

**CoDA Fourth-Quarter Service Report for 2013**  
**Co-Dependents Anonymous, Inc. Hereinafter “CoDA, Inc.” or simply “CoDA”**  
PO Box 33577, Phoenix, AZ 85067  
602-277-7991 or 888-444-2359  
[www.coda.org](http://www.coda.org)

**Please Note:**

**2014 First Quarter Service Reports, (including activities for the dates January 1, 2014 through March 31, 2014) will be due to your Board liaison and to the Board QSR liaison on March 15, 2014.**

Board of Trustees

Hello Fellowship and Happy New Year!

The Board of Trustees has been very busy the last quarter of the year. We held a very productive Face-to-Face (F2F) meeting in Los Angeles in November. As you know in the third quarter we hired an association management company (AMC), the particular company that we hired is named SOS-Association Management Solutions-<http://www.sossolutions.org/> . We currently work directly with Conni Ingallina from SOS who we refer to as “account executive”. Thus far she has proved to be very helpful in our effort to become more efficient, organized and professional as an organization. She works very closely with the Board chair and Board secretary who have been chosen as the board liaisons for our Account Executive (AE). We also work with a second representative, Dominic Braham., who is the project manager for our Website redevelopment project. Dominic has been invaluable in assisting us with candidate selection for the website and works very closely with our website project board liaisons.

**WEBSITE REDEVELOPMENT DESIGN PROJECT**

The Website project has been moving along with a minor delay for time to gather more proposals. With the help of SOS, we have narrowed down our proposals and plan to conduct interviews in late January. We formed an interview committee comprised of 3 board members with a back up board member along with Conni and Dominic. We will interview candidates using a web-based video chat application that allows several people to see each other at the same time. We have developed a list of interview questions to be used.

The Board passed a motion in November that we will look at different options for website maintenance which include the AMC/SOS, the web developer, and the current Webmaster in close association with the web board liaison.

A concern about a conflict of interest between our website project board liaison and our Webmaster was raised by our account executive. Unfortunately, addressing this issue has taken a significant amount of our time in this last quarter. After much discussion in our November f2f meeting, followed by discussions with our corporate lawyer, we determined that we had not adequately addressed the conflict of interest. Therefore, we called a special meeting of the Board, which was held on December 28. Addressing the conflict of interest the following decisions were made:

- In regards to any decision making that would involve the selection of a web developer or further development of the website, we determined that there is at the very least a “perceived” conflict of interest between the website project liaison, Evie S. who is married to the current webmaster. Our conflict of interest policy identifies a conflict of interest exists whether it is “perceived”, “potential” or “real”.
- To be in compliance with our conflict of interest policy, Evie S. has been and will be physically excused from all discussions or votes in relation to the website project and all discussions and /or votes related to the position of webmaster. Her liaison position has been reassigned to Lisa B.

#### **BOARD POLICIES AND PROCEDURES MANUAL (PPM):**

The account executive board liaisons are working closely with our account executive, Conni, to develop a comprehensive Board PPM. We hope to include cross-referencing to the bylaws and the Fellowship Services Manual (FSM) so that all of our documents will be consistent. We hope to include all of the Committee Policy and Procedure manuals with the Board manual. We are working on a template to give to all committees so that we can have a consistent manual. Again, Conni, has been very helpful in getting us organized in this endeavor. In the process, other issues being addressed include our email voting procedure, elections process, new member board orientation and a personnel policy.

#### **ARCHIVING PROJECT**

At the end of our November F2F, two board members spent 3 days going through old boxes of stored information from the origin of Codependents Anonymous. They were very excited to find many interesting “gems” that are significant to the history of CoDA. The Board passed a motion to develop an official archive with digital and physical information to be shared at future CoDA Service Conferences.

#### **TREASURER REPORT**

We still maintain a significant amount of money, over \$400,000 in our accounts. An FDIC insured bank account will only cover up to \$250,000 therefore we voted to split our money into two accounts. The Treasurer continues to work closely with the Finance committee.

## **LEGAL REPORT**

For July 2014 transition, we named a second back up legal liaison Lorraine O. who as alternate trustee will hopefully be elected to full board trustee at CSC.

We authorized \$1254 to legal to send a cease and desist letter to Mexico for copyright and trademark infringements. We created and approved a Limited Royalty-free Publication Agreement that gives authorization to one or more individuals per country (in lieu of a legal entity) to make copies and trademark the publications.

Currently we are working on a new limited royalty free publication agreement with individuals in Japan for a Japanese Meeting Handbook and a Publication and Distribution (P and D) agreement with a publishing company in the United Kingdom to publish CoDA literature on behalf of the United Kingdom CoDA Voting Entity.

## **SPIRITUALITY AND BOARD WORK**

This Board of Trustees still maintains that we can conduct business in a professional manner while upholding our traditions and spirituality. We held a short group inventory at the beginning of our November f2f meeting as well as a “check in” the second day. Many board members commented on how they felt Higher Power at work when we took the time to do this. Another board member asked that we end our board meetings with a brief “check out” of our feelings. We began this practice and have found it very helpful to “decompress” especially after a meeting that was full of difficult discussions and decision-making. We continue to practice our recovery as individuals and use the tools of our program as we conduct ourselves in the group business setting. On a personal note, I have found that my board participation tests the very foundation of my recovery.

Lastly, we are in need of board candidates for July 2014 CSC elections. Six of us are leaving with only two alternate trustees to step up as candidates. If you are interested in joining the Board of Trustees, we encourage you to attend one of our teleconference calls to get an idea of what we do. Also, you may write to the Board with any questions and we will be glad to answer all and direct you to the Board of Trustees application.

The Board of Trustees meets monthly by teleconference and recently **changed the day we meet to alternate Saturdays and Sundays at 8:30am pacific time. Our January meeting has passed and our February meeting is to be held as a face to face in Phoenix, Arizona. Our next scheduled teleconference is Saturday, March 1st.**

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](mailto:board@coda.org) to request call in information if you would like to attend.

In Service,  
 CoDA, Inc. Board of Trustees  
[board@coda.org](mailto:board@coda.org)  
<mailto:board@coda.org>

Florence F., Chair (MD)	Dagmar M., (U.K.)
Hal H., Vice Chair (SoCAL)	Evie S., (SoCAL)
Lisa B., Secretary (NV)	Mercedes M., (Mexico)
Barbara D., Treasurer (NorCal)	Charles Z., Alternate (CO)
Chris H., (AZ)	Lorraine O., Alternate (WA)
David Mc., (TX)	

### CURRENT COMMITTEE LIAISONS

COMMITTEE	PRIMARY	BACKUP
Communication (except email rotation team and including CPhone)	Lorraine	Florence
Communication (just email rotation team)	Lisa	Florence
Co-NNections	Chris	Florence
CoRe	Hal	Chris
Events	Lisa	Lorraine

Finance	Barbara	Chris-----Temporarily keep Dagmar on alias
Hospitals & Institutions (H&I)	Barbara	
Issues Mediation (IMC)	David	Lorraine
Legal	Evie	Florence
Literature	Dagmar	David
Outreach	Charles	Evie
Quarterly Service Report (QSR)	Charles	Chris
Spanish Outreach (SPO)	Mercedes	Lisa
Service Structure (SSC)	Lisa	Lorraine
Translation Management (TMC)	Evie	Dagmar Mercedes
Web	Lisa	Charles
International Task Force	Dagmar	Evie

## Communications

Members who have been active with the main committee:

Allan B (SoCal), Geff R (WA), Jim B (AL), Linda A (SoCal), Jen L (AZ), John R (PA).

Communication's Board liaison is Lorraine (WA).

We continue to have monthly conference calls.

During the last quarter Comm sent out a total of 20 announcements on the CoDA Announcements email list. Comm needs more members to help create content. You can always review our previous email blasts here: <http://codependents.org/cgi-bin/dada/mail.cgi/list/main/>

Potential upcoming email blasts that will be the subject of a Group Conscience include "Updating meetings on a consistent basis," "Rotating service positions at meetings," "Define Open vs. Closed meetings" & "The Difference between Anonymity and Confidentiality" The FSW also continues to recycle old emails on weeks we have no new content; we do not have a sufficient # of members to generate new content weekly.

We sent out a blast composed by the FSW responsible for meeting updates, reminding meetings of the importance of updating.

A reminder to all CoDA committees: the Communications Committee is here for YOU! If you would like information or an announcement sent out to the fellowship, please email it, in plain text if possible, to [comm@codas.org](mailto:comm@codas.org).

Please let your meetings know about the email lists! Growth of the subscriber base slowed considerably in 2013. Members can sign up here: <http://www.codependents.org>. Per our Board liaison, CoRe (CoDA Publishing) is updating its invoices; Comm hopes to have both the email list's subscription link and the email addresses and phone numbers for its subcommittees printed on the CoRe form.

Numbers for subscriptions as of 1/12/14 are as follows:

- Announcements – 3975 (up 0.2% from Q3),
- Hospitals & Institutions - 1412 (up 0.6% from Q3),
- Quarterly Service Report - 2131 (up approximately 0.3% from Q3),
- Co-NNections - 5320 (up just over 0.4% from Q3).

Our email list software was updated in early January. The latest update MAY have finally solved formatting issues; we'll know soon.

Communication's main focuses at this time are:

- Attracting new members to Communications and to its three autonomous subcommittees. Welcome to Jim B (AL) who joined the "parent" committee, and to John R (PA), the new CET liaison. Welcome as well to Jennifer L (AZ), the new Cphone liaison, who replaced Allan B.
- Geff has submitted a request to the Board for a single alias for all CSC submissions and a second single alias for all CSC delegate registrations, both aliases to include either Communications and/or the email FSW.
- Communications has some concerns, both about its members' ability to attend CSC 2014 and about creating the daily summaries that Communications is tasked with providing to the fellowship. Those concerns will be submitted to the board by our liaison, Lorraine O.
- Communications took a second GC on submitting a motion to CSC 2014 on the topic of identifying CSC delegates to the fellowship (by first name and Voting Entity affiliation). Two members are working on a draft of this motion.

- The committee is discussing a request that came into Cphone, to have recordings (podcasts) of actual CoDA meetings available to the fellowship.
- Communications would like to avoid having both Communications and Outreach working independently on similar projects, each unaware of what the other is doing. There is significant overlap in the two committees' mission statements. One Comm member plans to join Outreach's monthly calls to prevent that from occurring.

Communications is currently represented on the Chairs Forum by Geff R/ Communications, John R/ Issues & Mediations and Linda A/ Spanish Outreach.

Communications has largely cleared its backlog of tabled items. Currently that backlog consists of an email-based CoDA Newsletter, Smart Phone email formatting, meeting registration protocol reform, making meeting recordings available and possibly a Public Service Announcement. We need to find out if Outreach is addressing this last concern.

The above portion of the report was prepared in service by Geff R (WA) with greatly appreciated editing by Linda A (SoCal).

## **Cphone Subcommittee**

### **English:**

\* These members take rotations responding to messages left by callers to World CoDA who choose to speak to a volunteer in English (Phoenix 602 area code and English toll-free numbers)

Cphone has 7 members: Allan B (SoCal) - clean up (returning of voice mails); Louise (SoCal) - Sunday live calls; Nancy (NJ) - Tuesday live calls; Dan D (CO) – Wednesday and Thursday live calls; Jen L. (AZ) - returning of messages; Tim L. (AZ) - returning of messages & Joan O'C. (AZ).

Recently, Patrick S (GA) stepped down and Nancy (NJ) joined English Cphone to cover Tuesdays. An additional member, Holly (SoCal), has expressed interest but has not been added yet.

Live calls are forwarded to Cphone member cell phones on Sunday, Tuesday, Wednesday and Thursday. If a call is not picked up on their cell in the first 20 seconds, it rolls over to voicemail. Clean up English Cphone members are returning calls from the gmail voicemail account on Fridays and Saturdays. Occasionally we check in from time to time to make sure calls are answered and archived after several attempts or call has been completed.

The above portion of the report was prepared in service by Jennifer L (AZ).

**Spanish/Ecphone:**

Linda A (SoCal), Madeline R (FL) and Mercedes M (Mexico).

Members respond to voice mail messages left on CoDA's toll-free Spanish number, (888) 444-2379.

Since October, 2013 Ecphone has received 125 recorded phone messages. Calls that cannot be answered are, variably, ones that arrive from folks whose service is about to be cancelled, from those who call using someone else's phones without their employer's knowledge or permission and/or from those who have not set up a voice mail box or who do not listen to their messages. There is another type of nonreturnable call, however, is reflected in the five nonreturnable calls from the New York City area received on December 31st. In them, recordings advised hanging up before being automatically disconnected. Apparently, newfangled phone services (such as Pinger\* and Power Plus) are aggressively trolling lists of purchased phone numbers, seeking more subscribers. That translates into an increasing number of calls that are not from codependents, a point to bear in mind in discussion of lost calls.

\*Pinger is a voice-relay service that sends and receives voice messages ***without having to go through voice mail***. You can send a single voice message to a group of people, and it is easy to set up.

To volunteer for the Spanish CoDA callback line, please call 1-888-444-2379.

The above portion of the Cphone report was prepared in service by Linda A (SoCal) with the help of edits from other Communications members and the committee's Board liaison.

The above portion of the report was prepared in service by Linda A (SoCal).

**CoDA Email Team Subcommittee (CET):**

Allan B. (SoCal), David O. (FL), Jen S. (NC)., John R. (PA), Lynne H (PA).

The CoDA Email Team responded to 280 inquiries this past quarter and recorded 737 discussion emails. Another CoDA Communications request for more help is being considered.

The above portion of the report was prepared in service by John R (PA).



## Co-NNections

The CoDA Co-NNections Newsletter is a collection of recovery articles created by CoDA members. They are reviewed in accordance with the 12 Steps, 12 Traditions and web guidelines of CoDA. There are 450 articles in 8 categories: New Submissions, Sharing Strength and Hope, Lessons Learned, Working the 12 Steps, Affirmations, Recovery – Tips and Techniques, Words of Wisdom and Other Thoughts. To see the recovery material written by our membership, visit our web page at <http://coda.org/co-nnections.php>.

The “Weekly Reading” is an article chosen and sent to whom ever sign up for this service. Subscribers receive a weekly email reminder with a link to the article. A direct link to the current “Weekly Reading” is [http://coda.org/week\\_read.php](http://coda.org/week_read.php). To subscribe to “Weekly Reading”, visit <http://www.codependents.org> and look for the check box titled “CoDA Weekly Readings Reminder”

You don’t have to be a writer to share your experience, strength, and hope with your fellow CoDA members. Any short story about your recovery or of a lesson learned can help another codependent. If you share in CoDA meetings, you can share in Co-NNections.

Want to submit an article? Look near the bottom left of the Co-NNections web page, in the blue section. Our editing policy can be found at <http://coda.org/service/connections.html>.

The staff has put a bookmark on our web area. Its 2-pdf templates, one template is the front; the second template is the back. It’s free. The bookmark can be downloaded from the following webpage: <http://www.coda.org/connect/co-nnections-new.php>.

Request a permission to use copyrighted material form if you want to use an article. Fill out the form and send it to [connections@coda.org](mailto:connections@coda.org). We’ll forward your request to the

author. Authors, please permit the reuse of your article. Your recovery stories and insight are valuable to CoDA members everywhere.

The Co-NNections Committee needs volunteers to help process submissions. Please email [connections@codas.org](mailto:connections@codas.org) and volunteer.

Report submitted by Chuck J. (Co-NNections Chair) Co-NNections member: Gary R

## CoRe

\* \* \*

## Events

The events committee is currently working on our hotel selection for Orlando. We are also working with Spanish outreach to foster growth in attendance in Orlando. They are requesting a dedicated workshop and meeting room for the convention. In addition, Events is currently trying to create a manual for our use and standardization for our positions. We are also looking and considering sites for 2015 so send in your proposal. We look forward to hearing from you!

## Finance

The Finance Committee met at least four times during the 3rd quarter. Several times during the CoDA Service Conference (CSC), we met and participated in a variety of ways. First we explained the budgeting process used for the developing the CoDA Budget and discussed some of the ramifications of changing the amount of the prudent reserve from three years to two years. Then we presented 7 motions that were passed including the redefinition of the prudent reserve to two years of expenses. We also presented the budget to CSC that was passed. After funding the new International Development Task Force on the final day, the revised budget for 2014 is \$212,793.23. We were also able to recruit two new members one who will become active in January.

The major change to the Expense Reimbursement Policy (ERP) was an increase of the Per Diem for face to face (f2f) meetings to \$46 and for 2013 CSC to \$71. The mileage rate was increased to \$.565 per mile for the balance of 2013. Going forward, new rates are tied to the government approved rates, are effective for the calendar year, and will be posted early in the New Year.

Since CSC, we assigned 2 finance liaisons to work with each committee (see list below), and have revised & published to the CoDA website the changes made by the motions to the ERP (Expense Reimbursement Procedure). They can be accessed in the committee work area (CWA). We have worked on some committee procedural changes and assigned committee members to various tasks to help us get our goals accomplished for the year. We have approved many Expense Reimbursement Requests (ERRs) from CSC. We are looking at the recommended 7th Tradition distribution between Intergroups, Voting Entities, and CoDA, Inc.

#### Finance Liaisons for 2013-2014

CoDA Board – Lou L & Addie M  
Communications – Stuart M & Lou L  
Co-NNections – Loretta D & Megan  
Events – Addie M & Megan  
Finance – Lou L & Stuart M  
Hospitals & Institutions – Addie M & Loretta D  
Issues Mediation– Loretta D & Stuart M  
Literature – Lou L. & Lorraine O  
Out Reach – Addie M & Megan  
Service Structure – Stuart M & Addie M  
Spanish Out Reach – Addie M & Megan  
Translation Management – Lorraine O & Lou L  
International Development TF – Lou L & Loretta D

Respectfully submitted by the Finance Committee

Lou L, Chair, Addie M, Stuart M, Lorraine O, Loretta D, Megan W, & Crystal Z.  
Barbara D, Board Liaison

## Hospitals & Institutions

Committee members:

Committee members:

Kathy L., Chair	Mahomet, IL
Carrel M.,	Brooklyn, NY
Lou L.	Mahomet, IL
Mary I.	Denver, NC
Barbara D. Board liaison	Redwood City, CA

We had two teleconferences in the fourth quarter and are making progress on three specific directions: switching CoRe orders to ordering via the CoRe E-store, making a list of FAQ's for H&I's part of the CoDA website, and working on details for a sponsorship program for inmates. The ordering process has become much quicker, but we need to work on the tabulation of data for bookkeeping and inventory.

We had 122 requests for information or books. By the end of the quarter, all but 15 of these had been responded to. These requests came from 25 different facilities (12 facilities that we have no record of ever having heard from). We are receiving regular mailings of letters received at the Phoenix PO Box at least weekly. Three specific requests have come from members by email. The more questions that come our way, the more we realize that there are so many more areas where service can be done.

<b>Literature sent this quarter</b>			
<b>Piece of literature</b>	<b>English</b>	<b>Spanish</b>	<b>Total</b>
Co-Dependence Anonymous Book	53	Not yet available	53
12 Steps & 12 Traditions Workbook	21	14	35
Standard Packet (a set of pamphlets and booklets CoRe donates)	3	0	3
Meeting Starter Pack	1	0	1
<b>Total</b>	<b>78</b>	<b>14</b>	<b>92</b>

Plans to have a face to face meeting in February are in the works as are plans to put material that we use and meeting minutes on the Committee Work Area of the website. We have also purchased 100 CoDA Books, 50 Workbooks in English and 50 in Spanish to add to our inventory for sending out.

Many thanks to others in service who have attended our meetings and been available for us to consult as we serve the codependents who still suffer in institutions, especially Linda A. from SPO, Joan, our fellowship service worker, and Lauren, the CoDA Bookkeeper. We work better together.

## International Development Task Force

**Membership from the following countries include:** Australia, Brazil, Canada, Czech Republic, France, Iceland, Italy, Switzerland, Russian Federation, Indonesia, Israel, Malaysia, UK, and the USA

The initial group of Task Force members who congregated at the CoDA Service Conference 2013 conducted research on how the group could meet at no cost to members. We investigated different types of online meeting programs, from phone meetings to internet-based meetings. Time was taken to identify the varying charges made to those calling into the meetings from landlines, cell phones and the Internet using Voice over Internet Protocol (VOIP). One program was chosen because it:

- provides steady audio for up to twenty-five people,
- shares screen capability,
- provides video for up to 6 people at a time,
- allows the possibility for upgrades to include more participants as well as, possible, future broadcasting of meetings,
- costs approximately \$50/month, allowing all interested countries to participate via VOIP at no cost to the callers and
- offers its potential use for other committees/groups.

This behind-the-scenes research was time-consuming. A poll was conducted to apprise members of the price difference between using a phone to connect to the meeting versus communicating online, which is free. Small preliminary meetings were held to insure that everyone could download the necessary software and to practice using it.

Task Force members learned about meeting scheduling software from one another. Learning to use a time conversion site to schedule meetings was crucial, as members' global disbursement crosses the International Dateline and spans more than twelve hours of time difference. There was a great deal to learn.

The first internet-based meeting of the Task Force was held on December 8<sup>th</sup>, 2013 with 9 participants. Participants explored the new service and introduced themselves to one another.

We thank Evie S., who continues to act as Board Liaison to this committee, while Dagmar M. is unable to attend at this time.

Addie M, Deborah R and Linda A of the International Task Force prepared this report.

## Issues Mediation Committee (IMC)

### **3rd QUARTER, 2013 (This was inadvertently not included in the 3<sup>rd</sup> Quarter Report previously reported.)**

#### CURRENT MEMBERS:

Addie, M California  
Chuck, J Indiana  
John R. Pennsylvania Chair  
Kevin, M New York

The quarter began with the annual CoDA Service Conference at which the three members then serving were reelected as well as two new members, Kevin and Chuck. IMC is the only Committee whose members must be elected by the Conference, impressing on us our obligation to abide by CoDA principles and disregard personalities.

There have been monthly teleconferences of the Committee occurring in the evenings of the second Tuesday of the month. The call at Conference for attention to the spiritual component of service was implemented by setting aside a short period at the beginning of each meeting for this purpose.

At Conference, the Committee presented a shorter, more pointed version of the “dealing with disagreements” presentation, which is found in the Fellowship Services Manual. It was very well received and was immediately made available to the Fellowship by means of a CoDA Announcement. It continues to be available to the Fellowship as Process for Dealing with Disagreements (“Process”) in the IMC entry under Opportunities for Service at Coda Home. Group Conscience has since added a very small wording change.

Also added at this site were the form for Voting Entities to use when they wish to split and election procedures to be followed at Conference in the election of Committee members. The Committee had developed these items in previous quarters.

A subcommittee was formed to work with the Literature Committee on developing the "Process" into CoDA approved literature. Some initial work has begun on this project.

Two disagreements were brought to the attention of the Committee. A standard response was developed for them and others in the future. This acknowledged the personal difficulty that is likely in such situations, referred to Section 02 of the Fellowship Services Manual (FSM) and provided a copy of the "Process". A sub-Committee was formed to assess one issue and to receive and reply to contacts. Both issues remain tabled pending responses to requests for reports on their efforts in accord with the FSM and the "Process".

This Committee is tracking voting Entity issues presented at Conference by mandate of Conference. The Committee was in doubt last year whether this assignment was appropriate, requested being relieved of it through the board and then reconsidered and rescinded that request. There continues to be some confusion as to the status of board action on this matter although there is no disagreement regarding the Committee's revived dedication to the task. Implementation awaits access to Voting Entity issues presented at Conference, especially 2012 and 2013.

Toward the end of the quarter, the Committee began some discussion related to the activities of the Committee beyond a narrow interpretation of our name and also began turning attention to completing our Operations Manual and a face-to-face meeting to accomplish that task.

Also, near the end of the quarter, the Committee, with great regrets, received a request for a leave of absence from Natasha K., Arizona, former Chair and the only long-standing member. She oversaw during her tenure as Chair, the Committee's major role in the most serious disagreement that has faced World Service in some time and has left behind organizational progress that will continue to be built on by us remaining members. Her absence began being felt immediately, confirming the regrets of the Committee.

Hereby submitted to the Fellowship as service in accord with the charge received from Conference.

## **ISSUES MEDIATION COMMITTEE (IMC) 4th QUARTER, 2013**

### **CURRENT MEMBERS:**

Addie, M California

Chuck, J Indiana  
John R. Pennsylvania Chair  
Kevin, M New York

The Issues Mediation Committee continues to meet monthly to fulfill the special mandate given to this committee by Conference.

The tallying of Voting Entity Issues is largely complete and should soon be presented for publishing on the web site. The procedure for this process is in draft form and will be assessed as it is implemented on a trial basis.

The Dealing With Disagreements brochure has been completed as a printable Word document and has been sent to the Literature Committee.

Two issues remain tabled for lack of response to our standard responses, which refer people to Section 02 of the Fellowship Service Manual and included our Dealing With Disagreements material. We are hoping this indicates use of those materials and the spiritual growth that could result from that use.

We have finalized plans for our face-to-face meeting in Indianapolis around March 1st when we plan on completing our Operations Manual.

Respectfully submitted: Issues Mediation Committee

## Literature (CLC)

The Literature Committee is continuing to work on three main projects: a) Taking a group or committee inventory, b) working the Steps in a group, and c) revisions to Peeling the Onion. The committee hopes to have one or two of these ready for submission to the CoDA Service Conference in July, 2014. Members of the committee are also proofreading the blue book, *Co-Dependents Anonymous* for its next reprint.

Leslie C

Literature Committee chair

## Outreach

Active members: Sharon, Christine, Addie, Nancy, Jennifer, Annie (chair), Charles (board liaison), Evie (alt. Board liaison)



On the Outreach Committee, we continue to work towards translating the charge of the CSC to practice in our committee work. We are breaking down the goals assigned to us into meaningful tasks, while looking towards the outcome, which is to better carry the message to the codependents who still suffer both inside of and outside of CoDA, through attraction, not promotion.

These are the main areas we have been working on...

1. Projects: We have been refining the procedures on how Outreach projects are proposed. Considerations include a particular focus on how to consider traditions throughout the project process. This quarter, each member wrote a trial Project Proposal. Currently, we have several previous proposals (mental health professionals outreach, recovery clubs/events, Outreach manual) as well as the following projects planned for upcoming proposals (these are not yet committee approved):

- Guidelines for outreach work by fellowship members, focusing on Traditions,
- Guidelines for social media (in conjunction with the Chair's forum and Communications),
- Mentorship for new groups/ starting meetings, and
- Step study groups through teleconferences.

2. Getting Information to the Fellowship: It is also important for us to look at the larger picture of our outcome, in terms of how we will document, publish and disseminate the information we gather. We have a "project" to look at what this might look like and entail.

3. Mission statement: We have continued to work on refining our mission statement, eventually presenting at CSC a revised committee description in the Fellowship Service Manual.

4. Assessment: We have been having discussions about the Communications and Outreach Committees, considering if there is an overlap of purpose and/or responsibilities. We invited a board member talk to our committee about the history of the Outreach Committee so that we could better understand the evolution of the committee and how responsibilities evolved or moved. We will continue the discussion on whether any Communications responsibilities can be housed under the Outreach umbrella, such as maintaining certain lists. We expect that any changes would need to be agreeable to both committees, through our group conscience decision-making process.

Overall, we are still a fledgling committee, working on creating the infrastructure to do meaningful Outreach work. We were reminded that this can be a slow process but we are indeed moving forward towards being able to better carry the message and facilitate

sharing of guidelines and best practices for those fellowship members who wish to do outreach work

*Respectfully submitted on behalf of the Outreach Committee by Annie S., Outreach Committee Chair, January 15, 2014*

## Spanish Outreach

Members: Madeline R (FL) and Linda A (SoCal).

Spanish Outreach continued to work to establish a Spanish language CoDA meeting at the site of the annual CSC/Convention. There was a face-to-face meeting in Los Angeles between Mercedes M, Board liaison, and Linda A, to consider programming options for a Hispanic CoDA Conference. In December Spanish Outreach had three teleconferences via WebEx to further its plans. As a result, there will be a face-to-face meeting in Orlando in April to canvas for potential CoDA members. Spanish Outreach gratefully acknowledges the cooperation and support of its Board Liaisons, Mercedes M and Lisa B, in the preparations for the new meeting setup and the Hispanic Convention.

Spanish Outreach has contacted CoDA meetings in and around Orlando, seeking to meet with interested bilingual CODA members to help it carry out these two projects. The Florida Intergroup has been helpful, putting Spanish Outreach in contact with Sheryl, an Orlando-area bilingual person to work with to establish the meeting as well as in putting out the word about the Hispanic Convention. Spanish Outreach is also using the CoDA Spanish announcements list, *espcoda*, to publicize this first Hispanic CoDA Convention.

Spanish Outreach is grateful for the cooperation of the CoDA Treasurer in transferring committee funds to CoRe to purchase literature. It has volunteered to help streamline CoRe's existing Spanish literature order form.

In the fourth quarter of 2013, Spanish Outreach handled 488 emails, 250 involving strings that originated outside the committee and 238 in strings originating within Spanish Outreach or other CoDA Committees.

The Spanish mailing list, *espcoda*, has taken on 33 new subscribers and delisted three people. Three contributors to this list have sent posts about Twelfth Step service as well

as daily meditations. It is the aim of Spanish Outreach to make this list a more proactive tool of structure-building in the community.

## Service Structure Committee (SSC)

The SSC held a teleconference on Jan. 8th. We have another planned for Jan. 29th.

We are reviewing the Fellowship Service Manual to see if it would benefit from reorganization. Each committee member is examining several chapters, which we then discuss as a group. Our goal, as reported at the Service Conference last July, is to make it more accessible and user-friendly to members.

Sections we have looked at and discussed include Section 10, where the procedures for the CSC are described. At this stage, we think that the policies and procedures for CSC could be in a separate document, or manual, exclusively devoted to CSC. Also, our group conscience is to distribute the CSC procedures to all Voting Entities/Delegates before the annual Conference.

We took a lot of time to discuss and analyze the existing suggested percentages for donations to Intergroups/ Codependents Anonymous Inc/Voting Entities. We emailed the Board and Finance Committee with our recommendations. SSC will be communicating further with them. The change we recommend would increase the percentage to Intergroups and VEs. More information will follow.

We believe that Sections 2 & 3 can stand as they are. Section 4, especially page 19, is under review. It is on the agenda for our next teleconference. Also on the agenda, in Sect. 5, is to consider the text that defines the Voting Entity. We believe it needs clarification.

Our goal is to have motions to present to the 2014 Service Conference. If you might be interested in joining our committee, please email [ssc@coda.org](mailto:ssc@coda.org)

In Service,  
Your Service Structure Committee

Judi, Eric, Jim, Dave, Leo

## Translation Management Committee (TMC)

Board Liaison: Evie S

Members:

Fernando C – CA – Liaison to Spanish, Portuguese speaking Countries

Gerald B – British Columbia – Liaison to English Speaking, French-speaking Countries

Crystal, New England (MA) –Liaison to Europe

Debra D. Or - Proactive Force liaison.

Committee Report:

Wow, almost ready. We are pleased to report that the Spanish CoDA Book is 98% done. The Spanish translating team is working on trying to find universal headings and hope to send the book to print soon.

We are currently working with Quebec (Canada) to determine status of their French literature and a byproduct of this has been connecting with contacts wishing to establish English-speaking meetings in Quebec.

We are finding that each Country has unique issues and that a “one size fits all” approach does not work.

Some examples of different issues that have arisen in our discussions with Countries

- need to translate contracts in the language of the Country
- need to assist Countries in making legal entities and/or assistance in organizing
- when above is not possible develop a contract designed for individuals
- some countries have their own literature and not CoDA's

We are approaching our f2f this month and we hope to work on some important issues such as process and procedures, develop and FAQ sheet, continue to familiarize ourselves with the contracts as they are refined.

We are currently working on a contract with Hungary.

We would welcome anyone interested in our committee to contact [tmc@coda.org](mailto:tmc@coda.org)

## Webmaster

Spam rate has not increased. It hasn't decreased much either, but we have been getting many fewer mistaken calls on whether a note is spam or not. This is good.

There are 540 items in my completed items box. These represent things that I have been asked to do and have completed. Other discussions, paperwork files, and such are not included here.

The number of complaints is still down. That is a good sign, to me. There is little else happening. It's been a slow quarter, as is typical with the holidays. Am I bored or serene? Sometimes it's hard to tell.

Quiet quarter. I have nothing else to report.

Respectfully Submitted,  
Leo C - Webmaster