**Email List Coordinator Independent Contractor Report to CSC 2016**

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

If everyone in the delegate 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 of 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 emailings.

We’ve had several accomplishments this year:

**1. The single point of contact CSC email address is 90% implemented & appears to be working effectively. Thanks for the support of the CoDA Board, Events & Finance!**

**2. Continued to maintain the “White List” guides for all 4 main lists in hopes of increasing deliverability. They can be viewed here on the bottom right of the page:** [**http://coda.org/index.cfm/emailsignup/**](http://coda.org/index.cfm/emailsignup/)

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

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 also 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 (6/13/15) to the cutoff used for this report (10/11/16) we have sent 102 Emails on the main announcements list, up from 96 the previous year.

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 9/11/16:

Main Announcements List: 5125 (was 4626 on 6/13/15)

Co-NNections Weekly Reading List: 8315 (was 7014 on 6/13/15)

QSR List: 2751 (was 2488 on 6/13/15)

H&I List: 2123 (was 1838 on 6/13/15) 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. We have had several upgrades of our email software since the last CSC.

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 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](mailto:codalist@coda.org) or [codalist@codependents.org](mailto:codalist@codependents.org)

In Service,

Geff R

CoDA Email List Coordinator