**CoDA 4th Quarter Service Report for 2017**

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**

The Board has developed an alias for CoDA Members that are bilingual and would like to help with translations.  If you are interested, please email [codatranslators@coda.org](https://mail.tigertech.net/src/compose.php?send_to=codatranslators@coda.org) .   We are also researching translation software to help alleviate the work of the few that have been translating.

 We are working with current website developer to review the Coda.org sitemap and discuss the priorities of improvements to be made.  Any updates to [coda.org](http://coda.org) should be sent to [webliaison@coda.org](https://mail.tigertech.net/src/compose.php?send_to=webliaison@coda.org)

Our next Fellowship Forum conference call will be Saturday Feb 4th at 9am Pacific / 12pm Eastern US time.  To be invited to join our call please send an email to [board@coda.org](https://mail.tigertech.net/src/compose.php?send_to=board@coda.org)

Board Face to Face has been scheduled for April in Phoenix, Arizona.   A local fellowship forum will be held in Phoenix Saturday April 14, 2018.

If you would like to watch/listen in to our meeting, please send an email to [board@coda.org](https://mail.tigertech.net/src/compose.php?send_to=board@coda.org) so we can send you a Skype invitation.

Our board is quite small this year – please consider joining the board by sending an email to [board@coda.org](https://mail.tigertech.net/src/compose.php?send_to=board@coda.org).  It’s not too late you can join us now!

In recovery,

The board – Jen, Mary, Madeline, Linda and Salle

|  |
| --- |
| **Co-Dependents Anonymous, Inc.** |
| **Balance Sheet** |
| **As of December 31, 2017** |
|  |  |  |  |  |
|  | **Total** |
|  | **As of Dec 31, 2017** | **As of Dec 31, 2016**  | **Change** | **% Change** |
| **ASSETS** |  |  |  |  |
|  Current Assets |  |  |  |  |
|  Total Bank Accounts (5 accounts) | $ 345,725 | $ 318,893 | $ 26,832 | 8% |
|  Other Current Assets |  |  |  |  |
|  Total Book Inventory | $ 2,246  | $ 2,246  | $ 0  | 0%  |
|  Total Other Current Assets | $ 2,246  | $ 2,246  | $ 0  | 0%  |
|  **Total Current Assets** | **$ 347,971**  | **$ 321,139**  | **$ 26,832**  | **8%**  |
|  Fixed Assets |  |  |  |  |
|  FIXED ASSETS | $ 1,361  | $ 1,361  | $ 0  | 0%  |
|  ACCUMULATED DEPRECIATION | -$ 637  | -$ 637  | $ 0  | 0%  |
|  Total Fixed Assets | $ 724  | $ 724  | $ 0  | 0%  |
|  Total Other Assets | $ 0  | $ 0  | $ 0  |   |
| **TOTAL ASSETS** | **$ 348,695**  | **$ 321,863**  | **$ 26,832**  | **8%**  |
| **LIABILITIES AND EQUITY** |  |  |  |  |
|  Total Liabilities | $ 0  | $ 0  | $ 0  |   |
|  Equity |  |  |  |  |
|  Unrestricted Net Assets | $ 318,609  | $ 302,412  | $ 16,197  | 5%  |
|  Total Temporary Restricted Net Assets | $ 3,253  | $ 3,253  | $ 0  | 0%  |
|  **Net Income** | $ 26,832  | $ 16,197  | $ 10,634  | 66%  |
|  **Total Equity** | **$ 348,695**  | **$ 321,863**  | **$ 26,832**  | **8%**  |
| **TOTAL LIABILITIES AND EQUITY** | **$ 348,695**  | **$ 321,863**  | **$ 26,832**  | **8%**  |
| Wednesday, Jan 17, 2018, Unaudited - Cash Basis |
| Co-Dependents Anonymous, Inc. |
| Profit and Loss |
| January - December 2017 |
|  |  |
|  | **Total** |
| **Income** |  |
|  DONATIONS - 7TH TRADITION | 58,395  |
|  INTEREST INCOME | 142  |
|  ROYALTY INCOME | 108,057  |
|  CONVENTION Income | 14,370  |
| **Total Income** | **$ 180,963**  |
| **Net Income** | **$ 180,963**  |
| **Expenses** |  |
|  OPERATING EXPENSES | 17,417  |
|  EVENTS | 18,312  |
|  Contract Services | 60,874  |
|  Legal & Professional | 5,581  |
|  Travel | 51,949  |
| **Total Expenses** | **$ 154,131**  |
| **Net Operating Income** | **$ 26,832**  |
| **Net Income over Expenses** | **$ 26,832**  |
|  |  |
| Wednesday, Jan 17, 2018, Unaudited - Cash Basis |

**Board - SOS (Our Management Company)**

From October-December, 2017
As of December, 2017

This quarter was busy with several projects, including CSC.

**Accounting:** Worked with the Treasurer and Finance Committee Chair for ongoing accounting tasks including daily entries and bank reconciliations. Helped transition the new Treasurer.

**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.

Was onsite at CSC and involved with:

1. All board meetings, current and new board
2. Responsible for motions database, changes and votes at CSC.
3. Responsible for various audio/visual aspects include audio streaming, committee and VEI reports and other details.

**ERRS:** Assisted Finance with ERR submissions and payments for CSC, resulting in 95% of all ERRs paid by year end.

**Phone Calls:** Ongoing phone 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 weekly 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.

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>

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 1/7/18 are as follows:

These numbers are bit skewed. 2 major email providers (1 of the largest free services, & a corporate screening service for the telephone company email providers) each did a huge dump of inactive email addresses in December. As a result our real growth is higher than these numbers indicate.

Main Announcements List: 5472 (was 5380 on 9/9/17)

Co-NNections Weekly Reading List: 9448 (was 9176 on 9/9/17)

QSR List: 2992 (was 2901 on 9/9/17)

H&I List: 2503 (was 2369 on 9/9/17)

Meeting Contact List 349 (New List, still in process of being created)

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

Highlights of the last quarter for me were Working with outgoing CoDA Board Vice Chair Lorraine O on a proposal for a CoDA Service Conference (CSC) preparation workgroup (my understanding is that as of today, the final proposal will likely be submitted to the CoDA Board Of Trustees within the next week or so), & working on the new Meeting Contact Email List (part 1 of that list should be finished in early February).

I also had a large role in 2017 CSC preparation & Delegate education, & am hoping to create a CSC report by combining several delegate reports to their Voting Entities as we have done the last 2 years.

Since the last QSR was written (4/8/17) we have sent out 35 announcements on the Main Announcements list; + the Co-NNections weekly readings &a number of emails were sent to the CSC Delegate Lists.

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!!!!

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: Madeline R.

**CoDA Resource Publishing (CoRe)**

The Core Board met via phone conference in Nov and Dec, with a F2F at Minneapolis CSC where we also had productive meetings with CLC and TMC. A requested meeting with SPO didn’t come off. The continued focus of the meetings has been to advance the strategic planning goals in particular our new website and bookstore which is due for soft launch in the first weeks of 2018.

We sold significantly more materials in Minneapolis than ever before, largely due to major price reductions, the addition of Spanish materials and the ability to take payment via credit card.

Marcy stepped down from the CoRe board in October and we approached Gerry who agreed to join our board in December. He will be primary contact for CLC and liaison for materials in English. He has great publishing and IT experience to bring to the CoRe board. Liliana continues as liaison for all materials in Spanish, Barbara as Treasurer and Dagmar as Chair. We would still welcome volunteers as Alternates.

We continue to supply free literature kits to new meetings and otherwise our focus has been to create our new website and bookstore

**Royalties paid during Q4 2017**

|  |  |  |
| --- | --- | --- |
| Sep-17 | $9,673.49 |  |
| Oct -17 | $15,346.97 |  |
| Nov -17 | $10,370.27 |  |

Total $34,390.7

7th Tradition pd in Q4 2017 = $1542.96

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Balance Sheet** |  |
|  |  |  | **Qtr. 4, 2017** |
| **ASSETS** |  |  |  |
| **Current Assets** |  |
| **Checking/Savings** |  |
|  | **Cash** |  |
|  |  | **BB&T** | 65,462.32 |
|  |  | **BB&T IDA** | 168,110.86 |
|  |  | **PayPal Cash Balance** | 3,627.87 |
|  |  | **Petty Cash** | 100.00 |
|  |  | **Wells Fargo Checking** | 16,884.42 |
|  |  | **WF Business Savings** | 96,775.56 |
|  | **Total Cash** | 350,961.03 |
| **Total Checking/Savings** | 350,961.03 |
| **Accounts Receivable** |  |
|  | **Customer Accounts Receivable** | 6,134.66 |
| **Total Accounts Receivable** | 6,134.66 |
| **Other Current Assets** |  |
|  | **Book Inventory** |  |
|  |  | **12 Step Spanish Workbook** | 1,433.12 |
|  |  | **12 Step Workbook** | 5,856.45 |
|  |  | **CoDA Book Pocket Edition** | 15,033.04 |
|  |  | **CoDA SoftCover Book** | 23,019.55 |
|  |  | **In This Moment Book** | 15,683.84 |
|  |  | **Spanish CoDA Book Pocket Editio** | 11,398.53 |
|  | **Total Book Inventory** | 72,424.53 |
|  | **Deposits in Transit** | 135.01 |
|  | **Literature Inventory** |  |
|  |  | **Audio Tapes and CDs** | 2,006.67 |
|  |  | **Booklets** | 19,203.85 |
|  |  | **Deposit on Purchases** | 11,300.50 |
|  |  | **Medallions** | 24,340.90 |
|  |  | **Pamphlets** | 11,764.09 |
|  |  | **Posters and Special Items** | 2,589.63 |
|  |  | **Spanish Booklets** | 8,499.98 |
|  |  | **Spanish Pamphlets** | 3,902.72 |
|  | **Total Literature Inventory** | 83,608.34 |
| **Total Other Current Assets** | 156,167.88 |
| **Total Current Assets** | 513,263.57 |
| **Fixed Assets** |  |
| **Fixed Assets** |  |
|  | **Computers and Software** | 9,196.90 |
|  | **Office Equipment** | 5,863.83 |
|  | **x-Accumulated Depreciation** | -14,407.00 |
| **Total Fixed Assets** | 653.73 |
| **Total Fixed Assets** | 653.73 |
| **Other Assets** |  |
| **Deposits and Prepaid Expenses** | 1,849.06 |
| **Total Other Assets** | 1,849.06 |
| **TOTAL ASSETS** |  | **515,766.36** |
| **LIABILITIES & EQUITY** |  |
| **Liabilities** |  |  |
| **Current Liabilities** |  |
|  | **Other Current Liabilities** |  |
|  |  | **7th Tradition Donations** | 1,582.21 |
|  |  | **Royalty Payable** | 6,404.82 |
|  |  | **Sales Taxes Payable** | 48.30 |
|  | **Total Other Current Liabilities** | 8,035.33 |
| **Total Current Liabilities** | 8,035.33 |
| **Total Liabilities** | 8,035.33 |
| **Equity** |  |  |  |
| **Retained Funds** | 515,610.72 |
| **Net Income** | -7,879.69 |
| **Total Equity** |  | 507,731.03 |
| **TOTAL LIABILITIES & EQUITY** | **515,766.36** |
|  |  |  |  |
|  |  |  |  |  |  | **Oct 17** | **Nov 17** | **Dec 17** | **TOTAL** |
|  | **Ordinary Income/Expense** |  |  |  |  |
|  |  |  | **Income** |  |  |  |  |
|  |  |  |  | **Book Sales** |  |  |  |  |
|  |  |  |  |  | **12 Step Spanish Workbook** | 590.00 | 395.00 | 15.00 | 1,000.00 |
|  |  |  |  |  | **12 Step Workbook** | 10,961.00 | 5,624.00 | 3,343.00 | 19,928.00 |
|  |  |  |  |  | **CoDA Book Pocket Edition** | 914.50 | 622.50 | 1,440.00 | 2,977.00 |
|  |  |  |  |  | **CoDA SoftCover Books** | 9,395.00 | 9,104.00 | 4,340.00 | 22,839.00 |
|  |  |  |  |  | **Ebook Sales** | 180.08 | 223.52 | 272.89 | 676.49 |
|  |  |  |  |  | **In This Moment Books** | 2,330.00 | 2,052.50 | 1,080.00 | 5,462.50 |
|  |  |  |  |  | **International Kindle Sales** | 87.67 | 133.45 | 131.88 | 353.00 |
|  |  |  |  |  | **Kindle Sales** | 1,046.85 | 771.97 | 1,003.78 | 2,822.60 |
|  |  |  |  |  | **Spanish CoDA Book Pocket Editio** | 864.50 | 453.00 | 0.00 | 1,317.50 |
|  |  |  |  | **Total Book Sales** | 26,369.60 | 19,379.94 | 11,626.55 | 57,376.09 |
|  |  |  |  | **Non Book Sales** |  |  |  |  |
|  |  |  |  |  | **Audio Tapes and CDs** | 818.73 | 293.70 | 235.76 | 1,348.19 |
|  |  |  |  |  | **Booklets** | 6,826.10 | 3,959.10 | 3,328.35 | 14,113.55 |
|  |  |  |  |  | **Medallions** | 3,808.51 | 1,880.85 | 2,063.60 | 7,752.96 |
|  |  |  |  |  | **Pamphlets** | 1,220.99 | 1,113.94 | 853.56 | 3,188.49 |
|  |  |  |  |  | **Posters and Special Items** | 72.50 | 24.00 | 34.50 | 131.00 |
|  |  |  |  |  | **Sales Refunds** | 13.01 | -12.14 | 0.00 | 0.87 |
|  |  |  |  |  | **Spanish Booklets** | 205.00 | 181.05 | 0.00 | 386.05 |
|  |  |  |  |  | **Spanish Pamphlets** | 127.22 | 48.98 | 0.00 | 176.20 |
|  |  |  |  | **Total Non Book Sales** | 13,092.06 | 7,489.48 | 6,515.77 | 27,097.31 |
|  |  |  |  | **Other Income Items** |  |  |  |  |
|  |  |  |  |  | **Over and Short** | -578.09 | 0.00 | 0.00 | -578.09 |
|  |  |  |  |  | **Service Items Copied** | 72.95 | 137.00 | 38.95 | 248.90 |
|  |  |  |  |  | **Spanish Items Copied** | 14.30 | 0.00 | 0.00 | 14.30 |
|  |  |  |  | **Total Other Income Items** | -490.84 | 137.00 | 38.95 | -314.89 |
|  |  |  |  | **S and H Charges** |  |  |  |  |
|  |  |  |  |  | **Book Shipping and Handling** | 0.00 | 0.00 | -60.56 | -60.56 |
|  |  |  |  |  | **New Shipping** | 3,351.04 | 2,931.44 | 1,861.29 | 8,143.77 |
|  |  |  |  | **Total S and H Charges** | 3,351.04 | 2,931.44 | 1,800.73 | 8,083.21 |
|  |  |  | **Total Income** | 42,321.86 | 29,937.86 | 19,982.00 | 92,241.72 |
|  |  |  | **Cost of Goods Sold** |  |  |  |  |
|  |  |  |  | **Cost of Books** |  |  |  |  |
|  |  |  |  |  | **12 Step Spanish Workbook** | 196.12 | 118.47 | 4.09 | 318.68 |
|  |  |  |  |  | **12 Step Workbook** | 2,574.40 | 1,018.22 | 559.11 | 4,151.73 |
|  |  |  |  |  | **CoDA Book Pocket Edition** | 130.20 | 85.62 | 224.02 | 439.84 |
|  |  |  |  |  | **CoDA SoftCover Book** | 2,306.28 | 2,561.31 | 921.99 | 5,789.58 |
|  |  |  |  |  | **In This Moment Book** | 504.93 | 434.95 | 186.67 | 1,126.55 |
|  |  |  |  |  | **Spanish CoDA Book Pocket Editio** | 122.27 | 58.60 | 0.00 | 180.87 |
|  |  |  |  | **Total Cost of Books** | 5,834.20 | 4,277.17 | 1,895.88 | 12,007.25 |
|  |  |  |  | **Cost of Literature** |  |  |  |  |
|  |  |  |  |  | **Audio Tapes and CD's** | 107.24 | 39.44 | 34.46 | 181.14 |
|  |  |  |  |  | **Booklets** | 1,370.57 | 700.91 | 587.56 | 2,659.04 |
|  |  |  |  |  | **Medallions** | 2,240.37 | 948.21 | 1,057.51 | 4,246.09 |
|  |  |  |  |  | **Pamphlets** | 447.16 | 381.83 | 307.63 | 1,136.62 |
|  |  |  |  |  | **Posters and Special Items** | 17.85 | 5.92 | 8.52 | 32.29 |
|  |  |  |  |  | **Spanish Booklets** | 71.79 | 52.29 | 0.00 | 124.08 |
|  |  |  |  |  | **Spanish Pamphlets** | 79.94 | 30.06 | 0.00 | 110.00 |
|  |  |  |  | **Total Cost of Literature** | 4,334.92 | 2,158.66 | 1,995.68 | 8,489.26 |
|  |  |  |  | **Other Cost of Sales** |  |  |  |  |
|  |  |  |  |  | **Inventory Adjustment** | 0.00 | 0.00 | -2,355.82 | -2,355.82 |
|  |  |  |  |  | **Printing** | 0.00 | 224.00 | 0.00 | 224.00 |
|  |  |  |  | **Total Other Cost of Sales** | 0.00 | 224.00 | -2,355.82 | -2,131.82 |
|  |  |  | **Total COGS** | 10,169.12 | 6,659.83 | 1,535.74 | 18,364.69 |
|  |  | **Gross Profit** | 32,152.74 | 23,278.03 | 18,446.26 | 73,877.03 |
|  |  |  | **Expense** |  |  |  |  |
|  |  |  |  | **Distribution Center Costs** |  |  |  |  |
|  |  |  |  |  | **Distribution Contract** | 2,103.93 | 3,280.58 | 2,282.78 | 7,667.29 |
|  |  |  |  |  | **Distribution Rent** | 875.00 | 875.00 | 875.00 | 2,625.00 |
|  |  |  |  |  | **Distribution Supplies** | 370.77 | 0.00 | 117.96 | 488.73 |
|  |  |  |  |  | **Distribution Utilities** | 280.36 | 475.15 | 281.27 | 1,036.78 |
|  |  |  |  |  | **Postage and Shipping** | 4,203.01 | 3,162.54 | 2,151.56 | 9,517.11 |
|  |  |  |  | **Total Distribution Center Costs** | 7,833.07 | 7,793.27 | 5,708.57 | 21,334.91 |
|  |  |  |  | **Order Processing Center Costs** |  |  |  |  |
|  |  |  |  |  | **Order Processing Contract** | 1,577.95 | 2,460.43 | 1,712.09 | 5,750.47 |
|  |  |  |  | **Total Order Processing Center Costs** | 1,577.95 | 2,460.43 | 1,712.09 | 5,750.47 |
|  |  |  |  | **Royalty to CoDA, Inc.** | 15,346.97 | 10,370.27 | 6,611.31 | 32,328.55 |
|  |  |  |  | **Various Administrative Expenses** |  |  |  |  |
|  |  |  |  |  | **Accounting Services** | 350.00 | 350.00 | 350.00 | 1,050.00 |
|  |  |  |  |  | **Bank Charge Monthly PayPal** | 30.00 | 33.55 | 30.00 | 93.55 |
|  |  |  |  |  | **Bank Charges** | 35.00 | 5.00 | 0.00 | 40.00 |
|  |  |  |  |  | **Credit Card Service Fees** | 60.24 | 51.62 | 80.27 | 192.13 |
|  |  |  |  |  | **Credit Fees on PayPal** | 663.77 | 860.51 | 419.31 | 1,943.59 |
|  |  |  |  |  | **Group Discount** | 1,094.23 | 1,009.94 | 332.63 | 2,436.80 |
|  |  |  |  |  | **Other Professional Fees** | 500.00 | 500.00 | 500.00 | 1,500.00 |
|  |  |  |  |  | **Returned Checks and Refunds** | 0.00 | 13.01 | 307.68 | 320.69 |
|  |  |  |  |  | **Travel and Meetings** | 4,782.28 | 631.40 | -276.00 | 5,137.68 |
|  |  |  |  | **Total Various Administrative Expenses** | 7,515.52 | 3,455.03 | 1,743.89 | 12,714.44 |
|  |  |  | **Total Expense** | 32,273.51 | 24,079.00 | 15,775.86 | 72,128.37 |
|  | **Net Ordinary Income** | -120.77 | -800.97 | 2,670.40 | 1,748.66 |
|  | **Other Income/Expense** |  |  |  |  |
|  |  | **Other Income** |  |  |  |  |
|  |  |  | **Interest Income** | 16.69 | 16.21 | 16.74 | 49.64 |
|  |  | **Total Other Income** | 16.69 | 16.21 | 16.74 | 49.64 |
|  | **Net Other Income** | 16.69 | 16.21 | 16.74 | 49.64 |
| **Net Income** |  |  | **-104.08** | **-784.76** | **2,687.14** | **1,798.30** |

Board: Dagmar MacQueen (Chair), Barbara Delantoni (Treasurer), Liliana Rodriguez (Liaison for all matters Spanish) and Gerry, print rep for English materials

**Communications Committee**

Membership

Core Committee                    Comm@coda.org

Allan B.

Kaga  Co-Chair

John R., Chair

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.

CoDA Phone (cphone) and the CoDA Email Team (cet) continued to quickly field incoming traffic, a few every week of each. We feel there is valuable data from these calls and continue to struggle to arrange for the processing of that data.

The Communications Committee presented four Motions at the CoDA Service Conference in October. The first one presented simplified and made more general the section in the Meeting Handbook relating to the ways Meetings might designate themselves, such as Men only or Women only. This was the result of a full years work by a work group of delegates and the committee. It passed overwhelmingly.

The next one established the right of Voting Entities to have materials published on CoDA Announcements equivalently to the right now held by World Service Committees. This also passed.

The committee description in the Fellowship Service Manual has been out of date for some time. A revised description was also approved.

The most important Motion called for a committee to consider the distinction between the Fellowship and Co-Dependents Anonymous, Inc., our corporation, since the legal power of the corporation can overshadow Fellowship operations and lead to top-down processes contrary to the inverted pyramid. This Motion was withdrawn by the committee in favor of a board commitment to implement a work group addressing the same matters.

The committee, therefore, is tracking the work group. By the end of the quarter, the work group was announced but had not yet been formed and the consideration of the Fellowship/Corporation distinction was withdrawn as the primary focus.

The Communications Committee helped with publicizing the streaming of the Service Conference on the web and solicited feedback afterward. Despite technical failings, the reaction to streaming was enthusiastic and the committee expects to support this wonderful initiative of the board.

**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.

Members: Don B, Southern California, chair; Geff R, Washington, vice chair; Andreas M, United Kingdom and Switzerland; Beth, Pennsylvania; Faith, Canada; Jasmine, Spain; Laurel, Utah; Manuela, Washington; Maureen, Minnesota; Resa, Minnesota.

We now have ten members.

This quarter, **Co-NNections** updated its Policies and Procedures Manual, to ensure that it accurately reflects our mission. We continue to study our Policies and Procedures Manual and our website pages for accuracy and clarity. We rewrote descriptions of the Committee’s functions and mission in the committee’s description in the Fellowship Service Manual. We submitted all approved committee meeting minutes for the fourth quarter to the Board for website storage.

Our most challenging issue this quarter continues to be the shortage of fellowship recovery stories. The Committee continues to develop new and creative methods of increasing article submissions. Both the **Weekly Reading** subcommittee and the subcommittee **Meeting in Print** continue to be profoundly impacted by this shortage. The supply of recovery stories, for both **Weekly Reading** and **Meeting in Print**, is reduced and, as of December 31, 2017, has yet to regain the healthy flow of participation seen in the first quarter of 2017. The **Weekly Reading** subcommittee sent out fellowship recovery stories each week.

The fourth issue of **Meeting in Print** has been prepared but not published. The issue will be published as the first issue of 2018. You can read **Meeting in Print** on the CoDA website 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. Fellowship member's submissions can be sent here: [mip@coda.org](https://mail.tigertech.net/src/compose.php?send_to=mip@coda.org).

The **Weekly Readings Subcommittee** has emailed 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 **Weekly Reading**, please go here: <http://connections.coda.org/index.cfm/submit-article/>.

Everyone has a story that can help another. 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!

As of 12/31/17, we have vetted new submissions that will be published weekly, either on Monday or Tuesday. When an article is not accepted, a member of the subcommittee volunteers to help authors edit their stories for weekly publication. To see the current weekly reading, go to: <http://connections.coda.org/>. Older readings (2015-2018) can be viewed here: <http://codependents.org/cgi-bin/dada/mail.cgi/list/connections/> while even older, pre-2015, readings are here: <http://connections.coda.org/index.cfm/categories/>.

The **Book Work Group** continues to select archived writings from [codependents.org](http://codependents.org) to create a new CoDA book. The **Work Group** has two service workers.

**Events Committee**

CoDA Events Members:

Chair-Katherine T ,

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

Secretary- Florence, working with Sharon- focus- CSC, Workshops,

Technical committee- Yvonne & Kirk- focus all thing technical for CSC/ICC

After completion of the 2017 CSC/ICC the Events Committee met monthly. In that time new members as shown above volunteered for their positions with majority support.

December meeting was a recap of CSC/ICC, survey result discussion, round robin discussion of what we learned, observed, and would like to improve.

January meeting discussed all team positions and the committee’s format moving for 2018. We reached out to our Board Liaison, and the Coda Chairs group for feedback as to changing the dates of the CSC. Based on a group conscious, and the short time frame to obtain needed consensus for this type of change this topic will be tabled for now, and discussed how best to support the fellowship in 2019. 2017 Survey results were shared with the Board and the Chairs Committee.

We will finalize the flyer this week with negotiated dinner cost of $25.00 for Friday night, and $15.00 Sunday breakfast. We now will continue with our business of planning the CSC/ICC.

**Finance Committee**

Oct, Nov, & Dec, 2017

During the 4th quarter the committee met 3 times by teleconference and several times informally at the CoDA Service Conference (CSC) in Oct. At CSC we presented a budget of $232,243 an increase of 9% over 2017 budget. Several items were added to this budget including $9,200 for contingency and unexpected face to face meeting expenses; $6,500 for streaming and translation of CSC; and the pooling of all face to face funds in accordance with the guidelines for establishing and working a rotation for funding face to face CoDA committee meetings.

Since CSC we have helped process 42 Expense Reimbursement Requests (ERRs) with only 2 getting paid after the end of the year. We helped with the transition of the new treasurer and board liaison to finance, Salle H.

As a part of the rotation of face to face meetings, we revised and renamed the Meeting Information Sheet to the Financial Meeting Approval Form which will be posted on the finance pages early in 2018. Copies have also been sent to committee chairs. We are in the process of updating all forms for 2018.

In accordance with our Expense Reimbursement Policy, the Per Diem for 2018 for face to face meetings and CSC will remain the same ($51 & $64 per day). The mileage rate for 2018 has increased to $0.545 per mile.

At CSC, our current chair announced that he would not be returning to CSC as chair of finance next year and as a committee we are working on rotating that position for our committee. At CSC we identified three potential new members, but only gained two, Addie M, SoCA, and Danielle D, CO. We will be losing two members in the first quarter of 2018, so we are at a zero gain in members. We would like to add one or two more members during this year. If you are interested, please contact the finance committee at finance@coda.org or the chair at finchair@coda.org.

We have started to prepare for a face to face in March.

Respectfully submitted by the Finance Committee

Lou L Chair, Barbara D, Jack S, Loretta D, Thuy K, Addie M, & Danielle D.

Salle H, Board Liaison and Treasurer of CoDA, Inc.

 2017-18 (revised 12/17)

Finance Liaison assignments, Primary Backups. Rotation yr

Board: Lou Jack yearlyx2

Communications (Comm): Barbara Danielle 2018-2

Co-NNections: Jack Loretta 2018-1

Events: Barbara 2019-3

Finance: Lou Barbara 2018-4

Hospitals & Institutions (H&I): Addie 2018-3

Issues Mediation (IMC): Loretta 2020-1

Literature (CLC): Addie Jack 2020-3

Outreach: Danielle Addie 2019-1

Service Structure (SSC): Loretta 2020-2

Spanish Outreach (SPO): Loretta Barbara 2019-2

Translation Management (TMC): Danielle Lou 2020-4

World Connections Committee (WCC): Jack Lou 2019-4

TROs Addie Danielle N/A

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 two regular teleconferences and one informal meeting at CSC 2017 We still are having some struggles with the Internet tools provided by CoDA. The challenges are around accessing documents on the cloud storage and sharing sites for some of our members. Despite the challenges, we have finally completed rewriting our Service Info website page. We gained three new members at CSC 2017.

 We had 37 requests for information or literature came via USPS, one email request for literature, and one directed donation to Books for Inmates and Institutions and only a few email requests for information. Twenty-five letters were sent, and all emails were answered. These new requests came from 19 different facilities (8 facilities new to our records).

|  |
| --- |
| Literature ordered in Q2 2017 |
| Piece of literature | English | Spanish | Total |
| Co-Dependence Anonymous Book | 45 | 6 | 51 |
| 12 Steps & 12 Traditions Workbook | 30 | 5 | 35 |
| Standard Packet(a set of pamphlets and booklets CoRe donates) | 9 | 0 | 9 |
| Institutional Meeting Handbooks | 3 | 0 | 3 |
|  Total |   |   | 98 |

 One each of In This Moment and Peeling the Onion were sent as well.

Donations of $328.00 to the Books for Inmates and Institutions were received this quarter. One of these was directed to a specific institution.

We have had a couple of requests to provide some new CoDA stories to inmates. These people have few opportunities for “new” input because they are relatively isolated and not likely to have new members enter their meetings. We have thought about making the CoDA Weekly Readings and/or Meetings in Print available. These two items are currently online, and few inmates have access to the Internet. We have started mailing copies of Weekly Readings to an individual who requested additional information. We have begun to explore the possibility of prison librarians as a resource along these lines.

Inmate sponsorship has been growing. Currently we have 10 sponsors-3 men and 7 women- and 8 men and 13 women who are being sponsored. There are still 10 women and 8 men who have requested sponsors that we cannot provide. 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. We learned not to offer a service that we could not provide.

Sponsors for inmates are still needed.

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@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 are working on plans for a face-to-face meeting in the early spring and sharing committee responsibilities among members.

Committee members:

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

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

Jim B. CA-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

Darlene H. CA-Meeting secretary

Ashley K. CO, Matt. T. TX, and Rita B. AZ, new members

Linda A. CA-Board Liaison

**Issues & Mediation Committee (IMC)**

CURRENT MEMBERS:

Gail S. (NV – Nevada) (Chair)

Greg B. (MN - Minnesota)

Paul N. (GA -Georgia) (VEL – Voting Entity Liaison)

Liliana R. (Colombia)

Marijke L (South Africa)

Andrea S. (Italy)

Steve S (FL)

Darlene H (SoCAL)

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

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

**ISSUES MEDIATION COMMITTEE MEMBERS:**

The 2017 – 2018 Issues Mediation Committee (IMC) was elected at the 2017 CSC in October.

The members voted in were:

* Returning members – Gail S. (4th year), 2nd year for Greg B., Paul N. and Liliana
* New 2018 Members – Marijke L, Andrea S., Steve S, Darlene H.

**IMC 2017 CASES:**

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

**VOTING ENTITY SPLIT:**

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

VOTING ENTITY ISSUES (VEI’s): **Definition:**

* Voting Entity Issues are those issues that are formed as a result of a group conscience process at the Voting Entity level.
* They are not submitted in Motion form since they are usually assigned either to the Board or to a Committee for further action

IMC will give update on VEI’s assigned at 2017 CSC on the 2nd quarter QSR.

IMC will continue to review the Quarterly Service Reports (QSR) 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.

Thank you CoDA Fellowship for electing us and allowing each of us to do service on this committee.

Yours in Service,

Gail S

IMC Chair

1-16-18

**Literature Committee**

During the past quarter, the CoDA Literature Committee has been working on several projects. We met monthly by telephone conference, and at our most recent meeting, we took a final vote on a Pennsylvania and Colombia VE issue that had been assigned to us at the CoDA Service conference in Oct. 2017.

The proposal was to make a change to say “dysfunctional family and/or other systems” in place of “dysfunctional family systems” in the CoDA Welcome. After reading all the material in the motion and discussing the issue over this first quarter, we arrived at a group conscience against the proposed motion. The final vote was seven disapprovals, one approval, and one abstention.

A few of us are currently working together to finish editing two items that were passed by CSC and have been sent on to us. One is a booklet about applying the CoDA Traditions to our relationships, and the second is two pamphlets designed to help with CoDA’s outreach efforts to professionals. In addition, another group of us are working closely with a VE in California on a new booklet aimed at newcomers.

Finally, we have two subcommittees continuing to work on two new pieces of literature as well. One is well into its process, and the other is in the planning stage.

And yes, we continue to gather your recovery stories. PLEASE do send them to literature@coda.org.

In grateful service,

Leslie, Scott, Anita, Judi, Joan, Barbara, Alyse, Abbey, Teresa, and Terry

**Outreach Committee**

The Outreach Committee has had two meetings this quarter.

The first meeting was mostly one to welcome new members, share experiences at the CoDA Service Conference and to brainstorm on the areas we wanted to pursue for outreach. An overview of our Goals and Objectives helped us create an intention.

Some areas of interest are the use of Social Media and other ways of reaching and supporting codependents, re-looking at the Promises (for future tense as Charles presented a few years ago), and looking at areas that some people approached us with during the CSC- Outreach to youth and those of color or other ethnicity.

There are some unfinished submissions from last year that we plan to look at such as formats for newcomer’s meetings and business meetings. We also plan to go through the Outreach Resource Guide to find areas that need more information or need updated links to new materials. One or two cover letter templates and possibly more information, will be added to the Professional Outreach section of the ORG, to complete that section. The Outreach Committee plans to make the process of vetting submissions clearer both for the people presenting submissions and Outreach Committee members considering them.

The two Professional Brochures have been sent to other countries who have shown interest in them, to be translated in their countries. Canada is already translating them in French and will share them once translated.

The Outreach Committee has some new members-Julie and Ann. Continuing members are Jay, Betsy, Florence, Charles, Greg and Sharon. Renu has stepped down from the committee

**Spanish Outreach Committee (SPO)**

No report submitted

**SSC Committee**

Renu resigned from the committee. We thank her for her service. No new members joined the committee at the CoDA Service Conference (CSC) or since then.

SSC presented 3 motions at CSC:

* Revised versions of all 5 parts of the Fellowship Service Manual (FSM) - Approved
* Revised SSC’s description in Parts 1 and 5 of the FSM – Approved
* Additional reporting requirements from the Board and from SOS, our Association Management Company, plus periodic review and approval of their contract – Not Approved

The FSM was updated and sent for review by the board and all committees within 2 weeks of the end of CSC. Little feedback was received. After another review by SSC since so little feedback was received it was sent for loading on the website on Dec 1. As of the end of December it had not been loaded although it was finally loaded after the end of the quarter after the 3rd request was sent.

Two workgroups were established at CSC. Two SSC members have requested to join the Structure Workgroup and one SSC member has requested to join the Website Workgroup.

We held no SSC con call during October because of the CSC. We held a con call in November where we began the prioritization of what we will be working on this year. We chose to not hold a December con call because of travel plans and the ach aholidays.

**Members**

Evie S, SoCal - Chair

Dave S, PA

Leo C, SoCal

Sara J, AZ

**Board Liaisons**

Primary – Jen L

Backup – Madeline R

**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 suggested donation schedule to CoDA, Inc. is now a part of every Publication and Distribution (P&D) Agreement replacing royalty requirements from legal entities.

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

TMC held a face to face meeting the weekend prior to the annual CoDA Service Conference (CSC) which we used to start work on the Publication and Distribution section of TMC’s Policies and Procedures Manual.

TMC is currently responding to requests from Mallorca, Brazil, Greece, Colombia, Russia, Spain, France, Holland, Lithuania, China, Israel, Columbia, Iran, Japan, United Kingdom, Sweden, and Guatemala. A P&D Agreement with Canada was signed at the CSC.

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

Jose R – Guatemala

Michael C – Arizona

Su E – UK

Board Liaisons

 Madeline R – Florida

 Salle H – California

Michael C. Elected WCC Chair September 2017

Accomplishments this Quarter:

World Connections Committee has been making connections with different countries around the world. We have been gathering emails and phone numbers from our members. The phone numbers we are using in a smart phone application, which has serviced our communication amongst ourselves. Our membership has increased from 5 members to close to 40, increasing monthly. We were able to gather members at the CSC, and we continue to increase membership activities. New members are China, New Zealand, Germany, Italy, South Africa to name a few. Our USA members have increased also.

Teleconferences:

We have had a meeting on November 18th, and are looking to have consistent meetings, with written meeting minutes, that have been first written in English, then translated into Spanish. As these duties have been assigned, we still need to complete them consistently. We are trying to achieve a new business and old business work from one meeting to the next by keeping good minutes. When this work is spread across a team it becomes easy, but when it is placed on one person’s shoulders delays can happen. We are experiencing this service phenomenon rather than spreading out the work among many. However, we will continue to try to apply this team service work strategy. As more service opportunity areas arise in course of our work, more positions are available to our membership.

Q4 Prep-Work Looking Towards Q1 2018:

We are anticipating the English version of the CSC flyer’s completion, so that a Spanish version could be created. We have created avenues for the Spanish CSC Flyer’s Version to be distributed among the Spanish Speaking coda members here in US, Mexico and Spanish speaking Countries. There are established connections that have been created by Spanish Outreach(SPO) and they will be able to distribute through those channels. In Addition, WCC is adding memberships of El Paso, Yuma AZ, Southern California at the same time looking for an increase in Coda membership activity along both sides of the southern, United States, border with Mexico. We are hoping to increase coda meetings by using the CSC flyer, (Eng., Span.) to open the door, to increase coda meeting activity and Attendance to the CSC on both sides of the border by getting the flyer posted in traditional 12 step meeting locations. While all this activity is taking place, my goal as chair of WCC, is to model this Spanish Flyer approach, and create the same avenues for the CSC flyer to be translated into other foreign languages as we go.

The next meeting will be in January, and we are creating an agenda, producing the minutes. From the last meeting, a new agenda, and getting us current in all these coda world level & committee affairs. We hope to have a universal message that we can send out to different coda meetings, in their native tongue. We will take a group conscious on this universal message at the next meeting.

Members/Observers:

Andrea, Ashely, Crystal, Darlene, Estelle, Florence, Geraldine, Gerry, Gloria, Gye, Jen, Jess, Jodi, Kathy, Kevin, Liliana, Linda, Lucia, Madeline, Marcela, Marijke, Michael, Michelle, Nadia, Nick, Pawan, Shawna, Silvia, Socorro, SPO, Su, Veridiana, Veronica, Werner

**Voting Entity Issue Response: SoCal**

The following Voting Entity Issue from SoCal (Southern California) was assigned to the board at CSC: We are requesting explication of the “discussion” in the minutes emailed on December 23, 2016 as highlighted on page 9 and 16.

**Response**

Dear SoCal,

Thank you for bringing this omission in the minutes for October 2016 to our attention.

The motion in both cases was ‘move to accept the Events coin for distribution at CSC 2016.’

Following the motion and a second, there was much discussion.  The discussion included:

1 It was against Tradition 6 – “We actively protect ourselves from matters that might otherwise divert us from our main spiritual goal – recovery from codependency (Traditions pamphlet quote).

2.  It was against Tradition 11 – This item was a promotional item, only available to certain people, creating an item of prestige.

3. The board referred to AA guidelines, where they do not sell any items like this (coins, coffee cups, t-shirts).

4.  It was against Tradition 2 and 4, as it created inequality (wasn’t available to everyone, just to those who bought it at CSC 2016)

5. The board included in the discussion the attorney letter; the board recognized that he is a legal mind, not a CoDA recovery mind.

The board is responsible for matters between CSC’s. The board held a group conscience that was fully discussed and informed, and the decision was to not go forward with the coin, in order to support CoDA as a whole.

In service, the CoDA Board