**CoDA 1st Quarter Service Report for 2018**

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/)

**CoDA Board**

**In January**, the Board: passed a motion that anything on the CoDA website is considered CoDA approved; prefatory to work on the new website, began the cleanup of CoDA’s current site, met with the TMC, in 2X2, authorized a workgroup to prepare for the CSC (between Paul N, the Voting Entity Liaison of the Issues Mediation Committee, Katherine T of the Events Committee and Geff R, the Email List Coordinator) and rescinded the 2014 motion authorizing Spanish Outreach to proof translated CoDA literature.

**In February**, the Board: held meetings with the new website developers to firm up the content and appearance of the new website; addressed security and link rot concerns with website developers; replied to emails from Spain questioning how one becomes a member or chair of a world service committee, explaining that while other Twelve Step programs have a well-defined order of election of servants from the group level on up to the world level, CoDA does not have such prerequisites; Matt T of Texas, a potential new Board member, Matt, joined us; the Board reworked the Meeting Materials page for the new website, changed the Board meeting to 7AM Pacific Daylight time on the second Wednesday of the month, and changed the time of the workgroup meeting to the fourth Wednesday of the month, at the same time. The Chair of the Board had to cancel the Fellowship Forum scheduled in February due to a family emergency; that meeting was rescheduled for March. The Board worked on documenting the flow of literature into print, for all involved committees (Literature/CLC, TMC and CoRe). This document was sent to those committees for review and correction.

Board meetings are open to anyone who wishes to attend – just send an email to board@coda.org and an invitation to the Skype meeting will be sent. The workgroup is not an open meeting, as it is a time for open discussion and team building.

**In March,** the Board voted in new Board member, Matt T, from Texas and new Alternate Board member, Don B, from SoCal. Both will be presented at CSC for the Delegates’ approval.

The Structure Work Group will meet in early April.

Work on the website continued, including monitoring the website’s usage patterns, something we’d not previously taken into account. The meeting database may need to be completely redone, to clean up longstanding issues. The Fellowship Service Worker in charge of the meeting database is providing invaluable information, insight and hours of work to clean up the database so the Board can decide how to improve its function.

Prior to the transition to the new website, the Board and the webmaster met with the Chairs of several committees to remove duplication in their respective areas on the website. There will be another conference call in April to do the same, for those Committees whose areas remain to be streamlined.

Online Fellowship Forums, in English and Spanish, were resumed on 3/25/18. A local Fellowship Forum, in English and Spanish, will take place during the upcoming face to face Board meeting in mid-April in Arizona, where we will work on the Strategic Plan, initiated at the 2017 CSC, and also meet with the local CoDA community. This is something that the Board plans to do at each face to face meeting, as those meetings take place in different locations.

The Board requested that CoDA’s Email List Coordinator tag the recording of the 2017 CSC, breaking it down into segments and labelling them. Software was purchased to assist him in this work. This tagging has clarified some procedures to follow in recording the 2018 CSC, to make it more amenable to such tagging and permit easier, more focused listening.

Began planning for the 2018 CSC by inviting local fellowship to meet the Board and have an open discussion. The Board will invite the Chairs to a pre-CSC meeting on Monday, either in the late afternoon or evening.

CoDA now has a Meeting Contact mailing list, to send information to the contact people for meetings. If your meeting doesn’t have a contact person, needs to update that information, or isn’t sure who the contact person is, please use the meeting locator to find your meeting, and then if you need to change that information or add it to your meeting’s entry, please write to meetings@coda.org, specifying the change needed. Be sure to include the meeting’s number in your message.

The Spanish translation of the booklet *Tools of Recovery* was proofed by a Colombian translation committee and sent to CoRe for printing. The Board thanks them for all the hard work that produced this item newly available in translation.

**TREASURER**

All Expense Reimbursement Requests for the CoDA Service Conference were paid as quickly as possible after transition to new Board Treasurer, who is planning for bank balance changes, to garner greater return on savings for the Fellowship's work.

Members

Jen L/NV, Chair; Mary I/NC; Salle H/NorCal, Treasurer; Linda A/SoCal, Secretary; Matt T/TX and Alternate Don B of SoCal

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| --- |
| **Co-Dependents Anonymous, Inc.** |
| **Balance Sheet** |
| **As of March 31, 2018** - Cash Basis |
|  |  |
|  | **Total** |
| **ASSETS** |  |
|  **Current Assets** |  |
|  **Bank Accounts (5 accounts)** | **$ 372,063**  |
|  **Other Current Assets** |  |
|  **Book Inventory** | **$ 819**  |
|  **Total Other Current Assets** | **$ 819**  |
|  **Total Current Assets** | **$ 372,882**  |
|  **Fixed Assets** |  |
|  **Fixed Assets** | $ 1,361  |
|  **Accumulated Depreciation** | -$ 637  |
|  **Total Fixed Assets** | **$ 724**  |
| **TOTAL ASSETS** | **$ 373,606**  |
|  |  |
| **LIABILITIES AND EQUITY** |  |
|  **Liabilities** | **$ 0**  |
|  **Equity** |  |
|  **Unrestricted Net Assets** | $ 342,736  |
|  **Temporary Restricted Net Assets** |  |
|  **Unused Cash Donations for Books H & I** | $ 5,967  |
|  **Total Temporary Restricted Net Assets** | **$ 5,967**  |
|  **Net Income** | $ 24,903  |
|  **Total Equity** | **$ 373,606**  |
| **TOTAL LIABILITIES AND EQUITY** | **$ 373,606**  |

**Board - SOS (CoDA’s Association Management Company)**

This quarter was busy with ongoing services:

**Accounting:** Worked with the Treasurer and Finance Committee Chair on ongoing accounting tasks, including daily entries and bank reconciliations. Worked on banking issues and updates in Smartsheet.

**Board:** Assisted the Board of Trustees in different ways, including Board meeting attendance, prep, Minutes and follow-up work. Responded to requests as needed. Kept in the loop on all Board issues. Prepared for the Board’s Spring Face to Face meeting.

**Events:** Worked on event insurance for the CSC.

**Phone Calls:** Continued to answerphone calls for CoDA weekly, including follow-up with Communications Chair. The volume of calls has declined overall, but is steady. We track each call in SmartSheet and share information with the Communications Chair.

**Policies and Procedures:** Nothing in this quarter.

**Website:** Ongoing work in tracking website changes; work with the website liaison for all updates and tasks to insure timely and efficient website maintenance. Part of website revision and assisting all parties.

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**

It would be wonderful if those reading this would share the lists with your home meetings, so we can continue to grow our 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>

The codependents.org “http” links may change to “https” once the new coda.org web site is functional. In case of a problem 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>

Subscription statistics as of 4/10/18 are as follows:

Main Announcements List: 5631 (up from 5472 on 1/7/18)

Co-NNections Weekly Reading List: 9745 (up from 9448 on 1/7/18)

QSR List: 3027 (up from 2992 on 1/7/18)

H&I List: 2470 (down from 2503 on 1/7/18)

Meeting Contact List: 501 (up from 349 on 1/7/18) A new list, it is still being refined.

If you know a meeting contact/GSR who would like to be on the new list, please have them email meeting\_contact@codependents.org, & clearly state that they wish to be added to the list.

Outside of my normal duties, I have worked on the problems that spam filters can create.

* We have learned that subscribing with one email provider & then forwarding CoDA emails to your phone or another email address can cause problems. You are more likely to successfully receive CoDA emails if you subscribe using the actual address where you want to read them.

I have also created CoDA’s first contact list for meeting representatives & Voting Entities. If you are a meeting contact or CoDA intergroup/regional/ state organization member who is interested in joining the list, please email codalist@coda.org.

I started the CoDA Service Conference Work Group up, with representatives from the CoDA Board, Events, and IMC. Its aim is to create a smoother experience for both Delegates & fellowship members as well as to lessen the stress that volunteers may experience in putting on the yearly event.

I am cooperating with both the CoDA Board & the new Web Developers to ensure a smooth transition to the new website insofar as the coordination between coda.org & codependents.org is concerned

Finally I made the 2017 Service Conference audio more user-friendly by splitting & tagging the recording. You can listen to the conference here: <http://www.codependents.org/2017/2017_CSC_Audio.htm>

The tagging process involved a learning curve that will make the 2018 recording even more user friendly.

This quarter, 26 announcements were sent out on the Main Announcements list; additional announcements were sent on the Co-NNections’ Weekly Readings list and the Hospital & Institutions list.

If you are a CoDA member who uses an Email Provider with "unsubscribe buttons" or links, we have a favor to ask. **On the bottom right of every email we send out there is a button that says, "Unsubscribe Automatically".** Please use that method if you unsubscribe, instead of your provider's "unsubscribe" or "spam" button. With 1 click you’ll be done and the CoDA subscription list will not be damaged

For 2 reasons, we ask that you unsubscribe from the list via the ‘**Unsubscribe Automatically’** button:

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. If you use 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, as well as from the time that that "special worker" has allotted for other tasks for the good of CoDA.

Thank you!!!!

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@coda.org .

In Service,

Geff R

CoDA Email List Coordinator codalist@coda.org

Board Liaison: Linda A.

**CoDA Resource Publishing (CoRe)**

The CoRe Board met via phone conference in Jan, Feb, & Mar, with a F2F planned for May in Denver, N.C. The continued focus of the meetings and activities has been to advance our new website and bookstore. It will be available during April.

The process of creating the website has brought up a lot of other tasks like reviewing the Mission Statement, updating Terms of Service and a lot of issues around offering the entire website and bookstore in Spanish.as well as introducing different shipping arrangements. We have also changed a lot of back of house stuff like linking the bookstore to the accounts and inventory.

Several items like Tools for Recovery (English) and Common Threads in Spanish are imminently due for printing/reprinting.

We would still welcome volunteers as Alternates.

We continue to supply free literature kits to new meetings and have created better terms for supply to Hospitals & Institutions.

**Royalties paid during Q1 2018**

for Dec 2017                                                        6,611.31

for Jan 2018                                                        12,259.75

for Feb 2018                                                        11,266.32

Total paid to CoDA during Q1 2018 =  $30,137.38

7th Tradition paid in Q1 2018 for Q4 2017 = $1035.68\*

\*These are 7th Tradition payments made by members of the Fellowship via CoRe to CoDA

CoRe Board: Dagmar M (Chair), Barbara D (Treasurer), Liliana R (Liaison for all matters Spanish) and Gerry B (print rep for English materials)

**Communications Committee**

Membership

Core Committee                    Comm@coda.org

Allan B.

Kaga  Co-Chair

John R., Chair

Marilyn P

Permanent Working Groups

CoDA Email Team                Bizcet@coda.org

Allan B.

Marilyn P

Cphone                    Cphone@coda.org

Allan B.

Jeanne B

Friday Fellowship Items Review Group    ffirg@coda.com

Now serving advisory role to Mail List coordinator

Tina Z

Dan R.

Associated CoDA contractors

Mail List Coordinator             Geff

Meeting & Phone Coordinator      Joan O.

Board Liaison              Linda A.

The structural separation of the Working Groups from the Core Committee was set up when there were many more inquiries coming into World Service and the groups were larger. We are experimenting with lessening that separation to gain the input of Group members on other committee matters. Marilyn P. has responded by simply joining the committee besides serving on the Email Team.

The committee is planning its first face to face meeting since it was formed at Conference 2009. We hope to assemble our Policies and Procedures manual into standard form and identify additional tasks toward fulfillment of our mission.

**Co-NNections Committee**

The Co-NNections Committee works to inspire the fellowship through publication of the Weekly Reading and the Meeting in Print as well as a forthcoming book of collected recovery stories. We encourage the fellowship to submit new, inspirational articles relating to recovery from codependency. We currently have nine members.

This quarter, Co-NNections studied its Policies and Procedures Manual, to ensure that it accurately reflects our mission, as well as our website pages, for accuracy and clarity. We submitted all approved committee meeting minutes for the first quarter to the Board for website storage.

The Committee continues to develop new and creative methods of increasing article submissions. The supply of recovery stories, for both Weekly Reading and Meeting in Print, is up and, as of March 31, 2018, reflects a healthy level of participation. The Weekly Reading subcommittee sent out fellowship recovery stories each week.

The sixth and seventh issues of Meeting in Print have been completed and posted. Meeting in Print began work on the eighth issue. To read Meeting in Print on the CoDA website, go here: <http://connections.coda.org/index.cfm/mip>. Audio and video fellowship submissions will be added to future issues. In addition to submissions in audio and video, the Meeting in Print subcommittee publishes longer fellowship recovery stories, poems and art.

To submit a recovery story or volunteer for a service position on this subcommittee, please email: mip@coda.org.

The Weekly Readings Subcommittee has sent out an original inspirational story of recovery from the fellowship every week. To subscribe to the readings, go here: <http://www.codependents.org>. To submit a story to Weekly Reading, or volunteer for a service position, please go here: [http://connections.coda.org](http://connections.coda.org/) or here: <http://connections.coda.org/index.cfm/submit-article>

Everyone has a story that can help another codependent. Simply address the following questions in your submission: "What was it like? What happened? What's it like now?", or write about a codependency recovery topic that interests you, such as sponsorship, boundaries, service, communication, working the Steps; the possibilities are endless!

When an article is not accepted, a member of the subcommittee volunteers to help the author edit that story for publication. To see the current weekly reading, go to: [http://connections.coda.org](http://connections.coda.org/) . Older readings (2015-2017) can be viewed here:

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

Even older, pre-2015, readings may be found here:

[http://connections.coda.org/index.cfm/categories/.](http://connections.coda.org/index.cfm/categories/)

The Book Work Group continues to select archived writings from codependents.org to compile a new CoDA book. The Book Work Group has three volunteer members.

Members: Don B Southern California, chair; Geff R Washington, vice chair; Beth Pennsylvania; Faith Canada; Jasmine Spain; Laurel Utah; Manuela Washington; Maureen Minnesota; Resa Minnesota

**Events Committee**

This quarter has been spent working to plan and coordinate the 2018, 2019, and 2020 CSC/ICC.

**2018-San Diego-**

* Site visit completed
* Meeting rooms assigned
* Host group meeting
* Meals choices presented by hotel
* Delegate meeting information posted
* Conference Call and live meeting with Board
* Joined with Geff, Don, and Paul N on pre-CSC workgroup
* Face-2-Face request made and approved
* Initiated insurance for Hotel block guarantee, and had that signed by the Board
* Working on bids for all technical needs including live audio streaming, printers, copies, screens, etc.
* Updated workshop and speaker application

**2019- Atlanta-**

* Researched several hotels in the Atlanta area with the help and support of the host group
* Obtained and negotiated contract. Just putting the final notes together and will be sending those to the Board for signature and approval this week

**2020- TBD**

* Sent out an application to Colombia to host CSC/ICC at their request
* Obtained bids, and looking for out of the country options
* Face-2-Face in July will include a site visit.
* Face-2-Face will also include Policy and Procedures Manual update, motion work, and team planning for 2018

Members

Chair-Katherine T, AZ

Vice Chair-Kevin M, NY, working with Kathy H, PA- focus-Host, Volunteers, Registration,

Secretary- Florence F, MD, working with Sharon A, SoCal, and Sharon M, AZ- focus- CSC, Workshops

Technical committee- Yvonne R, NorCal & Kirk L, NorCal- focus all thing technical for CSC/ICC

**Finance Committee**

During the 1st quarter the Committee met monthly and held a two-day Face-to-Face (F2F). Those in attendance at the F2F were, Lou L (Chair), Salle H. (Board Treasurer), as well as the following members; Addie M., Barbara D., Danielle D., and Jack S.

Barbara D. has resigned from the Finance Committee. She has been a faithful member of our committee for several years. Her wisdom, articulate, and sensible approach will be missed by all of us. We want to take this opportunity to thank Barbara for her generous service and participation on the Finance Committee and wish her well as she continues to do service on the CoRe Board. Due to this resignation, we have changed Finance Liaison assignments.

The new Finance Liaison assignments are as follows:

Committee Primary/Backups.

Board: Lou/Danielle
Communications (Comm): Loretta/Danielle
Co-NNections: Jack/Loretta
Events: Addie/Lou
Finance: Lou/Danielle

Hospitals & Institutions (H&I): Addie/Loretta

Issues Mediation (IMC): Loretta/Jack

Literature (CLC): Addie/Jack
Outreach: Danielle/Addie

Service Structure (SSC): Lou/Loretta
Spanish Outreach (SPO): Loretta/Jack
Translation Management (TMC) Danielle/Lou

World Connections Committee (WCC): Jack/Lou

Travel Reimbursement Opportunities
(TROs) (attending CSC): Addie/Danielle

The Finance Committee to date has reviewed all policies and procedures and updated and began preparation of motions as necessary.

The reviewed and updated documents are as follows:

Expense Reimbursement Policy (ERP)

Expense Reimbursement Approval Procedures (ERAP)

Financial Meeting Approval Form (FMAF)

Travel Advance Request form (Advance)

Advance Request Flowchart

Flow Chart for Expense Reimbursement Approval Procedure

TROs as defined in the FSM

Although most of the changes revolved around the FMAF which replaced the MIS (Meeting Information Sheet), other changes include the removal of the 61-120 day window for ERR submissions with a 1099-Misc issued. All ERRs are due 60 days after the event or are considered a 7th Tradition donation to CoDA, Inc.; Advances may be submitted up to 10 days before travel; clarified the need for airline & hotel receipts; and created Appendix D to the ERP which provides some examples of cost sharing for F2Fs occurring around CSC for delegates to CSC. We also clarified procedures in flowcharts and documentation as they relate to FMAF and the new guidelines for a rotation for funding F2F CoDA committee meetings. Clarified the TROs as presented in the FSM which we will share with IMC for joint committee approval.

The Committee developed a “Frequently Asked Questions” (FAQ) document to assist the members of CoDA that qualify for reimbursement. The plan is to have it posted on the website prior to May 1st. The Finance Committee hopes this document will benefit the Committee Chairs and other members of CoDA when attending reimbursable events such as CSC and F2F meetings.

The Committee changed the Meeting Information Sheet (MIS) as well as the name of the form. It will now be called the Finance Meeting Approval Form (FMAF). The FMAF is used by the Board and all Chairs when attending CSC and organizing a F2F for their perspective group. This form changes the process for CoDA approved Face-to-Face (F2F) Meetings, etc. There is now a three-step process involved when using this form. The FMAF is used for Application, Confirmation, and Completion for all Chairs and the CoDA Board when attending CSC or organizing a F2F.

Lou, our current Chair of Finance, announced his resignation last year at CSC-2017 to be effective at a date to be determined in 2018. At our F2F we elected a new Chair, Danielle D. She is in training and will become our new Chair at a date to be determined before CSC. We thank her for her willingness to step up to be Chair of Finance. Welcome aboard Danielle.

Our committee made a decision to define some committee member’s responsibilities. We will have a Current Chair, Incoming Chair, Secretary, and past Chair. The Secretary will take minutes at each meeting and will be responsible to create the initial draft of the QSR. We are hoping that the division of responsibilities will allow our committee to function more efficiently and encourage more new blood to join as we model healthy rotation. We are always looking for new members to join our committee. If you are interested, please contact us at finance@coda.org or contact the chair at finchair@coda.org.

We have implemented our new F2F Rotation for all CoDA Committees; along with the 2X2 Rotation Workgroup who will be monitoring this new process. Currently two committees have had a F2F and two other committees are scheduled to have a F2F. The 2X2 consists of the Finance Chair, a finance member, the Board Treasurer of CoDA, Inc. and a CoDA Board member at large.

Respectfully submitted by the Finance Committee approval through Group Conscience.

**Members of the Finance Committee:**

Lou L. Chair (IL)

Addie M. (SoCal) Secretary

Barbara D. (NorCal) (Resigned as of April 1, 2018)

Danielle D. (CO) Incoming Chair

Jack S. (NorCal)

Loretta D. (WA)

Salle H., (NorCal) Board Liaison and Treasurer of CoDA Board

Mary I., (NC) Backup Board Liaison and Vice Chair of CoDA Board

**Hospitals & Institutions Committee (H&I)**

 This quarter, our committee had three regular teleconferences. We have finally completed rewriting our Service Info website page but have not submitted it. This delay was due to the concerns of some committee members about how to format it. We lost the three new members we gained at CSC 2017. Kathy L. announced that she will no longer be H&I chair after CSC 2018 and wants to let go of the corresponding secretary role sooner. Lou has asked for help answering emails from committee members but no volunteers came forward.

 We had 62 requests for information or literature come via USPS, three email requests for info or literature, and one directed donation to Books for Inmates and Institutions. All letters had responses mailed. There were several email requests for information, one of which came from Guatemala, which led to a couple of Skype calls. All emails were answered. These new requests came from 30 different facilities (13 facilities new to our records).

|  |
| --- |
| Literature ordered in Q1 2018 |
| Piece of literature | English | Spanish | Total |
| Co-Dependence Anonymous Book | 78 | 5 | 83 |
| 12 Steps & 12 Traditions Workbook | 38 | 5 | 43 |
| Standard Packet(a set of pamphlets and booklets CoRe donates) | 12 | 1 | 13 |
| Institutional Meeting Handbooks | 7 | 0 | 5 |
| TOTAL |   |   | 146 |

 Five copies of In This Moment were sent as well.

Donations of $623.00 to the Books for Inmates and Institutions were received this quarter. One of these was directed to a specific institution.

We continue to explore the possibility of prison librarians as a resource to get CoDA literature into institutions as well as to help make literature from Co-NNections available to inmates who request it.

Inmate sponsorship has been growing. Currently we have 14 sponsors-4 men and 10 women- and 13 men and 20 women who are being sponsored. All who have requested sponsors have been assigned! H&I does not actively recruit for sponsees among those who contact us, i.e. we don’t offer sponsorship, but only respond to those who request a sponsor. However, H&I does actively recruit sponsors, and we had a tremendous, positive response to a plea for sponsors that we made in February, gaining 4 new sponsors. Some of our sponsors are sponsoring more than one person.

If you are working with a sponsor or co-sponsor, have worked the Twelve Steps, and want to grow in your recovery through service, check out the Inmate Sponsorship Program. Contact Jim B. at inmatesponsorship@coda.org and ask for an application and more information will be sent to you. We want to thank our current and future sponsors.

We will hold our face-to-face meeting the first weekend in the second quarter in the Chicago area. We hope to develop an H&I Service handbook at that meeting.

Committee members:

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

Lou L. IL-Email corresponding secretary, Literature Distribution Coordinator (LDC)

Jim B. AL-Institutional information provider, Inmate Sponsorship Coordinator

Deborah B. CA-assistant snail mail corresponding secretary

Bruce H. FL-Member at large

Terry D. CT-Returning member

**Issues & Mediation Committee (IMC)**

The Issues Meditation Committee meets by teleconference call on the third Sunday of each month.

**IMC 2017 CASES:**

* We do not currently have any actual “cases”, however we are involved in communications with a number of fellowship issues at various local levels.

**VOTING ENTITY SPLIT:**

One request for Voting Entity Split – this is still under review.

**VEI’s from 2017 CSC:**

**Motion Key: 4896          Number: 17023**
**Subject:** Confusion concerning "Peeling the Onion" booklet
**Intent:**Add the subtitle “Codependents Look at Love, Sex and Relationship Addiction and Avoidance” on the cover
**Assigned to:** Literature Committee
**Outcome:**In Process – No decision yet

**Motion Key: 4897          Number: 17024**
**Subject:** Change both versions of the Welcome
**Intent:**
1) That in both versions of the Welcome the words “and/or other” be inserted between the word “family” and the word “system.”
2) Add the subtitle “Codependents Look at Love, Sex and Relationship Addiction and Avoidance” on the cover.
**Assigned to:** Literature Committee
**Outcome:**Group Conscious decision to not make requested changes.  The VE may now submit this issue as a motion for consideration at CSC 2018 by the motion deadline.

**Motion Key: 4898          Number: 17025**
**Subject:**Explication of the “discussion” in the minutes emailed on December 23, 2016 as highlighted on page 9 and 16.
**Intent:** Transparency concerning the decision that was made to not make the commemorative coin available to 2016 CSC/ICC. The SoCal CoDA Voting Entity requests clarification on the discussion that led to the motion being withdrawn.
**Assigned to:** Board
**Outcome:**Unknown as of writing this report. Will update on 2nd Quarter QSR

**Motion Key: 4901          Number: 17028**
**Subject:** Add a new "Pattern and Characteristic" under 'Low Self-esteem Patterns'
**Intent:**
1) Add a new "Pattern and Characteristic" under 'Low Self-esteem Patterns': “Codependents often guess at what normal is.”
2) Upon approval, this will be added to all the "Patterns and Characteristics" under subheading of 'Low Self-esteem Patterns’.
**Assigned to:** Literature Committee
**Outcome:**Group Conscious decision to not make requested changes. The VE may now submit this issue as a motion for consideration at CSC 2018 by the motion deadline.

Per the Fellowship Service Manual (FSM), IMC will continue to review the Quarterly Service Reports (QSR's) for reference to any assigned Voting Entity Issues (VEI’s). Board and/or Committees are contacted if there is no reference to their assigned VEI's in their QSR. We encourage those committees that are working on VEI's to communicate with both the VE and IMC regarding their assigned VEI.

CURRENT MEMBERS:

Gail S. (NV -Nevada) (Chair)
Greg B. (MN -Minnesota)
Paul N. (GA -Georgia) (VEL – Voting Entity Liaison)
Liliana R. (Colombia)
Andrea S. (Italy)
Steve S (FL) (Vice VEL – Voting Entity Liaison)
Darlene H (SoCal)

One member resigned: Marijke L (South Africa)

Board Liaison: Mary I
Back up Board Liaison: Jen L

Yours in Service,

Gail S

IMC Chair

**Literature Committee**

The Literature Committee meets monthly by phone conference and has recently been discussing meeting more frequently (possibly twice a month) due to having many ongoing and upcoming projects. We are currently editing/proofreading several pieces that are soon to be reprinted. The *Tools for Recovery* booklet has been sent to CoRe, ready to print. Subcommittees are currently editing two or three other booklets/pamphlets as well as the green CoDA Workbook. The two CSC-endorsed pamphlets created by the Outreach Committee for distribution to professionals are almost ready to go to press. The Traditions booklet from Canada, passed at CSC, is also in progress. We have, in addition, completed cleanup of the Literature portion of the CoDA Website as requested by the CoDA Board of Trustees.

We are particularly excited about two new pieces of literature that are well underway. The first is a booklet called *Traditionally Speaking*. A small group of us will meet soon (late May or early July) to work toward completion. Another piece we plan to bring to CSC this year is a CoDA prayer booklet.

Furthermore, CoDA as a whole has been creating new paths to bring literature to the Fellowship. The process, by which CoDA Literature is created, reviewed, edited, and published, has been under construction and review. We are planning to have a conference call with representation among CLC, CoRe, and the CoDA Board to hammer out the smaller issues in the near future.

Finally, after much discussion and thought and by group conscience vote, the committee voted “no” on a motion submitted by Colorado that proposed the addition of an item to the Patterns and Characteristics of Codependents. We will be sending a report to Colorado, the Board, and the Issues and Mediation Committee regarding this motion.

In service,

Alyse (Georgia)

Anita (Utah)

Scott (SoCal)

Abbey (Arizona)

Joan (Arizona)

Judi (Massachusetts)

Teresa (Kansas)

Terry (New York)

Jen (New York)

Leslie (NorCal)

Barbara (SoCal)

**Outreach Committee**

The Outreach Committee had three meetings since the last QSR. We meet the third Sunday of each month, by Skype.

Here are some items the Outreach Committee worked on this Quarter:

We:

1. Revamped the Professional Outreach section of the Outreach Resource Guide
2. Started looking at ways that we could update and improve other sections of the Outreach Resource Guide, starting with the Home Page
3. Finalized a template for a cover letter for the Professional pamphlets
4. Accepted a Business Meeting template with some changes-by John R.
5. Discussed and have started getting input from CoDA members on two submissions: You May Be Codependent If...especially for people in other Fellowships- by Bill L. and “What is Codependency?” CoDA approved but out of print
6. Had edits done to the Professional Pamphlets as directed by the Literature Committee and CoDA Board
7. Discussed and have started looking at CoDA's relationship with other Fellowships and how to create better relationships to benefit all Fellowships.

Active members of the Outreach Committee are: Sharon B., Metro Vancouver, Canada; Charles Z., Colorado; Ann C., Oregon; Jay G., Massachusetts; Betsy G., Illinois

Sharon B., Chair

**Spanish Outreach Committee (SPO)**

No Report Received.

**SSC Committee**

The updated Fellowship Service Manual (FSM) was loaded on the CoDA.org website early in January. After that several small corrections were made to the FSM and it was then reloaded on the website. If other errors are found, please email us at SSC@coda.org since there are certain types of errors we can fix without CSC approval. We want to know about any errors, so we can bring motions to CSC to fix them.

At our January con call we established our priorities for this year. After some additional thoughts and discussions we reprioritized during our February call to include completing our Policies and Procedures manual and to improve the SSC pages on the website and assigned the work to be done for both of those. Various other items were also assigned that we hope to start on, including developing a proposal for how to limit duplication of data using links and to add a glossary to the FSM.

Our next con call is scheduled for Wednesday, April 18. We are always looking for new members, so please email us at SSC@coda.org if you are interested in working with us.

**Members**

Evie S, SoCal - Chair

Dave S, PA

Leo C, SoCal

Sara J, AZ

**Board Liaison** Primary – Jen L

**Translation Management Committee (TMC)**

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. This process is ongoing. A focus for this quarter was the tradition of anonymity and how that impacts the signing of Agreements by the fellowship members doing Translations and Publishing & Distributing of CoDA copyrighted materials.

TMC continues to welcome participation in its monthly meetings by its Board liaisons. Following the 2x2 format, TMC also continues to meet with two members of the board monthly, to raise and discuss concerns where our functions and responsibilities overlap.

As always, 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

Courtney F - Florida

Michael C – Arizona

Su E – UK

Board Liaisons

Mary I– North Carolina

Salle H – NorCal

**World Connections Committee (WCC)**

**Michael C. WCC Chair Since September 2017** 100% attendance in Chairs Forum (looking forward to working more closely with more committees**)**

**Accomplishments this Quarter:**

 We managed to translate the 2018 CSC flyer into Spanish, and we turn that into the Events Committee early. We also had a meeting and produced the minutes in new style but did not distribute them yet. We corresponded with Russia, and worked with St. Petersburg & Moscow, to create harmony within those two intergroups. China’s intergroup was also contacted and we were able to smooth over a few rough spots to keep serenity at a high level. We work closely (almost weekly) with TMC, helping each other!

 One major assignment that the CoDA Board has mentioned to the committees was the policies and procedures, and exactly what are we doing? Stijn from Denmark was very instrumental in working with me to take my vision and turn this vision into goals. Our policies & procedures are being created from an international perspective. (see Q1 Prep-Work Looking towards Q2 2018) This is a start, and group conscious will be taken, discussed, worked into policies and procedures. We are patiently waiting for the WP CoDA website, and we have possible (phase2) ideas waiting for when that deploys, tying into what we have below.

**Teleconference:** February 2018, successfully held, March we took a rest, April ~ May we will schedule, and employ new tested technical strategies allowing more countries to attend via video, & call in.

**Q1 Prep-Work Looking towards Q2 2018:**

Many countries are unable to send delegates and participate at Conference. The World Connections Committee has been an extension to connect with more countries who are seeking connection throughout the year. We might contact current meetings with a universal message written by Andrea Italy-Via Zoom

**Goal 1:** Continue research to find contact details of CoDA meetings worldwide

**Goal 2:** Support other voting entities-countries, World Service Board & committees in the CoDA development and growth.

**Goal 3:** Increase communication and exchange information

**Goal 4:** Explore and discover country needs more in depth and seek solutions.

**Goal 5:** Increase awareness of cultural and language similarities and differences.

**Goal:** To streamline communication and resources with international members, create resources and organize FSM with intergroup and VE’s.

* To create more support mechanisms for International Groups.
* Translation services for CSC being done this year in Spanish. Next year more may be added depending on requests.
* Need to create more opportunities for international participation.
* Discussion continues ways to better serve international members.

Board update goal:

* To streamline communication and resources with international members
* Help voting entities and intergroup get organized;
* Create resources (starter packet) for international groups;
* To organize the Fellowship Services Manual (FSM) with more information on intergroup and VE’s’;
* Create more support mechanisms for international groups.