

**CoDA Fourth-Quarter Service Report for 2014**  
**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:**

**2015 First Quarter Service Reports, (including activities for the dates January 1 2015 through March 31, 2015) will be due to your board liaison and to the board QSR liaison on April 15, 2015.**

**Board of Trustees**

The board has been busy this quarter creating small workgroups with people who have related experience and passions for the issue at hand. These contain one or more members of different committee and a board member or two. One of these workgroups is called the Website Info Crossover Workgroup. There is a lot of information on the old website which will be transferred to the new website with the guidance of this group. Other workgroups are working on accounting processes and procedures, short webinars on elements of website navigation.

Protection of our copyrights is very important. There are many people working on how to make this process less cumbersome, aids in relationship building and still protects CoDA's assets.

The board voted to allow all alternate members both voice and vote for the current term.

The representatives of the Board, the Translation Management Committee and Spanish Outreach continue the effort to reach out to Spanish-speaking people using our program and our copyrighted materials without any connection to the rest of the Fellowship. We are required by CoDA unity and by law to protect our copyrights and trademark but want to work as our program guides us rather than using the harsh power of the law. Our main problem is we do not have contact information for the persons involved and so we intend to publicize this information more broadly."

At the risk of repeating information that is mentioned elsewhere, CoRe has approved literature that has not yet been published and are looking for copies of this literature:

1. 88007 Shame Faced (I'm not at fault)
2. 91008 Thanks to my Higher Power
3. 91010 Avoid 'ems and try'ems
4. 91024 CoDA Letters for Inmates

5. 94036 Sexuality in Recovery
6. 94048 Inner Child Booklet
7. Garland Pamphlet

If anyone has information about these, please email any documents to [board@codas.org](mailto:board@codas.org).

Humbly submitted,

Lorraine  
Board Chair

### **SOS Association Management Company**

This quarter has been busy with several projects, including working on historical data and creating a repository of all legal documents, working on the CSC hotel for 2015, updates on policies and procedures, and website updates.

**Historical Data/Archives/Repository/Document location:** Finalization of this project – repository almost complete and the Google Drive to house project is complete and is being used.

**Board Participation:** CODA's account executive joins the monthly board meetings and helps with follow-up on tasks.

**Policies and Procedures:** This is an ongoing project. This quarter we worked on the Personnel Policy. We will be working with Events and Communications on their Policy & Procedure (P&P) manuals in the first quarter of 2015.

**Website:** We completed the Co-NNections website in November. We have also updated the zip code search so more zip codes are searchable in the find a meeting tab. We will be working with the developer to update the find a meeting tab to be more user friendly based on some of the feedback we have received from CoDA members; to include printable meeting search results, sorting search results, etc. These items were not included in the original scope of service. This is a new proposal that has been approved by the CoDA board. This proposal also includes full Spanish translation of the meeting search tab. The document repository link is currently live in the Trusted Servants Area and we will be linking documents to this area in the next week. Websites

are a continual process so keep giving us feedback and we will continue to work with the web liaison to complete your requests.

We have been very interactive with our Web, Legal and Board liaison and welcome the opportunity to continue to assist in large projects. Thank you for the opportunity.

### **Email List Coordinator**

A reminder to all CoDA committees: the Lists are 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 [codalist@codal.org](mailto:codalist@codal.org). We currently are experiencing a lack of relevant new content to send out.

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

Numbers for subscriptions as of 1/14/15 are as follows:

- Announcements – 4447 (Q3's number was 4264),
- Hospitals & Institutions - 1690 (Q3's number was 1650),
- Quarterly Service Report - 2393 (Q3's number was 2351),
- Co-NNections - 6650 (Q3's number was 6261),

We continue to grow our number of subscribers.

Since the last QSR was written we have sent out 17 announcements on the Main Announcements list. We were able to share information on the holiday phone meetings with the Fellowship, & we continue to send quarterly local Events blasts. We are also continuing to recycle older (still relevant) “blasts” on weeks where there is nothing new to send. Please see the Communications Committee section of the QSR for subjects they are pursuing for new “blasts”. You can view all past “blasts” here: <http://codependents.org/cgi-bin/dada/mail.cgi/list/main/>

At this time, your Email List Coordinator's main focus is working with Events & the Board to attempt to streamline the CoDA Service Conference (CSC) submission & education process. I am very hopeful that by continuing with the [submitcsc@codal.org](mailto:submitcsc@codal.org) email alias that debuted in June of 2014 & with other ideas we are discussing we will be successful in making the process much easier & useful for all. We are getting ready to create new Delegate & Convention closed lists for 2015, & plan to begin a delegate education series of blasts (with some also going to the Fellowship) in the second quarter of 2015.

I also completed a project of summarizing knowledge needed for the Email List Fellowship Service Worker (FSW) position.

There continues to be a concern that the Co-NNections list is still visible & accepting new subscribers, but hasn't sent any content since June of 2014

In Service,  
Geff R  
CoDA Email List Coordinator

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## **Communications**

Comm is now three members, we lost a couple members since last quarter. We are in process of developing our purpose to finish a manual for our committee. We are hopeful to find an answering service to assist the efforts of Cphone. We have also lost a couple members from Cphone, too. We continue to recruit and do our best to carry the message. Anyone interested in answering CoDA phone calls on Tuesdays, Saturdays or late afternoons during the week please email [comm@codas.org](mailto:comm@codas.org)

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## **Co-NNections**

### **No report**

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## **CoRe**

We met for con call meetings on Oct and Dec. In November we had a first face to face (F2F) meeting of the new board in Denver, NC where the new members were familiarized with the order processing and dispatch facilities and contractors. Also present were Gerry as back-up liaison to the CoDA Board and Doug, the CoRe webmaster/IT person. The meetings were very productive; some processes were simplified and the accounting software was updated. Some photographs of products were taken for the proposed website. It was also an opportunity to discuss queries and difficulties "at the sharp end".

Back at the table we accomplished a lot and were able to:

- Agree to the CoDA /CoRe contract after making minor amendments suggested by our attorney. After edit this will be ready to go back to the CoDA Board for approval.
- Agreed to and set up a Dropbox facility so that a central archive and store can be maintained. Initially Board members are to upload material they have from the past from their various sources. This will take several months.
- Discussed the way forward and the implications to CoRe of the Publication and

Distribution Agreement with the printers for the UK. Allocated tasks to be done for the proposed website.

CoRe is developing a Policies and Procedures Manual starting with job descriptions and a Conflict of Interest Policy and working on making the Blue Book available on other electronic platforms and adding to the publications available in electronic form.

Royalties paid to CoDA in the fourth quarter of 2014 were:

Sept \$ 8773.74

Oct \$ 8642.85

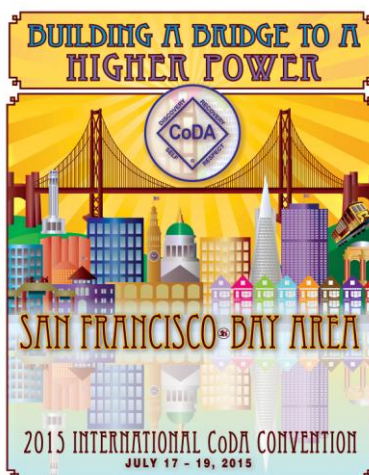
Nov \$ 7822.80

The 7<sup>th</sup> Tradition paid to CoDA for 3<sup>rd</sup> Quarter was \$102

Respectfully Submitted,  
CoRe Board

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## Events



Make your reservations now for the 2015 International CoDA Convention. It promises to be filled with great recovery information, fellowship with members from all around the globe and a bunch of fun. We have had many requests from members all over the country to tell their stories and share their experience, strength and hope.

To begin - most of your questions will be answered by logging onto [www.coda.org](http://www.coda.org) and clicking on the globe on the bottom right of the home screen "World Service Events".

There is a register here link under the Convention Logo and also a link to print a flyer for your meetings. Please register now and reserve your room as the hotel room block is limited.

Delegates – Please register as soon as possible so that we can promptly get you the material needed, to read and go over with your communities, for a group conscience of the fellowship in your area. If possible, it is a Delegate responsibility to vote the Conscience of the area you are serving. If you are a new Delegate with questions, please read carefully Sections 6, 7 and 10 of our Fellowship Service Manual [[http://coda.org/default/assets/File/Foundational%20Documents/Fellowship\\_Service\\_Manual%202014.pdf](http://coda.org/default/assets/File/Foundational%20Documents/Fellowship_Service_Manual%202014.pdf)] to prepare yourself for the CoDA Service Conference. It can be a bit over whelming for first time participants and we hope we have a lot of them this year.

Our Travel Reimbursement Opportunity is available – 4 will be awarded to Delegates; each offer is up to \$750.00 for travel, lodging and registration purposes. There are 2 that will be awarded to the Voting Entity (VE) that hosted the event the previous year. Those VE's have 2 years to use these travel reimbursement opportunities.

The Events Committee has 1 opening and we would love to fill it as soon as possible. It is the position of treasurer. Not to worry your money is safe and accounted for. This position will primarily work with the CoDA, Inc bookkeeper to assure the coding of our costs in Quick Books is accurate. If you have experience with Quick Books and want to work with us on the Events Committee – We Want You!! Please email [Events@coda.org](mailto:Events@coda.org) – interested Treasurer – and we will call you directly to answer any questions you may have.

In November we had a face to face committee meeting for the sole purpose of writing and editing our Policies and Procedures Manual. We will keep this as a working draft through this year, so that we can trouble shoot it during this year's event. We worked tirelessly to complete the entire manual in 3 days and did so with excellent team work and loving support. Thank you all for your hard work.

We all have so many great gifts. When we work together to uplift each other and glean the best in one another while having good boundaries around each others woundedness, we can accomplish great things and acquire healthy and loving relationships. This is why we love our program!!!

It has been a 5 year goal of this Committee to have this event planned out 2 years in advance. This year we are going to attempt to accomplish this. 2016 will be CoDA's 30<sup>th</sup> Anniversary. We are already looking ahead to begin the initial steps towards choosing a venue for that Event. Look for more details to come.

We currently have 9 “working members” that take off a week of their lives to serve the Fellowship of Co-Dependents Anonymous. These are our members this year and briefly what they are doing:

Michelle E. Colorado – Chair – oversees all the sub-committee chairs duties and responsibilities, works with hotel.

James F. Florida – Vice Chair – Works directly with all persons receiving a TRO – (Travel Reimbursement Opportunity) from CoDA. 4 Delegates are eligible and 2 Delegates from the previous host city are eligible.

Greta C. Florida – Secretary – Keeps all minutes from conference calls and F2F; Archives all information for current and past events; Assists in drafting motions and is the point of contact for printing at CSC.

Need Member - Treasurer – Monitors budget against actual spending; Helps with coding spending in QB for accurate Profit & Loss (P&L) statement; Creates annual budget; Assists with Registration.

Megan W. Florida – Registrar – All things registration; Runs the Eventbrite software; Point person for all questions; manages registration at event; Runs monthly reports for many committees.

Kirk L – Northern California Volunteers – Works closely with Host Community to get volunteers to assist with Events; makes schedules; contacts and informs all volunteers of duties and times; works with sub committees to meet their needs for volunteers in their areas.

Christine C. Florida – Speakers and Workshops – Recruits; vets; and assists all those who are selected to be speakers and lead workshops. She manages the whole process from start to finish; creator of program.

Scott I – Nevada -Audio Visual aid / Vendors – sets up all sound; works PC/projector for CSC; negotiates all vendor contracts.

Nancy M – Washington - Merchandise/Raffle – Gather prizes and gift throughout the year from local business and local area groups to have a raffle. Works directly with graphic artist for images needed for souvenirs from convention. Runs Raffle.

There you have it. This is what we do and a lot more. We are looking for this committee to consist of 18 members working together all year. This makes for a much richer group conscience process. We want there to be a partner in training for every working member to keep the continuity strong year to year. What could possibly be keeping you from wanting to join....contact us now!!

In loving service,  
Your Event Committee

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## **Finance**

The Finance Committee met 3 times during the quarter by teleconference. We prepared a summary of the motions that Finance presented at CSC that were passed and had them distributed to the announce email list. When the Service Structure Committee presented the “CoDA Meeting Handbook” on line, at their request we reviewed it to see if the motions we presented were correctly represented.

We are planning a Face to Face meeting in early April to deal with several policy issues that we would like to work through including wording for Advance Procedures; Travel Reimbursement Opportunity Policy (TRO) for Hosts, Delegates, and possibly a new category of International Delegates as it relates to finances; better guidelines for developing budgets for committees; guidelines for committees needing to purchase technology for service work (CoDA owned vs. personal); and review of Expense Reimbursement Policy (ERP) and Expense Reimbursement Approval Procedure (ERAP) with possible flow charts.

We have started to address some issues in the reimbursement process. Many receive reimbursements relatively quickly, but other requests take a long time and sometimes get delayed too long because they get lost in the process. At year end we were still trying to get a few reimbursements paid from the CoDA Service Conference in mid-July. The Board has asked Finance to join a work group to come up with some solutions.

One of our new members decided to drop off of the committee in October. We had backup finance liaisons in place so we could continue to function in the approval process of Expense Reimbursement Requests (ERRs).

Rates for reimbursement for 2015 have been set at \$0.575 per mile, \$46 Per Diem for face to face meetings, and \$66 Per Diem for the CoDA Service Conference in Concord, CA.

Respectfully submitted by the Finance Committee

Lou L, Chair, Addie M, Barbara D, Stuart M, & Loretta D  
Christine H, Board Liaison

### **Finance Liaisons for 2014-2015**

CoDA Board – Lou L & Addie M  
Communications – Stuart M & Lou L  
Co-NNections – Barbara D & Loretta D  
Events – Addie M & Barbara D  
Finance – Lou L & Stuart M



Hospitals & Institutions – Addie M & Loretta D  
 Issues Mediation– Loretta D & Stuart M  
 Literature – Lou L.  
 Outreach –Barbara D  
 Service Structure – Stuart M & Addie M  
 Spanish Outreach – Addie M  
 Translation Management –Lou L  
 International Development TF – Barbara D & Lou L

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## **Hospitals & Institutions**

Committee members:

|            |   |
|------------|---|
| Kathy L.   | IL-Chairwoman, snail mail corresponding secretary |
| Lou L.     | IL-Email corresponding secretary                  |
| Mary I.    | NC-Literature distribution coordinator            |
| Lisa B.    | NV-Sponsorship coordinator                        |
| Darlene H. | CA-Corresponding secretary assistant              |
| John R.    | PA, Board Liaison                                 |

This committee had three teleconferences during this quarter. We are planning a F2F in St. Louis, MO, on Feb. 5-7, 2015.

We had 180 requests for information or literature, several of these came via email. All of these had been responded to. These requests came from 36 different facilities (12 facilities that we have no record of ever having heard from).

A new issue of H&I Lights was sent out to the fellowship in October. In it one particular inmate's letters were quoted with permission. A copy of that H&I Lights was sent to that individual on personal request.

| <b>Literature sent this quarter</b> |                |                   |              |
|-------------------------------------|----------------|-------------------|--------------|
| <b>Piece of literature</b>          | <b>English</b> | <b>Spanish</b>    | <b>Total</b> |
| Co-Dependence Anonymous Book        | 99             | Not yet available | 99           |
| 12 Steps & 12 Traditions Workbook   | 15             | 1                 | 16           |

|   |            |          |            |
|---|------------|----------|------------|
| Standard Packet<br>(a set of pamphlets and booklets CoRe donates) | 2          | 1        | 3          |
| Meeting Starter Pack  | 0          | 1        | 1          |
| <b>Total</b>  | <b>116</b> | <b>2</b> | <b>119</b> |

We have shipped: In This Moment (5), one Twelve Step Handbook, one Spanish Meeting Starter Packet, and one institutional library consisting of 19 literature pieces (one each of which is a CoDA book, a 12 Step and 12 Traditions Workbook, and a Spanish 12 Step and 12 Traditions Workbook listed in this chart.) Also included is a copy of most of CoDA's publications in English. We also needed to purchase 200 more CoDA Books using funds from the Books for Inmates and Institutions program.

There have been some issues that we have been working on around paying CoRe for shipping of literature. Some of these have come from the change we made a year ago to electronic ordering. Others have different sources that are beyond the control of this committee.

Work has begun on assembling an "Institutional" CoDA Meeting Handbook because we realize that some of the material in the CoDA Meeting Handbook does not pertain and is not useful within the institutional setting. This is one of the items on our F2F agenda. We have also been working on revising (updating) our Operations (P&P) Manual.

A problem was encountered when we found out that the Twelve and Twelve Workbook could not be sent into some institutions because of its size. This book is one of the pieces used in inmate sponsorship, so we worked on getting permission from CoDA legal to make copies of this material when needed.

The Inmate Sponsorship Program is under way. We received 1 new woman sponsor after our appeal in the H&I Lights. We have at least 2 male and 9 female active sponsee/sponsor relationships established and another woman beginning the process. Our greatest need is for CoDA members to volunteer for service as sponsors for inmates. We have 13 men and 19 women inmates waiting for sponsors. If you have 2 years of CoDA recovery, are working with a sponsor or co-sponsor, have worked the 12 Steps, and want to grow in your recovery through service, check out the Inmate Sponsorship Program. Contact [inmatesponsorship@codas.org](mailto:inmatesponsorship@codas.org) and ask for an

applications and more information will be sent to you. Lisa B. is our new Sponsorship Coordinator. We want to thank our current and future sponsors.

The inmate correspondence has slowed a little this quarter, but the contacts we have had with individuals and institutional contacts have resulted in the message of CoDA reaching into new places.

We really appreciate the receiving and conveying of correspondence provided by the Fellowship Service Worker and the participation, suggestions, and help preparing the H&I Lights from Linda A. from Spanish Outreach, who frequently attends our committee meetings and types up our meeting minutes.

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### **Issues Mediation Committee (IMC)**

#### CURRENT MEMBERS:

|            |                     |
|------------|---------------------|
| Addie M    | California -- Chair |
| Cara S.    | United Kingdom      |
| Daniel T.  | France              |
| Gail S.    | Nevada              |
| Jim D.     | Connecticut         |
| John R.    | Pennsylvania        |
| Kevin M    | New York            |
| Natasha K. | Arizona             |

The Issues Mediation Committee (IMC) continues to meet monthly on the third Tuesday of the month.

The subcommittee working on the IMC Policies and Procedures Manual, a living document, which is kept updated and current each year has completed this task. The manual will be reviewed by the entire IMC, and at the January 2015 meeting, a group conscience will be taken. Updating, and review of IMC Policies & Procedures Manual, completed.

The subcommittee working on researching and evaluating Voting Entity structures, nationally and internationally, to determine effective guidelines is still in progress. IMC plans to distribute a survey to the CoDA Fellowship. The survey will be sent out in January of 2015 using CoDA's email blast.

We continue to monitor the Voting Entity Issues (VEIs) that were submitted at previous CoDA Service Conferences (CSC). The 2013 Voting Entity Issue (VEI) from Texas was closed by the Literature committee at CSC 2014.

We continue to handle disputes with objectivity, respect and fairness with each party involved; in process.

Respectfully Submitted,  
Addie M., Chair

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## **International Committee**

**No report**

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## **Literature (CLC)**

**No report**

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## **Outreach**

We are continuing to work towards our goal of having the Outreach Resource Guide (ORG) available as a resource for members of the Fellowship. This clearinghouse is for members to have information for outreach activities, including carrying the message to new members and for supporting current members of the Fellowship at all levels.

We have created a working website to visualize what will be on the “Outreach” tab on the coda.org website in the future. We also just created a sub-group to work on the format for the content for each area. Each area will have information such as a purpose, members sharing their experiences and templates for use. As examples of the content area work we are doing, members are facilitating writing up sections on topics such as “Step-Study Groups” and “Guidelines for the use of social media”. As we develop information, our goals include to:

1. Keep the Twelve Traditions as our primary source of guidance and
2. Strive to use language and topics that are pertinent to our members worldwide.

We plan to meet on March 20-22 in the Denver, Colorado area with the intention of putting together the main content for the Outreach Resource Guide.

Gratefully in service,  
Outreach Committee Members

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## **Service Structure Committee (SSC)**

### **No report**

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## **Spanish Outreach**

Members:

Emails:

Proofreading:

Outcome of face to face in Madrid

WebEx & Skype Teleconferences

Skype, per f2f: 1/9/15

Espcoda

Passed the baton on Spanish callback line to Communications

Website Info Crossover Work Group and what Madrid said at f2f

CSC Motion from SPO:

The Policies and Procedures Manual needs to be updated to describe this committee's responsibility for the Spanish CoDA web pages.

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## **Translation Management Committee (TMC)**

### **Members**

Evie S - SoCal - Chair

Darlene H - SoCal - Vice Chair

Crystal Z - Massachusetts

Salle - NorCal

Lucia P - SoCal

Madeline R - Florida

### **Board Liaison**

John R

### **Report**

Q4 has been a very busy quarter for TMC. Efforts over the last three months have been focused in three primary areas:

- Continuing to help newer members understand the quite complicated Translation and Publication processes
- Working with the Board Legal Liaisons to continue to refine and document the Translation and Publication process and to clarify responsibilities
- Continuing to respond to the new and ongoing requests for permission to translate and, in some cases, to publish already translated materials

Several of the newer members have taken on active responsibility for working with Translation Groups with the assistance of the TMC chair. An extensive review of the processes is planned for our upcoming January 16-18 face-to-face meeting in the Los Angeles area.

The Board/TMC 2x2 and the Board/TMC/Spanish Outreach 2x2x2 groups continued to meet on a regular basis and have been making significant progress. The 2x2 group is close to achieving one of our goals of clarifying all the necessary steps and our different roles and responsibilities in the Translation Process. We will begin working on the same goal shortly for the Publication Process. The 2x2x2 group had several conference calls and is looking at ways to communicate about translation and publication procedures with the Spanish speaking community worldwide. The Board and TMC will be looking at ways to communicate translation and publication procedures to other language speakers worldwide.

All the necessary Translation and Publication legal paperwork was completed with the Czech Republic. We received new requests for permission to translate from Greece and St. Petersburg, Russia. Work continues with Colombia, Costa Rica, Hungary, Iceland, Iran, the Netherlands and Madrid, Spain on requests to translate and, in some cases, to publish previously translated material.

We welcome any people interested in translating CoDA literature to contact us at [tmc@coda.org](mailto:tmc@coda.org). We also welcome anyone interested in joining our committee to contact us at the same address.