Dan D. (CO), Doug P. (FL), Joan O'C. (AZ), Linda A. (SoCal), Louise G. (SoCal), Nancy P. (NJ), & Patrick (GA).

Spanish:

Linda A. (SoCal), Madeline S. (FL), Mercedes (Guadalajara, Mexico) & Rosario H. (SoCal).

Geff R. (WA) was elected chair. We would like to thank the outgoing chair, Leo C. (SoCal) for his service.

We continue to have monthly conference calls, & Cphone has also started having separate calls.

During the last quarter we sent out a total of 22 announcements on the CoDA announcements email list. 8 were specifically related to CSC 2012, the remainder addressed various issues & information regarding CoDA as a whole. You can always review our previous emailings here:

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

We also created a temporary CSC 2012 delegate list. We have the ability to create new lists for committees at any time, both public and private/hidden.

At this time the "forward to a friend" feature is known to be broken. We hope to have that fixed as soon as possible.

A reminder to all CoDA committees, we are here for YOU! If you would like something sent out to the fellowship on the announcements email list, please email it (in plain text if possible) to comm@codas.org

Also, please let your meetings know about the email lists! They can sign up here: <http://www.codependents.org>

Here are the current numbers for subscriptions as of 10/14/12:

- Announcements - 3851 (basically no growth from Q2)
- H&I - 1132 (up 9% from Q2)
- QSR - 2037 (Up 3% from Q2)
- Co-NNections - 4594 (up 6% from Q2)

Our major focus at this time is on a "What's Happening in CoDA" email newsletter. We plan to send it out on the CoDA general announcements email list. Liz W. is coordinating this project. We hope to have the first (quarterly) issue out in November. Communications is actively soliciting content from all members & committees on issues relevant to the good of CoDA. Please send any submissions to Liz at comm@codas.org. Submissions must be within the guidelines of the 12 Traditions, & must not be under copyright.

We would love to have some additional members. If you're interested, please email comm@codas.org

We are also working with our board liaison, Florence, on a project to update contacts for as many Voting Entities as possible.

We are currently represented on both the Proactive Outreach Task Force (Allan B.), & the Chairs Forum (Geff R.).

We have discussed some of the issues with the CoDA website & are aware that there is a task force working on permanent solutions.

Some of our other goals for this year include:

1. Spreading the word about the email lists to increase the number of members aware of them & receiving the announcements.
2. Taking a Group Conscience about ways to make communications with the fellowship regarding CSC 2013 go more smoothly than it did this year; both before, during & after CSC.
3. Compose & send an email "blast" suggesting that meetings consider making public on the CODA schedule things they may do differently than a "standard" CoDA meeting so that potential new members would have this information before attending.
4. Improve communication mechanisms with those outside the USA.
5. For several years we have had a project we titled "The VE Inclusion Proposal" on hold due to a lack of people with time to work on it. The basic premise is to try to find a way for smaller & non USA VE's without significant financial resources to participate in

an ongoing basis in CSC & CoDA's decision making process. Again, if working on this concept interests anyone reading this, please email us at comm@codas.org.

The above portion of the report was prepared in service by Geff R. (WA)

Cphone Subcommittee

1. It became apparent while preparing this report that there is a lack of clarity concerning how to list and how to report those doing service for Cphone.
2. Some members of Cphone participated in two Communications Committee-Cphone joint conference calls, on Sunday, September 9 and Sunday, October 7, 2012. Cphone had its own teleconference call on Friday, September 7, 2012.
3. Reports of Communications' Committee calls are copied to Cphone members and we appreciate the very active participation of the Board liaison in both the combined and dedicated conference calls.
4. There has been progress in moving away from a professional answering service to an all volunteer CoDA answering service.
5. One additional volunteer is answering English calls -- Patrick.
6. Three additional volunteers are willing to answer Spanish calls: Rosario, Mercedes and Madeline. They met with Linda in a teleconference on September 22, 2012.

The above portion of the report was prepared in service by Allan B. & Linda A. (both SoCal)

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Co-NNections

The Co-NNections Committee has 25 new articles and just 2 committee members doing the work to publish Co-NNections articles. We're asking for volunteers. If Co-NNections articles have benefited your recovery you can help. Consider giving one hour a week to help publish new articles. We have a committee manual that you will receive to help you learn the process that we use. Tasks are simple and don't require much time. Interested CoDA members please email connections@codas.org and tell us you want to volunteer to help Co-NNections.

To share CoDA recovery experience, find the link "Want to submit an article?" near the bottom left of the Co-NNections webpage, in the blue section. Our editing policy can be found at: <http://codas.org/service/connections.htm>

“Weekly Reading,” is a member submission chosen from our collection and posted weekly. Subscribers receive an email reminder that a CoDA member creation has been posted. The email contains a link to the latest post. A direct link to the present “Weekly Reading” webpage is: <http://coda.org/week-read.php>. To subscribe to “Weekly Reading”, visit: <http://www.codependents.org/>

To see the creative works submitted by our membership visit: <http://coda.org/connections.php>

Co-NNections Members: Chuck J., Gary R.

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CoRe

After a great CSC Conference in Ashville in July, CoRe Inc. met and elected officers: Brandi D. TX- Chair; Terri S. TX: Vice-Chair, Co-CoDA Board Liaison, E-Books; Della B. TX: Treasurer and Audits/Bookkeeper Liaison; Loretta D. WA: Secretary; Anita F., UT: Co-CoDA Board Liaison, Print Liaison; Mary I., NC: non-voting committee member, advisor, past board member and marketing volunteer.

CoRe board members have been working with two CoDA Board members to update the 1996 contract between CoDA Inc. and CoRe Inc. and plan to finalize by October 2012.

Preliminary Goals for the year:

- Completion of the Internal Audit	- Upload e-pub “In This Moment” for sale
- Host Opening Night Reception of the 2013 CSC.	- Create policies and procedures manual including job descriptions

⇒ **Looking for a new CoRe Board Member/ Alternate Board Members/ CoRe Committee Members**

Ever wonder how the literature gets produced, printed, promoted and distributed? Do you have a solid program? Have you worked all the Twelve Steps and Twelve Traditions of Co-Dependents Anonymous? Have you attended at least two CSCs? Have you held 2 or more yrs of service positions within your voting entity? Do you understand and can you work within the twelve fellowship service concepts? Do you have a desire to carry the message to the codependent who still suffers? CoRe is looking to you! Please contact CoRe@CoDA.org for further information

The next CoRe Board meeting will be a Face To Face meeting. Tentatively on Oct 20th and Oct 21st.

Contact CoRe@CoDA.org for further information and teleconferencing opportunities.

Be sure and visit our CoRe eStore at <https://www.coda.org/estore/>

Items Printed Last Quarter:	<ul style="list-style-type: none"> - Welcome Pamphlet - Newcomers Handbook - Boundaries
Changes Made to Items Printed Last Quarter:	Per CoDA Board request: Add Spanish Toll Free 888-444-2379 on Title page and next page.
Upcoming Items for print:	<ul style="list-style-type: none"> - 12 Step Workbook(Green) - Welcome to CoDA - CoDA Book 3rd Edition - Spanish CoDA Book Status: Waiting on electronic copy from CoDA Board
<p>Changes in personnel/board members: We regretfully announce that Anita F. has stepped down as a CoRe Board Member as of September 2012. We are grateful that she has decided to continue as Print Liaison to coordinate the printing and shipping of the literature. At this time she will be monitoring the monthly inventory and any changes that need to be made. Anita has been instigative in successfully developing this part of the business and we are thankful she has chosen to continue in this function. A CoRe Board Member will coordinate timely corrections and hand offs between the appropriate sources and Anita.</p>	
Total Royalties paid to CoDA Inc:	\$7,876.20 Aug/ \$7,970.66 July/ \$8,408.93 June
KINDLE SALES COUNT:	243
Total Non-Royalty Sales to Committees:	Procedure for reporting this figure to come.

August 2012 Core Meeting Motion Passed: To be included in the QSR are major printing, new items, changes in personnel, total royalties paid to CoDA, and how much was sent without royalties being paid (anything for committees).

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Events

We had a great International CoDA Convention and Service Conference in Asheville, NC. It was a quaint little town with many places to eat and visit. After many years and lots of experience David L turned the CSC Facilitator reins over to Allison F. who did a very good job as our facilitator in Asheville, NC. Thank you, Allison.

Our turnout for convention was good. We had so many wonderful workshop presenters that our workshop space was challenged in our smaller venue location. Registration area was a little crowded in front of the workshop rooms.

Be assured that our committee learns from each Convention. We always read all feedback and make changes to have a better Convention as we learn and grow. There are always some bumps during the growing process; please know we are very committed to those we serve and spreading the word of Co-Dependents Anonymous.

Events is now in our fifth year. Our first combined International CoDA Convention and Service Conference was in WA, second CA, third CO, fourth NC and now looking forward to our fifth in Las Vegas, NV.

Asheville, NC was our first year using Eventbrite for registration, and it worked very well. Pre-registration for our Las Vegas, NV 2013 Convention is now online at coda.org. Cost is \$45.00 until Dec 1, 2012. After Dec 1 the cost increases to \$65. We have not posted the hotel yet as we have not presented a contract to the CoDA Board yet. After much research and input from our host city, Events has two hotels working on proposals. They are the Westin Hotel and the Renaissance Hotel.

FL has officially asked for a bid for 2014; they are thinking of Orlando. We had heard others are interested in a bid for 2014, but none have contacted CoDA Events. We just learned NorCal is looking at putting in a bid for 2015; they are thinking of San Francisco, CA.

2013 Events Committee:

Nancy M.: Chair

Scott I.: Co-Chair

Chris H.: Treasurer

Jeri S.: Vendors and Literature

Secretary: Open; filling in is Michelle E.

Workshops and Speakers: Open

We have a few opening on our committee. It is a year-round commitment, so we ask that you not be on another World CoDA Committee, and that you commit to Events for three to five years. We ask for this long commitment as we are still a very young committee and would like to pass our knowledge down to newer committee members.

Nancy M.

Events Chair

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Finance

Q3 is a busy quarter for Finance, as the CSC occurs and a budget must be created and presented there. This year's budget required some extra creativity as expenses have been high and are expected to stay high for some time. Several items contribute to that, including legal fees for trademark and copyrights including international copyrights and similar items. The CSC passed the budget at just under \$129,500.

We have also elected a new chair, as Judi has stepped down after many years leading this committee. We thank you, Judi for all your great service. You will be missed. Loretta D. will be our new chair. Good luck, Loretta.

We also have recruited several new members: Addie M., Lou L., Loretta D., Lorraine, and Stuart M. At our one conference call we assigned the current slate of liaisons:

SPO = Addie	Literature = Lou	Board = Judi & Lou
Finance= Lou & Stuart	SSC = Leo	Co-NNections = Loretta
Outreach = Addie	H&I = Addie	Events = Leo & Lorraine
Communications = Lorraine	IMC = Loretta & Stuart	TMC = Loretta

All the reimbursements were in on time, with one almost exception. Just a reminder: the policy is 60 days after the event. This is not often congruent with the two month anniversary date (i.e. 60 days after 7/15 is not 9/15, as both July and August contain 31 days).

The future of the Finance committee looks pretty good with all our new members. We are looking forward to creating a more open and friendly environment regarding financial issues and to creating procedures that describe what we do and how we do it.

submitted: Leo C & Lou L for Loretta and Finance

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Hospitals & Institutions

Accomplishments

1. Books for Inmates: We sent out 13 Codependence Anonymous Books and 6 12 steps and 12 traditions workbooks
2. We received 31 letters. This letters have not been answered

Members:

- Literature Management and Correspondence - Kathy & Lou
- Member - Yvette
- Chair – Yumi

Report Prepared by: Yumi

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Issues Mediation Committee (IMC)

Members: Natasha K. (AZ), Chair, Addie M. (SoCal); Jim D. (CT); John R. (PA)

Board IMC Liaison: Primary Board Liaison David M.; Secondary Evie; Prepared by:
Natasha K. (AZ), Chair

Accomplishments & Progress

The IMC continues to meet monthly (and whenever necessary) by teleconference call and go over various issues. Handling disputes are our primary function. But, we are actively involved in other issues as well as listed below.

1. The IMC continues to be involved with a dispute in Mexico. IN PROGRESS.
2. The CSC 2012 Fellowship approved all three IMC motions we proposed at Conference. There was some crafting which was acceptable to IMC. The motions included brief word changes to the FSM's "Disagreement, Mediation and Resolution" document; changes to IMC eligibility (continued members who are not present (since they are not required to and do not get funding to attend) at CSC may reapply in writing; however new members still need to be present; and Voting Entity Splits criteria is included under IMC's description page in the FSM. COMPLETED.
3. Applications for Voting Entity Splits will be created, distributed and available through the IMC once available imc@coda.org IN PROCESS.
4. The IMC had a F2F in Indiana from September 25-27, 2012. All members attended & worked on a variety of tasks including an operational manual, website updates, and IMC procedural training.
5. The IMC signed & turned in its members ERR's to the Bookkeeper and copied all other parties while following policy.
6. CoDA individuals requested copies of the latest two disputes from the IMC per policy. IMC deletes names and titles prior to distribution. SOME HAVE BEEN DISTRIBUTED & COMPLETED.
7. We are working on finalizing a new internal IMC "Procedures, Policies and Practices" document on "how we handle disputes." This will not only assist us on providing a standard quality to follow within IMC, but will provide newcomers into the IMC with valuable training and information. This has become a long-term project. But, we were delayed with other projects throughout the year (QSRs; reports; meetings, etc.). IN PROGRESS
8. Continued to work with various standing committees for various purposes (*i.e., Finance, Events, SSC, etc.*) such as updating the FSM and working on ERR's. COMPLETED & IN PROGRESS.
9. Requested and received a new Finance Liaison. COMPLETED.
10. Changed our imc@coda.org alias. COMPLETED.
11. Send our Agendas and meeting minutes to our Board Liaison. COMPLETED

12. Currently working on updating IMC's CSC 2012 approved description and CoDA's "Disagreement, Mediation and Resolution" process documents and motion numbers from CSC 2011. IN PROCESS.
13. Re-evaluated our VEI process and responsibilities on monitoring and tracking Voting Entity Issues (VEI's). COMPLETED.
14. Discussed and started working on additional IMC placement and/or updates on coda.org's website (long-term project). IN PROCESS.
15. IMC members make all efforts to follow CoDA's 12 Traditions, 12 Service Concepts, and CoDA principles with all our disputes and dealings with the Fellowship. This includes treating all disputing parties equally and fairly with individual rights. The IMC members also, through CoDA's group conscience decision making process, ensure that we are objective, impartial and use the recusal process whenever it is necessary in any disputes we handle. IN PROCESS.
16. The IMC found an error in one email publication distributed by CoDA announcements under IMC's CSC 2012 Report. This was apparently an oversight by someone; however, we are in the process of correcting it. IN PROCESS.

Thank you for listening to our completed & in progress work so far!

In Service,
Natasha K.
IMC, Chair

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Literature (CLC)

The CoDA Literature Committee proofread the 12 Step & 12 Tradition Workbook before the next printing. We still need a new chair. We have been operating without one.

The CLC

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Outreach

The Outreach Committee responded to approximately 349 email inquiries this past quarter requiring an average of about four additional emails for each of them. We know of very few of them that did not receive a reply within two days, many within hours of being sent, even though we continue with, at times, only two or three of us available to take a week's rotation.

We agree, though, that we are privileged to have these communications with all portions of the Fellowship, from codependents just discovering how they have been acting and thinking all the way over to service workers checking on policies and schedules. We also respond to writers, mental health professionals and resource databases presenting the face of CoDA as best we can, even though we know we are not qualified to do so.

This is time-consuming but very satisfying work and we welcome others to join us. You will grow in your understanding of CoDA principles and your knowledge of CoDA operations as well as experiencing the spiritual growth service work always provides. Do consider offering your service at bizoutreach@codas.org.

Three, perhaps four members of the committee are involved with the Proactive Outreach Task Force formed at Conference 2012 as a result of a motion presented by the Outreach Committee. This task force is to identify current and possible forms of reaching out to codependents who still suffer and to initiate quickly (we hope) actual projects doing so. Anyone with ideas and/or energy to apply to such projects are encouraged to email potf@codas.org.

The major work done by this committee for many years, answering emails, has continued without interruption despite the lack of a chair of the committee. This is a tribute to the well-thought-out practices developed over the years by those preceding most of us now on the committee. We and the Fellowship owe them a debt of gratitude for giving us that operational foundation.

Respectfully submitted: Outreach Committee

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Proactive Outreach Task Force

Four of the initiators of the Task Force developed a structure for assembling all those who expressed interest in the Task Force and setting an agenda for the first teleconference.

The first teleconference was held August 20th with 15 in attendance. It was agreed the Task Force would form two sub-groups, an Assessment Group and a Project Group, which would meet separately and bring recommendations to the Task Force as a whole.

The Assessment Group consists of no more than one liaison from each committee and meets monthly. This group is to assemble a list of tasks relating to spreading the message that are currently being done and by what committee, and of tasks that could

and should be done but are not being done. This group will then discuss and recommend to the Task Force any possible changes that could improve this mission for possible submission to CSC 2013.

The Project Group is to consist of those individuals and groups who wish to initiate and carry forward actual projects that might help spread the message.

Ann S. and John R. were accepted as co-chairs of the Task Force and leaders of the Project Group and Assessment Group respectively.

At the end of the quarter, the Assessment Group had a teleconference set and an agenda provided for a meeting early in the next quarter.

Respectfully submitted by John R. and Ann S. co-chairs

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Spanish Outreach

MEMBERSHIP

Madeline (FL) Rosario (SoCal)

Mission:

Spanish Outreach's 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 to Spanish-speaking codependents seeking assistance in finding CoDA meeting groups, literature, and information about the process to open a new group or a new Intergroup in their country.

We are part of the Cphone in Spanish; we will soon start doing service answering phone calls based on weekly rotations. Our Liaison to the Board of Trustees, Mercedes, kindly volunteered to record the message and was approved by our group conscience.

We have a Liaison for the Proactive Outreach Task Force and will participate in their activities.

Translation for the CoDA web site:

Translated and submitted all documents for the CSC 2013. Only the introduction has been used as of now on the Web page.

Number of inquiries:

Seeking information and assistance from Spanish Outreach: (173)

Others: (133)

Total: (306)

We provided assistance to open and register new groups in countries or cities where there are no CoDA meetings listed: Cuautla, Morelos Mexico, Queretaro, Mexico, Argentina, Santiago de Chile y Dallas, Texas

We assisted Madrid, Spain with all the information needed to initiate an Intergroup in their country.

We gave information for a CoDA Teen Group in Mexico, working in cooperation with the resources from the Spanish CoDA Teen group in Los Angeles and Spanish Outreach (SPO).

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Service Structure Committee (SSC)

We have been stalled out of the gate by the loss of Karen G., our technically gifted member.

Also, I regard myself as temporary chair, awaiting the very capable leadership of Judi T. in November approximately. Thanks to Dave S. and Jim from Connecticut for your continued interest & support in this important work.

In a personal call last weekend, Jim mentioned the possibility of a F2F at a New England CoDA event next month, since the other committee members will already be in attendance. Also, Jim is gaining technical competence with Google documents in another committee. He may be able to fill our needs in that area. Thank you all for your service.

Eric S. SSC interim chair

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Translation Management Committee (TMC)

Members:

Fernando C. – CA; Liaison to Spanish, Portuguese speaking Countries

Gerald B. – Canada; Liaison to English Speaking, French speaking Countries

Karen – IL; Secretary

Crystal – MA; Europe

Debra D. - OR; Liaison to Proactive Outreach Task Force

Jamie – AZ; Liaison to Asia

Board Liaison:

Lisa B.

Committee Goals:

1. Continue to respond to countries' requests for Translation and Publication agreements
2. Gain greater participation in this committee's work
3. Encourage new CoDA members to join the TMC committee.

Committee Action Plan to meet Goals:

1. Work closely with Board of Trustees to develop policy and procedures to effectively work with other countries to translate materials.
2. Reconnect with all CoDA contacts around the world to determine their current translated materials and future needs.
3. Meet Face to Face before conference 2013

Committee Report:

This is the committee that was formed at the 2004 conference to work translation issues with other countries. The TMC communicates with CoDA entities who want to carry the message by translating our literature.

This quarter we have spent time fine tuning our procedures, working with the board on contract adjustments. Some of our committee members are new so we have spent time on the how, why and where of our committee and where each of us could best contribute in; other words we are continuing to develop our committee, giving each of us an area (or country) to work with.

Some activities this past quarter:

- Working on policies and procedures for translating the CoDA seal.
- Developing agenda for our face to face meeting.
- Working on developing a TMC archives.
- Liaison with Proactive Outreach Task Force – to develop strategies that would fit for TMC

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Web Work Group (WWG)

The Web Work Group (WWG) has had a total of 3 conference calls so far. Here's what we have accomplished to date:

- We have agreed that the primary focus of the website is twofold:
 - To be easily usable by newcomer's to find information about CoDA, to find meetings, and to find and purchase literature
 - To be easily usable by CoDA world level service workers and to provide storage for the documents associated with that work
- We have agreed on the following approach to the look and feel of the website
 - The pages should all have a uniform look
 - The focus should be on keeping pages clean and easy to use and to not clutter any page up with too much information unless it is a working page that is used by a minimal group of people
 - Information used by a particular committee should be stored in that committee's section of the website and not be included in the part of the website that is open to everyone
- We have developed a basic high level outline of the website and generally what type of information will go in each section
- We have started to do a detailed review of the current website to determine what is there and what committee or group needs to be contacted to determine the following:
 - Does the information already exist in one of our foundational documents and, if so, it will not be posted separately (as many things are today) because that causes a huge problem in keeping the information on the website consistent when one of those foundational documents is updated
 - Special requests by a single person require a group conscience decision by their committee to avoid cluttering the website with excessive information
 - Exactly how will it be used, so that we can determine where it should be kept
- We have gone through two sections in detail already, Meetings and Literature

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Webmaster

Much of the quarter has been spent catching up on changes from the CSC; new chairs, new members in aliases and email lists and other related items. Also, we had a problem with an account on our host (not a CoDA account) that was cracked and starting spewing spam. This put our host on the black list of most ISP's in the world. That was taken care of within a weekend, but caused a lot more furor than needed. One reason that the problem wasn't noticed immediately was that the webmaster account was using

a different IP address on the host than the aliases used. When I sent something, it went through. When I checked with the host, I was informed of the problem and everything was switched immediately to the same IP address as the webmaster and most things cleaned up immediately. Took a couple of days for some and AT & T is still a problem. As of right now, I think this has been cleared up.

Other than that, it's been a fun summer. The web group task force has had several con calls and is working through what the new web site will look like. It is a good group and there are no personality issues present. Just a group of folks sorting through what is needed and what is not. We're doing step 4 on the web site and deciding what needs to be where, after the inventory. We have an outline of what is important and have looked seriously at a couple of sections to make recommendations on what can go and what has to change. Most things will not remain as they are.

The site map on the web site still contains some errors that refuse to be fixed. Part of the problem is the program used to make the menus that are seen on some (not all) pages on the left hand side. The program used reminds me of some of the things I saw in the '70s and '80s in that the interface is crude and does not allow any form of undo or redo function, nor can you see what you're doing. You just have to do it and go to the site to see if it works, then redo it. This is more than tedious. And it also builds the site map as it goes. There is no way to access the site map directly; you have to redo the area that is not working and hope it works this time, as you can't "see" what's happening, only the results when the files are uploaded. They do not work in the preview panes in the editor, either. They can only be seen after loading to the site. There are some menus I have redone several times and are still not correct. I also keep finding alternate places where files are loaded and links which address specific files such as the Meeting Starter Packet 2009. It makes more sense to link to just a generic file name instead of a specific version, such as 2009. Then it can easily be changed. It should also only reside in one place and all links should refer to that place. This is not always the case on this site. It makes for some interesting times trying to find all the places that need to be updated. It also has provided plenty of opportunity to clean things off the web site. It's getting better, but it will take a long time. I have had a LOT of support from my liaisons and from some others. I want to thank you all for that.