

CoDA 1st Quarter Service Report for 2017

Co-Dependents Anonymous, Inc. Hereinafter "CoDA, Inc." or simply
"CoDA"

PO Box 33577, Phoenix, AZ 85067 [602-277-7991](tel:602-277-7991) or [888-444-2359](tel:888-444-2359) www.coda.org

CoDA Board

The board of trustees has been meeting monthly since CSC including a face to face in March.

Our meeting is changing, starting April, to the second Thursday of each month at 4:45 PST, 7:45 Eastern, 4:45 Pacific. If you would like to watch/listen in to our meeting, please send an email to board@coda.org so we can send you a Skype invitation.

We are continuing our work on the website. We had a crash and after 4 days of work, it has been restored. If you find any problems, please send an email to webmaster@CoDA.org – if you can send screen shots of the problem, it will really help.

We continue to work on a new app for donations, which will be up and running soon. We are very excited about this new way to donate. It will allow you to make designated donations to the different programs we have, as well as allow split donations. It will replace Pay-Pal, but we will announce the details in this next quarter.

At our face to face (f2f) in Seattle, we looked again at our strategic plan (our goals both short and long term). We reconsidered our priorities, and removed items completed. We decided to change our CPA to one that

handles non-profits exclusively and are looking at submitted bids. The board has received requests for additions to committee's budgets, but have committed to staying with the existing budget. Part of the reason for this decision was because we have had to move over \$40,000 from our Arizona account to our checking account in the past year.

We did come up with a suggestion on how to reach out to internationals; the various contracts for publication and distribution and how to make these easier to manage; the request by a few committees to have podcast abilities and establishment of policies/procedures for them; and how to make the CoDA Service Conference available to the fellowship at large via either video or audio during CSC.

The board also held a CoDA Q&A for members in the Seattle community after the f2f. It was very nice to meet and talk about recovery and service work. We plan to make this a recurring event at each face to face – next up, Phoenix. If you would like more information on the recent face to face or any of our past meetings, the minutes are available on the website.

We currently have a legal workgroup, web workgroup, a CoDA/CoRe 2x2 (meeting with both boards representatives) and a CoDA/TMC 2x2 (meeting with board liaisons and TMC chair and representative). We have found the workgroups and 2x2's a good way of working to be more focused and very productive for everyone.

The board has sent answers to the Massachusetts Voting Entity Issue, as well as to The SoCal Voting Entity Issue. The answers to those are included in this QSR.

In recovery,

The board – Mary, Lorraine, Madeline, Denny, Gerry, Jen, Addie, Anita

CoDependents Anonymous, Inc

Profit and Loss

January - March, 2017

Income

| | |
|--------------------------------|--------------------|
| 4020 DONATIONS - 7TH TRADITION | 23,681.57 |
| 4030 INTEREST INCOME | 35.42 |
| 4060 ROYALTY INCOME | 21,102.16 |
| 4070 CONVENTION Income | 400.00 |
| Total Income | \$45,219.15 |
| Gross Profit | \$45,219.15 |

Expenses

| | |
|---------------------------|--------------------|
| 7000 OPERATING EXPENSES | 5,897.11 |
| 7100 EVENTS | 379.34 |
| 7300 Contract Services | 10,019.14 |
| 7350 Legal & Professional | 490.00 |
| 8500 Travel | 3,272.60 |
| Total Expenses | \$20,058.19 |
| Net Operating Income | \$25,160.96 |
| Net Income | \$25,160.96 |

Board - SOS (Our Management Company)

As of March 31, 2017

This quarter was busy with several projects, including a Board Face To Face meeting and follow-up.

Accounting: Worked with the Treasurer and Finance Committee Chair for ongoing accounting tasks including daily entries and bank reconciliations. Worked with the Board to identify and secure a new nonprofit CPA for annual 990 taxes.

Board: Assist the Board of Trustees in different ways including board meeting attendance, prep, minutes and follow-up work. Respond to

requests as needed. Keep in the loop on all Board issues. Face to Face Prep for March meeting in Seattle as well as follow-up.

ERRS: Assist Finance with ERR submissions and payments, resulting in timely ERRs payments.

Phone Calls: Ongoing phone calls for CoDA weekly, including follow-up with Communications Chair. The volume of calls is steady. We track each call in SmartSheet and share information weekly with the Communications Chair.

Policies and Procedures: This is an ongoing project. This quarter we finished work on the Outreach Committee manual.

Website: We spent a large amount of time working with the board on website solutions and ongoing maintenance.

We have been very interactive with our Web, Communications, Events, Accounting and Board liaisons and welcome the opportunity to continue to assist in ongoing projects. Thank you for the opportunity.

Email List Coordinator

A reminder to all CoDA committees: the Email Lists are here for YOU! If you would like information or an announcement sent out to the CoDA Fellowship, please email it in plain text if possible, to codalist@codalists.org.

It would be wonderful if those reading this would share the lists with your home meeting, so we can continue to grow our number of subscribers! At this time, along with the online CoDA Forum the email lists are our #1 means of communication with the fellowship. The growth of our subscriber numbers has significantly slowed, & your help in getting the word out is greatly appreciated!

Members can sign up here: <http://www.codependents.org>

If there is ever an issue with the "Email signup" on CoDA.org, the link above should still work.

You can view all past email "blasts" here:

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

Numbers for subscriptions as of 4/8/17 are as follows:

- Announcements – 5263 (Q4's number was 5235),
- Hospitals & Institutions - 2221 (Q4's number was 2220),
- Quarterly Service Report - 2865 (Q4's number was 2839),
- Co-NNections Weekly Reading - 8766 (Q3's number was 8505)

Highlights of the last quarter for me were 2 significant upgrades to our software. You may have noticed that the appearance of our emails is greatly improved. We now have approximately 10 color "themes" to choose from. A survey was taken of CoDA service workers, & the one we've been using was selected by GC. The CoRe webmaster Doug P, is also going to work with me on making the light grey colors more readable. We are also now able to embed images in the emails, & they will show up correctly with most email providers.

Since the last QSR was written (1/8/17) we have sent out 22 announcements on the Main Announcements list; + the Co-NNections weekly readings.

We have a favor to ask of our members who use Email Providers with "unsubscribe buttons" or links.

On the bottom right of every email we send out there is a button that says,

"Unsubscribe Automatically"

By using that method you can easily unsubscribe from the list with 1 click and no damage to CoDA.

We would greatly appreciate it if you would not use your provider's "unsubscribe" or "spam" button.

There are 2 reasons:

1. Every time someone unsubscribes in that manner, the email provider puts it down as a negative "mark" against CoDA; the more of those they see, the less chance that members wanting to receive our emails will get them.

2. When you push the provider's "unsubscribe" or "spam" button, a paid CoDA "special worker" has to manually unsubscribe you. This takes away from your 7th tradition donations, & from the time that "special worker" has allotted for other tasks for the good of CoDA.

Thank you!!!!

In Service,

Geff R

CoDA Email List Coordinator codalist@coda.org

CoDA Resource Publishing (CoRe)

We held phone conferences in January and March and a F2F in Charlotte NC during February. The F2F included a strategic planning meeting externally facilitated which was also attended by a CoDA Board member and one from the Literature committee as stakeholders. Spanish Outreach was also invited but did not send a representative. We identified our major initiatives for success and sustainability and have since taken steps towards three of the initiatives. We agreed the final changes to the website at our F2F and this was launched to much positive feedback in March. An announcement went out in April 2017. Other major decisions were to increase the royalties paid to CoDA to 40% (from 30%) each month and also to make a one-off \$10,000 7th Tradition donation. CoRE received the strategic plan report in March; which outlines the course of action to be taken in the upcoming year. Another F2F is scheduled in June.

We are working on getting the 12 step Workbook converted to e-format and to finding steps towards improving the sales of Spanish literature. Sales are disappointing so far.

We are also working on putting together a meeting start up packet to ship to all Spanish meetings and to new English meetings as they register. This is to increase the visibility of the available literature.

The CODA/CoRe contract has been reviewed and we are pending finalizing one new clause before filing a signed copy in the archives.

New stocks of 31 year medallions, 1 month chips and Establishing Boundaries pamphlets were received. Affirmations, the Pocket Edition and what is CoDA reprints were completed and there is currently nothing pending re-print.

Royalties paid during Q1 2017

for Dec 2016 \$4870.95

for Jan 2017 7577.23

for Feb 2017 8288.78

Total paid to CoDA during Q1 2017 = \$20736.96

7th Tradition pd in Q1 2017 for Q4 2016 = \$747.69* *These are 7th tradition payments made by members of the Fellowship via CoRe to CoDA; in addition CoRe made a 7th Tradition donation to CoDA of \$10,000 this quarter

**CoRe
Publications**

Profit & Loss

Mar 17

Ordinary Income/Expense

Income

Book Sales

12 Step Spanish

Workbook 180.00

12 Step Workbook 8,396.00

CoDA Book Pocket 895.50

| | |
|--------------------------|------------------|
| Edition | |
| CoDA SoftCover Books | 12,524.00 |
| Ebook Sales | 343.22 |
| In This Moment Books | 1,450.00 |
| Kindle Sales | 884.34 |
| Spanish CoDA Book | |
| Pocket Editio | 126.00 |
| Total Book Sales | <u>24,799.06</u> |
| Non Book Sales | |
| Audio Tapes and CDs | 109.90 |
| Booklets | 4,408.50 |
| Medallions | 3,325.06 |
| Pamphlets | 1,358.46 |
| Posters and Special | |
| Items | 32.50 |
| Spanish Booklets | 201.00 |
| Spanish Pamphlets | 62.32 |
| Total Non Book Sales | <u>9,497.74</u> |
| Other Income Items | |
| Service Items Copied | 49.45 |
| Spanish Items Copied | 57.20 |
| Total Other Income Items | <u>106.65</u> |
| S and H Charges | |
| New Shipping | 2,967.39 |
| Total S and H Charges | <u>2,967.39</u> |
| Total Income | 37,370.84 |
| Cost of Goods Sold | |
| Cost of Books | |
| 12 Step Spanish | |
| Workbook | 49.04 |
| 12 Step Workbook | 1,962.91 |
| CoDA Book Pocket | |
| Edition | 119.96 |
| CoDA SoftCover Book | 3,640.25 |
| In This Moment Book | 263.07 |
| Spanish CoDA Book | 15.28 |

| | |
|--|-----------------|
| Pocket Editio | |
| Total Cost of Books | <u>6,050.51</u> |
| Cost of Literature | |
| Audio Tapes and CD's | 16.73 |
| Booklets | 774.54 |
| Medallions | 1,731.14 |
| Pamphlets | 653.65 |
| Posters and Special Items | 8.00 |
| Spanish Booklets | 54.68 |
| Spanish Pamphlets | <u>39.83</u> |
| Total Cost of Literature | <u>3,278.57</u> |
| Other Cost of Sales | |
| Printing | <u>602.00</u> |
| Total Other Cost of Sales | <u>602.00</u> |
| Total COGS | <u>9,931.08</u> |
| Gross Profit | 27,439.76 |
| Expense | |
| Distribution Center Costs | |
| Distribution Contract | 2,359.76 |
| Distribution Rent | 875.00 |
| Distribution Utilities | 673.03 |
| Postage and Shipping | <u>3,322.76</u> |
| Total Distribution Center Costs | 7,230.55 |
| Order Processing Center Costs | |
| Order Processing Contract | <u>1,769.82</u> |
| Total Order Processing Center Costs | 1,769.82 |
| Royalty to CoDA, Inc. | 9,734.47 |
| Various Administrative Expenses | |
| Accounting Services | 350.00 |
| Bank Charge Monthly | 50.00 |

| | | |
|-------------------|---------------------------------------|-------------------------|
| | PayPal | |
| | Bank Charges | 35.00 |
| | Contributions | 10,000.00 |
| | Credit Card Service Fees | 60.83 |
| | Credit Fees on PayPal | 786.00 |
| | Group Discount | 1,848.58 |
| | Office Expenses | -143.64 |
| | Other Professional Fees | 2,000.00 |
| | Returned Checks and Refunds | 117.58 |
| | Travel and Meetings | <u>1,158.15</u> |
| | Total Various Administrative Expenses | <u>16,262.50</u> |
| | Total Expense | <u>34,997.34</u> |
| | Net Ordinary Income | -7,557.58 |
| | Other Income/Expense | |
| | Other Income | |
| | Interest Income | <u>16.92</u> |
| | Total Other Income | <u>16.92</u> |
| | Net Other Income | <u>16.92</u> |
| Net Income | | <u><u>-7,540.66</u></u> |

**CoRe
Publications**

Balance Sheet

Mar 31, 17

ASSETS

| | |
|----------------------|-------------------|
| Current Assets | |
| Checking/Savings | |
| Cash | |
| BB&T | 45,205.49 |
| BB&T IDA | 167,984.25 |
| PayPal Cash Balance | 2,267.10 |
| Petty Cash | 100.00 |
| Wells Fargo Checking | 15,685.28 |
| WF Business Savings | <u>104,237.52</u> |

| | |
|----------------------------|-------------------|
| Total Cash | <u>335,479.64</u> |
| Total Checking/Savings | 335,479.64 |
| Accounts Receivable | |
| Customer Accounts | |
| Receivable | <u>4,117.89</u> |
| Total Accounts Receivable | 4,117.89 |
| Other Current Assets | |
| Book Inventory | |
| 12 Step Spanish | |
| Workbook | 2,495.51 |
| 12 Step Workbook | 15,710.07 |
| CoDA Book Pocket | |
| Edition | 15,768.22 |
| CoDA SoftCover Book | 35,925.03 |
| In This Moment Book | 18,439.66 |
| Spanish CoDA Book | |
| Pocket Editio | <u>11,920.64</u> |
| Total Book Inventory | 100,259.13 |
| Deposits in Transit | 317.14 |
| Literature Inventory | |
| Audio Tapes and CDs | 1,041.16 |
| Booklets | 23,036.19 |
| Deposit on Purchases | 11,300.50 |
| Medallions | 19,661.45 |
| Pamphlets | 7,386.48 |
| Posters and Special | |
| Items | 2,978.31 |
| Spanish Booklets | 9,108.02 |
| Spanish Pamphlets | <u>4,200.36</u> |
| Total Literature Inventory | <u>78,712.47</u> |
| Total Other Current Assets | <u>179,288.74</u> |
| Total Current Assets | 518,886.27 |
| Fixed Assets | |
| Fixed Assets | |
| Computers and Software | 9,196.90 |

| | |
|----------------------------|--------------------------|
| Office Equipment | 5,863.83 |
| x-Accumulated | |
| Depreciation | <u>-14,116.00</u> |
| Total Fixed Assets | <u>944.73</u> |
| Total Fixed Assets | 944.73 |
| Other Assets | |
| Deposits and Prepaid | |
| Expenses | <u>1,849.06</u> |
| Total Other Assets | <u>1,849.06</u> |
| TOTAL ASSETS | <u><u>521,680.06</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 7th Tradition | |
| Donations | 787.34 |
| Royalty Payable | 9,527.98 |
| Sales Taxes Payable | <u>62.36</u> |
| Total Other Current | |
| Liabilities | <u>10,377.68</u> |
| Total Current Liabilities | <u>10,377.68</u> |
| Total Liabilities | 10,377.68 |
| Equity | |
| Retained Funds | 515,901.72 |
| Net Income | <u>-4,599.34</u> |
| Total | |
| Equity | <u>511,302.38</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>521,680.06</u></u> |

Communications Committee

Membership

Core Committee

Comm@coda.org

Allan B.

Kaga

John R., Chair

Permanent Working Groups

CoDA Email Team

Bizcet@coda.org

Allan B.

Lesa A

Tina G.

John S

Jack L

Cphone

Cphone@coda.org

Allan B.

Dan D.

Friday Fellowship Items Review Group

ffirg@coda.com

All Core Committee members

Judi T.

Tina Z

Bill M.

Leo C

nika r.

Dan R.

Associated CoDA contractors

Mail List Coordinator

Meeting & phone coordinator

Board Liaison

Anita F.

Cphone

The outgoing message on the CoDA phone line is now by a human, if unprofessional voice. Once we believe no more change is impending, a person with a radio-quality voice has offered to record it.

The message now directs callers to all other options before offering, "If you are wondering what CoDA meetings are like and would like to speak to a volunteer, press 4." This causes phones of all scheduled volunteers to ring simultaneously so whomever is available can

answer. A call for more volunteers has been posted on CoDA Announcements.

Phone calls received during the quarter, approximately 250 to 300 calls

Coda Email Team (CET)

Continues to respond to emails sent to info@coda.org within two days, answering questions and redirecting them as needed. They finally have an added member.

Emails received during the quarter, approximately 23-25 per week, 300 to 350 for the quarter

Core Committee

The Communications Committee presented a Motion at Conference regarding how meetings are designated in the Meeting Handbook. The Motion was tabled and finally recrafted by three delegates, including one committee member. It is ready to be voted on by the core committee for re-presentation at Conference 2017

Providing content for CoDA Announcements has long been expected of the Communications Committee. Weekly Friday Fellowship Items are being prepared and a Review Group has been formed so any CoDA content can be assessed before publication and to do so quickly enough for such frequent postings. The six members who volunteered plus the core committee are preparing to vote on proposed procedures for their work. The first Item laying out the plan for the project has been approved as Friday Fellowship Item #1. This will be posted and the weekly series will begin when the procedures have been approved.

Co-NNections Committee

This quarter the Co-NNections /committee amended the CoDA Policy and Procedure Manual to make it current and to insure it accurately reflects our mission. The committee continues to study our policies & Procedures Manual and our coda.org committee page for accuracy, clarity and improvement.

We have submitted all the first quarter committee meeting minutes to the board for web site storage.

Our service positions continue as chair: Don B Southern California, Geff R vice chair Washington, Andreas M liaison to the Committee of the whole from Meeting in Print, United Kingdom and Switzerland.

We now have twelve members on the Coda Co-NNections Committee.

The Book Work Group Task Force

Pursuant to the Board of Trustee Authorization Co-NNections created the Book Work Group (BWG), to create a CoDA Book of Co-NNections recovery stories archived on Co-NNections at coda.org. Currently the Book Work Group consists of five new service workers. The group has met and is considering the method for selecting archived stories and the structure of the CoDA Book.

The Meeting in Print Subcommittee

Since the last Quarterly Service Report, (QSR) our most exciting news is the CoDA Board of Trustees unanimously approved Co-NNections request for audio capacity. The Co-NNections Committee at the request of Meeting in Print, (MiP) assigned the audio project to MiP.

The third issue of Meeting in Print is published. You can read it on the CoDA website here:

<http://connections.coda.org/index.cfm/mip/>

Meeting in Print continues their regular quarterly issues and have already laid out the next three issues for 2017 publication. The Subcommittee Has received three positive responses to their request to the fellowship for service workers and will add audio to future issues soon. In additions to submissions in audio the Meeting in Print publishes longer fellowship recovery stories, poems and art. Fellowship member's submissions can be sent here: mip@coda.org.

The **Weekly Readings Subcommittee**

Has emailed an inspirational story of recovery from the fellowship every week. You can subscribe to the readings here:

<http://www.codependents.org/>

If you wish to submit a weekly reading, please do so here:

<http://connections.coda.org/index.cfm/submit-article/>

We hope to have continued success in encouraging the fellowship to submit new inspirational articles relating to recovery from codependency. Everyone has a story to share that can help another. The simple format you can follow is to answer the following, "What was it like? What happened? What's it like now?" Or you can write about a topic related to codependency recovery that interests you such as sponsorship, boundaries, service, communication, working the Steps – the possibilities are endless!

As of 3/31/17 we have vetted new submissions which will be published weekly either on Monday or Tuesday. We continue to offer help to authors when appropriate. When accepted a member of the subcommittee volunteers to help authors edit their stories for weekly publication.

You can always view the current weekly reading at

<http://connections.coda.org/>

And older readings can be viewed here (2015-2017):

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

And here (pre-2015):

<http://connections.coda.org/index.cfm/categories/>

In Service, Don B Co-NNections Committee Chair

CoDA Co-NNections members, Subcommittees and Voting Entities:

- 1 Andreas - Meeting in Print, United Kingdom and Switzerland
- 2 Antoinette - Meeting in Print, Southern California
- 3 Beth - Weekly Reading, Pennsylvania
- 4 Connie - Book Work Group, Florida
- 5 Dan - Book Work Group, Spain
- 6 Don - Weekly Reading, Southern California
- 7 Geff - Weekly Reading, Washington
- 8 Jasmine - Book Work Group and Weekly Reading Spain
- 9 Laurel - Weekly Reading, Utah
- 10 Manuela - Book Work Group and Weekly Reading, Washington
- 11 Maureen - Book Work Group, Minnesota
- 12 Resa - Meeting in Print, Minnesota

CoDA Board of Trustees Liaison Madeline R
CoDA Board of Trustee Alternate Liaison Anita F

Events Committee

No report submitted

Finance Committee

January, February, & March, 2017

During the 1st quarter the committee met 3 times using the new product made available by the board for videoconferencing. We made changes to and approved the Expense Reimbursement Request on-line forms to reflect 2017 rates and clarify some of the wording, made changes approved by the CoDA Service Conference to the Expense Reimbursement Policy and Expense Reimbursement Approval Procedures, and prepared documents of the 2017 budget and unfunded “wish list” for posting. All of these documents are posted on the website. Most of the previous documents were posted to a “Prior year forms” or “Prior periods Reports & Budgets” pages for reference.

We recommended the Board to explore increasing the rate of royalties paid by CoRe to CoDA to 40%. Approved a request from Service Structure Committee for additional funds and forwarded to CoDA Board. This led to our committee working on ways to enable more committees to hold face to face meetings. We are looking at taking turns, creating a combined fund that committees apply for, and other ideas to accommodate changes from the time a committee submits a budget and when they hold a face to face primarily gaining new members who may be internationals.

We were pleased to help with the transition to a new customized donations platform that allows for clearer communications between the donor and CoDA, Inc. so we can track donations from groups and individuals. There are some features that are not yet available but we anticipate them

becoming available soon, such as when an individual creates an account, they can setup reoccurring donations and print reports from the new provider. It has taken longer than we had expected, but it came on line in March. Watch for the additional features to arrive soon.

Two members from our committee participated in a 2x2x2 subgroup with the Board, Events, & Finance to review procedures around CoDA Service Conference (CSC) and the International CoDA Convention. We started in December and finalized some things in January, 2017. There will probably be some written policies because of this subgroup's work.

We worked on the procedures for approving non-travel expenses, such as monthly and annual renewals for services used by CoDA, Inc., and its committees. As a part of this process we are asking each committee to identify a second person on the committee who has the authority to approve expenses if the chair is not readily available and a bill needs to be paid. This person may be the vice-chair, co-chair, or other member with authority to approve expenses for the committee. Five of the Twelve standing committees have responded.

The Per Diem for 2017 for face to face meetings has stayed the same (\$51/day). For CSC in Minneapolis, MN, it will increase to \$64/ day. The mileage rate for 2017 has dropped to \$0.535 per mile.

In January, we had an inquiry from someone interested in joining our committee. We welcomed Thuy to our committee and we are looking for more new members. Michael, a member of Translation Management Committee, has attended our meetings as a liaison from the committee to Finance. If you are interested in joining the Finance committee, please contact us at Finance@coda.org or the finance chair at FinChair@coda.org.

Respectfully submitted by the Finance Committee
Lou L Chair, Barbara D, Jack S, Loretta D and Thuy K.
Denny H, Board Liaison and Treasurer of CoDA, Inc.

2016-17 (revised 9/16)

Finance Liaison assignments,

Primary

Backups.

| | | |
|------------------------------------|---------|---------|
| Board: | Lou | Jack |
| Communications (Comm): | Lou | Thuy |
| Co-NNections: | Jack | Loretta |
| Events: | Barb | Thuy |
| Finance: | Lou | |
| Hospitals & Institutions (H&I): | Loretta | Jack |
| Issues Mediation (IMC): | Loretta | Thuy |
| Literature (CLC): | Lou | Jack |
| Outreach: | Barb | Thuy |
| Service Structure (SSC): | Jack | Thuy |
| Spanish Outreach (SPO): | Loretta | Barb |
| Translation Management (TMC): | Loretta | |
| World Connections Committee (WCC): | Barb | Lou |
| TROs | Barb | Lou |

We would like to remind people of the Recovery Celebration Plan and encourage members of the CoDA Fellowship to make donations (financial and/or service) to CoDA, Inc. as they celebrate their anniversary in CoDA recovery. (Donations may be made on the CoDA website using the donate button at the bottom of the page or by sending a check to CoDA, Inc., P.O. Box 33577, Phoenix, AZ, 85067-3577)

Hospitals & Institutions Committee (H&I)

This quarter, our committee had three regular and one special teleconferences. The special conference was to put some concentrated work into rewriting the H&I Service Info page to remove old information and make it less narrative and more organized. We have had some struggles with the Microsoft Office 365 products provided by CoDA. It seems that those members of our committee who do not use Outlook get incomplete information about our Skype for business meetings and difficulties attending our meetings except by phone as well accessing documents on the OneDrive. We may decide to return to using the services we had used in the past. We lost two members.

We had 81 requests for information or literature, four literature requests and eight requests for information came via email. Forty-three

letters were sent and all emails were answered. These new requests came from 27 different facilities (13 facilities new to our records).

| Literature ordered in Q1 2017 | | | |
|---|---------|---------|-------|
| Piece of literature | English | Spanish | Total |
| Co-Dependence Anonymous Book | 76 | 4 | 80 |
| 12 Steps & 12 Traditions Workbook | 47 | 1 | 48 |
| Standard Packet (a set of pamphlets and booklets CoRe donates) | 16 | 1 | 17 |
| Institutional Meeting Handbooks | 3 | 0 | 3 |
| Total | | | 148 |

We have shipped three institutional libraries consisting of 19 literature pieces, including some CoDA publications in Spanish. The CoDA Books, Workbooks, and standard packets in these libraries are included in the totals listed above. We also sent 1 In This Moment and 1 CoDA Meeting Handbook. Donations of \$2,257.60 to the Books for Inmates and Institutions were received this quarter. One of these was directed to a specific institution.

Our Inmate Sponsorship Program has had a change. We have a new Inmate Sponsorship Coordinator, who is learning the ropes.

If you 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 Jim B. at inmatesponsorship@codas.org and ask for an application and more information will be sent to you. We want to thank our current and future sponsors.

Committee members:

- Kathy L. IL-Chairwoman, snail mail corresponding secretary (assistant LDC)
- Lou L. IL-Email corresponding secretary, now LDC.

Darlene H. CA-Literature distribution coordinator (LDC) (left this quarter)
Jim B. CA-Institutional information provider, Inmate Sponsorship Coordinator
Deborah B. CA-assistant snail mail corresponding secretary
Terry D. CT-new member
Jen L. Board Liaison

Issues & Mediation Committee (IMC)

"Dealing With Disagreements" downloadable and printable tri-fold document is now available at:

<http://coda.org/default/assets/File/Literature/Dealing%20With%20Disagreements%20TriFold.pdf>

VEL (Voting Entity Liaison) - New VEL is Paul N from Georgia. He is being assisted by Greg B from Minnesota.

We are reviewing and updating our "CoDA's Guidelines for the Development and Structure of Intergroup and Voting Entities". It was last revised in 2015.

IMC emailed respective board or committees to the 2016 Voting Entity Issues that were assigned at 2016 CSC for status updates for VEI motion tracking purposes.

Respectfully Submitted, Gail S., Chair

CURRENT MEMBERS:

Gail S. ~ (NV) Nevada ~ Chair (Returning member)

Nancy O. ~ (CT) Connecticut (Returning member)

Greg B. ~ (MN) Minnesota (New member from 2016 CSC)

Paul N. ~ (GA) Georgia (New member from 2016 CSC)

Liliana R. ~ Colombia (New member from 2016 CSC)

Jen L. Board Liaison

Literature Committee

We have worked on getting the new service pieces -- Working the Steps as a Group and Group Inventory Guidelines -- placed on the website so that they can be easily found.

We are discussing new ideas about how to inspire folks to write their stories for the STORY GATHERERS project. We put on a workshop in Carefree, AZ during last October's CoDA Service Conference, and that workshop has been repeated in other areas.

We are starting to work on a new project using the working title "Traditionally Speaking." This is exciting. The premise is to focus upon how our Twelve Traditions can be as useful to us in our personal lives as they are vital to our groups.

We do not have a chair, but various members have stepped up to handle the many tasks that fall to the chair.

We have had good participation on our monthly teleconference calls.

Outreach Committee

Current Members: Renu B., Sharon B., Florence F., Charles Z., Gregory B., Allen B.

The Committee meets monthly using Skype for Business. Not everyone is able to get on the Skype portion so the addition of the phone line has been helpful. On the other hand, it has been hard getting all our committee together so we have had to create meetings to get our business, but not all, unfortunately, done.

The brochure created by the Minneapolis/ St. Paul inter-group in collaboration with the Outreach Committee is completed. It is to be sent to counselors and other professionals before the Coda Convention in October. It is in color, has general information on it about codependency and CoDA and highlights Coda Convention. Some members in our group were especially helpful in the development of the brochure. Unfortunately, we also went against our own process of developing materials which has caused some difficulty. The draft featured some pictures without permission of the photographer. The final version substituted new pictures but the original draft was accidentally shared at the ire of the photographer. This issue still needs to be resolved.

A new work group is being formed to work on the area of Outreach to professionals. Australia and Germany have developed flyers and brochures specifically for professionals. AA has a booklet aimed at professionals. We plan to create templates including black and white ones that can be used and adapted to the needs of our members. We also plan to request and share information on the Outreach Resource Guide on ways to reach out to professionals. This is an area that we had to omit in our effort to get the Outreach Resource Guide on the Coda.org website last year but is in our goals. People outside our committee have shown interest in doing outreach to professionals and we welcome anyone who would like to participate. We plan to have this ready by the next CSC.

Spanish Outreach Committee (SPO)

Spanish Outreach answers emails and phone calls from codependents who contact CoDA, Inc. in Spanish, corrects and proofreads CoDA literature that has been translated into Spanish and corrects items that are about to be reprinted by CoRe. This committee also helps Spanish speakers to set up new CoDA meetings and order literature. SPO redirects inquiries about the translation of CoDA materials into Spanish to the Translation Management Committee. Spanish Outreach manages the

Spanish announcements list, **Espcoda** and, until January 28th, also managed the Spanish side of the CoDA website.

This committee has a new co-chair and grew to eight people in the first quarter of 2017.

Outreach activity: Spanish Outreach answered 510 emails, including 42 inquiries about how to find a meeting and 47 inquiries from members of the fellowship and other CoDA Committees. The rest, 477, were discussions among committee members. This quarter the Spanish Toll-Free CoDA line (888-444-2379) fielded 54 calls.

The following two documents were translated at the request of the Board: *Guidelines for Electronic Communication and Anonymity* and *Group Inventory*.

Proofreading: Proofing is ongoing for ***In This Moment Daily Meditation Book***. This quarter, successfully proofed the pamphlets ***Sponsorship in CoDA*** and ***What is CoDA?***, while the pamphlet ***Tools for Recovery*** is in process.

Webpage: Until February, Spanish Outreach continued to ask for guidance to improve the appearance of the Spanish side of the website. SPO also hoped to see functioning Spanish translations of the Meeting Search, Registration and Update pages and **anticipates cooperating with the Board on improvements to the Spanish side of the website.**

Teleconferences: This committee met 6 times, to discuss the orientation of new members, proofing schedules, answers to queries and ways to recruit new members to share the workload.

Espcoda: Thirteen new subscribers to this CoDA Spanish announcement list were registered. There are now 377 subscribers.

Accomplishments this quarter: Spanish Outreach continued to work with members of new and embryonic CoDA groups in an online chat, to encourage them and answer their questions.

Members: Eilyn P/Costa Rica, Maru R/Minnesota, Marlyn P/Venezuela, Veronica A/Spain, Linda A/SoCal, Carlos G/Spain, Andrea C/Argentina, Gabriela O/Chile **Chair:** Eilyn P/Costa Rica and Marlyn P/Venezuela. We welcome our newest members, Carlos G, Andrea C and Gabriela O.

SSC Committee

Members

Evie S, SoCal - Chair
Dave S, PA
Leo C, SoCal
Renu B, Australia
Sara J, AZ

Board Liaison

Addie M

Report

Salle H from Nor Cal resigned from the committee for personal reasons. We will miss Salle's input in all SSC discussions and wish her well.

One Voting Entity Issue (VEI) was assigned to SSC during CSC, the one from New York. This VEI requested that "the No Crosstalk/No Feedback "guidelines" be elevated to one of the core principles of what defines a Co-DA meeting. The principal of No Crosstalk/No Feedback shall be incorporated into the opening format and read aloud at all Codependents Anonymous meetings, worldwide." SSC reviewed this VEI and determined that it violated our Tradition 4, "Each group should remain autonomous except in matters affecting other groups or CoDA as a whole." We do not believe this item satisfies the exception described in the Tradition. The Board reviewed our decision and recently authorized us to notify New York CoDA. The communication of this decision to NY CoDA will occur in early April.

SSC requested additional budget money so that we could have a face-to-face meeting. We needed the additional money due to having new members, one of whom lives in Australia. SSC has not had a F2F meeting and we hoped to be able to have one since we have a number of things we hope to accomplish this year. Although Finance approved the request the Board did not approve it. We are looking at creative ways to accomplish things and hope to still find some money so that we can meet in person this year.

Translation Management Committee (TMC)

Report – 1st Quarter

The committee, in conjunction with the CoDA Board, continues to develop and refine the legal paperwork and procedures necessary for CoDA, Inc. to maintain its legal copyright and intellectual property interests.

The simplified procedural flow charts (Preliminary Contact for Translation and/or Publication, Translation, and Publication and Distribution Procedures) have been well received so far and once the CoDA, Inc. Board (Board) has accepted them we plan to post them on the CoDA website.

We are now working through a newly developed protocol for naming all TMC documents to allow ease of access and retrieval of relevant documents when required. To date previous documents have been difficult to find when there has been a need to access old contracts and agreements relevant to new or renewing projects. Once the renaming protocol is fully agreed all current documents will also be renamed. This should make future work much more streamlined.

The account created on Google drive for committee work continues to work well with committee members able to access and share documents and information.

Two members have been attending the Committee Chairs monthly meetings.

Two members of TMC are also continuing to meet with two Board members to address questions concerning overlapping functions and responsibilities. This

TMC is currently responding to requests from Mallorca, Brazil, Greece, Colombia, Russia, Spain and Guatemala. P&D Agreements with UK and Canada are also currently being renegotiated.

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 help spread the CoDA word throughout the world to contact us at tmc@coda.org.

Members

Crystal Z – Massachusetts - chair
Madeline R – Florida
Courtney F - Florida
Jose R – Guatemala - co-chair
Michael C – Arizona
Su E - UK

Board Liaison Gerry B

World Connections Committee (WCC)

No report submitted

Board of Trustees Response to Voting Entity Issue assigned to Board:

The board of trustees has responded to the Massachusetts VEI (voting entity issue) as noted below.

The CoDA board recently met and discussed the VEI's (listed below).

1. That no State, Country, or Voting Entity be considered to have surrendered their rights to Representation and Voting at the CoDA, Inc. World Service

Conference (in spite of any affiliation) without having surrendered those rights in writing to CoDA, Inc.

Intent: to clarify that a “perception” of and/or affiliation with other states, countries, or voting entities is not enough to deny a state, country, or voting entity its right to representation at CSC.

Board Answer

The Board agrees that no State, Country, or Voting Entity gives up its rights to representation and voting at CoDA Service Conference.

Included below is the portion of the By-Laws that is relevant to this issue.

Excerpt from CoDA ByLaws related to Voting Entities included below is the portion of the By-Laws that is relevant to this issue.

Section 2. Voting Entities (Entities).

Each State and Territory of the United States of America and each Country is established as a Voting Entity (VE) and entitled to send two (2) Delegates to the Service Conference. A single Voting Entity is established to represent all “Alternative Format Meetings” (AFM) and is entitled to send two (2) Delegates. AFM is defined as all meetings that do not physically meet face-to-face in a physical location.

Any Voting Entity may surrender its two (2) Delegates and request to subdivide. The governing principle is that a member of the Fellowship will only be represented by one (1) set of two (2) Delegates. An entity may request sub-divisions for reasons of geographical separation, language, or other recognizable characteristics. Each entity may request that it be split along an internally agreed upon division and each sub-division of the entity granted two (2) Delegates. Each sub-division should have enough members and meetings to support a viable service group so that all meetings are still represented.

The Issues Mediation Committee will handle requests for CoDA to recognize Voting Entities. Through the group conscience process, Voting Entities select Delegates and Alternate Delegates to carry the will of the membership of CoDA, Inc. meetings. In order to guarantee voting rights, each Voting Entity service board must be duly authorized by the Issues Mediation Committee. In the absence of a Voting Entity service board, members of that Entity shall present an alternative selection process based on group conscience decision making to the Issues Mediation

Committee. This procedure insures adherence to the program of recovery endorsed by this Fellowship.

Additional information on VE's can be found in the Fellowship Service Manual (FSM) part 3 section 2 page 4 &5.

In service,

The board – Mary, Lorraine, Madeline, Denny, Gerry, Jen, Addie, Anita

The board of trustees has responded to the SoCal VEI (voting entity issue)

The CoDA Board of Trustees was assigned the SoCal voting entity issue, asking for CoDA, Inc. to apply for a group exemption for all VE's/inter-groups. After much investigation, including a formal opinion from our CPA, we are declining to take this action. We find, because we are an inverted organization and do not have control over the local VE's or inter-groups, applying for a group exemption is not in the best interests of CoDA as a whole. Below are the comments of our CPA and attached is the letter with information about what a group exemption is and our CPA's conclusions.

From Sandra A. Turner, CPA, CGMA

Filing a consolidated return is probably not a good idea for this organization. The parent organization is required to establish and monitor a level of control that it appears neither the parent organization or the subordinate organizations would want.

Any organization can apply for a tax EIN but they do need to have some form of organization under the laws of the state in which they operate. If a state organization wants to have an EIN and a bank account, they should form a not for

profit corporation under the laws of that state. They will need to follow the laws and regulations of that state and file tax returns and / or register as a not for profit corporation as required by the state. They may also need to file to be a not for profit entity under state laws and regulations even if they are not filing for such designation on the federal level. For the IRS, they can operate as a not for profit group (but not a 501c3) without filing a 1023 or 1024 form. If they want to be a 501c3 (so they can receive charitable contributions) they need to file a Form 1023 or Form 1023EZ with the IRS to be given that status. In any case they will need to file a federal tax return (Probably Form 990N if they have less than \$50,000 in gross revenues) as well as a state tax return under the state requirements.

In service,

The board – Mary, Lorraine, Madeline, Denny, Gerry, Jen, Addie, Anita