**CoDA 4th Quarter Service Report for 2019**

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/)

**Ad-hoc Committee**

No report submitted

**CoDA Board**

**CoDA Board Mission**

*Acknowledging that we are all here for our personal recovery, the mission of the CoDA Board of Trustees is to ensure the longevity and fiscal health of the organization, to support the Fellowship’s ongoing service work, to promote CoDA unity and to reach the still suffering codependents.*

**Board Report**

In November the Board was happy to accept a new member, Yaniv S from Israel. The Board noted with regret the November resignation of Rita B of Arizona.

The Board met with committees to obtain their feedback on the new website.

Board liaisons assigned to the Ad Hoc Committee will work together with Ad Hoc on that committee’s objectives.

The translation into Spanish of CoDA literature and important announcements is ongoing.

Purchased a new email system to begin modernization, first of Spanish, then of English email systems.

Reviewed contracts and expenditures, on Zoom, among other items, to locate problems that have developed over time.

To provide for the greater good of the Fellowship, in December the Board voted to forego a F2F meeting in April 2020 and to allow instead for the funding of a part-time Fellowship Service Worker as webmaster.

Instituted a contract with an online travel agency to facilitate CoDA World travel arrangements and manage costs.

Worked with the Finance Committee to finalize its new Expense Reimbursement Policy.

The Board has communicated to CoDA Colombia what is required before its pamphlet, *Sentimientos*, can progress to publication.

Queried a member of CoDA who has been presenting himself as an elected Trustee of the CoDA Board, which he is not.

In view of the quarrel over which, of two intergroups, is the legitimate representative of Iran as well as the one that will translate into Farsi, the Board referred the matter to the coordinated efforts of the Translation Management Committee and the Issues Mediation Committee.

Assessed the Fellowship Forums (Spanish and English) with the goal of passing their management onward. In 2020, Spanish Outreach will manage the *Foro Mensual de Información para Codependientes*. Arrangements for the English *CoDA Fellowship Forum* remain to be finalized.

Decided to store older documents, such as Delegate Packages, on [codependents.org](http://codependents.org).

**Board** **Members:** Nancy O, Canada, Chair; Don B, SoCal, Vice Chair; Salle H, NorCal, Treasurer; Linda A, SoCal, Secretary; Matt T, Texas, Member At Large; Gail S, Nevada, and Yaniv S, Israel, Alternates

**SOS-ASSOCIATION MANAGEMENT SOLUTIONS
FOURTH QUARTER REPORT**From October-December, 2019
As of January 7, 2020

This quarter was busy Board and Committee support and ongoing services:

**Accounting:**  Worked with the Treasurer and Finance Committee Chair for ongoing accounting tasks including daily entries and bank reconciliations.  Worked on banking issues and updates in Smartsheet. Worked with the Events committee to help set up a bank account.

**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. Prep for the Board face to face meeting in January. Assisted with setting up Zoom accounts for committees. Assisted in providing a basic quarterly financial dashboard that includes a financial trend report and income and expense breakdowns. Supported the Board in research and cost analysis of different technology platforms that CoDA uses.

**CSC:** Final follow ups from CSC 2019. This includes implementing a post CSC plan to clear website of previous year’s CSC materials while still maintaining archives.

**Legal:** Helped with documents to be signed through DocHub, posting legal documents, receiving and storing documents.

**Phone Calls:** Ongoing phone calls for CoDA weekly, including providing a weekly report to Communications.

**Website:** Ongoing work in tracking website changes, work with the website liaison for all updates and tasks to ensure timely and efficient website maintenance.  Update email liaisons as needed.

We have been very interactive with the Web, Communications, Events, Accounting and Board liaison. We welcome the opportunity to continue to assist in ongoing projects.

**Fellowship Services Worker:
Email List Coordinator**

We’d really appreciate it if you would share the CoDA email lists with your home meetings, so we can continue to grow our subscribers. Our subscriber numbers continue to show very slow growth. If every person reading this would take this information back to your home group, I suspect our subscriber base would once again have a growth spurt!

At this time (along with the online CoDA Fellowship Forum), the email lists are our #1 means of communication with the fellowship. Members can sign up here: <http://www.codependents.org/sub.htm>. View all past email announcements at: <https://codependents.org/coda_email_lists.htm>

To smart phone users: we have been formatting for readability on smart phones for several years. Any email can be received on most smart phones & read similarly to a text message!

Subscription statistics as of 1/10/20 are as follows:

CoDA Announcements: 5878 (up from 5778 on 10/9/19)

Co-NNections
Weekly Reading List: 10,755 (up from 10,615 on 10/9/19)

QSR List: 3170 (up from 3136 on 10/9/19)

Hospitals & Institutions List: 2733 (up from 2724 on 10/9/19)

Events 2524 (up from 2295 on 10/9/19)

Meeting Contacts 1974 (up from 1714 on 10/9/19)

To make sure your subscription doesn’t fail:

1. **Please check the spelling of your email address carefully.** Many subscriptions fail with a message that the email address does not exist.
2. **Please check the** spam filters on your (not CoDA’s) email providers. These filters have blocked some subscription attempts. To avoid this, before subscribing please read the “[Email Whitelist Instructions](http://coda.org/index.cfm/emailsignup/#collapseFive)”: <http://www.codependents.org/whitelist.htm>. The suggestions found there for your email provider will likely resolve the issue.
3. Subscribing via one email provider and then forwarding CoDA emails to your phone or another email address can cause problems. Successful receipt of CoDA emails is more likely if you subscribe using the address where you will actually read them.

From 10/9/19 – 1/10/20, 19 announcements were sent out on the CoDA Announcements list. Additional announcements were sent on the Co-NNections’ Weekly Readings list, the Events list, the Meeting Contact list, the QSR list and the 2019 ICC and CSC Delegates lists.

I also maintain <http://www.codependents.org/>

Codependents.org continues to grow! CoDA.org’s sister site now also houses the public CSC archives in addition to Fellowship Forum audios in both English and Spanish, CSC audio since 2016 and the email lists. There is a complete index at <http://www.codependents.org/>

I also continue to facilitate the CoDA Service Conference Prep Work Group, working alongside the Events Chair, the Voting Entity Liaison, and the Work Group’s Board Liaison. We took a break for much of Q4, but we will start up soon, as both the Conference and the Convention take place in July of 2020. Our hope is to finish tying up several loose ends, integrate with the new coda.org website and the new webmaster and to move forward with remote Voting Entity voting in a big way.

We have been very interactive with the Web, Communications, Events, Accounting and Board liaisons as well as CSC preparation work. We welcome the opportunity to continue to assist in ongoing projects.

Finally, I forward many misaddressed emails (kind of like an email switchboard operator) and write and send out occasional announcements regarding technical Issues that impact the fellowship. I also create a quarterly “local CoDA events” announcement.

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 or Word formatting (we can now also embed small graphics in the email announcements), to codalist@coda.org .

**CoDA Resource Publishing (CoRe)**

The CoRe Board had its normal monthly conference call meetings each month, as well as a special conference call meeting to discuss proposed changes to the CoRe-CoDA contract. The contract is due for renewal and is being updated. CoRe and CoDA will be holding 2x2 meetings to work on proposed changes, nothing drastic just updated and clarifications.

During the Quarter, CoRe reprinted Your First Meeting, 12 and 12 Workbook, Using the Twelve Traditions, Sponsorship, What’s in it for Me?, and Twelve Piece Relationship Toolkit in English, as well as Traditionally Speaking and Twelve Piece Relationship Toolkit for the first time in Spanish.

Currently in process are an updated Attending Meetings in English, new translations of In This Moment and Peeling the Onion in Spanish and an updated Am I Codependent? in Spanish.

Additionally, two members of the CoRe Board attended Spanish CoDA Conferences in Downey, CA (SoCal) and Las Vegas, NV to bring them news of the available CoDA literature in Spanish.

Two of the CoRe Board’s members (Barbara D and Dagmar M) will be leaving after the July CSC in Ottawa. The CoRe Board is actively looking for new Board members now. New members can be appointed as Alternate Board members now to try out working on the Board, then apply at CSC to elected full Board members if they wish to continue. For more information: board@corepublications.org

**Royalties paid during Q4 2019**

for Sept 2019  $14247.68

for Oct 2019  $10231.10

for Nov 2019  $14842.17

Total paid to CoDA during Q4 2019 =    $39,320.95

\*7th Tradition paid in Q4 2019 = $520.31

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

You can view the CoRe Board Balance Sheet here:

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

**CoRe Board**: Barbara D(Chair), Addie M (Vice Chair), Yvonne K(Treasurer), Dagmar M(Trustee), and Gerry B (Secretary)

**Communications Committee**

Permanent Working Groups

CoDA Phone (Cphone) cphone@coda.org

CoDA Email Team (CET) bizcet@coda.org

The 2020 committee is identifying individual member service strengths. Developing our focus and goals upon the still suffering codependent in and out of the rooms of CoDA recovery.

The committee ‘to do list’ is progressing at a faster than anticipated rate.

Tentative Agenda Topics:

1. Technical connection issues with World Service email systems.

2. C-phone, caller information accessibility/user friendliness.

3. CoDA meeting representatives requesting world services technical support.

4. Collaborative support regarding the CoDA podcast recordings.

5. Working with World CoDA Committees and the Board as we continue our research, development and distribution of (PSA) Public service announcements.

Thanks for this opportunity to share our CoDA service. Kaga Chair

**CoDA Phone (Cphone)**

CPhone has ongoing technical issues regarding inter member communications. However thanks to several committed phone volunteers the incoming calls continue to be answered at a rate of 1-3 telephone calls per day.

The technical problems center on getting connected into the service rotation and then not getting telephone numbers activated to receive calls creating a fall off of calls and inability to reconnect back into the call rotation.( These are technical phone service issue, that have been reported)

**CoDA Email Team (CET)**

The email team has also been experiencing technical issues with the timeliness of receiving emails that adversely effects the ability for volunteers to respond immediately. The team asked for a special meeting, that was held with the Committee Board liaison and others. The issues are significant and are disruptive to volunteer service work. We are all working diligently to find/provide some workable solutions that will accommodate both the needs of individuals seeking CoDA assistance via email as well as the needs of the trusted servants answering these very important emails.

In spite of the issues and possibly some missed emails. The CET has responded to approximately 139 email inquiries. 290 conversations that generated 870 emails during the fourth quarter of 2019.

John R. CoDA Email Team liaison.

2020 Communications Committee: comm@coda.org

Kaga G. Virginia, Chair:

Jeanne B:– Tennessee, Co-chair and C-phone liaison:

John R. :– Pennsylvania, CET-liaison

Melissa B. Missouri

Karen T. California

Catherine U. Georgia

Laurie C. Georgia

**Co-NNections Committee**

The Co-NNections Committee works to inspire the fellowship through publication of the Weekly Reading and Meeting in Print. We encourage the fellowship to submit new, inspirational articles relating to recovery from codependency.

The Committee is seeking new volunteers.  If you wake up in the middle of the night, and your brain has been thinking while you slept, and wants to do some work, consider giving it submissions to edit, for Weekly Readings and Meeting in Print. You can chat with the others on the team 24/7 so you will never be short of an intellectual compassionate mind to discuss what you are reading.  Like Book Club, only better, because someone is always awake somewhere in the world, in CoDA.  No more night time boredom, and your brain will love the exercise.

The supply of recovery stories, for both Weekly Reading and Meeting in Print, waxes and wanes. This year Weekly Reading subcommittee sent out fellowship recovery stories each week, by email subscription. Meetings in Print is published and posted quarterly on the website.

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 go here: [mip@coda.org](https://mail.tigertech.net/src/compose.php?send_to=mip@coda.org).

The Weekly Reading Subcommittee has sent out an original inspirational story of recovery from the fellowship every week. As of January 2020  we have 10,742 subscribers.

To subscribe for 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/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 may volunteer to help authors edit their stories for publication. To see the current weekly reading, go to: <http://connections.coda.org/>. Older readings (2015-2017) can be viewed here: <http://codependents.org/cgi-bin/dada/mail.cgi/list/connections/> while even older, pre-2015, readings may be found here: <http://connections.coda.org/index.cfm/categories/>.

Members:  Faith, Canada, Chair; Maria, Vice-Chair, New Zealand; Laurel, Utah; Resa, Minnesota.

**Events Committee**

Happy New Year!   We have spent the last part of 2019 just getting organized post conference.  We lost a few members and gained a new one.  We say goodbye to Laraine from AZ and we will miss her! We hope that Kaga may rejoin us when she is no longer busy with her other committee..  We welcome Skip Y. from GA!  We also welcome our new Board Liaison, Nancy O.

We have all been assigned new roles and we are getting geared up for our next CSC/ICC in Canada!!  GET YOUR PASSPORTS READY!! Eventbrite is open for registration for CSC/ICC 2020 at the Delta Marriot hotel in Ottawa, CANADA July 19- 26, 2020!

We have been working closely with the Board in regard to the changes on our CoDA website to have all the information posted as well as a postcard flyer available to groups to download and print and distribute to get the word out!  We are also accepting speaker/workshop applications. If you are interested please write to events@coda.org.

We will continue to work on the details for our CSC/ICC at our monthly meetings.  Currently we are in the process of getting bids for our AV work, and bids for translation/interpretation services. We are also working closely with the Ottawa host committee.

ARE YOU INTERESTED IN A CRUISE CoDA RETREAT? We have a NEW cruise date for November 16th 2020 and we will have a flyer up soon.  This event is being sponsored by the CoDA Events Committee and our goal is to be self-supporting.  *The success of this retreat depends upon you!* We need early attendees FULLY REFUNDABLE $200 deposits to lock in our room rates and use of the conference rooms on the cruise ship. If you sign up and then cannot go, again the deposit is FULLY REFUNDABLE.  Please write to events@coda.org if you are interested in attending our first CoDA Cruise Retreat.

CSC 2021 will be in Rapid City, SOUTH DAKOTA.  We have an RFP which will be submitted within the next couple of days. We look forward to putting on this event to help grow CoDA in their area.

At this time, we have not selected a candidate for 2022 and we are asking for applications now!  Please write to events@coda.org if your group is interested in bringing the CSC/ICC to your area.

In Service,

Florence F.

CoDA Events Chair

**Members:** Chair:Florence F.- MD, Current Members:  Kathy H.- PA, Sharon A.- CA, Kevin M.- NY, Carole T. Ontario, Lorraine K. GA, Skip Y.- GA, Nancy O. (Board Liaison)

**Finance Committee**

The Finance Committee met 4 times by zoom, focusing mostly on reviewing and revising the Expense Reimbursement Policy (ERP).  We reached out to other 12 Step Groups to find out what they are doing, reviewed the IRS literature, and outlined our action on the four points that we identified as being concerns to the Fellowship as expressed at the CoDA Service Conference (CSC). They were: Treatment of Locals; Extending travel before and/or after a CoDA event; Defining “Work,” ”Service,” and “Travel” days; and A variation request procedure.

Our committee sent proposed guidelines for changing the ERP to the Board and Chairs Forum for their response on December 5. Once the intent is approved, we will work on changing the wording of the actual policy. We appreciate the help of Yvonne K and Jen L in working with us on revising the ERP.

We approved 33 ERRs working with a new Finance Fellowship Service Worker.  All were ready to pay by December 23rd.

We wanted to acknowledge a lot of work done by Jack S this quarter as he acted as chair for most of the quarter.  He is now on a personal hiatus from the committee.  We are hopeful that he will be able to join us again in the future.

Current Committee Liaison List:

|  |  |  |  |
| --- | --- | --- | --- |
| Committee  | Primary  | Backup  | Rotation  |
| Board   | Lou  |   | N/A  |
| Communications  | Rob  |   | 2022 - 3rd  |
| Connections  | Kevin  |   | 2021 - 2nd  |
| Events  | Finance Chair  | Lou  | 2021 - 3rd  |
| Finance  | Finance Chair  | Lou  | 2022 - 2nd  |
| Hospitals and Institutions (H&I)  | Kevin    |   | 2021 - 1st  |
| IMC  | Rob  |   | 2020-- 1st  |
| Literature  | Rob  |   | 2021 - 4th  |
| Outreach  | Kevin  | Lou  | 2022 - 1st  |
| Service Structure (SSC)  | Lou  |   | 2020 - 2nd  |
| Spanish Outreach  | Lou  |   | 2022 - 4th  |
| Translation Management (TMC)  | Rob  | Lou  | 2020 - 4th  |
| World Connections (WCC)  | Rob  | Lou  | 2020 - 3rd  |

Respectfully submitted,

Rob O, Kevin M, and Lou L, members

Salle H, treasurer and Board Liaison; Rita B, back-up Board Liaison, & Gail S, back-up Board Liaison starting mid-December

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

This 4th quarter, our committee has held teleconference meetings every third Thursday of the month.

We Continue to update our website, maintain Books for Inmates and Institutions and correspondence with inmates and [institutions](https://nonprofit12steorganiza-my.sharepoint.com/personal/hospchair_coda_org/Documents/Quarterly%20Service%20Report%20%207.15.2019.docx?web=1) who contact us.

We are in the review process for the H&I Service Handbook, to facilitate the guidance of members who wish to help the Codependent who still suffers in residential facilities where attendance at meetings open to the public is restricted.

After CSC we received some inquiries from other countries regarding H&I Service. We have directed them to the Service Info area of our website for them to get ideas on how to structure their H&I Services.

Some other projects we continue working on include:

* Reviewing our initial response letter templates.
* Looking for a Sponsorship Coordinator and reevaluating the Inmate Sponsorship Program.
* Developing a presentation package to use for initial contact with institutions. Our goal is to assist members of the Fellowship in identifying & contacting the decision makers in institutions and explaining the various ways they might bring the CoDA message to residents of the institution.

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| **H&I Literature Report 4th Quarter** **2019** |  |   |   |   |
|  Piece of Literature   | Oct | Nov | Dec | YTD  |
|  Co-Dependents Anonymous Book   | 16  | 52  | 17  | 166  |
|  Co-Dependents Anonymous Pocket Book-SP   | 2  | 1  | 0  | 6  |
|  12 Steps & 12 Traditions Workbook   | 8  | 35  | 19  | 131  |
|  12 Steps & 12 Traditions Workbook-SP  | 0  | 3  | 0  | 5  |
|  Standard Packet   | 5  | 4  | 4  | 34  |
|  Standard Packet-SP   | 0  | 0  | 0  | 2  |
|  Institutional Meeting Handbook   | 3  | 4  | 0  | 26  |
|   In This Moment\*   | 0  | 0  | 0  | 4  |
|  CoDA Meeting Handbook/MSP  |   |   |   | 0  |
|  Library in English (Includes in This Moment\*)  |   |   |   | 1  |
|  Library in Spanish   |   |   |   | 1  |
|  Other   | 35  | (2) | 2  | 63  |
|  TOTAL   | **69**  | **97**  | **42**  | **439**  |

Totals by quarter for the year:

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| --- | --- | --- | --- | --- | --- | --- |
| Piece of Literature  | Q1 Total  | Q2Total | Q3 Total  | Q4 Total  | Annual Totals  | Totals and Notes  |
| Co-Dependents Anonymous Book  | 29 | 24 | 28 | 85 | 166 | Total Blue Books |
| Co-Dependents Anonymous Pocket Book-SP  | 0 | 1 | 2 | 3 | 6 | 172 |
| 12 Steps & 12 Traditions Workbook  | 16 | 28 | 25 | 62 | 131 | Total Workbooks |
| 12 Steps & 12 Traditions Workbook-SP  | 0 | 1 | 1 | 3 | 5 | 136  |
| Standard Packet  | 9 | 5 | 7 | 13 | 34 | Total Standard Packets |
| Standard Packet-SP  | 0 | 1 | 1 | 0 | 2 | 36  |
| Institutional Meeting Handbook  | 8 | 5 | 6 | 7 | 26 | Standard Packets are a |
| In This Moment  | 2 | 0 | 2 | 0 | 4 | set of pamphlets and booklets |
| CoDA Meeting Handbook/MSP  | 0 | 0 | 0 | 0 | 0 | CoRe donates. |
| Library in English (Includes In This Moment\*)  | 0 | 1 | 0 | 0 | 1 | Libraries provided  |
| Library in Spanish  | 0 | 1 | 0 | 0 | 1 | 2  |
| Other  | 6 | 19 | 3 | 35 | 63 |  |
| TOTAL  | 70 | 86 | 75 | 208 | 439 | 439 |

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**Committee members:**

Terry D. CT Chair

Kathy L. IL Postal mail Corresponding Secretary and
 Acting Sponsorship Coordinator

Deborah B. CA   Assistant Corresponding Secretary

Lou L., IL Literature Distribution Coordinator and e-mail Secretary

Darlene H. CA   Recording Secretary

Kathy H. PA   member at large

Jim K. PA member at large

Angela S. CA member at large

Sharon F. MN member at large

**Issues & Mediation Committee (IMC)**

The Issues Meditation Committee meets by teleconference call on the third Sunday of each month. We use Zoom.us as the platform for our meetings.

**Current IMC Cases:**

We do have a number of active issues/concerns “in process”, mostly at the Voting Entity local level.  One issue regarding phone online meetings is being discussed with the board.

**VOTING ENTITY ISSUES (VEI’s):**

**Colombia VEI 2** - Assigned to the Board. No update as of 1/12/2020.
Request: Creating an International Translation Committee, composed of members from different voting entities. The aim of such committee would be to involve members from all over the world willing to participate, and to centralize translation needs in CoDA Inc.

IMC can be reached at IMC@coda.org

Yours in Service,

Greg B - IMC Chair

**CURRENT MEMBERS**:

Greg B. (MN - Minnesota) (Chair)

Darlene H. (SoCal - Southern California) (Vice Chair)

Gail S. (NV - Nevada) (Past Chair)

Steve S. (FL - Florida) (VEL - Voting Entity Liaison)

Christian J (IL - Illinois) (Vice VEL)

Liliana R. (Colombia)

Andrea S. (Italy)

Theresa K. (TX - Texas)

Dan R - Sudbury, Ontario, Canada

Board Liaison: Matt Back up Board Liaison: Don

**Literature Committee**

Projects worked on this quarter:

* *Growing up in CoDA –* This subcommittee has been meeting regularly, but it is taking more time than expected to finish the first draft.
* CLC plans on updating the *Newcomer Handbook* with the hope of submitting it to the 2021 CoDA Service Conference. This piece is quite old and does not properly reflect all the changes in CoDA since it was first published.
* Continuing to work on *The Stigma of Fitting In* (which could just as well be called *The Stigma of Not Fitting In*). The piece is not about any specific ism’s” but about how to navigate feelings of not fitting in for whatever reason.
* Story Gatherers – CLC needs many more new story submissions. A copy of our call for stories is attached. There is interest in cooperating with the Co-NNections committee to reuse stories published in the weekly CoDA reading for CLC projects. This is not possible at this time as the two groups have different copyright releases.

**To everyone reading this report**: If you have never written your personal recovery story, please consider doing this now. Also, please announce this project in your meeting and encourage others to participate.

* **Committee members**: Abbey, Alyse, Barbara, Leslie, Max, Scott, Teresa, Terry (chair)

CALL FOR SUBMISSIONS

The CoDA Literature Committee, or CLC, is the world group of trusted servants who review and edit submissions or draft the literature of CoDA when tasked to do so by the fellowship.

The CLC submits this CALL FOR SUBMISSIONS for a book of recovery stories, similar to those found in *Codependents Anonymous*. Any codependent may submit stories, from newcomers to old-timers. “Updates” are welcome from those whose stories are included in “the blue book”.

Like everything submitted to the literature committee, please print out and complete a copyright assignment form (<http://coda.org/default/assets/File/Copyright%20Assignment.pdf>) and send it with your submission to lit@coda.org.

The committee accepts files in .txt, .doc, or .rtf format. You may also share google document files or submit stories in the body of an email.

**Outreach Committee**

During the 4th quarter, the Outreach Committee has developed plans for working with other committees for outreach projects and workgroups. We have been working with H&I to develop outreach programs within hospitals, prisons and other correction-based programs. We are also working with the International Community to develop an understanding of their needs regarding institutions and medical facilities

Jay G continues as the Chair. Sharon B. will help as co-chair. Betsy G will remain as secretary. Our new Board Liaison is Matt and back up is Gail S.

The CSC was very successful for Outreach and we were able to share the work of the Outreach Committee and have been able to stimulate interest in working with us.

At CSC, the Outreach committee presented a Motion to have Working the Twelve Steps as a Group document created in 2014, be made a service Document for free download. The Motion passed at the Service Conference with a small edit.

Outreach is implementing plans to develop existing and new Workgroups, and the focus will be on reaching out to existing Meetings and Intergroups to see how we might meet the needs of groups throughout each state, nationally, and internationally.

The Outreach Committee meets on the second Wednesday of each month from 5-6:30 pm Eastern/ 2-3:30 pm Pacific using Zoom or phone.

Members: Jay G. (Pennsylvania, U. S.) Chair, Sharon B. (British Columbia, Canada) co-chair, Betsy G. (Illinois, U.S.), Ann C. (Washington, U.S.), Gerry B. (British Columbia, Canada), James K. (Pennsylvania, U.S.), Matt (Board Liaison), and Gail S (Board Liaison backup).

**Spanish Outreach Committee (SPO)**

No report submitted

**SSC Committee**

The FSM was updated with the approved motions from CSC and sent for review on Sept. 28 which was within our goal of providing it within 2 weeks after the completion of the CoDA Service Conference (CSC) and the International CoDA Convention (ICC). The revised Fellowship Service Manual (FSM) was approved by the board and the other committees and is available on the website at <http://coda.org/index.cfm/service-info/fellowship-services-manual-fsm/>

We had three con calls during Q4. We spent most of our October call reviewing the results from the CSC. As a result of this review we began to question whether SSC is serving a useful purpose at this time due to the fact that there is an ad-hoc structure committee that currently exists. We spent all of the November call and part of the December call discussing this further and we will be discussing it again during our January call. Possibilities we will be considering are proposing disbanding the committee, having the committee become inactive for a period of time or having the committee become a work group.

One of our regular annual goals is to improve a significant section of the FSM to make it more useable and understandable. We have received feedback that this ongoing modifying of the FSM is challenging for non-English speaking groups throughout the world since they then have to retranslate the modified section(s). We decided this year not to go ahead with our planned improvement of the section in Part 1 of the FSM focused on Communication within CoDA. Since this was a significant part of our role this contributed to us questioning whether we are currently serving a purpose.

SSC is scheduled to hold a face to face meeting this year. However, based on our questioning whether the committee is serving a useful purpose at this time, we have decided not to hold such a meeting and have returned the budgeted money to the committee pool for hopeful use by another committee.

During our December call we reviewed the new Expense Reimbursement Policy proposed by the Finance committee. We are very appreciative of the fact that a significant effort was made to loosen the rules for reimbursement while still staying as consistent as possible with US Internal Review requirements.

If you are interested in knowing more about our committee please send an email to us at [SSC@coda.org](http://SSC@coda.org).

**Members**

Evie S, CT - Chair

Dave S, PA

Leo C, CT

Sara J, AZ

**2019-2020 Board Liaisons**

Primary - Gail S

Backup - Nancy O

**Translation Management Committee (TMC)**

The Translation Management Committee (TMC) continues to:

* Manage the legal documentation necessary for CoDA to protect and maintain its intellectual property rights where translation and publication of CoDA materials are concerned
* Respond to and educate the CoDA fellowship’s queries about Translation and Publication & Distribution of CoDA copyrighted materials
* Define and refine its procedures and put them in writing.

Training of TMC members is ongoing.

TMC meets monthly, although last quarter we only had one meeting due to holidays and vacation. We invite our board liaison and currently the legal liaison for CoDA, Inc. to our meetings.

Currently TMC is actively working on agreements with the following Countries: Brazil, China, French Canadian Canada, Lithuania, Russia, Portugal, Iran/Farsi, Japan, Israel, Poland, Denmark and Mexico.

Because CoDA relies heavily on unpaid volunteers to do translations and publish and distribute those translations; too often the volunteers do not complete the documentation for their translations to be legal. And around the world there are translations being used in violation of international copyright law. Subsequent publication and distribution or use (even at the meeting level) of those translations is in violation of international copyright law. Is your language group, meeting, or country one of them?

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

Su E – England

Tatiana K – Russia

 Nas A – England

 Joe – Guatemala

 Dan R – Canada

Board Liaison

Don B – California

**World Connections Committee (WCC)**

We are attending the chairs’ forum regularly and working with other committee by sharing information ideas.

**Accomplishments this Quarter:**

We are presently working on our face to Face application. Everyone is getting plan flight information. We are tightening up our plans for the Face 2 Face, agendas, and our regional duties. We are going through the details on these and that means every country has loose ends that need to be tie up. The Four Regions are as follows:

Iran: expanding to other countries, and unify their country

Russia working with other Russian Cities, and expanding to other countries, Unify their process discussion

Guatemala; Costa Rica has joined the team, and we are considering how to help the Spanish speaking Countries, looking to define roles with SPO, without information sharing

WCC Chair I am looking to expand to other regions, seeing if I can help Japan with a project to gain more members for them. I am also looking at the bigger picture and creating more regional areas.

Michael C. WCC Chair

Jose    Guatemala

Mike   Costa Rica

Tatiana Russia

Hamid Iran