

CoDA 2nd Quarter Service Report for 2017

Co-Dependents Anonymous, Inc. Hereinafter "CoDA, Inc." or simply
"CoDA"

PO Box 33577, Phoenix, AZ 85067 [602-277-7991](tel:602-277-7991) or [888-444-2359](tel:888-444-2359) www.coda.org

CoDA Board

The board of trustees has been meeting monthly since CSC including a face to face in June.

Our Treasurer, Denny, has had to resign after his wife, Robert, suffered a stroke. We are all hoping for the best, and understand the need to take care of his family. We appreciate all the work he did for the fellowship, and he will be sorely missed. We voted to move Addie from Alternate to Trustee, and she has taken on the duties of Treasurer. We also moved around some liaison responsibilities, to better serve the fellowship. Our meeting time has changed from 7:45 to 8 PM eastern, on the second Thursday of each month. If you would like to watch/listen in to our meeting, please send an email to board@coda.org so we can send you a Skype invitation.

We are continuing our work on the website. We have made decisions on several items regarding the website – 1) we will be replacing the current meeting locator function with a new product that is more user friendly very soon. 2) We will be converting from our current platform (Cold Fusion) to a better, more user friendly, platform. 3) We will be sending out an invitation to within and outside CoDA for interested companies.

The board has been working on improving the communication with the committees and the fellowship. Our workgroups have really helped ease the load on the board, while allowing a focused approach to many things. Two of our initiatives (goals) are being actively worked on, both having to do with structure.

The board will be sending out requests for members who would be willing to be Trustees or alternate Trustees, along with the requirements for being a trustee. We hope you will consider serving on the Board – voting takes place at CSC in October, 2017.

The board began planning for CSC, including possibly audio streaming (at least part) to those requesting access.

Fellowship Forum – This will be a call, inviting any interested parties, to join in discussing items related to the fellowship and also to CSC. The first will be July 22, time to be announced later, to discuss 1. audio streaming at CSC (do you want it? How best to deliver? What do you want to hear, if you want streaming? And 2. Questions you have, and feedback on what you are interested in hearing about and participating in. The next Forum will be on August 5 at 9:30AM Pacific. This one will be discussing some motions that will come to the floor of CSC, and other matters of interest to the fellowship. Please consider attending – we would appreciate input from the fellowship. To receive an invite, send an email to fellowshipforum@coda.org with your name and request.

The board – Mary, Lorraine, Madeline, Gerry, Jen, Addie, Anita

Board - SOS (Our Management Company)

This quarter was busy with several projects, including a Board Face To Face meeting and follow-up.

Accounting: Worked with the Treasurer and Finance Committee Chair for ongoing accounting tasks including daily entries and bank reconciliations. Worked with the Board to identify and secure a new nonprofit CPA for annual 990 taxes. Helped transition the interim Treasurer.

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. Face to Face Prep for June meeting in Phoenix, attendance, as well as follow-up. Assisted in securing event cancellation insurance for the 2017 CSC.

ERRS: Assist Finance with ERR submissions and payments, resulting in timely ERRs payments.

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. No committees worked on this quarter.

Website: We spent a large amount of time working with the board on website solutions and 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.

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@codal.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. The growth of our subscriber

numbers has significantly slowed, & your help in getting the word out is greatly appreciated!

Members can sign up here: <http://www.codependents.org>

If there is ever an issue with the "Email signup" on CoDA.org, the link above should still work.

You can view all past email "blasts" here:
<http://codependents.org/cgi-bin/dada/mail.cgi>

Numbers for subscriptions as of 7/10/17 are as follows:

- Announcements – 5356 (Q1's number was 5263),
- Hospitals & Institutions - 2306 (Q4's number was 2221),
- Quarterly Service Report - 2893 (Q4's number was 2865),
- Co-NNections Weekly Reading - 9031 (Q3's number was 8766)

Highlights of the last quarter for me were 2 upgrades to our software. You may have noticed that the appearance of our emails is greatly improved. We now have approximately 14 color "themes" to choose from. We recently revisited the gc on which color theme to use & felt the brown theme was more readable & we have changed. We are still working with the CoRe webmaster on trying to move the "remove me" button to the top of each email.

My #1 current project is gearing up for my part in making CSC 2017 information readily available to the CoDA fellowship. We are also considering a project to move choosing of which archived emails to send on weeks where there is no new content for the General Announcements list to 2 members of the former CoDA Communications Friday Fellowship Group.

Since the last QSR was written (4/8/17) we have sent out 31 announcements on the Main Announcements list; + the Co-NNections weekly readings.

We have a favor to ask of our members who use Email Providers with "unsubscribe buttons" or links.

On the bottom right of every email we send out there is a button that says,

"Unsubscribe Automatically"

By using that method you can easily unsubscribe from the list with 1 click and no damage to CoDA.

We would greatly appreciate it if you would not use your provider's "unsubscribe" or "spam" button.

There are 2 reasons:

1. Every time someone unsubscribes in that manner, the email provider puts it down as a negative "mark" against CoDA; the more of those they see, the less chance that members wanting to receive our emails will get them.

2. When you push the provider's "unsubscribe" or "spam" button, a paid CoDA "special worker" has to manually unsubscribe you. This takes away from your 7th tradition donations, & from the time that "special worker" has allotted for other tasks for the good of CoDA.

Thank you!!!!

In Service,
Geff R

CoDA Email List Coordinator codalist@coda.org

Board Liaison: Lorraine O, Wa.

CoDA Resource Publishing (CoRe)

The Core Board met via phone conference in April and May, with a F2F in Atlanta in June. The continued focus of the meetings has been to advance the strategic planning goals developed during the February F2F.

The renewed CoDA/CoRe contract has been signed and consequently the Royalty paid to CoDA will be increased from 30% to 40% from July.

As part of our sustainability initiative CoRe is in the process of appointing an Attorney for corporate legal matters as needed and in engaging SOS to write a Procedure Manual.

We published the 12 + 12 Work book in electronic format in both English and Spanish. They are both available in the Kindle store along with InThis Moment, the Spanish pocket edition and the Blue Book. The Workbooks and Blue Book are also available in iBooks. We have reprinted Crosstalk, Carrying the Message and What Is Coda both flat and folded. In July we will be reprinting Am I CoDependent and Attending Meetings as well as the Sponsorship booklet in Spanish.

We are experiencing problems with the e-store website and Doug has been diligently working on trying to resolve them. We are able to take orders via phone and email, and are still operational.

One of the big projects during 2017 Q2 has been to make free literature available to new meetings. We can report the project is up and running. The free literature kit program provides a selection of CoDA literature to 1. New CoDA meetings and 2. All Spanish CoDA meetings

So far, 20 Spanish kits were delivered to CoDA Colombia for distribution and 7 kits were sent out to Spanish meetings in the US. Four new CoDA meetings have applied for kits. We see this initiative as an important way of spreading the word and demonstrating what Spanish literature is available to the fellowship

Also we have teamed up with SPO so as to make What is Coda and Sponsorship in CoDA available for free download from the CoDA website.

We are exploring the cost of printing in large font as requested.

We will continue to meet monthly on concall and our next F2F will be at CSC in November.

Royalties paid during Q2 2017

for Mar 2017

\$9734.47

for Apr 2017 \$8498.42
 for May 2017 \$8369.62
 Total paid to CoDA during Q2 2017 = \$26602.51

7th Tradition pd in Q2 2017 for Q1 2017 = \$335.81

Board: Dagmar M. (Chair), David L. (Print rep), Barbara D. (Treasurer),
 Marcy V. (vice-chair, secretary, e-pub rep), Liliana R. (SPO liaison).

**CoRe
 Publications**

Balance Sheet

	<u>Jun 30, 17</u>	<u>Jun 30, 16</u>
ASSETS		
Current Assets		
Checking/Savings		
Cash		
BB&T	58,502.69	34,673.62
	168,026.1	192,844.2
BB&T IDA	4	2
PayPal Cash		
Balance	5,144.83	5,292.93
Petty Cash	100.00	100.00
Wells Fargo		
Checking	12,142.14	21,112.78
WF Business	103,250.2	102,864.1
Savings	7	9
	<u>347,166.0</u>	<u>356,887.7</u>
Total Cash	7	4
	<u>347,166.0</u>	<u>356,887.7</u>
Total Checking/Savings	7	4
Accounts Receivable		

Customer Accounts		
Receivable	<u>3,122.56</u>	<u>7,570.34</u>
Total Accounts Receivable	3,122.56	7,570.34
Other Current Assets		
Book Inventory		
12 Step Spanish		
Workbook	2,209.48	3,725.26
12 Step Workbook	12,736.69	26,100.08
CoDA Book Pocket		
Edition	15,275.36	3,497.13
CoDA SoftCover		
Book	29,549.53	52,522.69
In This Moment		
Book	17,726.89	21,386.50
Spanish CoDA		
Book Pocket Editio	<u>11,706.70</u>	<u>12,086.20</u>
		119,317.8
Total Book Inventory	89,204.65	6
Deposits in Transit	665.41	391.44
Literature Inventory		
Audio Tapes and		
CDs	901.00	845.71
Booklets	20,907.92	14,358.27
Deposit on		
Purchases	11,300.50	11,300.50
Medallions	20,762.18	22,789.84
Pamphlets	7,214.67	9,081.15
Posters and		
Special Items	2,941.78	3,115.22
Spanish Booklets	8,917.53	1,879.60
Spanish Pamphlets	<u>4,056.97</u>	<u>1,218.20</u>
Total Literature		
Inventory	<u>77,002.55</u>	<u>64,588.49</u>
	166,872.6	184,297.7
Total Other Current Assets	<u>1</u>	<u>9</u>
	517,161.2	548,755.8
Total Current Assets	4	7
Fixed Assets		

	Fixed Assets		
	Computers and Software	9,196.90	9,196.90
	Office Equipment	5,863.83	5,863.83
	x-Accumulated Depreciation	-	-
	Total Fixed Assets	<u>14,407.00</u>	<u>14,116.00</u>
		<u>653.73</u>	<u>944.73</u>
	Total Fixed Assets	653.73	944.73
	Other Assets		
	Deposits and Prepaid Expenses	1,849.06	1,849.06
	Total Other Assets	<u>1,849.06</u>	<u>1,849.06</u>
		<u>519,664.0</u>	<u>551,549.6</u>
TOTAL ASSETS		<u><u>3</u></u>	<u><u>6</u></u>
LIABILITIES & EQUITY			
	Liabilities		
	Current Liabilities		
	Accounts Payable		
	Accounts Payable - Vendors	0.00	45,688.98
	Total Accounts Payable	0.00	45,688.98
	Other Current Liabilities		
	7th Tradition Donations	1,238.14	877.21
	Royalty Payable	5,808.32	7,456.11
	Sales Taxes Payable	39.96	32.44
	Total Other Current Liabilities	<u>7,086.42</u>	<u>8,365.76</u>
	Total Current Liabilities	<u>7,086.42</u>	<u>54,054.74</u>
	Total Liabilities	7,086.42	54,054.74
	Equity		
	y		

	515,610.7	475,932.0
Retained Funds	2	9
Net Income	<u>-3,033.11</u>	<u>21,562.83</u>
Total	512,577.6	497,494.9
Equity	<u>1</u>	<u>2</u>
	519,664.0	551,549.6
TOTAL LIABILITIES & EQUITY	<u>3</u>	<u>6</u>

**CoRe
Publicati
on**

Profit & Loss

	<u>Jun 17</u>	<u>Jun 16</u>
Ordinary Income/Expense		
Income		
e		
Book Sales		
12 Step Spanish		
Workbook	255.00	450.00
12 Step	3,998.0	4,265.0
Workbook	0	0
CoDA Book -		
Kindle	0.00	990.76
CoDA Book	1,345.5	1,116.0
Pocket Edition	0	0
CoDA SoftCover	5,149.0	9,685.0
Books	0	0
Ebook Sales	231.93	253.18
In This Moment	1,172.5	1,300.0
Books	0	0
International		
Kindle Sales	372.99	315.63
ITM Book - Kindle	0.00	207.70
Kindle Sales	722.90	0.00
Spanish CoDA		
Book - Kindle	0.00	6.99

Spanish CoDA		
Book Pocket		
Editio	<u>210.00</u>	<u>391.50</u>
	13,457.	18,981.
Total Book Sales	82	76
Non Book Sales		
Audio Tapes and		
CDs	159.84	150.85
	3,479.8	4,264.0
Booklets	5	5
	2,383.4	2,789.8
Medallions	7	4
		1,248.1
Pamphlets	945.96	2
Posters and		
Special Items	12.50	74.50
Spanish Booklets	72.00	15.00
Spanish		
Pamphlets	<u>16.20</u>	<u>0.72</u>
	7,069.8	8,543.0
Total Non Book Sales	2	8
Other Income Items		
Other Income		
Account	0.00	0.46
Over and Short	0.00	0.00
Service Items		
Copied	<u>43.90</u>	<u>38.80</u>
Total Other Income		
Items	43.90	39.26
S and H Charges		
	2,177.1	2,356.4
New Shipping	<u>7</u>	<u>5</u>
Total S and H	2,177.1	2,356.4
Charges	<u>7</u>	<u>5</u>
	22,748.	29,920.
Total Income	71	55
Cost of Goods Sold		

Cost of Books		
12 Step Spanish Workbook	69.49	138.91
12 Step Workbook	672.85	972.44
CoDA Book - Kindle	0.00	0.00
CoDA Book Pocket Edition	212.15	150.93
CoDA SoftCover Book	1,108.08	3,192.46
In This Moment Book	205.78	245.78
ITM Book - Kindle	0.00	0.00
Spanish CoDA Book - Kindle	0.00	0.00
Spanish CoDA Book Pocket Editio	25.42	54.76
	<u>2,293.77</u>	<u>4,755.28</u>
Total Cost of Books	7	8
Cost of Literature		
Audio Tapes and CD's	22.43	17.41
Booklets	614.02	776.92
	1,316.6	1,482.0
Medallions	2	2
Pamphlets	451.18	593.67
Posters and Special Items	3.08	18.36
Spanish Booklets	26.15	4.65
Spanish Pamphlets	9.39	0.43
	<u>2,442.87</u>	<u>2,893.46</u>
Total Cost of Literature	7	6
Other Cost of Sales		
Printing	<u>854.00</u>	<u>0.00</u>

Total Other Cost of Sales	854.00	0.00
	<u>5,590.6</u>	<u>7,648.7</u>
Total COGS	4	4
Gross Profit	<u>17,158.07</u>	<u>22,271.81</u>
Expense		
Distribution Center Costs		
Distribution Contract	2,583.94	1,892.87
Distribution Rent	875.00	875.00
Distribution Utilities	364.99	362.71
Postage and Shipping	2,292.13	1,922.21
Total Distribution Center Costs	<u>6,116.06</u>	<u>5,052.79</u>
Order Processing Center Costs		
Order Processing Contract	1,937.96	1,419.65
Total Order Processing Center Costs	<u>1,937.96</u>	<u>1,419.65</u>
	6,014.8	7,662.6
Royalty to CoDA, Inc. Various Administrative Expenses	1	0
Accounting Services	580.00	570.00
Amazon Expenses	0.00	397.11
Bank Charge Monthly PayPal	30.00	31.80
Bank Charges Credit Card	80.00	0.00
Service Fees	58.67	61.87

	Credit Fees on		
	PayPal	552.33	607.62
	Group Discount	478.26	0.00
	Other	1,700.0	
	Professional Fees	0	500.00
	Returned Checks		
	and Refunds	320.91	0.00
	Travel and	2,533.4	
	Meetings	3	0.00
		<hr/>	<hr/>
	Total Various		
	Administrative	6,333.6	2,168.4
	Expenses	0	0
		<hr/>	<hr/>
		20,402.	16,303.
	Total Expense	43	44
		<hr/>	<hr/>
		-	
		3,244.3	5,968.3
	Net Ordinary Income	6	7
	Other Income/Expense		
	Other Income		
	Interest Income	16.35	26.25
		<hr/>	<hr/>
	Total Other Income	16.35	26.25
		<hr/>	<hr/>
	Net Other Income	16.35	26.25
		<hr/>	<hr/>
		-	
		3,228.0	5,994.6
	Net Income	1	2
		<hr/> <hr/>	<hr/> <hr/>

Communications Committee

Quarterly Service Report, 2nd Qtr., 2017

Membership

Core Committee

Comm@coda.org

Allan B.

Kaga Co-Chair

John R., Chair

Permanent Working Groups

CoDA Email Team Bizcet@coda.org

Allan B.

Lesa A

John S

Jack L

Cphone Cphone@coda.org

Allan B.

Dan D.

Jeanne B

Friday Fellowship Items Review Group ffig@coda.com

(Now serving advisory role to Mail List coordinator

Tina Z

Dan R.

Associated CoDA contractors

Mail List Coordinator
Meeting & phone coordinator

Board Liaison

Anita F.

Cphone:

Calls coming now simultaneously ringing private phones of the two active volunteers. An additional volunteer is coming on board.

CoDA Email Team (CET):

Have two volunteers interested in joining the depleted ranks of those able to respond to emails sent to info@coda.org.

Friday Fellowship Item Review Group:

Friday Fellowship Items were published every week for 10 weeks beginning April 14.

It was then suspended as a weekly effort due to lack of additional authors and the difficulty maintaining focus only on CoDA content by reviewers given the short timeframe of the weekly series.

The Items published are accessible at: <http://codependents.org/cgi-bin/dada/mail.cgi/list/main/>

Some members of the review group have taken on advising the Mail List coordinator in choosing materials from the archives to publish when there is no other content needing to be published on CoDA Announcements.

Core Committee:

The committee is continuing the work of three or four 2016 CSC delegates attempting to clarify the meeting designation information in the meeting handbook.

Since the committee's work requires extensive interaction with functions provided by Co-Dependents Anonymous, the Corporation, the committee is preparing a motion to establish a task force that would clarify boundaries and the respective roles of the Fellowship, especially Fellowship committees and corporate entities.

Co-NNections Committee

This quarter the Co-NNections committee amended the CoDA Policy and Procedure Manual to make it current and to insure it accurately reflects our mission. The committee continues to study our policies & Procedures Manual and our coda.org committee page for accuracy, clarity and improvement.

We rewrote descriptions of the Committee functions and mission for the Co-NNections page in two places. As well as in the Trusted Servants area of coda.org. In addition, we updated the language in the Fellowship Service Manual for the same purposes.

We have submitted all the second quarter approved committee meeting minutes to the board for web site storage.

Our service positions continue as chair: Don B Southern California, Geff R vice chair Washington, Andreas M liaison to the Committee of the whole from Meeting in Print, United Kingdom and Switzerland.

We now have eleven members on the Coda Co-NNections Committee.

Our most challenging issue this quarter was the crash of coda.org and the breaking of the submission link on the Co-NNections page. The crash and break changed the flow of Fellowship Recovery Stories from a steady flow to a trickle. Both the Weekly Reading subscribers and the readers of Meeting in Print were profoundly impacted. Despite this challenge the Fellowship contributed enough original recovery writings and Weekly Reading was able to send out a original work each week. Both Weekly Reading and Meeting in Print supply of recovery stories was reduced and by June 30, 2017 have not regained their first quarter healthy flow of fellowship participation.

The Meeting in Print Subcommittee

Meeting in Print created a new copyright waiver to include text, audio and video submissions and a new Fellowship Guidelines for audio and video submissions. Both Documents were GC'd by the committee of the whole and approved by the Board of Trustees.

The third issue of Meeting in Print is published. You can read it on the CoDA website here:

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

Meeting in Print continues their quarterly issues and have already laid out the next three issues for 2017 publication. The Subcommittee will add audio and video fellowship submissions to future issues. In addition to submissions in audio and video the Meeting in Print publishes longer fellowship recovery stories, poems and art. Fellowship member's submissions can be sent here: mip@coda.org.

The Weekly Readings Subcommittee

Has emailed an original inspirational story of recovery from the fellowship every week. 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!

As of 6/30/17 we have vetted new submissions which will be published weekly either on Monday or Tuesday. We continue to offer help to authors when appropriate. When accepted a member of the subcommittee volunteers to help authors edit their stories for weekly publication.

You can always view the current weekly reading at

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

And older readings can be viewed here (2015-2017):

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

And here (pre-2015):

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

The Book Work Group

Continues to work on the creation of a CoDA Book of Co-NNections recovery stories drawn from archived writings on Co-NNections at coda.org. Currently the Book Work Group consists of five service workers. Who are combing the Co-NNections archives for recovery writings. The group has created a Work Book Group Google Doc which The work group is using as a template.

In Service, Don B Co-NNections Committee Chair

CoDA Co-NNections members, Subcommittees, Work Group and Voting Entities:

- 1 Andreas - Meeting in Print, United Kingdom and Switzerland
 - 2 Beth - Weekly Reading, Pennsylvania
 - 3 Dan - Book Work Group, Spain
 - 4 Don - Weekly Reading, Meeting in Print and Book Work Group Southern California
 - 5 Geff - Weekly Reading, Washington
 - 6 Jasmine - Book Work Group and Weekly Reading Spain
 - 7 Laurel - Weekly Reading, Utah
 - 8 Manuela - Book Work Group and Weekly Reading, Washington
 - 9 Maureen - Book Work Group, Minnesota
 - 10 Resa - Meeting in Print, Minnesota
 - 11 Tracey Book Work Group Connecticut
- CoDA Board of Trustees Liaison Madeline R
- CoDA Board of Trustee Alternate Liaison Anita F

Events Committee

CoDA Events Members:

Yvonne K - NorCal - Chair, Katherine T – Arizona – Vice Chair, Kevin M – New York – Treasurer, Kathy -Pennsylvania – Registrar, Florence F - Maryland – Secretary, Kirk - NorCal – Technical, Sharon - SoCal - Speakers and Workshops, Addie M. - Board Liaison.

The Events Committee met monthly for April, May and June and we will be going to bimonthly starting in July. We have a Board signed hotel contract for 2018 San Diego CoDA Service Conference (CSC) and International CoDA Convention (ICC) at Crowne Plaza Hotel - October 7th to October 15th 2018. We are currently working on the Tapers Contract for the Speaker and Workshop meetings. We sent announcements out for important deadlines and request for Speakers and Workshop Leaders.

We have approved Lisa B. from Nevada as our Facilitator this year. We are currently working on a food package and will send out more information when it is finalized. We have made a group conscience decision to eliminate a Friday lunch and only have a Friday dinner (in place of the usual Saturday dinner) and a Sunday Brunch. Saturday will be a free day to enjoy food options outside of the hotel.

The CoDA Board has approved our template for Speaker waivers. We are working on updating our records in regards to past speaker waivers so that we can continue to offer their tapes for sale.

We are also working on updating our committee description for the Fellowship Services Manual (FSM) and will be submitting motions at conference.

Finally, in preparation for 2017, we have reviewed and are making some changes in regards to the 2016 ICC and CSC Survey results. If you would like the full report you may email a request to events@codas.org.

2016 CoDA Service Conference, annual business meeting, Survey Highlights

There were 21 responders, of which, 16 were delegates (29 delegates attended the 2016 CSC).

Using the 7th Tradition Donations

63 % felt that morning coffee SHOULD NOT BE funded

81% felt that the recruitment lunch SHOULD BE funded (while there is no budget for 2017 lunch, Events Committee has proposed each committee donate \$50 so we can pick up sandwiches and bring them to hospitality suite on Tuesday.)

Frequency for CoDA Meetings

66% would like CoDA meeting before and after CSC every day.

15% wanted a CoDA meeting at lunch

In other words, the majority do not want a CoDA meeting over lunch.

Electronic versus Printed Delegate Package

53% felt the electronic delivery of the delegate package was good

14% felt the electronic delivery of the delegate package was poor

In other words, the majority is satisfied with downloading or receiving the package electronically.

Finance Committee

April, May, and June, 2017

During the 2nd quarter the committee met 3 times using the new product made available by the board for videoconferencing. We worked on a set of **Guidelines for establishing and working a rotation for funding face to face CoDA Committee meetings.** We presented this to the chairs forum for input and approval and are sending it on to the Board. It is our desire to present a budget for 2018 based on this proposal which will allow some committees to have a face to face each year on a rotating basis instead of each committee's budget not funding. The

new process will be overseen by a 2x2 workgroup from Finance and the Board. Although we think we have covered most of the issues, it is something that will need to be refined as we find issues as it is implemented.

We said good-bye to our friend, Board Liaison, and Treasurer, Denny H. who resigned from the CoDA Board in June. We welcome Addie M. as our new Board Liaison and Treasurer. We are assisting in the transition as she takes on this new role.

We have processed 7 ERRs for trusted servants this past quarter and have about 7 more in the process. We have identified several glitches and have worked on correcting them.

Michael C has been attending Finance Committee meetings as TMC Liaison to Finance. If you are interested in joining the Finance committee, please contact us at Finance@codas.org or the finance chair at FinChair@codas.org.

Respectfully submitted by the Finance Committee
Lou L Chair, Barbara D, Jack S, Loretta D and Thuy K.
Addie M, Board Liaison and Treasurer of CoDA, Inc.

2016-17 (revised 9/16)

Finance Liaison assignments,	Primary	Backups.
Board:	Lou	Jack
Communications (Comm):	Lou	Thuy
Co-NNections:	Jack	Loretta
Events:	Barb	Thuy
Finance:	Lou	
Hospitals & Institutions (H&I):	Loretta	Jack
Issues Mediation (IMC):	Loretta	Thuy
Literature (CLC):	Lou	Jack
Outreach:	Barb	Thuy
Service Structure (SSC):	Jack	Thuy
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)

The Per Diem for 2017 for face to face meetings has stayed the same (\$51/day). For CSC in Minneapolis, MN, it will increase to \$64/ day. The mileage rate for 2017 has dropped to \$0.535 per mile.

Hospitals & Institutions Committee (H&I)

This quarter, our committee had three regular teleconferences. We still are having some struggles with the Microsoft Office 365 products provided by CoDA. The challenges are around accessing documents on the OneDrive (or SharePoint) for some of our members. Despite the challenges, we have made solid, but slow, progress on our Service Info website page. We gained a new member.

We had 124 requests for information or literature came via USPS. There were no email requests for literature and only a few email requests for information. Sixty-nine letters were sent and all emails were answered. These new requests came from 20 different facilities (5 facilities new to our records).

Literature ordered in Q2 2017			
Piece of literature	English	Spanish	Total
Co-Dependence Anonymous Book	102	4	106
12 Steps & 12 Traditions Workbook	71	2	73
Standard Packet (a set of pamphlets and booklets CoRe donates)	16	1	17
Institutional Meeting Handbooks	7	2	9

Total			205
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Donations of \$192.40 to the Books for Inmates and Institutions were received this quarter. One of these was directed to a specific institution.

We added 5 new sponsors in the Inmate Sponsorship Program. (HOORAY!) These have been matched to sponsees. Many more are needed and are not easily found.

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 Jim B. at inmatesponsorship@codas.org and ask for an application and more information will be sent to you. We want to thank our current and future sponsors.

Committee members:

Kathy L.	IL-Chairwoman, snail mail corresponding secretary (assistant LDC)
Lou L.	IL-Email corresponding secretary, LDC.
Jim B.	CA-Institutional information provider, Inmate Sponsorship Coordinator
Deborah B.	CA-assistant snail mail corresponding secretary
Bruce H.	FL-new member
Jen L.	Board Liaison

Issues & Mediation Committee (IMC)

No report submitted

Literature Committee

We hold monthly teleconference meetings with good attendance. During July's call we considered the many topics that Service Structure, Finance, and Chairs' Forum have proposed.

In June, three of us had a teleconference with Lou L., our Finance Committee liaison, during which we learned of the proposed rotation of face-to-face meetings of committees over three-year periods.

In August, four of our members will be meeting in California to work on a project entitled *Traditionally Speaking*. We have another project currently underway with a working title of *Growing Up in CoDA*.

We are efficiently sharing the chair responsibilities.

Members: Judi T., Terry d., Barbara L., Alyse J., Leslie C.

Teresa M., Scott P., Joan O'C.

Board of Trustee liaison Anita F.

Outreach Committee

The Outreach committee meets the third Sunday of the month. We have been doing better in Skyping or calling in than the last quarter. We still have problems finding the invitation link so I have been having to resend it just before the meeting.

The Professional Work Group, with help from many counsellors and other professionals, has completed the Professional Brochure and is planning to

bring it as a motion to conference. We have contacted SPO and a group in Canada to have it translated into both Spanish and French, as well. A new “Blast” to the CoDA fellowship for input on reaching out to professionals, has been sent. We are now looking for ideas not only in reaching out to professionals, but also ideas for a question- and- answer brochure to give to newcomers.

The committee has received some submissions but we welcome more. Our submission form link, unfortunately stopped working so with the help of Gerry B., we have a temporary one until it is decided what will be done about the website.

Members of the Outreach Committee have been looking at the Goals and Objectives from last year to decide what is doable before Conference and what will have to continue working on this coming year.

Members of the Outreach Committee include:

Sharon B., Florence F., Renu B., Charles Z., Gregory B., Allan B., Betsy B., Jay G.

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 proofs items that are about to be reprinted by CoRe. SPO also helps Spanish speakers to set up new CoDA meetings and order literature. SPO redirects inquiries about the translation of CoDA materials to the Translation Management Committee. SPO manages the Spanish announcements list, **Espcoda**.

Members: Eilyn P/Costa Rica, Marlyn P/Venezuela, Veronica A/Spain, Linda A/SoCal, Carlos G/Spain, Gabriela O/Chile **Co-Chairs:** Eilyn P/Costa Rica and Marlyn P/Venezuela.

Outreach activity: Spanish Outreach exchanged 657 messages, including 43 inquiries about how to find a meeting and 62 inquiries from members of the fellowship and other CoDA Committees. The remaining 522 messages consisted of discussions between committee members. This quarter the Spanish Toll-Free CoDA line (+1 888-444-2379) fielded 29 calls.

Proofreading: At the request of the Board, translated documents are being proofed for posting on the website as downloadable documents. SPO also submitted '*Sponsorship in CoDA*' and '*What is CoDA?*' to CoRe.

Webpage: To date, SPO has not seen any action on the matter of the \$8,000 expenditure approved at the 2016 CoDA Service Conference for the improvement of the Spanish side of the CoDA, Inc. website.

Teleconferences: We met 8 times this quarter, including once, on May 3rd, with the liaison and alternate liaison.

Espcoda: Nine new subscribers to this CoDA Spanish announcement list were registered. There are now 383 subscribers.

Accomplishments this quarter: Despite being in a transitional period due to the training of two new members, the departure of two other members, a change of Board liaison and the search for new members, the committee provided the Spanish versions of several downloadable documents for the CoDA website.

SSC Committee

Members

Evie S, SoCal - Chair

Dave S, PA

Leo C, SoCal

Renu B, Australia

Sara J, AZ

Board Liaisons

Primary – Addie M

Backup – Mary I

Report

The New York Voting Entity (VE) was notified that their VE Issue (VEI), to make No Crosstalk mandatory at CoDA meetings, was not approved. They were also notified that, according to our VEI procedure, if they so choose they may bring this issue as a motion to the CoDA Service Conference (CSC).

A number of corrections were made to the Fellowship Service Manual (FSM) fixing errors that happened over the past 6 years. These corrected versions are available on the CoDA.org website.

Unfortunately, Renu was not able to join us for our June 23-25 face to face (F2F) meeting. We successfully completed our agenda during the F2F including reviewing the entire FSM for areas needing improvement. New FSM versions will be presented for approval at CSC.

During the F2F we also discussed at length the problems we see at the CoDA Inc. service level and proposed a number of suggestions on how CoDA Inc. might move forward with fixing these problems. Any such improvements will focus on our primary spiritual aim, which is to carry the message to other codependents who still suffer, and on making the most efficient use of our financial resources. All such suggestions are currently being reviewed with the Chairs Forum or with the Legal Group. Hopefully some of these will be brought to CSC for approval.

We are always looking for new members to join our committee. If you are interested please contact us at ssc@coda.org.

Translation Management Committee (TMC)

The committee, in conjunction with the CoDA Board, continues to develop and refine the legal paperwork and procedures necessary for CoDA, Inc. to maintain its legal copyright and intellectual property interests. This process is ongoing.

The Board has also decided to have 2 Board members as active participants on TMC. The plan is to have interlinking of responsibilities between CoDA Inc and TMC to smooth the process of translation and copyright applications. 2x2 meetings with the CoDA board also continue.

The Board continues to work through the procedural flow charts (Preliminary Contact for Translation and/or Publication, Translation, and Publication and Distribution Procedures) and the TMC Policies and Procedures Manual. Once this process is complete we hope to have them posted on the CoDA website.

There have been issues in the past with royalty payments not being paid on literature published elsewhere in the world. This is now being discussed along with the Finance committee and the CoDA Board to understand how best to collect royalty payments from outside the USA. This process needs to be simple and affordable for all.

Two members continue to attend the Committee Chairs monthly meetings.

We have been lucky enough to receive funding to hold a committee face to face meeting this year.

TMC is currently responding to requests from Mallorca, Brazil, Greece, Colombia, Russia, Spain and Guatemala. P&D Agreements with UK and Canada are also currently being renegotiated.

As always 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.

Members

Crystal Z – Massachusetts - chair

Courtney F - Florida

Jose R – Guatemala -

Michael C – Arizona- co-chair
Su E - UK
Gerry B - Board active participant
Madeline R - Board active participant

World Connections Committee (WCC)

We are currently restructuring our committee and would like anyone interested in reaching out to the International community to contact us at wcc@coda.org. Our next meeting will be: September 30, 2017 at 11:00 AM Arizona Time.