

# CoDA Third-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 Fourth Quarter Service Reports, (including activities for the dates October 1, 2013 through December 31, 2013) will be due to your Board liaison and to the Board QSR liaison on January 15, 2014.**

## Board of Trustees

Hello Fellowship,

Over the last quarter, we were quite busy attempting to get organized after our elections at the CoDA Service Conference (CSC). Our new officers are Florence F., Chair, Hal H. Vice Chair, Lisa B. Secretary, and Barbara D. Treasurer. We also welcome our new trustee, Chris H. as well as our alternate trustees, Charles Z and Lorraine O. Returning members are Dagmar M, David M, Evie S, and Mercedes M. Unfortunately, Natasha K. resigned for personal reasons.

Our Board Face to Face (F2F) Meeting will be held in Los Angeles, CA the weekend of November 16-17, 2013. The location is near Los Angeles International Airport (LAX). As part of this meeting/trip, a number of Board members will stay extra days to work with locally based Board members on the archive of documents stored at Evie S.'s Home.

At CSC, the Board presented our desire and need for help in the form of an **Association Management Company (AMC)** and we were granted a majority vote to go ahead with our suggested plan. So our first order of the year was to review the contract and commence work with the AMC. Our lawyer, John Gilbert reviewed the contract, and the changes were sent to the AMC representative, Conni. She agreed with all changes except the rollover hours. Discussion about the specific changes pertaining to the contract are outlined in our August Board summary and minutes.

We also made the decision that we will not use their address as our business address as we are engaging the AMC services on a project oriented basis only. Another

consideration we have is how does the Administrative Fellowship Service Worker (Admin FSW) become integrated into the process with our AMC. Joan, the Admin FSW is aware of the AMC and is happy to see it happen. At this time, the AMC will not be taking over any of the FSW tasks. They have assigned an Account Executive (AE) to us already (tentatively); Conni oversees all of them. If we are uncomfortable with this person, we can ask for someone else.

Our first and biggest priority project for our AMC is the website. They will be assisting us with submitting our Request for Proposal (RFP) for website development. We are not asking them to manage the site. At our September Board meeting we voted to also assign the creation of a Board policies and procedures manual as another project for the AMC.

### **WEBSITE DESIGN PROJECT**

We reviewed what was done and how the Requirements Document and Request for Proposal were created. We are including both the Website Redesign and the Meeting Search Function to be done together. Evie S. has been appointed by group conscience to be the Board member liaison who interfaces with the Account Executive assigned by the AMC about the website design project. Evie worked with Conni and Dominic, the AMC lead on this project, to finalize the documents and they were ready in time for the planned October 1 publication and distribution.

### **CoRe CONTRACT**

Our discussions around the CoRe contract continue. We continue to meet with CoRe using the 2x2 meetings, meaning two CoDA and two CoRe board members meet to discuss things in more detail and then bring back reports to the whole group. We are still unclear about how a reduction in royalty will impact price of literature. We believe that it should be a regular item to review annually at CSC and should be CoRe's responsibility to report. Our original royalty was 40%, lowered to 30% a few years ago. Our other concern is that this is a primary source of our income. We may investigate whether we can simply reduce the price of literature without changing our royalty. These items will be addressed at the next 2+2 Meeting between CoRe and the Board.

## CURRENT COMMITTEE LIAISONS

COMMITTEE	PRIMARY	BACKUP
Communication (except email rotation team and including CPhone)	Lorraine	Florence
Communication (just email rotation team)	Lisa	Florence
Co-NNections	Chris	Florence
CoRe	Hal	Chris
Events	Lisa	Lorraine
Finance	Barbara	Chris-----Temporarily keep Dagmar on alias
Hospitals & Institutions (H&I)	Barbara	
Issues Mediation (IMC)	David	Lorraine
Legal	Evie	Florence
Literature	Dagmar	David
Outreach	Charles	Evie
Quarterly Service Report (QSR)	Charles	Chris
Spanish Outreach (SPO)	Mercedes	Lisa
Service Structure (SSC)	Lisa	Lorraine
Translation Management (TMC)	Evie	Dagmar Mercedes
Web	Lisa	Charles
International Task Force	Dagmar	Evie

The Board of Trustees meets monthly by teleconference and recently **changed the day we meet to alternate Saturdays and Sundays at 8:30am pacific time.**

Announcements are sent out through our Board summary reports via 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)  
Florence F., Chair (MD)  
Hal H., Vice Chair (SoCal)  
Lisa B., Secretary (NV)

Dagmar M., (U.K.)  
Evie S. (SoCal)  
Mercedes M., (Mexico)

Barbara D., Treasurer (NorCal)    Charles Z., Alternate (CO)  
Chris H., (AZ)                            Lorraine O., Alternate (WA)  
David Mc., (TX)

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## Communications

Members who have been active with the main committee:

Allan B (SoCal), Geff R (WA), Linda A (SoCal), Jen L (AZ), Lynne (PA), Michelle D (SoCal).

Comm's Board liaison is Lorraine (WA).

We continue to have monthly conference calls.

During the last quarter Comm sent out a total of 20 announcements on the CoDA Announcements email list. Comm needs more members to help create content. You can always review our previous email blasts here: <http://codependents.org/cgi-bin/dada/mail.cgi/list/main/>

Comm's Fellowship Service Worker (FSW) found a semi-permanent solution to the Yahoo formatting issue. Comm is now searching for a format that is more attractive on Smart Phones and similar devices, one that will not detract from its formatting on computers.

Comm sent out a survey to the Announcements list to learn members' preferred format for reading its emails as well as what was, and wasn't, working. While response was small (less than ½ of 1%) the feedback was valuable. Readers' biggest concern was the second link for unsubscribing that the Fellowship Service Worker had added to the emails after the web-based option for unsubscribing was disabled by the programmer. The Group Conscience (GC) decided to remove the top link and that has been done by the FSW. As some members tend to see neither of the two links to unsubscribe, any resulting spamming complaints may cause us to revisit or rescind that change.

Another issue seen frequently is that Announcements readers who are Smart phone and other non-PC device users prefer very short emails. They want to see the intent of a blast in its opening lines. The GC reached on this matter is that new blasts written by Comm will begin with a brief summary for phone users, followed by a more thorough explanation for those willing to spend time reading. This will only impact new blasts written by Comm members. At CSC, a Board member asked us to recycle some of the old blasts and as the committee is quite small right now with few writing new material, it was decided that the FSW would select and send one archival blast per week when there is nothing new.

Of the responders, 55% primarily read our emails on a computer, 18% on a device other than a computer and 26% read on both platforms. Approximately 99% of computer-only users were happy or neutral with our formatting. Approximately 77% of phone-only users and members who use both formats were happy or neutral with our formatting.

Upcoming email blasts that will be the subject of a Group Conscience include "Updating meetings on a consistent basis," "Rotating service positions at meetings," "Define Open vs. Closed meetings" and an informational blast on Alternative meetings.

A reminder to all CoDA committees, the Communications Committee is here for YOU! If you would like information or an announcement sent out to the Fellowship, please email it, in plain text if possible, to [comm@codas.org](mailto:comm@codas.org).

Please let your meetings know about the email lists! Growth of the subscriber base slowed considerably in 2013. Members can sign up here: <http://www.codependents.org>. Per our Board liaison, CoRe is updating its invoices; Comm hopes to have both the email list's subscription link and the email addresses and phone numbers for its subcommittees printed on the form.

Numbers for subscriptions as of 10/6/13 are as follows:

- Announcements - 3879 (basically the same as Q2),
- H&I - 1332 (up just over 3% from Q2),
- QSR - 2068 (up approximately 1.5% from Q2),
- Co-NNections - 5120 (Up just over 2% from Q2).

Our email list software has been updated twice since the last QSR.

The Communications Committee fulfilled its role by taking notes and sending out summary blasts to the Fellowship regarding the 2013 CoDA Service Conference (CSC). The two Comm members involved found the task challenging and frustrating. They suggest that for next year there be a minimum of three people representing Comm at the CSC: the chair (who already has a number of duties at the CSC) AND two additional members to take notes. Comm suggests that the format of the daily blasts be decided, and conveyed to Comm, before the beginning of CSC. It has been suggested that if three Comm members cannot go to Orlando, we recruit local Florida members in advance to take notes. Comm is considering sending out the summaries from one to two weeks after CSC rather than trying to produce them daily, to reduce the stress level of those involved. Comm has also discussed the possibility of some form of live broadcast on the Internet from the CoDA Service Conference (CSC). We acknowledge that the Board has final say on all things CSC-related.

For the following, we use the abbreviations:

CET            Communications Email Team  
Cphone        Communications Phone (Team) and  
Ecphone      Communications Phone Team in Spanish (Espanol).

Comm's main focuses at this time are:

- Attracting new/additional members to Comm and to its three autonomous subcommittees. Comm recently did a “volunteers needed” blast. Welcome to Lynne (CET) and Jen (Cphone) who have joined the umbrella Communications committee!
- Welcoming and integrating the former CoDA Outreach, now CoDA Email Team (CET), as one of Comm’s subcommittees. Currently Lynne is the new liaison between CET and Comm. Michelle D briefly served in that role during the transition.
- Linda A is still the Liaison for Ecphone. Allan B has resigned as liaison for English Cphone. As of this writing, one person has offered to serve as Cphone liaison.
- Geff has submitted a request to the Board for a single alias for all CSC submissions and a second single alias for all CSC delegate registrations, both aliases to include either Comm and/or the email FSW.

Some other Comm goals include an emailed CoDA Newsletter; creating a Public Service Announcement (PSA) and discussing the issue of social networking and anonymity. Comm also plans to submit a request for a slightly changed submission and registration process for next year’s CSC, one that both includes Comm in the loop and makes it easier for those registering and submitting motions and reports.

We are currently represented on the Chairs Forum (Geff R) and Spanish Outreach (Linda A).

Comm has largely cleared its backlog of tabled items. The CSC inclusion issue was brought to CSC as a Voting Entity Issue and assigned to the Board. Comm has a list of tabled items, submitted by Allan B that Comm is slowly considering.

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 responding to messages left by callers to World CoDA who choose to speak to a volunteer in English (Phoenix 602 area & English Toll free numbers)

During the Quarter (Jul - Aug - Sep 2013) responses were made to 204 messages.

In service - Allan B

**Spanish:**

Linda A (SoCal), Madeline S (FL) and Mercedes (Mexico).

Members respond to voice mail messages left on CoDA's toll-free Spanish number, (888) 444-2379.

Since July, 2013 Ecphone has answered 156 recorded phone messages. Calls come in from all over the US, from Alaska to Arkansas and Alabama, and coast to coast. They also come from restricted facilities such as jails or mental hospitals, where institutional rules prevent a response from outside. Ecphone has heard from Panamanians in the US looking for meetings back home.

To volunteer for the Spanish CoDA callback line, please call 1-888-444-2379. The above portion of the report was prepared in service by Linda A (SoCal).

**CoDA Email Team Subcommittee (CET):**

John (PA), Allan (SoCal), Jen (AZ) and Lynne (PA)

CET is making the transition from being an outreach committee to being an autonomous subcommittee of the Communications Committee.

The four members of the committee answered 317 queries, with 594 additional emails in discussions.

Wayne left to do other service work.

In service,  
Lynne

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## Co-NNections

Co-NNections has received ten article submissions from CoDA members since the 2013 CSC. There are 5 new articles published to the Co-NNections web-area of coda.org since CSC. Grateful thanks to CoDA members that sent in their creative work based on their recovery experiences.

The Co-NNections Committee needs volunteers to help process submissions. We get about two submissions a month, so there isn't a lot of time commitment needed for this CoDA service. Please email [connections@coda.org](mailto:connections@coda.org) and volunteer.

To see the creative works submitted by our membership, visit the Co-NNections web-page at <http://coda.org/co-nnections.php>.

Want to submit an article? Look near the bottom left of the Co-NNections web-page, in the blue section. Our editing policy can be found at <http://coda.org/service/connections.html>.

The "Weekly Reading" section of CoNNections is a weekly service that sends member submissions, chosen from our collection, to Fellowship members who sign up. Subscribers to this service receive an email reminder that a new CoDA member creation has been sent. The actual email contains a link to the latest submission. A direct link to the present "Weekly Reading" is at <http://coda.org/week-read.php>. To subscribe to "Weekly Reading", visit <http://www.codependents.org> and look for the check box titled "CoDA Weekly Readings Reminder"

Co-NNections Members: Chuck J., Gary R

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CoRe

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Events

The Events Committee is currently working on our hotel selection for Orlando. We are also working with Spanish Outreach to foster growth in attendance in Orlando. They are requesting a dedicated workshop and meeting room for the convention. In addition, Events is currently trying to create a manual for our use and standardization for our positions. We are also looking at and considering sites for 2015 so send in your proposal. We look forward to hearing from you!

## Finance

The Finance Committee met at least four times during the 3rd quarter. Several times during the CoDA Service Conference (CSC), we met and participated in a variety of ways. First we explained the budgeting process used for the developing the CoDA Budget and discussed some of the ramifications of changing the amount of the prudent reserve from three years to two years. Then we presented 7 motions that were passed including the redefinition of the prudent reserve to two years of expenses. We also presented the budget to CSC that was passed. After funding the new International Development Task Force on the final day, the revised budget for 2014 is \$212,793.23. We were also able to recruit two new members one who will become active in January.

The major change to the Expense Reimbursement Policy (ERP) was an increase of the Per Diem for face to face (f2f) meetings to \$46 and for 2013 CSC to \$71. The mileage rate was increased to \$.565 per mile for the balance of 2013. Going forward, new rates are tied to the government approved rates, are effective for the calendar year, and will be posted early in the New Year.

Since CSC, we assigned 2 finance liaisons to work with each committee (see list below), and have revised & published to the CoDA website the changes made by the motions to the ERP (Expense Reimbursement Procedure). They can be accessed in the committee work area (CWA). We have worked on some committee procedural changes and assigned committee members to various tasks to help us get our goals accomplished for the year. We have approved many Expense Reimbursement Requests (ERRs) from CSC. We are looking at the recommended 7th Tradition distribution between Intergroups, Voting Entities, and CoDA, Inc.

### Finance Liaisons for 2013-2014

CoDA Board – Lou L & Addie M  
Communications – Stuart M & Lou L  
Co-NNections – Loretta D & Megan  
Events – Addie M & Megan  
Finance – Lou L & Stuart M  
Hospitals & Institutions – Addie M & Loretta D  
Issues Mediation– Loretta D & Stuart M  
Literature – Lou L. & Lorraine O  
Out Reach – Addie M & Megan  
Service Structure – Stuart M & Addie M  
Spanish Out Reach – Addie M & Megan

Translation Management – Lorraine O & Lou L  
International Development TF – Lou L & Loretta D

Respectfully submitted by the Finance Committee

Lou L, Chair, Addie M, Stuart M, Lorraine O, Loretta D, Megan W, & Crystal Z.  
Barbara D, Board Liaison

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## Hospitals & Institutions

Committee members:

Kathy L., Chair	Mahomet, IL
Carrel M.,	Brooklyn, NY
Debra W.,	Chico, CA
John D.,	Dallas, TX
Lou L.	Mahomet, IL
Mary I.	Denver, NC
Barbara D. Board liaison	Redwood City, CA

This quarter has been very busy and productive. We have received over 102 requests from institutions and their residents for information and/or literature. Requests came from 9 or 10 institutions that we have no record of hearing from in the past. Since we started receiving letters from Spanish-speaking individuals last quarter, we have been able to translate our H&I institutional meeting format, the H&I book request form, and to format “Recovery from Co-Dependence: a Brief Introduction”, a PDF file found on the CoDA website into Spanish. These are pieces of literature that we frequently send in response to letters we receive. For this we have had gracious help from the Spanish Outreach Committee and new committee members. We even received a request from a nursing home for a book and found a possible new need to meet: large print editions of some of our literature.

Two new members have joined our committee and one is taking over the responsibility of ordering books and getting them paid for. Thank you, Higher Power. Also, we are grateful that the CSC 2013 approved using some of the funds donated to the Books for Inmates and Institutions program to purchase Workbooks.

<b>Literature sent this quarter</b>			
<b>Piece of literature</b>	<b>English</b>	<b>Spanish</b>	<b>Total</b>
Co-Dependence Anonymous Book	48	Not yet available	48
12 Steps & 12 Traditions Workbook	14	15	29
Standard Packet (a set of pamphlets and booklets CoRe donates)	4	0	4
Meeting Starter Pack	3	1	4
<b>Total</b>	<b>69</b>	<b>16</b>	<b>85</b>

At least three new CoDA meetings have started in different institutions, and three new institutions' libraries have requested literature.

We continue to receive requests for sponsors and have made a little progress in starting a sponsorship program. Once the logistics are set up, we will be appealing for volunteers to be sponsors. We have had some communication with the Outreach Committee regarding this.

A new H&I Lights was distributed at CSC and published in July.

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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## International Development Task Force

The 2013 Service Conference passed the Ad Hoc Committee motion to establish an International Task Force Committee: Addie M. - CA, Dagmar M. - UK, Deborah R., Canada, Evie S. - CA, Linda A. - CA and Shawna M - Germany (CoDA-Deutschland) declared interest at the Conference.

The first step was to seek out country members that would be interested in participating with the International Task Force. After an extensive email search, over 23 country members responded, indicating interest in participating in the Committee, including: Australia; Asia: Iran, Israel, Malaysia; Europe: Czech Republic, Iceland, Italy, France, Germany, Italy, Russian Federation, Switzerland, UK; South America; Brazil, Columbia; and North America: Canada, USA. New country members not yet

The next step was to establish a web conferencing service that:

1. Provides functional service to all country members,
2. Charges are not incurred by participants, and
3. Charges fees to the committee within the budget.

This task requires concentrated efforts and committed time by all committee members to evaluate web conferencing services that meet all the requirements of providing functional committee calls. At this time, the evaluation is focusing upon three possible services, moving the committee closer to selecting one service, so that the first International Task Force Committee meeting may convene.

Group conscience decisions concerning any service positions such as Chair or Treasurer will be made when the entire group is together to make those choices on the first call. Deborah R. will act as temporary chairperson until one is chose by the group at large.

It has been a slow, but very deliberate start for this committee in selecting a service that has not ever been used by the organization as a whole. Another first is bringing country members from all over the world together to propose a format and structure for the first International Committee of CoDA Inc. These are most exciting and new times for all!

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## Issues Mediation Committee (IMC)

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## Literature (CLC)

CLC activities during the third quarter are as follows:

- *Peeling the Onion* (PTO): CLC is working on an expansion of this document to add some of the new patterns and characteristics. A subcommittee of four is

actively working on the revision.

- Group Inventory: This project will revise and expand the group inventory questions currently contained in the *Twelve Steps and Twelve Traditions Workbook*. Although the CLC had been working on this prior to the 2013 CoDA Service Conference, we also have this as a Voting Entity Issue from Texas. To date, attempts to discuss the project with the person who originated it have not succeeded. CLC will proceed without input from Texas and hope that contact can be made in the future. Possible ways this may be distributed include:
  - An update to the *Twelve Steps and Twelve Traditions Workbook*
  - A separate pamphlet
  - A posting on the CoDA website
  - An addition to the meeting starter packet
- Working the Steps as a Group: Two members of the CLC submitted a draft document on how to work the Steps in a group. During this quarter a subcommittee was formed to develop the draft document into a piece of literature.
- Letter raising concerns about the Fellowship: The Literature Committee was one of several groups that received an email regarding one member's concern with some of the CoDA documents. We agreed as a group that we do not need to respond although we will keep her comments in mind while working on the revisions to *Peeling the Onion*.
- *Reparenting our Inner Child*: The Nevada Voting Entity (VE) submitted a draft document on this subject during the time when the CLC was not functioning well. During the third quarter, the committee finally considered this request and voted to reject it on the grounds that the subject was not sufficiently related to the Steps and Traditions to justify more than is already contained in existing CoDA literature.
- Other suggestions for literature from outside the committee: the CLC has not opted to begin work on any of the other submissions and suggestions we have received in the last year. We recognize that we need a procedure for dealing with submissions and that a critical first step will always be to obtain an assignment of copyright from the authors of all submissions since we can do nothing to publish a document without this.
- CLC Procedures document: Work has begun to document the CLC's functions and procedures.

- Query we received in Spanish: the CLC would like to thank Spanish Outreach for its help in translating a query from and the committee's reply to a Spanish-speaking member on how to submit a story to the committee.

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## Outreach

### **Members**

Active Members: Annie S.-MA (Chair); Addie M.-CA; Charles Z.-CO; Christine-CA; Nancy M.-CA; Sharon-British Columbia,

Other contributing Members: Jen-AZ; Gary-MD; Daniel-CO

CoDA Liaisons who participate: John R.-PA (liaison to CoDA Email Team/ CET), Geff-WA (liaison to the Communications Committee), Charles Z.-CO (Board Liaison), Evie S.-CA (Alternate Board Liaison)

### **CSC Update**

In July at the CoDA Service Conference, 2013 two motions were made and passed unanimously that relate to the Outreach Committee. These two motions were co-sponsored by the Proactive Outreach Task Force (POTF) that took place from 2012-2013 and the Outreach Committee. In summary, they are:

#1: Shift email functions of the Outreach Committee to the Communications Committee as a sub-committee of Communications.

#2 Refocus Outreach Committee and expand mandate as proposed at CSC, charging the committee with "carrying the message."

We have held 3 meetings: At CSC we held a preliminary meeting of interested participants. Our first teleconference of the "New" Outreach Committee was held on August 11, 2013. We held our second meeting on September 8, 2013 and plan to meet monthly respectively on the Second Sunday of each month.

### **Completed Actions**

1. **Set goals for the year**: We developed our goals and actions for the year. Most committees do that prior to CSC but, as we were not established at that point, this task was the first to accomplish. Committee members are also familiarizing themselves with the extensive information from the Proactive Outreach Task Force.

## Planned Goals:

- Develop our new mission statement as a committee without the email rotation
- Develop new committee structure, one more conducive for carrying the message and attracting new members
- Brainstorm and develop new procedures for committee and begin process for documenting "carrying the message".

## Planned Actions for 2013-2014

- Draft new Outreach Committee Fellowship Service Manual (FSM) description for CSC 2014
- Newly formed group to set up a structure including meeting schedule
- Service roles and interaction with other committees and Fellowship
- Utilize suggestions from Pro-outreach Task Force (POTF)
- Develop and implement plans initiated in POTF
- Create an Operations Service Manual
- Create develop a preliminary Outreach Manual/Guidebook
- Create an announcement for participation in committee to go out to the CoDA Fellowship

## 2. **Began to create structure to committee:**

Structure: We agreed to a structure to the committee, where we will meet monthly yet have workgroups that may work in between meetings. It is important to us that any CoDA member can be included in Outreach Committee work, doing service to whatever extent they are able.

Roles: We elected a chair to the committee in September (Annie S.) and agreed to specific rotating roles and responsibilities for members.

## 3. **Updating contact information and communication:**

Email alias- We are utilizing the "prooutreach@coda.org" email alias as the "outreach@coda.org" alias is still used for general questions by many Fellowship members for contacting the CoDA Email Team. This is shifting to "info@coda.org" but will be a transition process.

Drafted notice for Fellowship: We have drafted an announcement to be sent out via the Communications Committee.

Recommendations for website: Drafted list of suggestions for immediate website updates.

We wish to thank the Fellowship members, Delegates and World Service committee members for their continued support of the Outreach Committee and our new, shared vision. The transition process will probably take time and sustained effort for us to begin to manifest the Fellowship's vision of this re-purposed Committee.

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## Spanish Outreach

Members: Madeline R (FL) and Linda A (SoCal).

Spanish Outreach was happy to work with Board members and CoRe in a project to set up a Spanish language CoDA meeting, replete with translated literature, in Las Vegas, NV at the time of the 2013 CoDA Convention. That project continues in anticipation of the 2014 CoDA Convention in Orlando, FL. Spanish Outreach is working to insure that both registration materials and translated CoDA literature will be available. Spanish Outreach has contacted CoDA meetings in and around Orlando, to invite interested bilingual CoDA members to help establish a Spanish language CoDA meeting in Orlando and to encourage them to plan and prepare a program of Spanish language events at the 2014 Convention. Spanish Outreach will use the CoDA Spanish announcements list, [espcoda](#), to publicize the Convention.

Spanish Outreach cooperates with other CoDA committees, from Hospitals and Institutions (H&I) to CoRe and the CoDA Literature Committee. It has translated H&I material and translated for other CoDA committees as well. Spanish Outreach recently met with Events and with the Translation Management Committee on the subject of inclusion of the wider Spanish-speaking codependent community.

In the third quarter, Spanish Outreach handled 394 emails, 257 from outside the committee, and 214 going out on committee and cross-CoDA Committee business.

The Spanish mailing list, [espcoda](#), has taken on 14 new subscribers and delisted two people. It is the aim of Spanish Outreach to make this list more a proactive tool of structure building in the community.

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## Service Structure Committee (SSC)

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## Translation Management Committee (TMC)

### Members:

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

Board Liaison: Evie S

### Committee Report:

In this quarter we have been in contact with Hungary and Iran to finalize translation agreements.

Iran, Mexico, Japan, Israel are working on Publication and Distribution Agreements.  
The following countries are currently publishing: Canada, Germany, and Brazil.  
We have been contacted by China in this quarter in regards to translating.

Literature for Venezuela was purchased from CoRe and was due to be shipped on Oct 3. Venezuela cannot purchase their own literature since they are forbidden to deal in US dollars due to the political situation between our two countries. With the Board's agreement we sent enough literature so that each meeting has one copy of each of the 6 pieces of literature available in Spanish.

In our September meeting we were happy to welcome Spanish Outreach (Linda and Madeline) and would welcome other committees who would like to sit in on our meetings.

We will be working on our next face to face meeting in 2014.

We would welcome anyone interested in our committee to contact [tmc@coda.org](mailto:tmc@coda.org)

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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 email vs. 150 - 300 spam mailings. This was the posting for last quarter and the Spam rate has not increased. It hasn't decreased, either and we still get lots of notices from social sites using members' email contacts. I have set up a couple of filters to help keep out some of these.

The Request for Proposal (RFP) has gone out to find a web developer to build us a new website and meeting database. I have not heard anything about any responses as yet and the last day for submitting such was the 8th of October. I can only hope that they have found a suitable candidate.

The number of complaints about the site has tapered off. I'd like to think things are a little better than they used to be. I typically answer requests stating that they are done within a day of the receipt of such. Sometimes there are extenuating circumstances where this is not possible and I try to let the requestor know that work is being done to complete their request. Often, it may be out of my hands at that time and I have to wait for something else to get cleared up. Sometimes, as in CSC time period, it's just that the workload precludes doing some things. The members have been very understanding when told of these things.

Mostly, it is an enjoyable experience, though there are still a few places that could be better. I am hoping that the new site is up and running in record time and it makes things easier for all of us, including me, to find things.

Respectfully submitted,

Leo C - webmaster