

CoDA First-Quarter Service Report for 2013

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

Please Note:

2013 Second Quarter Service Reports, (including activities for the dates April 1, 2012 through June 15, 2013) will be due to your board liaison and to the board QSR liaison on June 23, 2013. This is earlier than usual so that the QSR can be published before the start of the CoDA Service Conference on July 9, 2013.

Board of Trustees

Happy New Year from the Board of Trustees.

We have been quite busy the first quarter of the year with a heavy focus on preparation for the 2013 CoDA Service Conference (CSC). In addition to our monthly teleconference, we held a face to face meeting in February in the great city of Orlando. We continue to distribute our Board Monthly meeting summaries to the Fellowship. One can access these monthly summaries at <http://www.coda.org/status/Board/index.php>.

Financially, the Treasurer is completing the move of all of our accounts to Chase Bank. She is also completing the process of obtaining adequate liability insurance in addition to the security bonds that we have for all the Board Officers. We approved a budget increase of \$1000 for the Translation Management Committee (TMC) for two additional members to attend their face to face meeting. In late March, the Proactive Outreach Task Force petitioned the Board for funds for a face to face meeting which we approved.

Legally, we agreed that we will accept signed Voting Entity (VE) agreements sent to us electronically, the only exception being the copyright assignment since legally we must have an original signed paper document for it, not a scanned copy. We agreed that it will be CoDA policy to sign Publication and Distribution (P and D) agreements with legal entities only. However, should a situation arise outside the US where a legal entity is not available, special consideration may be requested from the board. We signed a translation agreement with Israel. Lastly, Germany has requested a face to face meeting with the Board of Trustees at the 2013 CSC to discuss the contracts; we agreed to have at least two members of the Board to meet with the German delegates.

Our work with CoRe (CoDA Resource Publishing) in developing a new contract is still in progress. We recommended that CoRe be responsible for recordings at the International CoDA Convention. The details of how this will work need to be determined by CoRe and the Events committee.

The liaison to the Communication committee has been working with C-phone (our phone answering service for CoDA) in an effort to have all non-administrative calls to our main phone number handled by volunteers rather than the paid answering service. This is still in progress. In addition, we determined that we do not want to continue allowing other CoDA Intergroups or Voting Entities to use the online service within our phone.com account as we believe this is inconsistent with Traditions 4 and 7. Notice will be sent to the Voting Entities/Intergroups that are currently using this system so that we can coordinate discontinuation of service ensuring no calls are missed. Our notice also suggested several options for VE/ Intergroups to use for their own phone answering service.

In preparation for the CoDA Service Conference (CSC) we started work on several motions. We are working with finance on a few motions in regards to changes to the Expense Reimbursement Request (ERR) policy. We are also asking for a change in our prudent reserve. Other motions we are developing are in regards to changes to the Fellowship Services Manual (FSM) where we have found errors or inconsistencies. We are updating the descriptions of the Fellowship Service Workers (FSW) to reflect our current situation. We are writing a description for the Alternate Trustee position since there is nothing currently written in the FSM. We also plan to look at updating the guidelines for developing an Intergroup or Voting Entity Website. We are continuing to explore the possible hiring of an Association Management Company (AMC) to help manage the business details of Board work so that the Trustees can devote more time to the Fellowship issues. Our treasurer is researching this proposal and we may bring a motion to CSC.

In an effort to encourage relations between the Board of Trustees and the Fellowship we are discussing and have agreed to some changes in regards to the logistics and operations of CSC. We agreed to a proposal to invite the Committee Chairs and Fellowship Service Workers to arrive a day early to CSC for a day of discussion and team building with the Board of Trustees. The invitation has been sent with an RSVP for June 10th. We also want to give adequate time for Voting Entity reports at the CSC and we encourage VEs to send in requests for time at CSC. To assist in efficiency, we are developing an outline for VEs to follow in giving their report.

The Board of Trustees meets monthly by teleconference. We meet on 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 listen in. Guidelines for membership participation in Board conference calls can be found at coda.org/service/conf-call-guidelines.htm

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)	David Mc. (TX)
Florence F. Vice Chair (MD)	Hal H. (SoCal)
Evie S. Secretary (SoCal)	Jutta (Germany)
Barbara Treasurer (NorCal)	Mercedes (Mexico)
Dagmar (U.K.)	

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Ad Hoc Committee

No report

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Communications

Members who have been active with the main committee:
Allan B (SoCal), Doug P (FL), Geff R (WA), Linda A (SoCal).
Our board liaison is Florence F (MD)

We continue to have monthly conference calls.

During the last quarter we sent out a total of 9 announcements on the CoDA announcements email list. We are in need of more members to help create content. You can always review our previous emailings here:

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

We have solved the technical problems with Yahoo mail & are now sending most General Announcements “blasts” in the program’s combination of html/rtf. There have been no complaints. We also believe this may have helped with the Smart Phone Display issue. If you have any feedback on these changes, please email comm@coda.org

There is a known bug with subscribing to our lists that is impacting a small number of new subscribers. The developer is very aware of this & is working on a solution. In the meantime, our FSW is being as creative as possible to help members without violating USA anti-spam law and/or our host’s terms of service.

We have also changed the template of the General Announcements email list to include the new volunteer staffed phone lines, both English & Espanol.

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 4/7/13:

- Announcements - 3995 (Up 1% from Q4), H&I - 1248 (up 1% from Q4),
- QSR - 2045 (up 2 subscribers from Q4),
- Co-NNections - 4960 (up 1% from Q4).

We will be submitting one motion at CSC 2013 requesting that the General Announcements email list be put under the “umbrella” of the Communications Committee with the caveat that CSC report “blasts” must be approved by the Board (or a portion of the Board) before being sent.

Our main focuses at this time are:

- A. Transitioning & fine tuning the CoDA phone system to an all volunteer system. The cphone committee is doing a superb job & working really hard on this. Please see more below in their report
- B. Preparing to help spread the word with Events & the Board regarding the 2013 Service Conference & Convention in Las Vegas. Our goals are to disseminate information that will help to increase attendance, & to again disseminate information both before CSC to help Voting Entities & delegates for a Group Conscience; & send timely reports during CSC so our fellowship is aware of what has occurred. We are diligently preparing to fine tune this process in both hope & expectation that it will be much smoother than last year. We also hope to successfully network with committees, delegates, & members to get the word out regarding the email lists, request submissions to be sent out, & attract new members. As of this writing, Geff R, & Linda A. plan to be Comm’s representatives at CSC 2013

Some of the other things we continue to have as goals include working on resurrecting the CODA newsletter idea, discussing social networking & anonymity.

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

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

Some of our other goals for this year include:

1. 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.
2. Improve communication mechanisms with those outside the USA.
3. Write a form response to send to folks who state they may be interested in joining the committee & want more information on what we do.

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

Cphone Subcommittee

Members on the two Cphone sub committees:

English:

Allan B. (SoCal), Barbara L. (SoCal), Dan D. (CO)*, Jen (AZ)*, Joan O'C. (AZ)*, Louise G. (SoCal)*, Nancy P. (NJ)*, Patrick (GA)*

*These members take rotations by answering calls forwarded live from the World CoDA Phoenix and "English" (888) 444-2359 CoDA phone numbers.

During the first quarter of 2013 progress has been made towards implementing an "all volunteer" response to calls made to all of the World CoDA contact numbers. It seems probable that a trial period will be started in late April or early May.

Cphone had one conference call on March 13th.

Volunteers interested in helping to develop, maintain, or respond to incoming calls please call either of the above-cited numbers to talk to a volunteer.

Spanish:

Madeline R. (FL), Mercedes (Mexico) Rosario H. (SoCal) and Linda A. (SoCal)

These members respond to voicemail messages left on the Spanish (888) 444-2379 CoDA phone number.

Thus far in 2013 Espanol cphone has received 96 messages. Members have gone from a one week to a two week rotation. They are considering changing from email receipt of messages to a dedicated email address, to lessen the burden on the Fellowship Service Worker of monitoring and changing schedules, and to decrease the incidence of messages being misdirected to the volunteer's spam, as has now happened twice. The committee is also discussing how it may announce and organize at least one Spanish-language CoDA meeting for Las Vegas residents during the 2013 Convention. To volunteer, please email cphone@codas.org

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

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Co-NNections

12 articles and several Words of Wisdom have been submitted to Co-NNections in this Quarter. 6 have been posted on Co-NNections. Thanks to all who sent articles. Co-NNections is about sharing your experience, strength and hope with others in our Fellowship. If you can share in a meeting, you can share in Co-NNections.

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

We would like to request that those reading this report share the current Co-NNections web page, <http://www.codas.org/co-nnections.php>, with the group(s) they attend. There are also flyers at <http://www.codas.org/service/co-nnections-12-step-workshop.htm> which invite members to either make a submission to Co-NNections, or hold a Co-NNections Workshop for those interested in holding such an event.

"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://codas.org/week-read.php>.

Freely subscribe to "Weekly Reading" at <http://www.codependents.org>.

Finally, we would like to invite members to join the Co-NNections Committee.

Participation on the committee provides an excellent way of working the 12th Step by carrying the message to other codependents. Please email us at connections@coda.org if you are interested.

Respectfully Submitted by The Co-NNections Committee: Chuck J., Gary R.

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CoRe
No report

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Events

1. Our committee has picked a hotel for 2013 International Convention in Las Vegas; we have an agreement with the Renaissance Hotel. It is a non-gaming hotel just a few blocks off the strip. The Westin was a strong second but couldn't beat our price quotes from Renaissance. The reference word for hotel this year is CODCODA, and the rate is \$109.00 with Internet included. There is a shuttle from the airport. Approximate cost \$16.00 round trip.
2. 2013 International CoDA Convention registration and CoDA Service Conference (CSC) Delegate registration is available online at coda.org. All members planning to attend CSC are required to register online at coda.org. You may still mail payments to Phoenix, AZ after registration is done online. Flyers may be printed to hand out at your meeting; they are also available online at coda.org
3. After much discussion, the Events group conscience vote was to accept the offer from the Florida Intergroup to have 2014 International CoDA Convention and CSC in Orlando, FL.
4. Events received more offers for workshops and speakers this year than in the past. Our annual meeting is getting known. This is exciting as we work on our list of workshops for 2013. Heidi B. is the workshop coordinator. Please contact her with any suggestions for speakers and workshop leaders. You may reach her at: habutler24@gmail.com.
5. This year we have some new ideas for roommate registrations. There is a Google group link on the website:
(<https://groups.google.com/forum/?fromgroups#!forum/las-vegas-coda-2013-convention-roommate-connection>)

6. CoRe is going to have a table with literature for sale. They are also sponsoring a meet and greet on Monday evening. Thanks Core.
7. There are still four TRO (Travel Reimbursement Opportunities) available. Please email events@codas.org for an application form.
8. Welcome to Liisa D. as our new Events Secretary committee member.
9. A huge thank you to Julie B. for her faithful service as a volunteer for Workshops and Speakers. Her service has been invaluable to making this convention successful.
10. We have one more opening on our committee. It is a year-round commitment. As with all service positions, this opportunity contributes significantly to our recovery and CoDA as an organization. Without those willing to do service our organization would suffer. This is a rewarding and exciting opportunity for those willing to serve. Comments received from current and past members are all positive. They unanimously agree that service is gratifying and fulfilling. Working closely with others enhances recovery in many areas. Besides, it's fun and exciting planning our International Convention Celebration along with the annual business meeting for CoDA each year.

We ask that:

- You are not on another World/International CoDA Committee
- Are an active member of CoDA
- Plan to commit three to five years to the CoDA Events
- Have a working knowledge of the CoDA steps and traditions
- Ongoing working and have worked the CoDA steps
- Have a desire to do service work knowing how important service work is to our recovery.
- Members usually start as a volunteer while learning what the Events committee does.
- Our committee is very committed to those we serve and spreading the word of Co-Dependents Anonymous.

2013 Events Committee:

Nancy M.: Chair

Scott I.: Co-Chair

Liisa D. Secretary

Chris H.: Treasurer

Heidi B.: Workshops and Speakers & Volunteer Julie B, working with Heidi B.

Open: Vendors and Literature (we have had some interest in this position) it is still open.

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Finance

The Finance Committee met twice during the 1st quarter and is reviewing our “Guide for Service – Finance Committee.” We have begun work on preparing motions for CSC and continue to approve Expense Reimbursement Requests (ERRs) for face to face meetings. As we approve ERRs, we are discovering some areas of our Expense Reimbursement Policy that are unclear or unfair which will result in several motions to be presented at the CSC.

The Finance Committee, with the approval of the Board, is proposing a motion to reduce the prudent reserve of CoDA to 2 years of actual expenses, down from 3 years. This motion is based upon recommendations from both financial and legal counsel.

We are getting ready to compile the budget for Calendar Year 2014 to be approved at CSC. The [Budget Form](#) is available on the website. We are reminding chairs that budgets are to be turned in no less than 30 days (June 9, 2013) before CSC (Motion 12006).

Leo C. resigned from the committee and we are grateful for his years of service on the Finance Committee.

Respectfully submitted by the Finance Committee

Lou L., Chair, Addie M., Stuart M., Lorraine O., Loretta D.,
Barbara D., Board Liaison

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Hospitals & Institutions

Members who have been active on the committee: Kathy I. (IL), Lou L. (IL), Yumi M. (NorCal), Chair. Barbara D. (NorCal) is our Board Liaison.

This committee has gone through quite a few changes since 2012 CSC. Since October, 2012, we have had only 3 active members (besides our wonderfully involved and encouraging liaison from the Board, Barbara D.) In March our chairperson resigned, leaving 2 of us. Kathy L. is the new chairperson. We are actively following up with some CoDA members who have contacted us with the desire to help. This activity began late in this quarter. Higher Power has been dealing with us gently through this time by keeping the mail requests down somewhat.

We have responded to 17 letters from inmates from 9 institutions, 4 of which were new to us. In the process of dealing with the recent group of letters, we have learned some new tools to use in making certain that books would be delivered to the inmates

requesting them. In response to these letters, we have ordered 12 CoDA Books, 3 Workbooks (12 Steps and Traditions), and 8 "Standard Packets" of booklets/pamphlets to be sent to specific inmates.

We have made revisions to the H&I Operations Manual from the 2011 version. We have found this useful in recruiting new members. It gives a good platform from which to describe the functions of this committee to potential members.

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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;

IMC for the First Quarter of 2013 had two teleconferences in January, one in February, as well as a face-to-face meeting held in March. Handling disputes is our primary function. But, we are currently involved in other issues.

1. The IMC requested that the Board of Trustees handle a correction that was noted on "Highlights from the Notes" from CSC 2012. An EMAIL BLAST to the Fellowship recently handled this correction.
2. The Web design team wanted suggestions /evaluation of the information distributed. As requested, the IMC submitted their proposals for updating the Table of Contents (TOC) under their sections except for a diagram currently being developed.
3. The Voting Entity Split Application was created, developed and finalized at the F2F in March 2013.
4. The IMC Operations and Dispute Procedure Manual was worked on and almost completed at our F2F in March 2013. This will provide a standard quality to follow within IMC and valuable training and information for newcomers. The manual is in process.
5. IMC established an IMC "qualifications" website page for coda.org to implement at our F2F in March 2013.
6. Possible IMC motions were discussed and are being developed for CSC 2013.
7. Continued communications with filed dispute from Mexico. However, the IMC did not receive further information to continue with dispute to-date.

8. Resolved a financial issue re: mileage to/from the airport for IMC members who traveled by car to a F2F.
9. A response continues to be developed to the question from the Board Chair, "What does IMC want/expect from (a) Board Liaison(s)?"

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Literature (CLC)

The CoDA Literature Committee is happy to report that we have a new chair, Leslie C. CLC members are grateful that she stepped into this position before the 2013 Service Conference.

The CLC proofread "Peeling the Onion" & "Common Threads of Codependency" before CoRe needs to reprint these items.

In Service,
CoDA's Literature Committee

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Outreach

There were 285 messages to which replies were made; plus messages regarding details of the response.

There are still problems searching the meeting database with IE9 and apparently with some mobile device browsers.

Several members are on the POTF (Proactive Outreach Task Force).

The person on the observer alias at the end of the last quarter became the newest member doing rotations (responding to incoming messages).

Outreach is considering becoming a working subgroup of a revised Outreach Committee or moving to another committee in that capacity. The group conscience process started during the quarter.

Allan B (SoCal)	Ann S (MA)
Jennifer S (NC)	John R (PA)
Lynne H (PA)	Michelle D (SoCal)
Wayne M (NorCal)	

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Proactive Outreach Task Force (POTF)

The POTF met as two separate groups generally monthly throughout the quarter, with two meetings of the full task force.

The Project Group began developing plans for several projects, Recovery Events and Recovery Club projects, establishing a CoDA presence at mental health conferences, a clearinghouse for outreach projects and an Outreach Manual, most likely online only. In preparation for these and future projects that would need Fellowship funding and/or approval, a detailed proposal form was developed. Several proposed outreach projects were created by members of the task force. Two were discussed and accepted

Toward the end of the quarter, the need to continue such projects beyond the expected expiration date of the Task Force at Conference 2013 was discussed both within the Group and with some members of the Outreach Committee.

The Assessment Group assembled the two lists of tasks related to carrying the message which were requested in the motion establishing the Task Force. The first was of such tasks currently being addressed by World Service and which entities were addressing them. The second list was of tasks thought to be useful to that goal but which are not currently being addressed by World Service. Both lists have been placed in sortable form but have not been evaluated for gaps, overlaps and duplication.

The final charge of the Task Force was to provide proposals to Conference 2013 relating to improving World Service efforts of reaching out to codependents who still suffer. It was clear that the task lists still needed work and that any Conference proposals could not be done by teleconference so the decision was made to request funds for a face to face meeting, possibly in time to present motions before the early May deadline.

The rest of the Task Force agreed on the need for a face to face meeting and so authorized a request to the board for funds. In the meantime, discussion with the Outreach Committee encouraged our hope that projects begun on the Task Force will continue beyond CSC 2013.

This was the status of the Proactive Outreach Task Force as of the end of the 1st quarter.

In service,
John R. Co-chair

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Spanish Outreach

MEMBERSHIP:

Madeline (FL) Rosario (SoCal) Marilu (Costa Rica)

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 to Spanish speaking codependents seeking assistance in finding CoDA meeting groups, literature, information on the process to open a new group or a new Intergroup in their Country.

We are part of CoDA Cphone in Spanish.

We are working with the Pro Outreach Task Force.

Number of inquires:

Seeking information and assistance from Spanish Outreach. (58)

Others. (197) Total: (265)

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Service Structure Committee (SSC)

The Service Structure Committee (SSC) has written an amended version of its description for the Fellowship Service Manual. (FSM) We'll be bringing a motion to the CoDA Service Conference for approval of this material.

The SSC has implemented all the changes which were needed to update the FSM. The up-to-date version will be posted on the website by the time you read this. Special gratitude to Leo C. for his work on this.

We've been working on plans to streamline the FSM, making it more user-friendly and accessible. We will bring our ideas & goals to the Conference in Las Vegas.

We have not met in person this year; our work was done through email and teleconferences.

If you are interested in finding out more about SSC's work, please contact us:
SSC@coda.org

In Service,
Leo C.
Dave S.
Eric
Judi T., chair

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Translation Management Committee (TMC)

Members:

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

Gerald B – British Columbia Canada – Liaison to English Speaking, French speaking Countries

Crystal, New England (MA) –Liaison to Europe

Deborah D. OR - Proactive Outreach Task Force liaison.

Board Liaison: Evie S

Committee Report:

This quarter we have been working with Evie S. as our primary liaison. Lisa B. is now our backup liaison, as they swapped positions. Both Lisa and Evie have been invaluable in their support. One major focus has been fine-tuning contract wording, and assisting the legal team with copyright and trademark issues. Much of this was generated by our very focused face-to-face meeting in January. During that meeting Lisa and Evie introduced us to "Google Docs" which has made it easier to share our input. We are updating the TMC website page to reflect the changes we have made.

Some country activities this past quarter:

- Currently working on signing an agreement with Japan for Publication and Distribution.
- Working with the following Countries, UK, Russia, Japan, Mexico, Iceland, Brazil, Germany, Canada, Greece, China, Iran, Israel, and Hungary.

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Web Work Group (WWG)

Although the WWG completed its assigned work during the fourth quarter of 2012 we did continue to receive feedback and requests for changes during this quarter. All were evaluated and either included or an explanation was sent why they could not be.

A Request for Proposal was developed and handed over to the Board for their approval and next steps.

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Webmaster

I have been seeing an increase in spam this quarter. Currently, we get about 200 spam emails a day. Compared to the regular mail, which usually doesn't exceed 100 (often doesn't exceed 50) emails, that is quite a difference. The hit rate for Spam assassin is good, and usually only one or two emails are called spam when they are not. Lately, we have been seeing more spam getting through into other email boxes; up to four or five a day, lately.

Other items are working well. Had a couple of sites that we link to that had problems which were fixed and now we can link to them again. Orange County, California's web site is gone away and in at least one or two instances, that link was pointing to an advertising page. I have notified all the other California sites to remove their links to Orange County.

CSC is coming and things will begin to get busy any moment now. Already had one request to see the delegate package. Right now, the link is dead, as I have nothing to put into the package. Probably won't see any motions or other activity until May or June.

I have requested that Events provide me with a copy of the files they create when they display the motions at CSC, as they capture the amendments and thus we know exactly what was voted on. In the case of longer motions, I can then link to them instead of typing the entire motion into the database. Many of these motions are too long to fit into the comments field, anyway and require a better method.

I also worked with the Web Work Group, a task force to design the new web site. That work is mostly complete (a report was sent out for comments to all the committees) and a Request for Proposal is being written. Not sure where all that is, but I am anxious to see the new site. A new database search engine for Meetings as well as a new search

engine for the site (sitemap) is also needed. We get a lot of complaints that these items don't work. They work, but not as well as they might, and they are not very user-friendly.

Respectfully submitted,

Leo C
Webmaster