**Outreach Committee Annual Report 2019-2020**

**History and Purpose**

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

 The Outreach Resource Guide (ORG)is one of our tools found on the “Outreach” tab of the [www.coda.org](http://www.coda.org) website. It includes many useful ideas shared by our local and international CoDA members.

 The Outreach Committee is made up of members who share a passion for outreach. We research and share ideas by connecting with people who may have various accessibility needs or who may have diverse cultural and language backgrounds. This is done by forming workgroups. Information is added to our website or used to create Service Documents or other documents. Any materials or projects created by work groups are vetted by the committee for Traditions.

**Committee membership**

 The outreach committee meets the second Wednesday of each month on Zoom from 5 pm to 6:30 EST.

Current Members: Jay G. (Pennsylvania, US) Sharon B. (British Columbia, Canada), Betsy G. (Illinois, US), Ann C. (Washington, US), Gerry B. (British Columbia, Canada), James K. (Pennsylvania, US), Leslie P. (Pennsylvania, US)

 **Action Plan 2019-2020**

**1. Research and expand information on topics for outreach and supporting meetings**

1. Research and share ideas for outreach and supporting meetings with the help of new members to the Outreach Committee and work groups.
2. Complete and expand information on topics that the Committee started but did not complete this past year.
3. Prioritize topics that need more development on the Outreach website and develop materials such as Service Documents, to share. Some topics include Teen Meetings, working with other Fellowships, LGBTQ+, accessible meetings are some examples.
4. Include sample Meeting Format templates available to meetings by placing them under Meeting Tools on the Outreach website for free download

**Status:**

* Format Workgroup edited Formats received from various meetings to be used as templates
* Format Workgroup created a Cut and Paste template for those meetings wishing to create their own Format
* A Newcomers Format was added t the Cut and Paste template
* The Formats will be added to our Outreach Resource Guide
* A Teen Format and program Manual needs vetting.
* Some information on Accessibility has been received.

**2. Collaborate with CoDA groups and individuals world-wide, to share information and materials for outreach and support for CoDA members.**

1. Request help to research and develop topics for outreach.
2. Create materials which are understandable and usable by people of various cultures.
3. Continue to discuss with those who have accessibility needs about how to make our website and materials, useable by them.

d) Connect with groups and individuals who would like to create an outreach project.

E) Make outreach materials and information available in other languages, whenever possible.

 **Status:**

* Reached out to meetings for Formats that could be used as templates
* Created flyers available in both Spanish and French for the 2019 CSC
* Have connected with Hospital and Institutions for U.S. institutions
* Have been in contact with Colombia regarding their website
* Need to reach out to other countries and other CoDA entities for including materials and ideas for outreach
* Need to connect with those with accessibility needs on how to improve access to materials and participation in meetings

**3. Improve the Outreach website by expanding information and making it more user-friendly and attractive.**

1. Make the Home Page more attractive and links to topic headings easy to find.
2. Simplify sentences so that they are direct and have less jargon and make pages more easily translated.
3. Develop pages that need more information with the help of those who have interest in or are affected by that topic (i.e. creating accessible meetings, welcoming teens, LGBQT+)
4. Use headings that make subjects clear (i.e. Meeting “Tools”).
5. Include information shared by international CoDA members.
6. Research whether a translation program can be used to make the Outreach website available to people whose first language is not English.

**Status:**

* The Home Page has been re-vamped to include new icons and changes to Headings
* The alias for outreach workgroups is being changed. The prooutreach alias is being retired, with proposed new alias of [www.outreachcommittee.org](http://www.outreachcommittee.org). Inquiries for Outreach should be sent to [www.outreach@coda.org](http://www.outreach@coda.org)
* Other than the Formats, no new information has been added to the Outreach Resource Guide
* Headings such as “Meeting Tools” have not been added to the Outreach Resource Guide
* The new [www.coda.org](http://www.coda.org) website has been created, the Committee can revisit using a translation program for our website.
* Have discussed ways to make our outreach information simplified and accessible

**4. Recruit new members to the Outreach Committee who are passionate about outreach and support to CoDA meetings worldwide.**

1. Invite CoDA members who value inclusiveness and are globally focused to access and share the “Experience strength and hope” of all members.
2. Recruit members who can help us upgrade the Outreach website (See Action Plan 3).
3. Request help from CoDA members that are passionate about doing outreach, to research topics that help members do outreach and support meetings in their communities.
4. Participate in a Forum and workshop that welcomes others to share and access ideas on doing outreach.
5. Send out a request for help on topics for outreach on which we are working.

**Status:**

* Have recruited several new members but could use more who are interested in writing and research
* The Outreach Resource Guide was upgraded by the new webmaster, but content is basically the same
* Created audio podcast regarding the Outreach Committee global outreach and placed on the [www.coda.org](http://www.coda.org) website
* Participated in a Fellowship Forum on Step Five which was added to the [www.coda.org](http://www.coda.org) website
* Sent out a request to those willing to help the outreach committee regarding Formats

 **Action Plan 2020-2021**

**1. Research and expand information on topics for outreach and supporting meetings**

a) Research and share ideas for outreach and supporting meetings with the help of new members to the Outreach Committee and work groups.

1. Complete and expand information on topics that the Committee started but did not complete this past year.
2. Prioritize topics that need more development on the Outreach

website and develop materials such as Service Documents to share.

**2. Collaborate with CoDA groups and individuals world-wide, to share information and materials for outreach and support for CoDA members.**

1. Request help to research and develop topics for outreach.
2. Create materials which are understandable and usable by people of

various cultures.

1. Continue to discuss with those who have accessibility needs about how to make our website and materials, useable by them.
2. Connect with groups and individuals who would like to create an

outreach project.

1. Make outreach materials and information available in other

languages, whenever possible.

f) Develop a World Page as part of Worldwide Support on the ORG.

**3. Improve the Outreach website by expanding information and making it more user-friendly and attractive.**

1. Establish links and dropdown menu on the Home Page creating links to topic headings.
2. Simplify the language to use less jargon and make it easier to translate webpages.
3. Develop resources for those who have interest in, or are affected by specific topics (i.e. creating accessible meetings, welcoming teens, LGBTQ+)
4. Clarify headings and subheadings on website
5. Include information shared by international CoDA members through expanded use of the Worldpage, and contacting world CoDA groups.
6. Explore whether a translation program can be used to make the Outreach website available to people whose first language is not English.