**CoDA 3rd Quarter Service Report for 2018**

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/)

This QSR consists of the reports that the CoDA committee’s submitted to the CoDA Service Conference. They are taken directly from the Delegate packet. The 4th quarter QSR will cover 9/15/18 – 12/31/18.

**CoDA Board**

This year we lost one member- Madeline, resigned due to health issues, where we gained a new trustee, Matt (TX) and an alternate, Don (SoCal).

The new website has been exciting to watch come about. We were able to see how important the website is to the newcomer (80% of the traffic is newcomers!). The search function and the meeting locator will be greatly improved, and we will no longer have to rely on a Mura expert to change things on the web! At the end of this year we will need help tagging, translating, viewing, approving, changing, testing,

We have over 100 pages and each one will be reviewed, updated, tagged, reviewed again, and then published. Many hours have been dedicated to this new site, and we hope you will love it as much as we do.

The Fellowship Forum in both English and Spanish continues to grow. If you’re interested in presenting a topic or participating, please email codaff@coda.org

We need your help! You can join as a full voting member or an alternate (alternates can continue other service commitments)

We have to say goodbye to one member this year, Mary (NC). We wish her everything good in life and know she will continue to do service in CoDA.

Thank you, your Board –Jen, Mary, Linda, Salle, Matt and Don

In Minnesota (Oct 2017), we asked the fellowship what they thought our priorities should be for the next year. By their votes, we focused on the top 3.

1. Develop service at all levels of the fellowship
	1. We introduced the monthly fellowship forum phone calls for anyone in CoDA to participate, ask questions, or present topics for the good of CoDA as a whole. These forums are now recorded to provide to anyone who cannot attend at the scheduled time.
	2. Develop blog/message forum for communication through any time zone or location within the fellowship
	3. Include a chat feature for newcomers to ask questions live online
	4. Recording testimonials/personal shares from CoDA Members to make available on our website for anyone to listen (English and Spanish)
	5. Working on podcasts to make available on our website
	6. Gathered different meeting formats and meeting scripts to share with the fellowship worldwide. Collaboration – learning from other meetings including text regarding 13th stepping to help build awareness for newcomers
	7. Using our signatures to remind ourselves of concepts of service
	8. Including service/committee flyers in CoRE Literature orders
	9. Texting available in English and Spanish (Communications Committee)
	10. Considering how to use YouTube to share our experience strength and hope while keeping our anonymity by not using our last name in public media
2. Communication / Public Information
	1. Create a Public Service Announcement (PSA)
	2. Making our literature available in libraries
	3. Find experienced CoDA Members to assist with a Public Information Strategy
	4. Public Information Workgroup (email board@coda.org if interested)
3. Website
	1. Meeting locator (find a meeting, searching for meeting) top priority created in WordPress
	2. Look/Feel for newcomer since 80% of visits are newcomers
4. Focus / Support for International
	1. Hired professional translator to expedite literature
	2. Test program to offer Voting Entities a loan to help publish
5. Make it possible to participate at conference through alternative methods (Online, phone, etc.)
	1. Audio available for 2017 and 2018
	2. CSC Preparation Workgroup to continue research and recommendations including local fellowship participation (2019-Atlanta, 2020-Canada)
	3. Include better Pro and Con when motions are written and presented online ahead of Coda Service Conference
6. Re-assess the structure of the current committees and fellowship
	1. Board held meetings with interested members but those that participated came to the conclusion that it wasn’t necessary. 2018 conference voted to kick off another ad-hoc through Communications Committee (email comm@coda.org) if interested

**Board - SOS (Our Management Company)**

**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**
* **Professional Service Provider Policy**
* **Committee Policies and Procedures**
* **Fellowship Services Manual (FSM)**

**2.**  **Legal/Agreements (3%) –** 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; work with TMC on contract development and tracking.

**3. CSC/Events support (18%) –** 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 (5%) –** storage and assistance with communications.  Provide corporation phone support and headquarters, as needed.

**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 (24%)**

SOS is responsible for all bookkeeping, including:

1. Cash Disbursements & Receipts
2. Independent Contractors
3. Financial Statements & Audit

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

**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.

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 5 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. The Meeting Contact List is live! We have had some issues getting it started, including our webhost’s terms of service, so the initial numbers are smaller than we’d hoped (563 as of 9/4/18), but I’m grateful we’ve got this started, as this is something that’s been talked about for several years. The goal is to reach Meeting Contacts, Group Service Reps, & Intergroup Members with information that CoDA World Fellowship feels may be important to individual members. We hope to simplify the process with the new web site, but at this point the easiest way to subscribe is to go here:

[https://codependents.org/](https://codependents.org/cgi-bin/dada/mail.cgi/list/meetno1/)

Joan is also providing this information to all new meeting registrations and updates.

1. The other major new item is the formation of the CoDA Service Conference (CSC) Preparation group, which at this time consists of myself, the chair of CoDA Events, The CoDA IMC-VEL (Delegate Liaison), & a Board Liaison. The goals are to create a repeatable process, avoid duplication of work, have a reusable timeline, increase communication between all who are involved in CSC preparation & in general make the process smoother for service workers, CoDA Delegates, and the fellowship. We hope to have a timeline set in place by early 2019.
2. I have created 3 audio web pages for CoDA:
3. CSC 2017:

<http://www.codependents.org/2017/2017_CSC_Audio.htm>

1. 2018 Fellowship Forum:

<http://www.codependents.org/2018/2018_ff.htm>

1. 2018 Spanish Fellowship Forum:

<http://www.codependents.org/ESP/ESP_ff.htm>

1. I also continue to compile the Quarterly Service Report for CoDA

Other highlights:

1. We’ve continued to have absolutely no confirmed hacks or break-ins**.**
2. Please see the “Goals” report for a detailed look at priorities moving forward. The main goals for the email list coordinator position are to significantly grow our subscriber base, do my part is helping to make a smooth transition to the new website, & grow the new CSC Prep Workgroup.

At this time, my 2 biggest challenges are spam filter issues & educating the fellowship on how to optimize receiving our emails, (there is a “whitelist” guide at the lower right here: <http://coda.org/index.cfm/emailsignup/> and educating members not to push the spam or remove me buttons provided by your email provider, as that already has significantly harmed CoDA’s ability to get emails you request in your inbox. Every email we send has an unsubscribe button on either the top left or in some cases the bottom right; clicking on those will automatically unsubscribe you from the list & will not harm CoDA. We also recommend not forwarding to a 2nd email address & unsubscribing by writing us from there, as I likely will not be able to figure out which email address you subscribed with.

We have also had to disable the “Forward To A Friend” feature due to spammers trying to use it.

At this time, we have 5 main public lists:

1. General CoDA Announcements

2. Co-NNections Weekly Reading

3. Hospital & Institutions

4. Quarterly Service Report (QSR)

5. Meeting Contacts

I also maintain yearly CSC Delegate & International CoDA Convention (ICC) lists, 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 or our website “Contact us” link; 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 announcements in collaboration with the Communications Committee’s Friday Fellowship Sub Committee and the board 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 report (9/9/18) to the cutoff used for this report (9/4/18) we have sent 107 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 5 main lists are as follows as of the evening of 9/4/18:

Main Announcements List: 5729 (was 5380 on 9/10/17)

Co-NNections Weekly Reading List: 10,081 (was 9176 on 9/10/17)

QSR List: 3056 (was 2901 on 9/10/17)

H&I List: 2549 (was 2369 on 9/10/17)

Meeting Contact List: 563 (was 0 on 9/10/17)

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, an ICC 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

 (Board Liasion, Linda A. (So.Cal))

**CoDA Resource Publishing (CoRe)**

**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 co-dependents 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.

We’ve had an incredibly busy year and are healthily proud of our accomplishments.

We meet monthly for up to two hours on concall and have had two Face to Faces as well as meeting here as a board and with the CoDA Board and others with whom we communicate with on a regular basis. One of the F2F meetings was in Denver, N.C. to visit and meet with our accountants, sales administrator and the warehouse. The other included a very productive Group Inventory, an invaluable tool.

**Financials :**

* After increasing the Royalty to 40% (from 30%) Paid CoDA $105,161 ($89,861 *last year*) in Royalty Payments for 2017 and $66,988 ($54,276 *last year*) for Jan-July 2018. This represents approximately $tba (57 %) of CoDA’s income
* Collected 7th Tradition donations made via the CoRe estore on behalf of and dispersed to CoDA $3,343 ($2,394) in 2017 and

 $3,093 ($1,052) Jan-July 2018

* Detailed accounts, Profit & Loss and Balance Sheet are in the delegate packet and available for download from the CoDA website

*Assets, Revenue & Expenses 2008-present*



In addition, CoRe has contributed financially to the work of CoDA by supplying $tba worth of literature to Hospitals and Institutions and $8,000 to the Free Starter Kits program.

**Challenges this last year**

1. Shortage of volunteers

In common with much of world service, we have been short of volunteers, we started the year as three Trustees only and our full complement is five board members plus two alternates.

Early on we invited Gerry to join and, in a baptism of fire he took on where our much-missed David L stood down. He has done a huge amount as print liaison for English materials at what has probably been our busiest time ever for reprints and new publications and on the technology side.

In May of this year both Addie and Yvonne volunteered to become alternates and have been hard at work ever since, Addie as Secretary, bringing efficient order to our Action points and researching a big special project. Yvonne too has brought her business skills and made major contributions to special projects.

All three will be up for validation at this year’s elections. We still have one further vacancy.

1. Distribution

The webstore has brought with it new technology for Inventory control and accounting. This having been adopted has presented a major change for our current contractors, has been slow and delayed our progress

1. Literature for our Spanish speaking co-dependents

Having a completely bi-lingual website has been complicated by many factors and we continue to work to find solutions. In addition, Spanish Outreach (SPO) who, in the past, have been responsible for proofing and signing off translations, ceased to function last year. This is also being addressed

1. Limited communication channels

We have very limited means of getting the word out there re our recovery materials, an understandable tension between promotion and attraction and our Tradition of anonymity. We will be addressing this during the next year in our “marketing plan” with the intention of making our CoDA materials more visible.

**Major Accomplishments**

We launched our completely new **website/store corepublications.org** using up to date technology and user-friendly ordering system in April 2018 to much enthusiastic feedback (and some hiccups)

Early days but this has brought us increased sales and more funds and visibility for CoDA

**Publishing**

This last twelve months has been the busiest ever for reprints:

4015 - Tools for Recovery

4101 - Newcomers Handbook

6005 - 12 Step and 12 Tradition Workbook

4005 - Communication and Recovery

4103 - 12 Step Handbook

Plus New Items:

4012 - Information for Professionals

4011 - Your First Meeting

4024 - The Twelve-Piece Relationship Toolkit

Up next

1002 CoDA Book

4104 - Establishing Boundaries in Recovery

Besides including the Literature committee edits and new details for purchasing from CoRe, the Twelve and Twelve Workbook is now published with the Questions numbered and in ring binder format to make it easier to use. We continue to print a supply in the existing bound format for use in prisons and institutions.

The Newcomers Handbook is now printed in the larger Booklet format to make it easier to read and navigate

**Publishing new literature** like the Relationship Toolkit and the outreach Pamphlet for Professionals and their clients. These two items were brought to conference last year and are published and on sale. They will shortly also be available in Spanish along with

List all new literature translated and printed in Spanish this last year

Progress on **CoRe Strategic Plan**

We met in July 2018, approximately half way along our plan (developed and written in Feb 2017) and the updated plan (Initiatives/goals) is now available in the delegate package.

**Progress on our Key Initiatives to date:**

Our key Initiatives

1.Develop new website and online bookstore

Complete and launched

2 Develop a Marketing Plan

In progress. To date we are including flyers and samples of our new publications with our shipments and have a “news” feature on our website. More to come.

3 Improve internal relationships with CoDA

Ongoing, We are all communicating more regularly and, together with CoDA Board and Literature committee (CLC) we are developing a process (together with definitions and fie naming protocols) for updating and publishing new and existing items

4 Evaluate our Operations

Ongoing and, alongside the ecommerce side of the webstore, are working towards a reliable real time inventory control system.

After a lot of research, we are offering fresh options for more economical shipping within the US and to the rest of the world

We have published links on corepublications.com to Publishing and Distribution websites in other countries to facilitate what may be cheaper access to our CoDA materials for our worldwide fellowship

5 Ensure sustainability of CoRe

Amongst other things, this will involve reviewing the Bylaws and
writing up Policies and Procedures Manual for CoRe . Also to ensure that we are up to date in compliance with all financial and regulatory requirements of a not-for-profit corporation

6 Expand our literature offer

This is not in the remit of CoRe has been removed from our Strategic Plan as this is a fellowship function

7 Explore new technologies.

A priority this coming year will be to explore the options for providing audio materials to help spread the word to those with sight difficulties. Also, to enable absorbing recovery materials for those who can combine the work whilst driving and doing other activities

We will be offering more publications in eformats

We are in the process of converting recordings, existing disks and conference speakers into eformat

We are exploring the possibility of producing the electronic products for sale on our website rather than linking to Amazon and iTunes

8 Offer free literature starter kits

This is now an established process whereby all Spanish speaking groups and new groups registering with CoDA can receive a Starter Kit of CoDA literature. Since introducing this initiative we have distributed tba starter kits and approximately tba in Spanish.

**Closing remarks**

The opportunity to work with such amazing people so willing and capable has been a gift to my recovery. We trust that the fellowship worldwide is benefitting from all this exciting development and look forward to completing our Strategic Plan by Feb 2020 and then moving further on up.

Under the new method of approving coda materials, we look forward to getting the opportunity to publish more new works from the fellowship and getting them out there.

Thank you to all for listening, to the CoDA Board for all their help and cooperation and CLC for their continuing great work.

Questions welcome

**CoRe Board**: Dagmar (Chair), Barbara (Treasurer), Liliana (Spanish Liaison), Gerry (Print & Publication Liaison), Addie (Secretary) & Yvonne (Marketing & Projects)

**Communications Committee**

Mission Statement

* 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

Membership

Chair: John – Pennsylvania

Co-chair: Kaga – Virginia

Jeanne B: Tennessee

Committee: comm@coda.org

Permanent Working Groups

CoDA Phone (cphone) cphone@coda.org

Allan B.

Jeanne B

Sheila R.

CoDA Email Team (CET) bizcet@coda.org

Allan B.

Marilyn P.

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 Linda A. Backup Jen L.

Report

The Communications Committee continued throughout the year the very important function of supporting the email and phone contact teams that are providing responses to inquiries addressed to the Fellowship within days or less. A new member has been added to the phone team and a slight update made to their guidelines.

Cphone, responds to requests to speak to a CoDA volunteer and the CoDA Email Team, responds to emails sent to info@coda.org

Cphone receives one or two calls a day when they have been rerouted past routine matters. These routine matters include CoRe, for literature or donations, the phone coordinator for referral to an appropriate committee and our association management company for help finding meetings. Cphone volunteers’ phones either ring or go to voicemail if callers choose the option to speak to a CoDA volunteer about what CoDA and CoDA meetings are like.

The Email Team (CET) responds to about a dozen emails a week to info@coda.org. They reply to similar issues as cphone plus occasional issues requiring discussion among the team or referral 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, donations 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.

The Committee itself met 15 times during the year, discussed extensively and then decided against conducting a face to face meeting.

One Friday Fellowship Item was published and extensive efforts conducted toward adding texting as another way for codependents and members of the Fellowship to communicate with World Service. The board has taken over this task.

A very important Motion from last year is being resubmitted after extensive inquiries and discussion, both within the Committee and with those outside it.

**Co-NNections Committee**

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

1 Cathy D. Arizona

2 Don B. Southern California

3 Faith J. Canada

4 Geff R. Washington

5 Laurel H. Utah

6 Maria S. New Zealand

7 Resa G. Minnesota

8 Gladys H. North Carolina

**Discussion Items:**

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.

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 submitted all approved committee meeting minutes for the year to the CoDA Board of Trustees for website storage. We submitted the Quarterly Service Report on time for each of the four quarters.

Our most challenging issue this year was the Group Conscience to admit we lacked the requisite skills to publish the Recovery Stories from the Co-NNections archives. We notified the CoDA Board of Trustees with the recommendation the project be continued by a committee like the Literature committee with the necessary knowledge and skills.

Recovery from the crash of the web site and the break of our submit link began to result in an upswing in the numbers of new people signing up to receive the Weekly Reading as well as a healthy steady flow of new Recovery Stories in the 2017 fourth quarter. The flow of Fellowship recovery stories were submitted at a healthy steady flow, with periods of flooding. Weekly Reading and Meeting in Print are grateful for the Fellowship participation in the Committee work.  The supply of recovery stories for both **Weekly Reading** and **Meeting in Print is**surpassing the pre web site crash. As of late August the number of people signed up to receive the Weekly Reading passed 10,000 with no indication of slowing down. The Co-NNections Committee is blessed with abundance.

The **Meeting in Print Subcommittee** produces quarterly issues. The goal was met each quarter in the past year. As of August issue 8 of **Meeting in Print** is being completed for the September posting. The seventh issue of **Meeting in** Print is posted on the Co-NNections page at coda.org. 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](https://mail.tigertech.net/src/compose.php?send_to=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/>.

Older readings can be viewed here (2015-2017): <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/>

**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.

**Events Committee**

**Members:**

Katherine T, Kevin M, Florence F, Kathy H, Sharon A, Kirk L, Laraine C, Salle- Board Liaison

The Events Committee met every month for 1.5 hours during 2018. We increased our membership by 1, and 1 member left the committee. In support of our goal to decrease costs we invested in copiers, projectors, and computers to eliminate annual rental costs associated with CSC/ICC. The group used the group conscious process in all decisions, and respected everyone’s views and opinions.

July 20-22 2018 we had our face-to-face meeting in Orlando, Florida. This meeting provided a growth opportunity for the committee as a whole. We also used the opportunity to research a viable alternate venue for CSC/ICC and retreats; we toured a cruise ship. We all agreed this option deserves more research, as it would potentially save CoDA at minimum $24,000 annually.

Our Chair Katherine T, participated in the CSC prep group working with Geff R, Paul N, Don our Board Liaison. Our goal was to work as a team to improve the CSC/ICC experience, document the process, and improve workflow. As a result of our successful working relationship the group will continue in the coming year and will focus on streaming and translation, as well as our initial goals.

**2018 Budget Goals/Objectives, and Accomplishments**

**#1 Goal: Reach out to a wider CoDA community.**

Approach: Create a Spanish track at 2018 International CoDA Conference.

Comments: Southern California has a Spanish Intergroup who can support this effort

----------- completed. We will be offering Spanish Workshops in San Diego.

**#2: Identify ways to make the CSC and ICC more cost effective.**

Approach: Research alternative venues and report on potential cost reductions for the CSC and ICC.

Researched cruise ships. This goal continues as a work in progress. Need more information to make formal recommendations.

**#3: – Identify ways to make ICC self-supporting.**

Approach: Investigate and document what is required to take over the recording and selling of speaker tapes as a fund raiser for ICC.

CoRE is now selling recordings for CSC. The CSC Workgroup will be working on streaming and recording options after 2018 completion for 2019.

**#4:– Ensure the success of Events Committee activities.**

Approach: Update Events Committee Policy and Procedure Manual including, tools, forms and process improvements.

Significant work completed at F2F meeting to update and revise P&P. Will be completed by end of 2018.

**Finance Committee**

The Finance Committee submitted to the Fellowship at the 2017 CoDA Service Conference (CSC) a budget of $224,300 in income and $232,243 in expenses, an increase of 9% over 2017 budgeted expenses. It included $9,200 in contingency funds (80% of which was for additional face to face needs), an additional $25,365 for committee Face to Faces (F2Fs) following our rotation guidelines, and $6,500 for streaming and translation of CSC. Three of the four scheduled committees and two additional committees met or are planning to meet for a F2F meeting in 2018 following the new guidelines. Because we finished 2017 with a substantial balance, the Finance Committee is suggesting that we consider a budget for 2019 that spends down a part of the excess above the prudent reserve. This may allow all of the committees requesting a F2F in 2019 to have them. If the cost of all the face to faces exceeds the amount available from the excess balance, we will follow the Guidelines again and approve/fund as many F2Fs as possible.

2017 was a good year as our 7th tradition donations were up 19% ($58,000) and total income was up 5% ($181,000). Expenses were the same as 2016 ($154,000) resulting in a net cash flow of almost $27,000.

YTD we are ahead of last year with income up 31% ($140,000) primarily due to an increase in royalties, and expenses up 32% ($73,000) over the same period last year. We had increased expenses in Fellowship Service Workers’ expenses and face to face travel expenses. Our current Balance Sheet is almost $42,000 above the balance sheet last year at this time.

Throughout the year we have worked with the bookkeeper to approve 14 Advance requests and 70 Expense Reimbursement Requests (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 but two ERRs from the Oct CSC before the end of 2017. We updated our online ERR submission forms for Expense Reimbursement Requests (ERR) to reflect 2018 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.

For the 2018 year the Per Diem rate remained at $51. For CSC being held in San Diego, CA, the rate is $64. The mileage rate for 2018 is $0.545 per mile. The Prudent Reserve for 2018 is $250,000.

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. The Prudent Reserve will be $250,000 for 2019.

CSC was a time of transition for the Finance committee last year. We recruited three members at CSC last year but one never made it to a meeting. Three other members have resigned from the committee over the year. We found a new member this summer. Thank you, to the members of the committee who have served during the year: Susan A, Loretta D, Lou L, Addie M, and Jack S are currently on the committee and Barbara D, Danielle D, & Thuy K have served on the committee for part of the year. We are always looking for new members to serve on this committee and will be recruiting more members at CSC. If you are interested, please contact the finance committee at finance@coda.org. Because we believe in rotation, at CSC last year Lou announced that he would be stepping down as Chair of Finance. His resignation as chair will be effective about a week after CSC this year. He is planning to stay on the committee as past-chair to mentor the new chair. We do not have someone willing to step up as Chair at this moment, but we are trusting our Higher Power to provide the right person to step up.

We will be reassigning our finance liaisons in the next week to include our newest member. The current list is enclosed but will change before CSC.

In Service for the codependent who still suffers,
Lou L. Chair (IL)

Addie M. (SoCAL) Secretary

Jack S. (NorCAL)

Loretta D. (WA)

Susan A. (SoCal)

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

Mary I., (NC) Back Up Board Liaison

**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.

**Recovery Celebration Plan**

We would like to remind people of the Recovery Celebration Plan and encourage members of the CoDA Fellowship to make donations (financial and/or service) to CoDA, Inc. as they celebrate their anniversary in CoDA recovery. (Donations may be made on the CoDA website using the donate button at the bottom of the page or by sending a check to CoDA, Inc., P.O. Box 33577, Phoenix, AZ, 85067-3577)

| Class (Accounting grouping) | Finance Liaisons  | F2F Rotation |
| --- | --- | --- |
| Board:  | Lou/ | Yearly x2 |
| Communications (Comm):  | Loretta/ | 2019-4\*\* |
| Co-NNections:  | Jack/Loretta | 2021-4\* |
| Events:  | Addie/Lou | 2021-3 |
| Finance:  | Lou/ | 2020-4 |
| Hospitals & Institutions (H&I):  | Addie/Loretta | 2021-1 |
| Issues Mediation (IMC):  | Loretta/Jack | 2020-1 |
| Literature:  | Addie/Jack | 2021-2 |
| Outreach:  | /Addie | 2019-1 |
| Service Structure (SSC):  | Lou/Loretta | 2020-2 |
| Spanish Outreach (SPO):  | Loretta/Jack | 2019-2 |
| Translation Management (TMC):  | /Lou | 2020-3 |
| World Connections Committee (WCC):  | Jack/Lou | 2019-3 |
| TROs (Attending CoDA Service Conference) | Addie/ | CSC |
| \*Approved meeting later in 2018 | \*\*relinquished meeting to 2019 | Updated 9/4/18 |

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

The information in this report covers the time interval between October 1, 2017, and August 31, 2018. September 2018 information will be added when the report is given at CSC.

Actions toward 2017-2018 Goals:

1. Maintain the Books for Inmates and Institutions Program and inmate correspondence.
	1. Received 169 specific requests for literature or information by US Mail
	2. Sent 159 response letters
	3. Heard from an average of 23 different institutions per quarter
	4. Received requests from 24 facilities we have never heard from
	5. Literature sent:

|  |
| --- |
| **Literature October 2017-August 2018** |
| **Piece of literature** | **English** | **Spanish** | **Total** |
| Co-Dependence Anonymous Book | 190 | 11 | 201 |
| 12 Steps & 12 Traditions Workbook | 110 | 11 | 121 |
| Standard Packet(a set of pamphlets and booklets CoRe donates) | 40 | 1 | 41 |
| Institutional Meeting Handbooks | 15 | 0 | 15 |
| In This Moment | 9 |  | 9 |
| Other Items | 4 |  | 4 |
|  |  |  |  |

 We had no requests for a CoDA “library” for institutions.

* 1. Received $2775.15 in donations to Books for Inmates and Institutions. Three of these donations totaling $140 were directed to specific institutions.
1. Continue and grow the Inmate Sponsorship Program: Due to an excellent response from the Fellowship, every inmate who has requested a sponsor has received one. We do not know how many of these pairs (sponsor-sponsee) are currently active. We have had reports that some no longer exist and would like to find out more about the sponsors’ experiences with snail-mail sponsorship.
2. Totally rewrote the H&I Service Info page on the CoDA website.
3. Update “Books for H&I” donation form on the CoDA website as needed: This has been done twice this past year to make sure we get the information we need. A few “donations” have been made by non-CoDA members specifying that a certain number of books be sent to an institution. It seems that some organizations want to purchase books for their clients at the reduced “H&I” price, but that is not the purpose or function of this program. The donation form needs to make it clear that the donations are from CoDA members who want to make books available at no cost to individuals who have no way to purchase books while institutionalized.
4. Regular communication with the CoDA community: We receive and respond to 5-15 email queries from Fellowship groups or members each month. Using the H&I email subscription list we have sent out a few announcements asking for help with requests from organizations wanting to have meetings in them and making the need for inmate sponsors known. We have also invited anyone on this list to attend one of our meetings twice this year. In response to one, six people indicated their desire to attend and requested an agenda and link to the meeting, but none of them came.
5. Get more members: We started the last year with 4 members, gained 1, and had 2 previous members return.
6. Maintain H&I P&P Manual: This was totally updated, but needs more.
7. Have a face to face meeting to produce an “H&I Manual” with suggestions for types of CoDA H&I service: This we did and have a preliminary copy of this handbook which will be featured at an ICC workshop. We hope to get feedback and suggestions then for its completion.
8. 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 continues to be available. Perhaps 25% of new subscribers who do complete it could use a response from us, but, due to overloaded schedules, only a fraction of them do. We will continue to offer this.

Additional accomplishments:

1. Had 10 regular and three special meetings via teleconference.
2. Helped meetings get started in at least 5 facilities.
3. Worked with CoRe in developing the procedure for ordering books for the Books for Inmates and Institutions program created by having a new CoRe website.
4. Requested that CoRe make the 12 Steps and 12 Traditions Workbook available without the spiral binding that just came out. Such bindings are not allowed in many facilities. CoRe has provided, and we have ordered them. THANK YOU, CoRe.
5. Considered ways to provide institutionalized CoDA members with new stories/ material because they have little exposure to recovering co-dependents outside. We have been able to send copies of some Weekly Readings and Meetings in Print. We would like to find ways for them to get this material in their facilities through prison librarians but haven’t made any progress in that direction.

Thank you for allowing me to serve on this committee for 8 years, the last 6 as chair. It is now time for me to step down and away after tying up some loose ends.

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

 Linda A., our outstanding 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; 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

 Darlene H., CA Recording Secretary

 Deborah B., CA Assistant Corresponding Sec’y

 Jim B., AL Sponsorship Coordinator

**Issues & Mediation Committee (IMC)**

CURRENT MEMBERS:

Gail S. (NV – Nevada) (Chair) - Joined 2014 CSC

Greg B. (MN - Minnesota) - Joined 2016 CSC

Paul N. (GA -Georgia) (VEL – Voting Entity Liaison) - Joined 2016 CSC

Liliana R. (Colombia) - Joined 2016
Andrea S (Italy) - joined 2017 CSC

Steve S. (FL – Florida) - joined 2017 CSC - (Vice VEL)
Darlene H. (SoCAL) - joined 2017 CSC

Resigned:

Marijke L (South Africa) - joined 2017 CSC

Board Liaison: Mary I (NC – North Carolina)

Back up Board Liaison: Jen L (AZ – Arizona)

The Issues Meditation Committee continued to meet monthly on the third Sunday (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 2018 Issues Mediation Committee (IMC) was elected at the 2017 CSC in October.

The members voted in were:

* Returning members – Gail S. (4th year), Greg B., Paul N. and Liliana R
* New 2018 Members – Andrea S, Steve S, Darlene H, Marijke L.
* Resigned – Marijke L.

**IMC 2018 CASES:**

* We are happy to report that while IMC did receive a number of requests for assistance at the local levels, none of those issues prompted actual mediation cases. We were able to assist the parties to resolve their issues without needing to escalate to becoming a “case”.
* 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 website a “Dealing with Disagreements” printable brochure
* Link [http://coda.org/default/assets/File/Literature/Dealing With Disagreements TriFold.pdf](http://coda.org/default/assets/File/Literature/Dealing%20With%20Disagreements%20TriFold.pdf)

**VOTING ENTITY SPLIT:**

There was a request submitted for Voting Entity Division/Split. This is still undergoing review and consideration.

**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

**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.

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.

**Voting Entity Liaison (VEL)**

2018 CSC is IMC’s fourth 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

**2018 CSC TRO recipients:**

(TRO guidelines are: 2 international and 3 national).
This year due to only one eligible National applicant, we were able to award one additional International VE delegate.

* **International recipients:**
Ireland – First awarded TRO – Delegate: Laura O
Columbia – Second (last) awarded TRO – Delegate: Emilia A
Netherlands – First awarded TRO – Delegate: Stijn K
* **National recipients:**
PA – Pennsylvania- Second (last) Awarded TRO - Delegate: James K
* **Host TRO recipients:**
2017 MN (Minneapolis) - Delegate: Kyna L
2017 MN (Minneapolis) - Delegate: Greg B

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

9-9-2018

**Literature Committee**

Accomplishments since the 2017 CSC

The CoDA Literature Committee recently completed a new booklet, *Traditionally Speaking,* and is now submitting it as a motion to the 2018 CSC. This booklet contains many passages of experience, strength, hope, and wisdom contributed by many members of our CoDA Fellowship. We hope this new piece broadens understanding of the CoDA Traditions, fosters spiritual growth in our daily lives, and provides practical tools for improving our relationships. If endorsed, it will be available shortly at <https://www.corepublications.org/product-category/printed-material>.

A second booklet, *CoDA Prayers*, will also soon be available for purchase from CORE publications. We hope the Fellowship will appreciate having available this all in one, pocket-sized collection of all our CoDA prayers.

The CLC proofed (punctuation, spelling, and adherence to the Traditions) *The Twelve-Piece Relationship Toolkit.* CLC also proofed two pamphlets produced by the CoDA Outreach Committee. In addition, the CLC completed a revised version of *The Twelve Steps and Twelve Traditions Workbook*, which included several minor changes and “Working the Steps as a Group” added to the text. Finally, we edited three other CoDA pieces this year: *Tools for Recovery*, *The Newcomers Handbook*, and *The Twelve Steps Handbook.*

Alyse (Georgia)

Anita (Utah)

Scott (SoCal)

Abbey (Arizona)

Joan (Arizona)

Judi (Massachusetts)

Teresa (Kansas)

Terry (New York)

Leslie (NorCal)

Barbara (SoCal)

Jennifer (New York)

**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 committee aims to be inclusive and global in intention.

 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 by Skype for business at 5 pm EST.

Current Members: Sharon B. (British Columbia, Canada), Charles Z. (Colorado, US), Betsy G. (Illinois, US), Jay G. (Pennsylvania, US), Ann C. (Washington, US), Mary I. is Board Liaison

**Action Plan 2017-2018**

1. **Expand the Outreach Resource Guide (ORG)**
	1. Continue to review submissions for use in the ORG
	2. Prioritize additions to web-pages or new web pages according to need and those for which CoDA members are willing to share their passions and expertise.
	3. Update parts of the Outreach Resource Guide for added information.
	4. Add a search engine so that those who wish may better access the information on the ORG and identify parts that require more development.

**Status:**

* We have requested and continue to receive submissions on various topics. Work on some of the submissions is ongoing.
* We added a page on Professional Outreach with links to the new service documents, “Information for Professionals” and the client pamphlet, “Your First Meeting” as well as a cover letter template.
* The Outreach Resource Guide was checked for links. The links worked.
* A search engine was not added this year, but it is being reconsidered in the coming year to make our ORG more user- friendly.
* The Home Page of the Outreach Resource Guide has been revamped. This and headings have been re-named to make the website more useful to CoDA members.
* We continue to work on various areas for outreach and welcome new submissions on these and other areas in which we can help CoDA groups and members reach out to other codependents.
* More submissions regarding experiences and suggestions for improving the “Relationship between CoDA and other Fellowships”, are welcome.
1. **Collaborate and share information with those committees, voting entities and individuals wishing to engage in and promote outreach.**
	1. When developing an area of outreach, we connect with those (i.e. committees), who could provide input or are affected by that area of outreach. (example: Professionals for professional outreach), translation of brochures, input from other countries and cultures)
	2. Request submissions in areas of the ORG that need further development.

**Status**

* The Outreach Committee sent out a “blast” requesting submissions on “Relationships of CoDA with other Fellowships” and suggestions for improving those relationships. This included contacting other countries. More submissions are needed on this topic.
* A submission, “You May Be Codependent If…document was shared for input in both the U.S. and Canada. Since the document was meant to reach out to members of other Fellowships, their input has also been welcomed.
* Meeting formats have been collected from the Board and other sources. These templates will be looked at and vetted this year.
* The committee has collaborated with other committees on common interests.
1. **Globalize our language and resources; improve dissemination of Outreach information to those whose first language is not English**.
	1. Support the translation of the ORG into multiple languages, starting with Spanish.
	2. Work with the web liaison, the webmaster and the Board to develop a World Page where those from other countries can first access pages needed from the ORG needed to develop meetings in their Countries.
	3. Co-operate with those whose first language is not English to assess the ease of translation, and for those who speak English, the ease in understanding the web pages of the ORG.
	4. Collaborate with other committees such as Literature Committee and Translation Management Committee (TMC), and Spanish Outreach (SPO) to make CoDA materials accessible in multiple languages.

**Status:**

* Translation of the Outreach Resource Guide is on hold at this time until more information on how the [www.coda.org](http://www.coda.org) will be translated.
* One of our Goals was to create a World Page, useful to the international community.
* It is important to us that materials by outreach (and CoDA as a whole), are created with collaboration of various language communities. Last CSC, our Professional pamphlets were submitted in both English and Spanish with help from Spanish Outreach. French translation on them should be completed this coming year.
* Translation and ease of understanding of the ORG is still a goal for the Outreach Committee.
1. **Support the development of workgroups.**
2. Utilize the project proposal process to develop new workgroups.
3. Specify to specific areas needed for submissions as well as general submissions.
4. Develop a workgroup to look at materials (rather than workgroup submissions) that the fellowship willingly shares with the committee and make recommendations as to inclusion in our ORG

**Status:**

* The Outreach Committee asked for submissions and ideas on various projects. One example: suggestions on how to improve relationship of CoDA with other Fellowships and input on a Characteristic checklist, “You May Be Codependent If…” document from CoDA members and from those part of other Fellowships.
* Work groups for various areas of Outreach continue to be welcomed. One member of our committee must become part of any work group sponsored by Outreach.
* When submissions come in, Committee members discuss them, vet them for Traditions and decide which to follow up on. Interested CoDA members and affected groups are contacted for input.

**Spanish Outreach Committee (SPO)**

**Members:** Angelica C/Texas; Nadia R/Argentina

Board liaisons - Jen L and Mary I

**108 Phone Calls** answered, with 3.5 weeks left in the last quarter of this reporting year.

**65 Emails** answered thus far, after 2 quarters with no email answered.

**Action Plan for 2019:**

1. Answer phone calls and emails
2. Continue seeking additional committee members so that the committee may undertake additional tasks once it has returned to a staffing level that permits such a division of labor
3. Cooperate with the Board to find speakers and propose topics for the Spanish version of the *Fellowship Forum*, the *Foro de Información para Codependientes*, held monthly on the fourth Sunday of the month at 10AM California time.
	1. Announce the availability of recordings of the Forum and other topics at this site: <http://www.codependents.org/ESP/ESP_ff.htm>
4. Schedule meetings with group representatives from far-flung areas to reach out to those meetings and exchange information.

Devise ways to increase use of, and increase membership in the Spanish subscription list.

**SSC Committee**

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

* Complete the SSC Policies & Procedures Manual
* Completed
* Update the FSM in an even more timely manner with all related motions
* Initial update was sent for chairs and board review within 2 weeks of end of CSC/ICC
* Continue to identify additional improvements to the restructured FSM and bring as motions in 2018
* Many items that were identified but not addressed in the prior year were completed
* An FSM Glossary was developed
* An FSM update CSC Motion was developed
* Develop new proposed 12 Service Concepts (both long and short forms) that focus on service at all levels, not just on service at the CoDA, Inc. level
* Postponed until next year due to other priorities
* Continue to identify service structure problem areas and work with others to attempt to improve these new ones as well as the ones identified during the last year
* Two members joined the restructure workgroup

**Other Accomplishments Since Last CSC**

* Identified and corrected numerous errors that were discovered in several parts of the FSM
* Researched how to best limit duplication of data on the CoDA.org website, the Outreach Resource Guide website and the FSM. Suggested solution will be addressed with the Board and Outreach in the coming year
* Addressed the issue of Voting Entity Issues (VEIs) and Motions being brought to CSC repeatedly and submitted a related CSC motion
* Question raised what exactly are our Foundational Documents and did research into whether/how other 12 step programs use the term

**Translation Management Committee (TMC)**

The Translation Management Committee (TMC) meets once a month using a free conferencing service and stores its information in the cloud. Between meetings TMC communicates using email and the phone.

The Translation Management Committee continues to manage the legal documentation necessary for CoDA to maintain its intellectual property rights where translation and publication of CoDA materials are concerned. We do not translate.

Each Translation Agreement (TA) or Publication and Distribution Agreement (P&D) involves multiple contacts with fellowship members seeking to bring CoDA materials to their own country in their own language. Even renewals require attention as we often are working with a different group of people from the original signers of previous agreements; and sometimes the renewal requests include a request to translate or publish and distribute materials not included in the previous agreement.

We completed and submitted a Policies and Procedures Manual for uploading to the web.

Our 2x2 with the board continues as we work in areas which overlap especially in the creation of documentation necessary to maintain CoDA Inc’s. legal copyrights.

Changes from last year:

* Renewals of Publication and Distribution Agreements are now complete agreements referencing previous Publication and Distribution Agreements.
* Renewals of Publication and Distribution Agreements with legal entities may be extended beyond 2 years up to 5 years.
* Translation Agreements now have a termination date.

Discussions included but were not limited to:

* Concerns with anonymity
* How to handle translations for which translators are no longer known or available
* Concern has been expressed about the legal wording of the documents and their accessibility in the vernacular.

Anonymity and how it impacted the signing of legal documentation became an issue resulting in a motion to CSC. The motion clarifies that signing one’s full legal name and giving one’s address when doing business with CoDA, Inc. is not a breach of anonymity. This statement reflects the view of anonymity as practiced in other 12 Step programs including AA.

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

 (Please note that a Translation Agreement does not give permission to publish; nor does a Publication and Distribution Agreement give permission to translate.)

**Completed Agreements** :

 **Translation Agreements and Assignments**:

Columbia

**Publication and Distribution Agreements**:

Germany

**Pending Agreements**:

**Initial Contact**:

 Argentina

 China

 Denmark

France

Holland

Italy

Iran / Farsi

Lithuania

Sweden

South Africa

**Request to Translate**

Holland

Israel

Quebec, Canada

Russia

Sweden

**Request to Publish and Distribute**

Brazil (renewal)

Columbia (renewal)

Guatemala

Holland

Israel (renewal)

Japan (renewal)

Russia

Spain

South Africa

United Kingdom

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

TMC initiated rotation of members responding to emails.

TMC is gathering information on how materials being published and distributed outside the United States (CoRe) may be accessed by those unknown to the publishers and distributors.

Training of TMC members is ongoing.

Are you detail oriented?

Do you want to participate to spread the message of CoDA worldwide?

Do you have any questions about spreading the CoDA message in your own language?

Join the Translation Management Committee

Or write the Translation Management Committee at: **tmc@coda.org**

Members

 Crystal Z – Chair – Massachusetts

Michael C - Arizona

Courtney F – Florida

José R – Guatemala

Su E – United Kingdom

 Board Liaison

 Mary I - North Carolina

**World Connections Committee (WCC)**

**WCC, Activities accomplished in 2018**

Created the Spanish Flyer for the CSC, put up on the website.

**What’s App**, is current, up and running, 22 contacts, Countries Ranging from Europe, South America, China, Russia, Middle East, USA, Instant chat room, we send messages international.

**What’s App Spanish**, 6 members there, where we can post in Spanish.

We have also had a Brain Storming meeting via email, there we took a break from regular meetings, and we then had a study group to decide what we are going to do at WCC; We had two different chairs from two other committees, an international member, emailed and shared ideas on what WCC could be. What would be a message that is universal that all countries could engage in. Translating the CSC flyer into languages changed to something different. It change to what everyone wants. Everyone wants to increase their members and their meetings number. How to do that? Is a question we are trying to answer. We also discussed Social media, and how we could address or use that?

Keep in mind we had 4 board liaison changes, which took a lot of time explaining what we need and what we were doing. A lot of questioning, then explaining.

We also figured out the platform to use, which brought us back to skype. We tried different types of connections, telephone free conferencing, zoom. Some counties could not call in, could not use some platforms, so we went back to skype. Which is really using outlook, and not using skype. Which means we need to have an email address entered, into outlook as a contact. That takes some doing. So meanwhile, I have been contacting countries individually, in a way to keep in contact. We want to understand what is going on in their countries, and how we can help them increase their members and meeting size.

We also set some goals to stream line communication. We are also keeping in contact with other committees, mainly TMC, Outreach, Communications and we are consistently communicating with other committees. We have not only been actively attending the chairs meeting, 100% until the day was switched to Thursday, but also sending emails, and attending other committees’ meetings.

**WCC Activities currently;**

We are building an email list of countries, so that we can address countries all at one time. How we are going to do that. How many addresses per country? This is a joint project, so we can share this work with other committees. We are also keeping up our monthly meetings.

**WCC Activities in the future:**

Once we have an email list of all the countries, we can send out the CSC flyer, send out a survey, we can let countries know if the conference will be streamed. So they can see what we are doing here. We can ask about literature in the survey, that can help TMC, with increasing literature. We might be able to have a speaker. Check on the number of meetings, and see if we can help increase the number of meetings, and check this number each year through a survey question.