**CoDA 1st Quarter Service Report for 2019**

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

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

**CoDA Board**

Board of Trustees

The following themes from the 2018 CSC were developed further by the Board in the first quarter:

##### 30 Questions and 12 Tips– Search the website for the word ‘draft’ to learn how to send comments concerning the two pieces of literature submitted by the NorCal Voting Entity, *Thirty Questions: Getting Started Working the STEPS* and *Twelve Tips for Sponsors.*

##### Placement of 1990 Policy on the Website – Search the phrase ‘1990’ to find the revised text of this 1990 policy in both in the motions database and the Delegate Packet from the 2018 CSC.

**Explanation of CoDA Seal** – A question from a member of CoDA Mexico lead to the creation, by Founders Ken and Mary, of an explanation of the meaning of the elements of the CoDA Seal. This is now part of the Board’s Policy and Procedures Manual (2.1).

The Board researched

* **Audio versions** of the book *Co-Dependents Anonymous* in English and Spanish. Given the Board’s financial commitment to the new web site it was decided to postpone a decision until 2020. In the meantime, the Board learned that the CoRe Board is researching such a project, so the Board shared its findings with CoRe.
* **Reorganizing the Motions database** to make searches easier. Presently, searches are not intuitive. The aim is to provide additional searchable categories. This project is, however, expensive, so the Board decided to wait until after the new website is up and running and all related costs are paid.

The Board considered

* **Reaching out to online CoDA meetings** that are not listed in the coda.org meeting database. This type of CoDA meeting does not send Delegates to the CSC. Attendant issues such as anonymity and avoiding endorsement of outside entities by listing such meetings are part of this discussion.
* **Options for Electronic Transfers/Payments** – Board liaisons to Finance have asked for input from the Finance Committee concerning electronic methods for payments and reimbursements, to include international Fellowship members and vendors.

**Podcasts** - Nancy O, Board secretary, worked with previous Board member Mary I to create a pilot informational podcast about board, committee and world Fellowship work. The initial podcast provides a sense of what is involved in board and committee work. Planning for future podcasts is still underway.

The Board’s face to face meeting in San Jose, March 8-10 included a potluck and Q&A session, where there was a great turnout of NorCal CoDA members from near and far. These events provide opportunities for individual members and group representatives to share their concerns with the Board, and to develop greater transparency regarding how World Service responds to requests from the top of the inverted pyramid, members and groups.

**Strategic Plan Review and Updating *-*** It has been 5 years since the Strategic Plan was created, so the Board has planned another Face to Face meeting, June 7-9 in Phoenix, to update that Strategic Plan.

**New Passwords** – Discussed the need for unique passwords, to be changed regularly, for all CoDA email accounts.

**Website developments**: The development of the new website is foremost on the minds of the Trustees, as the Fellowship’s concerns are our responsibility outside of the CoDA Service Conference. Because we take our responsibilities, both financially and security-wise, very seriously, the Board engaged a top-notch professional in the area of cyber security at a very good price. This consultant is thoroughly vetting both the old and the new websites, to (1) ensure that coda.org will be considerably less hackable, (2) permit committees’ access to their respective areas for the work that they must do and (3) create a website that focusses on the Fifth Tradition. The Board wants the website to welcome newcomers who are still suffering. Stay tuned. We hope to have at least parts of the website ready for viewing, reviewing and test-driving by CSC.

**Members**: Jen L/NV, Chair, Don B/SoCal, Vice Chair, Salle/NorCal, Treasurer, Nancy O/Canada, Secretary, Matt T/TX, Linda A/SoCal

**FELLOWSHIP SERVICES WORKER / ADMIN. ASSISTANT**

I am Joan, a recovering codependent, and one of CoDA’s “special workers” referenced in Tradition Eight. As our office is virtual, I work by myself but I stay in communication with our standing committees when opportunities arise, with my Board liaison, and happily with our Fellowship far and wide.

Among other duties, I retrieve and process the mail sent to our official address: CoDA, Inc. P. O. Box 33577, Phoenix, AZ, 85067-3577. Sometimes, when members send in 7th Tradition funds, I am asked to have a phone conversation about some specific question. I am always happy to be in touch. I also have the honor of sending letters acknowledging the groups and individuals who take the time to keep the 7th Tradition funds circulating in support of our Fellowship.

In hopes of making things efficient when you are sending in 7th Traditions to world service, here’s a tip, our bank will only accept checks made payable to either CoDA, CoDA, Inc. or Co-Dependents Anonymous, Inc. It is a great help to me when you mark your CoDA Group ID# on the check or money order, and please do not send cash. While I’m on this topic, sometimes a group will send in a check that is older than six months; sadly, those have to be returned to you to be rewritten. In addition to posted letters, I receive lots of email, of course, who doesn’t !

The bulk of the email messages pertain to questions about meetings: “Is this meeting still active?” That’s a frequent query. Taking a cue from that, I can tell you that meetings which are updated routinely, say every six months, are more apt to contain accurate details about the group, and are likely to attract more members. For sure, please update your record yearly. This is crucial.

Here’s the most important tip about updating your meeting record, look it up on [www.coda.org](http://www.coda.org) and make sure you are one of the listed contacts. This is key because when I receive an update from the contact listed and the request having been sent from the email address of that contact noted on the record, the process is direct. If a member not already listed sends in an update, it is also appreciated. However, there will be a few extra steps. I will write to the person and include the contacts already on the record, and ask for confirmation concerning the update. Then, we all have to wait until one of the listed contacts gets back in touch with me. Don’t ever hesitate to make even small changes to your meeting’s record, more is better in this sphere.

I also have the very happy mission of registering shiny new CoDA meetings. This is joyful for me. Every month people write in asking how to start a meeting. I write back an encouraging letter and send the link to our Meeting Handbook. I often say that CoDA groups in the early years were started by beginners.

I am privileged to be one of your Fellowship Services Workers.

**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. Members can sign up here: <http://www.codependents.org> and view past all past email announcements at: <http://codependents.org/cgi-bin/dada/mail.cgi>

Numbers are down this quarter partially due to a very large purge of dead email addresses by one of the largest webmail providers. The Announcements & Weekly Readings lists each lost several hundred subscribers due to this “purge”. The other lists have not sent a mailing since the purge occurred, so they have not been impacted yet. This is the first time we’ve ever had a significant drop in subscribers since the first 3 lists began in January 2010.

To smart phone users: we have been formatting for readability on smart phone for several years, & any email can be received on most smart phones & read similarly to a text message!

Subscription statistics as of 4/8/19 are as follows:

CoDA Announcements: 5,695 (down from 5740 on 1/7/19)

Co-NNections Weekly   
Reading List: 10,267 (down from 10,307 on 1/7/19)

QSR List: 3,159 (up from 3117 on 1/7/19)

H&I List: 2,708 (up from 2634 on 1/7/19)

Events 1,847 (up from 1396 on 1/7/19)

Meeting Contacts 1,207 (up from 867 on 1/7/19)

To make sure your subscription doesn’t fail:

1. **Please check the spelling of your email address carefully.** Many subscriptions fail with a message that the email address does not exist.
2. The spam filters on members’ email providers (not CoDA’s). These filters have blocked some subscription attempts. To avoid this, please 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.

From 1/1/19 – 4/7/19, 25 announcements were sent out on the CoDA Announcements list; additional announcements were sent on the Co-NNections’ Weekly Readings list & the Meeting Contact list. We will soon be creating the 2019 CSC delegates & ICC attendee’s lists.

I am maintaining several audio web pages for CoDA: both Fellowship Forums: English: <http://www.codependents.org/2018/2018_ff.htm>

& Spanish: [http://www.codependents.org/ESP/ESP\_ff.htm](http://www.codependents.org/ESP/ESP_ff.htm%20)

Plus CSC 2017 [http://www.codependents.org/2017/2017\_CSC\_Audio.htm](http://www.codependents.org/2017/2017_CSC_Audio.htm%20)

& CSC 2018 <http://www.codependents.org/2018_CSC_Audio/2018_CSC.htm>

I also continue to facilitate the CoDA Service Conference Prep Work Group, along with the Events Chair, the Voting Entity Liaison, and the Work Group’s Board Liaison. I feel it was very successful last year in team building, centralizing CSC, ICC & Voting Delegate Communication, & both minimizing & putting out “fires”. Goals for 2019 include getting a somewhat set timeline, so it will not need to be researched & recreated each year, continuing to upgrade the internet streaming experience, and creating a web storage system so we won’t have to rebuild the CSC/ICC web section each year.

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 or Word formatting (we can now embed small graphics in the email announcements), to [codalist@coda.org](mailto:codalist@coda.org) .

In Service,

Geff R

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

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

**FIRST QUARTER REPORT 2019**From January-March, 2019  
As of April 11, 2019, 2019

This quarter was busy with a board face to face and ongoing services:

**Accounting:** Worked with the Treasurer and Finance Committee Chair for ongoing accounting tasks including daily entries and bank reconciliations. Worked on banking issues and updates in Smartsheet. Looked into change gateway payment systems for the website, answering questions of the board and researching different items.

**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 for the March F2F Board meeting in San Jose, CA. Post-board work including minutes, follow-up and updates. Available for questions and tasks as needed.

**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.

**Website:** Ongoing in tracking website changes, work with the website liaison for all updates and tasks to insure timely and efficient website maintenance. Part of website revision and assisting all parties.

We have been very interactive with the Web, Accounting and Board liaisons. We welcome the opportunity to continue to assist in ongoing projects.

**CoDA Resource Publishing (CoRe)**

At the beginning of the year we moved our inventory, customer service and accounts from North Carolina to Simi Valley in California. The change to a dedicated fulfillment center has speeded up the delivery of orders to the fellowship and is proving to be a cost saver.

Work continues on reconciling the accounts and inventory since the move

We met via phone conference in Jan and Mar and held a F2F in CA in Feb so we could all visit the new fulfillment center and meet the staff. We were also able to meet our new book keeper and a potential new printer.

Together with our newly appointed attorney, we are currently in the process of completing all the legals which come with Incorporating in CA. Our bylaws are currently being reviewed and will be brought to CSC in Atlanta.

A brand new publication Traditionally Speaking will shortly be available in the store and several publications in Spanish, including a revised 12 + 12 are in process.

We continue to supply free literature kits to new meetings

**Royalties paid during Q1 2019**

for Dec 2018       $10361.16

for Jan 2019        $5000.00\*\*

for Feb 2019       $5000.00\*\*

Total paid to CoDA during Q1 2019 =   $20361.16

7th Tradition paid in Q1 2019 for Q4 2018 = \*219.79

 \*These are 7th tradition payments made by members of the Fellowship via CoRe to CoDA

\*\*Due to the move of the CoRe Warehouse from North Carolina to California in 1/2019, it took a while to transfer the accounting records; CoRe paid CoDA the required minimum of $5000 per month and is paying the remainder in April 2019

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

**Adhoc Committee**

*The task of the ad-hoc committee, as defined in the Conference motion that established it, is to evaluate the current structure of World Service from a broad point of view and report to CSC 2019 with possible motions for action. The evaluation will include the distinctions, boundaries and roles of the Fellowship in contrast to those of Co-Dependents Anonymous, Inc., the Corporation, as well as other possibly worthwhile areas of improvement.*

*Our committee had our first meeting in January. Before that, the Communications Committee spent 2 1/2 months developing operational procedures to propose to the ad hoc committee and then recruiting* members to serve on the committee. We have a group of active members who attend most if not all of our conference calls. We also have several advisory group members who correspond with us by email. We have and are continuing to assemble lists of specific areas of concern and lists of tasks appropriate to the Fellowship in contrast to those appropriate to Co-Dependents Anonymous, Inc., the Corporation. We believe these will help focus our conversations toward solutions to the difficulties many of us have experienced.

We have received approval for a Face to Face meeting that will be held the first weekend in May. We hope that the F2F meeting will result in beginning to identify concrete structural change recommendations that will then be developed into motions to be presented at CSC 2019. Although we do hope to have some motions ready for CSC 2019 we believe that this committee will require a second year to complete this very complex undertaking.

* To define clear structure to achieve efficient cooperative action to include but not be limited to:
  + Clear up distinction in board responsibility for Corporation vs. Fellowship
  + Evaluate current committee structure and propose changes deemed useful
  + Determine which committees belong in Corporation and which in Fellowship
  + Identify committee function overlap and streamline/reorganize
* To reinforce the primacy in all matters of the Fellowship over the Corporation created to serve the Fellowship
* To address the following problems plus others that we are continuing to identify in advance of the F2F meeting
  + Confusion resulting from ambiguity of roles and boundaries
  + Inexperience leading to bad decisions
  + Danger of contamination of Fellowship principles by non-Fellowship contractors who continue involvement while Fellowship volunteers rotate in and out of service.
  + Discord from disagreements resulting from confused job expectations
  + Failure to explore and adopt more effective directions
  + Lack of structure to ensure that newer service workers can learn from the experience previously acquired
  + Failure to uphold Traditions 8 and 9 not only in word and intent but also in structure and action
  + Standing committees are hampered in achieving Conference-mandated missions by cumbersome access to Corporation resources of money, personnel and technology support.
  + Current structure does not encourage importance of doing service at all levels resulting in insufficient service workers available at the world level.

Active committee members:

* Evie S, CT, Chair
* John R, PA, Secretary
* Addie M, SoCal
* Allan B, SoCal
* Chris J, Illinois
* Eric S, CO
* Judi T, MA
* Leo C, CT
* Liliana R, Colombia
* Stijn, Netherlands

**Communications Committee**

The Communications Committee has been working towards reviewing old and new committee business simultaneously as deemed appropriate with regard to topic priority and meeting time available. March was definitely a “lion” for some not all members. The committee did not gather as a group for March.

Our first qtr. focus has been upon coordinating our first committee face to face meeting. The committee has agreed upon Virginia Beach, Virginia as our destination place sometime in October. The specific dates to be chosen at our upcoming April Committee meeting. This first qtr. has been a period of getting to know one another and developing our working style and pace. The committee is starting to open the doors on specific communications issues that affect the fellowship as a whole. This year we hope to address better modalities of communication as well as necessary ‘safe guards’ to whatever technologies are considered. Comm has experienced firsthand the pitfalls and losses of inadequate technology. This issue has curtailed the ability of Comm to connect appropriately with English speaking international members. In conclusion the committee members continue to embrace and nurture their particular individual focus/support services. The Committee remains pro-active in world service recruitment efforts.

2019 Communications Committee: [comm@coda.org](mailto:comm@coda.org)

Chair: Kaga:– Virginia

Co-chair: Jeanne B:– Tennessee

John:– Pennsylvania

Allan:– California

Permanent Working Groups

CoDA Phone (cphone) cphone@coda.org

Allan B.

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 and Dan R.

Associated CoDA contractors

Mail List Coordinator Geff

Meeting & phone coordinator Joan O.

Board Liaison Matt, Backup Salle.

**Co-NNections Committee**

Chair: Faith J (Canada)

Vice-chair: Maria S. (New Zealand).

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 six members.

This quarter, **Co-NNections** posted its updated Policies and Procedures Manual on the CoDA web site.

Co-NNections is currently seeking new members. We are looking at putting some of our archives together in book format and need more volunteers to help coordinate that . Geff R is leaving in September and that leaves a big hole.

We recently launched a recruitment campaign with a completely different approach, using softer & more recovery focused language than we have used in the past, to solicit new members. It attracted 11 applicants. 7 of these replied with information on how long they had been in CoDA. 3 of these meet our requirement of one and a half years of CoDA membership. We are waiting for them to submit their recovery stories. The Meeting in Print subcommittee chair will respond to two others directly who expressed interest just in volunteering for Meeting in Print.

The supply of recovery stories, for both **Weekly Reading** and **Meeting in Print**, reflects a healthy level of participation. The **Weekly Reading** subcommittee sends out new fellowship recovery stories each week. It has just published our first Spanish submission, with translation help from our board liaison.

Edition 11 of **Meetings in Print** has been posted. To read **Meeting in Print** on the CoDA website go here: <http://connections.coda.org/index.cfm/mip/>.

Audio and video fellowship submissions may 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 send an email to: [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, please go here:

<http://www.codependents.org/>

To submit a story to **Weekly Reading**, please go here: <http://connections.coda.org/index.cfm/submit-article/>.

To volunteer for a service position, please email connections@coda.org

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!

To see the current weekly reading, go to: <http://connections.coda.org/>. Previous readings (2015-2018) can be viewed here: <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/>.

Members: Faith, Canada, Chair; Maria S, New Zealand, Vice Chair, Geff R Washington, Weekly Readings Sub Committee Chair;  Resa G., Minnesota, Meeting In Print Sub-Committee Chair, Laurel H, Utah, Weekly Readings Sub Committee ; Lana H, Nevada, Meeting In Print Sub Committee, Linda A, (So Cal) Board Liaison.

**Events Committee**

We continue to plan Atlanta 2019, finalize plans for Ottawa 2020, and recruit for 2021 CSC/ICC sites.

2019-

* Atlanta site visit completed
* Researching Video options for 2019, and completed video tests for Atlanta
* CSC will occur Monday- Thursday. Working on new agenda options
* Researching Food, outing options
* Researching purchase options for video equipment
* Conducted meeting with Atlanta host group
* Continue to work on the Policy & procedure revision to include Video procedure development.

2020- Canada

* Had a conference call with Ottawa University….reviewing proposals
* 2020 will occur at an alternate site in June or July

2021- TBD

* Chicago expressed interest however, have not submitted an application
* Sent application to Oregon.
* Will send out announcement for interested intergroups.

Chair-Katherine T, Vice Chair-Florence F, Secretary- Kevin M

Workshops/Speakers- Kathy H, Registration-Laraine C, Technical- Kirk L, Retreats-Sharon M, New Member- Lorraine K ( Host Liason Atlanta)

**Finance Committee**

During the 1st quarter the Committee met monthly. The focus for 2019 is to review our Expense Reimbursement Policy and adjust where needed this is currently in process.

The CSC approved budget for 2019 was $262,868 with a projected negative cash flow of $19,568. At the end of this quarter CoDA’s books show that we have a decrease in the income for the first three months in 2019. To date our income was $46,514.82 which is only 76.47% of our 2019 budgeted income. Income budgeted for this time period was $60,825.

Expenses for 2019 are up about 122%.  Most of the increase is for the website and the rest is for legal and other contracted services

We continue to rotate the duties of the chair through three committee members. Our search is ongoing for CoDA members to do service on this committee.

Our Goals for 2019:

1. Continue the financial oversight, analysis and advice to the Fellowship of CoDA as per FSM.

a. In process.

1. Review current financial policies & procedures and recommend changes as is appropriate.

a. Currently reviewing all policies, adjusting and determining compliance with our Traditions/Principles and IRS requirements.

1. Work with the bookkeeper and treasurer to develop usable reports for the fellowship.

a. In process

1. Have a Face to Face to improve internal documentation.

a. This is in the process of being scheduled for May or June

1. Goal is 7 or 8 members serving the Fellowship on the Finance Committee.

In process

The Finance Liaison assignments are as follows.

|  |  |  |
| --- | --- | --- |
| **Class (Accounting grouping)** | **Finance Liaisons** | **F2F Rotation** |
| Board: | Lou L/ | Yearly x2 |
| Communications (Comm): | Jack S/ | 2019-4 |
| Co-NNections: | Jack S/ | 2021-4 |
| Events: | Addie M/Lou L | 2021-3 |
| Finance: | Susan A/Lou L | 2020-4 |
| Hospitals & Institutions (H&I): | Addie M/Susan A | 2021-1 |
| Issues Mediation (IMC): | Susan A/Jack S | 2020-1 |
| Literature: | Addie M/Jack S | 2021-2 |
| Outreach: | Lou L/Jack S | 2019-1 |
| Service Structure (SSC): | Lou L/ Susan A | 2020-2 |
| Spanish Outreach (SPO): | Lou L/Jack S | 2019-2 |
| Translation Management (TMC): | Susan A/Lou L | 2020-3 |
| World Connections Committee (WCC): | Jack S/Lou L | 2019-3 |
| TROs (Attending CoDA Service Conference) | Addie M/Lou L | CSC |
| Updated 11/15/18 |  |  |

Respectfully submitted by the Finance Committee approval through Group Conscience.

**Members of the Finance Committee:**

Addie M. (SoCAL)

France (SoCAL)

Jack S. (NorCAL)

Lou L. (IL)

Susan A. (So CAL)

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

Nancy O., (Canada) Board Back Up

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

This quarter, our committee has held teleconference call meetings every third Thursday of the month.

We continue to maintain Books for Inmates and Institutions.

We are working on an H&I Service Handbook to facilitate the guidance of members who wish to help the Codependent who still suffers in residential facilities where attendance at meetings open to the public is restricted

Some other projects we are working on include:

* Storing spreadsheet data. The active Master Response Spread Sheet includes recent two years and previous sheets have been archived in One Drive to facilitate ease of data entry.
* Updating the Policy and Procedure Manual to reflect the new process of ordering Books for Inmates and Institutions (BFII)
* A PowerPoint that demonstrates the ordering process for BFII has been created and stored on One Drive.
* Revising and updating our initial response letter templates for ease of use.
* Evaluating the Inmate Sponsorship Program. We are looking for feedback from present and former sponsors of their experiences. There has been a decline for requests of sponsors. We received 2 requests for sponsors and a request for application to get a sponsor after sponsorship availability was included in our initial response letter.
* Developing a presentation package to use for initial contact with Institutions. Our goal is to let them know about CoDA and our resources.
* Continue to update our website.

Books for Inmates and Institutions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| H&I Literature Report 1st Quarter 2019 |  |  |  |  |
| Piece of Literature | Jan | Feb | Mar | YTD |
| Co-Dependents Anonymous Book | 6 | 10 | 13 | 29 |
| Co-Dependents Anonymous Pocket Book-SP | 0 | 0 | 0 | 0 |
| 12 Steps & 12 Traditions Workbook | 4 | 3 | 9 | 16 |
| 12 Steps & 12 Traditions Workbook-SP | 0 | 0 | 0 | 0 |
| Standard Packet | 2 | 3 | 4 | 9 |
| Standard Packet-SP | 0 | 0 | 0 | 0 |
| Institutional Meeting Handbook | 2 | 3 | 3 | 8 |
| In This Moment\* | 0 | 1 | 1 | 2 |
| CoDA Meeting Handbook/MSP |  |  |  | 0 |
| Library in English (Includes In This Moment\*) |  |  |  | 0 |
| Library in Spanish |  |  |  | 0 |
| Other | 8 | -8 | 6 | 6 |
| TOTAL | 22 | 12 | 36 | 70 |

Literature from two orders were returned, due to the change in the distribution point for approved vendors. The facility did not recognize the address as approved after CoRE moved to California. Only two items are on Hold and are now cleared for shipment.

**Committee members:**

Terry D., CT Acting Chair

Kathy L. IL Postal mail Corresponding Secretary

Deborah B., CA Assistant Corresponding Secretary

Lou L., IL Literature Distribution Coordinator and e-mail Secretary

France W., CA Assistant e-mail Corresponding Secretary

Darlene H., CA Recording Secretary

Jim B., AL Sponsorship Coordinator

Kathy H., PA member at large

Jim K., PA member at large

**Issues & Mediation Committee (IMC)**

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

**Current IMC CASES:**

We have been involved 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):**The FSM (Fellowship Service Manual) experienced significant updates during CSC. The changes streamlined and clarified the process. FSM can be located at www.CoDA.org

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:**   
**Returning members from 2018:Gail S. (NV – Nevada) (Chair)**   
Greg B. (MN - Minnesota) (Vice Chair)   
Steve S (FL - Florida) (VEL – Voting Entity Liaison)   
Liliana R. (Colombia)   
Andrea S. (Italy)   
Darlene H (SoCAL - Southern California)   
Theresa K (TX - Texas)   
Kris K (OR - Oregon) (back from 90 day leave of absence)   
Christian J (IL - Illinois)

   
Board Liaison: Jen I Back up Board Liaison:

**CoDA Literature Committee (CLC)**

Projects worked on this quarter:

* *CoDA Prayers –* Corrected version now available for purchase from CoRe.
* *Traditionally Speaking* – Final proof has been approved. Should be available for purchase from CoRe very soon.
* Pamphlet rewrites – CLC has a subcommittee working on rewriting some *really* old pamphlets. A first draft of these rewrites is almost done.
* *Growing up in CoDA –* This subcommittee has been meeting regularly and had a Face-2-face meeting in early April.
* CLC has written a motion for the 2019 CoDA Service Conference regarding the process for getting literature approved and published.
* CLC is proofreading conditionally approved submissions from Northern California CoDA (*30 Questions, 12 Tips for Sponsors*) for compliance with our Style sheet.
* Story Gatherers – CLC has received some new story submissions, but we need many more. A copy of our call for stories is attached.   
    
  To everyone reading this report: If you have never written your personal recovery story, please consider doing this now. Also, please announce this project in your meeting and encourage others to participate.

The CoDA Literature Committee, or CLC, is the world group of trusted servants who review and edit submissions or draft the literature of CoDA when tasked to do so by the fellowship.

The CLC submits this CALL FOR SUBMISSIONS for a book of recovery stories, similar to those found in *Codependents Anonymous*. Any codependent may submit stories, from newcomers to old-timers. “Updates” are welcome from those whose stories are included in “the blue book”.

Like everything submitted to the literature committee, please print out and complete a copyright assignment form (<http://coda.org/default/assets/File/Copyright%20Assignment.pdf>) and send it with your submission to [lit@coda.org](mailto:lit@coda.org).

The committee accepts files in .txt, .doc, or .rtf format. You may also share google document files or submit stories in the body of an email.

Alyse J

Terry D

Leslie C

Abbey K

Teresa M

Scott P

Barbara L

**Outreach Committee**

Members of the Outreach Committee have been meeting in our two workgroups -Formats and Website Design-at least once a month and reporting back to our monthly meeting which meets on the third Sunday. We have been fortunate to have Nancy as our Board Liaison who has not only contributed to our meetings but has brought up any questions or concerns to the CoDA Board.

Since we are having a Face to Face meeting in Chicago at the end of April, we have spent time discussing Goals and Agenda items for that meeting. Originally, we planned to meet in Denver, but Charles Z. has had to step back from our Committee for now.

The Website Workgroup met with C.J., a consultant hired by the CoDA Board, Linda, the web liaison and Nancy, our Board Liaison, to discuss our Outreach Resource Guide (now Tools Guide), its purpose. We answered questions about what our needs were; C.J will use the information to help him integrate our website with the coda.org website. Charles Z. originally initiated changes our site to make it more user-friendly, this past year. We have changed the titles, but the content is basically the same. To make it more available to internationals, we also plan to have our site translated. The meeting was very constructive. Once we are able to look at the new coda.org website we have a better idea on whether what we have initiated will be compatible with it. Because Charles has stepped back from the Committee at this time, we have recruited Gerry B. who has skills in creating websites, to join the Outreach Committee.

Inactive member:

Charles Z.

Active members of our Committee:

Sharon B., Chair

Ann C.

Betsy G.

Jay G.

Gerry B.

Nancy O., Board Liaison

**Spanish Outreach Committee (SPO)**

**Informe Comité de Divulgación**

El Comité de Divulgación, a la fecha, 27 de marzo de 2019, está compuesto por 3 miembros: Angélica de Texas quien responde la línea telefónica, Nadia de Argentina y María de Ecuador quienes contestan los mails. Apoyadas por Linda, como enlace

El Primer Trimestre:

* Recibió 68 correos electrónicos, 42 de los cuales provenían de gente nueva a CoDA. 8 personas consultaron sobre abrir un grupo nuevo.
* Recibió 17 llamadas, 8 de las cuales eran de personas donde no existe ningún grupo presencial de habla hispana.

El Comité se reunió en 2 oportunidades este trimestre: Los días 19 de enero y 3 de marzo. Los temas tratados fueron:

* Manuales para poder acceder al Foro Mensual de Información para Codependientes y reuniones alternativas. Se crearon los mismos y fueron subidos a spanish.coda.org
* Invitaciones a los grupos de habla hispana al Foro Mensual de Información para Codependientes a través del correo electrónico de Coordinador del Comité.
* Agenda del Encuentro Presencial en septiembre: Reunión abierta presencial con trasmisión online para la comunidad.
* Coordinación para la colaboración con el Comité de Conexiones.

Iniciativas:

* Incorporación de nuevos miembros al Comité.
* Mayor participación en el Foro Mensual de Información para Codependientes.
* Colaboración con el Comité de Conexiones.
* Reunión presencial con Divulgación de información para codependientes de habla hispana y transmisión online para la comunidad en general.

**SSC Committee**

A lot of energy of our chair and another member of our committee has been devoted to the Structure Ad-Hoc Committee, so work on SSC projects has not moved ahead as quickly as we would like. SSC’s next con call is scheduled for Sunday, April 14, at which time we hope to begin to move things further ahead on the following projects:

* Determining what we want to store on our pages on the website
* Revising the 12 Service Concepts to make them more applicable and usable throughout the Fellowship
* Focus on significant improvements to the Fellowship Service Manual (FSM) Part 1 Section 3, “Communications within CoDA”
* Final review of the improvements suggested by a member of the Events committee to the FSM Part 4, “Service Conference Procedures”

We hope to have all of the above completed in time to submit motions before the motions submissions cutoff date of June 26. If we are able to complete all of the above we will begin working on other projects including other improvements to the FSM. For all of you who use the FSM regularly please know that we appreciate being notified if you find any errors in any of the documents. If you do find any please send them to [SSC@coda.org](mailto:SSC@coda.org). If you are interested in knowing more about our committee and/or possibly joining please send an email to the same address.

**Members**

Evie S, CT - Chair

Dave S, PA

Leo C, CT

Sara J, AZ

Scott R, AZ

**Board Liaisons**

Primary – Jen L

Backup – Matt T

**Translation Management Committee (TMC)**

The Translation Management Committee (TMC) continues to manage the legal documentation necessary for CoDA to protect and maintain its intellectual property rights where translation and publication of CoDA materials are concerned.

We responded to questions as diverse as:

How do I get legal permission to translate and publish CoDA literature?

Does CoDA have a policy on literature for newcomers?

Is there literature available in my language?

TMC meets monthly and the chair meets once a month with a representative of the CoDA, Inc. Board (Board). Currently that board member is our board liaison and the legal liaison for CoDA, Inc.

Our Abridged Policy and Procedures Manual was posted on the Translation Management Committee page of the CoDA.org website.

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

Training of TMC members is ongoing.

TMC has reviewed and revamped its web page for posting to the CoDA website. Our page will include more links to materials informative of the work that we do and why. It will also include an Initial Application for the translation and/or publication & distribution of CoDA materials to be emailed to [tmc@coda.org](mailto:tmc@coda.org) to start the process for legal documentation.

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

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

Tatiana K – Russia

Lilliana – California

Board Liaisons

Don B – California

Nancy O – Canada

**World Connections Committee (WCC)**

no report submitted