

CoDA Third-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

Please Note:

2014 Fourth Quarter Service Reports, (including activities for the dates October 1, 2014 through December 31, 2014 will be due to your board liaison and to the board QSR liaison on January 15, 2015.

Board of Trustees

The energy of the board is one of figuring out if there are better ways to do things. In August's meeting, we reviewed some of the things from the CoDA Service Conference which might need some improvement. Two motions to be presented are one to give voice to alternate delegates at every Conference, and the other is to have the Canadian publishing board, Co-Dependents Recovery Society (CDRS) have voice at every Conference.

The website continues to take up most of the time of the board by fully understanding the gist of the issues, hoping to get contracts for Co-NNections, updating the meeting zip code database and Spanish meeting locators which will resolve the issues. Many of the smaller troublesome items, which were sent during the Conference (thank you!), have been resolved.

Funds in the Chase Bank account continue to remain above \$25,000 in order to avoid bank service fees. Excess funds, above the FDIC insured limit in the savings account are being moved to a separate bank to insure full protection. Thank you to all who turned in Expense Reimbursement Requests soon after the Conference. They were approved and sent out very quickly this time, using a new tracking system set up by the new treasurer.

Previous board members have really stepped up to continue the momentum of the board work. Not only have they trained, communicated and filled in some missing gaps in information but they have also been instrumental in continuing the finalization of various distribution and publication contracts.

We are working with the Translation Management Committee to simplify the processes for translation, publication and distribution contracts. A small group met via teleconference to agree that Spanish Outreach will produce a single translation of the foundational documents to be used in all published Spanish language publications. Working with SOS, a single repository for legal documents is being created, with a stable system of working files making them readily accessible while securing CoDA

assets better. Ongoing work from the attorney is the protection of Trademark and Copyright infringement by achieving compliance from the various parties. Steps are being taken, on the advice of counsel, of extending protection of the CoDA trademark and logo to countries where CoDA is beginning to take hold.

Despite the fact that there are fewer people on this year's board and with less past board experience, we are responding as best as possible while continuing to work our individual and group programs. We are looking forward to team building in February which will be our first face-to-face meeting since the CoDA Service Conference. Respectfully and humbly submitted,

Lorraine O
Board Chair

**SOS Association Management Company
From August through November 20, 2014**

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: We took time to go through the archives that were given us, as well as all of the agreements that we had. We created a binder with all of our agreements, scanned all that were not already electronic, renamed all the agreements according to a naming protocol and created a spreadsheet by category for ease of finding any agreement. We started to design a "repository" on the website that will house all of these documents, including current templates and working documents, for the Legal Committee. We are not complete on this project, but should be so by end of November.

In addition, we worked with the Legal Liaison to create a Google Drive that can house current projects by the board and committees by project/category. I believe this is complete and is being used.

CSC 2015 Hotel: We worked with the Events Committee to help analyze prospects for the 2015 CSC venue. We were able to secure a venue, the Hilton Concord in Concord, CA (Bay Area), finalize the contract and get the deposit going. We are now working with them on putting the information on the website.

Policies and Procedures: This is an ongoing project. This quarter we worked on updating Section 5 and 6 from the CSC motions to update in the Board P&P. The next project will be the Personnel Policy, as well as working with Events and Communications on their P&P manuals.

Website: We have 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@codas.org

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

Numbers for subscriptions as of 10/13/14 are as follows:

- Announcements – 4264 (Q1's number was 4079),
- Hospitals & Institutions - 1650 (Q1's number was 1521),
- Quarterly Service Report - 2315 (Q1's number was 2235),
- Co-NNections - 6261 (Q1's number was 5745),

The good news is that subscription numbers are starting to pick up again for the first time in almost 2 years. It is likely that the increased email list visibility on the new coda.org has helped with that!

We sent out summaries of 3 of the 4 days of CSC 2014.

Since the last Quarterly Service Report (QSR) we have sent out 26 announcements on the Main Announcements list.

The weekly Co-NNections mailings have been suspended since July 1st due to issues with the new website. The issues will hopefully be resolved soon

Gmail has gone to proprietary formatting similar to smart phones. As that has provided the Fellowship Service Worker with a "test bed", we believe solving the Gmail issue has also solved the smart phone formatting issue. Please feel free to email comments to the email address near the top of this report.

We had 1 (apparently unsuccessful) break in attempt in October.

We expect to have an email list software update later this week.

The Fellowship Service Worker (FSW) continues to recycle old blasts on weeks where Communications & other committees do not have new content. Communications took a 3rd group conscience on that during the February 2014 call. Please see the Communications section of the QSR for subjects they are pursuing for new “blasts”.

In Service,
Geff R
CoDA Email List Coordinator

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Communications

Cphone Subcommittee

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Co-NNections

The Co-NNections web site is half done. Articles have been uploaded and the navigation bar is being fine tuned. Soon submissions can be submitted and more sharing and creativity by CoDA members can be posted on Co-NNections. An announcement will be sent out when everything is working. Until then the articles are available to read. The Co-NNections committee is a good way to do a 12th Step. This volunteer service work doesn't require much time and working with this new web site will be fun. Please email Co-NNections at connections@coda.org to volunteer.

Respectfully submitted by Chuck J. (Co-NNections Chair,) Florence F., Karen G. (Committee members).

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CoRe

New CoRe Board:

- Chair – Della B.
- Vice Chair – David L.
- Secretary – Dephny Z.
- Treasurer – Barbara
- Dagmar M. (UK)
- Loretta D. – alternate

What's new?

- All “out of stock” literature is now available. Procedures are being put into place to prevent this from happening again.
- Spanish Welcome chips are now available
- Bound copies of the Fellowship Service Manual and New Meeting Starter packet will be available for purchase soon.
- The revised edition of the Twelve Steps Twelve Traditions is now available soon.
- We are hoping to receive revised copy of the CoDA Book and the Spanish translation for printing from CoDA, Inc.
- Royalties paid to CoDA, Inc. in the third quarter of 2014 were:
 - June \$ 8,138.82
 - July \$ 6,899.79
 - Aug \$ 9,027.39
- The 7th Tradition paid to CoDA, Inc. for 3rd Qtr. was \$675.38

We have all been getting used to working with one another. The two new board members have brought several new ideas and suggested some things we’ve been working on to the board. We are having a F2F Nov 3-8 in North Carolina. We will be visiting the CoRe business office and warehouse in Denver, NC. We have many things on our agenda including reviewing/amending CoDA/CoRe contract and returning it to CoDA for their review and approval. We anticipate a signed contract by year end. We also plan to decide on the final touches to our CoRe webpage. We will take this time to set priorities of new projects.

Respectfully Submitted,
CoRe Board

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Events

SAVE THE DATE:

The 2015 International CoDA Convention will be held in Northern California July 17-19, 2015. This Event will be held at the Concord Hilton Hotel. Register at www.CoDA.org click on the World Service Events globe. Early registration will be held until 12/31/2014.

The CoDA Service Conference will precede this event on July 14 -17, 2015

The 2014 CoDA Service Conference and the International CoDA Convention were held in Orlando, Florida this past July. It was a huge success. A big thank you goes out to

the Florida CoDA Community for their incredible hospitality and their fantastic show of support with volunteers.

The CoDA Service Conference was represented by 33 Delegates from only 14 different United States Voting Entities (Arizona, Connecticut, Colorado, SoCal, NorCal, Florida, Illinois, Massachusetts, Nevada, New York, Pennsylvania, Texas, Virginia, and Washington); we also had 8 International Delegates from Australia, Israel, Germany, Canada, United Kingdom, Malaysia, Mexico, and France. Big changes are happening in CoDA both here and abroad.

We currently have meetings in 50 states and District of Columbia; only 14 were represented this year at conference. We need a push to get more Voting Entities (States) to the CoDA Service Conference. The Events Committee gives out 4 Travel Reimbursement Opportunities to Voting Entities (VE's) in need, each year. Email events@coda.org for more information.

The Events Committee brought 2 motions to the floor that were both passed. The first motion was for the Events Committee to have the authority to set the dates for the CoDA Service Conference and International CoDA Convention as long as travel does not occur over the fourth of July.

The second was a motion to increase the number of members who are reimbursed the week of the events from 6 members to 9 members. It was passed with a near majority. This was only passed for 1 year, so the budget numbers can be looked at next year. This will be a huge help for us. It will allow us to be prepared for unexpected emergencies that may come and will be a welcomed increase in workers so we can practice better boundaries and self-care.

Some other highlights from this year's CSC were:

- 1) We have a new website. It's gorgeous – if you haven't logged on to it yet – check it out. www.coda.org
- 2) The Outreach Committee has restructured and the main focus will be on getting the word out to many communities about Co-Dependents Anonymous. There are so many who still suffer and do not know about our fellowship.
- 3) The Board of Trustee has created a strategic plan for looking forward on how to grow CoDA. 1 year, 5 year and 10 year strategies with the help of a hired professional management company.

- 4) A new Committee has been formed (yet to be named) that will provide input and shared ideas between the International Communities as well as working the Board of Trustees to better meet their needs.

The International CoDA Convention was a great boost to our recovery. The Theme: “The Magic of Re-parenting” was appropriate for being in the happiest place on earth! We had 187 attendees from all over the country and the world. Our founders Ken and Mary were our keynote speakers.

California is a CoDA hot spot. We are expecting record attendance for 2015. Please register early and make your room reservations as soon as possible. If you would like to volunteer at the convention please email events@codas.org and place Volunteer in the subject.

If you are willing to tell your story as a main speaker or are a member who would like to do a workshop, please send information to events@codas.org with Speaker or Workshop in the subject line.

We are looking for hard working fellowship members. This is a very rewarding committee to serve on. We are looking for long time CoDA members who can exercise good boundaries while working in a group, who may belong to other fellowships and are familiar with 12 step conventions and who don't take themselves too seriously and are able to have a lot of fun. If this describes you and you are ready to take on a service position at the World Service level, please email events@codas.org and place Interested in joining in the subject line. One of our Events Committee Members will get back to you with details or to answer any questions.

We are your Events Committee and we look forward to serving you another year. Look for our Communications Email blasts from us monthly for more information throughout the year. Invest in your recovery and join us next summer for a vacation full of fellowship and fun.

In the fellowship of the spirit,
CoDA Events Committee

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Finance

The Finance Committee had three members in attendance at the CoDA Service Conference (CSC) in Kissimmee, FL in July. We presented eight motions, seven were

passed and the eighth was withdrawn. In the motions CSC added “operational” to the definition of the prudent reserve of CoDA, Inc. as “two years of actual operational expenses”; modified or created four Frequently Asked Questions (FAQs) for the Meeting Starter Packet (to be called the Meeting Handbook); and modified the Expense Reimbursement Policy (ERP) & Expense Reimbursement Approval Procedures (ERAP). The FAQs dealt with raising the limits an individual can donate to CoDA in a year; defining a limit to how much a CoDA member can donate to CoDA through their wills; re-establishing November as “Gratitude Month”; and suggesting ranges for seventh tradition donations to CoDA entities. The modifications to the ERP & ERAP were to help establish a process to collect more information so that Expense Reimbursements Requests can be processed more efficiently. We also presented the CoDA budget which was approved for 2015 of \$243,758.

The Finance Committee met by phone three times since the CoDA Service Conference. We welcomed two new members and the new board liaison to our committee and established our finance liaisons to CoDA standing committees. (See list below.) Since CSC, we have helped approve about 37 of about 45 Expense Reimbursement Requests. We are exploring ways to better serve those who receive Travel Reimbursement Opportunities (TROs).

We also responded to several requests for information.

Respectfully submitted by the Finance Committee

Lou L, Chair, Addie M, Barbara D, Stuart M, Linda I, & 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. & Linda I
- Outreach – Linda I & Barbara D
- Service Structure – Stuart M & Addie M
- Spanish Outreach – Addie M & Linda I

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Hospitals & Institutions

Committee members:

Kathy L.	Mahomet, IL Chairwoman, snail mail corresponding secretary
Lou L.	Mahomet, IL Email corresponding secretary, sponsorship coordinator
Mary I.	Denver, NC Literature distribution coordinator
Lisa B.	Las Vegas, NV Sponsorship coordinator-in-training
Darlene H.	Torrance, CA Corresponding secretary assistant
James I.	FL Institutional information provider
John R.	PA Board Liaison

This committee had two teleconferences during this quarter as well as a meeting at CSC in Orlando. James and Darlene joined us then to perform specific, limited tasks and are invited, but not required to attend our teleconferences. In addition to our regular, monthly tasks, we have been training new people to assume tasks that others have been doing.

We had 161 requests for information or literature. All of these had been responded to. These requests came from 33 different facilities (18 facilities that we have no record of ever having heard from). It is exciting to find that word about CoDA is spreading in institutions, not just correctional. We have had requests from a VA Hospital, 2 rehab facilities, and a rescue mission.

Reports have come about some exciting growth from the efforts of the San Diego intergroup in the CoDA program in some of the San Diego Sheriff's correctional facilities. We have heard from at least two Intergroups requesting information about the services we provide. This is evidence that there are "boots on the ground" in different places serving the codependents in institutions that are still suffering.

Literature sent this quarter			
Piece of literature	English	Spanish	Total
Co-Dependence Anonymous Book	80	Not yet available	80
12 Steps & 12 Traditions Workbook	26	32	58
Standard Packet (a set of pamphlets and booklets CoRe	7	0	7

donates)			
Meeting Starter Pack	4	0	4
Total	117	32	149

We have shipped 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.

This quarter our help from the CoDA Office Fellowship Service Worker (FSW) who picks up the mail to H&I, uploads the basic contact information of those writing to us onto our data base and scans the correspondence and to email it to us for us to determine the responses needed was delayed for a month while the service worker was kept busy with other CoDA matters. This meant that at the beginning of September we received over 70 requests on one day! It has taken over a month to catch up with those and others received later in the month (90 in 1 month). We really appreciate all the help given us by the FSW.

The Inmate Sponsorship Program is slowly getting off the ground. We have at least 5 active sponsee/sponsor relationships established and another 5 beginning the process. Our greatest need is for CoDA members to volunteer for service as sponsors for inmates. We have 33 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 and ask for an applications and more information will be sent to you. Lisa B. is in training to become the new Sponsorship Coordinator. We want to thank our current and future sponsors.

We have been preparing documents to be put on the Trusted Servant's Area on the new website, working on updating our Operations (Policies and Procedures) Manual, purging old inmate correspondence, and working on formulating a meeting starter packet specifically designed for use in institutions.

This work is both demanding and rewarding, and we appreciate all the effort and encouragement we receive from several committees: Spanish Outreach, Communications, and Outreach. We are definitely better together.

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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

At the 2014 CoDA Service Conference (CSC) your Issues Mediation Committee (IMC) was elected by the fellowship. We are happy to report that there are currently eight of the nine elected members serving. One of our elected members, Chuck J. from Indiana, due to unforeseen circumstance resigned. He served on this committee the previous year 2013-2014 and his many contributions are appreciated. We will miss his service and wish him the best as he continues to serve CoDA in other areas.

In order to better serve CoDA as a whole, the IMC has developed 3 Sub-committees. Each working on different issues, the subcommittees meet between our regular monthly meetings, bringing back their accomplished work to the larger group, reporting on progress and getting input, feedback and discussing any group conscience that are needed by the whole committee. This is working very well and we are happy to report that we are getting much more work done.

The sub-committee for the IMC Policies and Procedures manual has added a Recusal Section, and continues to update this living document as needed.

The sub-committee for discussion on developing guidelines for intergroups wishing to form a structured Voting Entity is working on a survey and letter to be sent out as an email blast in the near future to determine how this process would be set up.

The sub-committee tracking Voting Entity Issues has developed a spreadsheet and is in the process of evaluating the data that was compiled last year. This subcommittee is also working with the Webmaster and is in the process of getting the Voting Entity Issue spreadsheet on CoDA's website.

At CSC in July 2014 a motion was brought to the floor that put in place a process that will allow Voting Entity Issues to more easily reach the floor as a motion at the annual CoDA Service Conference. We believe that this will better serve our Voting Entities when their issues are brought to the fellowship to be heard and voted on for a group conscience.

Currently there are no active cases seeking mediation. When these cases come in we have established a process for addressing them. That process can be found in our Issues Mediation Committee Policies and Procedures Manual.

Respectfully Submitted,

Addie M, Issues Mediation Committee (IMC) Chair

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International Committee

Since the new formation of the International Standing Committee (*name and new email alias pending) at the past Conference, the opportunities are exciting and endless. As the Committee embarks on this journey, organization has been the initial focus.

First, surveys to select a name for the new committee, dates/times for monthly meetings were sent out to get the most perspectives from our 70+ international contacts.

With the nominations of new service positions, a new one was added: Outreach Coordinators. This is an effort to continue to reach out to the many countries that are not yet connected with the International Committee*.

One of the greatest challenges has been to identify time slots for the monthly meetings so that members from all time zones can meet at reasonable times. It is impossible to have one time functional for all, but we are getting closer to picking 2-3 time slots that could be alternated, so at minimum, some of the times are workable for all.

The next steps are to put more goals and objectives into action.

Respectfully submitted,

International Committee*

itf@coda.org

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Literature (CLC)

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Outreach

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Service Structure Committee (SSC)

Dear CoDA members,
The Service Structure Committee (SSC) continues to hold monthly teleconference meetings.

Our priority is to revise the documents affected by CoDA Service Conference motions. Our goal is to have this finished by the end of November.

We reviewed 2014 CSC approved material as requested by the Finance Committee, before they submitted it for distribution to the Fellowship.

In Grateful Service,
SSC

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Spanish Outreach

Members: Madeline R (FL), Katia R (Spain), Iriwe A (Spain), Linda A (SoCal)

Spanish Outreach has answered 61 email threads from outside of CoDA and 114 within CoDA in this quarter. These threads and internal correspondence among committee members amounted to 1205 emails exchanged. Two members of this committee also answer the Spanish telephone line for the Communications Committee, Ecphone. Two members of this committee have begun to serve on the Translation Management Committee, in view of the pressing need to expedite publication of the accumulated translations into Spanish of CoDA publications.

A new feature on the Spanish side of the CoDA website, recovery stories ([Envíe Su Historia](#)), was added in September. Seventeen names were added to the Spanish mailing list, espcoda.

This committee has found, via correspondence received, that monolingual Spanish speakers miss the previously available Spanish translation of the meeting database. This committee worked to provide a translation of the existing English interface, only to learn that new contract language with the website providers as well as additional funding will be needed before any such interface can be considered. Spanish Outreach plans to meet with the Board to pursue the need to better carry the message to Spanish speaking CoDA members as well as to newcomers.

The first meeting of the Board-mandated 2x2x2 committee took place on Saturday, September 27th. Spanish Outreach continues to be willing to translate, edit and copy read as requested for other CoDA entities, as well as to coordinate the process of bringing into conformity CoDA's multiple versions of the foundational documents as translated into Spanish, from the website to the printed pamphlets and various versions of the book, Codependents Anonymous.

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Translation Management Committee (TMC)

Members

Evie S - SoCal - Chair
 Darlene H - SoCal - Vice Chair
 Crystal Z - Massachusetts
 Salle H -NorCal
 Lucia - SoCal
 Madeline - Florida
 Katia - Spain/Denmark

Board Liaison

John R

Report

As reported in the last Quarterly Service Report, we lost two long term members and 3 new members joined our committee at or right after July's conference. Since then two new people have joined: Madeline from Florida and Katia from Spain currently living in Denmark. Much of the last few months has been spent helping the new members to learn about what TMC does and what our goals for this year are.

The subcommittee of two members of the CoDA Board and two members of TMC has had two meetings with the goal of clarifying our different roles and responsibilities in the Translation and Publication effort. These two meetings have been very successful and we have made significant progress towards these goals. As a result we have been able to start working again with countries to help them to move forward with translations and publications, starting with the Czech Republic. The people in the Czech Republic have signed the paperwork necessary to allow them to begin publishing 3 CoDA pamphlets that they translated. This paperwork is currently on its way to the CoDA office so that it can be signed by two CoDA Board Officers. We are working with several other countries to get the necessary paperwork signed so that they can also translate and subsequently publish translations in their own languages.

A subset of the CoDA Board, TMC and Spanish Outreach was created to determine how to best handle currently unpublished and future translations of additional Spanish translations of CoDA literature. They recently had their first meeting. We look forward to

an agreement soon on how to quickly complete publication of the Spanish translation of the CoDA Book.

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

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