CoDA QUARTERLY SERVICE REPORT

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2nd Quarter 2008

BOARD OF TRUSTEES REPORT

We had planned a face to face meeting for early May. It was to be in a location where we could meet with some of the local CoDA folks. We wanted to spread some good will and find out what kinds of help they needed that we could either provide or bring back to the organization. Two areas were contacted and no location was available to meet with us. As there was little need for a meeting, it was canceled to save money. This attempt to build community and cement lines of communication was a temporary setback, but will hopefully work out better next time.

Progress with the copyrights has run into a couple of snags, but is moving along. The disk with the files was delayed and there was some problem with the submission site. These have been cleared and we are expecting to have new copyrights at the Conference.

Other projects are going well, and we are saving money on several fronts. We have closed some accounts that were costing fees and we now use a free service for our conference calls.

The hunt is on for a CPA for audits. It was thought that we had one secured, but it turns out that such was not the case. Lack of response from that person dragged things out to the point where an extension had to be requested. A new firm will be acquired shortly.

We have had several requests to reprint our foundational documents. Each of these is approved with the request for proper attribution. An attribution is on the web site along with the documents, so anyone can use them. It's nice to see more books referencing CoDA and our documents.

The Communication Task Force is still working and gathering information and looking for more participants. This Task Force was created by the Board to help us improve our communication out to the Fellowship and back to us. It has a broad spectrum of items to look into in order to make that happen. I expect to see more tangible results over the summer.

Respectfully submitted,
Leo C, Chair, Board of Trustees

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WEB COORDINATOR REPORT

The Web Coordinator has been very busy working and maintaining the website. Besides some normal changes to pages, the biggest task continues to be working with meeting updates.

Several changes have been made to the Meeting Resource Center and more are planned. Over time, the code just didn't work as planned or the contractor did not provide the exact feature we were looking for.

During the transition from two databases to one, the contractor did not put the update date on the forms. Some updates were made without recording the update date. Many meetings have not been updated for over three years. By direction of the board, I developed a means of identifying a meeting that is questionable whether they are active or not. Before I begin to explain this system, let me state the board policy for years (probably since the institution of the database),

Meeting List Policy #1: each group contact is responsible for updating their group's information.

We provide an online method in the "Meeting Resource Center", email or PDF forms for you to update your meeting's info. Please note that each was listed in order of effectiveness and timeliness. Also let me apologize for any meeting that the "INACTIVE?" label has been put on it incorrectly. I have to balance the needs of newcomers and their ability to find a meeting to attend. CoDA was getting many, many complaints about meetings listed being inactive. I can think of nothing more frustrating for a newcomer to arrive at a meeting that is not meeting!

The designation, "INACTIVE?" *does not* indicate that the meeting is inactive, it indicates that it might be inactive!

Meeting List Policy #2: If someone other than the contact person for a meeting calls/emails/etc. and says that the meeting is inactive, CoDA will mark the facility name as "INACTIVE? Facility Name", where Facility Name is the actual name of the facility. Note: This is done so that attention will be drawn at the summary listing level. Then in special instructions, we will put a message such as, "This meeting may be inactive. If you have any information about this meeting, send it to meeting@coda.org."

Our Outreach Committee may try to contact this meeting to determine its status during this period that it is listed as such.

Meeting List Policy #3: If CoDA gets confirmation that the meeting is indeed inactive either from the contact, a local meeting coordinator, intergroup, or Outreach mailing, the checkmark will be un-clicked indicating that the meeting is inactive.

Meeting List Policy #4: If a meeting hasn't been updated in 3 years or more, CoDA will mark the facility name as "INACTIVE? Facility Name", where Facility Name is the actual name of the facility. Then in special instructions, we will put a message such as, "This meeting may be inactive. If you have any information about this meeting, send it to meeting@coda.org."

Meeting List Policy #5: If our Outreach Committee sends out a flyer to meetings not updated in 3 years or more and we don't get anything back in 4 months after mailing the flyer or the mail is returned to CoDA, the checkmark will be un-clicked indicating that the meeting is inactive.

Meeting List Policy #6: Due the high cost of mailings outside the U.S., our Outreach committee may use email as the preferred method of contact or may not contact them at all. If a non-U.S. meeting has not been updated in over 5 years, CoDA at anytime without notice will unclick the checkmark indicating that the meeting is inactive.

Note: Once a meeting is deactivated, the meeting will no longer be visible in the meeting database searches. However, if we do make a mistake or the meeting becomes active again, the Fellowship Services worker can re-activate it without re-entering all of the data.

We have not started deactivating meetings yet in accordance with Policy #5 or #6. I will make the changes to the "Meeting Resource Center" and provide a "Breaking News" item on the first page announcing when all policies will be implemented!

The Fellowship Services worker has updated 570 meetings (there are less than 1300 in the database) in the first quarter and is still processing quite a few per week. Because of the new policies above, it is important for you to view your meeting at least once a year and update your information. Even if all of the information is current, send an email to meeting@coda.org so stating. That will get you a current update date.

Contacts are encouraged to provide their phone and email address as a part of their service as a contact for the meeting. In times past, there has been a strong move to de-activate all meetings that did not have two contacts. At this time, there are many meetings that do not have any contacts. The update/new forms asks for two contacts, their name (first name and last initial please), address, phone and email. The address is never provided to the public, but needs to be input so that Outreach can do a mailing to you in the case that your meeting is not updated in 3 or more years. Most of the time, these mailing are sent to the meeting facility's address or both. If mail is un-answered from a contact, it means that the contact has moved and/or no longer active in that meeting. If mail is un-answered from the meeting facility, it usually means that the meeting is no longer meeting there. You have a choice to display your phone and/or email to the public, but CoDA needs these to contact you. Please enter them and un-click the checkmark indicating permission to display them to the public. The second contact information is the same. It is needed so that, if efforts to contact the first individual fails, CoDA will try the second individual.

Respectively submitted;
Roy L.
Web Coordinator

COMMUNICATIONS TASK FORCE

The Communication Task was created to help the CoDA board improve communications up and down the inverted pyramid within the World CoDA Fellowship. Task Forces exist at the request and will of the CoDA Board, and report to the Board only. They are not like Committees, which report to the CoDA Fellowship, not the Board. This is done intentionally to allow Task Forces to work on sensitive and demanding issues.

One focus of this task force is to ensure that every codependent throughout the world will have access to all the CoDA information that is important to them. Another is to ensure that all people within the World CoDA Fellowship will have a better understanding of what is involved in making the fellowship work.

Thanks to a very prominent message on the website, a number of people have expressed interest in learning more about the Communication Task Force. Some have decided to join, and others just want to be kept informed on what we are doing. I am compiling a list of these contacts, which will provide us with a larger list of contacts throughout the world. This may turn out to be one of the best results from this effort!

Since this is a task force, and not a committee, it cannot operate according to committee norms. Therefore, I proposed 3 task force ground rules and asked all members to review them and provide feedback. My goal was to have us achieve consensus, which means all of us can agree to live by the ground rules, even if there are some we don't like. So far, disagreement has been minimal. As new people express interest in joining us, they will also be asked to review and accept the ground rules.

Suggested list of guidelines:

1. We will make all our suggestions in a positive manner. We will all do our best to avoid using criticism and/or negativism. Remember: **Principles before Personalities**
2. We will prioritize the work to be done, and start working on the most important items first. If a member of the Task Force feels strongly enough about a particular item that they want to start working on it on their own, they are welcome to do so, but they are doing so outside the scope of the Task Force unless the Task Force authorizes them to do it.
3. Until we as a Task Force decide otherwise, I will be responsible for communications to anyone who contacts the task force. This will allow me to deliver a consistent message about what we are trying to do. Also, I will handle all dealings with the Board until we decide otherwise as a group.

Several additional suggestions have been made regarding ways to improve the general communication within CoDA, and will be added to the list to be prioritized. Due to having had the flu for 6 weeks, little else has been done since the last QSR. I expect that the next 3 months will be much more productive!

Respectfully submitted,
Evie S., Communication Task Force Chair

LITERATURE COMMITTEE

1. The Healthy Meetings project met for a second face-to-face meeting in April. A lot of discussion, writing, and editing took place and a working draft was created. We are in the process of revisiting the piece, section by section. We expect to have a final draft ready to present at the Conference.

2. The AZ issue of adding verbiage to CoDA's Patterns and Characteristics was completed. The proposed changes that had been submitted were edited down to six characteristics under the topic of "exaggerated self-worth." Although the consensus of the committee was to approve the characteristics, the next step to add them to the current Patterns and Characteristics was voted down. We will present the changes agreed upon by the Committee at the Conference.

3. Some preliminary work has been done on developing a companion piece to the Patterns and Characteristics, showing how the characteristics evolve through recovery. The Committee will review the proposed changes and edit them as needed. The goal is to be able to present a draft for the Conference.

4. The "Story Gatherers" project has not had any submissions, although there are a few promises of stories from CLC members. There is a link on the CoDA.org website explaining what the project is about and how to make a submission. We would like to suggest that the flyer be printed out and disseminated at meetings, regional workshops, conventions, etc.

Janice C., Chair

OUTREACH COMMITTEE

Outreach members include: Allan (CA), Anahid (CA), Debi M. (CA), Florence M. (MD), Karen G. (TX), and Wayne M. (CA). When the chair's term expired, no one else was able to take on the Chair's duties, so the duties were split amongst the committee members. We only use expense reports for special projects like the mailing or travel to Conference and have worked that out with the Finance Committee on a case-by-case basis.

Spanish Outreach members are: Maggie (Nicaragua), Cari (FL), Marilia (Mexico), and Tracey (IL).

The following table lists the number of e-mails received by Outreach and Spanish Outreach for 2008. The number of e-mails received as of 5/7/08 is included in the second quarter.

Quarter 2008	Outreach (E-mail No.)	Spanish Outreach (E-mail No.)
First (Jan-Mar)	282	61 (incomplete)
Second (Apr-Jun)	56 (incomplete)	2 (incomplete)

Outreach revisited its goals discussed at the 2007 CoDA Service Conference:
1. Continue 2007 goals of verifying the status of ~168 meetings with update dates older than 2005.
2. Expand professional awareness of CoDA by contacting public and private mental health professionals to introduce CoDA as a resource to their clients.
3. Revisit Outreach mission statement.

The Outreach Committee has continued its efforts to update meeting information (Goal 1). We received ~28% of the forms back that were mailed to US meetings. We forward any information received about meeting status to the Fellowship Service Office worker. With the addition of the World meetings to the database, there were some problems with the last update dates that complicated meeting updates, but that was eventually fixed. We also received a couple of e-mails from people wondering why we didn't contact them directly instead of sending a mailing to the facility. With last update dates older than 3 years, the contact information is often invalid and the majority of the letters would be returned without gaining us any information. **Help keep CoDA's meeting information accurate, by updating your meeting information at least once every other year, even if nothing changes.** More current update dates help newcomers and Outreach members determine if the meeting is still active. To update meeting information online, click on the "Meeting Resource Center" link on the opening CoDA web page (www.coda.org) and then click on the "Update Meeting" tab on the meeting box.

Goal 2 has been more problematic. If anyone has any ideas on how to accomplish this goal or wants to be involved in making it happen, please let us know (Outreach@coda.org). We discussed the idea of setting up a subcommittee to tackle this objective, and we need volunteers and a leader to take on the project. The incoming e-mail keeps our committee members busy.

As to Goal 3, the committee is currently in discussion about our mission statement and requirements. We ask that any potential volunteer have 1 year in CoDA and be actively attending meetings. We receive e-mails from people interested in volunteering, who have the time and are attending meetings, but when we ask them to share their story with us about how they got into CoDA and what it means to them, we often don't hear back. Over the past few weeks, we have reviewed these requirements and the majority of us feel they are useful. Newcomers need to focus on their recovery before starting service work, especially at this level. We work everyday over e-mail and rarely see each other face-to-face (many of us have never met); we need to be able to communicate clearly and safely. We feel that asking someone to share his/her story of recovery through the written word is not unreasonable when that is the primary communication method.

SERVICE STRUCTURE COMMITTEE

CoDA CONVENTION

The 2009 Convention is coming along well. Washington has been getting the word out and everyone is excited. I just attended a conference in Canada where they are going to post the flyer on their website. We will need to make sure all meetings are emailed a copy of the flyer.

Hotel arrangements are finished. We are working on the menu next. Please download the flyer at www.coda.org. Early registration is the key to a successful convention.

There are a number of open positions to help with the convention. Please contact convention@coda.org if you are interested in volunteering or would like to conduct a workshop.

 Hope you have a great summer.

 Geri S.. Convention Chair

2009 CODA CONVENTION
"Independent and Free"

July 9 - 12, 2009
Seattle, Washington

You are invited!   So mark your calendars!

CoDA Inc. is delighted to announce the CoDA International Convention, which will be held July 9 - 12, 2009 in Seattle, Washington. Though July 2009 may sound like a long ways off, it'll be here before you know it. Early registration is suggested to guarantee your space. Located South of downtown Seattle is an absolutely wonderful setting for the CoDA community and other 12 Step programs to come together to share our experience, strength, and hope.

Seattle is known for its great coffee and is called *"The Emerald City."* We have a wide variety of entertainment and recreational destinations with natural environment and scenery. You must not miss Pike Place Street Market which has the best shopping in the Northwest with local artists, historical/cultural events, the first Starbuck's coffee house and museums. Take a great ferry ride over to one of the small islands near by or go to the top of the Space Needle at the Seattle Convention Center. All who visit fall in love with the "Great Northwest" Come discover Seattle in fellowship with your family and friends in recovery at the 2009 CoDA International Convention! You'll be glad you did!

Brochure and registration form included with QSR

CoDA SERVICE CONFERENCE

The CSC 2008 committee consists of Donna N., Marilyn H., and Tracey R., all of Chicago and north and western Chicago suburbs.   The committee is proud to announce that CSC will be in Chicago, September 9th - 13th.

More information about delegate accommodations will be available in mid-July. If anyone has questions, please contact me, Tracey R., at gocodagirl2@yahoo.com. Thanks to Jay F., we will have PayPal available for people to pay their registration fees online.

Chicago is very rich with many exciting cultural activities. In addition to working hard at CSC, delegates, committee members, and observers will have many opportunities for fun this year!

That's all for now.   We look forward to seeing you in Chicago for CSC!

Serenity,
Tracey R., CSC 2008 Chair and Committee.

FINANCE COMMITTEE

Income is down 30.5% compared to the first quarter of 2007. The majority of the income decrease is 7th Tradition Donations which are down 58%. Expenses have decreased 5.8% compared to the first quarter of 2007.

Unfortunately the 2006 and 2007 audits have not been completed. After more research by the Treasurer and Bookkeeper it was discovered the Tax Ladies are not CPA's and cannot provide us with certified audits. Lauren, our bookkeeper, has begun the search for a CPA firm to complete these audits and our taxes. She will be selecting three firms to review and submit the findings to the Finance Committee. Finance Committee will discuss and review her selection and make a suggestion to the Board. Our goal is to have this completed by the end of June.

The Finance Committee suggest that seed money for special events and Service Conference be considered as a loan, to be repaid after the event. If there is a loss CoDA, Inc. will absorb the loss.

Lastly, the Board planned an in person meeting which they cancelled. Some expenses were nonrefundable, some air tickets will be used with a change fee for Conference.

Yours in Service,
The Finance Committee

WORLD LITERATURE PROCESS TASK FORCE

This task force is currently dormant.

ISSUES AND MEDIATION COMMITTEE

No issues pending for committee.

TRANSLATION MANAGEMENT COMMITTEE (TMC)

In follow-up from the last Service Conference, the Translation Management Committee reached an agreement with Quebec/DAA to translate some CoDA literature into French. We forwarded this document to the CoDA Board for their consideration and approval or amendments.

The Translation Management Committee and the Webmaster have received the Meeting Starter Packet in Mandarin Chinese. It will appear on the website as soon as practicable.

We have been in touch with someone who is starting a CoDA meeting in Persian. (Farsi) He wants to translate CoDA materials for the meeting. We will be communicating further about this possibility.

We need new member! If you are considering service, please email us at TMC@coda.org
In Service,
Judi T
Roy L
for Translation Management Committee

HOSPITALS & INSTITUTIONS

CDRS

CoRe REPORT

CoDA Quarterly Service Report (QSR)
2nd quarter 2008

To CoDA's Trusted Servants,

The purpose of the QSR is "serving our CoDA Fellowship" by providing a bulletin "in which committees can report their activities." (Quoted from CoDA by-laws)

It's a vital link between CoDA Inc. Committees, Delegates and members. The QSR and **coda.org** website provide the most complete and up-to-date sources of information about our Fellowship. Please share this information with your meetings and service entities.

Any interested CoDA member can receive the QSR by email. Just contact **QSR@coda.org** to be added to the distribution list.

If you plan to have something in the 3rd quarter of 2008 QSR, please email it to **QSR@coda.org**, by July 30, 2008.

Use email! Help cut mailing costs!

In order to distribute the QSR in the most cost effective manner, we want to send QSRs by e-mail whenever possible. If you have e-mail, please send your name and address: qsr@coda.org

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