**CoDA 2nd Quarter Service Report for 2018**

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

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

**CoDA Board**

**In April –** The Board stressed the need for committees to have a Policies and Procedures Manual to guide future committee members as well as to clarify to the CoDA membership what service each committee provides.

* A face to face with members of the Phoenix fellowship was held during the Board’s April face to face meeting.
* Cyclical announcements concerning what the Association Management Committee, SOS, employed by the Board to assist it in logistics and other matters, as well as regular solicitations for CoDA members to consider joining the Board, were created.
* The search for Spanish-English translators was begun, to provide consistent translation and editing of CoDA literature.
* A transfer of some of the work of Hospitals and Institutions to one of CoDA’s contract employees, so that the administrative work of H&I continues and the committee is left with more time to concentrate on outreach, was discussed.

**In May –** A pre-CoDA Service Conference Workgroup was established to streamline information concerning CoDA’s annual business event and to facilitate the Delegate’s participation in this busy event.

* Work to clarify the year-long process for consideration of new literature created by Voting Entities, as approved at the 2017 CSC, was pursued, to create a clear pathway to publication for new literature.
* Recording the Fellowship Forum was considered, for posting on the website to permit those in other time zones to hear what was discussed. This is also intended to apply to the Spanish Forum.
* Arrangements for live, two-way communication with CoDA members during the CSC were deferred, as it involves an astronomical cost. We are researching alternate methods for voting, including posting motions to a blog for comment and questions in advance of the CSC, to potentially enable voting by email.
* The new European terms of website privacy occasioned a consultation with CoDA’s lawyer to verify that CoDA is properly aligned with this policy.
* Demotion of one standing committee’s status to work group was initiated.
* Hiring of two Spanish-English translator/editors was initiated.

**In June –** The Board defined its policy with respect to use of the CoDA credit card during its face to face meetings and reviewed its Policies and Procedures Manual, a process it finds helpful to undertake annually.

* The Board began working with the Netherlands, to enable them to translate and publish the CoDA Twelve Steps and Twelve Traditions Workbook; though nothing has been signed as yet.
* A Voting Entity or Intergroup may provide feedback, express concerns or object to a Board motion by emailing the Board at <[board@coda.org](mailto:board@coda.org)>
* At its June face to face meeting the Board once again met with members of the local fellowship, this time in Las Vegas.
* A flyer stipulating the dates and topics for each Fellowship Forum through December 29, 2018 was created and posted on the website’s calendar; to sign up to receive reminders about the monthly Forums, write to <[codaff@coda.org](mailto:codaff@coda.org)>.
* The Board informed the Chairs Forum of a new project soliciting contributions from CoDA meetings concerning the many ways that such topics as welcoming newcomers, Thirteenth Stepping, crosstalk, the use of CoDA literature and contributing to the Hospitals and Institutions’ project, Books for Inmates and Institutions, are incorporated into meeting formats. A request for such fragments will be sent through the meeting contacts email list. Recently, the Board learned that Outreach envisions a similar project, so we are happy to wait to learn more about Outreach’s plans.
* In the spirit of transparency, the Board requested that the bookkeeper provide information on committee and Board budgets and expenditures on face to face meetings. The QSR will now show travel and hotel costs, along with the number of people attending face to face meetings.
* The Board seeks help in updating the contact data for all meetings, in the US and worldwide, and will create a letter to distribute to Delegates and to those registering new meetings, to alert them to the existence of a Meeting Contacts announcement list.
* Spanish Outreach, due to having only one member, has been made a work group. The Board has reached out to find CoDA members to help answer emails while trying to bring Spanish Outreach back to the status of a working Standing World Committee.
* The Board is contemplating spurring publication of translated CoDA literature in emerging Voting Entities with a loan program to kick start operations and thereby extend the publication, under contract, of translated CoDA literature.

Expenses for the Board’s April and June face to face meetings of five members were:

Airfare 1,915.56

Lodging 1,223.85

Meals 658.74

Mileage 335.51

Misc. travel 175.05

Parking 333.35

Total $ 4,308.71

**Pre-CoDA Service Conference Work Group –** In this quarter the work group was created, including Kathrine from Events, Geff the Email List Coordinator and Paul, the Voting Entity Liaison. The work group met three times; selected Geff to chair it and to coordinate emails regarding the CSC, to eliminate both duplication and volume. To that end, they each submitted last year’s emails, to develop a rational time line for announcements. That task is complete. Members work well together and are open.   
Currently the group is redoing the ICC and CSC pages on the web site, as they consider them to be lacking and so are striving for more user-friendly web pages, for both the International CoDA Convention and the CoDA Service Conference. At present, some links are tripled, others are dead, and everyone believes that the page does a poor job of being visually inviting and attractive to the fellowship. Having completed drawing up the ICC page, work group members are hard at work on the CSC page. The goal was to have the new page up and running three weeks from the work group’s last meeting, on June 16. To that end, they requested a meeting with the webmaster to view the pages onscreen as they worked on the changes to be made. Because the webmaster refused to meet, they’re now pooling ideas for an improved ICC and CSC web page into a set of step by step directions for each change. They anticipate mistakes, mis-understandings and omissions will occur, further extending the time needed to improve the web pages into ones that the Work Group agrees on.

**Web Work Group –**

**World Structure Group –**

TREASURER – All account invoices and reimbursement requests are being paid within 72 hours of being approved for payment. During the past quarter a significant amount was transferred from the National Bank of Arizona checking account to the Chase savings account for a larger return on investment. CoDA is financially stable.

Members

Jen L/NV, Chair; Mary I/NC, Vice-Chair; Salle H/NorCal, Treasurer; Linda A/SoCal, Secretary; Matt T/TX and Alternate Don B of SoCal

|  |
| --- |
| **Co-Dependents Anonymous, Inc.** |

BALANCE SHEET as of June 30, 2018

TOTAL

ASSETS

Current Assets

Bank Accounts

1000 CHASE Checking-102157130 170,672.61

1002 CHASE Savings-3058829150 120,191.97

1004 NBAZ-MM-1434 100,528.69

1010 EventBrite - EVENTS REGISTRATIONS 1,831.63

1012 SB - PayPal 0.00

1070 X - INVESTMENT ACCOUNT 39138 0.00

**Total Bank Accounts $393,224.90**

Other Current Assets

1250 xxx EXPENSE ADVANCES 0.00

1810 Book Inventory

1810.0 Soft Cover CoDA Book Inventory 536.00

1810.1 Spanish Literature - Inventory 0.00

1810.2 Twelve Step & Traditions Work Book 283.20

**Total 1810 Book Inventory 819.20**

**Total Other Current Assets $819.20**

**Total Current Assets $394,044.10**

Fixed Assets

1500 FIXED ASSETS 1,360.90

1550 ACCUMULATED DEPRECIATION -636.71

**Total Fixed Assets $724.19**

Other Assets

1430 ADVANCES - LITERATURE LOANS 0.00

**Total Other Assets $0.00**

**TOTAL ASSETS $394,768.29**

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable 0.00

**Total Accounts Payable $0.00**

**Total Current Liabilities $0.00**

**Total Liabilities $0.00**

Equity

30000 Opening Balance Equity 0.00

32000 Unrestricted Net Assets 342,736.19

33000 Temporary Restricted Net Assets

33001 Unused Cash Donations for Books H & I 5,966.50

**Total 33000 Temporary Restricted Net Assets 5,966.50**

Net Income 46,065.60

TOTAL

**Total Equity $394,768.29**

**TOTAL LIABILITIES AND EQUITY $394,768.29**

**SOS (CoDA’s Association Management Company)**

The second quarter of 2018 was busy with ongoing services:

**Accounting:** Worked with the Treasurer and Finance Committee Chair for ongoing accounting tasks, including daily entries and bank reconciliations and on banking issues and updates in SmartSheet.

**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. Prep and attendance at the Spring Face to Face Board meeting in Las Vegas.

**Legal:** Helped with documents to be signed through DocHub, posting legal documents, receiving and storing documents.

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

**Policies and Procedures:** Worked with the Board of Trustees to review and update their Policies and Procedures Manual.

**Website:** Ongoing work in tracking website changes, work with the website liaison for all updates and tasks to insure timely and efficient website maintenance continued, as did a part of the website revision and assistance to all parties.

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 share the CoDA email lists with your home meetings, so we can continue to grow our subscribers. Along with the online CoDA Fellowship Forum, the email lists are our #1 means of communication with the fellowship. The growth of our subscriber numbers has slowed, and your help in getting the word out is greatly appreciated. Members can sign up here: <http://www.codependents.org> and view past email “blasts” at: <http://codependents.org/cgi-bin/dada/mail.cgi>

Subscription statistics as of 7/8/18 are as follows:

CoDA Announcements: 5748 (up from 5631 on 4/10/18)

Co-NNections Weekly   
Reading List: 9935 (up from 9745 on 4/10/18)

QSR List: 3063 (up from 3027 on 1/7/18)

H&I List: 2525 (up from 2470 on 4/10/18)

Meeting Contacts (a new  
list, still being refined) 516 (up from 501 on 4/10/18)

Any meeting contact/group service rep (GSR) who would like to be on the new list can subscribe at <https://codependents.org/cgi-bin/dada/mail.cgi/list/meetno1/>. There is also a brief note being included in responses to meeting updates and new registrations, advising GSR’s of this list.

I have worked on other problems as well, particularly those created by spam filters.

A number of subscription attempts failed recently, possibly due to:

1. Spelling an email address incorrectly.
2. The spam filters on members’ email providers (not CoDA’s). These filters have blocked some subscription attempts. To avoid this, read the “[Email Whitelist Instructions](http://coda.org/index.cfm/emailsignup/#collapseFive)” before subscribing: <http://coda.org/index.cfm/emailsignup/> and then use the suggestions for your email provider, as they will likely solve the issue.

* Subscribing via one email provider and then forwarding CoDA emails to your phone or another email address can cause problems. Successful receipt of CoDA emails is more likely if you subscribe using the address where you will actually read them.

I am also working with the pre CoDA Service Conference Work Group, along with the Events Chair, the Voting Entity Liaison and the work group’s Board liaison to create a smoother experience for both Delegates and fellowship members, as well as to lessen the stress that volunteers may experience in putting on this yearly event. In conjunction with the Board Secretary, I have created a template for audio recordings of future 2018 Fellowship Forums.

Finally, also in conjunction with the Board secretary, I am working on a series of CoDA announcements regarding the Twelve Traditions, taken from the new CoDA Twelve Piece Relationship Toolkit. This series will begin soon. A similar series, taken from the CoDA Workbook, was created in 2015. It can be found in the archives: <https://codependents.org/cgi-bin/dada/mail.cgi/list/main/>. You will need to scroll slightly down the page for the search box on the right.

This quarter, 20 announcements were sent out on the CoDA Announcements list; additional announcements were sent on the Co-NNections’ Weekly Readings.

A reminder to all CoDA committees: the Email Lists are here for YOU! If you would like information or an announcement sent out to the CoDA Fellowship, please email it, in plain text if possible, to [codalist@coda.org](mailto:codalist@coda.org) .

In Service,

Geff R

CoDA Email List Coordinator [codalist@coda.org](mailto:codalist@coda.org)

**CoDA Resource Publishing (CoRe)**

No Report Received

**Communications Committee**

The contact teams continue responding promptly, even daily, to those who email or phone.

Members of the contact teams have agreed to add to their work by responding to text messages sent to CoDA. We have been unable to establish the communications needed to integrate this with the current phone number to CoDA so we may investigate other possibilities so this service can become available to the Fellowship and to codependents who still suffer.

Since our committee was budgeted for a face to face meeting in 2018, preparations were begun for it to take place early in the year but these had to be aborted as we realized we were not ready to make good use of such a meeting. Three new members joined the committee, two from the contact teams (Email and Cphone) and one from outside. However, by the time the face to face decision was achieved, the member for the outside and one of those from the contact teams had withdrawn from the committee

The committee provided corrected and updated material for inclusion in the Service Info area of the web site.

Since information received so far from the board-appointed World Structure Group does not indicate a focus on the Fellowship/Corporation distinction, the committee has decided to re-submit our Motion calling for an ad-hoc committee that would address the question. This Motion has been provided to the Chairs Forum for comments and possible co-sponsorship before the July 25 deadline for submission.

The committee is beginning to work with the Events Committee toward providing quick summaries on CoDA Announcements of the CoDA Service Conference.

Membership

Core Committee                    Comm@coda.org

Allan B.

Kaga  Co-Chair

John R., Chair

Permanent Working Groups

CoDA Email Team                Bizcet@coda.org

Allan B.

Marilyn P

Cphone                    Cphone@coda.org

Allan B.

Jeanne B

Friday Fellowship Items Review Group    ffirg@coda.com

(Now serving advisory role to Mail List coordinator

Tina ZDan R.

Associated CoDA contractors

Mail List Coordinator             Geff

Meeting & phone coordinator      Joan O.

Board Liaison              Linda A.

**Co-NNections Committee**

The Co-NNections Committee works to inspire the fellowship through publication of the **Weekly Reading** and **Meeting in Print**. We encourage the fellowship to submit new, inspirational articles relating to recovery from codependency. We currently have seven members.

This quarter, **Co-NNections** studied both its Policies and Procedures Manual to ensure that it accurately reflects our mission, as well as our website pages for accuracy and clarity. We submitted all approved committee meeting minutes for the first quarter to the Board for website storage.

The Committee continues to develop new and creative methods of increasing article submissions. The supply of recovery stories, for both **Weekly Reading** and **Meeting in Print**, is up and, as of June 30, 2018, reflects a healthy level of participation. The **Weekly Reading** subcommittee sent out fellowship recovery stories each week.

Issue eight of **Meetings in Print** has been completed and posted. **Meeting in Print** began work on the ninth issue. To read **Meeting in Print** on the CoDA website go here: <<http://connections.coda.org/index.cfm/mip/>>, <http://connections.coda.org/index.cfm/mip/>. Audio and video fellowship 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. To submit a recovery story or volunteer for a service position on this subcommittee, please go here: [mip@coda.org](https://mail.tigertech.net/src/compose.php?send_to=mip@coda.org).

The **Weekly Reading Subcommittee** has sent out an original inspirational story of recovery from the fellowship every week. To subscribe to the readings, go here: <<http://www.codependents.org/>> <http://www.codependents.org/>. To submit a story to **Weekly Reading**, or volunteer for a service position, 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 codependent. 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!

When an article is not accepted, 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 (2015-2017) can be viewed here: <<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 may be found here: <<http://connections.coda.org/index.cfm/categories/>> <http://connections.coda.org/index.cfm/categories/>.

Members: Don B, Southern California; Geff R Washington, Chair;  Faith, Canada, Co-Chair; Laurel, Utah; Resa, Minnesota; Cathy, Arizona; Maria, Co-Chair, New Zealand

**Events Committee**

This quarter has been spent working to plan and coordinate the 2018, 2019, and 2020 CSC/ICC

2018-San Diego-

* Face-2-Face July 21,22
* To date 14 delegates registered, 7 trusted servants, and 9 observers
* Room block has been increased to support delegates
* Will add 2 blocked rooms to support international TRO recipients annually
* Events purchased 2 printers, and 2 projectors to decrease annual rental expenses
* Host committee doing a great job
* Food selections have all been presented to hotel
* Good number of workshop and speaker application. Ken and Mary will be doing a workshop
* Policy & procedure revision underway
* Working on Motions
* Future host TRO’s will now be handled by IMC

2019- Atlanta-

* Atlanta hotel contract signed
* Interacting with host community; very excited
* Finalizing flyer so everything will be ready to go on the web at the completion of 2018
* Putting final touches on flyer

2020- TBD

* Have received 4 applications
* Will review at face-to-face and make board recommendation

**Finance Committee**

During the 2nd quarter the Committee met monthly. The focus of the 2nd quarter was to continue the review of our Finance Policies and Procedures that we started last quarter. We made changes to the Expense Reimbursement Policy (ERP) and the Expense Reimbursement Approval Procedure (ERAP) that reflects the use of our new Financial Meeting Approval Form, clarified several sections, and made some grammar corrections. All updates will be brought to our CoDA Service Conference (CSC) business meeting and will come in the form of motions to be presented for approval by the Fellowship.

We have added an Appendix D to our Expense Reimbursement Policy (ERP) to clarify some processes and procedures**.**  This Appendix includes information and clarification for those who have multiple roles at the CoDA Service Conference (CSC) and are being reimbursed, as well as information for those committees who schedule a F2F approximate to CSC and plan to be reimbursed, as well as other incidental information.

We have completed a checklist for our bookkeeper. The finance committee hopes that this checklist will assist the bookkeeper as well as the finance committee in a number of ways and make the process for dealing with Expense Reimbursement Requests (ERR’s), Accounts Payables (AP), & Accounts Receivables (AR) transparent and smooth.

We finalized our “Financial FAQs”. They have been approved by the committee and sent to be posted on the CoDA website.

We reviewed the “Budget Form” that will be sent to the Chairs of the committees and the Board. The goal is to stream line it and make it user friendly.

The finance committee is also exploring the idea of adding ½ of net positive cash flow from the close of any year to the budgeted contingency funds for the next year to help fund additional F2Fs and other unforeseen items that occasionally happen. We will be conferring with the board in hopes of bringing a co-sponsored motion to CSC.

CoDA had a good first 5 months with expenses much lower than income and budget. Total Income of $75,000 was 81% of budget. (down 3% from first quarter.) Total Expenses of $43,000 was 44% of budget. (up 7% from first quarter.) This resulted in an increase in assets of almost $33,000. Our bank account balances on 5/31/18 were $380,000. (Note: Budget was divided equally for each month. Expenses are skewed toward the 4 quarter.)

Finance spent about $2,220 on their face to face in March. Five members attended the 2 ½ day face to face requiring two hotel rooms for two nights. ($640 airfare, $650 lodging, $480 meals, $370 mileage, and $80 parking)

The Finance Liaison assignments are as follows and remain the same as reported in the prior QSR.

| Class (Accounting grouping) | Finance Liaisons | F2F Rotation |
| --- | --- | --- |
| Board: | Lou/Danielle | Yearly x2 |
| Communications (Comm): | Loretta/Danielle | 2019-4\*\* |
| Co-NNections: | Jack/Loretta | 2021-4\* |
| Events: | Addie/Lou | 2021-3\* |
| Finance: | Lou/Danielle | 2020-4 |
| Hospitals & Institutions (H&I): | Addie/Loretta | 2021-1 |
| Issues Mediation (IMC): | Loretta/Jack | 2020-1 |
| Literature: | Addie/Jack | 2021-2\* |
| Outreach: | Danielle/Addie | 2019-1 |
| Service Structure (SSC): | Lou/Loretta | 2020-2 |
| Spanish Outreach (SPO): | Loretta/Jack | 2019-2 |
| Translation Management (TMC): | Danielle/Lou | 2020-3 |
| World Connections Committee (WCC): | Jack/Lou | 2019-3 |
| TROs (Attending CoDA Service Conference) | Addie/Danielle | CSC |
| \*Approved meeting later in 2018 | \*\*relinquished meeting to 2019 | Updated 6/13/18 |

Respectfully submitted by the Finance Committee approval through Group Conscience.

**Members of the Finance Committee:**

Lou L. Chair (IL)

Addie M. (SoCAL) Secretary

Danielle D. (CO) In coming Chair

Jack S. (NorCAL)

Loretta D. (WA)

Salle H., (NorCAL) Board Liaison and Treasurer of CoDA Board, Inc.

Mary I., (NC) Board Back Up

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

This quarter, our committee had three regular teleconferences and a face-to-face meeting with four members in the Chicago area. During our f2f we updated our P&P Manual and wrote an H&I service handbook aimed at providing CoDA members information about the “how-to”s of H&I service. We are finishing this and making decisions on formatting it. We have finally submitted our Service Info website page. It should be up on the website in July.

Expenses for our face to face meeting of four members were:

Airfare 889.26

Lodging 246.57

Meals 261.00

Mileage 209.06

Misc. travel 120.00

Total $1,725.89

Kathy has begun training two members to handle correspondence, and the Board has approved some additional clerical help to deal with part of it. We’re working on how to restructure our correspondence.

Requests for information or literature via USPS were down this quarter. There were 35 requests by snail mail, nine email requests for literature, and five donations to Books for Inmates and Institutions. These new requests came from 25 different facilities (3 facilities new to our records). All letters had responses mailed.

There were several email requests for information, one of which came from a facility that was new to us, wanting to register as a CoDA meeting. This was the first such request we have had. Since such a meeting would be available only to those in the facility and those who had clearance, it doesn’t seem appropriate to be a regular “registered" meeting.

We were able to connect two institutions asking to get CoDA started in them by making the request known via the H&I email list in one case. In the other, we contacted local meetings about the request. There were two other requests for help made using the H&I email list for which we received no responses.

Books for Inmates and Institutions

|  |  |  |  |
| --- | --- | --- | --- |
| Literature ordered in Q2 2018 | | | |
| Piece of literature | English | Spanish | Total |
| Co-Dependence Anonymous Book | 28 | 0 | 28 |
| 12 Steps & 12 Traditions Workbook | 18 | 1 | 19 |
| Standard Packet  (a set of pamphlets and booklets CoRe donates) | 7 | 0 | 7 |
| Institutional Meeting Handbooks | 8 | 0 | 8 |
| Total |  |  | 62 |

Three In This Moment books were sent as well.

The Books for Inmates and Institutions received donations of $480.00 this quarter. None of these were directed to a specific institution.

This quarter also brought a new CoRe website. This made it necessary for us to develop a revamped process for ordering books. Some of the changes are being worked out, but it works!

The Inmate Sponsorship Program has had no new requests for sponsors this quarter. Currently all requesting sponsors have been matched with sponsors, but, if you are working with a sponsor or co-sponsor, have worked the Twelve Steps, and want to grow in your recovery through service, check out the Inmate Sponsorship Program. Contact Jim B. at [inmatesponsorship@coda.org](mailto:inmatesponsorship@coda.org) and ask for an application and more information will be sent to you. We want to thank our current and future sponsors.

Committee members:

Kathy L. IL-Chairwoman, snail mail corresponding secretary (assistant LDC)

**Issues & Mediation Committee (IMC)**

The Issues Meditation Committee meets by teleconference call on the third Sunday of each month. We are recently started using Zoom.us as the platform for our meetings. 

**Current IMC CASES:**

We do not currently have any actual “cases”; yet have been involved in communications with a number of Voting Entity local level fellowship issues/concerns.  

**VOTING ENTITY SPLIT:**

One request for Voting Entity Split – this is still under review. 

**VOTING ENTITY ISSUES (VEI’s) assigned at 2017 CSC:**   
   
**4895 – 17022 – AZ (Arizona)**   
Assigned to: Sent directly to the CSC floor   
Request: We move that the annual CSC/ICC flyer and online registration be published on the website bilingually in English and Spanish, using the phrase "English speaking conference" if needed.   
Outcome:  Passed unanimously. 

**4896 – 17023 – AZ (Arizona)**   
Assigned to: Literature Committee    
Request: Pealing the Onion - add to title "Add the subtitle “Codependents Look at Love, Sex and Relationship Addiction and Avoidance” on the cover."   
Outcome: Denied by committee 

**4897 – 17024 - PA/Colombia (Pennsylvania)**   
Assigned to: Literature Committee    
Request: That in both versions of the Welcome the words “and/or other” be inserted between the word “family” and the word “system.”   
Outcome: Denied by committee 

**4898 – 17025 – SoCal (Southern California)**   
Assigned to: Board   
Request: Transparency concerning the decision that was made to not make the commemorative coin available to 2016 CSC/ICC.    
Outcome: Formal response from the board can be viewed on QSR.Q4.2017 on final page of said QSR. 

**4899 – 17026 – MA (Massachusetts)**    
Assigned to: Sent to the CSC floor sent.    
Request: Add to the FSM Part l to the section on Voting Entities. “That no State, Country, or Voting Entity be considered to have surrendered their rights to Representation and Voting at the CoDA, Inc. Service Conference (in spite of any affiliation) without having surrendered those rights in writing to CoDA, Inc."   
Outcome: Passed with 2/3 vote - Motion Carried. 

**4900 – 17027 – CO (Colorado)**   
Assigned to: Sent to floor. Tabled last year.     
Request: We move that the Colorado CoDA Prayer be re- named to the "CoDA Recovery Prayer" and become Conference approved.   
Outcome: 2/3 vote - Motion Carried 

**4901 – 17028 – CO (Colorado)**   
Assigned to: Literature Committee.   
Request: Add a new "Pattern and Characteristic" under 'Low Self-esteem Patterns. “Codependents often guess at what normal is.”   
Outcome: Denied by committee.

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

CURRENT MEMBERS:

Gail S. (NV – Nevada) (Chair)   
Greg B. (MN - Minnesota)   
Paul N. (GA -Georgia) (VEL – Voting Entity Liaison)   
Liliana R. (Colombia)   
Andrea S. (Italy)   
Steve S (FL)   
Darlene H (SoCAL)

**Literature Committee**

The literature committee meets by telephone conference the first Saturday of every month. This quarter, the subcommittee working on a new piece of literature met face to face in Phoenix and completed a draft of a new CoDA booklet about using the Traditions in all our relationships. The working title of the booklet is *Traditionally Speaking*. We will present the booklet at CSC for endorsement in October. Also, we are working on a second booklet of *CoDA Prayers*…to be ready for CSC in October. The new booklet produced in Canada, *Traditions Toolkit*, is proofread and edited. A new edition of the *CoDA 12 and 12 Workboo*k is also completed with minor changes and “Working the Steps as a Group” added to the text. In addition, we have also been doing our ongoing proofreading of all CoDA texts. This quarter we have proofed *The Newcomer’s Handbook* and the *12 Step Handbook*. We are also pleased to be working with New Mexico to make updates and additions to *Sponsorship: What’s in it for Me*?

Alyse

Anita

Barbara

Judi

Abbey

Scott

Jennifer

Leslie

Terry

Joan

Teresa

**Outreach Committee**

The Outreach Committee has had three meetings since the April report

The Outreach Committee is revamping the Outreach Resource Guide (ORG) to make it better accessible and understandable to members. This includes:

1. Changing headings of the ORG emphasizing Tools as a theme

2. Re-writing the Home Page

3. Looking into having a Search Engine and possible translation program for the ORG as stated in our 2017/2018 Goals

   -So far, neither has been confirmed

We have also:

-Collaborated with other Committees such as WCC on common goals

-Requested input from CoDA members on relationships with other Fellowships to be used eventually, to create a new page

-Made multiple edits on a document, “You May Be Codependent If” to be used to help other Fellowships understand codependency

-Been collecting meeting Formats to add as templates for the ORG

Members on the Outreach Committee include:

Sharon B. Betsy G. Charles Z., Ann C., Jay G.

**Spanish Outreach Committee (SPO)**

No Report Received

**SSC Committee**

We completed the SSC Policies & Procedures manual which hopefully will be loaded on the website very soon. A draft CoDA terminology Glossary was developed to be included as part of the Fellowship Service Manual (FSM). Finalization of the Glossary will hopefully occur during our early July conference call. Included in this Glossary are two terms related to the development and support of our website which are often not understood resulting in confusion impacting our website. These are Webmaster and Web Developer. We have developed definition of these two that will hopeful result in much less confusion in the future.

A policy and supporting procedure was developed to limit the duplication of detailed information in the FSM and on our two websites, CoDA.org and Outreach.CoDA.org. In the past much detail has been duplicated among these three, in particular on the FSM and on CoDA.org. Duplication often results in inconsistency since when changes are made in one place they are often not also made in the other. Initially we considered bringing a motion to the 2018 CoDA Service Conference (CSC) related to this. After serious consideration we have determined that this can probably be handled without a motion and will be addressed directly with the Board Web Liaison and the chair of the Outreach Committee.

We have worked on two motions that we plan to bring to the 2018 CSC. One is a proposed limitation on how frequently a Voting Entity Issue (VEI) that has been denied may be submitted again. The second motion will include proposed changes to the FSM. Some of the items to be included in the second motion are:

* The proposed Glossary
* A change to the sample Meeting Phone List to include a statement about the limits of use of the information

A question was raised by one of our members as to exactly what are our Foundational Documents since there is inconsistency in its use in the FSM and on our website. We are currently researching if and how other 12 Step programs utilize the term.

We will be having several con calls during July to finalize the motions that will be submitted prior to the CSC motion deadline of July 26.

We are always looking for new members. Please email us at [SSC@coda.org](mailto:SSC@coda.org) if you are interested in working with us.

**Members**

Evie S, formerly SoCal, now CT - Chair

Dave S, PA

Leo C, formerly SoCal, now CT

Sara J, AZ

**Board Liaison**

Primary – Jen L

**Translation Management Committee (TMC)**

The committee, in conjunction with the CoDA Board, continues to develop and refine the legal paperwork and procedures necessary for CoDA, Inc. to maintain its legal copyright and intellectual property interests. This process is ongoing. A focus for the previous and this quarter was the tradition of anonymity and how that impacts the signing of Agreements by the fellowship members doing Translations and Publishing & Distributing of CoDA copyrighted materials. It has been confirmed, with input from the CoDA board, that it is not a breach of the tradition of anonymity to give one’s last name when signing legal documents necessary for the protection of CoDA’s copyrighted materials. The discussion continues with the two countries who raised the issue.

TMC will be presenting a motion to include wording in CoDA materials that it is not a breach of anonymity to use one’s full name (including last name) when doing business with or for CoDA, Inc.

Templates for the legal documents which TMC uses to protect CoDA’s intellectual property rights are being reviewed by the board to use simpler, less legalistic language.

Every Publication & Distribution Agreement now contains a suggested donation guideline for every publisher of CoDA’s materials. The donation guideline is merely a suggestion as all contributions to CoDA, Inc. are determined by group conscience.

TMC has begun the process of collecting for posting on the CoDA website translated materials which are available for free on the CoDA website in English.

This collection includes but is not limited to CoDA’s Ancillary Documents:

Welcome 12 Promises of Recovery Meeting Leader Format

Preamble 12 Service Concepts Meeting Handbook

12 Steps Patterns and Characteristics Fellowship Service Manual

12 Traditions Guide Sponsor Guide Sharing

` Patterns of Recovery Closing Prayer

TMC continues to work on its Policies and Procedures for posting on the CoDA website.

TMC continues to welcome participation at its monthly meetings by its Board liaisons. Following the 2x2 format, TMC also continues to meet with two members of the board monthly to raise and discuss concerns where our functions and responsibilities overlap.

TMC is now rotating the responsibility for answering e-mails.

Currently TMC is actively working on agreements with the following Countries: Brazil, China, French Canadian Canada, Holland, Lithuania, Russia, Iran/Farsi, Japan, Sweden, and UK.

As always we welcome any people interested in translating CoDA literature to contact us at tmc@coda.org. We also welcome anyone interested in joining our committee to help spread the CoDA word throughout the world to contact us at tmc@coda.org.

Members

Crystal Z – Massachusetts - chair

Courtney F - Florida

Michael C – Arizona

Su E – UK

Board Liaisons

Mary I– North Carolina

Salle H – California

**World Connections Committee (WCC)**

WCC 2018 QSR 2 Quarter Report

**Microsoft Business Office 365 Admin:**

This last quarter was spent on Microsoft Business Skype account working to get that connected for our WCC members. The most difficult part was the inability of the non-business skype members (Free skype) not being able to connect with the WCC business skype account. I brought in the Microsoft Customer Support, and six different employees accessed my machine remotely to get the business skype to the regular skype connections to work. I also asked Zach, “What do I need to do to make that happen?” Then I was able to get a Microsoft Business Support Ticket and brought in a true senior technician professional. Here we pin pointed the exact problem, in the admin configuration. Our Business account is not allowed or rather is restricted in the admin not to connect with regular skype. We tested this, we found the exact location, verified this by connecting via business to business and unable to connect to regular skype. I then gave this information to Zack, and mysteriously he became unable to make the changes. The web liaison was also unable to make the changes due to family concerns. Who can make the changes? Meanwhile, I met with individual WCC members, and tried to get a WCC skype group going. No luck. I right way turned to Lou! Lou has group skype meetings that are working, by using a work around that we need to use, implement, and hopefully this will be successful? Our WCC members have been growing. I have been in connection with individual countries, but not within a group WCC Business Skype Meeting setting. Hopefully with Lou’s threading the needle strategy, we might get the ill configured technology working. Please contact us at [wcc@coda.org](mailto:wcc@coda.org), to get your seat at that the Business skype table!

**Policies & Procedures:**

Another activity that WCC conducted “was to hold a group email exchange” on the possible directions that WCC could go in the future. These directions could also become the Policies & Procedures (P&P) manual, which is due to the board by the end of the year? At CSC, possibly. The email group took group conscious on a main topic, and this group conscious needs to be presented to the WCC members, in outline form. The email study group was attended by, Outreach, Communications Chairs, the country Representative from Netherlands, plus both board liaison/alt. and myself (WCC chair). With this six-person email study group, we touched on a main topic: ***How to double CoDA meetings Worldwide in a quick decisive manner***. This was accomplished in a three-year period in Phoenix AZ within their local intergroup (25 to 50 meetings growth). This was the topic of discussion within this email discussion group. The communications chair got the story going and encouraged me to write. We discussed most aspects on the way to double meetings, social media, email base, (our WCC membership is at 60 members) range approximation, official count not take yet. We just went through an email merger into office 365 Outlook. We will use Lou’s thread the needle approach to Business skype so that China & Iran could attend in a group setting under two free regular skype accounts. All the other countries who want to join, there is an open Invitation, [wcc@coda.org](mailto:wcc@coda.org), which needs to be merged, and P&P outlines written, to be presented to the next WCC meeting that we are going to have soon. I have received many emails on this and will try to accommodate as many members as possible.

**Spanish Task Force Local Level:**

This group is starting from scratch, zero meetings. We are going to implement the same strategy to this Local Phoenix group as we are hoping to do to the rest of the world. We are practicing what we preach, or in other words make sure we see it work before we go telling the world what to do. All under group conscious of course. We set up the first Spanish Task Force meeting and no one attended!!!!!!!!! I was worried until I realized the meeting time was setup exactly at the same time as the Mexican, World Cup Football Match! *“Be conscious of Holidays, Events, when starting to double your meetings”* This subject topic might be a section to the above Policies & Procedures manual that is currently being created through actual local practice of the discussion topics created within the international email group. We are gearing up to try again to have a Spanish Task Force meeting. There we will discuss about a flyer, a location, Traditions 5 & Traditions 11 and the use of the outreach departments professional pamphlet (hopefully in Spanish too), and other topics to help get Spanish CoDA meetings going here in Phoenix. I personally want to use my perfect flawless fluent Castellan/Latino Spanish to chair a meeting. Once we are established with our online Business skype account settings, and free skype users can readily connect, we can then invite board members to come and talk to us about the nuances of this “How to start Spanish meetings Process” via skype. Or Consult on our current methods we are trying to implement, we welcome these edits and changes for the in betterment of the current processes that are being created for the WCC P&P manual.

**Current Next 3th Quarter Activities as of this writing of the QSR Q2,2018**

* Creation of P&P outlines, so WCC Members can vote on these subject topics to pursue as a group, place on the first agenda.
* Have a skype meeting where Free skype Members can attend, mandatory attendance of China & Iran!
* Apply for the Microsoft Business Skype Admin job & configure Microsoft’s admin rules to help the chairs use their Microsoft Business 365 office accounts, without the complex thread the needle approach that Lou was forced to use.
* Increase the coordination of the “Local Phoenix Spanish Task Force” helping them by using the skype free & Business accounts so they can have there meeting in a group setting with members attending remotely.
* Journal the activities needed to create a thriving Spanish meeting population here in Phoenix, and use that meeting creation experience in the current writing of the P&P manual, first in outline form (group conscious vote) and then into the P&P manual