

CoDA Second-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 Second Quarter Service Reports, (including activities for the dates April 1, 2014 through June 30, 2014) were due to your Board liaison and to the Board QSR liaison on July 15, 2014.

SECOND QUARTER REPORTS ARE BRIEF ADDITIONS TO THE ANNUAL REPORTS.

To see the annual reports, go to CoDA.org and refer to "Service Info" at the bottom. Then choose "CoDA Service Conference Information" and "Delegate Package". Annual reports are under 'Reports and Goals'.

Board of Trustees

Hello Fellowship,

The Board of Trustees met face to face (F2F) July 5-6, 2014 in Orlando, Florida. Members in attendance included: Florence F., Hal H., Barbara D., Lisa B., Chris H., Dagmar M., Lorraine O., and David Mc. as voting members. Charles Z. attended as an alternate Trustee. Mercedes M. was unable to attend.

July 5, 2014

Charles was given vote in place of our missing trustee.

After our usual opening procedures, we approved the minutes from the June 2014 meeting.

We ratified a motion approved by group conscience (GC) during the month:

- To add \$300 to Event's budget for decorations at convention

We completed votes on motions that were an extension of our meeting which included:

- To update CoDA, Inc.'s Translation Policy and to submit a portion of the newly proposed CoDA Spanish book and a portion of our previously translated 12 x 12 Spanish work book be sent to a professional service to be used to assist the

2x2x2 [proposed work group approved in June 2014] in how to address our Spanish translations. PASSED

- That we reject the donation from T-Rowe Price and say thank you very much. FAILED
- To write a motion to change the wording in the Fellowship Service Manual (FSM) concerning the CoDA Seal. WITHDRAWN
- To deny permission to copy the Affirmation Booklet. PASSED

An additional motion was made and passed:

- Move to have the CoDA Service Conference (CSC) ask the appropriate committee to extend the affirmations list, currently on the website, as a service item under Meeting Docs.

We ratified another motion that was time sensitive:

- To approve the Monday reception and Wednesday lunch menus

Our Treasurer gave her report. Items reported on included:

- This year was the first year CoDA's tax return was done on time
- Sent final payment for the website
- CoRe payment was on time
- Plan for changing signatories on the bank accounts while at CSC
- PayPal account information needs to be updated

We moved on to discuss Website Trademark License Agreements. We reviewed three options that our copyright attorney presented to us. After lengthy discussion, the Board approved the following motion as a policy for linking to other CoDA websites (for groups, intergroups, and Voting Entities):

- That Voting Entities, intergroups and groups are allowed their own websites, and to use the terms CoDA and Co-Dependents Anonymous (these are registered trademarks) without entering into a formal agreement; but must display on the website the following disclaimer, *“These pages may not have been reviewed, endorsed, or approved by Co-Dependents Anonymous Inc.”* The link from the CoDA website to the VE, intergroup or group website will display the following disclaimer, *“These links are provided as a courtesy. Listing them here does not imply endorsement of these sites or any outside enterprise that may be referenced in these sites.”*

An additional motion was passed regarding the use of the CoDA Seal (also known as the CoDA Logo, a registered trademark) on other CoDA Websites (for groups, intergroups, and Voting Entities):

- For approval to write a motion to change the wording in the Fellowship Service Manual concerning the CoDA Seal “This is the CoDA Seal (Above); it is a registered trademark. Use of this mark is only allowed under a Trademark License Agreement, which agreement may allow customization by adding the name of an Intergroup or Voting Entity to the outside perimeter of the seal and/or translation of the words within the circle other than “CoDA”. No other changes are permitted. Please contact board@codas.org”

This motion will be presented to CSC.

We then discussed renewing the contract with SOS Association Management Solutions (SOS), the association management company (AMC) the Board has worked with for the last year. The Board unanimously approved renewing the contract. It was acknowledged that the Board must present a motion to CSC for approval.

After this discussion, we moved to approve the Board Policy & Procedure Manual that SOS assisted the Board to complete.

We ended the day with a discussion about the Board PowerPoint presentation, and a motion to begin our workday tomorrow at 9 am.

July 5, 2014

We started the morning with the Serenity Prayer, reading In This Moment, and had a brief check in from each person present.

Following our opening, Conni, our Account Executive (AE) from SOS, reviewed the Strategic Plan with us in preparation for the new Board to be elected at CSC.

After a short break, we resumed with a website presentation and discussion regarding images on the website, the Outreach navigation button, and the Co-NNections section of the site. The following motions were made and passed:

- To accept all the images currently displayed on the CoDA website. All images will be reviewed periodically for possible rotation.
- To approve the proposal for the Co-NNections portion of website by Arizona Website Solutions for \$5100
- To approve the Outreach button on the website to be updated, maintained by respective Outreach related committees through web liaison and webmaster

Moving on we discussed the United States (U.S.) report submitted by one of the U.S. members of the International Task Force (ITF). The following motions was made and passed:

- To request the International Task Force (ITF) to remove the US country report. The US is not a Voting Entity and the ITF was created for non-US representation.

The Board of Trustees received a Voting Entity Issue (VEI) from Arizona (AZ-14-01). We discussed what should be done about the issue. Since the issue involved a Board decision, the following motion was made and passed:

- To give the Voting Entity Issue (VEI) AZ-14-01 to the Arizona Delegate to present on the floor at CSC 2014.

We reviewed the Board Goals for the 2014-2015 year, and discussed what to do with our archives which are currently stored at SOS.

We continued our meeting with new business. We talked about how to address the Board's late motions, some of which were a higher priority than others turned in on time. We moved to have several Board members discuss the issue with the CSC facilitator.

The issue of Social Media and 12 Step programs was discussed. The following motion was made and passed:

- That we, the Board, ask Outreach to present a motion to establish a CoDA Facebook page similar to the AA 1935 Facebook page.

There was further discussion regarding:

- The CoDA Seal and the motion to be presented at CSC
- Dates of future conventions and discussing it with the Board.

We closed with a brief share about our experiences over the weekend, and ended with the Serenity Prayer.

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@codas.org to request call in information if you would like to attend.

In Service,
CoDA, Inc. Board of Trustees
board@codas.org
<mailto:board@codas.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

SEE ANNUAL REPORTS on the website at CoDA.org under "Service Info".
(Choose "CoDA Service Conference Information" and "Delegate Package".
Annual reports are under 'Reports and Goals'.)

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@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>.

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

The Co-NNections committee is working with the CoDA Board to build a new CoDA

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website. Since the 2013 CSC we have received 30 submissions and have published 10 new articles to coda.org. We have 40 articles to work on while the website is being built and we'll add them as things develop. Send your submissions to connections@coda.org. We'll send a CoDA announcement when the Co-NNections website is functional so subscribe to CoDA announcements. You can subscribe at www.codependents.org. If you are interested in CoDA service work, volunteering your time and recovery experience on Co-NNections is good way to work your 12th Step. Email us at connections@coda.org to volunteer. .

This report is respectfully submitted by the Co-NNections committee: Chuck J. (Chair,) Gary R. (member)

CoRe

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

The CoRe and CoDA boards continue to work on a new more up to date contract between them. We hoped to have a signed contract by 2014 but it doesn't look like we will make it.

Royalties paid to CoDA in the 2nd quarter of 2014 were:

March 2014	9,535
April 2014	8,162
May 2014	10,915
<u>TOTAL</u>	<u>\$28,612</u>

1st Quarter 7th Traditions Donations paid to CoDA: \$1,299

We are looking into the cost of the kindle books being available in audio.

We have been working on having a “Welcome” chip in Spanish. It has been sent for production and should be available soon.

We are also hoping to receive the CoDA Book in Spanish for publication this year.

We had a few items sold out. All but two of these, *Affirmations Booklet* & Spanish *Welcome to Co-Dependents Anonymous*, are now in stock.

We now have Meeting Starter packs available in both Chinese and Japanese.

New board members were elected at CSC in July. We welcome Barbara D. of California and Dagmar M. of the United Kingdom. Loretta D. (WA) was elected as an alternate.

We had a board meeting at CSC and new officers were elected.

Our new board officers are:

Della B. (TX)	Chair
David L. (TX)	Vice Chair
Dephny Z. (TX)	Secretary
Barbara D. (CA)	Treasurer

We have plan to have a F2F in September or November in Denver, NC at the CoRe offices.

Respectfully Submitted,
Della B., CoRe Chair

Events

SEE ANNUAL REPORTS on the website at CoDA.org under "Service Info".
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Annual reports are under ‘Reports and Goals’.)

Finance

Because our report didn't get printed with the first quarter QSR, we are submitting two together this quarter to get caught up.

1st quarter QSR report

The Finance Committee met by phone twice and had a f2f. Two people stepped off the committee, leaving only 5 members. Lorraine O was appointed to be a Trustee on the Board so she will no longer have responsibilities on the Finance Committee. She did attend our f2f as that was planned before her appointment. We finished the quarter with a face to face in LA where we worked on a set of Financial Guidelines for CoDA that will become a resource showing answers to FAQs that we intend to post on the website. We also reviewed our 2013 goals, worked out some decisions on several projects and started the preparation for 5 motions for CSC. We really appreciate the involvement of our Board Liaison

2nd quarter QSR report

We met 4 times by teleconference. We prepared seven motions for CSC: One to define our prudent reserve to 2 years of actual "operational" expenses; Three motions adding to the frequently asked questions in the Meeting Starter Packet on topics of donation limits, donations through wills, a birthday celebration plan and gratitude month; One to change the suggested split of 7th tradition donations to CoDA entities in the welcome letter and meeting starter Package; and Two to modify the Expense Reimbursement Policy and Expense Reimbursement Procedures to better receive the information need to process Expense Reimbursement Requests accurately.

In June we gathered the requested budgets from each committee and the board into one comprehensive budget and evaluated the projected income to see if we can support the budget. We also wrote out some line by line guidelines to help Trusted Servants in filling in the Expense Reimbursement Request forms that were made available for the 2014 CoDA Service Conference.

Respectfully submitted by the Finance Committee

Lou L, Chair, Addie M, Stuart M, & Loretta D
Barbara D & Lorraine O, Board Liaisons

Listed below are our Finance Liaisons for the coming year that was established after the CoDA Service Conference but before the submission date for the QSR.

Finance Liaisons for 2014-2015

CoDA Board – Lou L & Addie M
Communications – Stuart M & Lou L
Co-NNections – Barbara D & Loretta D
Events – Addie M & Barbara D
Finance – Lou L & Stuart M
Hospitals & Institutions – Addie M & Loretta D
Issues Mediation– Loretta D & Stuart M
Literature – Lou L. & Linda I
Outreach – Linda I & Barbara D
Service Structure – Stuart M & Addie M
Spanish Outreach – Addie M & Linda I
Translation Management – Linda I & Lou L
International Development TF – Barbara D & Lou L

Hospitals & Institutions (H&I)

Committee members:

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

This committee had three teleconferences during this quarter attended by all three members. Together we worked out details of the Inmate Sponsorship Program. We have had no more people volunteer to be sponsors and have received applications from 13 men and 24 women. Of these, 1 man and 6 women have been assigned sponsors. As of the quarter's end, only two of these sponsees had established correspondence with the assigned sponsor. We hope that after CSC and Convention more sponsors will step up.

We had 191 requests for information or literature. All of these had been responded to. These requests came from 29 different facilities (12 facilities that we have no record of ever having heard from). Three specific requests have come from inmates by email. This has presented some challenges with correspondence due to stipulations made by the institutions about how inmate email is responded to. We have found two ways that work. The third (requiring a credit or debit card) still needs to be worked out. We have handled about six non-inmate inquiries via 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	92	Not yet available	92
12 Steps & 12 Traditions Workbook	66	2	68
Standard Packet (a set of pamphlets and booklets CoRe donates)	9	0	9
Meeting Starter Pack	0	0	0
Total	169	2	171

We have shipped two institutional libraries each consisting of 16 literature pieces, one of which is a Spanish 12 Step and 12 Traditions Workbook listed in this chart.

This quarter we have had help from the CoDA Office Fellowship Worker who, with permission from the CoDA Board of Trustees, has been uploading the basic contact information of those writing to us onto our data base. Then she has been scanning the correspondence and emailing it to us for us to determine the responses needed. This has helped reduce the workload of our corresponding secretary and shortened the response time to the letters.

We are aware of two new facilities where CoDA meetings have started because of our being able to respond to requests received from CoDA members or inmates.

With the “birth” of the new CoDA website, we will now be able to populate our part with some of the information pieces we determined at our face to face meeting needed to go there.

We have really appreciated the support and help we have had from our Board Liaison, Barbara D., Joan the office FSW, and CoRe. Each of these has been instrumental in helping us to reach the codependent who still suffers in places with limited contact with public and informational resources. We are definitely better together.

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. (SoCal);
 Chuck J. (IN);
 Kevin M. (NY);
 John R. (PA), Chair;
 Natasha K. (AZ)

Board Liaisons: David M. (TX); Lorraine ()

The committee met by teleconference four times during the quarter

Dealing with Disagreements sheet has been formatted as a PDF so that it can be downloaded as a single sheet printed on both sides or two sheets. It awaits committee decision on placement on the new web site.

The Operations Manual was voted in unanimously with the exception of two form letters. Discussion continues on those and on possible other changes of this living document.

Further information is contained in our Annual Report to Conference, 2014 about these items as well as Voting Entity Issues and our Motion to Conference to assure these important initiatives from the Fellowship are properly addressed.

Respectfully submitted: John R., PA, Chair for the period reported on 7/15/2014.

Literature (CLC)

Members (listed each by first name, last initial and VE):

Alyse J, GA

Barbara L, Southern CA

J W, Southern CA

Joan O, AZ

Judi T, MA

Kathy H, PA

Laurel H, TN

Leslie C, Northern CA

Michele W, IL

Scott P, Southern CA

Teresa M, KS

Terry D, NY

Victoria S, TX

Discussion Items:

1. CLC has three motions for the CSC.
2. We decided to not develop the pamphlet, "Reparenting our Inner Child" submitted directly to us by the Nevada VE. There is already a section on this subject in the latest version of Codependents Anonymous.
3. Ongoing maintenance activities: The CLC proofreads existing literature as each piece comes up for reprinting to ensure any typos are corrected and that the content is consistent with other publications. For example, in 2010, the CSC approved expansions to the Patterns and Characteristics of Codependency document, so any publication that contains this list gets checked to make sure it is current. In the last 12 months, we suggested corrections to Common Threads, Making Choices, Welcome to Codependents Anonymous, Communication in Recovery, What is CoDA?, and Peeling the Onion. Note that CoRe agreed to print a smaller than usual number of copies of Peeling the Onion so the motions we are presenting to the CSC, if approved, can be published at an earlier date.
4. We did not complete a review of the book Codependents Anonymous prior to it being reprinted because we did not have enough time. However, in our discussions about this, we did resolve not to make any future changes to the front of the book so that page references can be consistent going forward. We will continue to proofread for typographical errors as the book is reprinted in the future.
5. We are working on a new booklet on how to work the Steps and Traditions in a group setting. The intent is to provide a tool for people to work with a group of like-minded members. We could not finalize this in time for the 2014 CSC, but we hope to have it to present at the 2015 conference.

Outreach

Active members: Sharon, Addie, Annie (chair), Charles (board liaison).

This quarter of the year was very productive in terms of planning and organizing. At our Face-to-Face meeting in April, we drafted an updated description of the Outreach Committee for the Fellowship Service Manual (FSM). This was very carefully considered as it will describe the future work by the committee. We started with the planning of the "Outreach Resource Guide" including, after many attempts, deciding upon a name for the clearinghouse; Brainstormed possible outreach topics to be included; Considered how to communicate guidelines and suggestions; Looked at

examples from other 12-Step Fellowships; Determined that information sharing should be web-based, although PDFs could be part of materials; and Discussed how the information could be accessed easily on the new web-site.

In June we sent a request to other CoDA committee chairs about sharing “outreach” links on the new website. We also brainstormed the procedures for different levels of information on the clearinghouse, such as future CSC approved guidelines (such as “CoDA Social Media Guidelines”), suggestions, templates and examples.

We proposed an “Outreach” tab on the new website for “carrying the message” as done at the world level. In time, we hope that the tab will lead to the Outreach Resource Guide as well as other committees who wish to share their outreach endeavors with the Fellowship, such as Hospital and Institutions and Spanish Outreach Committees. We foresee that the information can also be in a PDF or Word format, both as a whole and in usable sections for replication.

We crafted 2 motions for 2014 CSC. One was for the FSM description and one was regarding a revised version of the “Promises.” Although not part of our committee purpose necessarily, we chose as a committee, by group conscience, to bring forward a motion to CSC about changing the Promises to the future tense for each Promise.

This quarter we also prepared our proposed budget and report for CSC. We are requesting some money for website consultation and services.

Respectfully submitted on behalf of the Outreach Committee by Annie S., Outreach Committee Chair, July, 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).

Leading up to the 2014 CoDA Service Conference, Spanish Outreach cooperated with Events by translating the Convention flyer and the Conference registration page into Spanish.

The new CoDA website’s Spanish pages will be developed by Spanish Outreach, a task that we are happy to undertake.

Thanks to Scott and each of the other members of Events, as well as to our Board

liaison Lisa B, for the many types of help and encouragement they so generously provided as we worked to set up programming in Spanish as part of the International CoDA Convention. As a result of that half-day program, committee membership will increase, over the following month. Spanish Outreach has learned more about long-distance attempts to start a new meeting, and we will apply this experience to our next project.

Proofreading for CoRe revealed that there are different versions of the Foundational Documents in Spanish, a situation this committee wants to work to resolve. The 2014 CoDA Service Conference motion submitted by Spanish Outreach, to proofread CoDA literature translated into Spanish, passed. We are happy to undertake that task, in light of the backlog of submitted translations. Spanish Outreach knows that before it can undertake that process it will have to meet with the Translation Management Committee in the 2x2x2 working group determined by the Board to be the best means to come to agreement on the translation of the book, Co-Dependents Anonymous, as well as on unifying the differing versions of the Foundational Documents in Spanish, from the webpage to the printed and (future) digital versions.

Service Structure Committee (SSC)

Members: Judi T., chair, Leo C., Dave S., Jim Y., Eric

1. One of SSC's most important jobs--probably the most important-- is to "maintain CoDA fundamental structural documents..."

This is done annually after the CoDA Service Conference, (CSC) where changes may be made to documents, such as the Fellowship Service Manual.

This year, the CSC did not approve the record of their motions. Therefore, we are waiting for the Board to approve the Conference motions. Only when we receive the official wording of what actually passed will we be able to begin the process of updating.

2. According to our Fellowship Service Manual, the purpose of the Service Structure Committee is 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.

To support and maintain CoDA fundamental structural documents, including the Articles of Incorporation, Bylaws, Fellowship Service Manual, Twelve Concepts, and other documents, as directed by the CoDA Service Conference.

This year, we asked --and the CoDA Service Conference agreed--- to remove our responsibility for maintenance of the Articles of Incorporation and By-laws. These are legal, corporate business matters that are appropriately the responsibility of the CoDA Board.

3. The CoDA Service Conference approved our motion to change the name of the Meeting Starter Packet to the “CoDA Meeting Handbook.”

4. We made substantial progress on our Policies & Procedures (P & P) manual, which was another of our goals from last year. This will be useful for purposes of continuity, to avoid re-inventing the wheel, & to document the guidelines for new & future members of SSC. We will continue to work on --and complete--our SSC P & P Manual this year.

Contact SSC@coda.org with any questions. We will report again, with fuller information, after we get the text of motions approved by the Conference.

Please consider joining the Service Structure Committee; we welcome new trusted servants. In Service,

Translation Management Committee (TMC)

Members

<u>Old</u>	<u>Current</u>
Fernando C - Chair - NorCal	Evie S - SoCal
Evie S - Vice Chair - SoCal	Crystal Z - Massachusetts
Crystal Z - Massachusetts	Salle H -NorCal
Gerry B - British Columbia, Canada	Darlene H - SoCal

Lucia - SoCal

Board Liaisons

<u>Old</u>	<u>Current</u>
Dagmar M - primary	John R - primary
Mercedes M - backup	

Report

We recently lost two long-term members of our committee. Fernando C, the TMC chair for the past 2 1/2 years, resigned to focus his service efforts on his local community. We are extremely grateful for Fernando's efforts during his many years on TMC and will miss him greatly. We wish him luck in his new endeavors. Gerry B, the former TMC vice chair, was elected to the CoDA Board at the recent CSC. We are also extremely grateful for all his efforts while a member of TMC and he will also be greatly missed. We welcome him as a new member of the CoDA Board and wish him good luck.

We have 3 new members of our committee, Darlene H from SoCal, Salle H from NorCal and Lucia also from SoCal. Crystal and Evie, the two continuing members, welcome our new members and look forward to all of us working together.

Although the proofing of the Spanish CoDA Book was completed in Q1, it has not yet been published due to questioning of whether the translation of the 12 Steps and 12 Traditions were acceptable. A decision was made at the recent CoDA Service Conference (CSC) that Spanish Outreach (SpO) would be responsible for editing and cross checking Spanish translated CoDA literature for consistency with Standard Spanish. Hopefully they will complete this shortly and the Spanish CoDA Book will be available for sale. A subset of the Board, TMC and SpO will be working together to determine how to best handle future translations of additional CoDA literature.

The CoDA Board made significant changes to the procedures that were developed for creating and signing the legal documents required to allow the translation and subsequent publication of CoDA literature and other materials. TMC had worked closely with our previous Board Liaison who was also the Legal Liaison in the

development of the procedures. It is unclear now exactly what TMC's role will be in this process. A subset of the Board and TMC will be working together to clarify our different roles and responsibilities in this effort. Hopefully this will get resolved quickly so as to have minimal impact on any requests to translate and/or publish that are in the works or that we receive in the near future.

Below are the committee goals that were presented at CSC:

- Resolution of responsibility overlap issues with SpO and with the Board
- In conjunction with the Board:
 - Finalization of Translation Agreement and Publication & Distribution Agreement procedures
 - Develop and begin implementation of plan to locate existing Agreements and bring them up to date
- A completed TMC Policy and Procedures manual
- Improve availability of information about already translated literature
- Standardization of Spanish translation of 12 Steps and 12 Traditions
- Attract new committee members
- Respond to emails from groups looking for translated literature or wanting to translate literature
- Utilize CSC gatherings and Email Announcement list to solicit new committee members

Ongoing Concerns that the committee has:

- Standardization of Spanish translation of 12 Steps and 12 Traditions for use in literature sold by CoRe and on CoDA website to ensure delivery of a consistent message
- Continued identification of unique country issues such as:
 - Need to translate contracts into their own language
 - How to handle locally developed literature
 - Awareness that a simple translation may not be legal in some countries
- Archiving of translated materials received
- Finding and updating of old contracts

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

Webmaster

Web Liaison Gerry B Canada
Webmaster – Dominic Braham FSW

Much is happening as we make our transition to the new website. We are grateful to the members that are giving us feedback.

Dominic has been working with the developer to fix the errors in the meeting search engine. We are getting good feedback on things that are not working and we are correcting them as they come. The service info tab is up to date as well as the history of the CoDA board. We are in the process of developing a new Co-NNections page with the help of the Co-NNections committee. The web developer says it will take approximately 2 month to complete once we have all the information for the page. Spanish outreach is working with Dominic to learn how to update their page on the back end.