CoDA Quarterly Service Report

CoDA BOARD REPORT

Once again, the work of the Board has centered around the charge of the 2003 NSC to come up with a plan to create a single worldwide CoDA organization. The joint task force met July 31, 2004 in Los Angeles and developed the preliminary transition plan that will be presented at the 2004 Service Conference.

Goals:

1) Establish a common **website** with new front page (and other needed changes, such as adding non-US meeting list)
2) Establish new **Web Task Force** to continue re-design of coda.org website
Membership shall include Curtis, Leo, Gerry, and Evie. One more member is wanted from WS.
3) Discuss how to best communicate with and fund non-American groups, and to enhance **outreach** to those groups.
4) Recommend that **Outreach** be encouraged to develop a structure that does proactive outreach in addition to responding to questions.
5) Set up a Task Force to address **literature/publishing/licensing**. To be tasked with method to implement a process for translation, publishing & distribution of literature, using modern technology when possible.

> ***Suggested members*** for this Task Force: Doug (CoDA Board), Richard I (CDRS) for technology, Laurel from Lit Comm., Leo from SSC, Gerry from WS (Canada), Anita F. from CoRe, and Richard from Canada.
> ***Suggested Budget***: $5000 for one meeting and conference calls

6) Study how CoDA Inc. **bylaws** will need to be amended (Details and language to be determined) Also, keep CoDA/CoRe contract in mind as it might pertain to changes, and review periodically
7) Clarify transition to this plan; keep communications open

Licensing/Copyright Issues:

ƒ CDRS and US have again reviewed the proposed contract, which will license CDRS to publish CoDA literature in Canada in English. License, with few changes decided at this meeting, shall go back to lawyer for final version. To be signed at CSC 2004
ƒ DAA license is null and void, but we are exploring license for them to publish CoDA Literature in French.
ƒ Seek licensing information re: Australia, England, Germany

Re: Standing Service Conference Committees

- ƒ Committees shall change their names to remove references to "national"
- ƒ Each committee shall be charged with setting its own priorities and doing needed changes within their domain (Lit. Comm. for literature items, SSC for Starter Packet and Service Manual, for example, although SM will be "down the road")
- ƒ Literature to be changed over time, in a cost-effective manner, to delete references to "national"
- ƒ Notify committees that non-US members may serve on committees.
- ƒ Goal: Merge committees by 2005 Conference, with recommendation that they start working together toward merger ASAP

Voting/Representation

This is the most difficult area to decide and some initial ideas will be presented at the Service Conference. One thing we will have to do is define delegates and how they are assigned to national, regional or geographic areas to insure appropriate representation. We envision a credentialing committee to keep track of all "registered" CoDA bodies. At the 2005 CSC, a bylaw change will be submitted to allow CSC to be held outside the United States although we do not see that happening in the near term.

The task force is aware that expense may keep many from participating, so we recommend that technological solutions be explored to empower participation by the wider CoDA fellowship.

Recommendations to 2004 Service Conference:

- ƒ Ask Conference to extend voice to non-US people in 2004
- ƒ Ask Conference to give 2 votes to Canada in 2004. Bylaw research revealed this was not possible.
- ƒ Expand Board to 7 trustees. Current Bylaws allow for up to 12 trustees and the additional trusted servants are needed at this point to help handle the transition and for the additional workload that we know will exist. We would hope that the new trustees could come from outside the United States.
- ƒ Continue representatives of non-US / WS members working with the CoDA Inc. Board
- ƒ Present pros and cons of plan for representation; ask for feedback regarding definition of regions, minimum number of meetings, etc.
- ƒ Ask appropriate committees at Conference to review voting/delegate issues and give feedback

Respectfully submitted for Board of Trustees: David L.

CoDA Service Conference Committee

Come to Albany, New York!
CoDA Service Conference
Wednesday, October 6 – Saturday, October 9 2004

Hilton Garden Inn at Albany International Airport
Spirituality Day Tuesday, 10/05/04
Welcome Reception Tuesday 10/5/04 6-9 p.m.
Special Activity Friday Night, 10/08/04
Banquet with Entertainment Saturday night 10/09/04

The form for registration is on the CoDA web site or you may use the one on the next page. The committee has made paying for the conference much easier this year. They have set up a procedure for using a credit card and going through PayPal. It is very simple; just follow the instructions on the web (coda.org).

CoDA Literature Committee

This has been a very productive year. The National Literature Committee (NLC) will recommend to the 2004 National Service Conference (NSC) that we change our name to the **CoDA Literature Committee (CLC).** The NLC discussed this issue at our face-to-face meeting in May and there was 100% support for this name change. We seek unity, partly due to the 2003 motion that recommended that CoDA, Inc. (commonly known as CoDA National) unite with World Service CoDA to create one entity.

CoDA members sometimes ask why it takes so long to produce literature. The purpose of the NLC is to create endorsed literature. Endorsement of CoDA's literature requires NSC approval of the project. Often the request for a piece of literature comes from "state issues", but it may also come from individual members. A project leader then forms a sub-committee made up of CoDA members to create a plan to develop their project. Projects typically require a year or two to get to final production. In some cases, projects must be put on hold until sufficient volunteers are available to work on that project.

For example, our upcoming CoDA In This Moment meditation book started many years ago. But did we give up? No, we didn't! The opportunity offered itself again and now after all these years it looks like it's going to happen! We thank the world-wide CoDA community and the Literature Committee for their contributions. We had two face-to-face meetings this year to group conscience each submitted meditation and are well

over halfway to our goal of 366 finalized meditations. BUT WE STILL NEED MORE! If you are interested in writing meditations, check the CoDA web site at www.coda.org. Look for "What's New?" on the home page, click and the first entry will tell you what you need to know to submit one (or more), including the very important copyright release.

"Common Threads of Codependency," approved at the 2003 NSC, is in full production and available to order from CoRe. In it, codependents talk about codependency, recovery, relapse, and authenticity. This booklet offers a variety of insights into codependency by CoDA members.

The revised "Newcomers Handbook" is in the last stage before production. It was necessary to wait until the inventory of the former "Newcomers Handbook" edition sold before proceeding with placing an order for the new edition.

Last year, California submitted a state issue asking CoDA to produce a piece of literature focusing on the "Tools of Recovery." We worked on this during the year, and are submitting our final piece in the Conference packets for delegates to review. We will ask the 2004 NSC to endorse this new piece, and if approved, would hope to have it available during 2005. This piece of literature plays a vital role in discussing the many tools available to CoDA members to aid in working their recovery program.

Several other projects are in the process of being developed and we look forward to their fruition.

Last, but not least, welcome to our new Literature Committee Chair, Laurel H. She has been a member of our committee for several years and we trust our committee is in good hands.

Love, hugs and peace to all from the CoDA Literature Committee

Outreach Committee Report

No report

Teens

The past two months have been successful in trying to establish a small team of people interacting and supporting TeenCoDA. We are in the process of contacting additional people that may be interested in helping. However additional help is always needed.

We will be adding email addresses of members interested in supporting TeenCoDA to the TeenCoDA email contact list. List members will receive all the emails sent to TeenCoDA.

Recommendations have been made for restructuring the New Area of the suggested Guidelines for an Adult Meeting Sponsoring a Teen Program. We hope to have a draft available for the 2004 CoDA Service Conference in Albany the first week of October.

Additional help will be needed for our TeenCoDA brochures. If you're interested in TeenCoDA or have any ideas, please contact geri_magee@yahoo.com.

Yours in Service, Geri S TeenCoDA Chair

CoDA Convention Committee

In service to our fellowship, the CoDA Convention 2006 Committee is diligently working to bring our fellowship together in Austin, Texas sometime between May and June of 2006.

Austin is a unique place with very original storefront art, restaurants, cheap and fabulous music spots, and classical art happenings. In addition, we have trees, rivers, springs, and lakes! All of these amenities will be accessible to us at our next convention. Our intention is to have fun in positive nurturing learning environments where we socialize, relax, and renew ourselves. We look forward to your response to our proposal at the 2004 Conference and can't wait to be together in 2006.

Gayle T,
Convention Chair

Service Structure Committee

2004 Committee Goals:

1. Respond in a timely manner to states issues and other issues referred to us by the Board at NSC and throughout the year.
> We are currently up to date on this goal.

2. Ongoing foundational document creations, revisions and distribution as needed, including NSC 2003 approved changes to the FSM and the CoDA Inc. Bylaws and creation of a voting/election procedure to be presented at NSC 2004.
> We are also up to date on this, except that the voting procedure will be determined by the task group of WS, CoDA Inc and SSC (myself and Judi participating).

2004 Committee Action Plan:

1 Regular, ongoing communication among committee members.
> This has been done, though slim, as there have been no new issues.

2 Up to two face-to-face meetings to deal promptly with issues presented to us by the Fellowship and the Board.
> No face-to-face meetings have been necessary so far.

3 Conference call if needed (see 3rd qtr.) to address time-sensitive issues.
> No conference call has been needed so far.

4 Report progress to the Fellowship quarterly via the QSR.
> Once again, we are up to date.

Chair: Leo. C

Web Site Report

Hi from the Web Team.

The web team continues to receive and review offers to link from the CoDA website. If you are interested in having your community website linked from the CoDA web site, please read the guidelines posted on the website and send in your URL. The more links we can offer, the greater service we are to the Fellowship.
Please send in any event your group or community is sponsoring that is a CoDA event and it will be posted on the Calendar of Events page. Please consider how you document will look in HTML format before sending it in. Graphics and fancy lettering do funny things when a document is converted from Word .doc format to .htm format.

The "Trusted Servant Guidebook" area of the web site is available for committees to use. Each committee chair was sent an Email with information for accessing that area. A user ID and Password are required for access to the general area. Each committee has their own area and can request unique ID and passwords. Please check with your committee chair or the web team for instructions or send inquiry to webinfo@coda.org. Information to be placed in the committee areas will need to be sent to the web team (webinfo@coda.org) to be uploaded.

CORRECTION:: Please update your personal Address books. The following usa.net Email addresses have expired. (we were wrong in thinking the expiration date was in October) The coda.org replacements should be used starting now and follows each.

Old: (no forwarding)   New: Start using now

coda.meeting.update@usa.net   meeting@coda.org

coda.usa.board@usa.net   board@coda.org

coda.usa.nsc.connections@usa.net   connections@coda.org

coda.usa.nsc.literature@usa.net   lit@coda.org

coda.usa.nsc.outreach@usa.net   outreach@coda.org

Some data on Web Site usage: Almost 1/3 of our web traffic is meeting search (no surprise here)

Analysis for the **Month of Jul, 2004.**

Total pages tracked during period : 617
Total page views recorded : 117372
The average number of views per page : 190.23

Top 10 most commonly accessed pages during period:

/coda/searchmeetings.asp	with	35420	page views	(30.18% of all traffic)
/default.htm	with	19532	page views	(16.64% of all traffic)
/newcom.html	with	4697	page views	(4.00% of all traffic)
/codapatt.html	with	4168	page views	(3.55% of all traffic)
/coda12st.html	with	3043	page views	(2.59% of all traffic)
/codatool.html	with	2970	page views	(2.53% of all traffic)
/codameet.html	with	2534	page views	(2.16% of all traffic)
/codafaq.html	with	2033	page views	(1.73% of all traffic)
/core/core.html	with	1990	page views	(1.70% of all traffic)
/coda12pr.html	with	1601	page views	(1.36% of all traffic)

Top 10 least commonly accessed pages during period:

/texas%20officers%20504.htm	with	1	page views
/qa/	with	1	page views
/meet.gif	with	1	page views
/trustee/coda_general_info.html	with	1	page views
/qsr/3q02_no_reports.htm	with	1	page views
/events/coda+17th+bday+party+flyer+dfw+-+2004.htm	with	1	page views
/trustee/september.htm	with	1	page views
/tsg/expense+flow+revised+tsg+ver+1.htm	with	1	page views
/connect/2003/	with	1	page views
/trustee/august.htm	with	1	page views

Top 10 most common error pages:

/meetings/meeting_choice.htm	with	455	failed requests
/_vti_bin/owssvr.dll	with	282	failed requests
/msoffice/cltreq.asp	with	277	failed requests
/meetings/meeting_states.htm	with	171	failed requests
/index.html	with	119	failed requests
/meetings/ca.htm	with	74	failed requests
/meetings/tx.htm	with	64	failed requests
/meetings/al.htm	with	49	failed requests
/meetings/nj.htm	with	47	failed requests
/meetings/me.htm	with	40	failed requests

Top 10 entry point pages (first pages viewed):

/default.htm	with	14364	page views
/coda/searchmeetings.asp	with	2070	page views
/newcom.html	with	832	page views
/codapatt.html	with	612	page views
/coda12st.html	with	492	page views
/codameet.html	with	393	page views
/aa12.html	with	382	page views
/codatool.html	with	267	page views
/codafaq.html	with	264	page views
/state_contact_list.html	with	224	page views

Top 10 exit point pages (last pages viewed):

/coda/searchmeetings.asp	with	6412	page views
/default.htm	with	5170	page views
/codapatt.html	with	1289	page views
/coda12st.html	with	842	page views
/codafaq.html	with	699	page views
/newcom.html	with	601	page views
/codalink.html	with	568	page views
/coda12pr.html	with	441	page views
/state_contact_list.html	with	393	page views
/core/core.html	with	362	page views

Top 10 pages which were the only page viewed:

/default.htm	with	4004	page views
/codapatt.html	with	401	page views
/newcom.html	with	338	page views
/aa12.html	with	324	page views
/coda12st.html	with	313	page views
/coda/searchmeetings.asp	with	284	page views
/codafaq.html	with	196	page views
/state_contact_list.html	with	179	page views
/codameet.html	with	169	page views
/core/core.html	with	142	page views

From your Web Team in 12th Step Service

Rick M.

George F.

Curtis F.

Finance Committee

Please remember to check the Trusted Servant Guidebook area for instructions about submitting Expense reports. If you don't already have the ID and password you can check with your committee chair or webinfo@coda.org for ID and password.

Finances for CoDA, Inc. are about as expected. Income is down and expenses are running below budgeted. 7[Th] Tradition donations are down and so is revenue from the sale of literature. We do not quite have our Prudent Reserve figure met. With our current budget, we would need 3 times $122,888.00, or $368,664.00. However, our actual expenses have been only about 37 percent of the budget. The Finance Committee continues to recommend that CoDA, Inc. continue to spend wisely and frugally. We encourage all local meetings and inter-groups to consider making or increasing 7th Tradition donations to CoDA, Inc.

We will be Emailing to each committee the "Goals and Budget" form so Committees can get a running start on the work of Conference.

We are thrilled to have Steve M. join the Finance Committee. He is planning to attend Conference, so we will put him to work overtime there.

In Service,
Your Finance Committee
Steve M.
Della B.
Curtis F.   Chair

Co-NNections

It is that time of the year again. The Co-NNections staff is starting to put the Co-NNections On Line 2004 (in print) edition together.

We were lucky enough to have about 8 articles submitted over the past quarter. We also had several submissions to "Words of Wisdom".

The Co-NNections staff

Hospitals & Institutions (H & I) Report

No report

Online Support Committee

No report

CoRe: CoDA Resources Publishing, Inc.

NOW AVAILABLE TO ORDER – Common Threads Of CoDependency Booklet

We have had our business meeting this weekend, and will have a financial report at Conference. We are working on a new order form, so you will be able to order on one page and our goal is for that to be available by conference. We will also have available for sale at conference (Friday and Saturday) a limited number of the new Workbook and (if it is done at the printers) the revised Newcomers Handbook.
We look forward to seeing you at conference!

Issue Mediation Committee

 No report

CoDA Conference 2004 Registration Form

18th CoDA National Service Conference
October 6-9, 2004
Hilton Garden Inn, Albany, New York

Name_____   Phone: _____

Address: _____   e-mail: _____

City, State, Zip: _____   Delegate? ____ Yes ___ No

Item	Description	Cost	Your Cost
Registration	Trustee, Director, Delegate, Alternate	$65.00*	$_____
Registration	Committee Member	$25.00	$_____
Registration	Observer	$0	$_____
Spirituality Day	Tuesday, 10/5 All day	$15	$_____
Welcome Reception	Tue 10/5 7-9 p.m.	$15	$_____
Friday Night Social	Singing group, soft drinks	No Charge	-
Sit Down Banquet & original songs, wit and piano accompaniment by Burt S from Philadelphia CoDA	Saturday, 10/9 @ 7:30 pm ____ NY Strip ____ Broiled Salmon ____ Grilled Tuna ____ Veggie Lasagna	$30	$_____
*Early bird discount: subtract	$15 if paid by Sept 15 (Pay $50)	Total	$_____

Members are on their own for other meals. There is a restaurant in the Hotel serving breakfast, lunch and dinner. Guests may order lunches by 10:30 and they will be served to your table at the time you specify. Hotel provides van shuttle to Wolf Road restaurants for groups of 5. Taxi cost is $6 one way.

After paying by credit card, E-mail completed registration form to: dumplin@nycap.rr.com
If you have any questions, e-mail Ed at the above address or call him at (518) 465-5137.

To pay by check, send copy of this form + check to Ed M, 4 Arcadia Avenue, Albany, NY 12209
Make check payable to NSC2004.

Hotel reservations: Contact Hilton Garden Inn at (518) 464-6666. Register as part of the CoDA group to get the discount rate of $119/night based on double occupancy. Those sharing rooms may pay with 2 credit cards when you check out. Hotel provides free shuttle service to/from Albany Airport.