CoDA Service Items

Motion Key:	4485	**Number:**	15000	**Item Type:**	AGENDA	**Date:**	7/14/2015

Vote: Complete

Committee: **Member Names:**

Subject: Agenda

Description:

Copy and past entire link below in your browser to view agenda.

http://coda.org/default/assets/File/CSC%20Sumbission%20-%20Budgets/Motions%202014/Motions%202015/2015%20Agenda%20FINAL.pdf

Intent:

Remarks:

Motion Key:	4486	**Number:**	15001	**Item Type:**	FYI	**Date:**	7/14/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Opening

Description:

Serenity Prayer, 12 Steps, Traditions, Service Concepts

Intent:

Remarks:

Motion Key:	4487	**Number:**	15002	**Item Type:**	FYI	**Date:**	7/14/2015

Vote: Complete

Committee: Facilitator   **Member Names:**

Subject: Quorum Count

Description:

Quorum calculated to be 24 voting members.

Intent:

Remarks:

36 present

Motion Key:	4488	**Number:**	15003	**Item Type:**	FYI	**Date:**	7/14/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Introductions

Description:

Introductions of all delegates

Intent:

Remarks:

CoDA Service Items

Motion Key: 4489	**Number:** 15004	**Item Type:** FYI	**Date:** 7/14/2015

Vote: Complete

Committee: Facilitator

Member Names: Lisa B, Natasha

Subject: Announcements

Description:

Please remember to keep cell phones off and computer volume down. There is a blue form in your packet which has contact information sheets in it. Please try to update them.

There is a CoDA committee recruitment luncheon today. TMC is moving to Thursday Lunch and SSC will be added as well to Thursday lunch.

The board will also be added to the luncheon list as well. Communications committee will also be added to the Friday luncheon.

Intent:

Remarks:

Motion Key: 4490	**Number:** 15005	**Item Type:** FYI	**Date:** 7/14/2015

Vote: Complete

Committee: Facilitator

Member Names: Lisa B

Subject: Introduction of Board and Committee Chairs

Description:

Coda Board: Lorraine, Hal, Gerry, Chris H., David Mc. - not present, Werner - alternate, John- alternate

Chairs: Kathy - H & I, Michelle - events, Annie - Outreach, Jenn - Communication, Evie - TMC, Lou L. - Finance, Leo - Service Structure,
Leslie - Literature, Addie - IMC, Linda - Spanish, Lisa B. - Connections

Lorraine gave update on the new Motions database that is searchable.

Intent:

Remarks:

Motion Key: 4491	**Number:** 15006	**Item Type:** MOTION	**Date:** 7/14/2015

Vote: UNANIMOUS

Committee: Facilitator

Member Names: Sally NorCal, Seconded by Florence AFM

Subject: Motion to approve the agenda

Description:

On each day we are doing Informals at 7:00 am - 8:15 am on each day.

Intent:

Remarks:

Pro: 37
con: 0
absentions: 0

Motion Key: 4492	**Number:** 15007	**Item Type:** MOTION	**Date:** 7/14/2015

Vote: 2/3 Vote

CoDA Service Items

Committee:	from the floor	**Member Names:**	David S, PA. Seconded by Michelle D, SoCal

Subject: Motion to give chairs and alternates voice at conference

Description:

Motion: To give chairs and alternates board members voice for information purposes only during the conference.

Intent:

Remarks:

Pro: 33
con: 0
abstentions:1

Motion Key: 4493	**Number:** 15008	**Item Type:** FYI	**Date:** 7/14/2015
Vote: Complete			
Committee: Facilitator		**Member Names:** Lisa B.	

Subject: Conference Procedures

Description:

Did a blank motion for an example of how things work at CSC.
If you have a question please come to microphone.

Intent:

Remarks:

Motion Key: 4494	**Number:** 15009	**Item Type:** FYI	**Date:** 7/14/2015
Vote: Complete			
Committee: Facilitator		**Member Names:** Lisa B.	

Subject: Break

Description:

Everyone will return to start at 10:45AM

Intent:

Remarks:

Motion Key: 4495	**Number:** 15010	**Item Type:** FYI	**Date:** 7/14/2015
Vote: Complete			
Committee: Facilitator		**Member Names:** Lisa B.	

Subject: Quorum Count

Description:

Quorum calculated to be 24 voting members.

Intent:

Remarks:

24 present

Motion Key: 4496	**Number:** 15011	**Item Type:** FYI	**Date:** 7/14/2015

CoDA Service Items

Vote: Complete

Committee: from the floor

Member Names: David L, CoRe Board

Subject: 30 second break

Description:

Intent:

Remarks:

Motion Key: 4497   **Number:** 15012   **Item Type:** VEI   **Date:** 7/14/2015

Vote: Complete

Committee: Board

Member Names: Lorraine O.

Subject: Assignment of VE for 2015

Description:

Arizona: Change welcome - Service Structure Committee
Texas #1: Change photo on website - Board of Trustees
Texas #2: SOS not attend CoDA service Conference.- Board of Trustees
Pennsylvania: Change Welcome - Service Structure Committee
Northern California: proposed creating a variety of tools. - Literature

Intent:

Remarks:

Motion Key: 4498   **Number:** 15013   **Item Type:** FYI   **Date:** 7/14/2015

Vote: Complete

Committee: Finance

Member Names: Lou L.

Subject: Finance Update

Description:

Review 2014 •Income up $10,500 over budget. $151,900 •Expenses also up $11,600 over budget. $224,400 •Negative cash flow -$72,500 • (Budgeted -$71,493) Review 2015 (Jan- Review 2015 (Jan-June) •Income up $90,100 ($5,800 over 6 month budget of 84,300) •Expenses below budget $94,000* ($-27,900 under budget of 121,900) *about $17,800 in outstanding advances are not included in this amount. •Negative cash flow -$3,900 • (Budget negative cash flow -$37,600) Review 2015 Budget •Income $168,600 •Expenses $243,800 •Net Negative cash flow -$75,200 Prudent Reserve • For 2016 $339,500, 2 years of actual operating expenses. • Current balance (as of 6/30/15) Cash equivalents $323,000 Need to balance budget for 2016 • Current balance is below our prudent reserve for next year. • Need to increase income to CoDA, Inc. from all sources. • Current income projections for the 2016 budget have an increase in 7th tradition donations of $1,000/month over 2014 donations. (First 6 months of 2015, we are down $1,300) • Tightening of expenses in all categories.

Intent:

Remarks:

Motion Key: 4499   **Number:** 15014   **Item Type:** FYI   **Date:** 7/14/2015

Vote: Complete

Committee: Hospitals & Institutions

Member Names: Kathy L., Lou L . Mary I. Lisa, Darlene and James

Subject: Hospitals & Institutions Goals and Report

Description:

Goals for 2014-15 • Mai Goals for 2014-15 (cont.) • Regular communication with the CoDA community (esp. the H&I list serve). • Have H&I print materials available in Spanish. • Develop an H&I Handbook (this may be part of the Outreach Committee project. • Survey those on our list serve to assess areas of interest. Accomplishments • Maintained serving the Books for Inmates and Institutions Program (see next slide) • Recruited 3 new members. Lost 1 of those • Met monthly (11 times) • Held a face to face in St. Louis, MO • Partially updated our Operations (P&P) Manual • Continued the Inmate Sponsorship Program Accomplishments (cont.) • Developed an Institutional CoDA Meeting Handbook • Published 1 "H&I Lights" and sent 2 emails to the H&I email list • Assisted the start of 8 new institutional meetings • Developed a set of form letters for responses to letters from inmates and other inquiries Accomplishments (cont.) • Did some updating of the H&I page on the website. • Tweaked the web-based book ordering system • Worked on a survey of those on our list serve to assess areas of interest • Arranged for copies of pages from the Steps and Traditions Workbook to be made legally by institutions where size restrictions prevent inmates from having them • Worked on the bookkeeping details related to the Books for Inmates and Institutions program Accomplishments (cont.) Books for Inmates and Institutions 584 letters received from 84 different institutions Up from 546 letters received from 58 different institutions Heard from 45 new Institutions (since 2010) up from 38 new last year Almost each letter receives a response letter Books for Inmates and Institutions We sent: 387 Co-Dependents Anonymous Books (265)* 76 12 Steps & 12 Traditions Workbooks (128)* 9 12 Steps & 12 Traditions Workbooks in Spanish (32)* 12 Standard Packets down from 33 last year 15 Meeting Starter Packs (Meeting Handbooks) (6)* 4 Institutional libraries (1)* and 25 other books to individual inmates * Last year's amounts are in ( ) Books for Inmates and Institutions (cont.) Received $2,108 ($1,578.74)* in donations to the Books for Inmates and Institutions program! When doubled, that will provide more than 754 (560)* books and workbooks to codependents who still suffer in institutions. * Last year's amounts are in ( ) Inmate Sponsorship • Sponsor/Sponsee Assignments: 2 male 10 female • Sponsees awaiting sponsors: 13 male 22 female Sponsors are needed! Goals for 2015-16 • Maintain books for Inmates and Institutions Program and inmate correspondence. • Continue and grow the Inmate Sponsorship Program. • Get more members. • Continue to populate the H&I webpage on the new CoDA website: (FAQs, the purposes and services of H&I, etc.) • Update Books for I&I order form Goals for 2015-16 (cont.) • Regular communication with the CoDA community (esp. the H&I list serve). • Have H&I print materials available in Spanish. • Develop an H&I Handbook (this may be part of the Outreach Committee project). • Send survey to those on our list serve to assess areas of interest. • Complete updating H&I P&P Manual • Get BFII accounting in order Jobs held by current committee • Chair • Snail mail corresponding secretary (needed!) • Email corresponding secretary • Literature distribution coordinator • Institutions Information Researcher* • Literature inventory keeper (open)* • Inmate Sponsorship Coordinator (open) Help wanted! • Inmate sponsors* (people to provide sponsorship via mail to inmates) • Inmate Sponsorship Coordinator (someone to take over a system that is in place) • Inmate Corresponding Secretary(s) (person* to handle sending form letter responses to inmates with enclosures and another to respond to the 10% requiring more unique responses.) *committee meeting attendance not expected More Help wanted! • H&I communication specialist(s) (this may have been filled) (someone to relay H&I information to the fellowship) *committee meeting attendance not expected

Intent:

Remarks:

Motion Key: 4500	**Number:** 15015	**Item Type:** MOTION		**Date:** 7/14/2015

Vote: UNANIMOUS

Committee: Hospitals & Institutions   **Member Names:** Kathy Lou, and Mary I.

Subject: CoDA Institutional Meeting Handbook

Description:

Move to approve The CoDA Institutional Meeting Handbook. This document will be maintained by the H&I Committee and will be posted on the publicly accessible H&I area on the website. When changes are made to the CoDA Meeting Handbook, appropriate corresponding changes in this document will be made if applicable.

Intent:

To have a service document to guide individuals within institutions that have limited access to "the outside" to have CoDA meetings that will be useful tools in their recovery

Remarks:

Pro: 36
con: 0
abstentions:0

Motion Key: 4501	**Number:** 15016	**Item Type:** FYI		**Date:** 7/14/2015

Vote: Complete

Committee: CoRe   **Member Names:** David L, Barbara and Della B.

Subject: CoRe Report

Description:

CoDA Service Items

One of the first actions of the Board for this year was to purchase a subscription to Dropbox Cloud Service so that all our documents could be stored and at the same time be accessible to all board members. This gives us a place to store historical records and in particular PDF on each piece of literature. Future Boards will be able to function more efficiently in the future. We should have our new website complete and open for business in the near future. We appreciate the work that our webmaster, Doug, has done to make this a user friendly venue that we believe will attract more people to CoDA literature. Because many of us are relatively new to CoRe spent a good deal of time on understanding policy and procedures, and coming up with job descriptions for each of our positions. Creating a Policy and Procedure Manual is a work in progress. Now, looking at our Goals for this past year: 1. Complete new contract with CoDA with legal input has been accomplished. 2. Continue to provide superb customer service. 3. Continue to work with the CoDA Board and CoDA Literature Committee to ensure we always have plenty of inventory. Monday, we had a meeting with the CoDA, Inc. Board to talk about how to better reach codependents who still suffer. More on this in our goals for 2015-16. 4. Work with CoDA Literature Committee on all motions that require rewrites are carried out before we reprint. This has meant honoring time of Literature volunteers by giving them more advanced noticed when literature needs reprinting, so they can do the editing. This remains a work in progress and we are meeting with the committee this week to continue it. 5. Working on publishing more literature in electronic format. We are making progress toward having more items on both Kindle and Nook formats. 6. Publish the CoDA Blue Book in Spanish. Within the next few days the pocket version of the CoDA Book will go to the printer. 7. Work on audio the book for the blind and other visually impaired members of the CoDA Fellowship. We have not made any progress on this item because we have not found a cost effective way to do so. 8. Produce more literature electronically. See #5. 9. Communicate with CLC on all motions that require rewrites and insure that they are carried out before reprint. See #4. 10. Finalize audio version of CoDA Book. This has been tabled for the moment.

Intent:

Remarks:

Motion Key: 4502	**Number:** 15017	**Item Type:** FYI		**Date:** 7/14/2015
Vote: Complete				
Committee: Facilitator		**Member Names:** Lisa B		
Subject: Lunch Break				

Description:

We are breaking at 12:00p to return at 1:30p for Quorum Count.

Intent:

Remarks:

Motion Key: 4503	**Number:** 15018	**Item Type:** FYI		**Date:** 7/14/2015
Vote: Complete				
Committee: Facilitator		**Member Names:** Lisa B		
Subject: Quorum Count				

Description:

Quorum calculated to be 24 voting members.

Intent:

Remarks:

24 present

Motion Key: 4504	**Number:** 15019	**Item Type:** FYI		**Date:** 7/14/2015
Vote: Complete				
Committee: Translation Management		**Member Names:** Evie S., Salle H, Darlene H and Crystal Z		
Subject: Translation Management Committee Report				

Description:

CoDA Service Items

CoDA Service Conference Committee Report 2015 Committee: Translation Management (TMC) Members Evie S - Chair – SoCal Darlene H – Vice-Chair - SoCal Crystal Z - Massachusetts Lucia P – SoCal Madeline R - Florida Salle H - NorCal Board Liaison John R Last year's Committee Goals and Accomplishments towards those goals Resolution of responsibility overlap issues with SpO (Spanish Outreach) and with the Board ? Board/TMC 2X2 worked very well together throughout the year with excellent results indicated below ? Board/SpO/TMC 2x2x2 worked together to move ahead the final proofing of the Spanish Translation of the CoDA Book (called Libro Azul) o Subcommittee was created to resolve overlap between TMC and SpO. Unfortunately, focus shifted to publication of Libro Azul. o Group was disbanded without Libro Azul proofing completed and without fully resolving that the members of the Fellowship in other countries or language communities will be the final arbiter of the translation for their country and community and. o Post 2x2x2, Libro Azul has been proofed and turned over the the Board In conjunction with the Board: Finalization of Translation Agreement and Publication & Distribution Agreement procedures ? Translation Agreement procedures complete although minor adjustments will continue to be made ? Publication and Distribution procedures mostly complete Develop and begin implementation of plan to locate existing Agreements and bring them up to date ? Limited progress due to other priorities A completed TMC Policy and Procedures manual ? Most procedures developed ? Incorporation into a P&P manual postponed to next year Improve availability of information about already translated literature ? Some improvement but major effort needed next year Standardization of Spanish translation of 12 Steps and 12 Traditions ? Moved to SpO responsibility at last year's conference Attract new committee members ? Four new members joined at or right after last year's conference ? Former TMC chair resigned from committee after many, many years ? Another TMC member resigned due to election to the CoDA Board Other Accomplishments Since Last CSC ? Significant training of new TMC members ? Responding to the many requests for permission to translate and publish CoDA materials into a variety of languages including Spanish, French, Russian, Czech, Norwegian, Farsi, Italian, Mandarin Chinese, Greek, Hungarian, and Dutch ? Completed all necessary Translation paperwork with the following groups: Colombia, Spain, Russia, the Czech Republic, Norway, Italy, China, Hungary, and Iceland ? Completed all necessary Publication and Distribution paperwork with the Czech Republic and Russia ? Ongoing work with Australia, Greece, Iran, France, China, Japan, Venezuela and others including renewal of existing agreements ? Actively participated in developing a clear message related to Translation, Publication and Distribution explaining what is required and why it is required as well as a message to be sent in cases of possible abuse Committee Goals with Action Plan to Meet Goals Disclaimer: TMC recognizes the urgency of all these goals. We also recognize that, with the current workload, they may not all be completed within the next year. We have attempted to show them in general priority order. Short term: ? Complete full implementation of both Translation and Publication & Distribution procedures including use by both TMC and the Board of the checklists that have been developed o Work with appropriate people to complete any needed additions or modifications to existing processes o Work with appropriate people to develop processes to address any new needs that are identified o Fully implement all processes ? Continue to respond to requests to translate and/or publish CoDA materials worldwide o Use developed processes to respond to all requests ? Continue to attract and train new committee members o Solicit new members at CSC o If necessary, send another announcement request Longer term: ? Create TMC Policies and Procedures manual (after completion of procedures for Translation and Publication & Distribution) o Get suggested format from our Association Management Company, SOS o Complete development of any missing content o Insert content to complete manual ? Develop and fully implement procedure to ensure that all Agreements are renewed as required o Work with appropriate Board members to develop the procedure o Work with appropriate people to fully implement the procedure ? Develop and fully implement plan to locate old Agreements and bring them up to date o Work with appropriate people to locate all old Agreements and have them included in the Legal Repository o Develop and implement the procedure to have them all updated ? Update TMC sections of the CoDA.org website o Work with appropriate people to complete any needed additions or modifications to existing processes o Revise and/or develop content for each of those sections Ongoing Concerns: ? Need confirmation that the members of the Fellowship in other countries or language communities will be the final arbiter of the translation for their country and community ? Need quick response from CoRe on publishing Spanish language materials that have been proofed by SpO preferably in electronic format ? Status of Libro Azul publication

Intent:

Remarks:

Motion Key: 4505	**Number:** 15020	**Item Type:** MOTION	**Date:** 7/14/2015
Vote: 2/3 Vote			
Committee: Translation Management		**Member Names:** Evie S.	
Subject: Translation Management Motion 2			

Description:

The members of the Fellowship in countries other than the USA or language communities are best qualified to interpret and carry the message into their local language and dialect. World Service shall ensure its translation approval procedures conform to this principle of our Fellowship. This means that translators and publishers of each country or community shall, through their own Group Conscience, be the final arbiter of the translation for their country and community. Certain documentation is required to support CoDA, Inc's mission to safeguard CoDA unity through Intellectual Property law. CoDA, Inc. retains all copyrights. he Translation Management Committee shall aid this process and help document it through resources both online and by direct communication. This documentation, continually updated, shall thereby designate such translators and publishers as agents of CoDA, Inc. duly authorized to perform these functions and qualified to judge faithfulness of the translations to the original message to codependents who still suffer.

CoDA Service Items

Intent:

To resolve a question that has surfaced several times over the past few years and ensure that the CoDA word can be spread throughout the world in a manner that is best understood in all locations.

Remarks:

Pro: 28
con: 6
abstentions:1

Apposing opinion by Linda A:
Spanish Outreach protects this motion as we find that it constitutes an attack on CoDA unity in violation of the First Tradition. We hope that Spanish speaking codependants will step into meeting everywhere and hear the same family CoDA message. (See page 3 Fellowship Service Manual letter to new meetings.)

Motion Key: 4506	**Number:** 15021	**Item Type:** FYI	**Date:** 7/14/2015

Vote: Complete

Committee: Connections	**Member Names:** Lisa B

Subject: Connections Report

Description:

Geff approached the Board and asked to revive the CoNNections committee.The Board agreed to allow Geff and Lisa B. to work on it. Geff & Lisa met and worked collaboratively (by teleconference while using a website that permitted coauthoring) to develop a plan of action for CoNNections. Our first goal was to get the Weekly Readings delivered again. This goal was achieved in February 2015. Since then, we sent out an email blast asking for volunteers to serve on the CoNNections committee. The response was staggering 30 people responded! In the end, we now have a committee of 7 people. Our members are: Geff Washington Sam Dubai, UAE Andreas Switzerland Deborah California Laurel Utah Nancy New York Lisa Nevada We have split into two work groups. One is a group of three who choose the Weekly Reading and review new submissions. The other is a group of four who are working to create an electronic publication (a meeting in print) that would be sent out regularly. It will potentially feature stories of experience, strength & hope from CoDA Fellowship members. The Board recently approved a new copyright statement which will allow us to use new submissions and make them accessible to the Fellowship without having to get the author's permission (authors will maintain ownership of their writings). Right now we have nearly 30 new submissions to start sending out to the Fellowship. As we are a new committee, we do not have any motions to present at this time. We have submitted a budget for 2016 to include one face to face meeting. To our knowledge, the CoNNections committee did not hold a face to face committee meeting in 2014, and certainly did not in 2015. We believe it is appropriate for us to ask for a committee meeting for 2016.

Intent:

Remarks:

Motion Key: 4507	**Number:** 15022	**Item Type:** MOTION	**Date:** 7/14/2015

Vote: WITHDRAWN

Committee: Literature	**Member Names:** Leslie, Terry and Alyse

Subject: Literature Committee Motion 1

Description:

Add to the Compliance Patterns in CoDA's Patterns of Recovery

Intent:

To add a recovery pattern to match an existing pattern of codependency.

Remarks:

The Patterns of Recovery has an entry for each of the Patterns and Characteristics of Codependency except for this one. Adding this line will synchronize the two documents.

Motion Key: 4508	**Number:** 15023	**Item Type:** MOTION	**Date:** 7/14/2015

Vote: 2/3 Vote

Committee:	**Member Names:** Literature Committee

Subject: Revision to the Meeting Handbook

Description:

Revision to the Meeting Handbook Change the CoDA Meeting Handbook on page 14 of the 2014 edition to read: "I'm a therapist and I would like to start/facilitate a CoDA meeting." We ask that therapists, life coaches, mental health professionals, and all paid professionals start meetings or participate in meetings only as an individual recovering codependent and never in a professional capacity.

Intent:

To broaden the applicability of this guideline to include all types of professionals and to clarify that professionals should never participate in meetings in their professional capacity.

Remarks:

What is currently in the CoDA Meeting Handbook is not sufficient: "I'm a therapist and I would like to start/facilitate a CoDA
meeting." We ask that therapists only start meetings or participate in meetings as an individual recovering codependent.

Pro: 35
con: 2
abstentions: 0

Motion Key: 4509	**Number:** 15024	**Item Type:** MOTION	**Date:** 7/14/2015
Vote: UNANIMOUS			
Committee: Literature		**Member Names:** Committee Members	

Subject: Literature Motion 3 Expand Peeling the Onion

Description:

On page 19, after the section on "Control Patterns", add the following new section: Avoidance Patterns

#1. Codependents often act in ways that invite others to reject, shame, or express anger toward them. If I thought a woman was interested in me, I made snide, sarcastic, or humorously offensive comments to make sure she would not want to talk to me again. I knew my behavior wasn't really funny; I was afraid she would reject me.

When a man became interested in me, I would lie about being single and would wear a wedding or engagement band to make sure that I was not asked out.

If my wife wanted to do something I did not want to do, I restarted old fights to avoid her plans and stay in control of our relationship. I needed to avoid appearing foolish or being asked to dance or asked to socialize with others.

If my partner wanted to become intimate, I would change the subject and either feign being sick with a headache or complain about our relationship. My partner would become angry with me for not taking care of their needs. In recovery, we become aware of our fear of intimacy. This allows us to use the tools of recovery to work through our fears.

#2. Codependents often judge harshly what others think, say, or do.

Whenever my partner offered to help me with a task, I would let her and then be critical of every single thing she did so that I would appear superior and in charge.

At work, I often believed my supervisors were unable to do the work as well as I could and judged them as incompetent and just plain wrong. I made endless suggestions as to how they should manage things. I would complain about their decisions to everyone.

In recovery, we accept others with all their shortcomings. We no longer expect perfection from others or from ourselves."

#3. Codependents often avoid emotional, physical, or sexual intimacy as a way to maintain distance.

I was attracted to unavailable women because I was so afraid of rejection and the shame it would trigger.

When I was asked to go places with friends where I might be asked about still being single, I would make excuses to not go. I didn't want to be shamed for not having asked someone out.

When I was a child, my dad's alcoholism was a major source of shame. I felt disconnected from the world around me. I still isolate when I feel shame.

The smells of my partner's drinking and smoking triggered anger related to my childhood issues of emotional abandonment. I avoided intimacy to protect myself from the internal rage and anger. I stayed up late reading, balancing the checkbook, watching TV or doing projects.

While growing up in an alcoholic family, there was shouting and arguing followed by emotionally charged silences. I felt scared and alone. Decades later, my parents have died, my siblings live far away, and we avoid contacting each other. I grieve the lack of family intimacy.

In recovery, as we work the Steps of CoDA, our Higher Power, helps us to heal our shame. We behave in healthier ways in our relationships
with ourselves and others. No one can shame us unless we let them.

#4. Codependents often allow addictions to people, places, and things to distract them from achieving intimacy in relationships.

My addiction to pornography and fantasy gave me a false sense of intimacy. My low self-esteem and fear of rejection kept me from pursuing relationships with real people.

I ran up thousands of dollars in debt, and went through two bankruptcies, trying to fill the emptiness I felt inside. My focus on spending was a false substitute for personal intimacy and love.

I would work long hours in my businesses, take on more projects, and then tell my friends that I had no time for dating or relationships. If someone wanted to get close, I would ignore that person, blame my workload, and not pursue the relationship. In recovery, using the tools and Steps of CoDA, we become aware when we're using addictions to avoid intimacy. We turn our will and lives over to our Higher Power and seek outside help, if necessary, for our other addictions.

#5. Codependents often use indirect or evasive communication to avoid conflict or confrontation.

Rather than speaking to a person directly, I would tell others how I felt. I hoped that they would convey the message to the other person.

I often said, "Whatever you want" or "OK" to avoid making my own opinions known. I feared rejection, confrontation, and conflict.

If I believed someone was superior to me, I avoided saying anything, even if I knew what I wanted and felt.

In recovery, we communicate directly, calmly, and respectfully.

#6. Codependents often suppress their feelings or needs to avoid feeling vulnerable.

I did favors, bought gifts and meals, expecting similar behavior in return. When someone did not respond in kind, I would let it go instead of stating what I felt or wanted.

I never saw my mother show her emotions. She didn't even cry at my sister's funeral. I learned from her that expressing feelings meant I was weak.

When my father passed on, I was on the verge of tears and was told to "buck up," be a man, and not cry. I numbed my feelings with substances and codependent behaviors. In recovery, we learn to accept that being vulnerable and expressing our emotions are healthy behaviors. We express ourselves in ways that are safe for us and respectful of others.

Intent:

To add new patterns to Peeling the Onion which was written before the list of Patterns and Characteristics was expanded.

Remarks:

While this change does not include all the new patterns, it does include a representative sample of the new Avoidance Patterns, thus bringing Peeling the Onion into closer alignment with the document on which it was in part based.

Pro: 38
con: 0
abstentions:0

Motion Key:	4510	**Number:** 15025	**Item Type:** MOTION	**Date:**	7/14/2015
Vote:	WITHDRAWN				
Committee:	Literature		**Member Names:** Committee Members		
Subject:	CoDA Literature Committee Motion 4				

Description:

Change the Newcomer Handbook
On page 16, under the heading "Sharing", change the wording of the first sentence of the last paragraph to read: In every CoDA sharing session, there is one important guideline: "No crosstalk."

Intent:

To eliminate the current wording that says "No crosstalk," is a rule.

Remarks:

The current wording is: In every CoDA sharing session, there is only one paramount rule: "No crosstalk." CoDA does not have rules because this would not be in keeping with our 12 Traditions. Rather, we offer guidelines for ways to conduct meetings that are safe for everyone.
In addition, some groups may have more than one guideline. If we were to say "there is only one important guideline," this suggests that no other guidelines may be offered by a group.

Pro:
con:
abstentions:

Motion Key:	4511	**Number:**	15026	**Item Type:**	MOTION	**Date:**	7/14/2015

Vote: WITHDRAWN

Committee: Literature   **Member Names:** Committee Members

Subject: CoDA Literature Committee (CLC) Motion 5

Description:

Change the Establishing Boundaries in Recovery Pamphlet At the bottom of the first column, under the heading "Defining Boundaries", change the
wording of the first sentence of the paragraph to read: A good example of a healthy boundary is CoDA's "no crosstalk" guideline.

Intent:

To eliminate the current wording that says "No crosstalk," is a rule.

Remarks:

The current wording is: A good example of a healthy boundary is CoDA's "no crosstalk" rule. CoDA does not have rules because this would not be in keeping with our 12 Traditions. Rather, we offer guidelines for ways to conduct meetings that are safe for everyone.

Motion Key:	4512	**Number:**	15027	**Item Type:**	FYI	**Date:**	7/14/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Break

Description:

Will return at 3:10pm

Intent:

Remarks:

Motion Key:	4513	**Number:**	15028	**Item Type:**	FYI	**Date:**	7/14/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Quorum Count

Description:

We have 24 for Quorum

Intent:

Remarks:

Motion Key:	4514	**Number:**	15029	**Item Type:**	FYI	**Date:**	7/14/2015

Vote: Complete

CoDA Service Items

Committee: Literature   **Member Names:** Leslie

Subject: Literature Report

Description:

At the 2014 CSC, the following Board motion was approved: We move that CSC (CoDA Service Conference) direct Literature Committee or another committee they see to be appropriate to extend the list of "Positive Affirmations of CoDA" that are on the CoDA website under Meeting Docs. This "list" of affirmations could come from "The Affirmations Booklet", and will be a service document that CoDA groups could download and use at meetings. Intent Many CoDA meetings read affirmations during meetings. At present, the list of "Positive Affirmations of CoDA" under Meeting Docs on the website contains only four affirmations, which is not enough to be usable for reading at meetings. CoDA groups who want to read CoDA approved affirmations at meetings must now buy enough copies of "The Affirmations Booklet" to satisfy their needs. While we encourage groups to buy CoDA literature, many groups want a simpler solution, and a shorter document than the booklet provides. The result of this motion will satisfy that need. CLC Response The CLC has decided that making this change would undermine the sales of the Affirmations booklet and reduce CoDA's income unnecessarily. Instead, we recommend changing the webpage from: Positive Affirmations of Co-Dependents Anonymous These affirmations are just a small sampling from CoDA's "The Affirmations Booklet", which is available for purchase through CoRe. • Good things come my way. I hold each one close because I deserve it. • I am grateful for all that I am. • I am enough and I have enough. • My direction and path in life become clear to me through my higher power. to: Positive Affirmations of Co-Dependents Anonymous These affirmations are just a small sampling from CoDA's Affirmations Booklet, which is available for purchase through CoRe. • Good things come my way. I hold each one close because I deserve it. • I am grateful for all that I am. • I am enough and I have enough. • My direction and path in life become clear to me through my higher power. Other sources of affirmations include the Newcomer's Handbook, Making Choices, and other CoDA publications. II. PROMISES Last year at the CSC a motion to change the wording of the 12 Promises was defeated in a tie vote. At a face to face meeting of the CLC in November, 2014, we discussed this issue at length and concluded the following: ? Every time we make a change to a document like this, there is a high cost to update several pieces of literature. If we were to change the Promises, not only would the service piece change, we would also have to update the blue book, the green workbook, and at least two other existing publications. ? Meetings that wish to read promises in first person plural future tense form might consider reading a version of the promises that appears on page 82 of the 3rd Edition of Co-dependents Anonymous and page 80 of the 2nd Edition. It is the paragraph that begins, "Through God's abundant love, the spiritual principles of our program and our willingness to be rigorously honest in continuing our recovery to the best of our ability, we will come to know a new sense of belonging." ? Since the 12 Promises are not required to be read as written at every CoDA meeting (see "Commonly Asked Questions in the Meeting Handbook – http://coda.org/default/assets/File/Foundational%20Documents/Meeting%20Handbook%20201 4.pdf), groups may alter the Promises to be in the future tense, plural, or both.

Intent:

Remarks:

Motion Key: 4515   **Number:** 15030   **Item Type:** FYI   **Date:** 7/14/2015

Vote: Complete

Committee: Events   **Member Names:** James F.

Subject: Introduction of new Board Candidates

Description:

John R. - Has been an alternate for the past year. Before that he was on the IMC for 2 years. As an alternate he learned how to be concise with the request made to the board.

Mari I. - From North Carolina and its her 20th conference. She served on the CoRe board and H & I for a few years. Her greatest thing for CoDA is deciding what belongs at CSC and how they can use technology to make those decisions before hand.

Intent:

Remarks:

Motion Key: 4516   **Number:** 15031   **Item Type:** FYI   **Date:** 7/14/2015

Vote: Complete

Committee: Voting Entities   **Member Names:** Various Committees

Subject: Voting Entity Reports

CoDA Service Items

Description:

Canada update: they completed the twelve piece relationship toolkit.

Werner from Deutschland - Today CoDA Germany supports 115 meetings. The have a very functioning service structure. They have 16 Translated German language CoDA literature. Some goals are to improve meeting database and increasing German language CoDA literature.

Yvonne from Australia - Intergroups now include those from England and Singapore. They use teleconference to connect with local entities. They are using more technology to connect with other groups. Members are being kept up to date on information. They hosted a conference this past year in Whales.

Intent:

Remarks:

Motion Key: 4517	**Number:** 15032	**Item Type:** FYI		**Date:** 7/14/2015
Vote: Complete				
Committee: Facilitator		**Member Names:** Lisa B.		
Subject: Adjourn				

Description:

Adjourned and closed with serenity prayer at 4:30pm. We will return tomorrow at 8:30AM

Intent:

Remarks:

Motion Key: 4518	**Number:** 15033	**Item Type:** FYI		**Date:** 7/15/2015
Vote: Complete				
Committee: Voting Entities		**Member Names:** Various Members		
Subject: Voting Entities Updates				

Description:

United Kingdom from Cara - Our Structure:

United Kingdom Great Britain = England, Wales, Scotland Northern Ireland Meetings – Region (LSER) – National (NSC) Meetings – 88 in total made up of: London – 26 Midlands – 8 North – 8 Scotland – 3 South East - 30 South West – 11 Wales - 2

What progress have we made?

Literature: We now print and distribute literature in UK!!! via local publishing company Reduced costs for UK meetings Improved delivery speed and ease of ordering Lots of positive feedback from the fellowship Development of relationship with publisher is ongoing Monthly Group Inventory (using 12 Traditions) Workshops and retreats Moved communication to a web-based forum New role to interface between Region and National Steering Committee (NSC) Increased commitment and enthusiasm on NSC

National Steering Committee:

Currently 15 committed members of NSC Current service positions undertaken: Chair Note taker CoDA shares representative Sponsorship representative H+I / Outreach representative Webmaster Website manager and email responder Meetings administrator for website NSC members x2 Treasurer Internal Communications representative World Service representative Literature liaison

Current focus and challenges:

CoDA summer fellowship picnic Literature Sponsorship Sub-Committee: therapists in Coda H+I and Outreach Improve connection with meetings and region Maintain connection with CoDA World Publish CoDA shares on UK website Recorded chairs to publish on UK website Reviewing website Region planning another workshop with Ken&Mary Investigate hosting a CoDA Service Conference!!

Arizona from Natasha - They have 35 meeting in central and northern Arizona, they also have 7 in southern Arizona. They have been sending on average 2 delegates per year for over 7 years. CoDA has selected Arizona to host the next year conference/convention.

Massachusetts from Crystal - They have around 50 meetings and last year held their 23 conference who had over 80 participants. They sponsor camp fire connection which is a camping event for participants.

Canada from Deborah on behalf of Jacque A. - They will start the literature piece in French to distribute this week. The Montreal intergroup is the only group for Montreal Canada. There are also 2 english meetings in their area.

Intent:

Remarks:

Motion Key: 4519	**Number:** 15034	**Item Type:** FYI	**Date:** 7/15/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Serenity Prayer, 12 Steps, Traditions, Service Concepts

Description:

Intent:

Remarks:

Motion Key: 4520	**Number:** 15035	**Item Type:** FYI	**Date:** 7/15/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Quorum Count

Description:
Quorum calculated to be 24 voting members.

Intent:

Remarks:

Motion Key: 4521	**Number:** 15036	**Item Type:** MOTION	**Date:** 7/15/2015

Vote: MAJORITY

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Approval of Previous Days Motions

Description:
Denny H from Texas motions to approve motions with changes made. Michelle D from SoCal has seconded the motion.

Intent:

Remarks:

Motion Key: 4522	**Number:** 15037	**Item Type:** FYI	**Date:** 7/15/2015

Vote: Complete

CoDA Service Items

Committee: Service Structure (SSC)   **Member Names:** Leo, Dave, Michelle

Subject: Service Structure Committee Report

Description:

Last year's Committee Goals and Accomplishments towards those goals

? Continue work on our Policies & Procedures Manual.
? Use email and teleconferences to finish the manual
? Work on an archival system
? Consult with Board
? Find a practical way to track Fellowship Service Manual (FSM) changes so that translations can also be kept current
? Research methods used by other organizations
? Recruit new members
? Use CSC to get the word out about SSC, including internationals
? Continue to review Service Manual and Meeting Handbook for clarity
? Keep it as simple as possible
? Face 2 Face meeting if needed to accomplish our service work
? Have Service Manual and Meeting Handbook (MH) updated more quickly after Service Conference

? Work with Events, Board and SOS

Actual Accomplishments Since Last CSC

? Updated FSM with all motions that indicated a change to FSM was required
? Old chair and 2 other long term members resigned, leaving only 2 ongoing members
? Participated in part of Issues Mediation Committe F2F meeting to discuss how FSM might be broken up and shortened to make it more meaningful and usable in communities and Voting Entities outside the USA
? Developed draft outline of proposed new FSM structure
? Worked with others to develop a process to secure the final version of FSM and HH related motions quickly after CSC so that both can be updated quickly
? Sent an email announcement to recruit new members which, unfortunately, did not receive any responses

Committee Goals with Action Plan to Meet Goals

? Recruit additional members
o Recruit at CSC
o Send another recruitment email announcement periodically
? If motion approved, restructure FSM as defined in the motion
o Have a F2F meeting for the first time in many years (if needed)
o Involve others as needed
? Help to determine whether SSC should continue to exist and, if so, exactly what it's responsibilities should be
o Work with the Board and the Chairs Forum

Ongoing Concerns:
? Mostly, what is our purpose and reason to exist, as well as procedural issues.
? Lack of membership. While two members do make a committee, it doesn't make for a broad based group conscience and makes it hard to apportion work.

Intent:

Remarks:

Motion Key: 4523   **Number:** 15038   **Item Type:** MOTION   **Date:** 7/15/2015

Vote: 2/3 Vote

Committee: Service Structure (SSC)   **Member Names:** Leo, Dave, Michelle

Subject: Service Structure Motion 1

Description:

That SSC be given permission to re-structure the Fellowship Service Manual. Restructure will be brought to CSC 2016 for final approval.

Intent:

To make the Manual more relevant and useful to the general fellowship and move certain pieces to more appropriate locations.

Remarks:

Below is a summary of ideas to date. This is not being voted on at this time which is why it is in the remarks section.

Proposed Structure - multiple manuals
Fellowship Service Manual
Section 01 Introduction
Section 02 CoDA Structure
Section 03 The CoDA Group
Section 04 Intergroup or Community Service
Section 05 Voting Entity Service
Section 06 CoDA World Service Organization
Section 07 Communications within CoDA

- Healthy Communication Guidelines
- Group Conscience Process
- Resolving Communication Issues

Section 08 CoDA Copyrights and Trademarks

- Protecting CoDA Copyrights
- CoDA Trademarks

Intergroup/Community Service Manual
Voting Entity Service Manual
CoDA Service Conference Procedures

Pro: 29
Con: 7
Abstentions: 2

Motion Key:	4524	**Number:**	15039	**Item Type:**	MOTION	**Date:**	7/15/2015
Vote:	MAJORITY						
Committee:	Service			**Member Names:**	Leo		

Subject: Motion to extend SSC motion time.

Description:

Florence F, AFM made motion to extend SSC time 10 minutes for another motion seconded by Sharon A. from SoCal.

Intent:

Remarks:

Motion Key:	4525	**Number:**	15040	**Item Type:**	MOTION	**Date:**	7/15/2015
Vote:	UNANIMOUS						
Committee:	Service Structure (SSC)			**Member Names:**	Leo		

Subject: SSC Motion 2

Description:

Direct the Board of Trustees of CoDA, Inc. to make it their highest priority to resolve all of the issues of the seriously compromised meeting database. A detailed list of the issues to be resolved can be found in the remarks section. The chairs of all committees (chairs@coda.org) will receive monthly updates and the fellowship will receive a detailed report in the QSR until the issues are resolved to the satisfaction of the chairs' forum.

Intent:

In the spirit of the 5th tradition, we offer this motion so that the codependent who still suffers can find existing meetings. Many people looking for meetings are unable to find them due to meeting database issues. Newcomers assume that meetings do not exist when they can't find a meeting on the website when they often do exist nearby.

Remarks:

Some of the issues to be fully assessed and addressed in both the English and Spanish versions are:
• Proximity search – needs to be sorted by miles from the zip code
(currently sorts alphabetically by state and meeting number);
• Meeting categories are not accurately searchable (i.e. search for "men's meetings" in the US);
• Meeting registration – getting stuck in update loop;
• Meeting update and deactivation issues;
• Content was lost or changed for meetings (emails and phone # for contacts were lost or meeting times were changed);
• Lost intergroup information in the transfer;

• Multiple pages of search results are often erroneous, confusing and unclear or unseen, especially on small screens.*
• Lack of consistency across formats including different browsers, search engines and/or device types.

There are additional issues and details that have been forwarded to the CoDA board throughout the 2014-2015 year from multiple committees.

*There are recent updates that have been made to the website, including an instructional video, answers in the Frequently Asked Questions (FAQ) and new page numbering in certain web formats. Although these are helpful, they do not remedy the major problem that the proximity search does not sort by "proximity" and that the zip code search does not show meetings in the area surrounding the one zip code entered. Furthermore, the typical newcomer cannot access many of these attempted remedies to this poorly functional system.

We wish to convey that this motion does not intend to be critical of the board's attempts to remedy the issues. Rather, we hope to empower the Board to take necessary actions to remedy these serious issues and to communicate the actions taken with everyone involved.

Pro: 38
Con:0
Abstentions: 0

Motion Key: 4526	**Number:** 15041	**Item Type:** FYI	**Date:** 7/15/2015
Vote: Complete			
Committee: Outreach Committee		**Member Names:** Annie and Members	
Subject: Outreach Committee Report			

Description:

Outreach Committee Annual Report CSC 2015

History and Purpose: The mission of this committee radically changed two years ago, when the email response duties moved to the communications Committee (in the subgroup of the CoDA Email Response team). For the past 2 years our purpose has been to "grow" a committee to focus on "carrying the message to the codependent who still suffers", by working towards sharing and developing Outreach resources that CoDA Fellowship members could access. We are in the process of pulling together information "from the Fellowship members, for the Fellowship members" on their experience, strength and hope of CoDA service outreach endeavors. The Outreach Resource Guide serves to share our gathered and vetted information to the Fellowship.

The categories are:
? Purpose (including the primary focus on the Twelve Traditions)
? Attracting New Members (or typical "outreach")
? Supporting Members and Meetings (otherwise known as "in-reach")
? Service Connections

Committee Membership
Ongoing members include Annie S. (Massachusetts-US), Addie M.(California-US), Charles Z (Colorado-US), Geraldine H. (UK), Renu B.(Malaysia/ Australia), Sharon B (BC- Canada) and Yvonne (Australia). Newer members to the committee are Olean (Connecticut-US) and Florence (Maryland- US). John R. is our Board Liaison. Several other CoDA members are on workgroups on the committee, but not formal committee members. The Committee meets monthly by Skype, at a time best for members. As our members are from around the globe, setting a time can be challenging. We often meet at 2pm PST.

2014-2015 Progress on Goals

At last year's CSC our FSM description was approved and our work began to move forward. Where we defined our mission the year before, this past year we were building the committee structure for our work.

The goals for 2014-2015 were:
1. Develop the framework for "Outreach" on the website
2. Begin the development of the Outreach Resource Guide (ORG)
3. Request projects from the Fellowship and share developed information
4. Write the Operations Service (or Policies and Procedures) Manual for the committee

Status of Goal 1: Develop the framework for "Outreach" on the website
Progress on Objectives:
? "Create the 'Outreach' webpage in conjunction with areas for other committees and international CoDA groups who 'carry the message'"- Progress: On the "Outreach" tab of coda.org we submitted text as a placeholder for ORG. We have spent much of the year
(especially the Face-to-Face, or F2F, meeting) preparing for the actual text for the website, discussing categories, drafting text, etc. We created a mirror website for the committee to propose drafted text to the committee and make edits to ORG. The
website is not available to the fellowship as it is a "working" site for the committee. We checked with the webmaster and web liaison to make sure this was an appropriate method for suggested text to coda.org. As the text is approved

by the committee (after
group conscience, including a careful vetting process through the 12 Traditions and other committee procedures, the web liaison will be notified with the link of the text that is approved for upload).

? "Work with web liaisons/ developer to develop the framework for the web-area for the Outreach Resource Guide (ORG)"- Progress: This is in process. Update will be given at CSC.

Status of Goal 2: Begin the development of the Outreach Resource Guide (ORG)
Objectives:
? "Create the Index for the ORG"- Progress: We revised the large index for ORG just after CSC. Over the year, areas were developed according to priorities made by the members as well as member's interest. (See Goal 1 above) ? "Create samples of Guidelines (e.g. Social Media guidelines), Suggestions, ExamplesMotions CSC"- Progress: Two Guidelines were created for CSC and submitted as motions. As part of our committee procedures, "Guidelines" require CSC approval. ? "Create procedures on how to 'vet' outcomes of projects"- Progress: Committee group conscience (though a vote) is required to publish or move forward on an outcome. The options are still being created.

Status of Goal 3: Request projects from the Fellowship and share developed
Objectives:
? "Re-start projects that had been started"- Progress: Many projects were rekindled or started. Significant Progress was made on the following projects including Traditions; Step-Study Groups; and Social Media.
? "Ask members to add to existing projects or start their own"- Progress: Sections that were created included: Sponsorship (including Sponsor List); Attracting members from those under-represented in CoDA meetings (sharing experience, strength and hope);
and Accessibility.
? "Utilize the CoDA announcements to send requests and information to the Fellowship"- Progress- Although we sought out experience strength and hope from members on certain topics they expressed interest in, we did not make formal announcements. Once ORG is on coda.org, we expect this to take place. Status of Goal 4: Write the Operations Service Manual (Policy & Procedures Manual) for the Outreach Committee

? "Stage 1- Finish compiling the procedures of the Project Process, including vetting (including "Guidelines for Outreach Projects So That They Satisfy CoDA Traditions")"- Progress: Much of our work has been on creating ORG. We have a great foundation of the project process mostly from last year, then we worked mostly on new materials for ORG. "The Guidelines for Following the Twelve Traditions in CoDA Service" was originated from one member, worked on in our F2F and then a workgroup was created to draft the version submitted. This will also be part of our Policies and Procedures Manual.

? "Stage 2- Create procedures for documentation; Stage 3- Develop options for how to share with the Fellowship; Document any other committee procedures so anyone can participate"- Progress: Policies and Procedures are very much still in development. Our goal has been to initiate ORG but policies must be created (and then documented) on how to maintain ORG as well as additional committee procedures.
Additional Activities
1. Sponsor List- Worked with the Communications Committee to formally be the committee that houses the Sponsor List. Currently, a member who is on both committees facilitates the list. A workgroup has started and several requests have been approved by the committee. The member did an assessment of the current list and many names were omitted for non-response. Our intent is to strengthen the procedures for the list and
expand the list before deciding on whether we can expand it as a resource to the Fellowship. This is an example of the collaboration between these two committees that we identified as a goal last year, specifically in the area of "Service Connections."
2. Email Address Addition: The email alias "outreach@coda.org" is now back to the Outreach committee! Committee business is still currently conducted on prooutreach@coda.org. One member forwards appropriate emails to info@coda.org.
3. Review of CoDA Literature for Outreach recommendations: Two members looked at the Fellowship Service Manual and Meeting Starter Packet to address where issues pertaining to Outreach are mentioned. Some of this text may be referred to or quoted on the appropriate webpages.
4. Motions: Crafted 2 motions for 2015 CSC.
2015-2016 Goals and Objectives

Budget

The budget we are requesting is higher than last year. The group has voted to request a F2F meeting for next year, and we feel this is an ideal way to developing web content. We also have additional members this year, 9 total in June 2015 from 5 countries. We have asked for travel funding for 8 members for the F2F. We also requested additional funds primarily for the website (see Outreach committee budget).

Action Plan 2015-2016
GOAL & OBJECTIVES
1
Develop the Outreach Resource Guide (ORG) on mirror website
? Create additional areas and text on website
? Develop ongoing process to approve information as a committee, especially
regarding the outcome of projects.
2
Work to upload approved mirror website text to coda.org
? Collaborate with webdeveloper and webmaster (through webliaison) to develop
the process for the coda.org web area for the Outreach Resource Guide (ORG)
? Send approved content for upload.
? Continue "Web workgroup" to coordinate and suggest procedures.

3

Continue to develop and document the committee's procedures
? Continue to develop and hone the workgroup procedures, creating the capacity
for additional workgroups and the support of current workgroups.
? Policies and Procedures Manual development.
4

Request collaboration from the Fellowship and share developed information
? Utilize the CoDA announcements to send requests and information to the
Fellowship as well as links on coda.org.
? Re-start collaboration with Intergroups and Voting Entities, doing outreach on
outreach.
5

Internationalize our language and resources; strive to create our information so
that it accessible to everyone.
? Consider the language and content that we post in order to reflect the needs of
the world-wide fellowship.
? Create a feedback process, with reflection and revision, to modify our work on
ORG or other materials to be in alignment with this purpose.
? Work with other committees on this purpose, such as Spanish Outreach and the
World Connections Committee (name pending).

Intent:

Remarks:

Motion Key: 4527	**Number:** 15042	**Item Type:** MOTION	**Date:** 7/15/2015

Vote: UNANIMOUS

Committee: Outreach Committee   **Member Names:** Annie and members

Subject: Outreach Committee Motion 1

Description:

We move that the attached "CoDA Guidelines for Anonymity in Social Media" be adopted by the CoDA fellowship as guidance to CoDA members for the use of social media.

Intent:

We recognize that social media is an important forum for communication and fellowship. The attached guidelines provide a clear CoDA policy that honors the traditions, especially regarding anonymity in media and non-affiliation, yet also offer some options for members who seek fellowship through social media. The guidelines may be updated at subsequent CSCs as members or committees request.

Remarks:

CoDA members have expressed for several years the desire for a formal CoDA position on the use of social media by the fellowship and our members. The attached Guidelines are the summative result of two years of input and collaboration of members.The suggested principle is that social media is not formally utilized by CoDA and that any use of social media for the purpose of fellowship between members avoids the personal identification in order to honor anonymity as the spiritual foundation of our program. CoDA GUIDELINES FOR ANONYMITY IN SOCIAL MEDIA PURPOSE: In the CoDA fellowship many members have expressed a need to understand issues around anonymity and social media. The statements below are an interpretation by fellowship members on how the CoDA Twelve Traditions apply to the use of social media by CoDA members, approved at the 2015 CSC. Our hope is that these guidelines serve as healthy boundaries for members when utilizing social media. These are the guiding traditions to the guidelines: TRADITION TWELVE: "Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities" TRADITION ELEVEN: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films." The principle of anonymity is essential in the Codependents Anonymous fellowship at all levels. As the spiritual foundation of all traditions, the respect for anonymity is paramount for CoDA members to uphold. Types of communications, especially social media, can easily result in breaches in anonymity if we identify ourselves as CoDA members. It is our responsibility to not break ours or anyone's anonymity on social media to people outside of CoDA. One purpose of anonymity is that although we can share our experience, strength and hope, no one person speaks for CoDA. By not having "faces" and names to CoDA, we continue to respect that we are a collective as a fellowship, equal individuals with a Higher Power guiding us. Anonymity in the media has gotten more complex. In traditional media, such as newspapers, television and magazines, anonymity can be respected when names, pictures or other identifying information of individual members are not used. There are many types of social media that allow people to create, share and exchange information yet these forums can easily often allow identifying information to be shared. Social media encompasses many different types of communication, some more secure in protecting anonymity than others. Nevertheless, most social media can easily put CoDA members in situations where their anonymity is broken as well as sometimes affiliating members with the companies that serve as a channel for the media. Data mining of personal information is a concern when CoDA members utilize social media sites as CoDA members. Therefore, we suggest the following guidelines: CATEGORIES OF SOCIAL MEDIA USE AND GUIDELINES FOR MEMBERS: Utilizing Social Media for CoDA Members or Groups: The guiding principle is to honor our anonymity as the spiritual foundation of our program. The use of social media with any personal identification of CoDA members, directly or

CoDA Service Items

indirectly, breaks anonymity if people can now identify one another asCoDA members. Choosing to break your own personal anonymity by full name or face isa conflict withour traditions. Exceptions may exist, as social media is a term used for many times of communication. For example, if there is a group of CoDA members who wish to utilize social media as a meeting forum and can verify that members' anonymity and information are protected, such a meeting can be an "Online Meeting." We advise that these groups are registered as a CoDA meeting under "Online Meetings." Utilizing Social Media as a Venue for Fellowship: Members often ask if social media can be used as a venue for fellowship. From members around the world, there is a need for connection with one another and social media networking is a way that members wish to connect. This is especially true in areas with few meetings and for younger members. Therefore, a way to connect through social media can be through informal groups, ideally utilizing the highest level of privacy possible to protect anonymity, where no one other than those in the group can participate or view posts and where membership in CoDA is not revealed. Such groups may utilize terms such as "codependents in recovery" or "Friends of..." These groups would not be part of a CoDA group's membership. It is important that those who create or facilitate such groups use particular care. Please be aware that "CoDA", "Co-dependents Anonymous" and the CoDA symbol are registered trademarks, their use without permission or the reprinting of most CoDA literature published by CoRe is not permitted. Utilizing Social Media for CoDA Business: In the CoDA Fellowship Service Manual (FSM), in the section on Social Networking Sites, it is stated "Because there are concerns about anonymity and privacy on social networking sites no CoDA literature or CoDA business should be posted or discussed on any site that is open to everyone. If anyone chooses to discuss CoDA literature or CoDA business on a private recovery site one should limit literature posting to very small excerpts to protect copyrights and use discretion when discussing CoDA business." Online meetings may opt to utilize online, anonymous, secure forums for business. *Any feedback on the Social Media Guidelines may be sent to outreach@coda.org for committee consideration for changes to subsequent drafts. Changes would need CoDA Service Conference approval.

Motion Key:	4528	**Number:**	15043	**Item Type:**	FYI	**Date:**	7/15/2015

Vote: MAJORITY

Committee: Outreach Committee   **Member Names:** Annie

Subject: Motion to ask for more time

Description:

Dave S, PA motions to extend outreach time 10 minutes after the break and seconded by Robin C. from North Carolina

Intent:

Remarks:

Motion Key:	4529	**Number:**	15044	**Item Type:**	FYI	**Date:**	7/15/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Break at 10:40am

Description:

We will return in 10 minutes at 10:55AM

Intent:

Remarks:

Motion Key:	4530	**Number:**	15045	**Item Type:**	FYI	**Date:**	7/15/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Quorum Count

Description:

24 Quorum Count reached

Intent:

CoDA Service Items

Motion Key:	4531	**Number:**	15046	**Item Type:**	MOTION	**Date:**	7/15/2015

Vote: UNANIMOUS

Committee: Outreach Committee   **Member Names:** Charles Z.

Subject: Outreach Committee Motion 2

Description:

We move that the attached "CoDA Guidelines for Following the Twelve Traditions In Outreach Service Work", located in the Outreach Resource Guide, be adopted by the CoDA fellowship as guidance to CoDA members for utilizing the traditions while considering carrying the message. The Outreach Committee will update and maintain this document.

Intent:

Upon working on the CoDA Outreach Resource Guide (ORG), the Outreach Committee developed the following guidelines to help members in discerning traditions while doing their own CoDA service work at any level. Although we recognize that these could be listed as suggestions, we hope for formal conference approval as these are interpretations of traditions and, as such, of significant importance.

Remarks:

We believe that the attached guidelines provide a template that may serve to guide members in their service work in order to honor all traditions.We believe that these Guidelines are a work in progress and may be updated at subsequent CSCs as members or committees request. CoDA GUIDELINES FOR FOLLOWING THE TWELVE TRADITIONS INOUTREACH SERVICE WORK *A Service Work Inventory Tool*

When a CoDA group or member is considering outreach service activities, it is important to consider the CoDA Twelve Traditions. As a general practice, we suggest the following guideline questions be answered prior to CoDA Outreach activities going forward. If the answer to the question does not uphold the tradition, then that must be remedied before proceeding with the Outreach activity. These questions are not inclusive of all questions to ask oneself, but we offer this guide as tool. ******

Tradition One: Our common welfare should come first; personal recovery depends upon CoDA unity.

Members who engage in CoDA outreach keep in mind that their activities are meant to promote CoDA unity, foster fellowship and support our recovery, rather than being disruptive or divisive.

Guideline Questions for Tradition One: • Does the activity foster unity, fellowship, and recovery? • Is the activity in any way disruptive or divisive?

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Tradition Two: For our group purpose there is but one ultimate authority: a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern.

As CoDA members, our Higher Power guides us as expressed through our group conscience. No one person leads us, makes plans for us, or provides definitive answers to questions.

We determine our collective group conscience by selecting/electing representatives to serve the Fellowship. Using CoDA approved literature as a background, our leaders yield to group conscience for plans, answers, and guidance.

Sometimes people may circumvent our process by claiming to be interpreters of our group conscience. To avoid confusion, when we participate in a group conscience decision, we may make written notes of the people who were notified and/or participated, identify the subject we discussed, and include the results of the decision.

The question that may come up is: Have we made a decision that does not honor CoDA as a whole? This one is very challenging. The best we can do is to vet all our activities in such a way that our own group conscience is followed regarding the traditions. Please refer to the Fellowship Service Manual for the group conscience process (section… page….)

Guideline Question for Tradition Two: • Have we sufficiently vetted the activity, yielding to Higher Power with our group conscience, using the twelve traditions as guide? • Has a leader bypassed group conscience or provided answers or guidance without referring to CoDA literature?

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Tradition Three: The only requirement for membership in CoDA is a desire for healthy and loving relationships.

CoDA is based on inclusion, not exclusion. Anyone with a desire for healthy and loving relationships is welcome.

Guideline Question for Tradition Three: • Does the activity imply a focus of attainment of healthy and loving relationships? • Is participation being sidelined because of other reasons?

CoDA Service Items

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Tradition Four: Each group should remain autonomous except in matters affecting other groups or CoDA as a whole.

Autonomy gives CoDA meetings the right to make decisions about meeting policies and procedures based on their group conscience. Decisions center on our common welfare, using CoDA approved literature as a background. We acknowledge we are part of a greater whole, the CoDA Fellowship.

It is important to note that CoDA service groups are "directly responsible to those they serve." Tradition Nine. As such, if they interpret or add to CoDA approved service items or literature, they get approval from the Fellowship at the annual Service Conference.

Guideline Questions for Tradition Four: • Is the autonomy of the meeting being influenced by outside entities or individuals? • Does the activity conflict with the autonomy of any other CoDA group ?

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Tradition Five: Each group has but one primary purpose—to carry its message to other codependents who still suffer.

The central theme around this tradition is to keep the focus on one thing, which is carrying the message. We know that we cannot keep the gift of recovery unless we give it away. The unique ability of each codependent to identify with and share the CoDA message, uninfluenced by other practices beliefs or motivations is the primary purpose of each group.

Guideline Questions for Tradition Five: • Does the group or any activity it initiates have any other purpose which over shadows CoDA's primary purpose of carrying the message to other codependents who still suffer? • Is the focus of our activity directed to carrying the message to the codependent who still suffers?

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Tradition Six: A CoDA group ought never endorse, finance or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim.

Tradition Six allows groups to not lose focus of our primary spiritual aim, as outlined in Tradition Five-"to reach the codependent who still suffers". We don't promote, contribute funds or allow the use of the name "CoDA" or "Codependents Anonymous" for any reason that could divert us from our primary spiritual aim. We may through group conscience allow outside facilities distribute information for outreach in the form of flyers, brochures etc. to get the word out about our program or to post our meeting lists.

Conversely, we don't endorse outside enterprises, outside recovery activities, political philosophies or religion. We may cooperate with other recovery groups in a broad sense, such as sharing table space for literature at a world conference but we do not otherwise endorse or recommend these outside activities. We rely on our Higher Power for guidance and keep in mind in each activity that our primary spiritual aim is to reach out to other codependents.

Guideline Question for Tradition Six: • Does the activity allow the CoDA name to be used by any other facility, tradition, or outside enterprise, for any reason that could divert us from our primary spiritual aim?

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Tradition Seven: Every CoDA group ought to be fully self-supporting, declining outside contributions.

This tradition is straightforward in its purpose. The guiding principle for outreach is to not accept contributions from outside entities. The practice is to simply decline any such contribution. This includes material contributions from outside entities and contributions of services. We gain support for our activities from within. Members and groups contribute as they are able.

Guideline Question for Tradition Seven:

• Does the activity involve any contribution of money, material, or service from an outside entity or non-CoDA member?

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Tradition Eight: Codependents Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

CoDA members with professional credentials participate in outreach activities only as recovering members of our fellowship. If trusted servants lead professional lives, they have an obligation to establish a boundary keeping their service separate from their profession.

At times, we may not have all the skills required to carry the message, and professionals in any field may be required. We pay them for services rendered and ensure that they honor all our traditions. For example, the website requires expertise beyond what we may have in the fellowship. We hire outside individuals to perform this work.

Guideline Questions for Tradition Eight • Are members using their personal professions to dominate service work? • If the activity employs special workers, are we sufficiently overseeing the activity to ensure the traditions are being

honored?

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Tradition Nine: CoDA, as such, ought never to be organized; but we may create service boards or committees directly responsible to those they serve.

While CODA requires boards and committees to carry out its responsibilities it is not a hierarchical organization with leaders who are vested with authority. When making decisions they must be mindful that they are accountable to those they serve. Boards and committees cannot make policy or define the nature of CoDA, without the approval of the Fellowship. Rather, responsibilities are carried out in the spirit of service to CoDA as a whole.

Guideline Questions for Tradition Nine: • Have we stepped out of the boundaries of trusted service to the fellowship, or individual members around the world? • Have we tried to make policy or define the nature of CoDA independent of what appears in official CoDA service items and literature?

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Tradition Ten: CoDA has no opinion on outside issues; hence, the CoDA name ought never be drawn into public controversy.

In performing service we must refrain from providing opinions on outside issues.We do not use communications or publicity of any kind to draw Co-Dependents Anonymous, any of its service boards, or any CoDA member into public controversy on any matter.

Guideline Questions for Tradition Ten: • In the performance of our responsibilities, are we providing opinion on outside issues? • Does the activity create or tie in with any kind of public controversy?

******

Tradition Eleven: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

From our CoDA Workbook, "Attraction is a force that draws people together. CoDA members practicing recovery have an inner quality that attracts others. We rely on this quality when we engage with the public."

Promotion is what companies use to advocate products and services, to make sales. There are problems with promotion in this manner that is prohibited.

In service, we must be careful not to promote CoDA with a sales pitch. Anything that has the quality of luring the newcomer in CoDA into the Fellowship, or exaggerating its benefits, or not accurately reflecting the reality of CoDA should not go forward. We also avoid making statements that promise benefits "without qualifications". "Without qualification" means the statement may not be completely achievable for every individual.

In keeping with Tradition Eleven, our CoDA Workbook, gives us examples of the above to avoid such as "identifying ourselves professionally; offering opinions; and offering particular outcomes, such as suggesting that attending CoDA meetings will straighten out a marriage or that you'll feel better within a month." Most individuals are unlikely to achieve such results without further effort.

The CoDA Workbook also says "Another form of inappropriate promotion would be advertising that a prominent author recommends Co-Dependents Anonymous."

We do not re-invent codependency when publicizing CoDA at events (such as therapist conferences), meetings, or other activities. For content of any publicity about CoDA that involves the nature or characteristics of codependency, it is best to use CoDA-approved literature, such as leaflets, pamphlets, or other service items.

The second part of the tradition deals with anonymity. We maintain anonymity in public relations because it allows us to maintain our personal recovery by keeping CoDA unity. The reason is there is no individual ego to benefit from it, as it would from advertising an individual and making him/her into a public figure.

Publicity about CoDA meetings or functions must never divulge the identity of any CoDA member beyond phone numbers and first names with last name initial (example: John L), even if that member wants their identity to be known. All visual representations of people must not be recognizable by the public.

Guideline Questions for Tradition Eleven: • Might the identity of a person be revealed or his or her face or person in any communication and / or publicity? • Does the content of communications or publicity about what CoDA is stray from what appears in CoDA approved literature? • Does the communication or publicity about CoDA meetings or functions contain statements that promise a benefit without qualification?

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Tradition Twelve: Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

From our CoDA Workbook, "being anonymous may include not only leaving our last names private but also where we live, how much money we make and what we do for a living. Social, economic, and political differences are not identified within the Fellowship... Anonymity creates safety because it establishes an environment where we can

speak with less fear of being judged or quoted."

When we keep CoDA principles before personalities, we are able to honor the spiritual foundation of all our traditions.

Guideline Questions for Tradition Twelve: • As we carry out service, are we able to put the principle of anonymity above the wants of our personalities? • Are we able to observe the principles of CoDA when we have a disagreement or personal dislike for the personality or behavior of another trusted servant or group conscience?

Pro: 35
Con: 0
Abstentions: 2

Motion Key:	4532	**Number:**	15047	**Item Type:**	FYI	**Date:**	7/15/2015

Vote: Complete

Committee: Spanish Outreach Committee   **Member Names:** Linda A and Maru

Subject: Spanish Outreach Committee Report

Description:

Members (list each by first name, last initial and VE): Beatriz L/Spain; Doramas D LL/Spain; Eilyn P/Costa Rica; Maru R/MN; Vicki C/Spain, Linda A/SoCal Discussion Items: 1. Address the problematic meeting search, registration, update, and report features that have caused SPO to create its own reports of Spanish CoDA meetings. For example, to date the Spanish registration and update forms return an error message when they are used. 2. Work to resolve stumbling blocks in the translating, editing and updating of translated literature. This last was recently evidenced by CoRe's (contractually based) refusal to make changes to already printed texts that are intended to bring them into conformity with other documents on the website and in print. 3. Confer with those CoDA members pursuing structure-building efforts in such emerging Spanish-speaking CoDA areas such as Spain, Costa Rica, Guatemala, Peru and Argentina. Spanish Outreach Committee Report, 2015, continued 4. Request support for Spanish Outreach in the use of Mura's features, to bring the Spanish side of the CoDA website into visual parity with the English side. 5. Devise ways to help codependents in search of this program to join together to learn how meetings are conducted, how the Steps, Traditions and Service Concepts are studied and applied. 6. Change the unfortunate website address of the Spanish CoDA website (Spanish.coda.org), as its initial component, the word 'Spanish' does not readily occur to Spanish-speakers in search of websites connected to their codependence. 7. Use the Meta Keywords feature for each page of the Spanish CoDA website to increase the site's visibility in Spanish-language searches for CoDA, codependence or Codependents Anonymous.

Intent:

Remarks:

Motion Key:	4533	**Number:**	15048	**Item Type:**	MOTION	**Date:**	7/15/2015

Vote: UNANIMOUS

Committee: Spanish Outreach Committee   **Member Names:** Linda A.

Subject: Spanish Outreach Committee Motion 1

Description:

Under CoDA Resources Publishing, Inc. (CoRe®) in section 08 (CoDA Corporate Entities) of the Fellowship Service Manual, add the following: Reprinting of Spanish translated items of CoDA literature shall not be limited by portions 3(iii) and 3(iv) of CoRe's contract with CoDA, Inc., in order to allow CoRe to revise Spanish translations in accordance with edits made by Spanish Outreach.

Intent:

This motion is intended to permit CoRe to revise translated Spanish CoDA literature, something it is presently unable to do, because of portions 3(iii) and 3(iv) of its contract with CoDA, Inc: Section 3. CoRe Inc.'s Agreements iii. CoRe Inc. may not edit content. iv. CoRe Inc. will implement this same process for translated materials that have been delivered by the CoDA Inc. liaison.

Remarks:

Pro: 32
Con: 0
Abstentions: 4

CoDA Service Items

Motion Key: 4534	**Number:** 15049	**Item Type:** MOTION	**Date:** 7/15/2015
Vote: MAJORITY			
Committee: Spanish Outreach Committee		**Member Names:** Linda A	
Subject: Spanish Outreach Committee Motion 2			

Description:

Add the following, under Section 07 (Board Overseen Service Functions and CoDA Standing Committees, and other CoDA Service Entities) of the Fellowship Service Manual, to the description of the duties of Spanish Outreach on page 40: Spanish Outreach posts information and maintains the Spanish side of the CoDA, Inc. website, according to the CoDA program principles embodied in the Twelfth Step as well as the Fifth Tradition.

Intent:

Establish that Spanish Outreach is working to apply the Fifth Tradition in the arena of the Spanish portion of CoDA, Inc.'s website.

Remarks:

Spanish Outreach has worked on the Spanish side of the CoDA, Inc. website from the time, a few weeks before the CoDA Service Conference of 2014, where the new site was revealed.

Pro: 20
Con: 6
Abstentions:13

Motion Key: 4535	**Number:** 15050	**Item Type:** MOTION	**Date:** 7/15/2015
Vote: DEFEATED			
Committee: Spanish Outreach Committee		**Member Names:** Linda A.	
Subject: Spanish Outreach Committee Motion 3			

Description:

Add the following to page 39 of Section 07 Board of the Fellowship Service Manual (Board Overseen Service Functions and CoDAStanding Committees, and other CoDA Service Entities) – underService Structure Committee (SSC):

Within 60 days of receipt of the motions passed by the CoDA Service Conference for inclusion in the Fellowship Service Manual, the Service Structure Committee informs the motions' originators of the placement of each of those motions in the Fellowship Service Manual, specifying the page where each motion is to be found.

In cases in which the Service Structure Committee has not inserted a motion within 60 days of its receipt, the Service Structure Committee informs the originators of those motions that (a) were not placed in the Fellowship Service Manual, (b) what the Service Structure Committee's plan is, to fulfill its responsibilities to place these motions in the Fellowship Service Manual, and (c) includes a timeline for the completion of that task of inclusion; this notification process to be repeated every 60 days, until all motions are successfully inserted in the Fellowship Service Manual.

Intent:

To provide transparency and accountability in the way that the Service Structure Committee informs the authors of motions passed at the CoDA Service Conference as to which page each motion was placed on (when the motion involves placing new information or a change in the Fellowship Service Manual or the Bylaws) and the Service Structure Committee's plan for the placement of any as yet unplaced motions in the Fellowship Service Manual or the Bylaws.

Remarks:

A remedy for oversights that result in motions not being placed in the Fellowship Service Manual and/or in the motions' authors not being informed of decisions not to place those motions.

Pro: 2
Con: 26
Abstentions: 8

Motion Key: 4536	**Number:** 15051	**Item Type:** MOTION	**Date:** 7/15/2015
Vote: DEFEATED			
Committee: Spanish Outreach Committee		**Member Names:** Linda A.	
Subject: Spanish Outreach Committee Motion 4			

Description:

Under the committee name Spanish Outreach on page 40 of section 07 (Board Overseen Service Functions and CoDA Standing Committees, and other CoDA Service Entities) of the Fellowship Service Manual, add the following:

CoDA Service Items

The budget of Spanish Outreach, whose membership spans North America, Europe and Africa, or three continents, funds the attendance of both the chair and another member at the CoDA Service Conference, to orient and familiarize committee members from developing Voting Entities to the procedures and routines involved in participating in the CoDA Service Conference, as well as to bring that knowledge back to fellow codependents.

Intent:

The worldwide Spanish speaking community is increasingly participating in the affairs of CoDA Inc. Spanish Outreach members from outside the United States need to be able, financially, to attend the CoDA Service Conference, to become familiar with the procedures and patterns of the annual CoDA business meeting. As CoDA becomes more of a world organization, such practices will mean smoother cross-linguistic and cross-cultural integration, from the base of the Fellowship to the bottom of the inverted pyramid.

Remarks:

Pro: 9
Con: 21
Abstentions: 9

Motion Key: 4537	**Number:** 15052	**Item Type:** FYI	**Date:** 7/15/2015

Vote: Complete

Committee: Facilitator | **Member Names:** Lisa B.

Subject: Lunch Break

Description:

Returning at 1:45pm

Intent:

Remarks:

Motion Key: 4538	**Number:** 15053	**Item Type:** FYI	**Date:** 7/15/2015

Vote: Complete

Committee: Facilitator | **Member Names:** Lisa B.

Subject: Quorum Count

Description:

Quorum reached with 24 people

Intent:

Remarks:

Motion Key: 4539	**Number:** 15054	**Item Type:** FYI	**Date:** 7/15/2015

Vote: Complete

Committee: Communications | **Member Names:** Jenn and Jack

Subject: Communications Committee Report

Description:

Communications is responsible for answering the phone (Cphone), emails at info@coda.org (CET), and sending out emails to inform the fellowship through the CoDA Announcement list (www.codependents.org to sign up) We receive approximately 5 calls a day during most of the year though January and June/July there is an uptick. Our most common calls are: 1. I can't figure out how to find a meeting on the website 2. I don't have internet access to look up meetings 3. I want to start a meeting 4. I have an issue with my current meeting (such as how to handle 7th tradition, disruptive people, or tradition violations) 5. I want to know more about CoDA and see if I am a co-dependent. This is the kind of call that gets referred to a coda member rather than SOS SEND OUT INFORMATIVE EMAIL BLASTS ? Continue to find topics that are brought up by members and send out email blasts that provide answers ? Continue to ask CoDA members for feedback when they call or email us as to topics that need to be addressed such as website, starting a meeting, how do I handle a conflict at a meeting?, etc. IMPROVE ACCURACY OF MEETING AND CONTACT INFORMATION ? Reach out to contacts on meetings to verify that they are still active ? Update CoDA Area Contacts – currently not accurate and would use Delegate list to help update and prepare for 2016 ? Make

recommendations whenever possible that meetings update their posting on coda.org; provide instructions on how to update online on the new website IMPROVE COMMUNICATION THROUGHOUT THE FELLOWSHIP ? Address VE's and Intergroups as points of contact for their region, to provide information from WSO ? Reach out to Area Contacts to relay information ? Engage local contacts wherever possible ? Use information received by Events or other Committees ? Provide updates to regional contacts for upcoming events to improve local/regional attendance GROW COMMUNICATIONS COMMITTEE ? Provide information at CSC and recruit members from various parts of the country to improve COMM's reach and geographical diversity ? Obtain members in various time zones and VE's that can help provide accurate feedback MAINTAIN AND REVIEW CPHONE ACTIVITY ? Review Cphone through SOS and additional volunteers for a combination of professional and volunteer coverage ? Mail Free items from website when requested by Cphone call in (requires some postage and paper cost)

Intent:

Remarks:

Motion Key:	4540	**Number:** 15055	**Item Type:** MOTION	**Date:** 7/15/2015
Vote:	2/3 Vote			
Committee:	IMC		**Member Names:** Addie	

Subject: Issues Mediation Committee Motion 1

Description:

Replace: In FSM page 37 IMC Mission: The IMC facilitates dispute mediation for Voting Entities, Intergroups, and other CoDA entities as needed. Decisions at all levels of CoDA are made with the guidance of our Higher Power as expressed through the group conscience. As stated in Tradition One: "Our common welfare should come first. Personal recovery depends upon CoDA Unity." and Tradition Two: "For our group purpose there is but one ultimate authority—a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern." Thus as with all our recovery, group conscience is about putting aside the "self" and looking to Higher Power for guidance. ? The committee handles request from Voting Entities to divide into two or more entities. ? The committee also tracks and maintains the status of Voting Entity issues. We also have the additional sections to guide us in the mediation process. (Please see Sections 1, " Twelve Service Concepts," and 2 "The Disagreement, Mediation and Resolution in our Group Conscience Process" of the Fellowship Service Manual). With: (Changes are underlined and in red) IMC Mission: (See attachment for placement) The Issues Mediation Committee facilitates dispute mediation for Voting Entities, Intergroups, and other CoDA entities as needed. Decisions at all levels of CoDA are made with the guidance of our Higher Power as expressed through the group conscience. As stated in Tradition One: "Our common welfare should come first. Personal recovery depends upon CoDA Unity." and Tradition Two: "For our group purpose there is but one ultimate authority—a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern." Thus as with all our recovery, group conscience is about putting aside the "self" and looking to Higher Power for guidance. In addition, the Issues Mediation Committee: ? Through the group conscience process will handle requests to recognize Voting Entity delegate's election process. ? Handles requests from Voting Entities to divide into two or more entities. ? Tracks and maintains the status of Voting Entity issues. ? Informs and awards Travel Reimbursement Opportunity (TRO) for incoming eligible Voting Entity delegates. We also have the additional sections to guide us in the mediation process. (Please see Sections 1, " Twelve Service Concepts," and 2 "The Disagreement, Mediation and Resolution in our Group Conscience Process" of the Fellowship Service Manual). Change #2 (See attachment for placement) The following is an addition to be placed in its entirety on page 38 at the end of "Voting Entity Division Process" in the IMC area: Authorization Process for the Development and Structure of a Voting Entity: CoDA's By-Laws (Article IV Section 2) states that the Issues Mediation Committee (IMC) will handle requests for CoDA to recognize Voting Entities and service boards through the group conscience process. In fulfilling this responsibility, the IMC has created a set of suggested guidelines for the development and structure of Intergroups and Voting Entities. (put link here if possible). A Voting Entity Liaison (VEL) is elected by the Issues Mediation Committee to focus on this responsibility. The awarding of all Travel Reimbursement Opportunities (TROs) to eligible Voting Entities Delegates will be the responsibility of the Issues Mediations Committee. For further information contact the Voting Entity Liaison at imcvel@coda.org or contact IMC at imc@coda.org.

Intent:

To change the mission Statement to include the responsibilities set out in the ByLaws for IMC. This change will include all aspects of the Issues Mediation Committee's Mission throughout CoDA.

Remarks:

The IMC is updating its Fellowship Service Manual (FSM) description to include all of its duties/responsibilities such as the Travel Reimbursement Opportunities, handling Voting Entity (VE) service board requests as outlined in the Bylaws. We are also including our new website locations for the newly created suggested guidelines. This is so the Fellowship can easily find its web address location on coda.org's website from the FSM. This section also includes a new position within the committee to assist Voting Entities called the Voting Entity Liaison. This person facilitates the Travel Reimbursement Opportunity process; will update CoDA's website Contact list referencing Voting Entities, Intergroups, U.S., and International; will serve as a liaison between IMC and Voting Entities and assist Voting Entities on their structure (hence, guidelines) when needed; etc. A final version of the changes for section 7 of the FSM is attached for your convenience.

Pro: 30

CoDA Service Items

Con: 3
Abstentions: 5

Motion Key:	4541	**Number:**	15056	**Item Type:**	MOTION	**Date:**	7/15/2015

Vote:	2/3 Vote

Committee:	IMC		**Member Names:**	Addie

Subject:	Issues Mediation Committee Motion 2

Description:

To add to the Fellowship Service Manual (Section 05 Voting Entity Service Structure) page 20, the following, which will be, placed after the "Voting Entity Structure Guidelines" bullet points: Available are additional suggested guidelines at CoDA's website under "CoDA's Guidelines for the Development and Structure of Intergroups and Voting Entities" (put LINK here) or you may contact the Voting Entity Liaison at imcvel@coda.org.

Intent:

To add a link to the newly suggested guidelines located on the CoDA Website called: "CoDA's Guidelines for the Development and Structure of Intergroups and Voting Entities"

Remarks:

To inform and add the newly suggested CoDA guidelines on Intergroup and VE structure to the Voting Entity section 5. Last Revised 05/06/2015 Attachment Section 05 Service Structure Voting Entity Service Structure Voting Entity definition: Each State and Territory of the United States of America and each Country is automatically entitled to send two (2) Delegates. Sometimes two or more Voting Entities may choose to join together in order to combine resources and better serve the needs of their meetings and Intergroups. A Voting Entity may also choose to divide into two or more Voting entities according to CoDA's By-laws. Please review FSM Section 07, under the Issues Mediation Committee description "Voting Entity Division Process", for IMC guidance regarding the process. Each separate Voting Entity may then effectively serve the meetings and Intergroups in its area. Acceptance of the new structure will be granted through IMC. In any organization, levels of management are necessary to connect and coordinate localized activities with broader levels of planning, information distribution, and organization. The Voting Entity organization provides a bridge between Intergroups (community service groups), and CoDA. Every CoDA member is welcomed and encouraged to attend all CoDA service meetings. Voting Entity Structure Guidelines ? Hold regular, well-announced business meetings. Quarterly meetings are recommended. ? Adopt and maintain a working set of bylaws; conduct business accordingly. ? Vote one's conscience when no group conscience is available, keeping in mind the group and the health and welfare of the Fellowship. Allow presentation of minority opinions. ? Make your best effort that Voting Entity reflects the will of the Fellowship. Assure that the Voting Entity's agenda is not in conflict with the will of a majority of the represented Fellowship (i.e., publish and distribute meeting and decision summaries). ? Place a high priority on continued communication with CoDA and local Intergroups Available are additional suggestive guidelines at coda's website under "CoDA's Guidelines for the Development and Structure of Intergroups and Voting Entities" (put LINK here) or you contact the Voting Entity Liaison at imcvel@coda.org ? Voting Entity Committees Voting Entity committees are organized along the same structural lines as meetings and Intergroups (groups and community service groups). Voting Entity Committees function through the group conscience decision making process as they carry out service work. Priorities for this work usually come from meetings and Intergroups. Voting Entity Delegates The Voting Entity Delegate is a service volunteer who is selected/ elected at the Voting Entity or by other means determined by the group conscience of the Voting Entity members. The Voting Entity Delegate is that Voting Entity's representative to the CoDA Service Conference. The primary function of the Voting Entity Delegate is to facilitate communication between the Voting Entity and CoDA. This includes attending CoDA's Service Conference to vote, on behalf of the Voting Entity, on Conference motions affecting CoDA as a whole. Also, a Delegate is invited to join committee(s) or other services at the world level, thus performing service in accordance with Tradition Seven. This valuable participation builds important CoDA Fellowship Service Manual Page 20 Last Revision: November 2014 Voting Entity Service Structure Voting Entity definition: Each State and Territory of the United States of America and each Country is automatically entitled to send two (2) Delegates. Sometimes two or more Voting Entities may choose to join together in order to combine resources and better serve the needs of their meetings and Intergroups. A Voting Entity may also choose to divide into two or more Voting entities according to CoDA's By-laws. Please review FSM Section 07, under the Issues Mediation Committee description "Voting Entity Division Process", for IMC guidance regarding the process. Each separate Voting Entity may then effectively serve the meetings and Intergroups in its area. Acceptance of the new structure will be granted through IMC. In any organization, levels of management are necessary to connect and coordinate localized activities with broader levels of planning, information distribution, and organization. The Voting Entity organization provides a bridge between Intergroups (community service groups), and CoDA. Every CoDA member is welcomed and encouraged to attend all CoDA service meetings. Voting Entity Structure Guidelines ? Hold regular, well-announced business meetings. Quarterly meetings are recommended. ? Adopt and maintain a working set of bylaws; conduct business accordingly. ? Vote one's conscience when no group conscience is available, keeping in mind the group and the health and welfare of the Fellowship. Allow presentation of minority opinions. ? Make your best effort that Voting Entity reflects the will of the Fellowship. Assure that the Voting Entity's agenda is not in conflict with the will of a majority of the represented Fellowship (i.e., publish and distribute meeting and decision summaries). ? Place a high priority on continued communication with CoDA and local Intergroups

Pro: 34
Con: 0
Abstentions: 2

CoDA Service Items

Motion Key: 4542	**Number:** 15057	**Item Type:** FYI		**Date:** 7/15/2015
Vote: Complete				
Committee: IMC		**Member Names:** Addie		

Subject: Issues Mediation Committee Report

Description:

The Issues Meditation Committee continued to meet monthly on the third Tuesday (and whenever necessary) by teleconference call and to go over various specific issues. One face-to-face meeting took place in San Diego in March 2015. IMC POLICIES AND PROCEDURES MANUAL: A subcommittee was created to review and update the IMC Policies and Procedures Manual as needed. ? We added guidelines on the recusal process and added response letters/emails to be sent during the resolution process. ? The responsibilities of the Voting Entity Liaison were added. ? The new responsibilities and duties of our involvement with the Travel Reimbursement Opportunities (TRO) have been included. ? The manual was reviewed by the entire IMC, a group conscience taken to accept the updates. ? It has been posted on the Website. CURRENTLY LISTED CASES: Four disputes were submitted. The IMC responded sending the "Dealing with Disagreements Process". All disputes currently are at the local levels to resolve the issues. We had one International case it is currently in process and at this time remains open until we have further correspondence from them. VOTING ENTITY SPLIT: No requests were submitted for Voting Entity Division/Split. VOTING ENTITY ISSUES : One Voting Entity Issue (AZ01) from 2014 CSC was assigned to the CSC and it was closed by a Motion at that same CSC. We updated four Voting Entity Issue's (VEI's) from 2013: ? CA01 (Canada) (International CoDA Conventions can be held outside of the U.S.) was assigned to the board and it was closed at 2014 CSC. ? TX01 (Create literature on how to use CoDA tools and make it readily available) was assigned to literature and was closed at the 2014 CSC. ? MA01 (to form a task force on how to use modern technology on getting Voting Entities CSC access and be able to vote without physically being there) was assigned to the board and is ongoing with a task force formed at the 2014 CSC. ? CO01 (to create a Newcomer's packet) was assigned to CSC and is currently open and awaiting status updates All VEI's are updated on the CoDA.org website. VE STRUCTURE SURVEY RESULTS: One of our 2014/2015 IMC Goals was to research and evaluate Voting Entities, and intergroup structures both nationally and internationally to determine guidelines for those areas that are growing and forming Intergroups and need direction to integrate in the current existing VE or for several Intergroups to form a single VE. The IMC sent out surveys on January 30, 2015 (survey attached at end with a summary) through an email blast (with a March 1st deadline which was later extended to March 11th). The IMC subcommittee also sent out individual surveys to approximately 25 International contacts on February 21st (with March 11th deadline) and 34 U.S. Voting Entity contacts on February 23rd (with March 11th deadline). The IMC received 20 completed surveys by March 11, 2015. Someone representing a meeting filled out Fifty percent; the other 50% represented an Intergroup and/or Voting Entity (VE). See a Survey Summary at the end of this report. CREATED SUGGESTED GUIDELINES FOR DEVELOPING VE SERVICE BOARD: IMC created suggested guidelines called "CoDA's Guidelines for the Development And Structure of Intergroup/Voting Entities". The FSM states, "In any organization, levels of management are necessary to connect and coordinate localized activities with broader levels of planning, information distribution, and organization. The Voting Entity organization provides a bridge between Intergroups (community service groups), and CoDA". With this in mind IMC created a document to assist anyone in this process. These suggested guidelines are posted on the Website. Up to this date we have had requests for the suggested Guidelines from our International community and the USA. INCLUDED ASSISTANCE FOR VOTING ENTITIES: IMC has a newly created service position called the Voting Entity Liaison (VEL) to answer questions, and assist Voting Entities in anything relating to their development and structure. IMC created a list of actions that would assist any State, Country, or Alternative Format Meetings (AFM) with a desire to move forward in developing a service board where there is none and/or aiding a current service board in its further development. The Voting Entity Liaison and the Events Committee Vice-Chair will offer all delegates that attend CoDA Service Conference (CSC) support and information about the CSC process. We hope this will assist all delegates attending CSC to receive information that will benefit their understanding of our CoDA Service Conference business meeting. The duties of the VEL can be found at the end of this report. The Voting Entity Liaison can be contacted at imcvel@coda.org. ASSISTED WITH ALTERNATIVE FORMAT MEETINGS (AFM) "Discovery Discussions": In May the IMC hosted "Discovery Discussions" for Alternative Format Meetings. The purpose was to inform and garner interest for starting a Voting Entity service board for AFM. The IMC Voting Entity Liaison moderated the Discussions. At this date they are in process. The goal is that the interest will be there to begin discussion on their own without the moderator on how to move forward to develop a VE service board for Alternative Format Meetings and to eventually send a Voting Entity Delegate to CSC. ASSISTANCE WITH VOTING MEMBERS ATTENDING CSC: When the Voting Entities sends their Voting Member (VE Delegate), that Voting Member must be present and accounted for at the Conference in order to vote and must be elected by the Voting Entity. In the absence of a Voting Entity "service board", the Voting Member (VE Delegate) must have presented to Issues Mediation Committee an alternative selections process based on group conscience decision making, in a timely manner to attend CoDA Service Conference (CSC). This is done in order to ensure that this process, which is stated in the By Laws Article IV Section 2, is adhered to. TRAVEL REIMBURSEMENT OPPORTUNITIES (TRO) PROCESS: The IMC met with the Board Secretary, Events Committee and Finance Committee and they agreed to work together for the good of all. The TRO responsibilities will be shared with Voting Entities that need financial assistance to send a Voting Entity Delegate to CSC who intend to apply for a Travel Reimbursement Opportunity (TRO). The Voting Entity Liaison and the Events Committee Vice-Chair will offer all delegates that attend opportunities for information of the CSC process. We hope this will assist in helping all our delegates attending CSC receive information that will benefit their understanding of our CoDA Service Conference business meeting. ISSUES MEDIATION COMMITTEE MEMBERS: The IMC has been seven members strong this year. The group has done a great deal of work for CoDA as a whole and all members have been grateful to serve on this committee. As their Chair, I could not have asked for a better team. I am extremely grateful for Cara, Daniel, Gail, Jim, Kevin and Natasha. Thank you CoDA Fellowship for electing us and allowing each of us to do service on the committee.

Intent:

CoDA Service Items

Motion Key:	4543	**Number:**	15058	**Item Type:**	MOTION	**Date:**	7/15/2015
Vote:	UNANIMOUS						
Committee:	Texas Voting Entity			**Member Names:**	Denny H and Linda B		
Subject:	Voting Entity Issue #1						

Description:

The Fellowship of CoDA Texas moves that no outside contractors or their employees shall be present in the meeting room at the CoDA Service Conference when items related to their employment are discussed.

Intent:

Tradition 6 "A CoDA group ought never endorse, finance or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim" and Tradition 8 "Co-Dependents Anonymous should remain forever nonprofessional, but our service centers may employ special workers" provide guidance to CoDA about being professional and interfacing with outside entities. The SOS Management consultants were allowed to attend the 2014 CoDA Service Conference voting sessions. This is a conflict of interest. If the membership is voting on whether the "consultants" should be hired, the consultants should NOT be present. The Service Conference is for CoDA members not outsiders or consultants. This also violates members' privacy and anonymity. Tradition 12 states, "Anonymity is the spiritual foundation of all our traditions; ever reminding us to place principles before personalities."

Remarks:

Pro:32
Con:0
Abstentions:0

Motion Key:	4544	**Number:**	15059	**Item Type:**	MOTION	**Date:**	7/15/2015
Vote:	MAJORITY						
Committee:	Facilitator			**Member Names:**	Lisa B.		
Subject:	Motion to extend time						

Description:

Judy from Florida motions to extend time 5 minutes to complete Texas # 2 VEI and Frank from New York seconded the motion

Intent:

Remarks:

Motion Key:	4545	**Number:**	15060	**Item Type:**	FYI	**Date:**	7/15/2015
Vote:	Complete						
Committee:	Facilitator			**Member Names:**	Lisa B.		
Subject:	Quorum Count						

Description:

Reached 24 for Quorum Count

Intent:

Remarks:

Motion Key:	4546	**Number:**	15061	**Item Type:**	FYI	**Date:**	7/15/2015
Vote:	Complete						

CoDA Service Items

Committee: International Service Committee   **Member Names:** Deborah, Florence and Geraldine

Subject: International Service Committee Report

Description:

As a newly established and developing committee, WCC is learning about CoDA World Service policies and procedures. ? Over the past year, WCC frequently used an online survey for fact-finding and gathering information from committees and the broader international group. ? WCC frequently communicates with other committees inviting them to collaborate. ? WCC created and disseminated the CoDA worldwide survey, inviting voting entities and countries to participate by connecting to the broader group. Numerous hours were spent on working on the mailing list, as well as, creating and processing the survey results. ? Committee members encouraged and supported members to apply for International TRO and Conference/Convention attendance. ? WCC is planning Convention workshops in collaboration with other experienced members to include: ? Starting a Meeting and Building an Intergroup, as well as, ? Regional/National/Voting Entity Service Structures ? WCC did not participate in a face-to-face meeting, given the use of the teleconferencing service and the high costs of travel. In lieu of the face-to-face meeting, we had numerous conference meetings. Review of 2014 WCC Goals and Action Plans Goal 1: Increase contact information with voting entities not currently on the list. Action Plan: Observe opportunities to invite with the new countries/voting entity members the ITF [WCC]. RESULTS: Made inquiries to find Indian contacts, no results; invited other countries to join the committee; Brazilian, Mexican and Zambian members joined the committee, increased contact with WCC World Survey through CoDA Announcements 1600 members, and increased the number of countries that are connected to CoDA Inc. through WCC. Goal 2: Communicate, educate and support other countries/voting entities in the development and growth in CoDA Action Plan: Share information from CoDA Inc. and share our benefit from personal experience, strengths and hope of CoDA members Results: Connected countries that were previously isolated and developed healthy interdependence, improved understanding of CoDA Inc. and other national organizations, collaborated with Events, Finance, Spanish Outreach, Issues and Mediation Committees and shared results of the worldwide survey concerning CoDA issues. Goal 3: Host, not only, ITF [WCC] business meetings, but also, support and share information and ideas on topics identified in the surveys. Action Plan: Used teleconferences as a means interact at a more tangible level to communicate, educate and support. Results: Utilized teleconferencing service to increase communication between country-voting entity members, the CoDA World Service Board, committees and Werner F., Board Liaison, connected with CoDA members from around the world to exchange "experience, strength and hope," and collaborated with a Canadian meeting who hosted "Boundaries" topic meeting. In an excess of 10 international members participated 4 Goal 4: Explore and discover country needs more in depth and seek solutions. Action Plan: Utilize information from country reports, comments via email and meetings to identify country needs. Issues raised are prioritized and ratified by delineated with a group conscience prioritization. Rely on "experience, strength and hope" from members within and outside of the ITF [WCC] to problem solve. Results: Created and distributed worldwide survey to investigate and understand: (a) different structures in various countries/voting entities and areas and (b) strengths, challenges, patterns and themes within topics. Goal 5: Increase awareness of cultural and language similarities. Action Plan: Communicate with those from similar regions others at ITF [WCC] meetings. Compile a comprehensive database of different languages and dialects Results: Increased translations of emails and surveys into Spanish, collaborated with several Spanish speaking members to translate Spanish survey, through the translated surveys, opportunities for Spanish speaking members to have a voice, investigating options for Spanish translations at this year's Conference and Convention.

Intent:

Remarks:

Motion Key: 4547   **Number:** 15062   **Item Type:** MOTION   **Date:** 7/15/2015

Vote: 2/3 Vote

Committee: International Task Force   **Member Names:** Deborah

Subject: International Task Force Motion 1

Description:

The International Standing Committee (created at 2014 conference-previously known as the International Task Force) moves that: 1. The official name be the "World Connections Committee." 2. The CoDA World website be updated to include the World Connections committee. In particular: (a) in the "Service Information" section under the "Current World Structure" that "World Connections" be added and (b) the following committee description below be included in the Fellowship Services Manual in the list of committee descriptions. (c) any references to ITF be changed to WCC. WORLD CONNECTIONS COMMITTEE (WCC) Committee Purpose: The World Connections Committee (WCC) focus is to: • Connect with worldwide groups and members to collaborate by broadening the "experience, strength and hope" between worldwide voting entities, Co-Dependents Anonymous Inc. (CoDA) and the rest of the Fellowship. • Collaborate with groups and members to exchange information and expertise with voting entities, as well as, the CoDA Inc. Board and committees. • Act as a bridge and conduit of information for new voting entities, intergroups or individual meetings who desire a connection with CoDA Inc. • Collaborate, disseminate and gain information concerning the fellowship needs and pass pertinent information on to appropriate sources. • Duties and Responsibilities: • Membership consists of one member and one alternate member per country/voting entity with observers welcome. • Committee members hold regular business meetings using teleconference services and exchange emails to facilitate communication and support of members doing service work. • Members participate within the committee to facilitate the growth and development of CoDA worldwide. Goals: • Maintain and increase contact information with worldwide voting entities as well as areas where there is no formal CoDA structure. • Support other countries/voting entities in CoDA development and growth and encourage forming Intergroups and Voting

Entities thereby increasing participation and representation at CoDA World. • Provide information and awareness concerning CoDA Inc. Board of Trustees, CoRe (literature and publishing),standing committees and service structure, as well as, increased familiarity with the Fellowship Services Manual, Service Concepts and website navigation. • Share information on topics and interact with members. • Increase awareness of cultural and language similarities and differences among CoDA World to assist in reachingout to the rest of the Fellowship. • Utilize information from country/voting entity reports, and email comments to identify needs which are prioritizedby group conscience.

Intent:

The intent of the World Connections Committee is to: adopt a name pertinent to its specific committee purpose andprovide a committee description to be adopted for the Fellowship Services Manual and CoDA Inc. website.Since the International Task Force was moved to become a standing committee of CoDA Inc. with the 2014 motion, anew name was sought, as the committee did not have an official name. The new committee of the International Task Force brainstormed possible names, considering: 1. The name be specific to the nature of the committee work which entails reaching out and working with voting entities. 2. It was important to distinguish the name from the common names in reference to CoDA Inc., such as: "Coda World" and "CoDA International." 3. A variety of names were posed to those on the 70+ World Connections email distribution list requesting a group conscience on a preferred name. The group conscience choice was the "World Connections Committee." In accordance with the selected name, the World Connections Committee shares the description above as the currentfunctioning of this committee. The World Connections Committee's specific role is one of the port of entries to new voting entities who desire a connection with CoDA Inc. Sometimes, new voting entities enter through other standing committees, such as Translation Management, purchasing literature from CoRe, or by communicating with Board of Trustee members. In any event, more information about CoDA is often desired and the World Connections Committee can be a support to those who are looking for more information, possibly, networking members with other committee members or collaborating with other World Connections contacts who share similar needs and wants. In addition, the Committee can provide leads to website information, literature or online meeting contacts as some possibilities. Ultimately, the World Connections Committee is the bridge for voting entities whoare exploring CoDA Inc. and are curious for more information. As a conduit, an information exchange occurs from inquiries initiated by voting entities. World Connections Committee collaborates, disseminates and gains information concerning the fellowship needs and passes pertinent information on to appropriate sources. Through a teleconferencing service that provides video and audio capabilities, as well as, screen sharing and editing, a group conscience tool and recording options, business meetings can be recorded to allow those in different time zones to be connected. Outside the committee members, currently, there are 70+ members on the email distribution list that are in communication on a regular basis. There are many more voting entities yet to be contacted.

Remarks:

Pro: 30
Con: 1
Abstentions: 3

Motion Key:	4548	Number:	15063	Item Type:	MOTION	Date:	7/15/2015

Vote: WITHDRAWN

Committee: International Task Force   **Member Names:** Deborah

Subject: ITF Motion 2

Description:

World Connections Committee (WCC) (created at 2014 conference-previously known as the International Task Force) moves that: the committee will be represented by two international members of the committee, one of which will be chair at the World Service Conference each year.

Intent:

To increase international participation and representation at the World Service Conference and to allow members to: 1. gain experience at the world level, 2. support rotation of service with experience at the world level, 3. increase international attendance at conference and 4. expand experience, strength and hope to the Fellowship worldwide.

Remarks:

While we respect that CoDA, Inc. at times need to cut committee budgets, we believe that being asked to cut one of the two World Connections Committee members who attend Conference significantly impacts service on several levels. Having two members attend Conference is vital for the growth and health of our committee. Allowing an additional member to attend along with the chair at conference, increases opportunities to learn more about service work and meet others who do service at the world level. This allows for a more functional transition of service positions with a legacy for the committee. Presently, 50% of our committee members have never attended a conference, nor participated with a CoDA Inc. committee, prior to joining the World Connections Committee, gain experience at the world level is vital. Our main focus includes CoDA Entities outside the US. Our committee reaches out to approximately 50% voting entities that are unable to send delegates to conference. This is equivalent of 2 members for approximately 60 voting entities. Increasing WCC attendance at Conference, broadens the participation and representation at conference for a wider group conscience. Most countries do not have the financial support and are thus given the opportunity to have a delegate to represent them that might not have otherwise been able to afford. It also broadens our pool of service workers to rotate through other committees and the Board bringing a unique international perspective to all of our service work which furthers our primary purpose to reach out to the codependent who still suffers

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CoDA Service Items

Motion Key: 4549   **Number:** 15064   **Item Type:** FYI   **Date:** 7/15/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Closing

Description:

Closed with serenity prayer at 4:15pm

Intent:

Remarks:

Motion Key: 4550   **Number:** 15065   **Item Type:** FYI   **Date:** 7/16/2015

Vote: Complete

Committee: Voting Entities   **Member Names:** Deborah and other members

Subject: Voting Entity Report

Description:

Kay from Minnesota - They are planning to incorporate their voting entity with their intergroup. One group decided to put the CoDA book in the local public library. They have 24 groups in Minnesota that are active.

Salley from Northern California - There are 70 groups and 4 intergroups that are active. The intergroups takes turn doing their quarterly meetings.

Linda on behalf of Vicki I from Spain - Groups have existed from 1999. In Spain they are meeting other groups from other regions via skype. They would like to organize a legal entity in Spain. They have established an intergroup in 2010.

Intent:

Remarks:

Motion Key: 4551   **Number:** 15067   **Item Type:** FYI   **Date:** 7/16/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Quorum Count

Description:

Quorum Count reached with 24 members

Intent:

Remarks:

Motion Key: 4555   **Number:** 15066   **Item Type:** FYI   **Date:** 7/16/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Serenity Prayer, 12 Steps, Traditions, Service Concepts

Description:

CoDA Service Items

Intent:

Remarks:

| **Motion Key:** | 4556 | **Number:** | 15068 | **Item Type:** | MOTION | **Date:** | 7/16/2015 |

Vote: UNANIMOUS

Committee: Facilitator **Member Names:** Lisa

Subject: Motion to approve minutes

Description:

Dave S from Pennsylvania. makes motion to approve minutes from yesterday and Hal H. from Board seconds that motion.

Intent:

Remarks:

| **Motion Key:** | 4557 | **Number:** | 15069 | **Item Type:** | MOTION | **Date:** | 7/16/2015 |

Vote: DEFEATED

Committee: Facilitator **Member Names:** 15069

Subject: Motion to reconsider Motion # 15049

Description:

This motion is to reconsider the motion stated below from Spanish Outreach since there was an ineligible vote.

Motion to reconsider the Spanish Outreach Committee Motion 15049 by revoting.

Intent:

Remarks:
Pro: 16
Con: 17
Abstention: 4

Florence F. AFM motions for 3 more minutes for Lisa to continue and seconded by Lorraine O from Washington.

| **Motion Key:** | 4558 | **Number:** | 15070 | **Item Type:** | MOTION | **Date:** | 7/16/2015 |

Vote: 2/3 Vote

Committee: Facilitator **Member Names:** Lisa B.

Subject: Motion to make changes in database

Description:

In favor of making consistency throughout the database with member states, last name initials.

Intent:

Remarks:

| **Motion Key:** | 4559 | **Number:** | 15071 | **Item Type:** | FYI | **Date:** | 7/16/2015 |

Vote: Complete

Committee: Facilitator **Member Names:** Lisa B.

CoDA Service Items

Subject: Board Introduction

Description:

Denny H. from Texas is applying for Board Chair. He stated he is a good listener, always giving a person the opportunity to express themselves before comment. He has the ability to remain cool, calm and collective in the most stressful situations. He attends 2 meetings per week in his area. His vision is to help CoDA be a sustainable organization.

Intent:

Remarks:

Motion Key: 4560	**Number:** 15072	**Item Type:** MOTION	**Date:** 7/16/2015

Vote: TABLED

Committee: Board	**Member Names:** Lorraine O and members

Subject: Motion 1

Description:

Members: Hal H. Southern California, Gerry B. Canada, Lorraine O. Washington, Chris H Arizona, Werner S. German, John R. Pennsylvania.

That each reference to fellowship service worker (FSW) in the Fellowship Service Manual (FSM) be replaced with the word "Contractor".

That the board be tasked to review the FSM to replace the word independent contractor for Fellowship Service Worker as appropriate. A definition of Independent Contractor and Fellowship Service Worker will be put in the FSM.

Denny H from Texas makes motion to table this motion seconded by Sharon B. Canada.

Motion passed.

Intent:

Conform the FSM to the present reality of contractors only, no employees.

Remarks:

During the face-to-face meeting of the Board of Trustees in February 2015 the possibility of creating an employee policy was reviewed. It was determined that no policy was needed due to the contractor only environment. It was also determined that the term "Fellowship service worker" would reference an unpaid trusted servant providing service work.

Motion Key: 4561	**Number:** 15073	**Item Type:** FYI	**Date:** 7/16/2015

Vote: TABLED

Committee: Board	**Member Names:** Christine H.

Subject: Board Motion 2

Description:

Work performed or products purchased, by a committee using CoDA resources belongs to CoDA's Inc. These items are made available for use by the CoDA board and Committees and are given to the board for storage. These are made available to the board for storage and to the board and committee chairs' use.

Personal information other than the email address will not be shared with CoDA World and will be shared in accordance with the communications guidelines in the Fellowship Service Manual with respect to the 11th Tradition.

David L from the Core Board Motions to table this and seconded by Florence F. from AFM.

Motion passed unanimously

Intent:

Although independently chartered by Conference, committees are nonetheless parts of the CoDA service community, subject to the requirement of CoDA Unity. Sharing of resources is an expression of that unity.

Remarks:

There are many areas of committee work which cross lines into needing information or products which were created or purchased by a different committee. Service work is at times already burdensome. Service work, while improving, has been a lot of re-creation. Committees, whether small or large, have many tasks which they would like to

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CoDA Service Items

accomplish. We are all trusted servants. Examples of these items would be: 1. Contact information, of any kind, gathered by one committee during their work would be gratefully received by another committee or the board in the interests of greater communication within the Fellowship. 2. Software or equipment would be made available for use.

| **Motion Key:** | 4562 | **Number:** | 15074 | **Item Type:** | FYI | **Date:** | 7/16/2015 |

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Break at 10:43Am

Description:

We will return at 11:00AM

Intent:

Remarks:

| **Motion Key:** | 4563 | **Number:** | 15075 | **Item Type:** | FYI | **Date:** | 7/16/2015 |

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Quorum Count

Description:

Quorum Count reached with 24 members

Intent:

Remarks:

| **Motion Key:** | 4564 | **Number:** | 15076 | **Item Type:** | MOTION | **Date:** | 7/16/2015 |

Vote: 2/3 Vote

Committee: Board   **Member Names:** John R.

Subject: Board Motion 3

Description:

A committee requires a minimum of two (2) members in order to be a functioning committee of CoDA, Inc., and amend the FSM accordingly. After six months at the next CSC, CSC will determine how to proceed.

Intent:

To provide guidance on Board intent regarding World Service Resources and guidance to individuals left alone on committees.

Remarks:

Just as there must be two to have a meeting, so also there must be more than one for a committee to function with World Service Resources. Individuals are urged to affiliate with other committees or with the Board if left alone on a committee. The timing, form and process of affiliation can best be decided by those doing so until it has happened enough to formulate guidelines.

Pro: 24
Con: 7
Abstentions: 5

| **Motion Key:** | 4565 | **Number:** | 15077 | **Item Type:** | FYI | **Date:** | 7/16/2015 |

Vote: Complete

Committee: Board   **Member Names:** Lorraine O.

CoDA Service Items

Subject: Board Report and Strategic Plan

Description:

REPORT AND ACCOMPLISHMENTS 1. Improved Processes ? Collaboration with Committees ? Legal Repository created and in the Trusted Servants Area online. ? Contracts for outside professionals and outside contractors completed. ? Policies and Procedures done for board and in process for Committees. ? Updated Motions Database completed – in the cloud and searchable. ? Improved Accounting Procedures ACCOMPLISHMENTS 2. Spreading the Word ? Website Improvements throughout the year ? Spanish Website Complete ? Re-vamped CoNNECTIONS section on the website ? CoRE contract finalized ? International Publication agreements finalized – Germany, Hungary and England ACCOMPLISHMENTS 2. Spreading the Word ? Spanish Bluebook Pocket Edition in production ? Expanded Spanish resources on the website ? Clarified processes for translation, publication and copyright contracts ? Assisted volunteers by expanding live phone coverage Call For Board Service ? Number of Trustees was at a level of 5 full and 2 alternates for the 2014/2015 board year ? Looking for an additional 7 Trustees and 3 Alternates to bring us to a full board complement of 14. ? A full Board complement would effectively improve communication between Fellowship and Board of Trustees. ? Please consider applying for Board service. ? Applications are on the table or online in the delegate packet. ? Please apply by Wednesday. Presentation of applicants is Wednesday evening. FUTURE GOALS ? Strategic Plan Update.

Strategic Plan:

Initiative 1. New Website Goal: to create a modern, usable website with a robust meeting search component. ?New website rolled out July 1, 2014 ?Continual updates, including more robust meeting search and Spanish ?Web Liaison working with Committee chairs more closely for suggestions and ideas ?Website work Group established.

Initiative 2. Policies & Procedures Goal: to create a professional policies and procedures manual for the Board of Trustees and each Committee. ?The first Policies and Procedures (P&P) Manual was completed in June, 2014 ?Legal Section 6 finalized July, 2015 ?Finished Finance P&P in May, 2015 ?IMC P&P almost complete ?Communications and Events P&P process started ?FUTURE –All Committee manuals need to be completed and posted.

Initiative 3. Professional Service Provider Policy Goal: to create a contract and policy for both independent contractors and professional service providers. ?Policy was completed February, 2015 ?Contracts from outside professional service providers obtained and in the legal repository. ?Outside contractor's (traditional FSW's) contracts finalized and in process. ?FUTURE –Use draft contract and policy for all future contractors.

Initiative 4. CoRE Relationship Goal: to finalize the CoRE/CoDA contract and review relationship ongoing. ?Current contract was signed February, 2015 ?It has been helpful having former CoDA board members on the CoREboard to help facilitate communication ?FUTURE –Continue meeting and review.

Initiative 5. Alternatives to Participating at the Conference in Person Goal: Find ways to allow members to participate in the annual CSC without attending in person. ?Phase 1 –Observation -allowing reports to be given through technology to the body. DONE ?Phase 2 –Participation –allowing to participate remotely through technology. WORKING ON ?Phase 3 –finding ways for members to participate remotely and be able to vote at the conference –FUTURE

Initiative 6. Develop Service at All Levels of the Fellowship (sponsoring/mentoring/service)Goal: To develop next generation of Trusted Servants and service workers, educate, messaging and increase awareness. This is an area that needs to be worked on, next steps include: ?Collaborate with Outreach on what has been done ?Work with SOS to implement technologies with the committee. ?Create an Awareness Campaign ?Consider hiring a messaging consultant

Initiative 7. Communications/Public Information Goal: To streamline communications within the organization –internally, externally, meetings and international and standardize messaging. This is an area that needs to be worked on, next steps include: ?Work on standardizing messaging. ?Create an oversight process for outgoing communication ?Create a public information strategy ?Find out what the Fellowship knows and needs (surveys) ?Work with Communication and Outreach committees

Initiative 8. International Goal: To streamline communication and resources with international members, create resources and organize FSM with intergroup and VE's. This is an area that needs to be worked on, next steps include: ?Streamline communication and resources with international members via the International Committee ?Help voting entities and intergroups get organized ?Create resources for international groups (starter packet) ?Organize the FSM with more information on intergroup and VE's ?Create more support mechanisms for international groups.

Initiative 9. Reassess the CoDA Committee Structure Goal: to become a 21st Century Organization, streamline committee roles, resources and communication. This is an area that needs to be worked on, next steps include: ?Take a Group Inventory. ?Communicate the importance of Board liaisons to committees ?Unify the organization through committee collaboration ?Work on CoDA structure ?Work on Tradition 1& 7 campaigns

Intent:

Remarks:

CoDA Service Items

Motion Key: 4566	**Number:** 15078	**Item Type:** FYI		**Date:** 7/16/2015
Vote: Complete				
Committee: Treasurer		**Member Names:** Chris H.		
Subject: Treasurer Report				

Description:

Board Treasurer's Report CSC 2015 - Chris H • 2014 Balance sheet Detail December 2014 • 2014 with 2013 Balance Sheet Comparison End of Year • 2014 Profit & Loss Summary 1/1/2014 to 12/31/2014 • 2014 Profit & Loss by class Operational Onetime Expenses and items done • Create major update to New Website and meeting locator • Create Spanish meeting locator • Create Archive depository • Create Motions Data Base • Create Connections tab on our website. • Moved 200,000.00 to Interest Savings Account at a bank other than our daily Operational Bank. • Worked with Finance and SOS on a 2 X 2 Accounting work group. The work groups choose a produce to track items. We setup the tracking spreadsheet and are now able to track ERR's. • Terminated services with prior bookkeeper. Treasurer will work with SOS to transition bookkeeping services. We will be adding Accounts Payables to our new tracking system • As part of this agreement we will be receiving monthly financial reports. This will better inform finance and committee's in knowing monthly status of their budget. Operational Duties • Paying Expense Reimbursement Request (ERR) • Pay monthly bills after accounting process. • Follow-up with CPA and 990 our Annual Tax report. • Oversee Independent Contractors having to do with treasurer duties (bookkeeper, office worker). • Liaison to Finance Committee • Liaison to Events Committee • Liaison for QSR

Jim Y from Northern California makes Motion for 5 minutes to extend treasurer report time and seconded by Linda B from Texas.

Pro: majority
abstention: 1

Motion passes

Intent:

Remarks:

Motion Key: 4567	**Number:** 15079	**Item Type:** FYI		**Date:** 7/16/2015
Vote: Complete				
Committee: Elections/Events Committee		**Member Names:** Michelle E.		
Subject: IMC 2016 Nomination Ballot				

Description:

Issues Mediation Committee:
(1 year term, no more than 2 from same Voting Entity)

Daniel T, France
Kevin M, New York
Sharon F, Arizona
Kay H., Minnesota
Nancy O, Connecticut
Gail S, Nevada
Natasha K, Arizona
Addie M, Southern California
Cara S, United Kingdom

Vote will be taken and announced after lunch.

Intent:

Remarks:

Motion Key: 4568	**Number:** 15080	**Item Type:** FYI		**Date:** 7/16/2015
Vote: Complete				
Committee: Facilitator		**Member Names:** Lisa B.		

CoDA Service Items

Subject: Break for Lunch

Description:
We will return at 2:00pm

Intent:

Remarks:

Motion Key: 4569	**Number:** 15081	**Item Type:** FYI	**Date:** 7/16/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Quorum Count

Description:
Quorum count reached with 24 people.

Intent:

Remarks:

Motion Key: 4570	**Number:** 15082	**Item Type:** FYI	**Date:** 7/16/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: 30 seconds called by Lisa B.

Description:

Intent:

Remarks:

Motion Key: 4571	**Number:** 15083	**Item Type:** FYI	**Date:** 7/16/2015

Vote: Complete

Committee: Elections/Events Committee   **Member Names:** James F.

Subject: Election Results

Description:
All those nominated have been elected for the IMC committee

Intent:

Remarks:

Motion Key: 4572	**Number:** 15084	**Item Type:** FYI	**Date:** 7/16/2015

Vote: Complete

Committee: Finance Committee   **Member Names:** Lou L. and members

Subject: Finance Committee Report

Description:

CoDA Service Items

Members • Lou L, Chair, IL • Addie M, CA • Barbara D, CA • Loretta D, WA • Stuart M, CA • Jack S, CA • And possibly YOU?

Page 2 of 21Page 3 of 21Goals for 2015-2016 1. Continue the financial oversight, analysis, and advice to the Fellowship of CoDA as per Fellowship Service Manual. 2. Review current financial policies & procedures and recommend changes as is appropriate. 3. Work with the new bookkeeper as we transition to online bookkeeping software. 4. Work with the bookkeeper and treasurer to develop usable reports for the fellowship. 5. Recruit additional finance committee members. Page 3 of 21Page 4 of 21An Introduction to CoDA Finance Forms 2015 For CSC By the CoDA Finance Committee Page 4 of 21Page 5 of 21List of forms: • Meeting Information Sheet 2015 (MIS) (word document) (pre & post reporting form - to be used by chairs of committees) • Travel Advance Request Form (TAR) (for 2015 - PDF) • Expense Reimbursement Request Form (ERR) (for 2015 – PDF) (three versions for different computer platforms and a new form for international travelers with receipts in two currencies.) • Committee Budgeting Form (spreadsheet) to help committees set up their proposed budgets for 2016. • Wire transfer form (word document) Page 5 of 21Page 6 of 21When to use the forms Where to submit them • MIS – Pre and Post F2F and Post CSC*; submit to ERR@coda.org *Pre CSC is required if requesting an advance • TAR – Up to 60* days before F2F/CSC; submit to ERR@coda.org *60 days domestic, 90 days international • ERR – within 90* days of expense; submit to ERR@coda.org *if revisions to Expense Reimburse Policy are accepted at 2015 CSC • Committee Budgeting Form – budget preparation and F2F planning; for budget submission or requesting an increase, submit to budget@coda.org • Wire transfer form – when requesting reimbursement or advance in a foreign currency; submit to treasurer@coda.com Page 6 of 21Page 7 of 21Where to find links to the current forms: • Delegates Package under "Additional Documents of Interest" • On the Finance Committee Public Page. ("Service Info" button on bottom of each page, then choose "Finance" in the red box on the left part way down the page. This takes you to the public Finance page.) • On the Finance Committee Page in the Trusted Servants' Area. ("Trusted Servants' Area" button on bottom of each page, (after login) then choose "Finance" in the purple box. This takes you to the Finance Committee Page in the Trusted Servants' Area.) • (Soon) Old forms will be available on the Trusted Servants' Area Finance page. Page 7 of 21Page 8 of 21How to use the forms • Find and open the link on the CoDA Website • If it is restricted, click on OK to edit file • Save your form to your device/ storage area using "Save as" • When asked to name it, Give it a descriptive name eg: Lou L ERR CSC 2015 07 16 (If your have received an Advance use the tracking # in the name) 2015-ERR-XXX Lou L SCS 07 16 • Complete the form and save again. • Save, print, sign, scan with receipts, and submit to ERR@coda.org or save, scan receipts, and send from your own personal email to ERR@coda.org Page 8 of 21Page 9 of 21CoDA Committee decides to have a Face to Face (F2F) • Your committee decides a F2F is the best way to work out your goals. • You check your budget and there is some money there for a F2F. • Use the Meeting Information Sheet (MIS) • to help you determine approximate cost of F2F. • Compare approximate cost with approved budget amount for F2F. If an increase is required, send a request to increase your committee F2F budget to budget@coda.org Include Pre-MIS and agenda. The Finance committee and the board will get back to you. • Submit a pre-MIS to err@coda.org to pre-approve Advances for those on the sheet. The submitting chair will receive a MIS tracking number in the form of 2015-MIS- XXX • Trusted Servants listed on the pre-MIS can then use the Travel Advance Request form to receive an advance. Submit to err@coda.org and they will receive an ERR tracking number to use for this meeting. 2015-ERR-XXX Page 9 of 21Page 10 of 21MIS V2 (word doc) File before meeting to pre-approve Travel Advance Requests for members of your meeting. (Fill in all information you know at the time.) File again after meeting to let us know what did happen. (enter MIS tracking # from previous submission.) Comment on any unusual expenses so they will be approved on the ERRs when submitted. Page 2 has some instructions and who signs for CSC related uses. Page 10 of 21Page 11 of 212015 Travel Advance Request (PDF) Current version: Revised 6/29/2015 v2-5 Features (works best on PCs): • No menus, Per Diem amount can be changed, • Amounts in Total column need to be transferred to appropriate column for "Receipt" or "future" and "US $" or "Other Currency" • Where numbers exist, values automatically calculated • Enter amount of Advance Request up to the amount eligible. If to be in another currency, indicate other currency and fill in a Wire transfer form. • Comments box • There are directions to help fill in the form correctly on the following pages. • Last page is a printable form without formulas for manual completion. Page 11 of 21Page 12 of 21CoDA Committee has a Face to Face (F2F) • Keep an agenda of you committee meeting showing time you met as a committee. • Remind everyone to keep track of their receipts. • Provide a copy of the ERR form that is currently on the website. They have a date on them! • Use the Meeting Information Sheet (MIS) again. • Things change, so it is important to inform the finance committee and the bookkeeper what actually happened. • Submit a post-MIS to err@coda.org to pre-approve ERRs for those on the sheet. Be sure to include the MIS tracking number you received from your pre-MIS submission (2015-MIS-XXX) • Trusted Servants listed on the post-MIS can then use the Expense Reimbursement Request form to receive reimbursement. If there was an Advance issued, include the tracking number assigned to it (2015-ERR-XXX). The Trusted Servant will receive a confirmation that the ERR was received within 2 working days. Page 12 of 21Page 13 of 21Expense Reimbursement Request – 2015 (PDF) Current version ERR 2015-06-01 v6 Features (works best on PCs): • Drop down menus, must choose purpose • Indicate date and time of day you leave, arrive home in military time, (mm/dd/yy hh:mm) (1:30pm = 13:30) • Where numbers exist, values automatically calculated • If Travel Advance Request form was made, use the ERR tracking number received • Comments box, answer question "Were you a delegate?" • There are directions to help fill in the form correctly on the following pages. • Last page is a printable form without formulas for manual completion. Page 13 of 21Page 14 of 21Expense Reimbursement Request – 2015 (PDF) alternate for non-PCs Current version ERR 2015-06-01 v6 alt Features (works on non-PCs): • Fill in dots, not menus • Indicate date and time of day you leave, arrive home in military time, (mm/dd/yy hh:mm) (1:30pm = 13:30) • You must fill in all calculations, amounts, etc. • If Travel Advance Request form was made, use the ERR tracking number received • Comments box, answer question "Were you a delegate?" • There are directions to help fill in the form correctly on the following pages. • Has PDF fill-in form fields Page 14 of 21Page 15 of 21Expense Reimbursement Request – 2015 (PDF) Print and fill-in Current version ERR 2015-06-01 v6 N Features: • (Designed to print and then fill-in by hand.) • Fill in dots, not menus • Indicate date and time of day you leave, arrive home in military time, (mm/dd/yy hh:mm) (1:30pm = 13:30) • You must fill in all calculations, amounts, etc. • If Travel Advance Request form was made, use the ERR tracking number received • Comments box, answer question "Were you a delegate?" • There are directions to help fill in the form correctly on the following pages. Page 15 of 21Page 16 of 21Expense Reimbursement Request – 2015 (PDF) Current version ERR 2015-06-01 v6 Int Features (for receipts in two currencies): • Drop down menus, must choose purpose • 2 columns for US $ and other currency • Indicate date

and time of day you leave, arrive home in military time, (mm/dd/yy hh:mm) (1:30pm = 13:30) • Where numbers exist, values automatically calculated • If Travel Advance Request form was made, use the ERR tracking number received • Comments box, answer question "Were you a delegate?" • There are directions to help you fill in the form correctly on the following pages. • Page 5 is a printable form without formulas for manual completion with directions following it. Page 16 of 21 9 of 21 1 of 6 items

Intent:

Remarks:

Motion Key: 4573	**Number:** 15085	**Item Type:** MOTION	**Date:** 7/16/2015
Vote: UNANIMOUS			
Committee: Finance Committee		**Member Names:** Lou L,	
Subject: Finance Committee Motion 3			

Description:

That the 2015 CoDA Service Conference approve the following changes to the Expense Reimbursement Policy: A. Section 1. Introduction: Change the last paragraph and add an additional paragraph on shared expenses. Old: We appreciate that volunteers give their time, skills and energies in service for CoDA; we want to reimburse your expenses in a timely manner. Our goal is to reimburse within 30 days of your submitting an Expense Report to the CoDA Bookkeeper. New: We appreciate that trusted servants give their time, skills and energies in service for CoDA; we want to reimburse your expenses in a timely manner. Our goal is to reimburse within 30 days of your submitting an Expense Reimbursement Request to ERR@CoDA.org. Sometimes trusted servants serve CoDA at more than one level, the most common example is a chair of a CoDA, Inc. committee who also serves as a delegate for a Voting Entity (VE). When this happens, CoDA, Inc. will be the secondary payer and will cover up to 50% of the trusted servant's expenses after the other entity has supported the trusted servant's expenses. B. Section 2.Travel: Change 2nd paragraph to read: Old: Chairs are responsible for fully understanding the travel policy and expense reimbursement procedure, for planning their committee meetings and for reviewing and approving expense reimbursement submissions. See Appendix C for Responsibilities of Chairs. File: Finance motion 3-1 Revise ERP Page 2 Finance Committee motion 3-1 Last revised 5/15/15 New: Chairs are responsible for fully understanding the Expense Reimbursement Policy and Expense Reimbursement Approval Procedure, for planning their committee meetings and for submitting the Meeting Information Sheet (MIS) twice, once "Pre" for processing advances, and again "Post" for final information to process Expense Reimbursement Requests. See Appendix C for Responsibilities of Chairs. C. Section 3.a Transportation, last paragraph: Insert for clarification the phrase "himself/herself and/or" in the last sentence of last paragraph to read: Old: If a trusted servant uses his/her car to transport other trusted servants to dinner, transportation centers, etc. as part of CoDA service, his/her mileage can be reimbursed at the current mileage rate. New: If a trusted servant uses his/her car to transport himself/herself and/or other trusted servants to dinner, transportation centers, etc. as part of CoDA service, his/her mileage can be reimbursed at the current mileage rate. D. Section 3.c Per Diem Allowance: Change 2nd sentence of 1st paragraph to read: Old: This allowance is approved at CSC. New: This allowance is based on IRS approved Per Diem rates. E. Section 5. Travel Advance: Change first paragraph to read: Old: Members may apply for an advance of up to 100% of your estimated out-of-pocket expenses by using the Expense Reimbursement form. The minimum amount of an advance is $200. New: Members may apply for an advance of up to 100% of verified paid expenses plus 80% of estimated out-of-pocket expenses by using the Travel Advance Request (TAR) form. The minimum amount of an advance is $200. F. Section 7. Timeliness: add the following paragraph at the end of the section. Timely submission of Expense Reimbursement Requests (ERRs) is important. If trusted servants fail to submit an ERR within 120 days of the meeting or expense, CoDA will consider the expenses as an in-kind 7th tradition donation and will have no further responsibility to reimburse the trusted servant for their expenses. When a trusted servant splits their expenses between two CoDA entities, they are asked to submit all receipts to both entities at the same time. The trusted servant is then asked to adjust his Expense Reimbursement Request within 120 days of original submission indicating the amount received from the other entity. G. Appendix C: Change or add wording to reflect use of Meeting Information Sheet, the use of ERR@CoDA.org, and update guidelines for acceptable hotel rates. a. Change 3rd and 4th paragraphs to read: Old: Committee Chairs are responsible to submit to Bookkeeper, Finance Committee, and Treasurer a list of expected attendees to your face to face meeting (F2F), dates, and locations as soon as a F2F is planned. Chairs are responsible to approve Advance forms. Forms are to be submitted to the Treasurer and Finance Committee. Treasurer will send to chair for approval and will File: Finance motion 3-1 Revise ERP Page 3 Finance Committee motion 3-1 Last revised 5/15/15 submit advance funds in accordance with CoDA ERP. If a chair submits an Advance form, it will be approved by the board liaisons as outlined in the Chart of Approvers in the Expense Reimbursement Approval Procedure. New: Committee Chairs are responsible to submit to ERR@coda.org a list of expected attendees to your face to face meeting (F2F), dates, and locations as soon as a F2F is planned. The Meeting Information Sheet (MIS) should be used for this purpose. Chairs are responsible to approve Advance forms by submitting the premeeting MIS. Forms are to be submitted to ERR@coda.org and payment will be made in accordance with CoDA ERP. If a chair submits an Advance form, it will be approved by the board liaisons as outlined in the Chart of Approvers in the Expense Reimbursement Approval Procedure. b. Add the sentence to the end of the 5th paragraph New: Chairs will use the post-meeting MIS to document this information. c. Changes to the summary bullet points as reflected in changes to the Expense Reimbursement Approval Procedures (ERAP) Old: ? Trusted Servants on committees fill in an ERR, and send it with all receipts to the bookkeeper, Finance Committee and treasurer from their own email account (that acts as their electronic signature.) Optionally, they can print the form and scan signed form to submit with receipts. ? Bookkeeper verifies ERRs for math, proper support documentation, and compliance with CoDA ERP. Bookkeeper then sends ERR to the approvers according to the chart in the ERAP.

Chairs approve ERRs for committee members. o If receipts or other information is missing it is the responsibility of the bookkeeper with the aid of the finance liaison to help get the needed documentation. ? Upon approval by the two approvers, the bookkeeper forwards the ERR to the treasurer to process reimbursement for the expenses claimed on the ERR. New: ? Trusted servants on committees fill in an ERR, and send it with all receipts to ERR@coda.org, from their own email account (that acts as their electronic signature.) Optionally, they can print the form and scan signed form to submit with receipts. ? Bookkeeper verifies ERRs for math, proper support documentation, and compliance with CoDA ERP. Bookkeeper then sends ERR to the approvers according to the chart in the ERAP. Chair's submission of the MIS will serve as their approval of ERRs for committee members if all of the expenses on the ERR are supported by the MIS. o If receipts or other information is missing, it is the responsibility of the finance liaison to request the needed documentation. File: Finance motion 3-1 Revise ERP Page 4 Finance Committee motion 3-1 Last revised 5/15/15 ? Upon approval by the approver(s), the bookkeeper forwards the ERR to the treasurer to process reimbursement for the expenses claimed on the ERR. d. Under Hotel guidelines 2nd open bullet point, create a range for hotel rooms by adding "-120" New: Plan to spend approx. $100-120 per room (maybe less in a low-cost area or a little more in a high-cost area.) e. Under Hotel guidelines 3rd open bullet point, adding "if possible" to the end of the line. New: Book a hotel that includes breakfast, provides free Internet service, and has a free shuttle to and from the airport, if possible.

Intent:

To continue to improve the policy so that trusted servants can clearly understand the policy for reimbursement of expenses while serving CoDA, Inc. We have instituted a single point of delivery for submitting requests for Advances and Expenses (ERR@CoDA.org) and instituted a new form called a Meeting Information Form that is to be filled out by the meeting chair to act as the chair's approval for committee member's expenses if the request is consistent with the information on the form. Clearly establish a policy to outline the sharing of expenses when a trusted servant is serving at multiple levels of the CoDA service structure while incurring reimbursable expenses. Limit the length of time a trusted servant has to submit expenses to CoDA for reimbursement. Adjust the travel advance amount to be 100% of paid expenses plus 80% of future & estimated expenses. The form indicates that 100% can be requested and approved by the finance committee as an exception. Adjust Appendix C to reflect some of the changes and create an acceptable range for hotel rates. To update some language to be consistent throughout the Expense Reimbursement Policy and Expense Reimbursement Approval Process,

Remarks:

The revised Expense Reimbursement Policy is attached with changes. The current policy is available at the CoDA website at Expense Reimbursement Policy.

You can send crafting changes to finance@coda.org

Pro: 32
Con: 0
Abstentions:0

Motion Key:	4574	**Number:**	15086	**Item Type:**	MOTION	**Date:**	7/16/2015
Vote:	2/3 Vote						
Committee:	Finance Committee			**Member Names:**	Lou L		
Subject:	Finance Committee Motion 4						

Description:

That the 2015 CoDA Service Conference approve the following changes to the Expense Reimbursement Approval Process: A. Paragraph 1. Change the location of the Expense Reimbursement Request (ERR) Form to the website (Not the Committee Work Area). Old: Complete the Expense Reimbursement Request (ERR) Form, available from your chair or from the Finance section of the Committee Work Area (CWA) on the website. New: Complete the Expense Reimbursement Request (ERR) Form, available from your chair or from the Finance section of the CoDA website. B. Paragraph 2. Add the following to the end of the 2nd paragraph in accordance with the revised Expense Reimbursement Policy: New: Timely submission of Expense Reimbursement Requests (ERRs) is important. If trusted Servants fail to submit an ERR within 120 days of the meeting or expense, CoDA will consider the expenses as an in-kind 7th tradition donation and will have no further responsibility to reimburse the trusted servant for their expenses. When a trusted servant splits their expenses between two CoDA entities, they are asked to submit all receipts to both entities at the same time. The trusted servant is then asked to adjust his/her Expense Reimbursement Request within 120 days of original submission indicating the amount received from the other entity. File: Finance motion 4-1 Revise ERAP Page 2 Finance Committee motion 4-1 Last revised 5/15/15 C. Paragraph 3. Insert a sentence after the first sentence and adjust the second sentence in the 3rd paragraph to read: Old: If an Advance was received, indicate the amount of the Advance on the ERR and subtract the amount from the subtotal. Do not send check with ERR! New: If an Advance was received, indicate the amount of the Advance on the ERR and subtract the amount from the subtotal. If partial support for your expenses were received from another source, please subtract that from your subtotal. Do not send check until ERR has been processed and you have been notified how much you should refund! D. Paragraph 6 about Chair's reporting. Add the last sentence instructing the use of the Meeting Information Sheet. New: Upon completion of a F2F, the committee chairs are responsible for submitting 1) an agenda for the F2F meeting to: a) document the purpose of the meeting and b) clearly shows dates and daily beginning & ending times of the meeting(s), 2) a list of those who actually attended, 3) a housing list so it is clear who shared hotel rooms and for how many nights, and 4) any unusual expenses or situations that need special attention in relation to reimbursements of expenses. Chairs should use the Meeting Information Sheet (MIS) for this purpose. E. Paragraph 7. Insert the following sentence after the first sentence: Insert: As an alternative to providing maps, mileage may be documented by providing beginning and ending odometer readings, date of trip, and purpose. New paragraph: Attach all receipts

and maps to and from destination when submitting reimbursement for mileage. As an alternative to providing maps, mileage may be documented by providing beginning and ending odometer readings, date of trip, and purpose. Documentary evidence ordinarily will be considered adequate if it shows the amount, date, place, and essential character of the expense. For example, a hotel receipt is enough to support expenses for business travel if it has all of the following information: 1) The name and location of the hotel, 2) the dates you stayed there, and 3) Separate amounts for charges such as lodging, meals, and telephone calls. F. Submit all Expense Reimbursement Requests bullet point 2: Old: ? Submit ERRs to the bookkeeper with a CC to the treasurer (treasurer@coda.org) and the finance Committee (finance@coda.org). bookkeeper@coda.org. [Bookkeepers name and address follows] New: ? Submit ERRs to ERR@coda.org All Advances and ERRs will be receipted within 2 business days of submission with a tracking number that is to be used in all future correspondence about that ERR. The final ERR for an Advance will use the same tracking number. File: Finance motion 4-1 Revise ERAP Page 3 Finance Committee motion 4-1 Last revised 5/15/15 ? If mailing or faxing, see below [Bookkeepers name and address follows] G. Add an asterisk "*" to each approver in the middle column of the box listing approvers and add the following note immediately below the box. See attached for location of asterisks in box. New: * The submission of the pre and post Meeting Information Sheet (MIS) will serve as the signer's approval of the ERR as long as the expenses on the ERR are consistent with the information reflected on the MIS. H. Change the second and forth bullet point under "CoDA's bookkeeper will" to: Old ? Send ERRs & receipts to appropriate Chairs and Finance Liaisons. ? Treasurer processes payment and notifies submitter that payment has been processes. New ? Send ERRs & receipts to appropriate Finance Liaisons and Chair/Board Liaison as necessary. ? Treasurer processes payment and notifies submitter that payment has been processed. I. Change the last word in the instructions from "bookkeeper" to "ERR@CoDA.org" Old: Our goal is to send reimbursement check within 30 days of submission to the bookkeeper. New: Our goal is to send reimbursement check within 30 days of submission to the ERR@CoDA.org.

Intent:

To continue to improve the Expense Reimbursement Approval Procedure (ERAP) so that trusted servants clearly understand the procedure for requesting reimbursement of expenses while serving CoDA, Inc. We have instituted a single point of delivery for submitting requests for Advances and Expenses (ERR@CoDA.org) and instituted a new sheet called a Meeting Information Sheet that is to be filled out by the meeting chair to act as the chair's approval for committee member's expenses if the request is consistent with the information on the sheet. To coordinate the changes in the Expense Reinbursement Policy and the ERAP.

Remarks:

The revised Expense Reimbursement Approval Procedure is attached with changes. The current policy is available at the CoDA website at Expense Reimbursement Approval Procedure.

Location of the ERR form will change on the website.

Pro: 32
Con: 0
Abstentions: 1

Motion Key:	4575	**Number:**	15087	**Item Type:** MOTION	**Date:** 7/16/2015
Vote:	2/3 Vote				
Committee:	Finance Committee		**Member Names:**	Jack S.	
Subject:	Finance Committee Motion 1				

Description:

Modify the CoDA Meeting Handbook in the Commonly Asked Questions section, by adding the following question after the answers to the question: "Can people leave money to CoDA Inc. in their wills?" The question and answer will read:

How Can I Contribute to CoDA to Celebrate My Recovery?

The 2015 CoDA Service Conference approved the Recovery Celebration Plan, under which some members of the Fellowship may choose to celebrate the anniversary of the start of their recovery by either doing some extra service work or by sending some amount of money a year for each year of recovery they have in CoDA to the CoDA entity(ies) of their choice. The amount cannot exceed $6,000 USD (or equivalent) for any calendar year to CoDA, Inc.

Intent:

To establish a Recovery Celebration Plan. We would like to encourage individuals and local groups to make an effort to make special contributions to CoDA either monetarily or through additional service in celebration of what CoDA has done in their lives.

Remarks:

Having a Recovery Celebration Plan is to encourage individuals to celebrate each year they have been in CoDA recovery with a donation to a CoDA entity of their choice. The Commonly Asked Questions would read as follows: Can people leave money to CoDA Inc. in their wills? Bequests in wills are acceptable only from CoDA members, with a maximum of $8,000 from any one person, and only on a onetime basis—not in perpetuity. What is the Recovery Celebration Plan? The 2015 CoDA Service Conference approved the Recovery Celebration Plan, under which some members of the Fellowship celebrate the anniversary of the start of their recovery by either doing some extra service work or by sending some amount of money a year for each year of recovery they have in CoDA to the CoDA entity of their choice. The amount cannot exceed $6,000 for any calendar year to CoDA, Inc. What is Gratitude Month all

CoDA Service Items

about? In gratitude to our Higher Power and to Co-Dependents Anonymous, Inc. (CoDA), the 2014 CoDA Service Conference (CSC) has designated November as a time for individuals, local meetings, Intergroups and Voting Entities to give thanks for how CoDA has helped them to live life. CSC suggests that groups at all levels sponsor Gratitude Month by sending donations to CoDA entities of their choice and or by donating additional service to the CoDA entity of their choice.

Pro:29
Con: 3
Abstention:2

Motion Key:	4576	**Number:**	15088	**Item Type:**	MOTION	**Date:**	7/16/2015

Vote: 2/3 Vote

Committee: Finance Committee   **Member Names:** Barbara D.

Subject: Finance Committee Motion 2

Description:

That the 2015 CoDA Service Conference establish the following Travel Reimbursement Opportunities (TROs) for delegates to attend future CoDA Service Conferences. Up to two International TROs at up to $1,500 (or equivalent) each ($3,000 total) for delegates from a Voting Entity outside of North America. Up to three Delegate TROs at up to $750 (or equivalent) each ($2,250 total) for delegates from Voting Entities. Up to two Host TROs at up to $1,000 (or equivalent) each ($2,000 total) for delegates from the host Voting Entity which hosted the previous CoDA Service Conference. (These TROs are usable in the 5 years following the hosting.) Events will promote on the Website the information about all the Travel Reimbursement Opportunities (TRO's) and continue to solicit potential applicants. Issues and Mediation Committee (IMC) will assist the Events committee in soliciting potential TRO applicants. IMC will receive applications, vet the applicants, duly authorize Voting Entities, award the TROs, and notifies the Events and Finance Committees of the recipients of the awards. Finance will help recipients understand the reimbursement policies and procedures and assist them in filing an Advance and/or Expense Reimbursement Request to get reimbursed.

Intent:

To establish 2 TROs that are larger than the $750 (or equivalent) TROs for 2 international delegates to the CoDA Service Conference (CSC), reduce to 3 the number of delegate TROs and keep the 2 host TROs. It is IMC's responsibility to historically track TROs, submit a post Meeting Information Sheet to support the ERRs, and help the TRO recipient at and after CSC. Host TROs will come out of Events budget and all others will come out of the Fellowship's budget.

Remarks:

Currently there are 4 Delegate TROs, and 2 Host TROs for the host VE of the previous CSC/ICC. We are adding one additional International TRO and changing one Delegate TRO to an International TRO. Budget impact: currently $5,000, proposed $7,250

Pro: 30
Con: 4
Abstentions: 0

Motion Key:	4577	**Number:**	15089	**Item Type:**	FYI	**Date:**	7/16/2015

Vote: Complete

Committee: Events   **Member Names:** Michelle E.

Subject: Events Committee Reports

Description:

Michelle E. Colorado, James F. Florida, Dave N. Colorado, Meghan W. Orlando, Scott I, NV, Yvonne R. California, Nancy M Washington, Julie B, California

Mission Statement

Our mission is to provide the CoDA fellowship of Co-Dependents Anonymous with an annual event that connects the long time members in CoDA with the newcomers to the program.

To provide continuity to the CoDA Service Conference as well as excellent customer service to the delegates who are serving their communities.

To introduce service work at the world service level to those communities who are struggling with a organizing a service structure, by bringing the event to their state and assisting them in hosting the event.

We desire to reach the still suffering codependent through sharing our experience, strength and hope of recovery in workshops.

Also by inviting members from around the World to share their own personal stories from the podium at our annual International CoDA Convention.

Intent:

Remarks:

Michelle E. from Colorado mentioned to make a general forms area to be put on website in an unprotected area.

Motion Key:	4578	**Number:**	15090	**Item Type:** MOTION	**Date:** 7/16/2015

Vote: 2/3 Vote

Committee: Events   **Member Names:** Michelle E.

Subject: Events Committee Motion 1

Description:

Add the description of CSC Facilitator to the FSM with the text provided below. CoDA Service Conference Facilitator What is a Facilitator? The definition of facilitate is "to make easy" or "ease a process." What a facilitator does is plan, guide and manage a group event to ensure that the group's objectives are met effectively, with clear thinking, good participation and full buy-in from everyone who is involved. To facilitate effectively, one must be objective. This doesn't mean the person has to come from outside the organization or team, though. It simply means that, for the purposes of this group process, the facilitator will take a neutral stance. They must step back from the detailed content and from their own personal views, and focus purely on the group process, the Agenda and the time management of the meeting. (The "group process" is the approach used to manage discussions, get the best from all members, and bring the subject through to a successful conclusion. The secret of great facilitation is a creating group process that is open and safe – and that will engage the group's ideas, solutions, and decisions freely.) The key responsibility of a facilitator is to manage the group process and maintain an environment in which the process can flourish. This will help the group reach a successful decision, solution or conclusion to the subjects at hand. What is the role of the CSC Facilitator? To facilitate an event well, one must first understand the group's desired outcome, and the background and context of the meeting or event. The bulk of your responsibility is then to: ? Keep focused and guide the group process, by keeping time, keeping order and gently correcting errors. ? Ensure that there is effective participation. ? Ensure participants are informed and comfortable. ? Participant contributions are considered and included by following all guidelines. ? Participants take shared responsibility for the outcome. ? Make needed announcements. ? Keep the time for each piece of the motion crafting process. ? Ask for assistance from veterans if they are unclear about a policy or procedure. ? Ensure the group adheres to the 30 Seconds rule outlined in the problem solving method descriptions. With the group's objective firmly in mind, preparation for the meeting or event is all-important. Your job is to have a working knowledge of the Community Problem Solving Method of Decision Making (developed by CoDA, Inc.) and follow, and amend as needed, an effective CSC agenda. What does it take to be an effective Facilitator? ? They have participated in a CoDA Service Conference in the past. ? They are very knowledgeable about CoDA's By-Laws and Fellowship Service Manual. ? They are familiar with codependency and the passion of its members about the program of Codependents Anonymous. ? They are good at public speaking. ? They have good boundaries and do not take things personally. ? They have the ability to remain calm is stressful situations. ? They are ok with making mistakes in front of an audience. ? They are not afraid to act as the authority when needed. ? They are able to confront a situation immediately to restore order. ? They are compassionate and understanding about the naiveté of the first time Delegate. ? They have a sense of humor. The CSC facilitator is an integral part of the success of the conference. Those who have provided this service as a willing trusted servant of the fellowship have found it incredibly rewarding and provided great opportunity to grow in their recovery. If you are interested in facilitating a CoDA Service Conference please contact Events@CoDA.org.

Intent:

There is nothing in the FSM about facilitating the CSC.

Remarks:

Pro:32
Con: 1
Abstentions: 0

Motion Key:	4579	**Number:**	15091	**Item Type:** MOTION	**Date:** 7/16/2015

Vote: 2/3 Vote

Committee: Events   **Member Names:** Michelle E.

Subject: Events Motion 3

Description:

Add to the FSM the provided description of the Host–TRO, in Section 10 after Definitions. CoDA Service Conference (CSC) Travel Reimbursement Opportunity for Host City Delegates "Host-TRO" Reimbursement Application Form: View, Print and Mail form to address on form. There will be a designated Voting Entity Liaison from the Issues and Mediation Committee to assist you throughout the process of applying and attending the CoDA Service Conference to be used within 5 years of hosting the event. Any questions about application process should be directed to IMCvel@coda.org Attention: Host-TRO Eligibility: ?Voting Entities (VE) that have acted as host to the CSC may apply

for two Host-TROs. (By hosting CSC, the VE earns 2 TROs that can be used at any time to send delegates to CSC.) ?A person is eligible to apply if they have been selected by their Voting Entity* to be a Delegate for their Voting Entity. ?Awards are made for up to $1,000 per delegate. Reimbursement: ?Before the "CSC Host Travel Reimbursement Opportunity" is awarded, a Delegate must agree to the reimbursement method. The Delegate must have signed and submitted all forms and receipts on "CoDA's Expense Reimbursement Request Form" stating for "CSC Host Travel Reimbursement Opportunity" known as "Host-TRO". Every effort possible will be made to reimburse within 30 days after being received, after CoDA Service Conference, by CoDA, Inc. Board Treasurer. treasurer@coda.org ?"CSC Host Travel Reimbursement Opportunity" can be used to cover ? the Delegates CSC Registration fee is applicable; ? travel to and from the Conference from your home; ? Current per diem for meals on eligible Conference days only and travel days as defined in the CoDA Expense Reimbursement Policy; ? 50% of the cost of a hotel room for eligible Conference days. ? Reimbursement is for up to $1,000 US Dollars for CSC eligible items listed. ? If you stay for Convention, Convention expenses are not allowed to be used for "CSC Host Travel Reimbursement Opportunity CoDA Expense Reimbursement Request Form." This is for CSC expenses only. If you have questions about what is covered as a reimbursement contact the Finance Committee: finance@coda.org * See the Fellowship Service Manual and By-laws on the website for more information about Voting Entities. (Voting Entity definition: Each State and Territory of the United States of America and each Country is automatically entitled to send two (2) Delegates.) Email questions on how to apply to: IMCvel@coda.org

Intent:

To info the fellowship of the benefits of Hosting the CoDA Service Conference and how it works.

Remarks:

Pro: 33
Con: 0
Abstentions: 1

Motion Key: 4580	**Number:** 15092	**Item Type:** MOTION	**Date:** 7/16/2015

Vote: 2/3 Vote

Committee: Events   **Member Names:** Michelle E.

Subject: Event Committee Motion 4

Description:

Add the Delegate Travel Reimbursement

Opportunity to the FSM with the provided text, in Section

10 after Definitions.

CoDA Service Conference (CSC)

Travel Reimbursement Opportunity for Voting Entity Delegates

"Del-TRO"

Reimbursement Application Form: View, Print Email, or Mail form to address on

There will be a designated Voting Entity Liaison from Issues Mediation Committee to

assist you throughout the process of applying and attending the CoDA Service

Conference. Any questions about application process should be directed to

IMCvel@coda.org Attention: Del-TRO

?Voting Entities (VE) that are located outside of the United States can apply for the

Delegate Travel Opportunity DELTROs. (An Voting Entity can apply for 1 ITROs for

the current year's CSC).

?A person is eligible to apply if they have been selected by their Voting Entity* to be a

Delegate for their Voting Entity.

?Awards are made for up to $750 USD (or equivalent) per Voting Entity.

?Before the "CSC International Travel Reimbursement Opportunity" is awarded, a

Delegate must agree to the reimbursement method. The Delegate must have signed and

submitted all forms and receipts on "CoDA's Expense Reimbursement Request Form"

stating for "CSC Delegate Travel Reimbursement Opportunity" known as the

Every effort possible will be made to reimburse within 30 days after being received, after

CoDA Service Conference, by CoDA, Inc. Board Treasurer. treasurer@coda.org

?"CSC International Travel Reimbursement Opportunity" can be used to cover

? the Delegates CSC Registration fee is applicable;

? travel to and from the Conference from your home;

? Current per diem for meals on eligible Conference days only and travel days as

defined in the CoDA Expense Reimbursement Policy;

? 50% of the cost of a hotel room for eligible Conference days.

? Reimbursement is for up to $750 USD (or equivalent) for CSC eligible items

? If you stay for Convention, convention expenses are note allowed to be used for

"CSC Delegate Travel Reimbursement Opportunity CoDA Expense

Reimbursement Request Form." This is for CSC expenses only. If you have

questions about what is covered as a reimbursement contact the Finance

Committee: finance@coda.org

* See the Fellowship Service Manual and By-laws on the website for more information

about Voting Entities. (Voting Entity definition: Each State and Territory of the United

States of America and each Country is automatically entitled to send two (2) Delegates.)

Email questions on how to apply to: IMCvel@coda.org

Intent:

To make available the information through the FSM to CoDA communities about the available funding for Delegates from USA.

Remarks:

Pro: 35
Con: 0
Abstentions: 2

Motion Key:	4581	**Number:**	15093	**Item Type:**	MOTION	**Date:**	7/16/2015

Vote: 2/3 Vote

Committee: Events   **Member Names:** Michelle E.

Subject: Event Committee Motion 5

Description:

Add the International Travel Reimbursement

Opportunity to the FSM with the provided text, in Section

10 after Definitions.

CoDA Service Conference (CSC)

Travel Reimbursement Opportunity for International Delegates

"Int-TRO"

Reimbursement Application Form: View, Print Email, or Mail form to address on

There will be a designated Voting Entity Liaison from Issues Mediation Committee to

assist you throughout the process of applying and attending the CoDA Service

Conference. Any questions about application process should be directed to

CoDA Service Items

IMCvel@coda.org Attention: Int-TRO

?Voting Entities (VE) that are located outside of North America can apply for the

International Travel Opportunity ITROs. (An International VE can apply for 1 ITROs for

the current years CSC.

?A person is eligible to apply if they have been selected by their Voting Entity* to be a

Delegate for their Voting Entity.

?Awards are made for up to $1,500 USD (or equivalent) per Voting Entity.

?Before the "CSC International Travel Reimbursement Opportunity" is awarded, a

Delegate must agree to the reimbursement method. The Delegate must have signed and

submitted all forms and receipts on "CoDA's Expense Reimbursement Request Form"

stating for "CSC International Travel Reimbursement Opportunity" known as the

Every effort possible will be made to reimburse within 30 days after being received, after

CoDA Service Conference, by CoDA, Inc. Board Treasurer. treasurer@coda.org

?"CSC International Travel Reimbursement Opportunity" can be used to cover

? the Delegates CSC Registration fee is applicable;

? travel to and from the Conference from your home;

? Current per diem for meals on eligible Conference days only and travel days as

defined in the CoDA Expense Reimbursement Policy;

? 50% of the cost of a hotel room for eligible Conference days.

? Reimbursement is for up to $1,500 USD (or equivalent) for CSC eligible

? If you stay for Convention, convention expenses are not allowed to be used for

"CSC International Travel Reimbursement Opportunity CoDA Expense

Reimbursement Request Form." This is for CSC expenses only. If you have

questions about what is covered as a reimbursement contact the Finance

Committee: finance@coda.org

* See the Fellowship Service Manual and By-laws on the website for more information

about Voting Entities. (Voting Entity definition: Each State and Territory of the United

States of America and each Country is automatically entitled to send two (2) Delegates.)

Email questions on how to apply to: IMCvel@coda.org

Intent:

To make available the information through the FSM to international communities about the available funding for Delegates from abroad.

Remarks:

Pro: 36
Con: 0
Abstentions: 1

Motion Key:	4582	**Number:**	15094	**Item Type:**	MOTION	**Date:**	7/16/2015
Vote:	2/3 Vote						
Committee:	Events			**Member Names:**	Michelle E.		

CoDA Service Items

Subject: Event Committee Motion 6

Description:

Establish that the Working Members of the CoDA Events Committee consist of nine people at least one is from the current location CSC and one from the next location of CSC, if possible.

Intent:

To supercede motion 14114 – from the 2014 CSC That read: The CoDA Events Committee humbly requests approval for the increase of the CoDA Events Committee (CEC) budget to provide three alternated members for one year. CoDA Events Committee will provide a report at the CoDA Service Conference in 2015 regarding their additional help. The CoDA Events Committee agrees to collaborate with other committees and Board Liaison in the interim.

Remarks:

Our report will show the details of the tasks needing to be done at the CSC/ICC, the costs of doing those tasks and if we are accomplishing that within our income from the ICC. We will show we can afford to have 9 working members and we need them.

Pro: 28
Con: 4
Abstentions:5

Motion Key: 4583	**Number:** 15095	**Item Type:** MOTION	**Date:** 7/16/2015

Vote: 2/3 Vote

Committee: Events   **Member Names:** Michelle E.

Subject: Event Committee Motion 7

Description:

Remove from the Fellowship Service Manual the current CoDA Events Committee Duties and responsibilities that are in the CoDA Events Committee Policies and Procedure manual, located on the website.

CoDA Events Committee (CEC) The CoDA Events Committee is responsible for the planning and execution of the CoDA Service Conference, which is our annual business meeting, and the International CoDA Convention, an annual celebration of recovery for the worldwide fellowship of Codependents Anonymous. These two Events are held back to back and rotate locations to desirable cities across the United States and abroad. CoDA Events Committee - Duties and Responsibilities: ? Adheres to the Twelve Steps, Twelve Traditions, and Twelve Service Concepts in the course of all activities. ? Participates in the group conscience decision making progress. ? Creates and provides informational announcements to fellowship communities interested in hosting the CoDA Service Conference and International CoDA Convention – here after referred to CSC/ICC - in their community. ? Accepts and reviews all applications for the upcoming CSC/ICC. Applications may be submitted 3 years prior to scheduled annual events. ? Present to Delegates and Committee Members at the CoDA Service Conference the dates, location and proposed budget for the next years CSC/ICC. ? Secure a qualified person to facilitate the CoDA Service Conference. ? Create agenda for the CSC with committee reports to the Voting Entity (VE) Delegates. ? Collaborate with the local CoDA Communities in providing volunteers for the ICC they are hosting. ? Insure that the ICC Convention survey information is used to improve future events. ? Maintain CoDA Events Committee's Policy and Procedures Manual and archival information (i.e., budgets, registration flyers, contracts, Speakers, Facilitators, programs, etc.) from previous events. CoDA Events Committee member's role and responsibilities Chair – Roles and Responsibilities: ? Primary point of contact for Board Liaison, Finance Liaison. ? Negotiates contracts with Hotel Sales Representative. ? Monitor the progress of CEC goals set at last CSC. ? Monthly communication with Board Liaison prior to their Board meetings. ? Monitors and maintains the Events Alias emails. ? Writes all committee reports. ? Oversees committee's goals and budget. ? Gives the annual report to conference. Vice-Chair – Roles and Responsibilities: ? Acts as Chair in the absence of the elected chair. ? Monitors Founders Travel Reimbursement Opportunity ? Manages work schedules during the events. ? Creates and requests monthly Communication Announcements Treasurer – Roles and Responsibilities: ? Tracks Events financial records in Quick Books accounting software ? Manages and Monitors the Events Budget ? Creates budget for Events Committee ? Give the annual treasurers report to conference. Secretary – Roles and Responsibilities: ? Schedule monthly conference calls and create agenda for meeting. ? Keep minutes of all conference calls and face-to-face (f2f) meetings. ? Maintains edits to the Events Policies and Procedures Manual. ? Maintains historical records of all annual Events in the Trusted Servants Area Registrar – Roles and Responsibilities: ? Responsible for managing registration and protecting contact information. ? Sets up registration in the Event Bright software and troubleshoots any problems. ? Reports monthly to CEC total registration numbers and monies collected. ? Created name badges and meal tickets from registration. Four additional co-chair positions include: ? Speakers/Workshops ? Raffles/Merchandise ? Technical Support/Vendors ? Volunteer Coordinator The roles and responsibilities for these members are outlined in detail in the Events Policies and Procedures Manual located on the CoDA Website. If you are interested in serving the fellowship in this capacity, email us at Events@coda.org

Intent:

To clarify the duties and responsibilities for the CEC, to make the fellowship aware of the 3 new member's duties and correct some miss information about the Bid process which is now a request to host process.

Remarks:

CoDA Service Items

Pro: 35
Con: 0
Abstention: 1

Motion Key: 4584	**Number:** 15096	**Item Type:** MOTION	**Date:** 7/16/2015

Vote: 2/3 Vote

Committee: Events   **Member Names:** Michelle E.

Subject: Events Committee Motion 8

Description:

To Allow the CoDA Events Committee to reserve a maximum of 5 shared sleeping rooms on the master account of the hotel, to be paid for by CoDA, Inc., along with the hotel contract bill.

Intent:

To reduce the financial burden of the nine Events members who work the Event for 7-9 consecutive days. We have hotel bills on our expense reports of upwards of $1000.00, and most of us are loosing wages from taking the time off to serve the fellowship. It's very difficult to come out of pocket with that much money for many of us. This results in many members needing to request advances, which then increases the work of other committees and the Treasurer.

Remarks:

We will add to the Events Chair's responsibilities to assure that the rooms are clearly assigned and noted on the master account statements and will have these signed of by the Board Treasurer.

Pro: 31
Con: 2
Abstentions: 3

Motion Key: 4585	**Number:** 15097	**Item Type:** FYI	**Date:** 7/16/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Break

Description:

We will reconvene at 4:55pm

Intent:

Remarks:

Motion Key: 4586	**Number:** 15098	**Item Type:** FYI	**Date:** 7/16/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Quorum Count

Description:

Reached Quorum Count of 24 people

Intent:

Remarks:

Motion Key: 4587	**Number:** 15099	**Item Type:** MOTION	**Date:** 7/16/2015

Vote: 2/3 Vote

Committee: Finance   **Member Names:** Lou L.

CoDA Service Items

Subject: Approval of Finance Budget

Description:

Total Budget Expenses $194,235.65
Total Budget Income $194,600.00

Intent:

Remarks:

Pro: 29
Con: 1
Abstentions: 2

Motion Key: 4588	**Number:** 15100	**Item Type:** FYI	**Date:** 7/16/2015

Vote: Complete

Committee: Voting Entities   **Member Names:** Various Members

Subject: Voting Entity Report

Description:

Christie C, Oregon - Its their first conference attended. They started an intergroups in March and they funded two delegates to attend CSC. There are 4-5 people consistently who attend their intergroups. There are about 10-12 meetings throughout the state.

Evie S, representing Israel - Their intergroup was created 3 years ago by members. They met once a month in various home to translate literature. October 2014 was when they hosted their first convention. They would like to make a forum on their website for question and answers.

Michelle E. and Charles Z. from Colorado - They have 1 intergroup as of now. They have half of the meeting donating 7 tradition to the intergroup. In 1987 CoDA was started in Colorado by Michelle E. Northern Colorado sets up tables at therapists conferences to give info on CoDA.

Intent:

Remarks:

Motion Key: 4589	**Number:** 15101	**Item Type:** FYI	**Date:** 7/16/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Closed

Description:

Closed with serenity prayer

Intent:

Remarks:

Motion Key: 4590	**Number:** 15102	**Item Type:** FYI	**Date:** 7/17/2015

Vote: Complete

Committee: Voting Entities   **Member Names:** Various Members

Subject:

Description:

Robin C from North Carolina - There are about 25 meetings and literature is very accessible. North Carolina hosted the CSC three years ago in Asheville.

Linda B and Denny H from Texas - They have about 50 groups in Texas and a Texas state board. Each fall they have a state assembly where they do workshops. They celebrated 28 years this past year. They would also like to get the

North eastern part of Dallas better served.

Sharon A, Michelle D and Darlene H. from SoCal - There are 6 intergroups in SoCal, 5 defined by geography and 1 by language (Spanish). There are over 150 meetings in their voting entity. They had an annual convention two weeks prior to CSC. Conducted online survey to obtain feedback from fellowship. Our Presentation can be found at socalcoda.org.

Jenny W, Lisa B. and Gail S. from Nevada - They have 10 meetings and are continuing to grow. They are meeting the diversity of their community with meetings at homeless shelters, women prisons and spanish meetings. They have their own website and a dedicated phone number receiving 10-15 calls per month.

Maru R and Linda A representing Guatemala - They come up and introduce themselves at every meeting. Showed a video of their group.

Florence F, AFM - There are phone meeting and online meetings on the website. You can find them on the meeting search. There website is onlinecoda.net where you can join chat rooms on phone and online meetings.

Intent:

Remarks:

| **Motion Key:** | 4591 | **Number:** | 15103 | **Item Type:** | FYI | **Date:** | 7/17/2015 |

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Opening and Serenity Prayer

Description:

Serenity Prayer, 12 Steps, Traditions, Service Concepts

Intent:

Remarks:

| **Motion Key:** | 4592 | **Number:** | 15104 | **Item Type:** | FYI | **Date:** | 7/17/2015 |

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Quorum Count

Description:

Quorum reached with 24 delegates

Intent:

Remarks:

| **Motion Key:** | 4593 | **Number:** | 15105 | **Item Type:** | MOTION | **Date:** | 7/17/2015 |

Vote: MAJORITY

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Approval of Motions

Description:

Linda B from Texas Motions to approve motions from yesterday and seconded by Frank B from New York.

Voice vote successful.

Intent:

CoDA Service Items

Motion Key:	4594	**Number:**	15106	**Item Type:**	MOTION	**Date:**	7/17/2015

Vote: 2/3 Vote

Committee: Translation Management   **Member Names:** Evie S.

Subject: Translation Management Committee Motion 1

Description:

Note: 6/22 revision was a restructuring of the highlighted paragraph in Change #3 and replaced 6/17 revision Motion Number: (data entry purpose only):_____ Result (data entry purpose only): Motion: To make the following changes to the Translation Management Committee description on page 41 in Section 7 of the FSM (Board Overseen Service Functions and CoDA Standing Committees, and other CoDA Service Entities) and to the TMC description on the CoDA website which is currently on page http://coda.org/index.cfm/service-info/translation-mgmt-main-page/: Change #1 In the Purpose, replace: The Translation Management Committee assists individuals, groups, and Voting Entities around the world to find and/or create CoDA-Approved literature and materials translated into their own language(s). With: The Translation Management Committee, working with the CoDA Board of Trustees, maintains, coordinates and assists in the process whereby individuals, groups and Voting Entities around the world find, translate (if necessary), create, publish and/or distribute CoDA literature and materials in their own language. Change #2 In the Function, replace: ? The Translation Management Committee designs and manages the process by which CoDA Conference Endorsed Literature is translated. ? The Translation Management Committee communicates with CoDA entities who want to carry the message worldwide using CoDA Conference Endorsed Literature ? The Translation Management Committee assists and coordinates the translation of CoDA Conference Endorsed Literature. With: ? Working under the auspices of the CoDA Board of Trustees, the Translation Management Committee designs, maintains and coordinates the process by which CoDA literature and materials are translated, published and distributed, thereby ensuring the safeguarding of CoDA's legal property rights. ? The Translation Management Committee customizes Legal Document templates using information supplied by Translation or Publication Initiators to create specific Legal Documents to be signed. ? The Translation Management Committee assists and supports individuals, groups and Voting Entities in their efforts to translate and publish. Change #3 In the Function, replace: The committee basically has two areas that it is working in: (1) In the United States: Translate documents into other languages for use within the United States. CoRe (CoDA publisher) will publish and distribute these materials within the United States. (2) Outside the United States: Assist groups to translate material into their language. These groups will later publish and distribute these materials themselves. This task is accomplished by volunteer groups representing their VE. With: The committee divides its work into the following two areas: (1) The United States: Coordinate and/or facilitate the translation of CoDA materials into other languages for use primarily within the United States. CoDA Resource Publishing (CoRe) will publish and distribute these literature and materials. Some of these materials may also be found on the CoDA.org website. Any Spanish language translations to be published by CoRe or to be posted on the CoDA.org website will be given to the Spanish Outreach Committee (SpO) for final proofing of all Spanish language documents. (2) Outside the United States: a) Working with the CoDA Board of Trustees, coordinate and assist groups requesting to translate and subsequently publish and distribute CoDA material into their language. The actual translation and subsequent publication is usually accomplished by volunteers from their own language group. b) Working with the CoDA Board of Trustees, coordinate and assist English speaking Entities worldwide with Publication & Distribution Agreements customized as appropriate.

Intent:

To clarify the role that TMC plays in Translation and Publication Procedures in the Fellowship Service Manual and on the CoDA website.

Remarks:

The following is a complete copy of the revised TMC description to replace what is currently in the FSM and on the coda.org website: Translation Management Committee (TMC) TMC Description Mission: The Translation Management Committee's mission is to carry the message to codependents worldwide whatever their language. Purpose: The Translation Management Committee, working with the CoDA Board of Trustees, maintains, coordinates and assists in the process whereby individuals, groups and Voting Entities around the world find, translate (if necessary), create, publish and/or distribute CoDA literature and materials in their own language. Function: ? Working under the auspices of the CoDA Board of Trustees, the Translation Management Committee designs, maintains and coordinates the process by which CoDA literature and materials are translated, published and distributed, thereby ensuring the safeguarding of CoDA's legal property rights. ? The Translation Management Committee customizes Legal Document templates using information supplied by Translation or Publication Initiators to create specific Legal Documents to be signed. ? The Translation Management Committee assists and supports individuals, groups and Voting Entities in their efforts to translate and publish. The committee divides its work into the following two areas: (1) The United States: Coordinate and/or facilitate the translation of CoDA materials into other languages for use primarily within the United States. CoDA Resource Publishing (CoRe) will publish and distribute these literature and materials. Some of these materials may also be found on the CoDA.org website. Any Spanish language translations to be published by CoRe or to be posted on the CoDA.org website will be given to the Spanish Outreach Committee (SpO) for final proofing of all Spanish language documents. (2) Outside the United States: a) Working with the CoDA Board of Trustees, coordinate and assist groups requesting to translate and subsequently publish and distribute CoDA material into their language. The actual translation and subsequent publication is usually accomplished by volunteers from their own language group. b) Working with the CoDA Board of Trustees, coordinate and assist English speaking Entities worldwide with Publication & Distribution Agreements customized as appropriate. If you are interested in assisting in this work in any way, please contact the Translation Management Committee via email at

tmc@coda.org.

Pro: 24
Con: 4
Abstentions: 6

| **Motion Key:** | 4595 | **Number:** | 15107 | **Item Type:** | MOTION | **Date:** | 7/17/2015 |

Vote: 2/3 Vote

Committee: Finance Committee   **Member Names:** Lou L.

Subject: Finance Committee Motion 5

Description:

That the 2015 CoDA Service Conference approve the following change to the CoDA Basic Meeting Format (page 35 of the CoDA Meeting Handbook) for Point 17 regarding 7th tradition donations: Changing it to read: "Our Seventh Tradition reminds us that we are self-supporting through our own contributions. As a reminder, the only requirement for membership is a desire for healthy and loving relationships. We ask that you donate as you can. Please remember that a dollar doesn't go as far as it used to. However, a suggested donation of $2 USD (or equivalent) or more, will help to meet our obligations for rent and other meeting expenses, as well as supporting CoDA at the community, regional and international levels.

From: Closing Section

17. "Our Seventh Tradition reminds us that we are self-supporting through our own contributions. We ask that you donate as you can. Seventh Traditions donations are used to support meeting expenses and literature, and to support CoDA at the community and national levels." Optional- some meetings choose to ask for Seventh Tradition donations at the beginning of the meeting, during the announcements section.

To: Closing Section

"Our Seventh Tradition reminds us that we are self-supporting through our own contributions. As a reminder, the only requirement for membership is a desire for healthy and loving relationships. We ask that you donate as you can. Please remember that a dollar doesn't go as far as it used to. However, a suggested donation of $2 USD (or equivalent) or more, will help to meet our obligations for rent and other meeting expenses, as well as supporting CoDA at the community, regional and international levels.

Optional- some meetings choose to ask for Seventh Tradition donations at the beginning of the meeting, during the announcements section.

Intent:

To encourage CoDA members to reflect on the value they receive from the meeting and support CoDA accordingly. The value of $1 per person per meeting does not seem to support CoDA at all levels. Without creating more pressure, The Finance Committee would like to encourage members to consider supporting CoDA at all levels.

Remarks:

"CoDA, Inc. suggests you consider a $2-3 donation to help." was also considered. Another option is to end the 2nd sentence with: "…in keeping with the value of this meeting to you personally."

Pro: 24
Con: 8
Abstentions: 2

| **Motion Key:** | 4596 | **Number:** | 15108 | **Item Type:** | FYI | **Date:** | 7/17/2015 |

Vote: Complete

Committee: Elections/Events Committee   **Member Names:** Michelle E.

Subject: Board Vote

Description:

Board Slate:

Mary I North Carolina
Denny H, Texas

CoRE Board Slate:

Loretta D, Washington - Alternate

Result: everyone on the ballot was voted in.

CoDA Service Items

Intent:

Remarks:

Motion Key: 4597	**Number:** 15109	**Item Type:** FYI	**Date:** 7/17/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Quorum Count

Description:

Quorum count reached with 24.

Intent:

Remarks:

Motion Key: 4598	**Number:** 15110	**Item Type:** MOTION	**Date:** 7/17/2015

Vote: MAJORITY

Committee: CoRe   **Member Names:** David L.

Subject: Motion 1

Description:

That CoRe be authorized to use Arabic numerals instead of Roman numerals on CoDA medallions for all future medallion production.

Intent:

To make it easier to read the numbers on the medallions.

Remarks:

CoRe office staff have requested this change, because as the numbers increase, it is getting harder to sort the medallions and assure that the correct medallions are sent when ordered. This will also make the medallions easier for the Fellowship to read.

Pro: 23
Con: 11
Abstentions: 1

Motion Key: 4599	**Number:** 15111	**Item Type:** MOTION	**Date:** 7/17/2015

Vote: TABLED

Committee: Texas Voting Entity   **Member Names:** Denny H.

Subject: Texas VE # 3

Description:

Texas requirement that CoDA World post a simplified (easy to understand for non accountants) draft CoDA World Financial Report and draft Budget for the following year when the other motions / reports are posted on the CoDA website. The draft report would be finalized and distributed at CSC.

Intent:

The intent is twofold: 1. to give members of the fellowship time to review the Financial report and budget prior to CSC, which will allow delegates to collect feedback as to the will of the Fellowship, and 2. to present the information in a format that is easy for lay people to understand so the Fellowship may make an informed decision. The financial reports presented at CSC 2015 allowed no time for delegates to obtain feedback. More transparency is needed for the fellowship to know how CoDA funds are being spent.

Remarks:

Lorraine O from Washington motioned to tabled the motion David L from CoRe board seconded motion.

Pro: 27

Con: 6
Abstention: 1

Motion Key: 4600	**Number:** 15112	**Item Type:** FYI	**Date:** 7/17/2015

Vote: Complete

Committee: Board   **Member Names:** Various Members

Subject: Exiting members of Board

Description:

Coda Board: Lorraine, Hal, Gerry, Chris H., David Mc. - not present, Werner - alternate, John- alternate

Exiting board members are Hal H. Werner S. and John R.

Incoming Board members Mary I North Carolina Denny H, Texas

CoRE Board: Loretta D, Washington - Alternate

Intent:

Remarks:

Motion Key: 4601	**Number:** 15113	**Item Type:** FYI	**Date:** 7/17/2015

Vote: UNANIMOUS

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Motion to accept motions as is.

Description:

Lorraine O from the board makes motion to approve motions as edited and seconded by Judy O from Florida.

Voice vote unanimous.

Intent:

Remarks:

Motion Key: 4602	**Number:** 15114	**Item Type:** FYI	**Date:** 7/17/2015

Vote: Complete

Committee: Facilitator   **Member Names:** Lisa B.

Subject: Adjourn

Description:

Frank B from New York Motions to adjourn seconded by Sharon A from SoCal

Voice Vote unanimous

Intent:

Remarks: