**CoDA 3rd 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 Of** Trustees

This past quarter has been busy on the Board of Trustees.

We contracted with Microsoft for their Non-Profit program, which includes Skype for business, emails, and an having a phone call in number for those who cannot use Skype.

We have begun having a board workgroup meeting 2 weeks after our regular call. This meeting has no motions; it is just an opportunity to discuss issues, share thoughts and continue to build on our bond. Anyone is invited to join this call; contact board@coda.org to receive the Skype for business invite.

We began the legal workgroup, consisting of 2 board members and 2 volunteers from the fellowship. It is helping the board be very responsive to the legal requests like the publication and distribution (P&D) agreements, requests for permission to quote CoDA literature, as well as communicating with the attorney to answer questions that come up for the board.

 We completed our motions for CSC (CoDA Service Conference), as well as completed our report for CSC. We discovered the CoDA by-laws were missing a statement that is an important legal part, so we have made a motion that will fill that need, to be voted on at CSC.

We have signed a contract with a company to electronically sign as many documents as we need; our previous free use product allowed only 3 documents per month, and we found we had a greater need, especially with the number of translation and P&D documents that have been agreed upon recently.

We are changing from paypal to a new program for payment, GivingWise Solutions. It is offering a better program than paypal, and the board found the advantages of GivingWise to be well worth the change. It will be a while to transition from one to the other, and we will keep you appraised of this change as we proceed. We are excited that there is also an app that comes with this new program!

We have begun getting the International Meeting page updated, and are looking forward to having all the meeting info updated.

We agreed upon the Help video for the website, and it is now posted to assist in moving thru the web.

As we said, it has been a busy 3 months! We are looking forward to CSC and hope that we will have several new additions to our Board by the time of the next QSR!

In service,

Chris (Chair), Lorraine (Vice chair), Denny (Treasurer). Mary (Secretary), Gerry, (Trustee)





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

From July - September, 2016
As of October 6 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 including daily entries and bank reconciliations.

**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.

**CSC:** Assist in some areas for CSC prep, including board, events and technology. Loaded motions into the motions database for CSC.

**ERRS:** Inputting all ERRs in SmartSheet as they come in, assign them a number and send an email with the number to use for tracking. Worked with Finance Committee on update of the ERR system in preparation for CSC including working on MIS’.

**Phone Calls:** Ongoing phone calls for CoDA weekly, including follow-up with Communications Chair. The volume of calls is steady. We track each call in SmartSheet and share information weekly with the Communications Chair.

**Policies and Procedures:** This is an ongoing project. This quarter we finalized the Board Policies and Procedures manual update.

**Website:** We spent a large amount of time working on the CSC delegate packet and subsequent updates. We also created a “help video” for the website which has been posted. <http://coda.org/index.cfm/coda-web-help-video/>. The meeting locator was finalized and updates to the international page has been ongoing. We continually work on updates and assist with requests for ongoing maintenance.

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

**Board - 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! At this time, along with the online CoDA Forum the email lists are our #1 means of communication with the fellowship.

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 10/10/16 are as follows:

* Announcements – 5117 (Q2’s number was 5085),
* Hospitals &Institutions - 2128 (Q2’s number was 2093),
* Quarterly Service Report - 2772 (Q2’s number was 2718),
* Co-NNections - 8357 (Q2’s number was 8060)

I’ve been busier than usual this past quarter assisting the Board & Events with CoDA Service Conference (CSC) prep including creating a delegate email list & the Electronic Delegate packet. I’ve taken on some additional responsibilities in that process this year, & it’s been a rewarding experience. We are also hoping & intending to once again send out daily CSC summaries on the General Announcements list.

Since the last QSR was written (7/8/16) we have sent out 29 announcements on the Main Announcements list & 4 emails (with a couple more to come) on the 2016 CSC Delegate List. I also had a preliminary discussion with the email list Board Liaison (Lorraine O) on additional ways to utilize our email list software.

In Service,

Geff R

CoDA Email List Coordinator codalist@coda.org

**CoDA Resource Publishing (CoRe)**

Dephny stepped down as a CoRe board member in August for business reasons so that leaves us with a vacancy for election at CSC. Also at CSC, Loretta will stand for validation as a Board member having stepped up from alternate on Della’s resignation and David, our Chair, is to stand for re-election for a further 3 year term. We would also welcome applications for up to 2 alternates and would particularly like applications from Spanish speakers and members with business or publishing experience. Please email core@coda.org if you would like to arrange a chat or attend a meeting to learn more. Other CoRe Board members are Barbara D,Treasurer and Dagmar, Secretary.

We had con-call meetings in July, August and September. The next meeting is scheduled for Mon 17 Oct at CSC.

The 12+ 12 Workbook and In This Moment are now in the store together with reprints of Living with the 12 Traditions, Healthy Meetings Matter and Peeling the Onion (with amendments). We have also received fresh stocks of medallions. CoRe is working with the Events and Literature Committees on a project to make recordings of CSC Speakers from 2010 to the present available in MP3 format on the CoRe estore. More info to follow.

Core is working with Spanish Outreach on publishing Spanish versions of Building CoDA Community, Healthy Meetings Matter and the Twelve Step Handbook. They should be available on the CoRe e-store soon. In addition, Spanish versions of Am I Codependent? and Welcome to CoDA are being revised and reprinted.

Royalties paid during Q3

for June 2016                 $7662.60

for July 2016                   $5074.78

for Aug 2016                 $10216.08

Total paid to CoDA during Q3 2016 =  $22,953.46

7th Tradition pd in Q3 2016 for Q2 2016 = $356.63

|  |  |
| --- | --- |
|  **CoRe Publications** |  |
| **Profit & Loss** | **QTR. 3** |
|  |  |  |  |  |  | **Jul - Sep 16** |
|  | **Ordinary Income/Expense** |  |
|  |  |  | **Income** |  |  |
|  |  |  |  | **Book Sales** |  |
|  |  |  |  |  | **12 Step Spanish Workbook** | 780.00 |
|  |  |  |  |  | **12 Step Workbook** | 21,881.00 |
|  |  |  |  |  | **CoDA Book - Kindle** | 2,756.55 |
|  |  |  |  |  | **CoDA Book Pocket Edition** | 2,227.50 |
|  |  |  |  |  | **CoDA SoftCover Books** | 23,579.00 |
|  |  |  |  |  | **Ebook Sales** | 562.60 |
|  |  |  |  |  | **In This Moment Books** | 2,456.96 |
|  |  |  |  |  | **International Kindle Sales** | 137.56 |
|  |  |  |  |  | **ITM Book - Kindle** | 596.30 |
|  |  |  |  |  | **Spanish CoDA Book - Kindle** | 76.89 |
|  |  |  |  |  | **Spanish CoDA Book Pocket Editio** | 280.50 |
|  |  |  |  | **Total Book Sales** | 55,334.86 |
|  |  |  |  | **Non Book Sales** |  |
|  |  |  |  |  | **Audio Tapes and CDs** | 413.54 |
|  |  |  |  |  | **Booklets** | 15,388.30 |
|  |  |  |  |  | **Medallions** | 8,792.55 |
|  |  |  |  |  | **Pamphlets** | 3,697.51 |
|  |  |  |  |  | **Posters and Special Items** | 218.50 |
|  |  |  |  |  | **Spanish Booklets** | 95.10 |
|  |  |  |  |  | **Spanish Pamphlets** | 43.96 |
|  |  |  |  | **Total Non Book Sales** | 28,649.46 |
|  |  |  |  | **Other Income Items** |  |
|  |  |  |  |  | **Other Income Account** | 38.21 |
|  |  |  |  |  | **Over and Short** | 6.45 |
|  |  |  |  |  | **Service Items Copied** | 173.85 |
|  |  |  |  |  | **Spanish Items Copied** | 50.05 |
|  |  |  |  | **Total Other Income Items** | 268.56 |
|  |  |  |  | **S and H Charges** |  |
|  |  |  |  |  | **New Shipping** | 8,706.53 |
|  |  |  |  | **Total S and H Charges** | 8,706.53 |
|  |  |  | **Total Income** | 92,959.41 |
|  |  |  | **Cost of Goods Sold** |  |
|  |  |  |  | **Cost of Books** |  |
|  |  |  |  |  | **12 Step Spanish Workbook** | 236.96 |
|  |  |  |  |  | **12 Step Workbook** | 4,420.52 |
|  |  |  |  |  | **CoDA Book - Kindle** | 0.00 |
|  |  |  |  |  | **CoDA Book Pocket Edition** | 294.12 |
|  |  |  |  |  | **CoDA SoftCover Book** | 5,902.41 |
|  |  |  |  |  | **In This Moment Book** | 443.36 |
|  |  |  |  |  | **ITM Book - Kindle** | 0.00 |
|  |  |  |  |  | **Spanish CoDA Book - Kindle** | 0.00 |
|  |  |  |  |  | **Spanish CoDA Book Pocket Edition** | 38.21 |
|  |  |  |  | **Total Cost of Books** | 11,335.58 |
|  |  |  |  | **Cost of Literature** |  |
|  |  |  |  |  | **Audio Tapes and CD's** | 52.38 |
|  |  |  |  |  | **Booklets** | 2,937.63 |
|  |  |  |  |  | **Medallions** | 4,788.49 |
|  |  |  |  |  | **Pamphlets** | 1,615.93 |
|  |  |  |  |  | **Posters and Special Items** | 53.67 |
|  |  |  |  |  | **Spanish Booklets** | 41.88 |
|  |  |  |  |  | **Spanish Pamphlets** | 28.48 |
|  |  |  |  | **Total Cost of Literature** | 9,518.46 |
|  |  |  |  | **Other Cost of Sales** |  |
|  |  |  |  |  | **Printing** | 294.00 |
|  |  |  |  | **Total Other Cost of Sales** | 294.00 |
|  |  |  | **Total COGS** | 21,148.04 |
|  |  | **Gross Profit** | 71,811.37 |
|  |  |  | **Expense** |  |
|  |  |  |  | **Distribution Center Costs** |  |
|  |  |  |  |  | **Distribution Contract** | 6,732.81 |
|  |  |  |  |  | **Distribution Rent** | 2,625.00 |
|  |  |  |  |  | **Distribution Supplies** | 202.23 |
|  |  |  |  |  | **Distribution Utilities** | 1,040.51 |
|  |  |  |  |  | **Postage and Shipping** | 9,281.20 |
|  |  |  |  | **Total Distribution Center Costs** | 19,881.75 |
|  |  |  |  | **Order Processing Center Costs** |  |
|  |  |  |  |  | **Order Processing Contract** | 5,049.61 |
|  |  |  |  | **Total Order Processing Center Costs** | 5,049.61 |
|  |  |  |  | **Royalty to CoDA, Inc.** | 23,186.68 |
|  |  |  |  | **Various Administrative Expenses** |  |
|  |  |  |  |  | **Accounting Services** | 1,050.00 |
|  |  |  |  |  | **Amazon Expenses** | 1,133.36 |
|  |  |  |  |  | **Bank Charge Monthly PayPal** | 96.30 |
|  |  |  |  |  | **Bank Charges** | 35.00 |
|  |  |  |  |  | **Credit Card Service Fees** | 181.94 |
|  |  |  |  |  | **Credit Fees on PayPal** | 2,106.24 |
|  |  |  |  |  | **Group Discount** | 1,690.31 |
|  |  |  |  |  | **Insurance** | 544.00 |
|  |  |  |  |  | **Marketing** | 250.00 |
|  |  |  |  |  | **Office Expenses** | 213.49 |
|  |  |  |  |  | **Other Professional Fees** | 1,500.00 |
|  |  |  |  |  | **Returned Checks and Refunds** | 31.16 |
|  |  |  |  |  | **Travel and Meetings** | 2,633.42 |
|  |  |  |  | **Total Various Administrative Expenses** | 11,465.22 |
|  |  |  | **Total Expense** | 59,583.26 |
|  | **Net Ordinary Income** | 12,228.11 |
|  | **Other Income/Expense** |  |
|  |  | **Other Income** |  |
|  |  |  | **Interest Income** | 64.22 |
|  |  | **Total Other Income** | 64.22 |
|  | **Net Other Income** | 64.22 |
| **Net Income** |  |  | **12,292.33** |

**Communications Committee**

Not Submitted

**Co-NNections Committee**

Since the last QSR our most exciting news is the first edition of Meeting in print has been published! You can read it on the CoDA website here:

http://connections.coda.org/index.cfm/mip/

We have done a full revision of our policies & Procedures Manual & have submitted all existing committee meeting minutes to the board for web site storage.

We have a new chair: Don B from Southern California. Geff R will be co-chair/vice chair & Andreas M will be liaison to the full Committee from Meeting in Print.

We have a new member, Resa G from Minnesota who has joined Meeting In Print. Welcome! The Co-NNections Committee as a whole is currently at 8 members.

**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 & plan to focus on Gratitude Month in our November readings.

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!

As of 10/9/16 we have 11 newer 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 (We have already sent MIP 7 articles that were too long for the Weekly Readings. We have 3 articles that have been vetted that are due to be sent out soon. There are also still 2 where the authors have not responded to our requests for permission to make changes; & 3 others that have been tabled due to no response to multiple requests.

While updating out P&P manual we created a number of form letters, which we intend to use for all submissions, including both acceptance & rejections.

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

**Co-NNections - Meeting In Print (MIP) Subcommittee**

Since the last QSR our most exciting news is the first edition of Meeting in print has been published! You can read it on the CoDA website here:

http://connections.coda.org/index.cfm/mip/

We have a new member, Resa G from Minnesota who has joined Meeting In Print.

Weekly Readings Members - Don B., Southern California - Chair

Geff R., Washington – Co-Chair; Laurel H, Utah, Beth H., Pennsylvania, Antoinette K., Southern California.

Meeting In Print Members – Andreas M. United Kingdom Liaison to full Committee, Nancy S., New York, Resa G. – Minnesota.

**Events Committee**

Not Submitted

**Finance Committee**

During the 3rd quarter the committee met 4 times by Teleconference. We continued to tweak our online forms for submitting Expense Reimbursement Requests (ERR). We finalized 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 & fourth are revising our written policy and approval procedure to reflect changes in how we process ERRs.

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 4 Expense Reimbursement Requests, and 2 Advance Requests. have 2 more in process, and are awaiting 4 potential submissions.

In August we requested budgets from all of the committees and the Board for the 2017 year. Because of our current definition of our prudent reserve, and the level of our reserve, we asked each committee to prepare two budgets and a wish list. The first budget is an austere budget at about 20% below their current budget. The second budget was requested to be approximately equal to the current budget. Then we asked committees to dream and give us a wish list of what they would like if we had the money. We started compiling the budgets in preparation for CoDA Service Conference (CSC) in October.

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

In September Carey C resigned. We will be looking for new members at CSC. If you are interested and will not be at CSC, please contact the committee at Finance@coda.org or the finance chair at FinChair@coda.org.

Respectfully submitted by the Finance Committee

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

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

 2015-16 (revised 9/16)

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)

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| --- | --- |
|  |  |
| **Co-Dependents Anonymous, Inc.**  |  |
| **Balance Sheet\*** |
| **As of September 30, 2016** |
|  |  |
|  | **Total** |
| **ASSETS** |  |
|  **Current Assets** |  |
|  **Bank Accounts (5)** |  |
|  **Total Bank Accounts** | **$ 347,398**  |
|  **Other current assets** |  |
|  **1810 Book Inventory** |  2,078  |
|  **Total Other current assets** | **$ 2,078**  |
|  **Total Current Assets** | **$ 349,475**  |
|  **Fixed Assets** |  |
|  **1500 FIXED ASSETS** | 456  |
|  **1550 ACCUMULATED DEPRECIATION** |  -456 |
|  **Total Fixed Assets** | **$ 0**  |
|  **Other Assets** |  |
|  **1860 Other Assets** | $ 905  |
|  **Total Other Assets** | **$ 905**  |
| **TOTAL ASSETS** | **$ 350,380**  |
| **LIABILITIES AND EQUITY** |  |
|  **Liabilities** |  |
|  **Total Liabilities** | **$ 0**  |
|  **Equity** |  |
|  **30000 Opening Balance Equity** |  343,085  |
|  **32000 Unrestricted Net Assets** |  -40,673 |
|  **33000 Temporary Restricted Net Assets** |  1,476  |
|  **Net Income** |  46,492  |
|  **Total Equity** | **$ 350,380**  |
| **TOTAL LIABILITIES AND EQUITY** | **$ 350,380**  |
|  |  |

|  |
| --- |
| **Income and Expense\*** |
| **January - September, 2016** |
|  |  |  |  |  |
|  | **Total** | Annual budget | Remain-ing Budget | % re-main-ing |
| **Income** |  |  |  |  |
|  **4020 DONATIONS - 7TH TRADITION** | 33,206  | 52,000  | 18,794  | 36% |
|  **4030 INTEREST INCOME** | 129  | 600  | 471  | 79% |
|  **4060 ROYALTY INCOME** | 69,034  | 122,000  | 52,966  | 43% |
|  **4070 CONVENTION Income** | 19,456  | 20,000  | 544  | 3% |
| **Total Income** | **$ 121,825**  | **$194,600**  | **$ 72,775**  | 37% |
| **Gross Income** | **$ 121,825**  | **$194,600**  | **$ 72,775**  | 37% |
| **Expenses** |  |  |  |  |
|  **7000 OPERATING EXPENSES** | 7,122  | 14,218  | 7,096  | 50% |
|  **7100 EVENTS** | 7,755  | 23,900  | 16,145  | 68% |
|  **7300 Contract Services** | 41,311  | 49,640  | 8,329  | 17% |
|  **7304 Website Developer** | 3,600  | 3,000  | -600  | -20% |
|  **7350 Legal & Professional** | 3,042  | 13,850  | 10,808  | 78% |
|  **8500 Travel** | 12,503  | 89,628  | 77,125  | 86% |
| **Total Expenses** | **$ 75,332**  | **$194,236**  | **$ 118,904**  | 61% |
| **Net Operating Income** | **$ 46,492**  | **$ 364**  | **$ -46,128**  |  |
| **Net Income** | **$ 46,492**  | **$ 364**  | **$ -46,128**  |  |
|  |  |

**\*Unaudited**

Wednesday, Oct 12, 2016 - Cash Basis

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

This committee had three teleconferences during this quarter. One new member has joined our committee.

 We had 70 requests for information or literature, several of these came via email. Twenty-five letters were sent. These requests came from 25 different facilities (11 facilities new to our records). We have had numerous emails in addition to the requests already mentioned. Three resulted partly from the survey of H&I mail list subscribers.

 Our correspondence and book ordering dragged this quarter due to slowness of our responsiveness due to traveling and vacations, slowness of posting the letters, and time taken for cross-training.

|  |
| --- |
| Literature ordered in Q3 2016 |
| Piece of literature | English | Spanish | Total |
| Co-Dependence Anonymous Book | 55 | 2 | 57 |
| 12 Steps & 12 Traditions Workbook | 37 | 1 | 38 |
| Standard Packet(a set of pamphlets and booklets CoRe donates) | 2 | 1 | 3 |
| Institutional Meeting Handbooks | 6 | 0 | 6 |
|  Total | 100 | 4 | 104 |

We have shipped: In This Moment (2) and one institutional library consisting of 19 literature pieces, including some CoDA publications in Spanish. Donations of $992.51 to the Books for Inmates and Institutions were received this quarter. Three of these were directed to specific institutions.

Inmate Sponsorship Program is now up and moving, but slowly. We have matched 1 sponsor with a sponsee. We need more help in this area.

 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 still working on updating the service material for the H&I portion of the CoDA website.

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

Deborah B. CA-assistant snail mail corresponding secretary

Chris H. AZ-Board Liaison

**Issues & Mediation Committee (IMC)**

CURRENT MEMBERS:

Kevin M. New York - Chair

Addie M. California

Gail S. Nevada

Nancy O. Connecticut

Most of the third quarter was devoted to preparing for the 2016 CSC. Annual report, 2017 Goals, and 2017 Budget were all developed and submitted on time. The IMC did not have any motions for CSC this year.

The Voting Entity Liaison (VEL) received all the Travel Reimbursement Opportunities (TRO) and supporting information. She made her recommendation to the IMC. IMC discussed them and took a group conscience on who to award the TROs to.

The VEL has worked closely with the Events Liaison and has sent out a number of emails to the delegates in preparing them for CSC. The VEL had a collaboration with Events and WCC that resulted in creation of a FAQ (Frequently Asked Questions) for the benefit of the first time and returning delegates.

The IMC did have a conference call with one Intergroup to answer questions and provide guidance for an issue they were looking for clarity on.

A member of IMC did work with member of SSC on incorporating the Guidelines for the Development and Structure of Intergroup and Voting Entities into the FSM.

Two roles of the IMC are to authorize Voting Entity Service Boards and award the TROs. Also Part of the role of the VEL, along with Events, is to assist Delegates at CSC. To help fulfil these roles, the IMC Created the IMC VESB Recognition Form. For simplicity, one form was created instead of multiple forms. The form was sent out by the VEL this year to Delegates. The procedure is still being defined, but this form will most likely be sent out each year to the VEs as Delegates change often.

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.

Respectfully Submitted,

Kevin M., Chair

**Literature Committee**

Not Submitted

**Outreach Committee**

After the launch of the Outreach Resource Guide (ORG) early this summer, the committee has focused on communication and procedures.  The ORG was sent to many CoDA committees for their input, and received some helpful feedback. There were questions in July about whether there was any overlap between the work of Outreach and Co-NNections. This was discussed via email and it was resolved that there was no apparent overlap.

The problem of not being able to notify registered groups about the launch of the Outreach Resource Guide (ORG) took several months to be resolved.  Jen of Communications was invited to the August Meeting and she informed the committee that Communications also has access to a list of meeting contact information. The problem was finally resolved by a response from the Board requesting that the announcement be sent to Lorraine and Zach.  We hope that the Board continues to work on the issues around the anonymity of the meeting contacts.  Specifically, we suggest there needs to be a disclaimer added to the meeting lists sign up as contacts letting them know that other committees or other world members will have access to their information to use for fellowship sharing of information.

The Sponsorship Workgroup currently has three members willing to carry out the work of managing the list of sponsors and responding to requests for sponsorship, especially for members who are unable to be sponsored through traditional methods.  They plan to report at the CSC and hopefully recruit new workgroup members willing to do service in this area, as the group will lose two members for the coming year.

The Committee continues to request submissions for the ORG by members. It has received only a few submissions so far which are under consideration. For fellowship members: please consider submitting your outreach materials so that we can build this resource area to help carry the message. Please go to <http://outreach.coda.org/> to see some of the areas that we are looking for materials.

Membership of the committee has dwindled to 5 regular members. 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, either as committee members or as participants of workgroups in almost any outreach area.Please write to prooutreach@coda.org if you are interested in doing service.

**Spanish Outreach Committee (SPO)**

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 the 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.

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

Outreach activity: Spanish Outreach answered 510 emails: 40 inquiries about how to find a meeting and 470 inquiries from members of the fellowship, other CoDA Committees or among committee members. This quarter the Spanish Toll-Free CoDA line (888-444-2379) fielded 53 calls. The committee’s Policies and Procedures Manual was completely revamped and then fitted into the Board’s guidelines for its organization.

The committee translated items for the Events Committee and World Connections. A flyer for the CoDA Service Conference and International CoDA Convention was translated but never put to use.

Spanish Outreach cooperated with Communications to request that the Twelve Steps and Twelve Traditions Workbook.

Proofreading: Two translations are close to being printed (Twelve Step Handbook and Building CoDA Community) and proofing is underway for another CoDA book, In This Moment. Several additional translated pamphlets (Common Threads of Codependency, Experiences with Crosstalk, Sponsorship, Sponsorship in CoDA, Sponsorship: What’s In It For Me?, and Tools for Recovery) are in the pipeline.

A revision of the Twelve Steps and Twelve Traditions Workbook is also scheduled, so that this basic piece of CoDA literature can be made available digitally.

Webpage: Spanish Outreach continues to ask for guidance to improve the appearance of the Spanish side of the website and to provide working Spanish translations of the meeting Search, Registration and Update pages.

Teleconferences: The committee met 15 times, to discuss proofing, answers to queries and the need to recruit new members to share the workload.

Espcoda: Sixteen new subscribers to the CoDA Spanish announcement list were registered. There are now 354 subscribers.

Accomplishments this quarter: Members met in small groups and reworked the committees Policies and Procedures Manual, an undertaking that brought us closer together as we defined how we carry out the committee’s mission and how we face problems that crop up using CoDA’s Traditions and Concepts of Service.

Spanish Outreach invited members of four potential new CoDA groups to join an online chat to answer their questions as they prepared to open a new meeting. As a result of an unsuccessful attempt to secure the cooperation of Spanish-speaking CoDA intergroups to purchase literature for new meetings we added a line item for the purchase of literature for new groups to our budget proposal for 2017.

**SSC Committee**

Members

Evie S - Chair

Leo C

Dave S

Board Liaison

Mary R

Report

Leo C, the chair of SSC for the last year, stepped down in July. We thank him for his efforts during his many years as a member of SSC and as chair multiple times. Evie S took over as chair in July. Thankfully, Leo has chosen to remain a member of the committee.

SSC’s effort during the last two quarters was focused on the Fellowship Service Manual (FSM) restructure project and preparing for the upcoming CoDA Service Conference (CSC). The goal of the FSM restructure project is to make the manual more relevant and useful to the general fellowship and move certain pieces to more appropriate locations. That effort was approved at the last CSC. The restructured FSM has been divided into 5 separate parts, each focusing on a different aspect of our service structure. Each of these parts can be downloaded and used separately. Two motions related to the project have been submitted for vote at CSC. Hopefully these motions will be approved and the restructured FSM will be available on the [coda.org](http://coda.org/) website before the end of the calendar year.

Although the status of the two Voting Entities Issues (VEIs) assigned to SSC were reported to the Board some time ago, it was never reported in a QSR so they are reported below:

Arizona VEI:

In our Welcome it says: "We attempted to use others - our mates, friends, and even our children, as our sole source of identity, value and well being, and as a way of trying to restore within us the emotional losses from our childhoods.” I don’t want the emotional losses from my childhood restored!! I think the intent is to say that "we attempted to use others to take away the feelings from the emotional losses from our childhoods." It could read like the previous line or: “a way of trying to restore us from the emotional losses from our childhoods.” Intent: To make more sense of that line in the Welcome.

SSC voted to take no action and sent a recommendation to the Board that no action be taken

Pennsylvania VEI:

Recommendation: That the words “or other” be inserted before the final word "systems" in both versions of the Welcome. This would be in the first paragraph of the long version, and the second paragraph of the short version.

Change: It is born out of our sometimes moderately, sometimes extremely dysfunctional family systems.

To: It is born out of our sometimes moderately, sometimes extremely dysfunctional family or other systems.

Intent: To make explicit the discovery so many of us have made, that there are many powerful influences in our society needing our individual reevaluation and sometimes rejection. This is especially clear to those whose families of origin have not been particularly dysfunctional who yet find CoDA to be of invaluable help in our struggles for healthy and loving relationships.

SSC voted to take no action and sent a recommendation to the Board that no action be taken

SSC plans to review the entire current world level CoDA service structure to determine and propose suggested improvements. We are looking for new members to help us with this effort. If you are interested in possibly joining our committee and this effort please contact us at [ssc@coda.org](ssc%40coda.org).

**Translation Management Committee (TMC)**

The committee rebuild continues as we acquaint members with the legal paperwork and procedures necessary for CoDA, Inc. to maintain its legal copyright and intellectual property interests.

We created 3 simplified procedural flow charts (Preliminary Contact for Translation and/or Publication, Translation, and Publication and Distribution Procedures). These charts are a visual aid to explain the work of TMC to those unfamiliar with the many steps necessary for legal documentation to maintain CoDA, Inc.’s copyrights. The flowcharts are being sent to the CoDA, Inc. Board (Board) for review and once accepted we plan to post them on the CoDA website.

The account created on google drive for committee work is functioning well for TMC. Tweaking of its use continues.

The subcommittee made up of two members each from TMC and the Board continues to meet monthly. The 2x2 addresses concerns and questions which arise as we interact with CoDA’s translating and publishing fellowship and as we continue to develop policies and procedures for the functioning of TMC. Our focus continues to be on the Publication & Distribution (P&D) Agreements; their creation, implementation, and renewals.

Greece and Iceland now have signed Translation Agreements. Greece is preparing to move into the Publication and Distribution of their translations.

Southern California (La Puente Intergroup) and Columbia, separately, have sent electronic copies of their translations to be filed with CoDA, Inc.’s literature masters. Southern California’s translations have been sent on to Spanish Outreach for proofreading and then publication by CoRe.

A procedure for naming the legal document files(Translation Agreements, Copyright Assignments, and Publication & Distribution Agreements), in conjunction with the Board, was created to facilitate easier retrieval. SOS is now implementing the naming Protocol.

We welcome anyone 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.

**Members**

Crystal Z – Massachusetts - chair

Madeline R – Florida

Dana D - Oregon (inactive)

Courtney F - Florida

Jose R – Guatemala - co-chair

Mike C – Arizona

**Board Liaisons**

Gerry B

Lorraine O

**World Connections Committee (WCC)**

This quarter, WCC has completely focused on 2016 CoDA Service Conference (CSC) preparations: committee report, next year’s budget, as well as, inviting voting enities to share written reports and present the highlights directly or remotely to Conference.

WCC sent out another Voting Entity-Country Questionnaire Report to world members. Voting entity members are invited to report what has been happening in their areas. In addition, delegates are welcome to share some of the report highlights at CSC. Remote members have been invited to prerecord their reports when time zones are challenging or connect via teleconference and be shown on a screen to the Conference audience. Historically, Conference attendees have reported interest in hearing these reports.

This year, not only written voting entity reports, but audio recordings and PowerPoint presentations can be shared will be compiled into one report and then shared with the Fellowship.

The committee continues to look for additional members to participate full or part time in committee meetings, translation of emails/documents, focus meeting planning and other tasks.

May CSC be all that Higher Power intends it to be.

Respectfully Submitted,

World Connections Committee

Deborah R. - Canada, Estelle G. - South Africa, Florence F. - USA, Geraldine H. - United Kingdom