**CoDA 2nd Quarter Service Report for 2016**

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/)

**CoDA Board**

 The board has been busy this quarter!

The website meeting locator has gone live, and is searchable by clicking on the state. Also on the meeting locator is a tab for international, phone, and on line meetings. This is a very exciting improvement, making finding a meeting much easier. We also approved the purchase of a zip code data base, and it will be updated quarterly from now on.

The board has found a service that will provide the committees a way to have video meetings, have email addresses that have back up, and will also allow the CoDA Service Conference to be viewed by as many as 250 people via video. We are hoping this feature will be available for this years’ CSC.

The board has found that it needs more meeting time, so they will begin having 1 ½ hour (rather than 1 ¼) calls each month, where motions are made. We have added another 1 hour work study meeting, where we brainstorm items for discussion and update the to-do list, with no motions made. This work study meeting will be on the 4th Thursday of each month at 5:30 Pacific, and will last 1 hour.

The board created a legal workgroup, consisting of two board members as well as two members of the fellowship. It is designed to assist the board in legal questions, deciding which items need our attorney advice, and advising the board of the group conscience of the workgroup. A Fair Use Policy created by the board and approved by the Attorney is the first item to be handled. This policy will assist the public and fellowship in understanding what can and cannot be copied without express permission. In the past, every request had to be approved with an official letter, and required time and research; although this will not cover everything, it will greatly reduce the work. The group also approved the Columbia contract for publication and distribution, and sent on to the board for signature.

The board had a very productive face to face meeting in June, during which the board updated the strategic plan, policies and procedures, discussed items brought from committees asking for guidance; discussed the next steps for the website; approved a program that will allow committees to have video conference calls and possibly allow up to 250 people from the fellowship to watch CSC via video conference; planned for CSC – elections, meetings, timing.

The board reached out in June, looking for potential candidates for the board and several responses were received. We are excited about the number of potential applicants to the board! If you would like information about the board, it’s duties, responsibilities and requirements, please contact us at Board@coda.org as well as Events@CoDA.org.

In service,

CoDA Board

Chris (Chair), Lorraine (Vice Chair), Denny (Treasurer), Mary (Secretary), Gerry (Legal)

**CoDA Resource Publishing (CoRe)**

Please note email change for ordering literature process: New email: corepublications@gmail.com

Della B our President and long time member of the CoreBoard found it necessary to step down at the beginning of April for health and family reasons. We are hugely grateful for her skilled service and experience. David L Vice President, stepped up as President and Loretta as Vice President. Barbara D Treasurer, Dagmar Secretary, and Dephny Board member remain unchanged

We will have three Board positions coming up at CSC 2016, two members are standing for re-election and we would welcome also two alternates. Members with a background in publishing, print or electronic or general business experience are welcome and someone bilingual English/Spanish could make a great contribution. Please email core@coda.org if you would like to arrange a chat or attend a concall meeting to learn more

We had a F2F in Boston in April and a concall meeting in May. The next meeting is scheduled for Thurs 21 July.

The 12+ 12 Workbook and In This Moment are going to be reprinted shortly. There are no material amendments.

The following Spanish Publications are currently with the printer and will be in the store in the near future: Building CoDA Community, Healthy Meetings Matter, Am I Codependent? And Welcome to CoDA

Three CoDA publications are now available in both Kindle and iBook format as well as in print: [CoDA Book - Kindle](http://tiny.cc/CoDABookKindleEd), ,[CoDA Book - iBook](https://itunes.apple.com/us/book/co-dependents-anonymous-3rd/id1105610509), [Libro Azul - Kindle](http://www.amazon.com/Libro-Azul-CoDA-Edici%C3%B3n-Bolsillo-ebook/dp/B01E0OPXH6%22%20%5Co%20%22This%20external%20link%20will%20open%20in%20a%20new%20window%22%20%5Ct%20%22_blank), [Libro Azul - iBook](https://itunes.apple.com/us/book/libro-azul-coda-edicion-bolsillo/id1105645003%22%20%5Co%20%22This%20external%20link%20will%20open%20in%20a%20new%20window%22%20%5Ct%20%22_blank), [ITM - Kindle](http://www.amazon.com/This-Moment-Daily-Meditation-Book-ebook/dp/B00DBEFELM), [ITM - iBook](https://itunes.apple.com/us/book/in-this-moment/id1105628357). For more information go to

[**http://tinyurl.com/hyqlkp5**](http://tinyurl.com/hyqlkp5)

Royalties paid to CoDA during Q2
Mar 2016       8465.18
Apr 2016        8925.05
May 2016       6450.46

Total               $23,840.69

7th Tradition Payments Sent to CoDA during Q2:   $723.87

As requested the Core Financial Report YTD is attached

Core Publications P&L

**Board - SOS (Our Management Company)**

As of July 20, 2016

This quarter was busy with several projects, including continuing work on website, policies and procedures, and website updates.

**Accounting:** Worked with the Treasurer and Finance Committee Chair for ongoing accounting tasks.

**Board:** Assist the Board of Trustees in different ways including board meeting attendance, prep, minutes and follow-up work. Respond to requests as needed. Keep in the loop on all Board issues. We did attend the June F2F meeting for one-day in Phoenix, assisting with Strategic Planning, Website and Policies and Procedures updates, among other items discussed.

**ERRS:** Inputting all ERRs in Smart sheet as they come in, assign them a number and send an email with the number to use for tracking. Worked with Finance Committee for updates in the ERR system.

**Phone Calls:** Ongoing phone calls for CoDA weekly, including follow-up with Communications Chair. The volume of calls is increasing daily. We track each call in SmartSheet and share information weekly with the Communications Chair. We did assist with an updated voicemail message as well as streamlined communication responses.

**Policies and Procedures:** This is an ongoing project. This quarter we worked on updating the Board Policies and Procedures and formatting the H&I Policy and Procedure manual.

**Website:** We spent a large amount of time working on updating the meeting database for more effective searches with the new meeting locator. The new meeting locator went live in June. We continually work on updates and assist with requests for ongoing maintenance. We also finalized the new outreach section of the website and went live in May as well.

We have been very interactive with our Web, Communications, Accounting and Board liaisons and welcome the opportunity to continue to assist in ongoing projects. Thank you for the opportunity.

**Communications Committee**

If you're interested in volunteering please email comm@coda.org

\*Sent out "Meeting issues" Announcement and preparing response for next month Communications Committee continues to reach out to the fellowship for feedback through a message forum on www.onlinecoda.net. Please create a log-in and join in the discussion. Motions for our CoDA Service Conference (CSC) can be presented by any committee to the fellowship for discussion by means of this message board

CPHONE 7/11/2016

From April 14 - July 11, 2016, 870 calls approximately 9 calls per day. SOS Consulting answers the majority of our calls from 830am to 430pm Arizona time Monday - Friday We have 3 volunteers answering calls and returning messages on weekends

CoDA Email Team (CET)

CET # of inquires in the average month:

52 (4 people rotate answering emails each week of the month)

CoDA Communications Committee next meeting will be Tuesday Aug 2nd at 730pm Eastern US time - email [comm@coda.org](https://mail.tigertech.net/src/compose.php?send_to=comm@coda.org) for details

**Co-NNections Committee**

Weekly Readings Members - Geff R., Washington – Chair; Laurel H, Utah – Co-Chair, Beth H., Pennsylvania; Antoinette K., Southern California, Don B., Southern California

Meeting In Print Members - Nancy, New York – Secretary, Andreas., United Kingdom

Deborah Resigned from Meeting In Print, & Laurel moved over to weekly readings.

Things the entire committee is working on (or plans to be) as of this writing:. We have discovered that the old committee created a policies & procedures document in 2014 & we plan to review & revise it. It is likely it will be updated to reflect significantly changed circumstances as the committee was inactive for 8 months or so & was re-constituted in some ways as a new committee. We have submitted all of our minutes to the board for storage on the website since the committee’s “reconstitution” in February 2015. We have decided not to have a Face to Face this year. We may be requesting 2 members be allowed to be reimbursed for attendance at CSC. Our GC on that is still in process. We plan to start on our 2015-16 CSC report & 2016-17 goals soon.

**Weekly Readings Subcommittee**

You can subscribe to the readings here:

<http://www.codependents.org/>

If you wish to submit a weekly reading, please do so here:

<http://connections.coda.org/index.cfm/submit-article/>

We hope to have continued success in encouraging the fellowship to submit new inspirational articles relating to recovery from codependency. Everyone has a story to share that can help another. The simple format you can follow is to answer the following, “What was it like? What happened? What’s it like now?” Or you can write about a topic related to codependency recovery that interests you such as sponsorship, boundaries, service, communication, working the Steps – the possibilities are endless!

We’ve been having some difficulty with scheduling complete committee teleconferences due to a strong conflict in individual member’s schedules. We’re still working on a solution.

As of 7/10/16 we have 1 newer submission that has been vetted & not used used; & 9 new submissions scheduled to be vetted (or not) on Fridays Weekly reading subcommittee call. A couple of these may be referred to the Meeting In Print sub-committee due to length. There are also still 5 where the authors have not responded to our requests for permission to make changes. We also need to decide if we want to write a rejection boiler plate. Our current practice is for the chair to acknowledge all received submissions, & only to write the author if we are requesting small changes.

You can always view the current weekly reading at

<http://connections.coda.org/>

And older readings can be viewed here (2015-2016):

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

And here (pre-2015):

<http://connections.coda.org/index.cfm/categories/>

In Service, Geff R

**Meeting In Print (MIP) Subcommittee**

Shortly after Deborah resigned from Connections and MiP, the committee met. A Word doc format was decided. The committee thought it best to remove the idea of themes and keep the initial presentation simple. Two draft documents are ready for review. The plan is to start publication on a quarterly basis sending out the first in the fall, followed by an end of year issue in December. Once the process is underway the committee will reach out for new members and begin enhancing the publication. Ideas discussed for enhancements are to embed audio; switch to a monthly distribution and adding step 1 in January with each subsequent step to follow.

Thank you.

Nancy

**Email List Coordinator**

A reminder to all CoDA committees: the Email Lists are here for YOU! If you would like information or an announcement sent out to the CoDA Fellowship, please email it in plain text if possible, to codalist@coda.org .

It would be wonderful if those reading this would share the lists with your home meeting, so we can continue to grow our number of subscribers! Members can sign up here: <http://www.codependents.org>

You can view all past email “blasts” here:

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

Numbers for subscriptions as of 7/8/16 are as follows:

* Announcements – 5085 (Q1’s number was 5019),
* Hospitals &Institutions - 2093 (Q1’s number was 2012),
* Quarterly Service Report - 2718 (Q1’s number was 2716),
* Co-NNections - 8060 (Q1’s number was 7838)

Our software has had 2 updates this quarter. So far they have been bug free. You can always view the archives at [www.codependents.org](http://www.codependents.org) .

Since the last QSR was written (4/13/16) we have sent out 19 announcements on the Main Announcements list.

We are currently working with the CoDA Events committee & the CoDA Board to optimize getting the word out regarding the CoDA Service Conference & Convention.

In Service,

Geff R

CoDA Email List Coordinator codalist@coda.org

**Events Committee**

Events Committee 2016 Second Quarterly Service Report

Activities for April, May and June include:

* CSC registration total is 22 (10 delegates, 1 alternate, 11 others ).
* ICC registration total is 106.
* Set up menus for the 2016 CoDA Service Conference and International CoDA Convention.
* Researching locations for 2017. We are reaching out to the mid-west and eastern US for 2017. Cities contacted: Chicago, Boston and Minneapolis/St Paul. Boston has decided 2017 is not a good year since they are rebuilding the Boston Area Intergroup. Chicago has agreed to send an application. We are trying to make contact with locals in Minneapolis/St Paul area.
* Submitted articles to the CoDA Announcements for travel reimbursement opportunities, volunteer needs and registration for the 2016 CoDA Service Conference and International CoDA Convention.
* Working with Voting Entity Liaison, Gail from Nevada, discussing our collaboration between Events, IMC and Finance
* Accepted International Travel Request Opportunity for Columbia and Italy
* Contacting the States who have not sent delegates in the past to CoDA Service Conference as a possible option for the Delegate Travel Reimbursement Opportunity. Contact made with Omaha Nebraska.
* Supporting and coordinating with Arizona volunteer liaison. Have received 30 volunteers.
* Identified and document multiple transportation options. Creating ride share document to be posted on in multiple locations.
* Coordinating and organizing speakers and workshops. There are 13 workshops scheduled. We are looking for leaders to present Spanish Workshops.
* Creating fund raising items to foster self-supporting event. We will be creating 30th year Coin, Pin Label, and mug.

**Finance Committee**

April, May, & June, 2016

During the 2nd quarter the committee met 3 times by Teleconference. We continued to tweak our online forms for submitting Expense Reimbursement Requests (ERR). We also developed flow charts to show the process for requesting an Advance Expense Request and submitting an ERR. Trusted Servants having expenses in two currencies will submit 2 online forms one for each currency noting that it is one of two (or more) forms. We organized our web pages so that it is easier to find current policies, forms, budgets, & reports. Old forms are available on a subpage.

We are working on three motions for CSC. The first is to redefine the definition of the prudent reserve for CoDA, Inc. We are working with the board on this project. We are working on revising the amount of an expense when a receipt is required for reimbursement. And our third is revising our written policy to reflect changes in how we process ERRs.

We approved increasing Spanish Outreach’s budget by $1,000 to provide for a chair outside of the US to attend CSC.

We are sharing reports with chairs and asking for reviews on a quarterly basis. We are looking at the procedures for approving non-travel expenses, such as monthly and annual renewals for services used by CoDA, Inc., and its committees. We also helped process 5 Expense Reimbursement Requests, have 2 more in process, and are awaiting 4 potential submissions.

We were working with the treasurer to develop a more robust donation page that captures more information at the time of the donation that will help the donor communicate with CoDA, Inc. the nature of the donation. This task has been assigned to a subgroup of the board.

We are asking all trusted servants who will be submitting reimbursable expenses for CSC to bring their receipts to CSC, electronically if possible. We plan to help individuals fill out ERRs on the last day of CSC.

In June Carey C joined our committee and Vince B resigned. We are in the process of modifying the finance liaison assignments in early 3rd quarter.

Respectfully submitted by the Finance Committee

Lou L Chair, Barbara D, Jack S, Loretta D, and Cary C.

Denny H, Board Liaison and Treasurer of CoDA, Inc.

 2015-16 (revised 12/9/15)

Finance Liaison assignments, Primary Backups.

Board: Lou Jack

Communications (Comm): Lou

Co-NNections: Jack Loretta

Events: Barb

Finance: Lou

Hospitals & Institutions (H&I): Loretta Jack

Issues Mediation (IMC): Loretta

Literature (CLC): Lou Jack

Outreach: Barb

Service Structure (SSC): Jack

Spanish Outreach (SPO): Loretta Barb

Translation Management (TMC): Loretta

World Connections Committee (WCC): Barb Lou

TROs Barb Lou

We would like to remind people of the Recovery Celebration Plan and encourage members of the CoDA Fellowship to make donations (financial and/or service) to CoDA, Inc. as they celebrate their anniversary in CoDA recovery. (Donations may be made on the CoDA website using the donate button at the bottom of the page or by sending a check to CoDA, Inc., P.O. Box 33577, Phoenix, AZ, 85067-3577)

**Hospitals & Institutions Committee (H&I)**

Committee members:

Kathy L. IL-Chairwoman, snail mail corresponding secretary

Lou L. IL-Email corresponding secretary

Darlene H. CA-Literature distribution coordinator

Jim B. CA-Institutional information provider

Gabe S. CA-Inmate sponsorship coordinator

Chris H. AZ-Board Liaison

 This committee had three teleconferences during this quarter.

 We had 120 requests for information or literature, several of these came via email. Seventy letters were sent. These requests came from 21 different facilities (6 facilities new to our records). We have had numerous emails in addition to the requests already mentioned. Several resulted partly from the survey of H&I mail list subscribers.

 This survey, initially sent in December, 2015, and re-sent in February, 2016, is now being offered to each new H&I email list subscriber immediately after he/she subscribes, so follow-up is ongoing. We have found two new committee members through this tool.

|  |
| --- |
| **Literature sent this quarter** |
| **Piece of literature** | **English** | **Spanish** | **Total** |
| Co-Dependence Anonymous Book | 106 | 0 | 106 |
| 12 Steps & 12 Traditions Workbook | 54 | 0 | 54 |
| Standard Packet(a set of pamphlets and booklets CoRe donates) | 6 | 0 | 6 |
| Institutional Meeting Handbooks | 1 | 0 | 1 |
|  **Total** | **167** | **0** | **167** |

We have shipped: In This Moment (1) and one institutional library consisting of 19 literature pieces, including some CoDA publications in Spanish. We had to purchase more CoDA books and Workbooks to replenish the inventory from which we send these books.

Donations of $1,951.50 to the Books for Inmates and Institutions were received this quarter. Some of these were directed to specific institutions.

Inmate Sponsorship Program is now up and moving . We have matched sponsor with sponsee for 3 new female sponsors and received 5 female & 1 male sponsee applications. Letters were sent to 13 participating female sponsors and received 7 back saying that they have had no recent contact with sponsees, but are still willing to participate.

 If you are working with a sponsor or co-sponsor, have worked the 12 Steps, and want to grow in your recovery through service, check out the Inmate Sponsorship Program. Contact Gabe S. at inmatesponsorship@coda.org and ask for an applications and more information will be sent to you. We want to thank our current and future sponsors.

We are working on updating the service material for the H&I portion of the CoDA website and on cross-training our members on different tasks.

**Issues & Mediation Committee (IMC)**

CURRENT MEMBERS:

Kevin M. New York - Chair

Addie M. California

Gail S. Nevada

Nancy O. Connecticut

One member from the Issues Mediation Committee (IMC) and the IMC Board Liaison traveled in April to support an Intergroup meeting to help bring resolution to a mediation. Using the Traditions and Principles of CoDA, a resolution was achieved through group conscience.

The IMC continues to review the Quarterly Service Report for reference to Voting Entity Issues that were assigned at the 2015 CSC. Committees are contacted if there is no reference to their assigned VEIs. We encourage those committees that are working on VEIs, to communicate the VE regarding their VEI. AS the FSM states:

*“The Board or Committee shall establish and maintain communication with the originating Voting Entity (VE) during their process of deliberation to the extent that is possible and form their issue into a motion and present it at the next Conference. If in deliberation the board or committee decides against the VEI, the VE Delegate has the option to bring it as a motion directly to CoDA Service Conference providing it’s not a Bylaw or legal issue.”*

The Voting Entity Liaison (VEL) continues to work with members regarding the Travel Reimbursement Opportunities (TRO). She monitors the Smartsheet and replies to acknowledge the receipt of their application. We have received several international requests. The VEL and other members of the IMC will be reaching out the states that have not attended CSC in a while to make them aware of the TRO and encourage them to apply. TROs will be awarded in August.

IMC continues to meet monthly on the third Thursday.

Respectfully Submitted,

Kevin M., Chair

**Literature Committee**

As she moves on, we thank Victoria S, Texas for her many years on the

committee. We welcome Deborah M, Southern California who joined us this quarter.

The draft of Working the Steps as a Group has been finalized. Work

continues on our initiatives to encourage CoDA members to submit their

stories for possible use in future pieces of literature. Our primary goal

for the third quarter will be to turn our work into motions and submit them

to the CSC.

**Outreach Committee**

**Outreach Resource Guide:** The Outreach Committee has successfully launched the Outreach Resource Guide! The Committee is currently developing a procedure for approval of new content contributions and has agreed to continue to update and maintain the ORG on a monthly basis. We ask members all over the world to submit contributions such as samples of material used in meetings, used for outreach, and other ideas in English. Submissions in other languages in pdf format, accompanied by translations, are also welcome.

**Policy and Procedure Manual:** The Outreach committee does have a draft P & P manual and has a record of our monthly minutes. We are cooperating with our board liaison to get these uploaded to the Trusted Servants Area of the website.

**Chairs Forum:** The Outreach committee has sent a representative to the Chairs Forum during this past quarter. We continue to update and cooperate with other participating committees as we prepare for our upcoming conference in October.

**Meetings:** We continue to meet monthly and in small groups in between meetings. We have been satisfied with our switch to the free conference call service in conjunction with google docs. We still have a tremendous amount of work to develop and maintain for the success of our Outreach Resource Guide and other goals for our committee to fulfill our mission. As such the committee also welcomes anyone who wishes to serve though the Outreach Committee.

Please write to prooutreach@coda.org

**Spanish Outreach Committee (SPO)**

**Members**: Vicki C/Spain, Eilyn P/Costa Rica, Maru R/Minnesota; Marlyn P/Venezuela, Liliana R/Colombia, Linda A/SoCal. **Chair**: Eilyn P/Costa Rica

**Spanish Outreach** answers emails and phone calls from codependents who contact CoDA, Inc. in Spanish, corrects and proofreads CoDA literature that has been translated into Spanish and corrects items that are about to be reprinted. This committee also helps Spanish speakers to set up new CoDA meetings and order literature and redirects inquiries about translation of CoDA materials into Spanish to the Translation Management Committee. Spanish Outreach manages the Spanish side of the CoDA website as well as the Spanish announcements, or **Espcoda**.

**Outreach activity**: Spanish Outreach has answered 58 emails from folks outside of CoDA, 15 from folks already in CoDA service and engaged in constant conversation among committee members on topics ranging from CoRe’s failure to print translated literature that this committee has proofed, the CoDA Steps, Traditions and Concepts, sponsorship and the problem of the number of alternative CoDA meetings in Spanish presently registered on the CoDA website, to the tune of over 1000 messages.

We answered 54 phone calls (6 of which, or 11%, were unanswerable) from around the US, including a call from one of Southern California’s two Spanish Intergroups concerning updates to meeting information. This committee is coaching two people interested in starting two prospective new meetings in Argentina.

**Proofreading**: Spanish Outreach awaits the printer’s proofs for the items it finished proofing in October of 2015 and March of 2016; we do not understand why those items have taken so long to be acknowledged by CoRe, given the shortage of translated material and the accompanying pressing need to carry the message to the membership that has long lamented the dearth of translated CoDA literature.

**Webpage**: Spanish Outreach notes that no contract work has been provided for, to improve the Spanish meeting registration and update pages, neither of which have ever been operative.

**Teleconferences**: This committee met, in whole or in part, using Voice Over Internet Protocol (VOIP) via WebEx 18 times this quarter. One of those meetings was with a company that provides phone-based remote simultaneous translation of up to 9 languages. Spanish Outreach learned how such a service works because this committee is interested in enabling the full participation, on CoDA committees and at the CoDA Service Conference, of codependents in this worldwide fellowship who live outside the continental United States.

**Espcoda**: There were 15 new subscribers to this Spanish language CoDA message space.

**Accomplishments this quarter**: The committee revised its policy manual (*Pautas y Normas*) as well as a set of guidelines for the revision of translated CoDA literature items (*Guía para Corrección y Maquetación de Textos*). Members established a chat group to support people who want to organize new CoDA groups and created a list of Spanish speaking intergroups, one of which is seeking to become a Voting Entity.

**Committee and CoDA Community Needs to be met**:

* Provide digital access to CoDA items that are out of print
* Refine communications between Spanish Outreach and CoRe, to better serve the Spanish-speaking community
* Update the at times inaccurate translations of the *Manual for CoDA Meetings* and the *CoDA Service Manual* that are presently provided on the website
* Find ways to attract new members to provide service for the constantly growing needs of codependents from around the Spanish-speaking world

**SSC Committee**

No Report Submitted

**Translation Management Committee (TMC)**

**Members**

Crystal Z – Massachusetts - co-chair

Madeline R – Florida

Dana D - Oregon (inactive

Courtney F – Ecuador / Florida

Jose R – Guatemala

Mike C – Arizona

**Board Liaisons**

Lorraine O

Gerry B

**Report – 2nd Quarter**

We continue to rebuild the committee as we acquaint the new members with the legal paperwork and procedures necessary for CoDA, Inc. to maintain its legal copyright and intellectual property interests. We have created a flow chart for translation procedures (publication & distribution to follow) which makes the procedure easier to visualize – especially helpful to those unfamiliar with the many steps necessary for legal documentation to maintain CoDA, Inc.’s copyrights.

An account (codatmc@gmail.com) has been created so that committee work can be done on its drive. This will allow a more fluid transfer from one committee to another. It also means that we will not lose information as people move in and out of the committee.

The subcommittee made up of two members each from TMC and the Board to address questions concerning overlapping functions and responsibilities is reconstituted and has met to address questions concerning overlapping functions and responsibilities. Of special concern at this time is Publication & Distribution (P&D) Agreements, their creation, implementation, and their renewals. .

TMC is currently responding to requests from Iceland, Greece, Italy, Korea, Israel, Southern California .

A P&D Agreement has been signed with Columbia.

We welcome any people interested in translating CoDA literature to contact us at tmc@coda.org. We also welcome anyone interested in joining our committee to help spread the CoDA word throughout the world to contact us at tmc@coda.org.

**World Connections Committee (WCC)**

During this past quarter, the World Connections Committee (WCC) has had a variety of communications. As a result of the CoDA Announcement requesting member support for WCC, individuals from Canada, Russia and a few countries not yet to be identified who have indicated interest and are in communication.

Over the term, discussions allowing WCC to collaborate with other committees have included:

* Exploration of translation of meeting options and WebEx usage with Spanish Outreach, and
* Development of the ability to connect “first time” Conference delegates with experienced members to communicate as “Conference Buddies.” These discussions are currently ongoing with members from the Events & Translation and Management (TMC) committees.
	+ Create the opportunity for all “first time” delegates to connect with experienced Conference members. Options to communicate before and/or during Conference to bridge the understanding of the Conference process allowing for:
		- Preparation: obtaining voting entity/country group conscience on motions
		- Questions on travel, ex. considering travel time for crossing time zones…
		- Introductions to some members upon arrival
		- Process questions in regards to Conference procedures…

In addition, WCC hosted another focus topic meeting in continuation with the theme “Beginning and Maintaining Service at all Levels.” This was well attended. Panel speakers Jim Y. - Northern California and Kaga - Virginia, along with CoDA members from around the world, Brazil, Canada, South Africa, United Kingdom and the USA, including a few committee chairpersons, all participated. WCC has adopted one focus meeting format including:

* a panel of experienced members sharing “experience, strength and hope” in regards to a series of questions about a service topic, followed by
* an option for a question and answer time and
* personal sharing.

In addition, a procedural draft has been developed to translate languages during the meeting to increase the number of languages within a meeting. Some members are using these focus meetings to create further unity by congregating around a computer in one location so more can participate in the meeting, as well as, fellowship. As many members would not typically attend a WCC Business Meeting, the focus meetings are consistently increasing in attendance. In hosting these focus meetings, WCC is fulfilling committee goals. Those desiring to speak at future topic meetings or participate, please advise.

Feel free to email interest on this or other concerns to: wcc@coda.org

Respectfully Submitted,

World Connections Committee: Deborah R. - Canada, Estelle G. - South Africa, Florence F. - USA, Geraldine H. - United Kingdom, Meg T.- Zambia

**CoDependents Anonymous, Inc
Profit and Loss**

**January - June, 2016**

|  |  |
| --- | --- |
|  | **Total** |
| **Income** |  |
| **4020 DONATIONS - 7TH TRADITION** | **19,785.44** |
| **4030 INTEREST INCOME** | **89.63** |
| **4050 MISCELLANEOUS INCOME** | **144.80** |
| **4060 ROYALTY INCOME** | **46,080.81** |
| **4070 CONVENTION Income** | **4,846.65** |
| **Uncategorized Income** | **0.00** |
| **Total Income** | **$70,947.33** |
| **Gross Profit** | **$70,947.33** |
| **Expenses** |  |
| **7000 OPERATING EXPENSES** | **3,244.64** |
| **7100 EVENTS** | **7,500.00** |
| **7300 Contract Services** | **28,404.91** |
| **7304 Website Developer** | **3,600.00** |
| **7350 Legal & Professional** | **2,382.00** |
| **8500 Travel** | **8,892.57** |
| **Total Expenses** | **$54,024.12** |
| **Net Operating Income** | **$16,923.21** |
| **Net Income** | **$16,923.21** |

**Saturday, Jul 16, 2016 09:45:35 AM PDT GMT-5 - Cash Basis**

**CoDependents Anonymous, Inc
Balance Sheet Summary**

**As of June 30, 2016**

**Total**

**ASSETS**

**Current Assets**

**Bank Accounts** 317,828.51

**Other current assets 2,077.60**

**Total Current Assets $319,906.11**

**Fixed Assets 0.00**

**Other Assets 905.24**

**TOTAL ASSETS $320,811.35**

**Current Liabilities**

**Other Current Liabilities 0.00**

**Total Current Liabilities $0.00**

**Total Liabilities $0.00**

**Equity** 320,811.35

**TOTAL LIABILITIES AND EQUITY $320,811.35**

**Core Profit & Loss 2016**

**CoRe Publications**

**Profit & Loss**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Jan 16** | **Feb 16** | **Mar 16** | **Apr 16** | **May 16** | **Jun 16** | **TOTAL** |
| **Ordinary Income/Expense** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Income** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Book Sales** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12 Step Spanish Workbook** | 378.00 |  |  | 236.00 |  | 180.00 |  | 435.00 |  | 120.00 |  | 450.00 |  | 1,799.00 |
| **12 Step Workbook** | 9,511.00 |  |  | 6,550.00 |  | 5,317.00 |  | 8,701.00 |  | 5,071.00 |  | 4,265.00 |  | 39,415.00 |
| **CoDA Book - Kindle** | 830.96 |  |  | 862.92 |  | 966.79 |  | 910.86 |  | 1,006.74 |  | 990.76 |  | 5,569.03 |
| **CoDA Book Pocket Edition** | 642.00 |  |  | 678.00 |  | 535.50 |  | 960.00 |  | 726.00 |  | 1,116.00 |  | 4,657.50 |
| **CoDA SoftCover Books** | 6,151.00 |  |  | 5,180.00 |  | 9,203.00 |  | 7,237.00 |  | 4,986.00 |  | 9,610.00 |  | 42,367.00 |
| **Ebook Sales** | 0.00 |  |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 253.18 |  | 253.18 |
| **In This Moment Books** | 1,169.73 |  |  | 1,652.50 |  | 1,334.73 |  | 2,103.50 |  | 1,789.73 |  | 1,287.50 |  | 9,337.69 |
| **International Kindle Sales** | 0.00 |  |  | 242.08 |  | 0.00 |  | 0.00 |  | 0.00 |  | 315.63 |  | 557.71 |
| **ITM Book - Kindle** | 247.90 |  |  | 214.40 |  | 154.10 |  | 187.60 |  | 201.00 |  | 207.70 |  | 1,212.70 |
| **Spanish CoDA Book - Kindle** | 0.00 |  |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 6.99 |  | 6.99 |
| **Spanish CoDA Book Pocket Editio** | 687.00 |  |  | 558.00 |  | 304.50 |  | 592.50 |  | 142.50 |  | 391.50 |  | 2,676.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Book Sales** | 19,617.59 |  | 16,173.90 | 17,995.62 | 21,127.46 | 14,042.97 | 18,894.26 | 107,851.80 |
| **Non Book Sales** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Audio Tapes and CDs** | 69.94 |  |  | 491.52 |  | 410.57 |  | 248.75 |  | 354.65 |  | 150.85 |  | 1,726.28 |
| **Booklets** | 4,825.05 |  |  | 4,497.00 |  | 5,800.50 |  | 5,130.90 |  | 3,955.95 |  | 4,189.05 |  | 28,398.45 |
| **Medallions** | 2,797.01 |  |  | 2,545.30 |  | 3,365.90 |  | 2,574.72 |  | 2,619.91 |  | 2,683.19 |  | 16,586.03 |
| **Pamphlets** | 1,048.64 |  |  | 1,143.08 |  | 1,375.66 |  | 925.87 |  | 1,221.74 |  | 1,214.44 |  | 6,929.43 |
| **Posters and Special Items** | 73.50 |  |  | 62.00 |  | 96.50 |  | 82.00 |  | 48.50 |  | 74.50 |  | 437.00 |
| **Sales Refunds** | -7.50 |  |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | -7.50 |
| **Spanish Booklets** | 75.75 |  |  | 28.50 |  | 9.00 |  | 241.50 |  | 57.00 |  | 15.00 |  | 426.75 |
| **Spanish Pamphlets** | 22.32 |  |  | 31.70 |  | 2.52 |  | 169.02 |  | 78.54 |  | 0.72 |  | 304.82 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Non Book Sales** | 8,904.71 |  | 8,799.10 | 11,060.65 | 9,372.76 | 8,336.29 | 8,327.75 | 54,801.26 |
| **Other Income Items** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other Income Account** | 0.00 |  |  | 10.51 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.46 |  | 10.97 |
| **Over and Short** | 0.00 |  |  | 0.00 |  | 0.00 |  | 0.00 |  | 193.83 |  | 0.00 |  | 193.83 |
| **Service Items Copied** | 26.55 |  |  | 65.35 |  | 73.65 |  | 53.10 |  | 97.00 |  | 38.80 |  | 354.45 |
| **Spanish Items Copied** | 0.00 |  |  | 0.00 |  | 0.00 |  | 7.15 |  | 7.15 |  | 0.00 |  | 14.30 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Other Income Items** | 26.55 |  | 75.86 | 73.65 | 60.25 | 297.98 | 39.26 | 573.55 |
| **S and H Charges** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **New Shipping** | 2,975.37 |  |  | 3,189.59 |  | 3,100.51 |  | 2,960.88 |  | 2,345.66 |  | 2,305.53 |  | 16,877.54 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total S and H Charges** | 2,975.37 |  | 3,189.59 | 3,100.51 | 2,960.88 | 2,345.66 | 2,305.53 | 16,877.54 |
| **Uncategorized Income** | 0.00 |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Income** | 31,524.22 |  | 28,238.45 | 32,230.43 | 33,521.35 | 25,022.90 | 29,566.80 | 180,104.15 |
| **Cost of Goods Sold** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cost of Books** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12 Step Spanish Workbook** | 114.39 |  |  | 73.54 |  | 49.03 |  | 134.82 |  | 32.69 |  | 138.91 |  | 543.38 |
| **12 Step Workbook** | 1,208.05 |  |  | 640.91 |  | 493.31 |  | 915.51 |  | 483.78 |  | 500.03 |  | 4,241.59 |
| **CoDA Book - Kindle** | 0.00 |  |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |
| **CoDA Book Pocket Edition** | 82.56 |  |  | 85.14 |  | 65.79 |  | 128.99 |  | 92.88 |  | 150.93 |  | 606.29 |
| **CoDA SoftCover Book** | 1,037.14 |  |  | 1,095.57 |  | 2,478.23 |  | 1,635.49 |  | 1,049.38 |  | 3,177.29 |  | 10,473.10 |

**CoRe Publications**

**Profit & Loss**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Jan 16** | **Feb 16** | **Mar 16** | **Apr 16** | **May 16** | **Jun 16** | **TOTAL** |
| **In This Moment Book** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 207.60 |  |  | 287.23 |  | 228.59 |  | 383.58 |  | 324.93 |  | 232.66 |  | 1,664.59 |
| **ITM Book - Kindle** | 0.00 |  |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |
| **Spanish CoDA Book - Kindle** | 0.00 |  |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |
| **Spanish CoDA Book Pocket Editio** | 94.24 |  |  | 77.70 |  | 42.02 |  | 82.79 |  | 19.11 |  | 54.76 |  | 370.62 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Cost of Books** | 2,743.98 |  | 2,260.09 | 3,356.97 | 3,281.18 | 2,002.77 | 4,254.58 | 17,899.57 |
| **Cost of Literature** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Audio Tapes and CD's** | 7.45 |  |  | 56.54 |  | 48.40 |  | 29.81 |  | 41.60 |  | 17.41 |  | 201.21 |
| **Booklets** | 969.28 |  |  | 818.21 |  | 1,083.68 |  | 979.45 |  | 728.73 |  | 763.54 |  | 5,342.89 |
| **Medallions** | 1,612.84 |  |  | 1,297.80 |  | 1,733.95 |  | 1,529.09 |  | 1,572.61 |  | 1,417.21 |  | 9,163.50 |
| **Pamphlets** | 459.74 |  |  | 461.31 |  | 565.32 |  | 402.05 |  | 499.30 |  | 573.71 |  | 2,961.43 |
| **Posters and Special Items** | 18.04 |  |  | 15.31 |  | 23.82 |  | 20.14 |  | 11.93 |  | 18.36 |  | 107.60 |
| **Spanish Booklets** | 24.96 |  |  | 32.58 |  | 7.61 |  | 89.26 |  | 23.69 |  | 4.65 |  | 182.75 |
| **Spanish Pamphlets** | 13.65 |  |  | 21.35 |  | 1.54 |  | 117.76 |  | 52.30 |  | 0.43 |  | 207.03 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Cost of Literature** | 3,105.96 |  | 2,703.10 | 3,464.32 | 3,167.56 | 2,930.16 | 2,795.31 | 18,166.41 |
| **Other Cost of Sales** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Printing** | 0.00 |  |  | 196.00 |  | 0.00 |  | 28.00 |  | 434.00 |  | 0.00 |  | 658.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Other Cost of Sales** | 0.00 |  | 196.00 | 0.00 | 28.00 | 434.00 | 0.00 | 658.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total COGS** | 5,849.94 |  | 5,159.19 | 6,821.29 | 6,476.74 | 5,366.93 | 7,049.89 | 36,723.98 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Gross Profit** | 25,674.28 |  | 23,079.26 | 25,409.14 | 27,044.61 | 19,655.97 | 22,516.91 | 143,380.17 |
| **Expense** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Distribution Center Costs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Distribution Contract** | 0.00 |  |  | 4,432.32 |  | 2,176.67 |  | 2,486.19 |  | 2,591.07 |  | 1,892.87 |  | 13,579.12 |
| **Distribution Rent** | 834.00 |  |  | 834.00 |  | 834.00 |  | 1,668.00 |  | 0.00 |  | 875.00 |  | 5,045.00 |
| **Distribution Utilities** | 362.95 |  |  | 460.45 |  | 643.99 |  | 258.49 |  | 372.63 |  | 267.31 |  | 2,365.82 |
| **Postage and Shipping** | 2,155.97 |  |  | 3,488.04 |  | 2,170.67 |  | 2,784.11 |  | 1,924.04 |  | 1,922.21 |  | 14,445.04 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Distribution Center Costs** | 3,352.92 |  | 9,214.81 | 5,825.33 | 7,196.79 | 4,887.74 | 4,957.39 | 35,434.98 |
| **Order Processing Center Costs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Order Processing Contract** | 0.00 |  |  | 3,324.24 |  | 1,632.50 |  | 1,864.64 |  | 1,943.30 |  | 1,419.65 |  | 10,184.33 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Order Processing Center Costs** | 0.00 |  | 3,324.24 | 1,632.50 | 1,864.64 | 1,943.30 | 1,419.65 | 10,184.33 |
| **Royalty to CoDA, Inc.** | 8,158.25 |  | 7,423.77 | 8,465.18 | 8,925.05 | 6,450.46 | 7,662.60 | 47,085.31 |
| **Uncategorized Expenses** | 0.00 |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Various Administrative Expenses** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Accounting Services** | 0.00 |  |  | 730.00 |  | 350.00 |  | 350.00 |  | 350.00 |  | 570.00 |  | 2,350.00 |
| **Amazon Expenses** | 358.79 |  |  | 345.56 |  | 358.36 |  | 356.11 |  | 390.81 |  | 397.11 |  | 2,206.74 |
| **Bank Charge Monthly PayPal** | 32.40 |  |  | 31.20 |  | 32.10 |  | 33.60 |  | 32.10 |  | 31.80 |  | 193.20 |
| **Bank Charges** | 0.00 |  |  | 0.00 |  | 0.00 |  | 35.00 |  | 0.00 |  | 0.00 |  | 35.00 |
| **Credit Card Service Fees** | 47.91 |  |  | 50.21 |  | 42.12 |  | 49.40 |  | 51.53 |  | 61.87 |  | 303.04 |
| **Credit Fees on PayPal** | 654.61 |  |  | 691.92 |  | 788.89 |  | 737.50 |  | 681.42 |  | 607.62 |  | 4,161.96 |
| **General Office Supplies** | 0.00 |  |  | 0.00 |  | 96.29 |  | 0.00 |  | 0.00 |  | 0.00 |  | 96.29 |
| **Group Discount** | 1,328.14 |  |  | 0.00 |  | 782.84 |  | 720.04 |  | 761.23 |  | 0.00 |  | 3,592.25 |
| **Insurance** | 1,602.00 |  |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 1,602.00 |

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**CoRe Publications**

**Profit & Loss**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Jan 16** | **Feb 16** | **Mar 16** | **Apr 16** | **May 16** | **Jun 16** | **TOTAL** |
| **Office Expenses** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23.97 |  |  | 39.95 |  | 39.95 |  | 39.95 |  | 39.95 |  | 0.00 |  | 183.77 |
| **Other Professional Fees** | 0.00 |  |  | 1,000.00 |  | 500.00 |  | 500.00 |  | 500.00 |  | 500.00 |  | 3,000.00 |
| **Repairs and Maintenance** | 0.00 |  |  | 106.74 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 106.74 |
| **Returned Checks and Refunds** | 0.00 |  |  | 0.00 |  | 5.00 |  | 0.00 |  | 382.88 |  | 0.00 |  | 387.88 |
| **Telephone, Fax and Internet** | 0.00 |  |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | -8.37 |  | -8.37 |
| **Travel and Meetings** | 0.00 |  |  | 0.00 |  | 1,566.13 |  | 5,864.48 |  | 783.37 |  | 0.00 |  | 8,213.98 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Various Administrative Expenses** | 4,047.82 |  | 2,995.58 | 4,561.68 | 8,686.08 | 3,973.29 | 2,160.03 | 26,424.48 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Expense** | 15,558.99 |  | 22,958.40 | 20,484.69 | 26,672.56 | 17,254.79 | 16,199.67 | 119,129.10 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Net Ordinary Income** | 10,115.29 |  | 120.86 | 4,924.45 | 372.05 | 2,401.18 | 6,317.24 | 24,251.07 |
| **Other Income/Expense** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other Income** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Interest Income** | 30.93 |  | 2.44 | 25.51 | 48.27 | 27.12 | 26.25 | 160.52 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Other Income** | 30.93 |  | 2.44 | 25.51 | 48.27 | 27.12 | 26.25 | 160.52 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Net Other Income** | 30.93 |  | 2.44 | 25.51 | 48.27 | 27.12 | 26.25 | 160.52 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Net Income** | **10,146.22** |  | **123.30** | **4,949.96** | **420.32** | **2,428.30** | **6,343.49** | **24,411.59** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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