Outreach Committee Minutes

June 10, 2020, 5:00-6:30 pm Eastern/ 2pm Pacific

Attending: Jay, Sharon, Gerry, Betsy, Ann

-Serenity Prayer/ Tradition Two: For our group purpose there is but one ultimate authority—a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern.

Minutes from May: reviewed and approved

Old Business

1. CSC virtual August 24-27. Deadlines for submissions posted. Tentative 2021 CSC in Ottawa, 2022 in Sioux Falls, South Dakota.

New Business

1. CSC virtual August 24-27. Deadlines for submissions posted. Tentative 2021 CSC in Ottawa, 2022 in Sioux Falls, South Dakota.
2. Chair rotations. Discuss new Chair in 2021.
3. Question about Coronavirus and use of online meetings. Discuss with Chairs Forum and possible Memo or CoDA.org website. Received request for nationwide database on online meetings to update website. Suggest Chairs Forum address the Meeting list solution. Suggest Outreach bring issue due to being frustration with updating their meeting list. Meeting update send as suggestion to Matt/ Gail Board Liaison to post on website.
4. Sample letter to all CoDA Meetings to update their meeting information.
5. Intergroup Workgroup: encourage workshops for Intergroups across CoDA. Develop survey for Intergroups and to develop contact list for Intergroups. Jay and James. Voting Entity and Intergroup Support on ORG. Need Meeting and Intergroup Registry on website, organized by State needs to be updated… last update 2014. Outreach can begin updating this, but will request Joan may take lead to update the Intergroup Meeting list. Fellowship function of the Board.
6. Outreach: (Jay). Due to social distancing, all Meetings are encouraged to update their Meeting on the CoDA website to reflect their online/ phone meeting status.  Outreach suggests all delegates attending CSC be asked to identify their Voting Entity/ Intergroup that they represent.  This information can then be integrated into a national/ international VE/ Intergroup listing to be published on the CoDA Website.
7. We are discussing development of a CoDA World Page to become part of the Outreach Resource Guide. This idea and details would have to be approved by CoDA Board through Liaison responsible for website. Work with WCC, Global Outreach for each Country/ website, TMC and translation, Events. Workgroup would develop content, coordinate with web liaison. World Page needs to be translatable (written in basic language). Number of syllables.
8. Joan is the person who will update the meeting (confirm the updated information). Board is responsible to updating. Outreach task is to inform the Board of needs of meetings, Meetings are responsible for updating, and Joan will confirm. Update meetings.
9. Action Item: rewrite Outreach Research Guide in language that is easily translatable globally
10. Action Item: develop a World Page on coda.org website for global codependents <http://editorhub.phsa.ca/writing-style/write-for-the-web/plain-language-tips-examples> ; <https://plainlanguage.gov/>
11. Update Policies and Procedures. …Sharon and Jay will continue to update by June 10 Meeting.

Submit Outreach Budget. Sharon and Jay…Jay will submit the budget.

NOTE from Rob. 2021 Budgets are due 30 days before the CSC, or July 25th.

Finance committee is doing a final review of the 2021 budget form right now.  Our goal is to have the new form published well before my internal deadline of June 25th. Most everything is the same; however, the entire F2F rotation schedule has been pushed out a year, since no F2F are planned for this year. Right now we are \*not\* planning on budget "cuts" due to loss of 7th tradition donations and literature sales.

1. 2019 Annual Report …update on goals from 2019 and 2020.
2. Intergroup and regional. Develop survey for Meetings. Healthy Meetings on ORG
3. Update Meeting Formats-Sharon and will review final version of Meeting Formats to submit to Web liaison. Sharon and committee members revised meeting formats. This could be under “supporting meetings”. Currently we have no meeting formats, but link to meeting format on FSM. Groups are not ordering, just individuals. Task is completed. Documents need to be placed into appendixes with index page.
4. Prooutreach should be removed from website. Plan to change website from Prooutreach to [outreachcommittee@coda.org](mailto:outreachcommittee@coda.org) and not included on website.
5. Are we going to do this every year? How are we going to reach countries that don't attend? They may not have States but Provinces or Territories. I can see doing it for one year with help from another committee that is in charge of it.  Isn't IMC in charge of inter-groups? they gave a workshop on it one year. Maybe we can collaborate with them so we can have time to do other other items on outreach. Anyone can be an observer so Calendar should include virtual CSC. [Info@coda.org](mailto:Info@coda.org)
6. Will review CSC motions being presented in August. Discussion of board collaboration
7. Current Outreach Team:

Jay G.- Chair, Sharon B.-Co-chair, Ann C., Gerry B., Betsy G., Leslie P., James K., Board liaison-Matt, backup-Gail

Action Items: June 15 Budget deadline, Develop survey for Intergroups, Develop survey for Meetings, Intergroup Workgroup.

Next Meeting: Wednesday, July 8, 5:00 -6:30PM Eastern/ 2:00 PM Pacific