**CoDA 2nd Quarter Service Report for 2019**

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/)

**Ad-hoc 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.

We held a Face to Face (F2F) meeting May 3-5. During the F2F meeting we focused on the following:

* Developed separate lists of Fellowship tasks (or responsibilities) and Corporate tasks (or responsibilities). Per our inverted pyramid, the Fellowship has primacy over the Corporation.
* Discussed process for the selection and retention of all contractors and special workers
* Started to identify which committees are involved in various functions and tasks
* Identified 3 potential motions to be submitted for the CoDA Service Conference (CSC)

Other accomplishments during this quarter include:

* Continued to meet every other week
* Developed and submitted 2 motions for CSC
* Developed goals for the coming year
* Reviewed new Service Concepts proposed by SSC to determine whether any are inconsistent with the direction in which our committee is moving
* Gathered information regarding structure and organization of other 12 Step programs

Active committee members:

* Evie S, CT, Chair
* John R, PA, Secretary
* Addie M, SoCal
* Chris J, IL
* Eric S, CO
* Florence F, MD
* Judi T, MA
* Liliana R, Colombia
* Lisa B, NV

Input and support from all the Fellowship is needed and encouraged. If there is anything you believe you can add to our conversation, please contact us at ahc2018@coda.org.

**CoDA Board**

Board of Trustees

**Welcome to Rita B of Arizona**, the newest member of the Board!

**The Board salutes the dedication of the Finance Committee** as it works to bring CoDA reimbursement policies into compliance with the Internal Revenue Service requirements for 501 (c) (3) not-for-profit organizations.

**Remote participation increasing attendance at the CoDA Service Conference** – We are testing arrangements to encourage remote, online participation of Delegates from Voting Entities that do not send Delegates to CoDA’s annual business meeting.

On the heels of a meeting hosted by the Chairs Forum to consider the motions submitted for the 2019 CoDA Service Conference, the Board has sent the motions to be translated. An extra Spanish language forum to discuss those motions will be held as soon as possible. Recordings of the Spanish forum, **Foro Mensual de Información para Codependientes**, are available at: <http://www.codependents.org/ESP/ESP_ff.htm>

**Podcasts** are now available concerning service at all levels of CoDA’s structure. To listen to **Voices in Service**, visit <http://coda.org/index.cfm/voices-in-service/>. The Board welcomes comments and suggestions for future service podcasts. Please send to: boardonly@coda.org

**Scanning of historical CoDA documents**, currently warehoused in Phoenix, is underway. Original CoDA Teen literature, drafts of the original book *Co-Dependents Anonymous* (a.k.a., the *Blue Book*) and an H&I Handbook were discovered in this treasure trove. The Board is having much of this information scanned, to make it available to the Fellowship.

The **CoDA Fellowship Forum** departed from its last-Saturday-of-the-month schedule in June, to offer a two-day, mid-month workshop on Sponsorship. To listen to those presentations, as well as all the other Forum recordings, visit <http://www.codependents.org/ff/ff.htm>

**New Website**: CoDA Standing Committee members were asked to provide comments on the website. In the third quarter of 2019, their many valuable observations will be incorporated into the design of the new CoDA website.

**Mobile Meeting Search:** An app that simplifies the meeting search for folks who try to find a meeting on their cell phone is also under development.

**Translation** to Spanish of new CoDA literature produced several items sent to CoRe to be printed, notably the new *Twelve-Piece Relationship Toolkit* and older items such as an update of the *Twelve Steps and Twelve Traditions Workbook* and *Peeling the Onion*.

**Members:**

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

SOS-ASSOCIATION MANAGEMENT SOLUTIONS

**SECOND QUARTER REPORT**

**From April-June, 2019**

As of July 11, 2019

This quarter was busy with a Board face to face meeting 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.

**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 June face to face (F2F) Board meeting in Phoenix, AZ and post-board work including updates, minutes and motions. Assisted with setting up Zoom accounts for committees. Assisted in generating a basic quarterly financial dashboard that includes a financial trend report and income and expense breakdowns. At the June F2F the board went through a Strategic Planning Session together.

**CSC**: Met with members of the Events Committee to discuss how we will use Zoom to encourage international involvement from delegates at CSC. Assisted in posting of CSC motions and updates to the delegate packet and working with email coordinator as needed. Worked with the Board for CSC prep.

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

**Phone Calls**: Ongoing phone calls for CoDA weekly, including providing a weekly report to Communications.

**Website**: Ongoing work in tracking website changes, work with the website liaison for all updates and tasks to insure timely and efficient website maintenance. This quarter was busy getting ready for the CSC delegate packet and other updates. Also update email liaisons as needed.

We have been very interactive with the Web, Communications, Events, Accounting and Board liaisons as well as CSC preparation work. We welcome the opportunity to continue to assist in ongoing projects.

**Fellowship Services Worker: 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/sub.htm> and view past all past email announcements at: <https://codependents.org/coda_email_lists.htm>

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!

Most of our subscription numbers are once again showing slow growth after last quarter’s purge of a large batch of expired email addresses by one of the large free providers.

Subscription statistics as of 7/8/19 are as follows:

CoDA Announcements: 5717 (up from 5695 on 4/8/19)

Co-NNections Weekly
Reading List: 10,432 (up from 10,267 on 4/8/19)

QSR List: 3135 (down from 3159 on 4/8/19)

H&I List: 2650 (down from 2708 on 4/8/19)

Events 2108 (up from 1847 on 4/8/19)

Meeting Contacts 1489 (up from 1207 on 4/8/19)

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/> or: <http://www.codependents.org/whitelist.htm> 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 4/8/19 – 7/8/19, 22 announcements were sent out on the CoDA Announcements list; additional announcements were sent on the Co-NNections’ Weekly Readings list, the Events list & the Meeting Contact list. We have also created the 2019 Service Conference (CSC) delegates; 2019 CSC Trusted Servants & 2019 International CoDA Convention attendee’s lists; and a list that includes all CoDA World Service Volunteers.

I undertook a research project comparing our current email list software with other alternatives, to ensure that we are using the most effective solutions for the good of CoDA. I spent a significant amount of time comparing our current solution with several companies that are highly rated & compiled a detailed 9 page report. My recommendation, which the board concurred with, was to keep our current solution for English speaking members and move to a more modern solution for the Spanish email list.

I am maintaining several audio web pages for CoDA: both Fellowship Forums: English: <http://www.codependents.org/ff/ff.htm>(new link) and Spanish: <http://www.codependents.org/ESP/ESP_ff.htm> plus CSC 2017 <http://www.codependents.org/2017/2017_CSC_Audio.htm> and CSC 2018 <http://www.codependents.org/2017/2017_CSC_Audio.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 and Voting Delegate Communication, and both minimizing & putting out “fires”. Goals for 2019 include getting a somewhat set timeline that will not need to be researched and 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. We are currently having some issues with 3 of our online forms; we are working on getting that resolved.

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 .

In Service,

Geff R

CoDA Fellowship Services Worker / Email List Coordinator codalist@coda.org

**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 my Board liaison, our standing committees when opportunities arise, and happily with many of our Fellowship members 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. 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.

As I hope you know, the CoDA Service Conference and International CoDA Convention are in our near future and will be held in Atlanta, GA. For members who prefer to pay by check or money order, rather than through the internet, I am happy to help with that. Once I receive your payment I send you back a thank you, deposit it, and let the Events trusted servants know that you’ve paid. So far, each payment has been correctly made payable to CoDA, CoDA, Inc. or Co-Dependents Anonymous, Inc. Sometimes folks will write a check to CoDA National or CoDA Fellowship Service Office. These are terms that sadly cause me to return a check to the member for redrawing, as our bank will not deposit those payments.

Here’s some history: at one time years back the title CoDA *National* was used in the US. Then the term *International Service Office* came into use, which was the accurate term as the office was always of service to the entire Fellowship. Now, we just say Co-Dependents Anonymous, or CoDA, Inc. I will mention that some countries do use the wording “National” as that is the way many service structures outside of the US are composed.

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

**CoDA Resource Publishing (CoRe)**

Having moved our fulfillment center, customer service and accounts to California necessitated writing new Articles of Incorporation and Bylaws in line with California Law. This entailed a lot of work and has been completed with the help of our attorney.

We met via phone conference in Apr and May and held our Jun F2F in Philadelphia.

We have improved the CoRe website in Spanish and have made other modifications. We have been focusing on playing our part in spreading the word by allowing customers to opt-in for email updates, and are continuing to develop new tactics to increase sales including making Convention speaker meetings available on mp3. We are in the process of making more publications in both English and Spanish available electronically.

We are now filling in the detail in the framework of a CoRe Policies and Procedures Manual.

We’ve welcomed two new Alternates to the Core board, Susan A and Lisa B

Traditionally Speaking, a brand new publication is now available in the store and several publications in Spanish, including a revised 12 + 12 are in process. The sponsorship pamphlet has been reprinted and the new 33-year medallion is available.

We continue to supply free literature kits to new meetings

**Royalties paid during Q2 2019**

for Mar 2018       $  10388.24

for Apr 2019        $  12075.68

for May 2019       $  14293.78

Total paid to CoDA during Q2 2019 =   $36,758.24

The backlog of Royalty payments caused by the change of accountants has all been paid up to date.

\*7th Tradition paid in Q2 2019 = $1,872.53

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

**CoRe Board**: Dagmar (Chair), Barbara (Treasurer),Gerry (VC & Print & Publication Liaison), Addie (Secretary), Yvonne (Marketing & Projects), Susan A, Alternate, Lisa B Alternate. Liliana (Spanish Liaison) has been on a break since March and those duties have been taken over by Barbara.

**Communications Committee**

QSR #2; period end, June 30, 2019

Report, submitted by; Kaga, Chair

In April, I was able to corroborate in the production of the first ever coda.org pod cast; #1 Are you considering Board Service? This pod cast technology is a new service tool for CoDA that is already impacting the internal and external awareness of the International world CoDA communities. Yea team!

The committee is formulating its work agenda for submission regarding its upcoming face to face meeting. We have been reviewing the policies and procedures manual as well as the committee goals and mission statement. .The committee plans to present a modified mission statement at CSC2019. The focus is to shorten the verbiage and hopefully make the goals easier to comprehend.

The broad intention to make international world coda service understandable and approachable to those qualified to serve.

The Cphone and CET work groups have not been able to sustain service volunteers. The standing committee is exploring the possible causes, solutions and actions available. The goal; fortify and grow these important service groups.

We want to work smart, focusing on the communication issues that most affect the growth and wellbeing of CoDA fellowship and service.

2019 Communications Committee: comm@coda.org

Chair: Kaga:– Virginia

Co-chair: Jeanne B:– Tennessee

John R.:– Pennsylvania

Permanent Working Groups

CoDA Phone (cphone) cphone@coda.org

Dan R. Jeanne B. Kaga, John R.

CoDA Email Team (CET) bizcet@coda.org

John R.

CoDA Announcements, John R. and Geff R.email list coordinator

Friday Fellowship Items Review Group ffirg@coda.com

John R, and associated CoDA contractors

Mail List Coordinator Geff

Meeting & phone coordinator Joan O.

**Co-NNections Committee**

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

The Committee continues to try to get new volunteers. One to be invited to attend the August meeting to be vetted by the other members of the committee

This quarter Weekly Reading subcommittee sent out fellowship recovery stories each week, by email subscription. Meetings in Print June issue is published and posted on the website. Resa, the subcommittee chair, will be contacting a new volunteer to see if she is a good fit for the subcommittee, as she currently does not have the requisite number of years of Coda membership to be on the full committee.

To read Meeting in Print on the CoDA website go here: http://connections.coda.org/index.cfm/mip/. Audio and video fellowship submissions will be added to future issues. In addition to submissions in audio and video, the Meeting in Print subcommittee publishes longer fellowship recovery stories, poems and art. To submit a recovery story or volunteer for a service position on this subcommittee, please go here: mip@coda.org.

The Weekly Reading Subcommittee has sent out an original inspirational story of recovery from the fellowship every week. To subscribe to the readings, go here: http://www.codependents.org/. To submit a story to Weekly Reading, or volunteer for a service position, please go here: http://connections.coda.org/index.cfm/submit-article/.

Everyone has a story that can help another codependent. Simply address the following questions in your submission: "What was it like? What happened? What's it like now?", or write about a codependency recovery topic that interests you, such as sponsorship, boundaries, service, communication, working the Steps – the possibilities are endless!

When an article is not accepted, a member of the subcommittee may volunteer to help authors edit their stories for publication. To see the current weekly reading, go to: http://connections.coda.org/ Older readings (2015-2017) 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, Vice-Chair, New Zealand; Laurel, Utah; Resa, Minnesota; Geff R. Washington.

**Events Committee**

No Report Submitted

**Finance Committee**

During the 2nd quarter the Committee met monthly and held a face to face meeting at the end of June. Most of our attention was taken up in revising our Expense Reimbursement Policy (ERP). We became aware of some deficiencies in our policy and have completed the process of drafting a new policy for CoDA, Inc. that is in compliance with the IRS guidelines for not for profit corporations. In April we approached the Board with our initial findings and changes that we needed to make immediately to avoid paying volunteers taxable income. This followed by many hours of committee members working together and separately to come up with the new ERP that is being presented as a motion at CSC.

The CSC approved budget for 2019 was $262,868 with a projected negative cash flow of $19,568. For the first six months, our income was $118,834 which is 97.7% of our budgeted income and a 19.9% increase over last year. This increase reflects a 29.6% increase in donations and 22.8% increase in royalty. (Just over half of which were late payments 2018 royalties.) Registration income is down for the International CoDA Convention in Atlanta. Total income budgeted for this time period was $121,650.

Expenses for the first six months of 2019 were $88,781 or 67.5% of budget. This is up 79.5% over a year ago. Most of the increase is for the website and the rest is for legal and other contracted services.

We have helped process 27 Expense Reimbursement Requests this quarter. 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. One member resigned in May and another is getting their feet wet after some tech issues that prevented their participation.

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. Completed the end of June, mostly to finalize Expense Reimbursement Policy and continue the process of review of documents.

1. Augment the Finance Committee to 7 or 8 members.

 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 | 2021-3 |
| Finance: | Lou L | 2020-4 |
| Hospitals & Institutions (H&I): | Addie M | 2021-1 |
| Issues Mediation (IMC): | Jack S | 2020-1 |
| Literature: | Addie M | 2021-2 |
| Outreach: | Lou L | 2019-1 |
| Service Structure (SSC): | Lou L | 2020-2 |
| Spanish Outreach (SPO): | Lou L | 2019-2 |
| Translation Management (TMC): | Lou L | 2020-3 |
| World Connections Committee (WCC): | Jack S | 2019-3 |
| TROs (Attending CoDA Service Conference) | 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 W. (SoCAL)

Jack S. (NorCAL)

Lou L. (IL)

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

Nancy O., (Canada) Board Liaison Back Up

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

This 2nd quarter, our committee has held teleconference call meetings every third Thursday of the month.

We continue to maintain Books for Inmates and Institutions and correspondence with inmates and [institutions](https://nonprofit12steorganiza-my.sharepoint.com/personal/hospchair_coda_org/Documents/Quarterly%20Service%20Report%20%207.15.2019.docx?web=1) who contact us.

We are in the review process for the 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:

* Reviewing by the committee of CoRE Literature ordering process to be included in the Policy and Procedure Manual.
* Reviewing our initial response letter templates.
* Looking for a Sponsorship Coordinator and reevaluating the Inmate Sponsorship Program.
* 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 2nd Quarter** | **2019** |  |  |  |
|  Piece of Literature  | Apr | May | Jun | YTD |
|  Co-Dependents Anonymous Book  |  9  |  8 |  7 |  53 |
|  Co-Dependents Anonymous Pocket Book-SP  |  0  |  1  |  0  |  1 |
|  12 Steps & 12 Traditions Workbook  |  7  |  10  |  11  |  44 |
|  12 Steps & 12 Traditions Workbook-SP |  0  |  1 |  0  |  1 |
|  Standard Packet  |  3 |  1  |  1  |  14  |
|  Standard Packet-SP  |  0  |  1  |  0  |  1  |
|  Institutional Meeting Handbook  |  4  |  0  |  1 |  13  |
|  In This Moment\*  |  0  |  0  |  0 |  2  |
|  CoDA Meeting Handbook/MSP |  0 |  0 |  0 |  0  |
|  Library in English (Includes In This Moment\*) |  0 |  1 |  0 |  1  |
|  Library in Spanish  |  0 |  1 |  |  1  |
|  Other  |  0 |  19 |   |  25 |
|  TOTAL  |  23 |  43 |  20  | 156 |

The Sponsorship Coordinator has resigned due to work commitments.

The Board has approved the use of Zoom for the H&I Committee

**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

Kathy H., PA member at large

Jim K., PA member at large

**Issues & Mediation Committee (IMC)**

No Report Submitted

**Literature Committee**

1. The CLC would like to express our appreciation to Anita F for her many years of service to the committee. We are also pleased to welcome our newest member, Max.
2. We are pleased to see *Traditionally Speaking* is now available for sale on the CoRe website. This project was many years in the making and it is great to have it finished.
3. All work on rewriting four old pamphlets has been completed and motions to approve them have been submitted to the CoDA Service Conference. In addition, CLC has submitted a motion to clarify the process for getting literature approved and published.
4. The subcommittee working on a new piece of literature with a working title of Growing Up in CoDA has been meeting weekly since their face to face meeting in April. We hope to bring this new piece to Conference in 2020.
5. We finished proofing two pieces from Northern California which were provisionally approved in 2018 and will be voted on for final approval at the 2019 CoDA Service Conference. Most of our suggestions were to bring the pieces into compliance with our Style Guidelines.
6. We are considering a number of projects for the coming year, in addition to Growing Up in CoDA. These include rewriting some other old CoDA literature pieces, updating our Policy and Procedures manual, and a piece on the codependency issues that arise for people who feel like they don't fit in with the dominant culture.

Committee members: Abbie K, Alyse J, Barbara L, J W, Leslie C, Max, Scott P, Teresa M, Terry D

**Outreach Committee**

The Outreach Committee held a Face to Face meeting at the end of April. We focused on two areas:1. Website design and organization and 2. Meeting Formats and website content. We re-named the website and created a Home Page that is both attractive and informative.

Our small committee has continued to work on these areas. With a Site map as a guide, we looked at page organization and content and realized that much of our website was redundant and wordy. With accessibility in mind, we decided that we would rewrite pages in plain language and avoid multiple phrases and passive tense. We believe it will not only make our site readable and interesting, it will also make it easy to understand and translate into other languages.

A document, “Introduction to the 12- Step Study Group”, a teleconference program for both Steps and Traditions, has been buried on the Outreach website since 2014. Since it was meant to be brought to conference for approval as a Service Document, we created a Motion to bring it to CSC this year. We will consider suggestions for revisions.

Jay G., co-chair and Nancy O. made a podcast for Voices in Recovery to let CoDA members know about our committee and opportunities for service. We are the first committee to create a podcast.

The last few months, we have, like most Committees, been concentrating on readying ourselves for the Coda Service Conference. We are hoping to attract new members who are global and inclusive in outlook and have a passion for outreach.

Members on the Outreach Committee:

Charles Z. (inactive)- Colorado, U.S

Sharon B. Co-Chair- Vancouver, Canada

Jay G.- Co-Chair- Pennsylvania, U.S.

Ann …-Vancouver Washington, U.S.

Betsy G.- Chicago Illinois, U.S.

Gerry B.- Vancouver, Canada

**Spanish Outreach Committee (SPO)**

* El Segundo Trimestre (Abril-Mayo-Junio):
* Recibió 63 correos electrónicos,
	+ 33 de los cuales provenían de gente nueva a CoDA solicitando información general de CoDA o para unirse a un grupo.
	+ 18 personas solicitaron inscribirse al listado de CoDA para recibir información de CoDA y recordatorios a los Foros mensuales.
	+ 5 correos solicitando información para apertura de grupos nuevos.
	+ 2 correos para dar de baja a grupos.
	+ 1 correo para inscripción al chat de apoyo de grupos nuevos.
	+ 1 correo para dar seguimiento de starter kit
	+ 1 correo para formar parte de comité
	+ 2 correos para actualizar datos de reuniones
	+ 2 correos solicitando publicaciones de noticias en la página de spanishcoda.org
* Se recibió 18 llamadas, 4 de las cuales eran de personas donde no existe ningún grupo presencial de habla hispana.

El Comité se reunió en 3 oportunidades este trimestre: Los días 13 de abril, 18 de mayo y 22 de junio, los temas tratados fueron:

* Generación de temas para presentar en la reunión cara a cara en Atlanta.
* Sugerencias en caso de no existir traducción en la CSC 2019.
* Invitación para compartimientos de testimonios en Audio para publicarlos en la página Web de CoDA.
* Sugerencias para agrupar los listados de CoDA.
* Solicitud al comité de finanzas para asistir a la reunión cara a cara y la conferencia de CoDA.
* Envío de Moción por parte del Comité de Divulgación.
* Envio de invitación mensual a los representantes de grupos para unirse al Foro de CoDA.

Iniciativas:

* Apertura de cuenta de Zoom para SPO
* Invitación a sección Voces de CoDA

El Comité de Divulgación, a la fecha, 14 de julio del 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.

**SSC Committee**

Unfortunately, Scott R from Arizona resigned from the committee due to personal priorities that made it impossible for him to attend out con calls. We appreciate his participation and hope that someday he will rejoin the committee.

We met more frequently than usual during Q2 in order to do the work necessary to be able to submit 5 CSC motions this year. This included working with a member of the Events committee, Florence, on revising Part 4 of the Fellowship Service Manual which contains all the CoDA Service Conference (CSC) procedures. Our goal, which we feel we jointly accomplished, was to both update the manual to coincide with current CSC procedure and to eliminate duplication of information and simplify instructions as much as possible. We also spent a great deal of time on a new version of the 12 Service Concepts.

We developed and submitted 5 CSC motions along with 3 supporting documents. Included are: 1) an improvement to the Policy for Outside Literature; 2) a suggested expansion of what FSM improvements SSC and the Board can approve without CSC approval; 3) various improvements to Part 2 of the FSM, the Meeting Handbook; 4) a revised version of Part 4 of the FSM, Service Conference Procedures; and 5) the first part of a replacement for the 12 Service Concepts.

If you are interested in knowing more about our committee and/or possibly joining please send an email to us at [SSC@coda.org](file:///C%3A%5CDocuments%20and%20Settings%5CGeff%5CDesktop%5CSSC%40coda.org).

**Members**

Evie S, CT - Chair

Dave S, PA

Leo C, CT

Sara J, 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.

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.

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 to start the process for legal documentation.

No Translating or Publication and Distribution of CoDA copyrighted material should be done without a CoDA Board Trustee signed Translation Agreement (which includes Copyright Assignments) and or Publication and Distribution Agreements.

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

 Nas A - UK

Board Liaisons

 Don B – California

 Nancy O – Canada

**World Connections Committee (WCC)**

**Michael C. WCC Chair Since September 2017** 100% attendance in Chairs Forum (looking forward to working more closely with more committees**)**

**Accomplishments this Quarter:**

We created two subgroups; WCC Spanish Speakers and LGBTQIA+. Both groups have been developing since the first of the year. They are kept active in What’s App chat group. We have assigned three service positions. SPO Liaison, Russian Northern Europe (RNE) Representative, Central & Northern South American (CNSAR) Representative. We created a concrete universal communication plan to use to contact and activate countries with in these two specific geographical areas.

**Quarter 3 Present Now**

September 2019: in Preparation in the CSC 2019 Atlanta Latino Video Summit

CNSAR area has approximately 15 countries to be contacted, for 5~6 different points of involvement.

1. Send CSC Spanish flyer
2. Ask for their Country Report
3. Network Participation
4. Pro & First Pamphlets + Meeting list sent Quarterly
5. Participate in the Latino Video Conferencing summit.
6. Participate in the Free literature Spanish for New meetings.
7. Please consider a Latino F2F in Canada’s 2020

We do this in the 15 Spanish countries, we sure can do this in the 8 Northern European Countries too. We can see how ambitious we are if we choose this service? Implementation of the Sponsor Ship Plan to more established Inter groups.

LGBTQIA+ Group: Three-part system in United States of America; LGBT Centers, LGBT Coda Meetings, LGBT Counselors. These three parts can use the Pamphlet Pro & First technique, which could be used with an active State Coda Intergroup which could implement this system for American coda groups!

This is a possible Russian Northern Europe (RNE

 These countries are multilingual with different languages;

Norway

Sweden

Finland

Latvia

Lithuania

Belarus

Poland

Ukraine

Czech