

CoDA Fourth-Quarter Service Report for 2012
Co-Dependents Anonymous, Inc. Hereinafter “CoDA, Inc.” or simply “CoDA”
PO Box 33577, Phoenix, AZ 85067
602-277-7991 or 888-444-2359
www.coda.org

Please Note:

2013 First Quarter Service Reports, (including activities for the dates January 1, 2013 through March 31, 2013) will be due to your Board liaison and to the Board QSR liaison on April 15, 2013.

Board of Trustees

The Board of Trustees has been busy throughout the last quarter of 2012.

We experienced a serious setback with the Meeting Search Engine revision. We are faced with finding a new contractor to do the work. We have explored different avenues to pursue finding someone to do the work. We are hopeful that we will have someone hired soon using a commercial service that reaches professionals in the field. The Web Work Group has been making steady, forward progress; we are confident that we will be able to use this same commercial service mentioned earlier to field bids from web developers for our website proposal.

Financially, we made some changes that we believe will protect CoDA's assets and provide better service. Specifically we are in the process of raising the bond for our Treasurer to cover our full assets, and we moved our checking account to a new bank. The move will facilitate banking transactions that our FSW makes for our fellowship. Our goal is to move all our financial assets to this bank in the near future.

Our work with CoRe in developing a new contract came to a halt for a variety of reasons. Near the end of December dialogue began again and plans were made for the 2 x 2 group to resume meeting in January 2013.

It came to our attention over the last quarter that CoDA has archived files being stored in several places. The Board of Trustees made a decision to have all the boxes sent to one Board member's home (who currently has several boxes of documents at her home). Once all the documents are in one place, several Board members will get together and sort through the items with the goal to determine what to keep and what to destroy. In addition, if any documents need to be kept by our corporate attorney, we will make arrangements to get those to him.

Legally, we have been busy working with Israel and Japan to sign contracts with them for translation, and publication & distribution of CoDA literature. Two Board members will be attending the Translation Management Committee's face-to-face meeting in January 2013 to help the committee with various aspects related to the legal documents, and how to help international Voting Entities start the process by establishing procedures. In addition, we have had contact with Malaysia, Russia, and Taiwan.

The Board of Trustees received notice that a \$5,000 donation, with directions to be used to update CoDA's website, was received through a company that oversees charitable giving by its investment clients. After very careful review of CoDA's corporate policies about monetary donation limits, a review of the 12 Traditions, and in-depth discussion, we decided to respectfully decline the donation. The amount was more than our corporate policy allowed, and we found that accepting the donation with the stipulation for how it was to be used was against Traditions 2 and 7.

The Board will have a face-to-face meeting February 23 & 24, 2013 in Orlando Florida. We chose the east coast for our meeting to ease the travel burden of our European members. We expect all Board members will be in attendance, and have 1 ½ days of work planned for our time.

The Board of Trustees meets monthly by teleconference. We meet on Saturday at 8:30am pacific time. **PLEASE NOTE: We will not have a teleconference in February 2013 as we will be meeting face-to-face.** Announcements are sent out through our Board summary reports and email announcements. We encourage any member of the fellowship to join us. Please write to the Board at board@coda.org to request call in information if you would like to attend.

In Service,
CoDA, Inc. Board of Trustees
board@coda.org

Lisa B. Chair (NV)	David Mc. (TX)
Florence F. Vice Chair (MD)	Hal H. (SoCal)
Evie S. Secretary (SoCal)	Jutta (Germany)
Barbara Treasurer (NorCal)	Mercedes (Mexico)
Dagmar (U.K.)	

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Ad Hoc Committee

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Ad hoc has met twice since CSC the first time in November. Members are now Deborah, Teresa, Judi, Anita, David and Dagmar. Two of the newly elected members have not been in touch so Dianne, the alternate, has been voted on. Deborah stepped down as Chair. No one has stepped up so we ask for volunteers to chair, prepare the QSR, undertake any particular work, etc.

We discussed what our second year's purpose is following the first year's work, presentation to and response from conference. We agreed that our major task is to review the service structure and suggest any changes to reflect the current times and world view.

All committee members agreed to review a detailed letter that was given to the committee last year so we can discuss those suggestions for change.

It was suggested to review the questionnaire responses from last year, and perhaps this information would help us come up with a "phase two" questionnaire, that would be brief and narrowly focused.

Review committee chairs being part of the Board as suggested in structure presented to 2012 CSC.

How can we involve international and other groups that are not able to attend CSC?

It was suggested to look at a more fluid structure based on, for example, project leaders to undertake specific tasks with the help of other volunteers. This has started at CSC 2012 with Proactive Outreach Task Force being formed for example. What to do with responsibilities like the QSR report, budgets and much more? It might help committees and volunteers for service work grow if there are "bite size" responsibilities. How can we involve the committees in this idea?

The ad hoc (via webmaster) has a slot on the website CWA to post information for the fellowship

It was decided to send the shortened version of the Service Concepts, presented to conference as a suggested additional foundational document, to the Board for consideration.

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Communications

Members who have been active with the main committee:

Allan B (SoCal), Doug P (FL), Geff R (WA), Linda A (SoCal) and Rosario H (SoCal).
Our board liaison is Florence F (MD).

Members on the Cphone sub committees:

English:

Allan B. (SoCal), Barbara L. (SoCal), Dan D. (CO), Doug P. (FL), Jen (AZ), Joan O'C. (AZ), Linda A. (SoCal), Louise G. (SoCal), Nancy P. (NJ), Patrick (GA), and Robert B. (Nor Cal).

Spanish:

Linda A. (SoCal), Madeline S. (FL), Mercedes (Guadalajara, Mexico) and Rosario H. (SoCal).

We continue to have monthly conference calls.

During the last quarter we sent out a total of 14 announcements on the CoDA Announcements email list. One of the most important of these informed the fellowship of the marathon holiday phone meetings. You can always review our previous email blasts here:

<http://codependents.org/cgi-bin/dada/mail.cgi/list/main/>

We are slowly changing the email lists to be in a combination html/rtf format for readability while maintaining current file size, safety and deliverability. There are some technical issues remaining with 2 large internet email providers that Geff is working to resolve.

A reminder to all CoDA committees, we are here for YOU! If you would like something sent out to the fellowship on the Announcements email list, please email it (in plain text if possible) to comm@codas.org.

Also, please let your meetings know about the email lists! Members can sign up here: <http://www.codependents.org>

Here are the current numbers for subscriptions as of 1/13/13:

Announcements - 3934 (up 2.5% from Q3), H&I - 1196 (up 6% from Q3), QSR - 2043 (up less than 1% from Q3), Co-NNections - 4804 (up 4.5% from Q3).

We are also working on resurrecting the CODA Newsletter idea; discussing social networking and anonymity; making the email list more smart phone friendly; completing

the changeover to an all CoDA volunteer phone staff; preparing for our role in getting the word out about the CoDA Service Conference (CSC) 2013 and Convention 2013, and having an effective presence at CSC 2013.

We would love to have additional members. If you're interested, please email comm@codas.org.

We are currently represented on the Chairs Forum by Geff R.

Other goals for this year include:

1. Spreading the word about the email lists to increase the number of members aware of them and receiving the announcements.
2. Brainstorming ways to make communications with the fellowship regarding the CoDA Service Conference (CSC) 2013 go smoothly -- before, during and after the CSC.
3. Compose and send an email blast suggesting that meetings consider specifying on the CODA meeting schedule anything they may do differently than a standard CoDA meeting, so that potential new members would have this information before attending.
4. Improve communication mechanisms with those outside the USA.
5. Write a form response to send to folks who indicate an interest in joining the committee, to provide information about what we do.

The above portion of the report was prepared in service by Geff R. (WA) and edited by Linda A. (SoCal).

Cphone Subcommittee

English line:

Louise G. (SoCal) takes calls and has been queried about this listing process and her position regarding being listed and/or on the alias

There are six CoDA members taking live calls on two of the numbers of World CoDA.

The option for meeting info goes to a professional answering service.

The possibility of going to a partial or complete voicemail option on the non-Spanish incoming call options was discussed, with one person volunteering to do service taking

live messages. Although this concept seems to be endorsed in principle, the offer was not taken up or acted on by the group.

More volunteers would be helpful in making the transition away from the use of a professional answering service, both for the Group Conscience process and to respond to incoming calls, be they live or in response to voicemail messages.

The Board Liaison is asking for a conference call to discuss the transition. Also we are in the process of changing the English outgoing message to direct members to use the website or to email Outreach if possible, to cut down on the calls to the professional service as well as to the live volunteers. The Cphone line is mainly for informational purposes and not a crisis or counseling service.

To volunteer, please email cphone@coda.org

Spanish Cphone has been activated as follows:

Four people answer the phone, in two week rotations: Rosario H. (SoCal), Mercedes M. (Guadalajara, Mexico), Madeline R. (FL) and Linda A. (SoCal). Through the end of 2012, we received 38 calls. Around Christmas no messages were forwarded, which taught us that sometimes messages don't reach the person on rotation. Joan then suggested a system to check that message forwarding is working. We discovered that the email-forwarded format permits us to contact folks who have called without leaving a message, because the email notification provides both the caller's number and name. Some calls are not returnable, having been placed from mental institutions or jails, but we're learning from all of this and happy to be of service.

The Cphone portion of the report was prepared in service by Allan B. (SoCal), Linda A. (SoCal) and Florence F. (MD).

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Co-NNections

The Co-NNections Committee has published three articles since the last QSR. In addition twelve new submissions have been received. Members interested in CoDA service work with the Co-NNections Committee can email connections@coda.org for information.

To share CoDA recovery experience, find the link "Want to submit an article?" near the bottom left of the Co-NNections webpage, in the blue section. Our editing policy can be found at: <http://coda.org/service/connections.htm>

“Weekly Reading,” is a member submission chosen from our collection and posted weekly. Subscribers receive an email reminder that a CoDA member creation has been posted. The email contains a link to the latest post. A direct link to the present “Weekly Reading” webpage is: <http://coda.org/week-read.php>. To subscribe to “Weekly Reading”, visit: <http://www.codependents.org/>

To see the creative works submitted by our membership visit: <http://coda.org/connections.php>

Co-NNections Members: Chuck J., Gary R.

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CoRe

In the second quarter after the July 2012 CSC, CoRe Inc. met for a face to face meeting this quarter where we set in motion a new plan of organization designed as four departmental pillars, Administrative, Distribution, Production and Customer Service. Each pillar will hold equal footing in support of the whole. The intent of the new organizational structure is to set a clear base for the business to fulfill its mission to reach the Codependent who still suffers.

CoRe board members continue to work with the CoDA Board to update the 1996 contract between CoDA Inc. and CoRe Inc.

Administrative (Financial):

In the process of developing a structure that identifies the different functions and responsibilities.

Create policies and procedures manual including job descriptions—In Draft Mode
Bylaws are being reviewed.

Third party internal audit has been completed.

Total Royalties paid to CoDA Inc: \$ 8653.91 Oct 12/ \$ 6,960.46 Nov 12 / \$ 5791.08 Dec 12

KINDLE SALES COUNT: 93 Oct+ 85 Nov + 102 Dec =4th Quarter Total= 280

Customer Service: The Translation Management Committee has been in communication with CoRe regarding timelines for completion in order to fulfill their goal of distribution of the Spanish CoDA book at the CoDA Service Conference in July 2013. When the translation is complete, CoRe is to receive an electronic copy via the CoDA Board to prepare to print. This has been a long process and CoRe is pleased to see it all coming together. CoRe will host Opening Night Reception of the 2013 CSC - Event Committee discussions in progress.

Production: CoRe has developed a publishing schedule that will improve and ensure communication. Items Printed/Reprinted in 4th Quarter: 12 Step Workbook (Green); Sponsorship; Am I Codependent

Distribution: Due to scheduling issues CoRe had some back orders this quarter, please accept our apologies for any inconvenience to your group. Progress: - Upload e-pub , "In This Moment" for sale-- In proofing stage. CoDA website link to Spanish Literature form is now completed and active.



**New Service Opportunity!
CoRe Board Members**

Alternate Board Members and CoRe Committee Members

Do you have a desire to carry the message to the codependent who still suffers? CoRe is looking for you! Please contact CoRe@CoDA.org for further information.

Be sure and visit our CoRe eStore at <https://www.coda.org/estore/>

August 2012 Core Meeting Motion Passed: To be included in the QSR are major printing, new items, changes in personnel, total royalties paid to CoDA, and how much was sent without royalties being paid (anything for committees).

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Events

1. Events would like to say thank you to Michelle E. (Secretary) & Jeri S. (Workshops) for your service with the Events Committee and thank you for your many years of service to CoDA. You have helped our committee grow in many ways and we will miss you on our team.
2. We added new committee member Heidi B. as our workshops coordinator and Julie B as a volunteer to help with workshops.
3. Our committee has picked a hotel for 2013 International Convention in Las Vegas; we have an agreement with the Renaissance Hotel. It is a non-gaming hotel just a few blocks off the strip. The Westin was a strong second but couldn't beat our price quotes from Renaissance. The reference word for hotel this year is CODCODA, and the rate is \$109.00 with Internet included.
4. 2013 International CoDA Convention registration and CoDA Service Conference (CSC) Delegate registration is available online at coda.org. All members planning to attend CSC are required to register online at coda.org. You may still mail payments to Phoenix, AZ after registration is done online. Flyers may be printed to hand out at your meeting; they are also available online at coda.org
5. After much discussion, the Events group conscience vote was to accept the offer from FL Intergroup to have 2014 International CoDA Convention and CSC in Orlando, FL.

6. We are working on our statement for the CoDA website, "Opportunities for Service." It will explain what our committee does and what we ask of new members wanting to serve on the CoDA Events Committee and the commitment we ask of our members.
7. Events received more offers for workshops and speakers this year than in the past. Our annual meeting is getting known. This is exciting as we work on our list of workshops for 2013.
8. This year we have some new ideas for roommate registrations. We are in the checking and testing stage and will post more on this as it becomes available. Our plan is to make it more self-service where members can contact each other directly.
9. The Events committee is working with Core on who is doing taping at the International CoDA Conventions and if Core copies and sells these tapes.

We have a couple of openings on our committee. It is a year-round commitment.

We ask that:

- You are not on another World/International CoDA Committee
- Are an active member of CoDA
- Plan to commit three to five years to the CoDA Events
- Have a working knowledge of the CoDA steps and traditions
- Ongoing working and have worked the CoDA steps
- Have a desire to do service work knowing how important service work is to our recovery.
- Members usually start as a volunteer while learning what the Events committee does.
- Our committee is very committed to those we serve and spreading the word of Co-Dependents Anonymous.

2013 Events Committee:

Nancy M.: Chair

Scott I.: Co-Chair

Chris H.: Treasurer

Heidi B.: Workshops and Speakers & Volunteer Julie B, working with Heidi B.

Open: Vendors and Literature (we have had some interest in this position)

Open: Secretary (we have also been contacted about this position)

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Finance

The Finance Committee met twice during the 4th quarter and is working on developing a Procedures Manual for the committee. This is especially important as most of us are new to the committee. At our November meeting Loretta D. informed the committee that she could not be chair of the committee because she was on the CoRe Board. She

stepped down from the position of chair but will stay on the committee. Lou L. was elected chair by those at the meeting.

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Hospitals & Institutions

Accomplishments

1. Books for Inmates sent:
 - 27 Codependence Anonymous Books
 - 8 12 Steps and 12 Traditions Workbooks
 - 11 Standard Packets
2. We received 21 inmate letters that have been answered
3. H&I has continued to lose committee members, so we did send out an email asking for new members via "CoDA Hospital & Institution". We have gotten a couple of responses so we remain hopeful.

Members:

- Literature Management and Correspondence - Kathy & Lou
- Chair – Yumi

Report Prepared by: Yumi

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Issues Mediation Committee (IMC)

Following the Committee's face to face meeting (F2F) in September, IMC met by teleconference each month in the quarter. The Committee has addressed the completion of the procedural and information items begun at the face to face meeting, as follows:

1. Committee Internal Operations Manual drafted and under discussion
2. Continued efforts to send changes approved by CSC 2012 relating to dispute resolution. (FSM p. 14) & IMC description (p. 35) to the Service Structure Committee to implement in the Fellowship Services Manual.
3. IMC task force is evaluating presentation of the Committee and of the dispute resolution process on web site
4. IMC task force is beginning to identify relevant issues and develop application form for Voting Entity Splits
5. Resolved communication issues with Finance Committee and clarified that lack of a place for Chair signature on their expense reimbursement form did not indicate removing this requirement.
6. Continued efforts to communicate with one person's request for resolution in a dispute despite language translation issues.
7. At our F2F, IMC discussed and later presented to Board of Trustees IMC difficulties/concerns with the expectation that IMC track/monitor progress of issues presented to Conference by Voting Entities. This task seems unrelated to

other IMC functions. The Board agreed (please see December 2012 Board minutes). However, which entity would take on the task is yet to be decided.

IMC also addressed the following additional items:

1. Requested correction by Board of Trustees of a not-yet-corrected item in daily reports issued during Conference since the statement mistakenly indicated a violation of Tradition 9 and the inverted pyramid structure of the Fellowship.
2. Currently working on a response to a request by a member of the Board of Trustees for a listing of what is needed from a Board liaison to the Committee.
3. One dispute was referred to the Committee through Outreach Committee. Resolution achieved at the local level eliminating need to open a case.

Prepared & Approved by Issues Mediation Committee: Members: Natasha K. (AZ), Chair, Addie M. (CA), Jim (CT), John R. (PA)

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Literature (CLC)

No report

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Outreach

Outreach continues to seek new members willing to share the service we provide to the Fellowship. Currently Outreach operates without a chair. Although Outreach committee members have voted that they would like to have a chair, the position was open at the end of 2012.

Approximately 290 Emails were received and individually responded to during the quarter. The incompatibility of the database with Internet Explorer continues to be mentioned in inquiries and even with committee help continues to hinder full access to meeting information. Mobile devices also have compatibility problems with the database.

We have someone new on the observer alias who is deciding whether to join us in answering emails.

Several members of the committee remain involved with the Proactive Outreach

Task Force which has been delegated by the committee to carry on outreach activities not being done by the committee.

The committee continues to respond to inquiries from “211” and other local help information systems and to update information to the meeting database as it is received.

Respectfully submitted: Outreach Committee

Allan B. (CA)	Lynne H. (PA)
Ann S. (MA)	Michelle D. (CA)
John R. (PA)	Wayne M. (CA)

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Proactive Outreach Task Force

The two sections of the Proactive Outreach Task Force have continued to meet separately and monthly (or nearly so) pursuing the two assigned goals, assessment and project actions. The Assessment Group has formulated an extensive list of outreach tasks currently being addressed by various committees of World Service and has begun the list of needed tasks not being addressed.

The Project Group has developed a process and a detailed form to guide the conceptualization of projects and several pilot projects are currently proposed. Two of the projects come from previous Outreach Committee goals: the first, proposed at the regional level, will establish a CoDA presence at recovery events, clubs and databases and the second is a presence at mental health conferences. The third proposed project is a broader initiative toward developing an outreach manual guiding such efforts at all levels of the Fellowship.

Since this initial work had to be done at the Group level, the full Task Force has not been meeting but such meetings are expected to resume soon in order to coordinate and cross-fertilize the work of the two Groups. One option that has been discussed in both groups is a possibility of a survey to get feedback and guidance from members of the fellowship.

Respectfully submitted, John R. & Annie S., Co-Chairs

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Spanish Outreach

MEMBERSHIP
Madeline (FL) Rosario (SoCal)

Mission:

Spanish Outreach's primary mission is to uphold Tradition Five of Co-Dependents Anonymous, and carry the message of recovery to Spanish-speaking codependents throughout the world.

Vision:

Spanish Outreach envisions itself as one group of recovering codependents, working cooperatively to fulfill our mission.

Our Work:

We provide information to Spanish speaking codependents seeking assistance in finding CoDA meeting groups, literature, and information on the process to open a new group or a new Intergroup in their country. We are part of CoDA C-phone in Spanish. We are also working with the Proactive Outreach Task Force. We are currently assisting Silva, a group coordinator from Colombia, to establish the first Colombian Intergroup. She has plenty of questions, and Spanish Outreach has consulted the Board, to better prepare Silva in her pursuits of organization. We are sure to have more good news with regards to this issue in our next QSR.

Number of inquiries:

Seeking information and assistance from Spanish Outreach. (88) Others. (33)

Total: (121)

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Service Structure Committee (SSC)

After a period of inactivity, the SSC is reviving itself. We have the approved 2011 Fellowship Service Manual and a fairly complete list of 2012 CSC approved motions, which we will use to update the FSM. When we get the completed set of motions, we will update the FSM. We submitted a request to the board so we can hire a contractor to do the technical work of amending the FSM, using funds from the SSC budget. Also, a couple of members reviewed the shortened 12 Service Concepts which Ad Hoc submitted at the 2012 CSC. The Conference tabled this issue to the Board. Some suggested edits were submitted.

Judi T. is the new chair. Please contact ssc@codas.org if you have an interest in joining our committee. We welcome your support.

In Service,
Eric, Dave & Judi

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Translation Management Committee (TMC)

Members:

Fernando C., CA – Liaison to Spanish, Portuguese speaking countries

Gerald B., Canada – Liaison to English speaking, French speaking countries
Crystal, MA - Liaison to Europe
Debra D., OR – Liaison to Proactive Outreach Task Force
Jamie, AZ – Liaison to Asia
Board Liaison: Lisa B.

Next quarter will include a face to face meeting where we will work on fine tuning the contracts for developing countries, write mission and purpose statement for our committee. Develop Policy and procedures for translating CoDA Seal and CoDA literature. Review FSM description of TMC committee. Reconnect with Countries that have previously contacted us. Develop outreach strategy.

Some activities this past quarter;

- Signed P & D contract with Israel.
- Currently working with the following Countries, UK, Russia, Japan, Thailand, Mexico, Iceland, Brazil, Germany, Canada, Greece, China, and Iran.

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Web Work Group (WWG)

The WWG completed and distributed our proposal to the board and all committees on December 21. We set January 15 as the deadline for feedback. We almost immediately got one response that really liked the proposal and we have also gotten 3 responses with suggestions:

- one of which was already included but not clearly enough spelled out,
- one of which involves moving one of the home page links from the bottom to the top which was accepted,
- one of which would require us to have a real content management system which would be VERY expensive (possibly more than our current net worth.)

We are disappointed that there has been so little response.

We will now work on compiling everything into a Request for Proposal document so that we can solicit development bids.

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Webmaster

The fourth quarter saw the end of the changes from the CSC but still had some adventure. It seems that one of the accounts on the host we use managed to acquire a virus (worm) and started sending out spam type emails. This caused all accounts on that host to be blacklisted by several of the ISPs, most notably, AOL and Comcast. Some others were also involved, but they were cleared up quickly, as opposed to AOL,

which, once blacklisted, is difficult to reset. So, we had some difficulties there. The situation was compounded by the fact that this started on a Saturday, and at that time, I did no work for CoDA on weekends, as my hours did not allow for that. I saw few (2 or 3) bounced emails, not enough to alert me to any problem. In the meantime, several people became alarmed and reactive. It all was cleared up and there have been no such problems since then.

Over the past two months I have not been feeling well. In November, I thought that the cancer had come back. It turns out I had a very badly inflamed gall bladder that was removed on December 24th. I have a long recuperative period. As a result, it has been difficult to perform at my usual rate and some things are hanging around longer than usual. I hope you all can forgive that. Things are getting better and I hope to clean up all the things in my inbox soon.

Respectfully submitted,

Leo C
Webmaster