

# **CoDA Second-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](http://www.coda.org)

## **Please Note:**

**2013 Third Quarter Service Reports, (including activities for the dates June 16, 2013 through September 30, 2013) will be due to your board liaison and to the board QSR liaison on October 15, 2013.**

## **Board of Trustees**

Preparations for the CoDA Service Conference (CSC) 2013 consumed most of the Board's time over the last 3 months. We approved two Fellowship Service Workers to work at CSC to be sure that all motions and happenings are accurately recorded. We approved two Communication Committee members to attend CSC so that they can provide daily reports for the Fellowship. We spent numerous hours preparing four motions, our report, and planning the much-anticipated Pre-CSC meeting with committee chairs and Fellowship Service Workers.

The Pre-CSC meeting is something that we hope will be a new tradition for future Trustees and trusted servants at the world service level. Our morning session will be a time of open discussion with a set of questions used to guide us. The afternoon will be a bit lighter with some team-building exercises. We anticipate a positive, unifying event for all involved.

Our final face-to-face meeting for Board 2012 will be held July 6-7, 2013. After CSC, we will hold a short meeting to welcome new members to the Board and choose officers and committee liaisons.

Since the idea of considering an Association Management Company (AMC) came up in our February face-to-face meeting, we have been developing a list of duties that the AMC might perform for the Board. We will be meeting with a representative from the AMC at our face-to-face meeting in July 2013. We plan to make a presentation to the Fellowship outlining the reasons we are pursuing this action, and hope to gather feedback from the Fellowship about it. Our hope is that this change will free up time for the Board to focus their work on reaching the codependent who still suffers.

The Board of Trustees will be facing some challenges in the near future. This year, Jutta from Germany, will complete her term on the Board. In 2014 six (6) members of the Board will complete their terms. With this in mind, we are asking that anyone interested

in serving on the Board of Trustees please consider being an Alternate Trustee this year. Though not a voting member, an Alternate Trustee does participate in all Board work and gets a chance to learn how things work. If you have any questions about what is expected of an Alternate Trustee, please write to the Board at [board@coda.org](mailto:board@coda.org)

The CoRe contract meetings resumed their work in early June 2013. There is another meeting scheduled for later in June. We are hopeful that before the end of 2013 we will have a new contract with CoRe.

A member of CoDA proposed modernizing the CoDA logo, and wanted information about the history of its creation. We contacted our co-founders, who graciously provided a detailed history of its creation and meaning. Here is what they shared with us:

"Wendy B. did the initial drawing. The circle represented the 'circle of life'. The diamond (4 points) and the 4 words represented the 4 directions (north, south, east & west) which has a strong spiritual significance to Native Americans. The number 4 is also associated with angels.

"For the medallions that have the CoDA symbol, it was important that it had the Serenity Prayer on the back of it. They wanted people to be able to look at the prayer and to be reminded of the first three Steps."

Upon learning this history, the Board unanimously voted to preserve the original design and meaning of the logo.

Legally we have been working with various Voting Entities (VE's) to assist in protecting CoDA, Inc.'s intellectual property rights. We have assisted local voting entities with their websites, and recently completed a Translation Agreement with Japan. Publication and Distribution Agreements are the most challenging to complete as it is important that we sign with a legal entity. Currently we are in discussions with Venezuela and Japan to assist them in establishing legal entities in their area.

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](mailto:board@coda.org) to request call in information if you would like to attend.

In Service,  
CoDA, Inc. Board of Trustees  
[board@coda.org](mailto:board@coda.org)

Lisa B. Chair (NV)      David Mc. (TX)  
Florence F. Vice Chair (MD)      Hal H. (SoCal)

Evie S. Secretary (SoCal)  
Barbara Treasurer (NorCal)  
Dagmar (U.K.)

Jutta (Germany)  
Mercedes (Mexico)

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### Ad Hoc Committee

No report

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### Communications (Comm)

Members who have been active with the main committee:  
Allan B (SoCal), Elizabeth S (SoCal), Geff R (WA), Linda A (SoCal).  
Our board liaison is Florence F (MD)  
We continue to have monthly conference calls (2 this month).

During the last quarter we sent out a total of 13 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/>

There are new formatting issues with the new version of Yahoo Mail. Our chair (who also serves as the email list Fellowship Service Worker) thinks he has them solved other than direct email links (which are now also effecting Hotmail), but it's too soon to tell for certain, as this just popped up with our most recent mailing.

We believe the subscribing bug has been fixed.

We have also changed the template of the General Announcements email list to include the Phoenix 602 phone number in addition to the 1-800 numbers, as it still receives a significant number of calls.

Planned upcoming email blasts currently being written & Group Conscienced include the topics of "Open vs. Closed meetings", & "Rotating Service Positions". We will also be sending information summaries on the service conference, & any news that Events needs to get out regarding both CSC & the July Convention in Las Vegas.

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@coda.org](mailto:comm@coda.org).

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

Here are the current numbers for subscriptions as of 6/21/13:

- Announcements - 3873 (down just over 3% from Q1),

- H&I - 1302 (up just over 4% from Q1),
- QSR - 2037 (down 8 subscribers from Q1),
- Co-NNections - 4950 (down 10 subscribers from Q1).

We're also currently using a "CSC attendees list" at Events' request, combining this year's registrations with all attendees who provided email addresses last year.

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 before being sent.

Our main focuses at this time are:

- 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
- Continuing to transition & fine tune 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
- Since the last QSR, we wrote a FAQ for prospective new members. It has appeared to be ineffective, so we are in process of re-writing it.
- Some of the other things we continue to have as goals include working on resurrecting the CoDA newsletter idea, & discussing the issue of social networking & anonymity. We also plan to submit a request for a slightly changed submission & registration process for next year's CSC that both includes Comm in the loop & makes it easier for those registering & submitting motions & reports.

We would love to have additional members. If you're interested, please email [comm@coda.org](mailto:comm@coda.org).

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

Other than the CoDA Newsletter & creation of a Public Service Announcement, we have largely cleared our backlog of tabled items. Our chair has communicated our support of New England's Voting Entity Issue (VEI) to the person who submitted it (It's basically the same concept as the "VE Inclusion Proposal" that we've been tabling for years due to a lack of members to work on it.)

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), 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 "trial period" starting May 9, 2013, until Jun 20, 2013 these members responded to 104 voice mail messages left by callers to the "English" World CoDA phone numbers.

About half of those calling a World CoDA number do not leave messages. There is concern that some of these people are discouraged by not being able to speak to a live person. It is almost impossible to know what percentage of these people go to the web site as directed on the outgoing message and find the information they were seeking.

In service,  
Allan B

### **Spanish:**

Madeline R. (FL), Mercedes (Mexico) Rosario H. (SoCal) and Linda A. (SoCal)  
Members respond to voice mail messages left on CoDA's toll-free Spanish number, (888) 444-2379.

Since April, 2013 Espanol Cphone has received 80 messages. The subcommittee successfully changed from email receipt of messages to use of a dedicated email address. That change lessened the burden on the Fellowship Service Worker of monitoring changing schedules. It also decreased the incidence of messages being misdirected to the volunteer's spam. The committee organized to publicize and hold one Spanish-language CoDA meeting for Las Vegas residents on Friday, July 12<sup>th</sup> during the 2013 Convention.

To volunteer, please email cphone@coda.org

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

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## Co-NNections

Co-NNnections 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-NNnections web areas. One suggestion is to inform authors of new submissions that they can give the copyright of their submission to CoDA. Authors can choose not to and no one can force them to. There are other aspects that change the work of the Co-NNnections Committee should we add this wording to the copyright statement. The Co-

NNections Committee will continue to investigate how this suggestion will affect our fellowship. All current Co-NNections publications belong to the original authors and can't be republished without written permission from the author. This change would create a new selection of Co-NNections articles that would be available for any CoDA member to use without getting written permission. At the same time there will be some new articles that will be owned by the original authors. We believe this is appropriate as Co-NNections has past articles from recovering anonymous professionals. They may want to keep their copyright and we want to continue to receive their submissions.

Presently, CoDA groups and Voting Entities can provide their members with direct links to the "Weekly Reading" (<http://www.coda.org/weekread.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. We have author contact information for 52 articles going back to 2007. CoDA members should email Co-NNections to request author contact information before using a Co-NNections article.

Respectfully submitted by the Co-NNections Committee  
Chair: Chuck J., Committee Member: Gary R.

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CoRe  
No report

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Events  
No report

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## Finance

The Finance Committee met three times during the 2nd quarter. We worked on eight motions, but realized that we only needed to present 7 of them. (The first was already covered in the FSM and didn't need to be presented.) One motion is to change the definition of the Prudent Reserve in the FSM. Five motions make changes to the Expense Reimbursement Policy (ERP), while the last one makes a slight change to the Expense Reimbursement Procedure. Motion 6 proposes to set the Per Diem and Mileage Rate to a government set rate so that the fellowship doesn't have to determine

what the rate will be each year. We prepared copies of the ERP and ER Procedures that reflect the changes if all motions passed.

We have totaled the individual budget requests and are looking at the income to determine if our income and assets support the additional proposals to the budget for 2013 and 2014. Thank you to all our committees and the board for submitting their budgets by the second week of June. It is allowing us to spend unhurried time considering the ramifications of the request.

We identified a member to act as liaison to the Proactive Outreach Task Force who had a face-to-face meeting this quarter. We are preparing to recruit additional members to serve on the Finance Committee at CSC next month.

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

Committee members:

Kathy L., Chair	Mahomet, IL
John D., new member	Dallas, TX
Lou L.	Mahomet, IL
Debra W., new member	Chico, CA
Barbara D. Board liaison	Redwood City, CA

This quarter our committee has been busy. First, we added 2 new members who are gradually becoming active.

We have received 68 letters from inmates in 10 institutions (5 new institutions to our records). Each letter has been responded to individually. We have also received requests from Hispanic inmates for literature in Spanish. Some of the letters have needed translation, and, fortunately for us, one of our new members is bilingual in English and Spanish. Since the Co-Dependents Anonymous book is not yet available in Spanish, we have been sending The Twelve Steps and Twelve Traditions Workbook in Spanish. Since our Books for Inmates and Institutions program helps fund the purchase of the Co-Dependents Anonymous book only, we must pay 100% of the price for workbooks out of the committee's budget. We are considering asking Conference for

permission to use donations to the Books for Inmates and Institutions program for purchase of workbooks as well.

<b>Literature sent this quarter</b>			
<b>Piece of literature</b>	<b>English</b>	<b>Spanish</b>	<b>Total</b>
Co-Dependents Anonymous Book	31	Not yet available	31
12 Steps & 12Traditions Workbook	10	18	28
Standard Packet  (a set of pamphlets and booklets CoRe donates)	10	3	13
Meeting Starter Pack	3	1	4
<b>Total</b>	<b>54</b>	<b>22</b>	<b>76</b>

We continue to receive requests for sponsors, but because of the contraction this committee experienced this year (we lost 4 of our 6 members), no progress has been made on developing a sponsorship program for inmates.

We sent a letter to the Ohio Reformatory for Women commending their Recovery Services for the role it has played in developing the Books for Inmates and Institutions. This institution was very instrumental in this. We have also responded to 5 email inquiries from institutions.

The need is great and growing, so we have our work cut out for us. Anyone interested in serving with us please contact us at [hosp@coda.org](mailto:hosp@coda.org).

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### Issues Mediation Committee (IMC)

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

Board IMC Liaisons: David M.; Evie S

IMC for the Second Quarter of 2013 had four teleconference meetings. Handling disputes is our primarily function. But, we are currently involved in other issues.

1. The IMC continued to work on the Voting Entity Split Application as a few changes were suggested. Changes were made and a new application was completed.
2. The IMC worked on and sent the Board Secretary additional suggested changes to the "Group Conscience" section of the FSM for the new Table of Contents section on the CoDA website (the web work group has been dissolved since they fulfilled its task).
3. The IMC is continuing to develop a step-by-step visual diagram for a section in the "Disagreement, Mediation and Resolution" section on the process for CoDA's website. We will also send this to the Board Secretary to include with the #2 website material when completed.
4. The IMC's Policies and Dispute Procedure Manual is continually being worked on by its committee members. This will provide a standard quality to follow within IMC and valuable training and information for newcomers. We've now added a Chair's Duties Section.
5. IMC decided that we will have no motions for CSC 2013.
6. The IMC sent our response to the Board Chair and Board Liaisons on, "What does IMC want/expect from (a) Board Liaison(s)?"
7. Prepared and delivered IMC's yearly financial budget; goals/objectives for CSC 2013.
8. IMC's current members decided to meet with potential IMC volunteers at CSC 2013 on Wednesday evening, July 10<sup>th</sup> right after conference (around 5:00 pm - most likely for dinner). IMC members are only voted in as members at CSC and by CSC.
9. IMC decided that the IMC chair will participate with the Chairs/Volunteer to committee service luncheon on July 10<sup>th</sup>. Our goal is to recruit two new members.
10. Created and prepared two PowerPoint presentations for CSC 2013 for IMC's Report status.

11. Created another detailed report for the Delegates on IMC's yearly accomplishments.

Thank you for reading our quarterly activities,

Prepared by Natasha K., Chair, IMC

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## Literature (CLC)

Literature has the following activities to report for the second quarter:

- The CLC, by group conscience, decided to expand "Peeling the Onion" (PTO) to address some of the patterns of codependency which were added when the Patterns & Characteristics document was expanded in 2010. To that end, CoRe has agreed to order fewer copies for the next reprint, set for later this year and four CLC members have agreed to work on the rewrite. Our goal is to have a revision to PTO ready for the 2014 CSC.
- In the interim, CLC signed off on the proofs for the current version of PTO.
- The proofs for the booklet "Common Threads" were reviewed, corrections submitted to CoRe and the final proofs approved.
- "Making Choices" proofs were also reviewed after CoRe made changes approved by the 2012 CSC. (The statement, "The expression of my sexual orientation is my own choice. No one but me can define who I am." was amended to, "The identification of and expression of my gender and my sexual orientation are my right. No one else has a right to define who I am.")

Thanks.

Leslie C  
CLC Chair

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## Outreach

From April 1, 2013 to June 16, 2013

There were 293 messages to which replies were made; and at least 100 additional messages.

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

Three members were participants with the POTF (Proactive Outreach Task Force), two very, very actively.

A Group Conscience decision was made to move the group doing email service known as “email rotations” to the Communications Committee as a subgroup or team. The details of this process are in one or more motions put forth by the POTF and endorsed by an Outreach Group Conscience.

It was noted by one member of the Committee and acknowledged by at least one other that the change to the dates of the QSR submission process in order to accelerate the 2nd Quarter report was a) redundant to the preparation of the Committee Report for the CSC, b) added additional work just prior to the CSC, and c) breaks the normal reporting cycle of the Outreach tracking of messages received and responded thus complicating the reporting process for the 2nd and 3rd Quarters.

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) No report \* \* \*

### Spanish Outreach

Our Members:

Chair: Rosario (Cal)

Members:

Linda. (Cal)

Madeline (FL)

Our work:

Our work consists of providing information, guidance, and translation, to those seeking our assistance. We moderate EspCoda, the Spanish Announcement list, and most of our members serve at the all-volunteer Coda Spanish phone line. As an update to our last QSR, Silvia from Colombia opened her group, and obtained her first CoRe order. She is currently in the process of starting the first Colombian intergroup. Spanish Outreach is helping her with this process.

During this quarter Spanish Outreach received:

Number of inquiries:

125 (from outside sources)

37 (from within CoDA)

Total: 162

The Spanish Announcement list (EspCoDA) received 21 new subscribers, 2 delisting, and 18 messages.

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### Service Structure Committee (SSC)

The Service Structure Committee is proposing that the Service Conference approve a short version of the Twelve Service Concepts. We think this will provide a simpler, easier to use document for the fellowship.

This will not replace the current Service Concepts. It is an additional service item, which may be especially useful for members who are new to service.

We thank the CoDA Board for their input on this project.

It can be viewed in the “Delegate Packet” on the website. It is SSC Motion #2  
<http://www.coda.org/dp/DP%20docs.htm>

Our biggest project for the coming year will be a review of the Fellowship Service Manual. Feedback from Fellowship members indicates that it is hard to search and find needed information. We will try to re-organize and make it more user-friendly. In consultation with committees, we'll consider moving “Procedures” to a separate area.

Also, we will create a document for use by our committee, including policies and procedures.

If you want to learn more about what we do, please contact [ssc@coda.org](mailto:ssc@coda.org)

We are welcoming new members. If you have an interest in CoDA's service structure, please contact us at [ssc@cod.org](mailto:ssc@cod.org)

In Service,  
CoDA's Service Structure Committee

Judi T.  
Leo C.  
Dave S.  
Jim D.  
Eric S.

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## Translation Management Committee (TMC)

Board Liaison: Evie S

### Members:

Fernando C – CA – Liaison to Spanish, Portuguese speaking Countries  
Gerald B – Canada – Liaison to English Speaking, French speaking Countries  
Crystal, New England (MA) –Liaison to Europe  
Debra D. OR - Proactive Outreach Task Force liaison.

### Committee Report:

We are preparing for the CSC 2013 and currently working with Hungary on translation of the CoDA Book. We have arranged a meeting with Venezuela to work on a means of getting literature to their country as it is difficult because of political reasons. The Spanish translation of the CoDA book will possibly be ready by the end of 2013.

### Some activities this past quarter;

- Currently working with the following Countries: UK, Russia, Thailand, Mexico, Iceland, Brazil, Germany, Canada, Greece, China, Iran, Hungary

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## Webmaster

Spam has declined some in recent weeks, though there is still a lot more spam than regular mail. Typically there are 50 - 100 regular emails vs. 150 - 300 spam mailings. Many of these appear to come from instances where a CoDA member uses the same email address for CoDA business and for surfing the 'net. Some sites like to get all your

email contacts to solicit them for whatever that site specializes in. So we get a lot of invites to connect on Linked In, Twoo and other such social-based sites. These aren't the only ones, just typical. So I recommend to anyone who asks, that a separate email address be used for CoDA business and not for any other type of interaction. CoDA contacts should then be moved to this address and deleted from other email accounts. This will also keep things a little neater for you by separating your CoDA stuff from everything else.

AOL did all their members a favor and upgraded its services recently. As a result, we have had several instances of not being able to deliver email to AOL addresses. They are notoriously slow in repairing such blockages and often, the block gets restored once or twice. It was cleared up after a short while and is okay at the time of this writing.

CSC has kept me quite busy with posting and amending and making changes.

The hunt goes on for a web developer/designer to provide a new web site for us. There is a separate effort to get the meeting search database and search engine revamped. Microsoft has done nothing to improve Internet Explorer 9 so that it will read our meeting search results. However, there is a new version of the software that controls the database that might help. If we get someone to update the database and search engine they can upgrade to the new version and that may help.

We have been getting an increase in the number of "hits" (visits) to our website. Also a large increase in Google crawls. This is good news: it means more people are looking at and for us. There has also been an increase in the bandwidth use. This is caused mostly by me updating the site frequently. In the last couple of months this is to be expected, with CSC, but the increase is greater than in previous years. The increase has been persistent and we have gone to an increased size, and an increased cost. The increase in cost was small and we should not see any more warnings about exceeding our bandwidth limit.