**CoDA 3rd Quarter Service Report for 2017**

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/)

Because of the upcoming CoDA Service Conference (CSC), all reports in this document are the fall 2016-17 reports that were created for the 2017 CSC.

**CoDA Board**

**Letter to the Fellowship from the Trustees**

Dear Members of CoDA,

The CoDA Board of Trustees are honored to have the job of supporting the Fellowship. We have found this year to be productive and challenging, fun and sad, but most of all rewarding.

We had a year where we lost our Treasurer due to his husband’s stroke and the recovery from that. We miss Denny and his humor and strong program. With that, Addie moved from Alternate to Board Member and became our Treasurer. She has embraced this position and is doing a great job.

We had a crash of our website, which added to the frustration of the platform we were using, as well as our frustration with the web designer. We agreed we needed to get it up and running immediately but also to begin to find a way to transition to a new platform, while not renewing our contract with the web designer. This brought a sigh of relief, but also a lot of work!

We had a wonderful donation from CoRe of $10,000! Thank you to them for the boost to our funds. Our 7th Tradition funds continue to decline; we are hoping we will increase those as word of our Mobile APP and donation site spread.

We started the Fellowship Forum in the desire to increase communication with the Fellowship, and found it to be a great addition to our outreach. We have added a Spanish Forum, and know it will bring more to the conversation.

We have to say goodbye to two of our board members, Lorraine and Gerry, as their terms are up. We are going to really miss their experience, recovery and leadership. We wish them everything good in life and know they will continue to do service in CoDA.

We continue to work hard to assist in spreading the message of recovery. We challenge ourselves and each other, always with the Steps and Traditions in mind. It has been a wonderful year and we are grateful to the Committee Chairs and the CoDA Fellowship for their support. This is a team effort and we are stronger because of you all.

**Thank you,**

**Your board – Addie, Anita, Gerry, Jen, Lorraine, Madeline, Mary**

**2016-2017 Board Accomplishments**

CoDA Board of Trustees Mission Statement

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

**Board Accomplishments** -**prioritized by initiatives in the Strategic Plan**

* **Initiative 1 – Website**
* **Initiative 2 – Board Policies and Procedures**
* **Initiative 3 – Professional Service Provider Policy**
* **Initiative 4 – CoRe Relationship**
* **Initiative 5 – Alternative to Participating at the Conference in Person**
* **Initiative 6 – Develop Service at All Levels of the Fellowship**
* **Initiative 7 – Communications/Public Information**
* **Initiative 8 – International**
* **Initiative 9 – Reassess the CoDA Committee Structure**

**Initiative 1. New Website**

**Goal: To create a modern, usable website with a robust meeting search component.**

* The board determined the current website with CMS platform was not working for us. A new website with a more user friendly and adaptable platform, similar to other Twelve Step Organizations, is the
* The goals for this transition will include the following:

 Better search engine, better meeting locator, user friendly, more eye catching and inviting, more drop down menus, ability to easily add more features as we grow.

***Action Plan:***

1. Through a bidding process, the Board Workgroup selected and the Board of Trustees hired a new web development company to work with Co-Dependents Anonymous. This was done using an existing request for proposal (RFP).
2. We have established a workgroup of 4 people (1 board member and 3 members of the Fellowship) with appropriate experience in computer design. This group will oversee the project from beginning to end, verifying everything works before release.
3. This workgroup, in conjunction with the Board of Trustees, will decide on how best to manage the new website in the future.

**Initiative 2. Policies & Procedures
Goal: to create a professional policies and procedures manual for the Board of Trustees and each Committee.**

* Completed the annual update of the Board Policies and Procedures (P&P) Manual, we will be adding a section for CSC information.
* There are 5 committees that still need a completed P&P Manual. SOS is a resource to assist in getting this done. This can take as little as an hour on the phone with Conni using the template we have.
* Contracted with DocHub to make contract signing faster and easier. We have used this throughout the year very effectively.
* Created a Board Action Item list, to encourage and facilitate completion of responsibilities.

***Action Plan:*** Remainder of committees encouraged to complete theirmanuals.

**Initiative 3. Professional Service Provider Policy**

**Goal: To create a contract and policy for both independent contractors and professional service providers.**

* Policy was completed February, 2015
* Contracts from Fellowship Service Workers obtained and in the legal repository. Established contract templates for other outside contractors.

***Action Plan:*** Use contract template and policy for future contractors.

**Initiative 4. CoRe Relationship**

**Goal: To finalize the CoRE/CoDA contract and review relationship ongoing.**

* Created a Workgroup (2 members from each) to discuss ongoing relationship
* Board Liaison and Chair attended CoRe’s March F2F meeting to foster greater connection; Liaison attended CoRe F2F in June to continue growing our relationship.
* 2017 contract was signed with increased royalty to CoDA from 30% to 40% in July.
* Relationship greatly improved.

***Action Plan:*** Continue to build relationship and communication.

**Initiative 5. Alternatives to Participating at the Conference in Person
Goal: Find ways to allow members to participate in the annual CSC without attending in person.**

* The Board researched and put into place a technology solution for committees and the board (MS365).
* We have invited countries that are unable to attend to record reports and they will be played during CSC.
* We have audio streaming capability at this year’s conference and will also record and post for listening at a later time.

***Action Plan:*** The board will continue to work on identifying and testing technology to allow Voting Entities to attend via technology as well as eventually voting remotely.

**Initiative 6. Develop Service at All Levels of the Fellowship (sponsoring/mentoring/service)**

**Goal: To develop next generation of Trusted Servants and service workers, educate, messaging and increase awareness.**

* Outreach has put a lot of work into developing a resource guide which will be very helpful for this Initiative.
* The Board is currently identifying Fellowship vs. Corporate issues for streamlined service and a greater focus on Fellowship needs.

**Initiative 7. Communications/Public Information**

**Goal: To streamline communications within the organization – internally, externally, meetings and international and standardize messaging.**

* Changed from one Legal Liaison to a workgroup. This has expedited solving legal issues and has given clearer direction on when items are settled within the board and when to send to Attorneys.
* Created a workgroup for TMC and Board to expedite the agreements of countries wishing to translate, publish, and/or distribute CoDA Literature. This workgroup has really improved the communication between TMC and the Board.
* Board workgroup was created for open discussion time. We share our frustrations, successes, ideas and thoughts with each other and build a better bond. No motions or votes are done during these work groups.
* Changed from PayPal to Giving Wise Solutions, creating a more direct donation opportunity and easier accounting. They have created an application for making donations on our website and have added a mobile app as well in both Apple and Google play stores (more information coming on the app!)
* Updated QSR guidelines for QSR Liaison to create a standard format for the QSR.
* The board has simplified the way to get changes on the website done in a standardized way, with most changes done within a week.
* The goal of External Communications is still a long-term goal.
* Created the Fellowship Forum, to discuss issues affecting the Fellowship and to increase awareness of what is done in committees. This is expanding into a Spanish Fellowship Forum.
* During F2F meetings, the Board began inviting the local Fellowship in to a Q&A in the evening and will continue doing this whenever possible. During our face to face in Seattle, we met with the local Fellowship.
* Communication and relationships with committees is greatly improved.

***Action Plan:*** We continue to look for ways to connect and communicate effectively with the Fellowship.

**Initiative 8.** **International**

**Goal: To streamline communication and resources with international members, create resources and organize FSM with intergroup and VE’s.**

* To create more support mechanisms for International Groups.
* Translation services for CSC being done this year is Spanish. Next year more may be added depending on requests.
* Need to create more opportunities for International participation.
* Discussion continues on ways to better serve International Members.

**Initiative 9.** **Reassess the CoDA Committee Structure
Goal: To strengthen communications with committees; to create oversight and transparency for the Board and Fellowship for the work committees are tasked with.**

* We see the disconnection between the Board and the Committees.
* Our goal is to have regular communication between the Board Liaison and the Committee Chairs, including monthly updates to the Board Secretary from the Board Liaisons.
* The board supports the Chair’s Forum addressing this topic.
* There is Board participation at every Chair’s Forum call.

**Call For Board Service**

* Number of Trustees was 7 Board members for the 2016/2017 fiscal year.
* Looking for an additional 6-8 Trustees and Alternates.
* Need full Board complement for efficient and effective communication between Fellowship and Board of Trustees.
* Please consider applying for Board service by Wednesday. Applications are on the table or online in the delegate package.

CoDependents Anonymous, Inc

PROFIT AND LOSS
January - July, 2017

TOTAL

INCOME

4020 DONATIONS - 7TH TRADITION 22,647.42

4020.1 Donations- ERR 78.34

4020.2 Donation Directed H & I Books 2,650.00

4020.3 Donations-CoRe 10,000.00

Total 4020 DONATIONS - 7TH TRADITION 35,375.76

4030 INTEREST INCOME 82.92

4060 ROYALTY INCOME 53,719.48

4070 CONVENTION Income 6,928.19

Total Income $96,106.35

GROSS PROFIT $96,106.35

EXPENSES

7000 OPERATING EXPENSES

7005 Bank Service Charges 165.34

7005.1 EB Fees 266.30

7005.2 EB Payt Processing 184.59

7005.3 PayPal Fees 36.35

Total 7005 Bank Service Charges 652.58

7010 Copying & Printing 103.95

7015 Postage & Shipping 1,207.10

7020 Supplies 59.37

7025 Telephone, Electonic Conferencing 1,131.73

7035 Other Expenses -29.20

7040 Web Domain & Hosting 1,197.37

7045 Software Purchases 1,914.77

Total 7000 OPERATING EXPENSES 6,237.67

7100 EVENTS

7110 Events Misc. 379.34

Total 7100 EVENTS 379.34

7300 Contract Services

7302 Fellowship Workers 2,619.44

7305 Management Consultants 20,790.00

Total 7300 Contract Services 23,409.44

7304 Website Developer 5,100.00

7350 Legal & Professional

7350.1 Legal Fees 1,725.00

7350.2 Accounting,Tax Prep,Audit Fees 558.63

7350.3 Bond Expense 1,379.45

Total 7350 Legal & Professional 3,663.08

8500 Travel

8510 General Travel Exp. 940.24

8510.1 AirFare 5,252.35

8510.2 Lodging 5,343.84

|  |  |
| --- | --- |
|  | TOTAL |
| 8510.3 Meals | 2,241.18 |
| 8510.4 Mileage | 234.98 |
| 8510.5 Misc. Travel Expenses | 502.51 |
| 8510.6 Parking | 111.37 |
| Total 8510 General Travel Exp. | 14,626.47 |
| Total 8500 Travel | 14,626.47 |
| 9999 Uncategorized Expenses | 254.65 |
| Total Expenses | $53,670.65 |
| NET OPERATING INCOME | $42,435.70 |
| NET INCOME | $42,435.70 |

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Cash Basis Friday, September 15, 2017 06:33 AM GMT-7 2/2
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**Board - SOS (Our Management Company)**

OVERVIEW OF SOS-ASSOCIATION MANAGEMENT SOLUTIONS

**SOS-Association Management Solutions** was founded in 1995 and is a woman owned and operated business. SOS has demonstrated experience managing associations of 80 – 700+ members and annual budgets of $40,000 - $1,000,000+. We currently have nine professionals on staff at our offices in Scottsdale, Arizona. Each client is supported by an Account Executive who serves as the “point person” for the client and oversees the daily operations and strategic vision of the organization. Additionally, each client has access to the experience, expertise and collaboration of the entire staff. Through daily huddles and regularly scheduled staff meetings, the SOS staff collectively brainstorms ideas, discusses challenges, and resolves issues for all of our client organizations. Professional development and continuing education is encouraged and supported for all staff, particularly in areas that will benefit our clients. For instance, we have three Certified Nonprofit Accounting Professionals on the team and our bookkeeper is a QuickBooks Pro Advisor.

SOS is an **accredited** association management company through the *AMC Institute* ([www.amcinstitute.org](http://www.amcinstitute.org)) – one of only 81 companies in the U.S., **and the only one in Arizona**. This accreditation is based on the American National Standards Institute (ANSI) *Standard of Good Practices for the AMC Industry* and demonstrates the experience, commitment and ability to deliver the highest level of professional management services to clients. Measurable performance practices include contracts and service delivery; employee recruitment, resources for training and professional development; and financial management and internal controls, among others. For more information about our company, please check out our website at [www.sossolutions.org](http://www.sossolutions.org).

Our core competencies, which we are continuously developing and improving, include:

* effectively leading and managing nonprofits;
* planning and implementing successful events and meetings;
* inspiring passion, teamwork and leadership;
* building sustainable relationships;
* thinking strategically and fostering collaboration, creativity and innovation;
* providing accountability, reliability and focus; and,
* providing “the personal touch” for each of our client organizations.

One of our strengths is our size. SOS is small enough to provide the personal touch and focused attention to each of our clients, but we also have the ability to grow alongside the organizations we serve. SOS is uniquely qualified to handle organizations of all sizes and structures, including affiliates, chapters, local, state, national or international associations.

**MANAGEMENT SERVICES FOR CoDA – with percentage of hours used**

**1. Policies and Procedures (P/P) (2%) –** ongoing maintenance of all policies and procedures.

* **Board Policies and Procedures –** creation and maintenance of all Board P/P.
* **Professional Service Provider Policy -** To create and maintain a contract and policy for both independent contractors and professional service providers
* **Committee Policies and Procedures –** creation and maintenance of all Committee P/P.
* **Fellowship Services Manual (FSM) –** assist with maintenance of the FSM

**2.**  **Legal/Agreements (8%) –** track agreements, name and facilitate signing as they come in, assist with legal issues, as needed

* Assist with tracking of all agreements, including countries and individuals.
* Assist with Archiving Project - including storage, distribution (i.e., digital storage and legal distribution)
* Assist with History storage and display.
* Work with TMC on contract development and tracking.

**3. CSC/Events support (17%) –** attend CSC and assist with technology, motions, board support, events support, as directed.

**4. Website (25%) –** ongoing maintenance and updates of website and working website liaison.

**5. Office Location and Communications (7%) –** storage and assistance with communications.  Provide corporation phone support and headquarters, as needed. We answer phone calls from the Fellowship asking for assistance with finding meetings and general inquiries.

**6.  Board and Committee support (23%) –** work with the Board and the Committees, as directed, including working with the board on moving forward with their strategic plan.

**7.**  **Bookkeeper Scope of Work (18%)**

SOS is responsible for all bookkeeping, including:

1. Cash Disbursements & Receipts
	1. Review expense reports for accuracy, obtain signature approvals per CoDA Policies, send to Treasurer for payment, record transactions in online accounting system, and record progress in tracking system;
	2. Compile documentation for paid invoices and contract payments;
	3. Ensure that all invoices/expenses/deposits are coded to the appropriate G/L account and uses the appropriate tracking number;
	4. Verify vendor account balances and statement, handle vendor inquiries and account discrepancies;
	5. Prepare Payables – assisting to pay all CODA bills in a timely manner.
	6. Maintain an up-to-date account balance of all cash disbursements and cash receipts.
2. Independent Contractors
	1. Obtain copy of signed contract;
	2. Obtain tax ids and current addresses for yearly 1099 tax preparation;
	3. Reconcile and prepare annual 1099 tax statements to be sent to contractors by end of January;
	4. Prepare submission of the 1096 and work with Treasurer and CPA to sign and submit by end of February. Copies to be sent to Treasurer and Finance Committee.
3. Financial Statements & Audit
	1. Prepares preliminary Financial Statements, retrieves financial records, generates financial summaries and provides backup documentation as needed by the CPA in order to prepare annual 990 and other returns as necessary. Copies to be sent to Board Treasurer and Finance Committee.
4. General Tasks
	1. Alert Treasurer of any irregularities or errors on bank accounts, merchant accounts and other credit card charges;
	2. Maintain historical records, i.e., scanned legal, invoices, contracts, etc. by scanning and filling documents;
	3. Provide input and follow accounting policies and procedures;
	4. Provide input and follow workflow as provided by CoDA, Inc.;
	5. Perform other duties as assigned from time to time by the Board.

**SOS-ASSOCIATION MANAGEMENT SOLUTIONS
THIRD QUARTER REPORT**From June-October, 2017
As of October, 2017

This quarter was busy with several projects, including prep for CSC.

**Accounting:** Worked with the Treasurer and Finance Committee Chair for ongoing accounting tasks including daily entries and bank reconciliations. Helped transition the new 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. Assist in CSC preparation including audio streaming, board report and other details.

**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. CoNNections P&P received and formatted for continuity.

**Website:** Worked with the website liaison to create a process for tracking website changes and to insure timely and efficient website 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**

**Please let your meetings know about our lists**, it is one of our most effective methods to communicate with the fellowship!

If everyone in this room could go back to your home group & let that meeting know about the email lists; our subscriber base would likely grow dramatically!

To sign up for any of our email lists, please go here:
http://www.codependents.org/ or here <http://coda.org/index.cfm/emailsignup/>

You can view all past sendings from all 4 public lists in our archives here: <http://www.codependents.org/> Please click on the list of interest, & then you can either browse or search past emailing’s.

This year’s highlights for your Email List Coordinator include:

**1.** Several software updates, including appearance related functionality

**2.** We’ve continued to have absolutely no confirmed hacks or break-ins**.**

**3.** A continued expansion of my job duties especially my role in CSC preparation & appointment to the QSR coordinator position.

4. Working with Paul N, The IMC-Vel on CSC delegate education.

5. Please see the “Goals” report for a detailed look at priorities moving forward. The 2 main goals for the email list coordinator position are to significantly grow our subscriber base & in collaboration with others standardize the CSC preparation process.

**For the majority of the last 3 ½ years Lorraine O. has been the email list board liaison. I greatly appreciate her support & her service to the fellowship & will miss her as her board term expires with this year’s CSC.**

At this time, we have 4 main public lists:

1. General CoDA Announcements

2. Co-NNections Weekly Reading

3. Hospital & Institutions

4. Quarterly Service Report (QSR)

I also maintain a yearly CSC Delegate list, do some of the admin work for CSC under the board’s direction, function somewhat as an “email switchboard” (many members reply directly to the lists rather than to the links; so I forward to the appropriate CoDA entities), encourage committees to communicate with the fellowship, send out quarterly “local events” emails, & re-use older still relevant “blasts” per the board’s request on weeks where there is nothing new. I make sure we are in compliance with USA email law & etiquette, attempt to maximize subscriptions & deliverability, am vigilant regarding security issues & insure we are in compliance with our web host’s terms of service.

Between the cut-off for last year’s CSC reporting (10/11/16) to the cutoff used for this report (9/9/17) we have sent 93 Emails on the main CoDA announcements list.

When the email lists started in 2009, our total subscriber base was 135 members receiving the QSR.

Currently the #’s on the 4 main lists are as follows as of the evening of 9/9/17:

Main Announcements List: 5380 (was 5125 on 9/10/16)

Co-NNections Weekly Reading List: 9176 (was 8315 on 9/10/16)

QSR List: 2901 (was 2751 on 9/10/16)

H&I List: 2369 (was 2123 on 9/10/16)

We also are hosting an interactive email list for the Spanish CoDA community on codependents.org using different software called Mailman. And finally, we have several closed limited lists for internal use, including a delegate list, & a list for all committees & volunteer service workers.

To all CoDA committees: The email lists are there for you to communicate with the CoDA fellowship. While Communications & the Board have primary responsibility for the content of the General Announcements list (along with what the board has assigned to the independent contractor), all other committees are also strongly encouraged to make use of it! Please send any submissions either directly to me at codalist@coda.org or codalist@codependents.org

 In Service,

 Geff R

 CoDA Email List Coordinator

**CoDA Resource Publishing (CoRe)**

Introduction

Our Mission

CoDA Resource Publishing, Inc. (CoRe) is a not for profit service arm of CoDA, Inc,. Our mission is to reach codependents who still suffer through the experience, strength and hope shared by other codependents in our literature.

CoRe does this by publishing and selling literature developed and approved by CoDA, Inc, and is available in print and increasingly on a variety of electronic platforms. We publish in both English and Spanish. Additionally, we provide recordings of speakers from various CoDA events and create and sell recovery medallions to celebrate recovery milestones.

Financials :

* Paid CoDA $89,861 in Royalty Payments for 2016 and $54,276 for Jan-July 2017. This represents approximately 57 % of CoDA’s income
* Made a voluntary $10,000 7th Tradition donation to CoDA in April 2017
* Collected 7th Tradition donations made via the CoRe estore on behalf of and dispersed to CoDA $2,394  in 2016 and $1,052 Jan-July 2017
* Volunteered to increase the Royalty to CoDA from 30% to 40% effective from August 2017. In August alone this resulted in an extra $2,500 paid to CoDA in royalties.
* Detailed accounts, Profit & Loss and Balance Sheet are in the delegate packet and available for download from the website

Major Accomplishments

Held a professionally facilitated Strategic Planning Meeting with fellow stakeholders at F2F in Denver N.C. in Feb 2017

We came up with a long list of wishes and goals which we then rationalised to eight major initiatives and put them in order of priority

Our key Initiatives

1 Develop new website and online bookstore

2 Develop a Marketing Plan

3 Improve internal relationships with CoDA

4 Evaluate our Operations

5 Ensure sustainability of CoRe

6 Expand our literature offer

7 Explore new technologies

8 Offer free literature starter kits

Have made significant progress in several goals, namely:

# 1 Create a New website and online bookstore

designed to appeal to a wider audience interested in codependency as well as to the current fellowship.
We see this as a way of increasing sales and attracting new people into the fellowship

Engaged SOS to develop an RFP for new website and online bookstore designer and webmaster. We have engaged a contractor from a shortlist of 3 and the work is underway

Current status and expected completion

#3 Internal CoDA Relationships

* Improve and increase communication in the fellowship, in particular with Literature Committee, Spanish Outreach committee and the CoDa board
* Representatives from Lit Comm and SPO were invited to the Strategic Planning Meeting
* We now have a dedicated liaison in CLC, SPO and H&I
* Two of our CoRe board are Spanish speakers and hold regular meetings with SPO in Spanish as well as working closely with them on proofing new Spanish translations
* Liaison to the CoDA board is on our email alias and attends and participates in every CoRe board meeting

# 5 Ensure Sustainability of the Corporation

Have engaged an Attorney to review the ByLaws which are outdated with a view to bringing the new ByLaws to CSC 2018

Have engaged SOS to draft a Policies and procedures Manual for CoRe and to ensure that we are and in compliance with all financial and regulatory requirements of a not-for-profit corporation

Have reviewed and renewed the CoDA/CoRe Contract

# 6 Expand our literature offer

Expanded our epubs offer to include the 12 step workbook in both Spanish and English, and the Pocket Blue Book (Libro Azul Ed. Bolsillo) in Spanish

All these publications are available for purchase in both Kindle and iBook formats.

As the Literature is updated and translated, we will convert more of it to e-formats, to increase the availability for codependents in all parts of the world. Epubs represent a considerable saving on print and shipping costs

Expanded our offer of Spanish literature to include:

* CoDA Welcome
* 12 Steps Handbook
* Welcome to CoDA
* What is CoDA?
* Building CoDA Community
* Sponsorship in CoDA
* Attending Meetings
* Common Threads of Codependence
* # 8 Provide free literature starter kits

As end of August 2017, we have provided 12 free English starter kits valued at more than $50 each to every new meeting which has registered since June 2017.

We have also provided approximately 70 Spanish starter kits valued at more than $35 each to any Spanish meeting inside or outside the US which requests them. Some are delivered to Intergroups/Voting Entities for distribution, like Colombia and the SoCal Spanish Intergroup. Others are sent directly to individual meetings. SPO has designed an explanatory letter and order form to include with the shipments.

Closing remarks:

Work continues on these initiatives already commenced and we will then start on the remaining ones, the timeline is 3 years.

**We need help!**

Our board consists of 5, David is retiring from World Service and Barbara and Dagmar have completed a busy three years and are up for re-election. That leaves Liliana and Marcy who have made major contributions in their first year of service with CoRe. We also have room for up to 3 alternates to help with the workload and familiarise themselves for future service. Pease consider joining us in this important work by standing for our board as a Trustee or Alternate. Complete an application form or chat with one of us. We will be holding a recruitment get together on…

**Jan - Jul 17**
**Ordinary Income/Expense**

**Income**

**Book Sales**
**12 Step Spanish Workbook** 4,156.00
**12 Step Workbook** 40,282.00
**CoDA Book Pocket Edition** 7,509.00
**CoDA SoftCover Books** 54,925.00
**Ebook Sales** 1,235.99
**In This Moment Books** 10,839.92
**International Kindle Sales** 1,007.88
**Kindle Sales** 5,052.21
**Spanish CoDA Book Pocket Editio** 2,761.50
**Total Book Sales** 127,769.50
**Non Book Sales**
**Audio Tapes and CDs** 1,834.16
**Booklets** 30,546.75
**Medallions** 19,831.62
**Pamphlets** 7,465.56
**Posters and Special Items** 346.00
**Sales Refunds** -10.50
**Spanish Booklets** 1,306.95
**Spanish Pamphlets** 726.94
**Total Non Book Sales** 62,047.48
**Other Income Items**
**Other Income Account** 42.60
**Over and Short** 10.53
**Service Items Copied** 402.90
**Spanish Items Copied** 64.35
**Total Other Income Items** 520.38
**S and H Charges**
**New Shipping** 19,995.59
**Total S and H Charges** 19,995.59
**Total Income** 210,332.95

**Cost of Goods Sold**

**Cost of Books**
**12 Step Spanish Workbook** 1,340.07
**12 Step Workbook** 7,608.61
**CoDA Book Pocket Edition** 1,088.40
**CoDA SoftCover Book** 14,037.57
**In This Moment Book** 2,066.35
**Spanish CoDA Book Pocket Editio** 399.90
**Total Cost of Books** 26,540.90

**Cost of Literature**
**Audio Tapes and CD's** 256.02
**Booklets** 5,465.28
**Medallions** 10,786.57
**Pamphlets** 3,390.85
**Posters and Special Items** 85.08
**Spanish Booklets** 430.65
**Spanish Pamphlets** 484.79
**Total Cost of Literature** 20,899.24

**Other Cost of Sales**
**Inventory Adjustment** -1,350.71
**Printing** 1,876.00
**Total Other Cost of Sales** 525.29
**Total COGS** 47,965.43

**Gross Profit** 162,367.52

**Expense**

**Distribution Center Costs**
**Distribution Contract** 15,503.07
**Distribution Rent** 6,125.00
**Distribution Supplies** 988.99
**Distribution Utilities** 4,177.48
**Postage and Shipping** 18,628.55
**Total Distribution Center Costs** 45,423.09
**Order Processing Center Costs**
**Order Processing Contract** 12,315.62
**Total Order Processing Center Costs** 12,315.62

**Royalty to CoDA, Inc.** 54,275.53

**Various Administrative Expenses**
**Accounting Services** 2,710.00
**Bank Charge Monthly PayPal** 230.30
**Bank Charges** 278.00
**Contributions** 10,000.00
**Credit Card Service Fees** 476.09
**Credit Fees on PayPal** 4,573.13
**Group Discount** 6,832.44
**Insurance** 1,534.00
**Office Expenses** 707.43
**Other Professional Fees** 6,200.00
**Returned Checks and Refunds** 666.29
**Travel and Meetings** 16,841.21
**Total Various Administrative Expenses** 51,048.89

**Total Expense** 163,063.13

**Net Ordinary Income** -695.61
**Other Income/Expense**
**Other Income**
**Interest Income** 115.66
**Total Other Income** 115.66
**Net Other Income** 115.66

**Net Income -579.95**

**ASSETS**
**Current Assets**

**Checking/Savings**
**Cash**
**BB&T** 58,400.71
**BB&T IDA** 168,040.41
**PayPal Cash Balance** 1,309.28
**Petty Cash** 100.00
**Wells Fargo Checking** 11,839.53
**WF Business Savings** 103,402.91
**Total Cash** 343,092.84
**Total Checking/Savings** 343,092.84
**Accounts Receivable**

**Customer Accounts Receivable** 8,212.32
**Total Accounts Receivable** 8,212.32

**Other Current Assets**
**Book Inventory**
**12 Step Spanish Workbook** 2,017.46
**12 Step Workbook** 11,939.17
**CoDA Book Pocket Edition** 15,233.17
**CoDA SoftCover Book** 28,621.40
**In This Moment Book** 17,616.59
**Spanish CoDA Book Pocket Editio** 11,640.47
**Total Book Inventory** 87,068.26
**Deposits in Transit** 791.10
**Literature Inventory**
**Audio Tapes and CDs** 872.20
**Booklets** 23,289.59
**Deposit on Purchases** 11,300.50
**Medallions** 19,031.00
**Pamphlets** 9,733.17
**Posters and Special Items** 2,934.03
**Spanish Booklets** 8,856.98
**Spanish Pamphlets** 3,901.03
**Total Literature Inventory** 79,918.50
**Total Other Current Assets** 167,777.86

**Total Current Assets** 519,083.02

**Fixed Assets**
**Computers and Software** 9,196.90
**Office Equipment** 5,863.83
**x-Accumulated Depreciation** -14,407.00
**Total Fixed Assets** 653.73

**Other Assets**

**Deposits and Prepaid Expenses** 1,849.06
**Total Other Assets** 1,849.06
**TOTAL ASSETS 521,585.81**

**LIABILITIES & EQUITY**

**Liabilities**
**Current Liabilities**
**Other Current Liabilities**
**7th Tradition Donations** 918.26
**Royalty Payable** 5,618.71
**Sales Taxes Payable** 18.07

**Total Other Current Liabilities** 6,555.04

**Total Current Liabilities** 6,555.04

**Total Liabilities** 6,555.04

**Equity**

**Retained Funds** 515,610.72
**Net Income** -579.95
**Total Equity** 515,030.77

**Communications Committee**

Mission Statement for CoDA Communications Committee

• Focus on improving communications up and down the inverted pyramid within the World CoDA Fellowship

• Work towards ensuring that every codependent throughout the world will have access to all the CoDA information that is important to them

• Work towards ensuring that all people within the World CoDA Fellowship have a better understanding of what is involved in making the fellowship work

• Provide a mechanism for two way communication with codependents in distant or isolated locations, particularly those without active communities or voting entities to support them

• Address those areas of communication not currently handled by the Outreach Committee

Chair: John – Pennsylvania – solidfooting@coda.net

Co-chair: Kaga – Virginia

Allan B: California

Permanent Working Groups

CoDA Phone (cphone) Cphone@coda.org

Allan B.

Jeanne B

CoDA Email Team (CET) Bizcet@coda.org

Allan B.

Lesa A

John S

Jack L

Friday Fellowship Items Review Group ffirg@coda.com

(Now serving advisory role to Mail List coordinator

Tina Z

Dan R.

Associated CoDA contractors

Mail List Coordinator Geff

Meeting & phone coordinator Joan O.

Board Liaison Addie M.

Cphone responds to requests to speak to a CoDA volunteer and the CoDA Email Team, responds to emails sent to info@coda.org The Committee also has provided support to the Mail List Coordinator, providing content for CoDA Announcements

Cphone receives one or two calls a day during most of the year because in the past year we have established a phone menu that directs calls about routine matters. These go to CoRe, for literature or donations, to the Events Committee for Conference and Convention matters (in place soon), to the phone coordinator for referral to an appropriate committee and to our association management company for help finding meetings. Cphone volunteers’ phones ring if callers choose the option to speak to a CoDA volunteer about what CoDA and CoDA meetings are like.

The Email Team responds to about a dozen emails a week, replying to all of the same issues, referring to appropriate committees when needed.

The most common topics demanding a more personal response are:

I can’t figure out how to find a meeting on the website

I don’t have internet access to look meetings up

I want to start a meeting

I have an issue with my current meeting (such as how to handle 7th tradition, disruptive people, or tradition violations)

I want to know more about CoDA and see if I am a co-dependent.

Both Cphone and CET seek to improve the accuracy of meeting and contact information and, along with the Committee, to improve communication throughout the Fellowship. An example of Committee action is our Motion at this Conference to enable Voting Entities to have access to CoDA Announcements for general communication to the rest of the Fellowship.

The Committee attempted to establish a weekly informative email program on CoDA Announcements called Friday Fellowship Items. A review group was formed to vet any CoDA content in the Items since we are obliged to take care with what is sent out on Announcements. The effort was sustained for ten weeks but then suspended because nearly all writing had been done by one member and additional “voices” had not joined the effort. Reestablishing it, or something like it, will be part of committee discussion.

**Co-NNections Committee**

**Discussion Items:**

The Co-NNections Committee works to inspire the fellowship through publication of the **Weekly Reading** and the **Meeting in Print** as well as a forthcoming book of collected recovery stories. We encourage the fellowship to submit new, inspirational articles relating to recovery from codependency.

This year, Co-NNections updated its *Policies and Procedures Manual,* to ensure that it accurately reflects our mission. We continue to study our *Policies and Procedures Manual* and our website pages for accuracy and clarity. We rewrote descriptions of the Committee’s functions and mission in two places, the Co-NNections page and the Trusted Servants Area of coda.org, and brought a motion to update the committee’s description in Sections 1 and 5 of the ***Fellowship Service Manual***. We submitted all approved committee meeting minutes for the year to the CoDA Board of Trustees for website storage.

Our most challenging issue this year was the crash of the CoDA website, complicated by the broken 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. The supply of recovery stories, for both **Weekly Reading** and **Meeting in Print**, was reduced and, as of late August 2017, had yet to recover the healthy flow of participation seen in the days before the web site crash. Despite this challenge, the Fellowship contributed enough recovery writings to permit the **Weekly Reading** subcommittee to send out recovery stories each week.

The **Meeting in Print Subcommittee** produces quarterly issues. It created a new copyright waiver to include text, audio and video submissions as well as a new Fellowship Guideline for audio and video submissions. Both documents were group conscienced by the committee of the whole and approved by the Board of Trustees. The fourth issue of **Meeting in Print** is completed and awaits publication by the Web Master. The third issue of **Meeting in Print** has been published. You can read it here on the CoDA website: <<http://connections.coda.org/index.cfm/mip/>>, <http://connections.coda.org/index.cfm/mip/>. The Fellowship’s audio and video submissions will be added to future issues. In addition to submissions in audio and video, the **Meeting in Print** subcommittee 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 inspirational story of recovery from the Fellowship every week. To subscribe to the readings, go here: <<http://www.codependents.org/>> <http://www.codependents.org/> and to submit an article to the **Weekly Reading**, please go here: <<http://connections.coda.org/index.cfm/submit-article/>> <http://connections.coda.org/index.cfm/submit-article/>.

Everyone has a story that can help another. Simply address the following questions in your submission: "What was it like? What happened? What's it like now?", or write about a codependency recovery topic that interests you, such as sponsorship, boundaries, service, communication, working the Steps – the possibilities are endless!

New issues of **Weekly Readings** will be published weekly, either on Monday or Tuesday. When an article is accepted, the authors are notified. When the subcommittee declines a submission, a member of the subcommittee volunteers to help authors edit their stories for publication. To see the current weekly reading, go to: <<http://connections.coda.org/>> <http://connections.coda.org/>. Older readings can be viewed here (2015-2017): <<http://codependents.org/cgi-bin/dada/mail.cgi/list/connections/>> <http://codependents.org/cgi-bin/dada/mail.cgi/list/connections/> while even older, pre-2015, readings can be found here: <<http://connections.coda.org/index.cfm/categories/>> <http://connections.coda.org/index.cfm/categories/>

The **Book Work Group** continues to select archived writings from codependents.org to create a new CoDA book. To facilitate this process, the group created a Google Doc template.

**Committee Meetings**

Both the entire Co-NNections committee and **Weekly Readings** have monthly-bimonthly video conference calls. **Meeting In Print** has done much of its work via video conferencing and email.

We hope to continue to grow the committee and have our first face to face meeting in 2018.

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

Andreas M., Switzerland and the United Kingdom

Beth H., Pennsylvania

Don B, Southern California, (Chair)

Geff R., Washington, (Vice Chair)

Jasmine P., Spain

Laurel H, Utah

Manuela S., Washington

Maureen R., Minnesota

Resa G., Minnesota

Madeline R., Board of Trustees Secretary and Liaison, Florida

Anita F., Alternate Board Member and Alternate liaison, Utah

**Events Committee**

**History and Purpose:**

Committee Responsibilities

CoDA Events Committee has a variety of duties involving the organization and management of the annual CoDA Service Conference (business meeting) and the International CoDA Convention (workshops and speaker meetings), also known as the CSC and ICC, respectfully. In conjunction with the CoDA Board, CoDA Events Committee recommends the date, location, and hotel. The CoDA Service Conference (CSC) and International CoDA Convention (ICC) is announced two years in advance.

**Committee Membership**

|  |  |
| --- | --- |
| Yvonne K | Chair |
| Katherine T | Vice Chair/Volunteers |
| Florence F | Secretary |
| Kevin M | Treasurer |
| Kathy H | Registrar |
| Kirk L | Technical/Vendors |
| Sharon A | Speakers/Workshops |

Key Findings from 2016 CSC Survey

21 responded, 16 were delegates

Represents 55% response given there were 29 delegates in attendance

Question: Using the 7th Tradition Donations

44% felt that morning coffee SHOULD NOT BE funded 81% felt that the recruitment lunch SHOULD BE funded

Electronic versus Printed Delegate Package

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

Delegate Package announcements and packaging

81% felt that a separate file for motions would be ideal

75% felt that a separate file for budgets would be ideal

75% felt a “check back date” posted on the delegate page would be ideal

69% felt that a separate file for reports/goals would be ideal

43% felt they received too many CoDA Announcements about the delegate package updates

Based on feedback, Events Committee recommended to the Board that Separate zip files be created

Files are only loaded once into the zip file

All revised files be listed as a single file with revision date listed for clarity

Link to survey details:

[https://nonprofit12steorganiza‑](https://nonprofit12steorganiza-)[my.sharepoint.com/personal/eventschair\_coda\_org/\_layouts/15/guestaccess.aspx?docid=1177b9560b15c4c4f](http://my.sharepoint.com/personal/eventschair_coda_org/_layouts/15/guestaccess.aspx?docid=1177b9560b15c4c4f) ae7487941968f92e&authkey=ARL\_pLdoVVeoF9LonxMrVes

International CoDA Conference, workshops/speaker meeting, Summary There were 200 surveys sent to registered 2016 ICC attendees 71 replied.

Improving the workshop experience:

77% felt a microphone in each room would greatly improve the workshop experience.

62% felt giving the handouts to attendees at the door, not passed around the room would greatly improve the

workshop.

59% felt posting the handouts on the coda web prior to conference would greatly improve the workshop.

CoDA Meeting Frequency

31% felt that having no CoDA Meetings was acceptable because the workshops were enough

15% felt that there should be CoDA Meetings every 90 minutes

46% felt that CoDA Meetings should be offered during the day before and after workshops and at lunch.

Should we continue the raffle

42% said the raffle should be a regular event at the conference 31% had no opinion

7% said no.

Should speakers be requested to not use projectors and powerpoint presentations

88% felt the speaker should be the one to decide which tools they use for their presentation, e.g powerpoint presentation

Here is the report:

[https://nonprofit12steorganiza‑](https://nonprofit12steorganiza-)

[my.sharepoint.com/personal/eventschair\_coda\_org/\_layouts/15/guestaccess.aspx?docid=118a08d4078b9475](http://my.sharepoint.com/personal/eventschair_coda_org/_layouts/15/guestaccess.aspx?docid=118a08d4078b9475) 28fdfaab3f62b416b&authkey=AaAzoH7vjiuvPbOp4RPhSDs

.

**Finance Committee**

Throughout the year we have worked with the bookkeeper to approve ERRs for CoDA’s trusted servants attending the CoDA Service Conference (CSC), board meetings, and face to face (F2F) committee meetings. We approved and paid all ERRs from the Oct CSC before the end of 2016. We updated our online ERR submission forms for Expense Reimbursement Requests (ERR) to reflect 2017 changes. There is a separate form for travel expenses and non-travel expenses incurred by our trusted servants. The Advance form is still a PDF that is submitted to ERR@CoDA.org.

Because of the budget restraints in the past, the Finance Committee developed some guidelines to rotate committees having face to face meetings each year. This will allow each committee to plan to have a face to face at least once every three years. The guidelines were developed and accepted by the Chairs Forum and received the Board’s support. Committees who wish to will submit a budget request for a face to face with their annual budget. Monies for all committee face to faces will be combined into a general face to face account (pool) and allotted to committees based on the rotation. There will be some additional funds in this pool to provide for additional members on committees, and other unforeseen needs.

For the current year the Per Diem rate remained at $51. For CSC being held in Bloomington, MN, the rate is $64. The mileage rate for 2017 is $0.535 per mile.

We are in the process of assembling the budget requests received from the board & committees and will present it to CSC for approval. We updated and provided a template for committees to help them develop their budgets. At CSC last year the proposed redefinition of the Prudent Reserve was accepted and will be $250,000 for 2018.

The Finance committee recruited 1 member at CSC last year who is acting as a representative from another committee to the Finance Committee. We found a new member this spring. We want to acknowledge the help we have received from our board liaison and treasurer, Denny H. In June, Denny had to resign for personal reasons and Addie M took on his role as treasurer and board liaison for the Finance Committee. Thank you, Denny, Addie, and all of the members of the committee who have served during the year: Barbara D, Loretta D, Lou L, Jack S, & Thuy K. Michael C has represented Translation Management Committee at many of the Finance Committee meetings this past year. We will be recruiting more members at CSC to serve on this committee.

In Service for the codependent who still suffers,
Lou L, Chair

**November is coming.**

November is Gratitude Month. Will you and your CoDA meeting participate in Gratitude Month by collecting an extra donation for CoDA, Inc. in gratitude to CoDA and your Higher Power for the recovery you have experienced? You may make a donation at our website <http://coda.org/index.cfm/donate/>, or by sending a check to CoDA, Inc., P.O. Box 33577, Phoenix, AZ 85067-3577.

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

The information in this report covers the time interval between July 1, 2016, and August 31, 2017. September 2017 information will be added when the report is given at CSC.

Actions toward 2016-2017 Goals:

1. Maintain the Books for Inmates and Institutions Program and inmate correspondence.
	1. Received 384 specific requests for literature or information
	2. Sent 233 response letters
	3. Heard from an average of 25 different institutions per quarter
	4. Received requests from 43 facilities we have never heard from
	5. Literature sent:

|  |
| --- |
| **Literature July 2016-August 2017** |
| **Piece of literature** | **English** | **Spanish** | **Total** |
| Co-Dependence Anonymous Book | 377 | 22 | 399 |
| 12 Steps & 12 Traditions Workbook | 299 | 20 | 319 |
| Standard Packet(a set of pamphlets and booklets CoRe donates) | 48 | 8 | 56 |
| Institutional Meeting Handbooks | 25 | 0 | 25 |

 8 CoDA “libraries” were also sent

* 1. Received $3,698.61 in donations to Books for Inmates and Institutions. Five of these donations totaling $168 were directed to specific institutions.
1. Continue and grow the Inmate Sponsorship Program: After one year without one we have a new Inmate Sponsorship Coordinator. There are 7 sponsors- 5 female and 2 male, actively sponsoring 12 sponsees- 7 female and 5 male. An active Sponsorship Coordinator will be able to serve the sponsors, so we hope this to grow even more. We have several waiting to be sponsored.
2. Maintain the H&I webpage on the CoDA website: We have been working as a committee on rewriting and updating the information that is on the “Service Info” page. This is what we have been spending the bulk of our time on at our regular (and one special) meetings.
3. Update “Books for H&I” donation form on the CoDA website as needed: This has been done once or twice this past year to make sure we get the information we need.
4. Regular communication with the CoDA community (through the H&I email subscription list): We have sent out a few announcements asking for help with committee work and making the need for inmate sponsors known. We have also invited anyone on this list to attend one of our meetings each quarter. We have had two takers with fruitful information exchange.
5. Get more members: We started the last year with 4 members, (1 gained at CSC) and lost two of these. We have recruited 2 more from among our email subscribers’ list.
6. Maintain H&I P&P Manual: We have made several procedural changes and have not updated yet.
7. Continue to build our database through those responding to the H&I survey that is offered to all new email subscribers: The offer to complete the H&I questionnaire upon subscribing to the H&I subscribers’ list was down for a while coincident with the website crashing. It is back up and we get 1-3 responses a month requesting more information.
8. Develop a list of facilities in which there are known to be CoDA meetings along with contact persons: We are trying to do this, but find that we do not get notified when the meetings stop or the contact person changes. None of these can be registered CoDA meetings, because they must be closed to members outside the facility. We keep a running list of this info when we become aware of it.
9. Develop an H&I Handbook: No work has been done on this. It will be on the agenda for the F2F meeting we will have in 2018.
10. Have any new H&I print materials available in Spanish: We have had no new materials this year.

Additional accomplishments:

1. Met 10 times via teleconference.
2. Developed and posted on the H&I Service Info page on the website a few FAQs re: starting meetings in facilities.
3. Worked with CoRe regarding a new payment procedure for Books for Inmates and Institutions.

We appreciate and thank the following for the help and encouragement we received from them:

 Jen L., or Board liaison; Barbara D., our liaison to the CoRe Board; the CoRe Board; Joan O. CoDA Fellowship Service Worker; the CoDA members who serve as inmate sponsors; Darlene H. and Terry D. who served on our committee; each CoDA member who serves the codependents who still suffer in institutions and facilities; each CoDA group or donor to the Books for Inmates and Institutions program; and our current committee members:

 Bruce H., FL member at large

 Deborah B., CA Assistant Corresponding Sec’y

 Jim B., AL Sponsorship Coordinator

Kathy L., IL Chair, Corresponding Sec’y

Lou L., IL Email Corresp. Sec’y and Literature Distribution Coordinator

**Issues & Mediation Committee (IMC)**

CURRENT MEMBERS:

Gail S. (NV – Nevada) (Chair)

Nancy O. (CT - Connecticut)

Greg B. (MN - Minnesota)

Paul N. (GA -Georgia) (VEL – Voting Entity Liaison)

Liliana R. (Colombia)

Board Liaison: Jen L (AZ – Arizona)

The Issues Meditation Committee continued to meet monthly on the third Thursday (and whenever necessary) by teleconference call and to go over various specific issues. We did not have a f2f (Face to Face) this year.

**ISSUES MEDIATION COMMITTEE MEMBERS:**

The 2016 – 2017 Issues Mediation Committee (IMC) was elected at the 2016 CSC in October.

The members voted in were:

* Returning members – Gail S. (3rd year), Nancy O. (2nd year)
* New 2017 Members – Greg B., Paul N. and Liliana R. We did not lose any members in 2017.

2016 we lost one member to illness and one to death.

**IMC 2017 CASES:**

* We are happy to report that we did not receive any inquiries/concerns from various groups and/or intergroups!
* The previous year we had a total of 8 inquiries/concerns. This is a huge improvement from previous year!
* There are no unresolved cases from prior year(s).
* In 2013 IMC created “Dealing with Disagreements Process” to assist the still suffering codependents at all levels of service to use to open up healthy dialogue to resolve their challenge(s). This year upon suggestion by a former IMC member, we created and posted on the [CoDA.org](http://CoDA.org) website a “Dealing with Disagreements” printable brochure
* <http://coda.org/default/assets/File/Literature/Dealing> With Disagreements TriFold.pdf

**VOTING ENTITY SPLIT:**

No requests were submitted for Voting Entity Division/Split.

VOTING ENTITY ISSUES (VEI’s): **Definition:**

* Voting Entity Issues are those issues that are formed as a result of a group conscience process at the Voting Entity level.
* They are not submitted in Motion form since they are usually assigned either to the Board or to a Committee for further action

There were eight VEI’s assigned at 2016 CSC.

**VEI: 2016 CO.01 (Colorado)**

Colorado CoDA would like to suggest a change to our seal. With service being such a huge part of our recovery, placing it as one of the legacies on our seal and coin could possibly alert new members to its importance too. This would involve moving “Self” to the same side with “Respect” becoming “Self Respect” and putting “Service” on the 4th side. See artwork suggestion below.

**Result: Tabled**

**VEI: 2016 CO.02 (Colorado)**

Colorado CoDA has used our closing prayer for over 20 years in our VE. We’ve had previously put in a VE issue to have it shared in the Fellowship Service Manual as a closing prayer for the entire fellowship to learn and use if they so choose. It was turned over to the Literature Committee – who denied our request because they claimed CoDA does not use the word “God” in their prayers. That is simply not true. We would like to see the following prayer be added to the FSM under CoDA closing prayers CoDA Recovery Prayer God helps me to - Accept other people as they are, Recognize my own feelings, Meet my own needs and Love myself just as I am.

**Result: Tabled**.

**Motion was presented to CSC 2016 and then tabled by CO to take back to their fellowship.**

**VEI: 2016 CO.03 (Colorado)**

We voted against the Roman Numerals being changed on the coins. We believe that the motion was confusing and that examples of what the changes were going to look like needed to be presented. It was one of the last motions heard on the floor and we don’t believe the will of the fellowship was represented. We are requesting that the 2015 motion be reconsidered and brought back to the floor for further discussion.

**Result: Motion came to CSC 2016 floor and did NOT pass.**

**VEI: 2016 NY.04 (New York)**

In order to maintain the safety of Co-DA meetings, now and for future generations: It is moved that what has been known as the No Crosstalk/No Feedback “guidelines” be elevated to one of the core principles of what defines a Co-DA meeting. The principal of No Crosstalk/No Feedback shall be incorporated into the opening format and read aloud at all Codependents Anonymous meetings, worldwide.

**Assigned to SSC:**

* This VEI requested “the No Crosstalk/No Feedback “guidelines” be elevated to one of the core principles of what defines a CoDA meeting. The principal of No Crosstalk/No Feedback shall be incorporated into the opening format and read aloud at all Codependents Anonymous meetings, worldwide.”
* SSC voted to take no action since we felt that it violated Tradition 4: “Each group should remain autonomous except in matters affecting other groups or CoDA as a whole."
* SSC sent their recommendation to the Board and once the Board’s agreement was received SSC notified the New York delegate.

**Result: Resolved.**

**NY may now bring this issue as an actual motion to the CSC 2017**

**VEI: 2016 NorCal.05 (Northern California)**

CSC/ICC to be held in July each year. Events Committee to determine specific dates within the month of July.

**Result: Tabled**

**VEI: 2016 MA.06 (Massachusetts)**

That no State, Country, or Voting Entity be considered to have surrendered their rights to Representation and Voting at the CoDA, Inc. World Service Conference (in spite of any affiliation) without having surrendered those rights in writing to CoDA, Inc.

**Assigned to Board**

**Outcome: Resolved**

* From QSR (Quarterly Service Report) 2017 Q1
* The Board agrees that no State, Country, or Voting Entity gives up its rights to representation and voting at CoDA Service Conference.

Included below is the portion of the By-Laws that is relevant to this issue.

* Link to QSR 2017 Q1:

[http://coda.org/default/assets/File/QSR's/2017%20QSR's/QSR](http://coda.org/default/assets/File/QSR%27s/2017%20QSR%27s/QSR) Q1 2017 final.pdf

**VEI: 2016 SoCAL.07 (Southern California)**

That CoDA World pursue the possibility of obtaining a group exemption letter from the IRS (Form 1023) which would allow Intergroups and Voting Entities to receive automatic IRS recognition as a non-profit entity. Assigned to Board Outcome: Resolved

* From QSR (Quarterly Service Report) 2017 Q1
* The board of trustees has responded to the SoCal VEI (voting entity issue) The CoDA Board of Trustees was assigned the SoCal voting entity issue, asking for CoDA, Inc. to apply for a group exemption for all VE's/inter-groups. After much investigation, including a formal opinion from our CPA, we are declining to take this action. We find, because we are an inverted organization and do not have control over the local VE's or inter-groups, applying for a group exemption is not in the best interests of CoDA as a whole.
* Link to QSR 2017 Q1:

[http://coda.org/default/assets/File/QSR's/2017%20QSR'](http://coda.org/default/assets/File/QSR%27s/2017%20QSR%27)

s/QSR Q1 2017 final.pdf

**VEI: 2016 SoCAL.08 (Southern California)**

**VEI:**

SoCal supports the Voting Entity Issue submitted by NorCal shown below with one addition shown in *italics*:

* CSC/ICC to be held in July each year. Events Committee to determine specific dates within the month of July. *The Fourth of July holiday weekend should be avoided and no one should have to travel on that weekend.*

**Outcome: Tabled**

IMC will continue to review the Quarterly Service Reports (QSR) for reference to any assigned Voting Entity Issues (VEI’s). Board and/or Committees are contacted if there is no reference to their assigned VEI's in their QSR. We encourage those committees that are working on VEI's, to communicate with both the VE and IMC regarding their assigned VEI.

IMC wishes to thank SSC for their suggestion that a separate form be created for VE’s to present VEI’s. We agree/believe the creation of this form separate from previously used form used for actual motions may aid in lessening the confusion about the VEI process. Thus, links to the two newly created documents are now available on the website: "VEI Motion Form" and "VEI Motion Submission Guidelines".

**Voting Entity Liaison (VEL)**

2017 CSC is IMC’s third year of development, improving and implementing the role and responsibilities of the VEL.

Information for the TRO was disseminated via emails to general members and Delegates, inviting VE Delegates to apply. The website structure and location of delegate information, including the TRO information, TRO application, delegate check list, and FAQs is difficult to find, redundant, and we believe this needs to be fixed.

In addition to general emails, the VEL built relationships and contacted potential TRO applicants. The VEL recommends that volunteers, throughout the year, be engaged to contact VEs who do not send delegates, and educate them on the importance of sending a Delegate to the CSC as well as the TRO.

Other material including the FAQs, email strategy, VEL job description, and orientation were updated throughout the year with collaboration of IMC members and others.

The VEL and IMC members maintained a strong ongoing support to Delegates and TRO applicants/participants. We, along with all members of CoDA will assist all delegates attending CSC to receive information that will benefit their understanding of our CoDA Service Conference business meeting. The Voting Entity Liaison can be contacted at imcvel@coda.org.

**TRAVEL REIMBURSEMENT OPPORTUNITIES (TRO) PROCESS:**

* The VEL acknowledged all the TRO applications and worked with the requestors to obtain information to help determine their eligibility.
* The IMC then met to award the TRO based on Eligibility for TRO:
1. A person is eligible to apply if they have been selected by their Voting Entity as a Delegate
2. Priority is given to new attendees/Voting Entity
3. No Voting Entity/Person is eligible more than twice in a lifetime.
4. No Voting Entity will receive the (TRO) in two consecutive years

2017 CSC TRO recipients:

(Allowable per TRO guidelines is 2 international and 3 national).

* **Two International recipients:** Italy

South Africa (Johannesburg)

* **National recipients:**

Illinois

Michigan (Michigan subsequently choose to decline).

As the Chair of IMC, it has been my pleasure to work with all the members of IMC as well as the board and other committee chair members. Working with everyone greatly enhanced my recovery.

Thank you CoDA Fellowship for electing us and allowing each of us to do service on this committee.

Yours in Service,

Gail S

IMC Chair

9-10-2017

**Literature Committee**

**Committee Purpose:**

The CoDA Literature Committee’s function is to create and facilitate the development of new literature and service items written by and for the Fellowship of Co-Dependents Anonymous. We update and edit existing pieces as endorsed by CSC. We also proofread items before CoRe publishes or reprints them. The CLC encourages members and groups to contribute ideas and written material for consideration.

We welcome new members for this important work. Good writing and editing skills are necessary. Service on CLC requires two years in the CoDA Fellowship. If you want to join our committee, please email us: lit@coda.org

**Current projects:**

Story Gatherers: Members share their Experience, Strength & Hope. Write your story, 3-10 pages.

Growing Up In CoDA: The purpose of this project is to describe the process of maturing emotionally and spiritually (inner child work) by working the CoDA Steps and following the suggestions of the program.

Traditionally Speaking: How the principles of the CoDA Twelve Traditions can help us in all aspects of our lives.

**2017 Report to the CoDA Service Conference:**

The CLC has been meeting by regular monthly teleconferences. How are we operating? We don’t have a chair. However, we have divided the chair’s duties and responsibilities among several of our members. Alyse is attending CSC this year, on our behalf. She also guides the Story Gatherer’s project. She and Joan write QSRs. Judi T. is the liaison to

CoRe and chairs the teleconferences. Joan handles our external correspondence. We rotate preparing the minutes.

We lack a representative to attend the Chairs Forum. Nobody has been willing & able to participate. The reasons are an inconvenient meeting day, (Friday night) and the extra demand on our time, in addition to other service duties.

This created a stumbling block when the Chairs Forum and Finance Comm. established a plan to rotate funding for F2F meetings without a CLC representative being present. After seeing the plan in the Forum’s minutes, we contacted the Finance chair and were able to hold a teleconference to discuss CLC’s need for funding F2F meetings in order to write and edit literature.

**Writing for the Fellowship is challenging!** Our work cannot be done by phone and email alone. We use the group conscience to decide what to say and how to say it. It is necessary for us to get together in person, sit around a table, talk, propose text, edit, edit some more, and revise by computer.

Project Report for **Traditionally Speaking: How the principles of the CoDA Twelve Traditions help us in all aspects of our lives.**

A working group of 5 members of the CoDA Literature Committee is writing a booklet which we hope will broaden the understanding of the CoDA Traditions, foster spiritual growth in our daily lives, and provide practical tools for improving all of our relationships.

We had money in this year's budget for a F2F; 5 members on our Traditionally Speaking project met to work for 3 days in August. We worked from 9 am to 5:30 pm for 3 work days. We started with substantial notes, and worked to write and edit several chapters. It needs more writing and editing.

Our plan is for each project member to write 2 chapters on our own, then share by email and teleconferences. We are requesting money in our budget to hold another F2F meeting in 1st quarter 2018. Our goal is to present Traditionally Speaking to CSC 2018.

***Growing Up In CoDA*** is another CoDA literature project, which will address the issues of healing from childhood abuse and abandonment. The project was prompted by requests from members and groups. As children, we became so good at adapting survival strategies in order to be OK, we never grew up or never had a childhood. We will focus on how we use tools of the CoDA program to grow ourselves up mentally and spiritually. We see *Growing Up In CoDA* as a tool to be used by individuals and for sponsor/sponsee work. A group of three members of the literature committee is currently working on getting this off the ground. We have met by teleconference thus far and have an introduction and a working outline. We would love for a few more members of the CoDA Fellowship to join us on this project.

The **Storygatherers Project** continued this year and we hope will continue for several more. A workshop, designed by CLC and first presented at CoDA’s 2016 Convention, is designed to elicit more stories from the Fellowship. It was repeated in at least two regional conventions, in Hilton Head, SC and again in California.

The CLC continues to strongly encourage members of the Fellowship to write their recovery stories and to submit them for publication at literature@coda.org. We are willing to mentor you as you work through the process of writing your own recovery story, if you need support.

The CLC does not support the Board’s motion(s) about literature, as submitted. We plan to propose amendments to those motions at CSC.

Submitted with Gratitude,

CoDA Literature Committee

Alyse; Barbara L; Joan O.; Judi T.; Leslie C.; Scott; Terry D.; Teresa;

**Outreach Committee**

# History and Purpose

 The purpose of the Outreach Committee is to provide tools in which members of the fellowship may access or share information to “carry the Message to the codependent who still suffers”.

 The Outreach Resource Guide (ORG), which can be found on the “outreach” tab of the [www.coda.org](http://www.coda.org) website, is one such tool. Members of CoDA can submit materials or start a project by using the submission form on the ORG. Any materials or projects are vetted by the committee.

**Committee membership**

 The Outreach Committee meets the third Sunday of each month at 5 pm EST, by Skype 360 which also has a phone line.

 Current Members: Sharon (Canada), Charles (Colorado, US), Florence (Maryland, US), Renu (Malaysia/Australia), Greg (Minnesota, US), Betsy (Illinois, US), Jay (Mass. US), Allan (California, US), Madeline (Web liaison, Florida, US)

 Other members: (part of Outreach workgroups) Gerry (Canada), Caryl-Lee (Canada), and Connie (SOS, California, US)

**2016 – 2017 Progress on Goals**

The goals and progress for 2016 – 2017 are as follows:

Goal 1 – Expansion of the Outreach Resource Guide (ORG)

Status – The committee received some submissions. A few were added to the ORG; some were referred elsewhere. One request for a workgroup was tabled for lack of a committee sponsor.

 There are some areas of the ORG that still need development. Some examples are: multicultural membership, young members support, reaching out to communities (i.e. ethnic? or in the US?) and linguistic diversity.

 The Committee supported the Minnesota Inter-group in developing a brochure to give to professionals and to promote the CoDA Convention in October.

 Our Professional Workgroup developed two brochures to give to professionals. These Brochures will be brought to the CoDA Service Conference (CSC) for use as Service Documents.

Goal 2 – Continue to develop and document the committee’s Policies and Procedures.

Status – A workgroup with the help of Connie (SOS), updated and condensed the Policy and Procedures manual for Outreach. It is now in line structurally, with the Policy and Procedures of other committees.

Goal 3 – Collaborate with various committees to improve communication between CoDA Inc. and Voting Entities involved in Outreach.

Status –The Committee collaborated with the Minnesota Inter-group in developing the Brochure for Professionals.

 The Professional Workgroup connected with SPO and the French Translation Group in completing its two brochures. It also reached out to Voting Entities from other Countries for input on the Professional Brochure, and to members of Outreach in Canada and CET, for input on the Client Brochure.

 The Committee requested submissions for the ORG but was most successful when requesting submissions for a specific area (ie; Professional Outreach) of outreach.

Goal 4 – Globalize our language and resources; strive to improve dissemination of outreach information so that it is accessible to persons outside the English-speaking World.

Status – The Committee did not work on this goal, in general. The Professional Workgroup did reach out to non-English speakers and people other countries, for input on the Brochures.

 Goal 5 –Support for and development of workgroups.

Status – The committee had three active workgroups this year; The Policy and Procedures Workgroup, the Minnesota Brochure Workgroup, and the Professional Outreach Workgroup. Other workgroups were proposed but failed to get a sponsor from our small committee. Unfortunately, one of our former workgroups, the Sponsorship Workgroup, was dropped for that same reason. We have no permanent workgroups at this time.

 Our workgroups, such as the Minnesota Brochure and the Professional Outreach Workgroups, proceeded without using the Submission Form or using it, after the fact.

**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 helps Spanish speakers to order literature, register and set up new CoDA meetings. SPO redirects inquiries about translation of CoDA materials into Spanish to the Translation Management Committee. Spanish Outreach updates the Spanish side of the CoDA website and moderates the Spanish announcement list, **Espcoda**.

**Outcomes**

Spanish Outreach provided the Board with the translation of five documents for CoDA’s downloadable offerings of **Meeting Materials**. We thank Liliana RR of the CoRe board, for help with one of those projects.

Three translated items have been proofed and sent to CoRe for printing.

**CoRe’s Starter Kits project**

Spanish Outreach cooperated with CoRe members to create:

1. a letter to Spanish speaking groups to explain the purpose of the Starter Kits
2. a one-page order form for all presently available CoDA Spanish literature

More effort went into SPO’s collaboration with CoRe to obtain physical addresses of trusted servants for meetings in Argentina, SoCal, Nevada, Texas and other parts of the United States, Costa Rica and Guatemala. Since the 2nd Quarter of 2017, SPO has helped CoRe to deliver Starter Kits to 56 Spanish-speaking meetings.

**Outreach to the Spanish-speaking Community**

Examining SPO’s interaction with Spanish-speakers in search of a local CoDA community, we find that:

* 49% of Phone Calls (79/162 – as of 9/5/17) came from areas where there is at present no physical, Spanish-speaking CoDA meeting.
* 43% Emails (58/134) came from areas where there is at present no physical, Spanish-speaking CoDA meeting.
* Spanish Outreach has helped 31 groups to open or register their meeting as well to share news of their events with each other. SPO followed the growth of Argentine CoDA groups from one to six and urged them to cooperate to form an Intergroup, which they have done.
* Fully half of all SPO’s 41 **teleconferences were spent on non-routine business**. The topics in those extraordinary meetings ranged from greeting and orienting potential new members, answering questions about the CoDA Service Conference with one Voting Entity and having multiple meetings between the co-chairs, to clarify what the incoming Chair’s duties will be.
* **EspCoDA**, the Spanish-language CoDA subscription list, grew this past year by 39 new subscribers. There are now 388 subscribers.

**Needs to be Met**

1. Translation software needs to be purchased, for the use of all of CoDA’s entities, so that SPO finds itself less frequently called upon to translate, a task that takes us away from our proofing and outreach activities.
2. SPO would like to see CoDA create permanent interpretation arrangements for the CoDA Service Conference and the International CoDA Convention.
3. SPO suggests the funding of service workers to travel to bring the how and wherefore of CoDA recovery to new groups, initially to English and Spanish speaking areas and over time to other areas where CoDA groups have been established.
4. Continue to work with CoRe on their Starter Kits project, to include Mexico, Chile, Venezuela and most of Spain.

**Members**: Eilyn P/Costa Rica, Marlyn P/Venezuela, Jaime G/SoCal, Carlos G/Spain, Gabriela O/Chile, Verónica A/Spain, Linda A/SoCal.

**Co-Chairs**: Linda A, Verónica A

**SSC Committee**

**Last year's Committee Goals and Accomplishments towards those goals**

* Recruit additional members
* 3 members joined at CSC but only two remained on the committee through the whole year
* Update the Fellowship Service Manual (FSM) (and Meeting Handbook if FSM restructure motion not approved) in a timely manner with all related motions
* All changes were done within a reasonable amount of time
* Determine suggested additional improvements to the restructured FSM and bring as motions in 2017
* Significant improvements were made to all 5 parts of the FSM to improve its usability
* 1 motion will be presented at CSC to get approval for these changes
* Work with appropriate other service entities to determine possible changes in SSC’s responsibilities to assume those that originally belonged to SSC but have migrated elsewhere
* There was little support for addressing them at this time
* The SSC descriptions in the FSM were improved to more clearly state SSC’s purpose

**Other Accomplishments Since Last CSC**

* Identified and corrected numerous errors that were discovered in several parts of the FSM
* Dealt with one Voting Entity Issue submitted by the New York VE that was assigned to SSC at last year’s CSC
* This VEI requested that “the No Crosstalk/No Feedback “guidelines” be elevated to one of the core principles of what defines a Co-DA meeting. The principal of No Crosstalk/No Feedback shall be incorporated into the opening format and read aloud at all Codependents Anonymous meetings, worldwide.”
* SSC voted to take no action since we felt that it violated Tradition 4: “Each group should remain autonomous except in matters affecting other groups or CoDA as a whole."
* We sent our recommendation to the Board and once the Board’s agreement was received we notified the New York delegate
* Held regular monthly con call meetings and then held a very productive face to face meeting
* Identified several areas related to CoDA Inc.’s service structure and operations that we feel could use improvement and shared this information with the Board and all the other committee chairs
* There was little support for addressing them at that time
* Identified problems with the current Motions Database and notified the Board about them. Board is addressing these.

**Ongoing Concerns:**

* How CoDA is spending its money
* Decisions are being made in haste as opposed to ensuring an informed full group conscience decision involving the Fellowship

**Members**

Evie S – Chair - SoCal

Leo C - SoCal

Dave S – PA

Sara J – Tucson, AZ

Renu B – Australia and Malaysia

**Board Liaison**

Addie M primary, Mary R backup for most of the year; positions reversed when Addie became CoDA, Inc. Treasurer

**Translation Management Committee (TMC)**

The Translation Management Committee uses google drive and free conferencing phone meetings to meet once a month. Between meetings email and the phone are frequent tools for communication.

Progress this year has been slow as outside commitments have impacted many of the TMC members.

Each agreement involves multiple contacts with fellowship members requesting permission to Translate or Publish & Distribute CoDA materials in their own country. Even renewals require attention as we are often working with a different group of people from the original signers of previous Agreements.

**TASKS COMPLETED**

Translation Agreement procedures are complete and approved by the board although revisions are ongoing (in conversations with the board and SOS) as they are implemented.

Flow Charts for:

* Initial Contact & Requests to Translate and/or Publish & Distribute CoDA Materials outside USA
* Translation Agreements and Copyright Assignments
* Publication & Distribution Agreements

have been reviewed by the Board and are ready for posting on the website.

The Intellectual Properties lawyer has confirmed that Copyright Assignments should still be signed and the original hard copies kept on file.

Translation Agreements and Publication & Distribution Agreements may now be received electronically.

SOS has completed the renaming of the Files for our Translation and Publication & Distribution Agreements. The renaming and naming of files going forward will assist locating previous Agreements and create a file for Publication & Distribution Agreements which will prompt for upcoming renewal deadlines.

Translation Agreements have been completed with translators in Quebec and Spain.

Renewal of Existing Publication and Distribution Agreements have been executed with Canada and Polworth Publishing for the U.K.

**TASKS ONGOING OR IN PROCESS**

We continue to respond to requests for permission to translate and/or publish & distribute CoDA materials into a variety of languages.

TMC continues to define and refine its procedures and put them into writing.

An added wrinkle arose when the board created the legal working group which prompted conversations about how that impacted the work of TMC. Especially since it created more layers in the process of the creation and the approval of Translation and Publication & Distribution Agreements.

We welcome our liaisons from the board to our meetings and value their input.

Our monthly 2x2 with the board continues:

* + Working on areas of overlapping responsibilities, especially in the creation of documentation necessary to maintain CoDA Inc’s. Legal Copyrights.
	+ Focusing on streamlining the process and communication between TMC, the board, and SOS.

Publication & Distribution procedures and the Policy & Procedures Manual continue to be worked on in conjunction with the Board.

* The Publication & Distribution Agreement has been modified to include in the main body of the Agreement:
	+ The list of Materials requested for Publication and Distribution
	+ A suggested formula for royalty donations for the use of CoDA’s Materials.
	+ This eliminates the current need for multiple signatures by individuals on multiple documents.
* In conjunction with the revision of the Publication & Distribution Agreement, TMC worked with the Finance Committee and the Board to clarify how donations may be made to CoDA.org for CoDA literature published throughout the world.
* At the request of the Board, a compilation template was created which can be used (with editing) for all four types of Publication and Distribution Agreements (regular for fellowship countries which have a legal entity, limited for agreements with individual fellowship members, and renewals for the two­.

Training of new TMC members is ongoing.

Responding to requests for permission to translate and/or publish CoDA materials into a variety of languages.

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 – Chair – Massachusets

Michael C - Co-chair – Arizona

Courtney F – Florida

Jose’ R – Guatemala

Su E – United Kingdom

Board Liaisons

Gerry B - Canada

Madeline R - Florida

**World Connections Committee (WCC)**

WCC had several world online meetings in the Autumn which were well attended and received. Since then due to various family and personal issues the committee has had to regroup. We would like to say thank you to Deborah our outgoing chair for her years of dedication to WCC. As things stand we are currently meeting by internet call and are planning how to move forward. At present we have 4 member consistent members and an email list of 22. No one currently has been able to take on the chair role. But at CSC Gerry and Michael will be able to represent WCC and answer any questions.

Right now WCC does not have a chairperson, and thus we are not on 2018 Budget as a result.

Best Regards

Michael C.

WCC Volunteer