

CoDA First-Quarter Service Report for 2014

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:

2014 First Quarter Service Reports, (including activities for the dates January 1, 2014 through March 31, 2014) were due to your Board liaison and to the Board QSR liaison on March 15, 2014.

Board of Trustees

Hello Fellowship,

The Board of Trustees has gone through a few changes during the first quarter of the year. Evie S. resigned her board position; we thank her for all her service and hard work she gave us as trustee for the last two and a half years. We welcome Lorraine O. who we designated as the alternate trustee to fill the vacant position.

We had a three-day Face to Face (F2F) meeting in Phoenix, Arizona in February. Our first day was dedicated to our very first strategic planning session with the help of our wonderful account executive (AE), Conn. Prior to our meeting, the members of the Board answered a questionnaire sent by Conn that focused on strengths, weaknesses, opportunities, and threats (SWOT). We discussed and summarized “things learned”. I have to say I was very impressed with how much she learned about us from this questionnaire. Our first order of business included crafting a CoDA Board mission statement:

Acknowledging that we are all here for our personal recovery, the mission of the CoDA Board of Trustees is to ensure the longevity and fiscal health of the organization, to support the Fellowship’s ongoing service work, to promote CoDA unity and to reach the still suffering codependent.

The session continued from the SWOT analysis and included notes from our brainstorming session in November. We developed nine different initiatives with phases outlined for 1 year, 3 year, and 5 year goals. We are very happy to have a plan to pass on to the next board. We feel that continuity is the key to the growth of our organization.

We hope to review this plan at 2014 CSC with our AE and prepare for turn over to the new board. If Fellowship members would like a full copy of the comprehensive strategic plan report prepared by Conn, we will be glad to share it with you. Please write to board@coda.org.

WEBSITE REDEVELOPMENT AND WEBMASTER

At our February F2F, we had the opportunity to ask for a second interview in person with our number one choice for web developer, Arizona Website Solutions. We unanimously agreed to hire them and signed a contract with them after the interview. The web developers commenced work immediately and have continued at a rapid rate with assistance from our new Website Development Project leader and webmaster, Dominic (from SOS Association Management Company), our web liaison, Lisa and alternate trustee, Charles. They are presently working on finalizing the home page and meeting search to be available for testing soon.

We give credit and a special thanks to our recently resigned board member, Evie S. in her role as the Web Work Group project leader. Because of the extensive groundwork and comprehensive documents provided by the previous Web Work Group, the present web team members have a clear plan to follow for content and organization of the pages enabling much faster progress.

During our F2F we were notified of Leo C.'s resignation as Webmaster. We were fortunate to have the resources of Conn and Dominic of SOS to help facilitate filling this position in a very speedy and satisfactory timeline. We give many thanks to Leo for his service to CoDA and his willingness to stay on a little longer to help train our AMC representative, Dominic, until he is familiar with our website.

BOARD POLICIES AND PROCEDURES MANUAL (P AND P):

The account executive board liaisons continue to conference call weekly with our AE to develop a comprehensive Board P and P. We hope to have a completed manual by July. In our strategic plan, we hope to have a second phase that addresses cross referencing and the process of updating the bylaws and the Fellowship Services Manual (FSM) so that all of our documents will be consistent. We have given a template to committees to follow in developing policies and procedures for each committee.

TREASURERS REPORT

The first quarter of 2014 was quite busy for the Treasurer. She attended a very productive face to face Finance Committee meeting in Los Angeles, as well as the Board face to face in Phoenix. There were also a multitude of Expense Reimbursement Requests (ERR's) to process due to many committees face to face meetings, and the Board face to face.

LEGAL REPORT

We now have a signed translation and publication agreement with an individual for a Japanese Meeting Handbook. We hope to have a signed contract soon with a publishing company in the United Kingdom to publish CoDA literature on behalf of the United Kingdom CoDA Voting Entity. We are working on the legal section in our P and P manual that will include a procedure for signing of agreements/contracts with Voting Entities or individuals for translation, copyrights and publication and distribution. We are also looking at our guidelines for developing a website for Voting Entities and guidelines for maintaining CoDA, Inc.'s website.

VOTING ENTITY ISSUES

The Board was assigned two Voting Entity Issues from our 2013 CSC. We will submit a bylaw change to address the issue from Canada that will allow our service conferences to be held outside of the United States. The second issue was from Massachusetts requesting research into remote delegate participation at CSC. After consulting with our attorney, we are suggesting the formation of a task force to address the issues to make this possible.

PREPARATION FOR THE ANNUAL CoDA SERVICE CONFERENCE (CSC)

We have started early planning stages for our pre-CSC board meeting and meeting with the chairs and delegates on Monday, the day before the CSC starts. We had our first meeting like this last year and had a favorable response from the Fellowship to continue this practice.

We will continue to work closely with the Chairs Forum and the Events committee to prepare an agenda. We are clarifying and looking for more help in the process of recording motions as well as the CSC daily summaries.

We will submit multiple bylaw revisions based on suggestions from our AE as well as changes to reflect more accurately how we currently operate. We have crafted a motion to present to CSC for a new elections policy that will replace the one in the FSM as well as go into our P and P manual.

Lastly, we are in need of board candidates for July 2014 CSC elections. If you are interested in joining the Board of Trustees, we encourage you to attend one of our teleconference calls to get an idea of what we do. Also, you may write into the Board with any questions and we will be glad to answer all and direct you to the Board of Trustee application.

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. Our next scheduled conference call is Saturday, May 3.**

Announcements are sent out through our Board summary reports and email announcements. We encourage any member of the fellowship to join us. Please write to the Board at board@coda.org to request call in information if you would like to attend.

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

Florence F., Chair (MD)	Dagmar M., (U.K.)
Hal H., Vice Chair (So CAL)	Mercedes M., (Mexico)
Lisa B., Secretary (NV)	Lorraine O., (WA)
Barbara D., Treasurer (Nor Cal)	Charles Z., Alternate (CO)
Chris H., (AZ)	
David Mc., (TX)	

Communications

The Communications Committee (Comm) had discussion regarding the email list being moved to the Outreach committee. After minimal discussion, it was decided to have it remain with Communications Committee.
Comm needs additional members.

CSC Preparation

The Communications Committee is tasked with recording the daily activities of CSC and sending out an email blast during CSC to update the Fellowship. Reviewing past experiences, it has been decided that breaking this up among as many volunteers as possible would better complete the task. If you would be willing to take notes during a session, please contact the committee chair at comm@coda.org

Motion for database to list voting entities (VE's) or Delegates: John and Allan agreed to write a motion for the motions database to list VE's or delegates attending and voting at CSC. A draft motion was sent out for group conscience (GC) on 2/24.

Cphone continues to get many requests for additional information and suggestions to the website. Meeting recordings are a common request lately. An announcement was sent out for a holiday special meeting available during December and January. One meeting has shown interest in creating some of these recordings. A question we have is: Does Communications want to add this to their to-do list in the future? The Committee agreed it's a good thing to have, but it may be covered by Outreach activities. Jennifer will report back at next Committee Meeting with additional information.

The Fellowship Service Worker (FSW) continues to recycle old blasts per the August 2013 GC by this committee for those weeks where there has been no new content provided for the email blast. A blast requested by the alternative meetings informing the fellowship of the new tape recorded meetings and how to access them was sent out by Geff on 2/25/14 with a unanimous affirmative GC from the committee members.

Is there anyone interested in writing blasts? Topics still kicking around include

- Rotating service positions at meetings
- Defining Open versus Closed meetings
- Writing alternative meetings Blast
- Defining differences between Anonymity and Confidentiality

Incoming phone calls received by a Cphone subcommittee member that are missed go to Google voicemail. Several members check voicemail and return on weekends as needed. From October 1, 2013 through December 31, 2013 there were 301 inbound calls using 1039 minutes. There was concern for Cphone picking up more calls because of a problem with the email? Some messages don't get seen: the only ones seen are the ones that miss the 20 second hold. Patrick's Voicemail was picking up almost immediately; sooner than the software was directing calls to Gmail. Email vulnerability is something Geff is knowledgeable about and is willing to take on to manage/improve email for the website.

Lorraine suggested they send an email about these problems to the Web Liaison (webliaison@gmail.com), and copy Geff and Leo stating what is happening.

Cphone subcommittee noted additional messages through text and spam messages to CoDA Email Team (CET)

- Linda: Deletion of email list for Spanish Outreach by Leo.
- Geff suggested taking that issue to the Board liaison.

The CET subcommittee QSR has been submitted and they have an email requesting more volunteers ready to be submitted tomorrow. Last week CET received only 3-4 emails; normally they receive 20 or so. Perhaps there's been an increase in Spam at the website. CET has six members, five of which go on rotation and the other helps with monitoring. John is the only experienced member; all other CET members have recently joined. There is another prospective member in training. CET is working on its Operations Manual. Geff notes that each member of Comm was sent Comm's old Operations Manual, prior to his departure.

CET receives a steady volume of 20-25 inquiries per week; each query may involve 3 to 5 email responses, by way of adding to the original response. Volume-wise the outcome is roughly 80-100 emails per week. CET service is a demanding job that requires that a good number of volunteers be on rotation.

Geff has resigned from the Communications Committee effective 12:01 AM 3/1/14 (but not his FSW role). Jen has filled this vacancy as the chair. John and Jen announced this situation to the CET and Cphone subcommittees. Geff has also offered to provide support and answer questions during the transition period.

We continue to be interested in having additional people to join the committee who are interested in supporting the codependent who still suffers by answering phone calls both in English and Spanish, improving communication within the CoDA Fellowship and/or writing on topics that would be suitable for sending to the Fellowship via the CoDA email list.

Respectfully submitted,

Jennifer
Chairperson
Communications Committee

CoDA EMAIL TEAM SUBCOMMITTEE (CET)

Allan B. (SoCal), David O. (FL), Jen S. (NC). John R. (PA), Lynne H (PA).

A reminder to all CoDA committees: the Lists are 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 email_list@coda.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>.

During the last quarter we sent out a total of 18 announcements on the CoDA Announcements email list.

Numbers for subscriptions as of 4/16/14 are as follows:

- Announcements – 4035 (up 0.15% from Q4),
- Hospitals &Institutions - 1423 (basically the same as Q4),
- Quarterly Service Report - 2164 (up approximately 0.16% from Q4),
- Co-NNections - 5474 (up just under 0.34% from Q4).

Our email list software was updated in early April. We discovered the January update caused an issue; it has been fixed.

There was a break-in attempt to the list in March. Fortunately it was not successful.

We had a request from the Hospital & Institutions (H&I) committee to set up an interactive private email list for those doing sponsorship of inmates. That request was agreed to after a group conscience, with some legal protection for CoDA and email list security issue protection stipulated by Geff (Email List Co-coordinator), Lorraine (Communications liaison to the board), and Lou (Hospital &Institutions chair). It will be implemented as soon as H&I has the need.

The FSW continues to recycle old blasts on weeks where Communications & other committees do not have new content. Communications took a 3rd Group Conscience on that during the February call. Please see the Communications section of the QSR for subjects they are pursuing for new “blasts”.

In Service,
Geff R
CoDA Email List Coordinator

Co-NNections

In the first quarter one article was posted to the Co-NNnections web area of coda.org.

The CoDA Co-NNections Newsletter is a collection of recovery related material created by CoDA members. To see the creative works submitted by our membership, visit the Co-NNnections webpage at <http://coda.org/co-nections.php>.

The “Weekly Reading” of CoNNections is an article chosen from our collection sent weekly to fellowship members who sign up. To subscribe to “Weekly Reading”, visit <http://www.codependents.org> and look for the check box titled “CoDA Weekly Readings Reminder.” A direct link to the current “Weekly Reading” is <http://coda.org/week-read.php>.

To submit an article, click the link, "Want to submit an article?" that appears 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 Co-NNections Committee needs volunteers to help process submissions. Email connections@coda.org and volunteer.

Report is respectfully submitted by the Co-NNections Committee.

Chuck J., Gary R.

CoRe

The CoRe Board positions: Loretta D. (WA) Chair
David L. (TX) Vice Chair
Dephny Z. (TX) Secretary
Della B. (TX) Treasurer

The CoRe Board still continues to enjoy the opportunity of publishing CoDA literature, so we may carry the message to the codependent who still suffers.

The CoRe and CoDA boards continue to work on a new and more up-to-date contract between them. We hope to have a signed contract by 2014 CSC.

Royalties paid to CoDA in the first quarter of 2014 were:

December 2013	\$4,541
January 2014	9,389.
February 2014	9,682.
<u>TOTAL</u>	\$23,612

Seventh (7th) Tradition Donations paid for 4th Qtr. 2013 \$1,547.28

Total Royalties paid in 2013 \$ 97,127 and 7TH Tradition Donations \$ 5325

The March 2014 estimate at this time is \$ 9,566 for royalties.

CoRe donated our remaining inventory of our cassette tapes, 255 tapes, to Hospital & Institutions Committee (H & I) to distribute as they see fit. The tapes are a variety of 16 different subjects. We also donated 4 "Standard Literature Packets" as requested by H & I. The packets consist of one each: *Communications in Recovery, Making Choices, Newcomers' Handbook, 12 Step Handbook, Boundaries* and an *Affirmation booklet*. The CoRe web store contractor worked with H & I to make the web store available to them for ordering. This has made ordering and invoicing much easier for both H & I and the CoRe office.

Recording the CoDA book on CD has turned out to be cost prohibitive. We are looking into the cost of the Kindle books being available in audio.

We are working on having a "Welcome" chip in Spanish. We hope they will be available by 2014 CSC. We are anxiously awaiting the Spanish CoDA book, as we have yet to receive it from CoDA.

The CoRe Board is an excellent way to work the 12th Step, carrying the message to the codependent who still suffers. We are always open to new applicants for the board. If you are interested, please contact core@coda.org.

Respectfully Submitted,
CoRe Board

Events

The CoDA Events Committee accepts and reviews all bids for the upcoming International CoDA Convention (ICC). Bids may be submitted 2 years prior to scheduled ICC and no later than 9 months prior to ICC. Present to the Fellowship at the CoDA Service Conference and International CoDA Convention: the dates, location and proposed budget for future Events.

The Committee consists of: Scott I. Chair (NV), Tim L. Co-Chair (AZ), Marily B. Treasurer (CA), Julie B. Vendors and Merchandise/Roadie (CA), Tami B. Secretary (NV), Christine C. Workshops and speakers (FL), Jen L. Alt Secretary (AZ), Nancy M. (WA), Alt Vendors and Merchandise/Roadie.

The Events committee continues working on July's world event in Orlando. We have stepped up our conference calls to twice a month and will go weekly in June.

We are also working with Spanish Outreach to foster growth in attendance in Orlando. In addition, Events Committee is currently trying to create a manual for our use and standardization for our positions.

In addition, we continue to look and consider sites for 2015 so send in your proposal. We are excited to hear from you! We can be contacted at events@coda.org.

Finance

The Finance Committee met once during the 4th quarter. We are working on several projects. The one with the biggest impact on CoDA is looking at the 7th tradition donations and recommended distribution of them. We acknowledge that it is the local group's privilege to receive 7th tradition donations and their responsibility to steward them. When a group has a surplus, it is also their responsibility to support CoDA as a

whole. The Fellowship Service Manual (FSM) has a recommended percentage distribution of funds above the prudent reserve and the finance committee is looking at recommending something to the Board that is less specific in percent, but includes possible options. This will be one part of a larger project we have; to create an entry for Frequently Asked Questions (FAQ) on CoDA finances that is readily available to the CoDA Community. It will be a resource to help individuals and groups figure out how to apply Tradition 7 in all of their affairs. (A CoDA group ought to be fully self-supporting, declining outside contributions.)

The 2014 Expense Reimbursement Policy (ERP) Per Diem rates for face to face meetings is \$46. For 2014 CSC, it is \$56. The 2014 mileage rate is \$.56 per mile.

Finance Liaisons for 2013-2014

CoDA Board – Lou L & Addie M

Communications – Stuart M & Lou L

Co-NNnections – 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

Outreach – Addie M & Megan

Service Structure – Stuart M & Addie M

Spanish Outreach – 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

Hospitals & Institutions (H&I)

Committee members:

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1st Quarter QSR 2014

05/04/2014

Kathy L., Chair	Mahomet, IL
Carrel M.,	Brooklyn, NY
Lou L.	Mahomet, IL
Mary I.	Denver, NC
Barbara D. Board liaison	Redwood City, CA

Since the beginning of the year we have had one teleconference and a face to face (F2F) with three of us in Denver, NC. We have worked out some of the wrinkles we found in the process of changing ordering of literature for inmates and institutions directly from the CoRe E-store. We have developed a list of changes that need to be made to the H&I CWA on the website, but are holding on to them for now as the website is being worked on. The list is part of the minutes of our F2F. The list of Frequently Asked Questions that we've been working on is still pretty rudimentary, but more has been done.

The big accomplishment we had is the development and rolling out of an inmate sponsorship program at the beginning of March. We sent applications to 38 prisoners from whom we have requests for sponsors within the past 3 years. Only one has been sent back completed so far. We called for CoDA members who would be willing to be sponsors using our H&I email and the CoDA announcements lists. Only **8** have responded as being willing to participate. This will become a real need as our program grows. To receive an application to be an inmate sponsor send an inquiry to Inmatesponsorship@coda.org.

We had 135 requests for information or literature. All of these had been responded to. These requests came from 26 different facilities (6 facilities that we have no record of ever having heard from). Three specific requests came from members by email. The more questions that come our way, the more we realize that there are so many more areas where service can be done.

LITERATURE SENT THIS QUARTER			
Piece of literature	English	Spanish	Total
Co-Dependence Anonymous Book	100	Not yet available	100
12 Steps & 12Traditions Workbook	36	0	36
Standard Packet	4	0	4

(a set of pamphlets and booklets CoRe donates)			
Meeting Starter Pack	2	0	2
Total	142		142

We especially appreciate the support and encouragement we received from our wonderful Board liaison, Barbara D. and our fellowship service worker, Joan. Both of these helped us meet some of the needs of codependents who still suffer in institutions.

International Development Task Force

International voting entity contacts for the International Task Force (ITF) include: Argentina, Australia, Brazil, Canada, China, Columbia, Costa Rica, Czech Republic, Denmark, Egypt, France, Greece, Guatemala, Hong Kong, Iceland, Italy, India, Indonesia, Iran, Israel, Hungary, Korea, Malaysia, Mexico, New Zealand, Switzerland, Portugal, Puerto Rico, Russian Federation, Scotland, Singapore, South Africa, Spain, Sweden, Thailand, United Kingdom, United States, Venezuela, and Zimbabwe

Upon implementation of the WebEx service for use with the broader group, the International Task (ITF) Force began meeting on a monthly basis since January 2014. The service has proven to be most effective in linking international voting members all over the world through audio and visual modes. Each month, meeting times vary from early morning to mid-afternoon for access to a wide range of time zones.

The ITF meeting discussions focused on international voting entity needs through the development and functioning of a CoDA Inc. standing committee. ITF members have identified areas of need:

- ✓ Broadening the “experience, strength and hope” between international voting entities, with CoDA Inc. and ultimately the Fellowship,
- ✓ Expanding international voting entities connections that have little or no contact with CoDA Inc.
- ✓ Sharing strengths and brainstorming solutions of shared challenges within a standing committee of other international members,

- ✓ Exchanging and gathering information from CoDA Inc. committee members regarding areas of expertise. Examples: Translation Management, Literature, Events...
- ✓ Increasing unity by exploring:
 - National service structure development,
 - Website development,
 - Literature translations, publications & shipping costs,
 - Continent conferences/conventions,
 - Intergroup development,
 - Local meeting growth,
 - Sponsorship development, and
- ✓ Carrying the message to those who still suffer by connecting international-national-state-provincial-local levels while collaborating with all areas of Co-DA Inc.

Presently, the ITF is preparing a motion and proposal for the 2014 Co-Dependents Anonymous Inc. Service Conference.

Respectfully submitted: International Task Force Committee itf@coda.org

Issues Mediation Committee (IMC)

CURRENT MEMBERS:

Addie, M California
 Chuck, J Indiana
 John R. Pennsylvania Chair
 Kevin, M New York
 Natasha K Arizona

The Issues Mediation Committee continues to meet monthly to fulfill the special mandate given to this committee by Conference.

During the quarter Natasha K. rejoined the activities of the committee upon ending her leave of absence and was welcomed by the committee.

Before her return, the rest of the committee conducted a face to face meeting in Indianapolis and brought our Operations Manual to near completion. A group conscience on it is scheduled for early in the 2nd Quarter.

The discussion of Voting Entity Issue tracking led to the realization that there is no procedure leading to a vote by Conference on such Issues. The committee formulated a motion to address this perceived fault and expects to submit it in time for consideration by CSC 2014.

The tally of Voting Entity Issues from 2011 is expected to be posted on the web site by the time of conference.

The Literature Committee replied to the submission of the Dealing With Disagreements brochure for consideration as a CoDA publication. Their suggestion was that it is more suitable as a printable resource on the web site than as printed literature. The committee agreed with this assessment and is now revising the format so that it is suitable for printing on 11 inch stock rather than the current 14 inch stock.

All disagreements brought to the committee remain inactive after the Dealing with Disagreements document and referrals to Section 2 of the Fellowship Service Manual were sent, plus one or two individually crafted responses.

Respectfully submitted: Issues Mediation Committee

Literature (CLC)

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Outreach

Active members: Sharon, Addie, Annie (chair), Charles (board liaison). Over the past quarter, Jennifer, Christine and Nancy have been involved.

This quarter finds us in the New Year with 2 teleconferences since the previous report. Much of what we have worked on is...

- Solidifying the project proposal process
- Discussing the options for file sharing and communication

- Determining whether a Face-to-Face was worth the expenditures and travel. We did decide to have a Face-to-Face meeting.

We have begun to work on defining what our future tasks are and plan for our Face-to-Face (F2F) meeting coming up at the end of the month in Hartford, CT. Meanwhile, a couple of members withdrew from the committee, citing overextension of responsibilities. The nature of this year's work has been to create a process, which has been challenging however we have finalized stage one.

We are excited to manifest several projects at the F2F. These are the main areas we have been brainstorming...

1. FSM description:
 - Working mission statement has been approved
 - We plan to draft a motion of the FSM description at our F2F
2. Writing up the process of Outreach projects: (part of Operations Service Manual- below)
 - Proposal to the committee (this we have worked on in detail, including vetting through the 12 Traditions).
 - approval
 - various outcomes, including "Outreach Handbook" (in development)
3. "Outreach Handbook" (in development- name to be determined)
 - Specific projects have been in process including step-study group teleconferences and social media guidelines
4. Possible Motions at CSC:
 - FSM description
 - Development of web-based "Outreach Handbook"
 - Support for website/ pdf/ coordination
 - Promises revision
5. Outreach Operations Service Manual (OSM) (preliminary draft in development)

Respectfully submitted on behalf of the Outreach Committee by Annie S., Outreach Committee Chair, April 16, 2014

Spanish Outreach

Members: Madeline R (FL), Benito T (SoCal), Linda A (SoCal), with the gracious assistance of our two Board liaisons, Lisa B (NV) and Mercedes M (Mexico)

Spanish Outreach suffered from an extended period of email drought due to the closure, on the CoDA website, of multiple references to its contact information. When this was discovered we worked with the Web Liaison to get the damage repaired. Spanish Outreach could not recover emails lost while there was no redirect information for those using its old email address.

Nevertheless, Spanish Outreach received 83 emails from outside of CoDA, and corresponded with other CoDA entities, from CoRe to Events, Literature, H&I, the Translation Management Committee and the Webmaster as well as within its own membership, to the tune of 533 emails. There have been 7 new subscriptions to the Spanish mailing list, espcoda.

Spanish Outreach is pleased to be asked to read proofs for CoRe, an undertaking in which it is grateful to have received the help of its Board liaison Mercedes M. We are also pleased to have cooperated with Events in the translation of the CSC/Convention Eventbrite registration page. The request to proofread the H&I compilation of CoDA's Foundational Documents as rendered in Spanish (Recuperación de la Codependencia: Breve Introducción) for prisoners requesting information in Spanish, was also something that Spanish Outreach was pleased to comply.

Spanish Outreach cooperates with other CoDA entities by proof reading and translating as requested as well as by seeking cooperation with regional CoDA entities to establish a new Spanish-language CoDA meeting wherever the CoDA CSC and Convention are held. Thus far in 2014, we have communicated repeatedly with CoDA entities in Florida and we continue to do so. Some members of Spanish Outreach also cooperate with Communications' sub-committee Cphone, responding to calls to CoDA's toll-free Spanish line as the Ecphone sub-committee.

Service Structure Committee (SSC)

The Service Structure Committee's tasks are:

- To serve in an advisory capacity to the CoDA Service Conference, Board of Trustees,

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and the Fellowship through the group conscience decision making process.

- To determine the implications of motions to modify, alter, or amend the CoDA Articles of Incorporation, Bylaws, Conference Protocols, CoDA Fellowship Service Manual (FSM), Twelve Steps, and Twelve Traditions, Twelve Service Concepts, or other foundational documents.

Our primary focus this year was revisions to, and organization of, the Fellowship Service Manual. SSC will bring motions to the July Service Conference for consideration. The CoDA Board and Finance Committee are also submitting motions that affect the FSM, some of which we've seen and started to review.

We propose moving the Conference Procedures, Section 10 in the FSM, to a new, stand-alone document.

SSC had an extended discussion about the guidelines for donations to CoDA. Currently, the guideline is: 60% to your local Community Service Group (Intergroup) ; 30% to Co-Dependents Anonymous, Inc.; 10% to your Voting Entity. Our SSC group conscience is to recommend that a higher percentage be given to Voting entities so they can afford to send Delegates to the Service Conference. We are aware of the Finance Committee's extensive consideration of this, and will be cooperating to bring the issue to the Conference.

We recommend renaming the "Meeting Starter Packet" to the "CoDA Meeting Handbook."

Our proposed motions will be available on the website as part of the Delegate/Conference Packet in mid-May.

In Service,

Your Service Structure Committee

Judi T., Jim Y., Leo C., Dave S.

Translation Management Committee (TMC)

Board Liaison: Dagmar M

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05/04/2014

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

Evie S CA

Committee Report:

We are pleased to report that the Spanish CoDA Book is finished and that the hope is, to see it in print soon.

In our recent face to face (f2f) in January we were able to work on some important issues facing our TMC committee and working with Countries. Some of the f2f topics we worked on are:

- Archive of translated materials
- Working fluidly with other committees
- Updating old contracts
- Review of newly developed and implemented “limited” publication agreement with Countries unable to create a Legal Entity
- Review of Translation and Publication Agreement procedures including flow charts that are an easy visual for current and new members to follow when working with countries.

Within the structure of a f2f we were able to brainstorm many ideas and get much accomplished in a short time.

Currently we have had contact with the following countries

- China, Netherlands (interested in publishing the CoDA Book)
- Hungary (translating CoDA material)
- Japan, Israel (signing limited agreement)

We would welcome anyone interested in our committee to contact tmc@coda.org.