**CoDA 3rd 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, was 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 was to 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.

Accomplishments during this quarter include:

* Continued to meet every other week
* Developed and submitted 2 motions for CSC
* Developed goals for the coming year
* Gathered information regarding structure and organization of other 12 Step programs

Results at CoDA Service Conference (CSC):

* Motion 1 presented a list of tasks that belong to the Fellowship and a list of tasks that belong to the Corporation
	+ The intent of this motion was to clarify the tasks needed to support the spiritual purpose of the Fellowship: to carry the message of Recovery to codependents who still suffer. The Corporation exists for only one purpose - to support the Fellowship with legal, financial, and administrative requirements.
	+ As a result of the feedback received this motion was tabled and was not brought back for a vote.
* Motion 2 requested approval that the Adhoc Committee continue to exist for another year
	+ Request for a face-to-face meeting was deleted at the request of the Finance committee due to large increase in yearly budget
	+ Motion was passed by a simple majority

Goals for the coming year:

* We will work collaboratively with the CoDA and CoRe boards and the standing committees to:
	+ Support the understanding that our primary purpose is to carry the CoDA message to other codependents who still suffer
	+ Improve the effectiveness and efficiency of our service work by better balancing how we use our financial resources
	+ Establish the awareness that the CSC is primarily the meeting of the Fellowship at which the board and committees report and receive direction for their work over the next year
* We will suggest ways to ensure that institutional memory is not lost and that people new to positions learn about and respect the decisions made previously
* We will seek ways to increase service participation and commitment at the world level
* We will seek structural improvements to support the above goals

Active committee members during Q3 were:

* Evie S, CT, Chair
* John R, PA, Secretary
* 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**

**CoDA Board Mission**

*Acknowledging that we are all here for our personal recovery, the mission of the CoDA Board of Trustees is to ensure the longevity and fiscal health of the organization, to support the Fellowship’s ongoing service work, to promote CoDA unity and to reach the still suffering codependents.*

**Board Report**

During the 2019 Conference, the Board said goodbye to our Chair, Jen, who completed her three year term on the Board. We welcomed the two new Board members elected at the conference, Rita B (Arizona), a new Trustee, and an Alternate Trustee, Gail S (Nevada).

The Board was very busy preparing for the CoDA Service Conference (CSC) in September in Atlanta. We reviewed and updated our Strategic Plan and shared it with the Fellowship, both in a special session Monday evening as well as in our Annual Report to the Conference. We identified the following strategic priorities (see this link for more detail - <http://coda.org/default/assets/File/2019%20CSC/Board%202018-2019%20Annual%20Report%20and%20Goals%20CSC%202019.pdf>):

* Priority #1 – Expand Voting Entity Designations
* Priority #2 – Overcoming Language and Geographic Barriers
* Priority #3 – Spread the Word
* Priority #4 – Healthy Committees

The Board moved forward on all four of the above identified priorities, with Motions 1-5 passing by a majority at the conference. We note the following:

* **Priority 1** – Expanded Voting Entity designations to provinces, regions, and/or territories for all countries. (**Board Motion 1**)
* **Priority 2**— Increased the amount of possible Travel Reimbursement Opportunities (now known as Grants) to up to $12,000/year (**Board** **Motion** 4). The Board also supported the Events and CSC Preparation team in their efforts to provide remote participation to Delegates, giving them the ability to participate in the Conference from anywhere in the world, and to provide Spanish interpreters.
* **Priority 3** – Worked with an outside provider to create, and make available to the fellowship, CoDA’s first Public Service Announcement (PSA). The PSA was created in both English and Spanish and is to be openly shared across public and social media platforms. (View and share these from our website at this link - <http://coda.org/index.cfm/new-public-service-announcements/>)
* **Priority 4** – Board Motions 2, 3, and 5 were passed to encourage the health of all CoDA Committees.

In addition to these achievements, in preparation for the Conference and through our preconference Face to Face (F2F) Meeting in Atlanta, the Board was able to initiate and/or complete the following projects:

1. Upon reviewof CoDA historical documents and Motions, created the attached ***Compendium of Important Moments and Decisions in Co-Dependent Anonymous History (1986 – 2018)****.* This is available on the CoDA Website at this link:- <http://coda.org/default/assets/File/Board/2_%20Decisions%20in%20CoDA%20History%20-%20Long%20Version.docx>
2. Worked with the Finance Committee to hire a new Fellowship Service Worker (FSW) to assist with processing Trusted Servant’s travel reimbursements.
3. Created a post-CSC Archiving Process that is to be completed following all CoDA Service Conferences.
4. Provided additional Zoom accounts to those Standing Committees that requested them, to facilitate collaborating and communicating across the world.
5. Met with the Fellowship in Atlanta, as well as Delegates, to consider how CoDA can best move forward. A summary of the suggestions made is provided here - [**https://nonprofit12steorganiza-my.sharepoint.com/:w:/g/personal/secretary\_coda\_org/ETr8PiSkPD1Irpf5WFKTTDQB4wBvsYqq5eMDUMOmux9lqA?e=oCDYER**](https://nonprofit12steorganiza-my.sharepoint.com/%3Aw%3A/g/personal/secretary_coda_org/ETr8PiSkPD1Irpf5WFKTTDQB4wBvsYqq5eMDUMOmux9lqA?e=oCDYER)

If the above link doesn’t work for you, here are 2 other options:

1. Go to <http://www.codependents.org/link.htm> & then click on the link you see.
2. Or try: [**https://tinyurl.com/y3knz5r5**](https://tinyurl.com/y3knz5r5)
3. Met with the Finance Committee to find opportunities to ensure the fiscal health of CoDA for the next year. To help Finance to balance the budget, the Board chose to delay its plans for Phase 2 of the new CoDA website.
4. In mid August, the website providers advised the Board that Phase 1 of the Website was ready. The Board reviewed the list of improvements we had requested after sharing the new website prototype with the Committees in May, 2019. The Board noticed that several items had not yet been completed, and so postponed a planned reveal of the new website at the 2019 Conference. It is hoped that the remaining changes to be made to the new website will be completed in the coming weeks. As noted in item 6 above, the Board chose to delay its plans for Phase 2 of the new CoDA website due to 2020 budget constraints.

**SOS-ASSOCIATION MANAGEMENT SOLUTIONS
THIRD QUARTER REPORT**From July-September, 2019
As of October 9, 2019

This quarter was busy with CSC 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 CSC face to face Board meetings in Atlanta, GA and post-board work including updates, minutes and motions. Assisted with setting up Zoom accounts for committees. Assisted in providing a basic quarterly financial dashboard that includes a financial trend report and income and expense breakdowns. Assisted in the changeover to the new Board.

**CSC:** Assisted members of the Events Committee in using 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. Attended a successful CSC!

**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 ensure timely and efficient website maintenance. This quarter was busy getting ready for the CSC. Also update email liaisons as needed.

**Fellowship Services Worker: Email List Coordinator**

We’d really appreciate it if you would share the CoDA email lists with your home meetings, so we can continue to grow our subscribers. Our subscriber numbers continue to show very slow growth. If every person reading this would take this information back to your home group, I suspect our subscriber base would once again have a growth spurt!

At this time (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!

Subscription statistics as of 10/9/19 are as follows:

CoDA Announcements: 5778 (up from 5717 on 7/8/19)

Co-NNections Weekly
Reading List: 10,615 (up from 10,432 on 7/8/19)

QSR List: 3136 (up from 3135 on 7/8/19)

H&I List: 2724 (up from 2650 on 7/8/19)

Events 2295 (up from 2108 on 7/8/19)

Meeting Contacts 1714 (up from 1489 on 7/8/19)

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://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 7/8/19 – 10/9/19, 26 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, the QSR list & the 2019 ICC & CSC Delegates lists.

I am maintaining several audio web pages for CoDA: an archive of both Fellowship Forums: English & Spanish & recent CSC’s: <http://www.codependents.org/>

Codependents.org in general & the Spanish Fellowship forum pages specifically both got a moderate redesign this past quarter. Hope you like it!

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. We were very busy in Q3; doing final prep & tweaking various items to make your experience as easy as possible. Our hope is to finish tying up several loose ends for 2020 & continuing to move forward with remote Voting Entity voting in a big way.

Finally, I forward many emails (kind of like an email switchboard operator), and write and send out occasional announcements regarding both technical Issues that impact the fellowship & also a quarterly “local CoDA events” announcement.

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 .

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 / 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 am the person who registers and updates our meetings on the website. It is very important to new and established groups to have one or two members listed as contacts on the meeting record. It is most useful if the contacts do not use an email address that lists their name, or any personal title or professional affiliation. I am happy to tell you that many members have started to use such generic addresses. An example is akin to: sundaysteps@gmail.com. It is important to also provide a phone number when serving as a contact, even if you do not want it displayed, it helps me when there is some matter that I need your help with, for instance I often receive inquiries about a group’s current status. It is a great idea to keep your record updated even if there are no changes. If you are making changes to any contact information, the way to do that for now is to write me a note in the *special instructions* field of the update form.

Another way you help me involves how checks and money orders are drawn. We all know how important 7th Tradition funds are to the Fellowship. Our bank will only accept checks made payable to either CoDA, CoDA, Inc. or Co-Dependents Anonymous, Inc. Also, 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!

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

**CoDA Resource Publishing (CoRe)**

We met via phone conference once in July and twice in August. The CoRe Board had face to face meetings before and after CSC in Atlanta, as well as meeting with the CoDA Board, the Translation Management Committee (TMC), and the Literature Committee (CLC) while there. The two alternate Board members (Yvonne K and Susan A) were elected to full three-year terms at CSC. CoRe sold over $4900 worth of CoDA literature at Atlanta and collected over $100 in 7th Tradition donations for CoDA while there.

Production-wise, we printed new and revised Spanish 12 and 12 Workbooks, Peeling the Onion brochures, and Welcome to CoDA pamphlets. We had Two-Month (purple) coins, Three-Month (blue) coins, and Nine-Year (bronze) medallions produced. The automatic notification system at our new Fulfillment Center allows us to replace stock when low, so we can avoid running out of products.

This quarter, CoRe introduced its first “bundled” product, “*The Twelve Piece Relationship Toolkit Bundle”, consisting of a booklet, a CD, and an MP3: (*<https://tinyurl.com/toolkit-bundle> ). *More to follow.*

We continue to supply free literature kits to new meetings, including providing 2 free Spanish kits to Colombia, 2 free Spanish kits to Mexico, 1 free English kit to the UK, and 1 free kit to Israel while at Atlanta.

**Royalties paid during Q3 2019**

for Jun 2019      $15,500.29

for July 2019 $13,150.18

for Aug 2019         $12,002.01$

Total paid to CoDA during Q3 2019 =   $40,652.48

\*7th Tradition paid in Q3 2019 = $498.30

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

**CoRe Board**: Barbara D (Chair), Addie M (Vice Chair), Yvonne K (Treasurer), Susan A (Secretary), Dagmar M (Trustee), and Gerry B (Trustee)

**Communications Committee**

Report, submitted by; Kaga, Chair, Jeanne B. Cphone and John R. CET.

I was blessed to attend CSC/ICC 2019 Atlanta and presented the Committee activity report as well as a summary of new committee ideas and concepts. The Comm com was able to distribute flyer invitation’s to serve the Comm committee throughout the 8 day CSC/ICC event and the results attracted (2) new CoDA members to world service. Committee priorities for the next qtr. and beyond.

1. Review the committee policies and procedures manual editing to accommodate a projected expanded communications mission.
2. Work to simplify and expand mission statement to better fit our goals.
3. Fortify the CET and Cphone work groups with adequate service volunteers.
4. Develop additional work groups to fulfil our mission and goals.

In order to facilitate our mission as written we are developing new methods to meet the communications needs within the World CoDA community. Our work formula is to identify the need, find the best feasible solution and then to follow through working smart. We hope to create a working outline focusing on the issues that significantly affect the growth and wellbeing of our life saving CoDA fellowship.

The Comm struggled throughout this year with too few standing committee members. To address this the committee created a new questionnaire application (q&a) for potential candidates, and a new outreach invitation flyer. The flyer was distributed through coda announcements in July. This effort was very successful. We had (6) responses, retaining the interest of (2.) I’m pleased to inform the fellowship that the committee will be welcoming (5) new committee members at our upcoming October committee meeting. Unfortunately the Comm Com withdrew its application for a 2019 face to face (F2F) meeting. Small committee size plus a short year were contributing factors. We are looking forward to our next rotation opportunity. Thanks for this opportunity to share our CoDA service. Kaga Chair

CoDA Phone (Cphone)

CPhone has added a member and now has 4-5 members.  Two of the members are currently having trouble getting calls.  Efforts to correct the problem continue.

Jeanne B. Cphone liaison



CoDA Email Team (CET)

The CoDA Email Team (CET) receives and responds to all emails sent or forwarded to info@coda.org. During the third quarter of 2019, the Team consisted only of the team liaison to the committee and some new recruits observing until September 23 when one of the new recruits began responding to emails. During that time, 93 inquiries were received and responded to, 525 conversations took place with 1219 emails being sent or received.

The Email Team maintained the many-year record of responding within two days, often only hours, to every email, with one exception. During September, emails were mistakenly forwarded to one of the observers only, instead of the Team. Until that was cleared up, those emails, less than ten, were not responded to for nearly a week. The need to correct the forwarding problem plus orientation for the observers accounted for the larger than normal number of conversations and emails.

The email Team begins the fourth quarter with only one regular member plus the liaison from the committee. The subjects of emails are highly varied, sometimes poignant, explaining our rapid response policy. So our work is particularly valuable and interesting CoDA service that can be done at home and  available to anyone interested.

John R. CoDA Email Team liaison.

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

Jeanne B. CoDA phone team, liaison to standing Committee

CoDA Email Team (CET) bizcet@coda.org

John R. CoDA email team, liaison to standing Committee

**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.

While the Committee continues to try to get new volunteers,  we have a new volunteer vetted by the other members of the committee as suitable to serve as a trial period of three months.

This quarter Weekly Reading subcommittee sent out fellowship recovery stories each week, by email subscription. Meetings in Print September issue is published and posted on the website. The MiP subcommittee chair has a new volunteer.  She will be invited to a  meeting 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](https://mail.tigertech.net/src/compose.php?send_to=mip@coda.org).

The Weekly Reading Subcommittee has sent out an original inspirational story of recovery from the fellowship every week. To subscribe to the readings, go here: <http://www.codependents.org/>. 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; Gayle U.S.

**Events Committee**

We are post a very successful CSC/ICC. There were 38 Delegates and Alternate Delegates, 28 Trusted Servants and 25 Observers in attendance. We had for the first-time remote participation for the Delegates and live streaming for remote observers. We spent many hours in coordination with SOS, our AV contractor, Facilitator, and the Hotel, testing and setting up for the Zoom conferencing with cameras and testing the equipment for implementation. For the remote participation and other tasks, four dedicated CoDA Events trusted servants were required in attendance to CSC.

We were happy to have four remote participating Delegates from Colorado, Iran & the Alternative Meetings! The Spanish Outreach Committee who were unable to attend in person, were then able to attend via remote participation to report and present their motion. There were only a few technical difficulties including a Delegate from Guatemala who unfortunately could not get a camera to interface but he was able to give a verbal report via teleconference of Zoom.

For the first time, the CoDA Events Committee facilitated the hiring of an outside interpretation service. It worked very well for our Spanish speaking Delegate attendees. The Spanish Outreach committee were able to use the interpreters at CSC to help interpret via Zoom. The interpreters also required a dedicated CoDA Events trusted servant to attend to their needs during CSC.

A motion passed by CoRE this year has extended our responsibilities to help CoRE with their book sales. We provided this in Atlanta. We withdrew our Events Committee motions due to lack of time and with the assurance that we will work in collaboration this year with Finance to address our concerns with the CoDA expense reimbursement policy (ERP) and how it affects our committee.

The International CoDA Convention (ICC) went very well. We had over 200 attendees. We used Square for the first time to help with onsite registrations. This sped up the process of accepting credit cards.

GET YOUR PASSPORTS READY!! We have a signed contract for the Delta Marriot hotel in Ottawa, CANADA for CSC/ICC July 19 - 26, 2020! We will have Eventbrite registration up and running soon.

ARE YOU INTERESTED IN A CRUISE CoDA RETREAT (You already have your passport! ) We have a flyer on our website for an upcoming cruise in October 2020 for the first annual CoDA retreat. The success of this retreat depends upon you! We need early attendee FULLY REFUNDABLE $250 deposits to lock in our room rates and use of the conference rooms on the cruise ship. If you sign up and then cannot go, again the deposit is FULLY REFUNDABLE up until July 20, 2020.

We announced at CSC that our 2021 location will be in Rapid City, SOUTH DAKOTA. We look forward to putting on this event to help grow CoDA in their area.

The CoDA Events Committee wants to extend a special thanks to our recent Chair, Katherine T. She has been a great leader for our committee, and we will miss her on Events!

**CoDA Events Committee: Chair**:Florence F.- MD, **Current Members**: Kathy H.- PA, Sharon A.- CA, Kevin M.- NY, Carole T. Ontario, Lorraine K. GA, Laraine C. AZ, Kaga - VA

**Finance Committee**

Objectives During This Period

Finance focused on five primary objectives before the Coda Service Conference (CSC):

1. Interviewing, vetting and recommending to the Board a fellowship service worker (FSW) to hire to help out with expense reimbursement requests (ERRs). Our new FSW is now on board.
2. Presentation of the new Expense Reimbursement Policy (ERP) to the fellowship at CSC. The challenge was that the policy was much more strict than before in order to comply with regulations we just became aware of.

The fellowship approved the policy provisionally, with the understanding that over the next 90 days Finance would investigate legally loosening up the policy. Finance has since begun this process by contacting its professional support and by seeking guidance from other 12-Step programs.

1. Preparation of the FY 2020 budget. (See below.)
2. Preparation of a motion which would change how delegate scholarships (formerly called Travel Reimbursement Opportunities (TROs) and now called Delegate Grants) would be paid. A full designated amount (not dependent on receipts) would be paid directly to a voting entity, which would then directly reimburse the delegate. Ultimately, this motion was withdrawn for budgetary reasons and time constraints.
3. Preparation for CSC:
	* Update of budgeting form which other committees submit their budgets for Fiscal Year (FY) 2020,
	* Ironing out some CSC/ICC budgeting issues with the Events Committee

Since CSC, there have been two objectives:

1. Reimbursement of Expense Reimbursement Requests (ERRs). Lou has been working with the new fellowship service worker to train her and take care of the ERRs.
2. Looking into loosening up our expense reimbursement policy.

Fiscal Year 2020 Budget

Each year we build the budget for the following year by compiling the budget requests of the different committees and entities. The initial requests were 141% over last year. The final FY 2020 budget passed was $277K in expenses, projecting $257K in income. (Expenses up by 5.5% and income up by 10.2% from last year year's budget.) Adjustments made to make this work included deferring some website enhancements and support, cutting extra delegate grants, and cutting back on professional support.

Finance Liaison and F2F Rotation List

Finance Liaison and F2F Rotation List

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee:**  | **Primary** | **Backup**  | **Face to Face** |
|  | **Liaison** | **Liaison**  | **Rotation** |
| **Board**  | **Lou** | **N/A** |   |
| **Communications** | **Jack** |  | **2022 3rd** |
| **Connections**  | **Jack** |  | **2021 2nd** |
| **Events**  | **(Finance Chair)** | **Lou**  | **2021 3rd** |
| **Finance** | **(Finance Chair)** | **Lou**  | **2022 2nd** |
| **Hospitals and Institutions (H&I)** | **Kevin** | **Jack** | **2021 1st** |
| **Issues Mediation (IMC)** | **Rob** | **Jack** | **2020 1st** |
| **Literature**  | **Rob**  | **Jack** | **2021 4th** |
| **Outreach** | **Kevin** | **Lou** | **2022 1st** |
| **Service Structure (SSC)** | **Lou** |  | **2020 2nd** |
| **Spanish Outreach (SPO)** | **Lou** | **Jack** | **2019 3rd** |
| **Translation Management (TMC)** | **Rob** | **Lou**  | **2020 4th** |
| **World Connections (WCC)** | **Rob** | **Lou**  | **2020 3rd** |

Changing of the Guard

Addie M. was a key contributor. She was officially on the committee until September 1 and she continued to help until CSC was over. Finance is grateful for her service.

We are also grateful to Susan A. She assisted us at CSC even though she resigned from Finance last April.

The Finance Committee is seeking a permanent chair. Currently Jack S is serving as temporary chair, but plans to relinquish the position soon.

The Finance Committee stands currently at 4 members. Joining Lou L and Jack S are Robert O and Kevin M, whom Finance gained while at CSC. We are glad they are now aboard, and continue to seek more members.

If you are interested in serving on the Finance Committee, please contact us at finance@coda.org.

Respectfully submitted by the Finance Committee,

 Jack S, Acting Chair, Lou L, Rob O, Kevin M

 Rita B, Board Liaison to the Finance Committee

 Salle H, Treasurer of CoDA, Inc.

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

This 3rd quarter, our committee has held teleconference meetings every third Thursday of the month except for September due to the CSC meeting being held so close to our scheduled meeting.

$948.18 was collected in 7th tradition donations to (BFII) Books for Inmates and Institutions at the (ICC) International CoDA Convention.

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 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 guide members in accessing Institutions and making available literature and other resources to Inmates and other Institutions.
* Continue to update our website.

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| --- | --- | --- | --- | --- |
| **H&I Literature Report 3rd Quarter**  | **2019**  |   |   |   |
|  Piece of Literature   | July  | Aug | Sept  | YTD  |
|  Co-Dependents Anonymous Book   |   3 |     4 |    21  |   81 |
|  Co-Dependents Anonymous Pocket Book-SP   |     0 |     1 |     1  |    3 |
|  12 Steps & 12 Traditions Workbook   |     3 |     3 |   19   |   69 |
|  12 Steps & 12 Traditions Workbook-SP  |     0 |     0 |    1   |    2 |
|  Standard Packet   |     2 |     1 |     4   |   21 |
|  Standard Packet-SP   |     0 |     0 |    1   |     2 |
|  Institutional Meeting Handbook   |     2 |     0  |    4   |   19 |
|   In This Moment\*   |     0 |     1 |     1  |     4 |
|  CoDA Meeting Handbook/MSP  |     0 |     0 |    0  |     0 |
|  Library in English (Includes in This Moment\*)  |   0 |     0 |     0  |     1 |
|  Library in Spanish   |     0 |     0 |   0 |     1 |
|  Other   |     0 |    1 |      2 |   28 |
|  TOTAL   |   10 |   11 |   54   |  231 |

**Committee members:**

Terry D. CT Chair

Kathy L. IL Postal mail Corresponding Secretary and Acting Sponsorship Coordinator

Deborah B. CA   Assistant Corresponding Secretary

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

Darlene H. CA   Recording Secretary

Kathy H. PA   member at large

Jim K. PA member at large

Angela S. CA member at large

Sharon F. MN member at large

**Issues & Mediation Committee (IMC)**

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

**IMC Members Elected at 2019 CSC (CoDA Service Conference) in Atlanta, Georgia**

See below for the updated member list.

**2019 CSC Motions: No motions were presented by IMC**

**Current IMC CASES:**

We do have a number of active issues/concerns “in process”, mostly at the Voting Entity local level.

**VOTING ENTITY ISSUES (VEI’s):**

**Colorado VEI 1** – This VEI was not submitted nor supported by the Voting Entity, instead it was submitted by an individual from their Home Group. VEI per the FSM (Fellowship Service Manual) must be submitted by the VE.

“Remove all reading requirements for CoDA meetings. Any two or more gathered for healthy and loving relationships may call themselves a CoDA meeting, provided they have on outside affiliation.”

**Florida VEI 1** – This VEI was assigned to SSC (Service Structure Committee)  SSC presented motion at CSC to add the words "and all other public arms of media" after the words "press, radio, films" in Tradition 11. Result of CSC vote 24-12-2 simple majority passed.

**NOTE:** This motion received less than 2/3 votes, thus the motion is not binding on the Board of Trustees.

**Per: CoDA (FSM) Fellowship Service Manual Part 4 Page 17 Last Revision: 2019-02-05**

Simple vs. two-thirds (2⁄3) majority:

A motion passes if it is accepted by a simple majority of the total number of Voting Members present. If it passes by a two-thirds (2/3) vote of the total number of Voting Members present, it is binding upon the Trustees, except to the extent the implementation of such a motion would cause the Trustees to be in violation of the Board of Trustees’ legal responsibilities to the Corporation and its members or would put the fiscal integrity of the Corporation at risk. A simple majority is not binding on the Board of Trustees, although they may agree to be bound by the vote.

**Florida VEI 2** – This VEI was assigned to SSC (Service Structure Committee)  Request: Eliminate the words “try” and “but” from CoDA Literature, where appropriate, specifically in the Welcome and The Twelve Traditions.

SSC Response to Florida VE: “Although several of us make an effort to eliminate the words "try" and "but" from our language, we do not believe that such a change is appropriate to make to any of our foundation documents. There are lots of words in these documents that might better be replaced with healthier words. However, we feel strongly that limiting changes to the foundation documents to only the very important ones is best for our Fellowship. Doing otherwise puts us on a slippery slope that could harm our Fellowship. Therefore, we do not support this VEI and recommend that no action be taken.”

**Colombia VEI 1** – Assigned to the Board. No update as of 10-9-19.
Request: Voting Entity has been and wishes to be active in the translation of CoDA Literature into Spanish.

**Colombia VEI 2** - Assigned to the Board. No update as of 10-9-19.
Request: Creating an International Translation Committee, composed of members from different voting entities. The aim of such committee would be to involve members from all over the world willing to participate, and to centralize translation needs in CoDA Inc.

IMC can be reached at IMC@coda.org

Yours in Service,

Greg B - IMC Chair

**CURRENT MEMBERS:**
**Greg B.**(MN - Minnesota) **(Incoming Chair)**
**Darlene H.**(SoCAL - Southern California)**(Vice Chair)**
Gail S. (NV – Nevada) (Past Chair)
Steve S. (FL - Florida) (VEL – Voting Entity Liaison)
Liliana R. (Colombia)
Andrea S. (Italy)
Theresa K. (TX - Texas)
Christian J (IL - Illinois)

New members added from 2019 CSC:
Dan R – Sudbury, Ontario, Canada

Board Liaison: Matt        Back up Board Liaison: Don

**Literature Committee**

1. The bulk of our work in 3Q2019 revolved around our preparations for the CoDA Service Conference.
2. The rewrites of four old pamphlets were approved by the CoDA Service Conference. However, CoRe will continue to sell the old versions of these as long as they are in stock. When published, the new booklets will be distinguishable from the old because each will say, “Updated 2019” as part of the title.
3. The subcommittee working on a new piece of literature with a working title of Growing Up in CoDA continues to meet. We hope to bring this new piece to Conference in 2020.
4. We were assigned two motions from the Florida VE by the Board. We arranged for them to be reassigned to the Service Structure Committee which was a more suitable place for them.
5. The Co-Nnections committee has approached us about creating publications from the weekly readings that they put out. We had a long discussion about this and concluded that
	* We love the idea.
	* We believe that the copyright releases signed by people who submit articles to Co-Nnections is inconsistent with the copyright releases we collect for publications.
	* We can't really move forward until we develop a procedure for the right copyright statements to be sent to the appropriate CoDA archive while CLC (and Co-Nnections if they want) is kept informed about what releases have been received.

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

**Outreach Committee**

This past quarter, the Outreach Committee has been mostly preparing for the CoDA Service Conference. As a small committee, we are hoping to collaborate with individuals and groups this coming year on various areas of outreach and to recruit new members who are global and inclusive in outlook and have a passion for outreach.

Elections were held in August. Jay g. is the new Chair. Sharon B. will help as co-chair. Betsy G will remain as secretary.

Jay, with the help of Nancy O., our Board liaison, created a podcast for the Voices in Service area on the [www.coda.org](http://www.coda.org) site.

In preparation for the CoDA Service Conference, Flyers in three languages were created to inform participants of the vision and activities of the Outreach Committee, ways that CoDA members could participate and a call for new members.

At the CoDA Service Conference and International CoDA Convention, the Outreach committee collaborated with Georgia CoDA to reach inform professionals in that state about CoDA. The “Information for Professionals” and “Your First Meeting” along with a cover letter, were sent out to almost five hundred professionals in Georgia. CORe provided the pamphlets. It was such a success that CORe has decided to support other groups who would like to do professional outreach in their area. Outreach also provided an Information Sheet to participants on ways to use the Professional Outreach pamphlets.

The Outreach committee presented a Motion to have Working the Twelve Steps as a Group document created in 2014, be made a service Document for free download. The Motion passed at the Service Conference with a small edit.

The Outreach Committee meets on the third Sunday of the month at 2 PM Pacific time/ 5 PM Eastern time, by Skype or phone.

Members: Jay G (Pennsylvania, U. S.) Chair, Sharon B. (British Columbia, Canada) co-chair, Betsy G. (Illinois, U.S.), Ann C. (Washington, U.S.), Gerry B. (British Columbia, Canada)

**Comité de Divulgación (Spanish Outreach)**

El Comité de Divulgación está compuesto por 4 miembros: Angélica de Texas quien responde la línea telefónica, Nadia de Argentina , María de Ecuador quienes contestan los mails y Jesús de Colima México apoya con lo referente al Foro de Información Mensual para Codependientes. Apoyadas por Linda, como enlace.

* 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 Spanish.coda.org
* Se recibió un total de 20 llamadas, de las cuales sólo se contestaron 9 ya que las restantes eran sin mensaje. Cabe mencionar que en en los últimos meses se han recibido llamadas con números de negocios. De las 9 que se contestaron, a dos se le dio información de los requisitos para abrir grupos nuevos. Las 7 restantes se les dejó referencia de grupos alternativos, ya que del lugar que llamaban no les quedaban cerca grupos presenciales.

El comité se reunió el 27de julio, el 31 de agosto y el 28 de septiembre

☆ Se siguió hablando de la reunion cara a cara que de darse seria en San Antonio, Texas en noviembre.

☆ Se acordó modificar la agenda de la misma. La agenda se volvió a corregir de acuerdo a lo requerido por los nuevos lineamientos de finanzas.

#### ☆ Se revisó el [Compendio de Momentos Importantes y Decisiones en CoDA](http://spanish.coda.org/Spanish/assets/File/Historia%20de%20CoDA/Compendio%20de%20Momentos%20Importantes%20y%20Decisiones%20en%20CoDA.docx) para subirla a la página

☆ Se mandó una invitacion general para atraer miembros al comité. El resultado ha sido satisfactorio ya que si ha habido respuesta de los interesados.

☆ Se cambió de coordinadora y en estos momentos es la compañera Angélica quien tiene este servicio .

☆ Se unió el compañero Jesús de Colima, México, que es quien apoya en los Foros Mensuales de Información para Codependientes

**MIEMBROS**: María N/Ecuador, Coordinadora, Angélica C/Texas, Nadia R/Argentina, Jesús S/México

**SSC Committee**

Preparation for the 2019 CoDA Service Conference continued. We submitted 5 motions which were: 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. The first 4 motions passed with either a unanimous or ⅔ approval vote. The 5th motion was withdrawn based on feedback received when it was presented.

We also presented, in support of the Florida Voting Entity Issue #1, a motion on the floor. This motion would have added the words “and all other public forms of media” after the words “press, radio and films” in Tradition 11. This motion passed by a simple majority, which is not binding on the board. The board is taking this matter into further consideration.

Other things we accomplished during the last quarter include:

* Developed a new Service Structure Committee webpage for the CoDA.org website which can be seen using this link: <http://coda.org/index.cfm/service-info/service-structure/>
* Addressed the two Florida Voting Entity Issues (VEIs) that were assigned to our committee
	+ The first VEI resulted in our presenting the motion mentioned above regarding a change to Tradition 11
	+ The second VEI requested the removal of the words “try” and “but” from all CoDA literature as well as from the Welcome and the 12 Traditions. We vetoed the request since we did not feel such a change to our foundational documents was justified.

Our goals for this year are:

* Recruit new members
* Update the FSM in a timely manner with all approved CSC motions
* Update the Communications within CoDA section of Part 1 of the FSM, Structure and General Information
* Work with the board on a way to utilize the work done this past year on a set of possible replacement Service Concepts to develop something that focuses more on all levels of service, not just the world level.
* Continue to identify and work with others to improve service structure
* Continue monthly con calls

If you are interested in knowing more about our committee and/or possibly joining please send an email to us at [SSC@coda.org](http://SSC@coda.org).

**Members**

Evie S, CT - Chair

Dave S, PA

Leo C, CT

Sara J, AZ

**2018-2019 Board Liaisons**

Primary – Jen L

Backup – Matt T

**2019-2020 Board Liaisons**

Primary - Gail S

Backup - Nancy O

**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.

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

This quarter also included the CoDA Service Conference at which we made a presentation and recruited for new members. The Chair also met with members of the CoDA and CoRe boards. There were also ongoing discussions and meetings with Mexico, Colombia, and Israel. In preparation for the Service Conference we reviewed and revised our goals for the coming year.

Because CoDA relies heavily on unpaid volunteers to do translations and publish and distribute those translations; too often the volunteers do not complete the documentation for their translations to be legal. And around the world there are translations being used in violation of international copyright law. Subsequent publication and distribution or use (even at the meeting level) of those translations is in violation of international copyright law. Is your language group, meeting, or country one of them?

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

Su E – England

Tatiana K – Russia

 Nas A – England

 Joe – Guatemala

 Dan R – Canada

Board Liaisons

 Don B – California

**World Connections Committee (WCC)**

We are attending the chairs’ forum regularly and working with other committee by sharing information ideas.

**Accomplishments this Quarter:**

We attended the CSC, and brought Iran, Russia, Guatemala, Costa Rica to the Conference. We were able to set up regional areas and assigned representatives to each of these areas. Now we are in the process to set up goals and a plan to double the meetings around the world, with in each regional area. Russia has doubled their meetings in 6 months using the WCC system. We failed with the Latino video conference with SPO due to cultural unseen considerations.

**Quarter 4 Present Now**

We brought country reports, and presentations to the CSC. We fought hard for the behalf of Iran, to gain their recognition as entity from the middle east! They were included in the CSC at the last minute, and even voted on Motions and issues, regardless of the late acceptance.

Iran has a separate style of creating membership than other countries. So they will have separate set of goals for meeting expansion and creating members. We are helping with their first ever signing of copy rights to their literature, never done before! We hopefully will set up bilingual Country expansion.

We are working steady! One country region at a time, we are establishing goals and setting up structure. We are focusing on the Setting up the Latino structure, to help countries become stronger in Coda. We are doing a lot of listening to countries, and what they need. We will see if we can model this approach with other regions.

We are assessing Japan and possible ways to help them. Establishing previous contacts with Japanese Coda members from the past. An expansion idea has come to mind and will be shared with other members for group conscience.

We have failed with LGBTQ, and establishing a USA network, but are interested in working with an American USA email network, to communicate effectively with foreign countries emailing in.

We would like to apply for F2f for the regional captains, our application will be created in the near future, due to the fast approaching deadline.