**Outreach Committee Annual Report 2021-2022**

**History and Purpose**

 CoDA is an international Fellowship. The purpose of the Outreach Committee is to provide tools in which members of the Fellowship, may access or share information. Our mission is to “carry the Message to the codependent who still suffers”.

 The Outreach Resource Guide (ORG) (<https://coda.org/outreach/>) is one of our tools found on the “Outreach” tab of the [www.coda.org](http://www.coda.org) website. It includes many useful ideas shared by our local and international CoDA members.

 The Outreach Committee is made up of members who share a passion for outreach. We research and share ideas by connecting with people who may have various accessibility needs or who may have diverse cultural and language backgrounds. This is done by forming workgroups. Information is added to our website or used to create service documents. Any materials or projects created by work groups are vetted by the committee for Traditions.

**Committee Membership**

Current Outreach Team: Jay G.- Chair, Sharon B.-Co-chair, Gerry B., Betsy G., James K., Gillian A, Tina C., Byrle S., Board liaison- Yaniv S. Gail S is backup.

**Action Plan 2020-2021**

**1. Research and expand information on topics for outreach and supporting meetings**

1. Research and share ideas for outreach and supporting meetings with the help of new members to the Outreach Committee and work groups.
2. Complete and expand information on topics that the Committee started but did not complete in 2020.
3. Prioritize topics that need more development on the Outreach website and develop materials such as Service Documents to share. Some examples topics include Teen Meetings, working with other Fellowships, LGBTQ+, and accessible meetings.
4. Include sample Meeting Format templates available to meetings by placing them under Meeting Tools on the Outreach website (<https://coda.org/outreach/>) for free download.

**Status:**

* Researched and edited topics to update the ORG website
* Completed meeting Formats (Regular and Online) for as templates
* Did not use the term,” Tools” to replace titles for the website
* Requested and added information on certain topics (i.e. Diversity, Accessibility) to update the website
* Some topics such as Teen meetings and LGBTQ+ still need input from the Fellowship

**2. Collaborate with CoDA groups and individuals world-wide, to share information and materials for outreach and support for CoDA members.**

 a. Request help to research and develop topics for outreach.

 b. Create materials which are understandable and usable

 by people of various cultures.

 c. Continue to discuss with those who have accessibility

 needs about how to make our website and materials,

 useable by them.

 d. Connect with groups and individuals who would like to

 create an outreach project.

 e. Make outreach materials and information available in

 other languages, whenever possible.

**Status:**

* Contacted individuals and organizations on how to make CoDA more welcoming and accessible to all codependents
* The website workgroup worked to design the ORG website to make it more attractive and useful for those whose first language is not English
* Communicated with Committees and organizations on common topics of interest
* Supportive that the [www.coda.org](http://www.coda.org) website has a new translator. When updating pages of the ORG, referred to other countries knowing that CoDA members from other countries would read them.

**3. Improve the Outreach website (**<https://coda.org/outreach/>**) by expanding information and making it more user-friendly and attractive.**

 a. Make the Home Page more attractive and links to topic

 headings easy to find.

 b. Simplify sentences so that they are direct and have

 less jargon and make pages more easily translated.

 c. Develop pages that need more information

 with the help of those who have interest in or are

 affected by that topic (i.e., creating accessible

 affected by that topic (i.e., creating accessible

 meetings, welcoming teens, LGBQT+)

 d. Use headings that make subjects clear (i.e., Meeting

 “Tools”).

 e. Include information shared by international CoDA

 members.

 f. Research whether a translation program can be used to

 make the Outreach website available to people whose

 first language is not English.

 **Status:**

* Thanks to the Website workgroup, the Home Page and links are better designed for easy access to topics
* Outreach contact all existing meetings in the US suggesting they update their meeting information on the website.
* Outreach is currently updating the International Area Contacts under CoDA Area Contacts on the website.
* Editors attempted to make information on Topic Pages more understandable to those whose language is not English and those using a Translator
* Accessed more information on certain topics; more information on Teens, LGBTQ+ and other topics need more input from others of their communities and from other countries.
* Decided to continue using original heading instead of changing titles to “\_\_\_\_\_\_Tools”

**4. Recruit new members to the Outreach Committee**

 **who are passionate about outreach and support to**

 **CoDA meetings worldwide.**

 a. Invite CoDA members who value inclusiveness and

 are globally focused to access and share the

 “Experience strength and hope” of all members.

 b. Recruit members who can help us upgrade the

 Outreach website (See Action Plan 3).

 c. Request help from CoDA members that are

 passionate about doing outreach, to research

 topics that help members do outreach and

 support meetings in their communities.

 d. Participate in a Forum and workshop that welcomes

 others to share and access ideas on doing outreach.

 e. Send out a request for help on topics for outreach on

 which we are working.

**Status:**

* Contacted CoDA members at the last CoDA Service Conference to provide input on some topics of interest
* Held a Zoom meeting to explain passion for doing outreach and emphasized some skills that would help us meet our goals (i.e. writers, editors, researchers, people with creative ideas)
* Didn’t participate in a Forum or workshop for ICC to have others share their ideas on doing outreach
* Requested help on making meetings more inclusive and accessible

 **Action Plan 2021-2022**

**1. Research and expand information on topics for outreach and supporting meetings**

a) Research and share ideas for outreach and supporting meetings with the help of new members to the Outreach Committee and work groups.

1. Complete and expand information on topics that the Committee started but did not complete this past year.
2. Prioritize topics that need more development on the Outreach

website (<https://coda.org/outreach/>) and develop materials such as Service Documents to share.

**2. Collaborate with CoDA groups and individuals world-wide, to share information and materials for outreach and support for CoDA members.**

1. Request help to research and develop topics for outreach.
2. Create materials which are understandable and usable by people of

various cultures.

1. Continue to discuss with those who have accessibility needs about how to make our website and materials, useable by them.
2. Connect with groups and individuals who would like to create an

outreach project.

1. Make outreach materials and information available in other

languages, whenever possible.

f) Develop a World Page as part of Worldwide Support on the ORG (<https://coda.org/outreach/>).

**3. Improve the Outreach website by expanding information and making it more user-friendly and attractive.**

1. Establish links and dropdown menu on the Home Page creating links to topic headings.
2. Simplify the language to use less jargon and make it easier to translate webpages.
3. Develop resources for those who have interest in, or are affected by specific topics (i.e., creating accessible meetings, welcoming teens, LGBTQ+)
4. Clarify headings and subheadings on website
5. Include information shared by international CoDA members through expanded use of the “world” page, and contacting world CoDA groups.
6. Explore whether a translation program can be used to make the Outreach website available to people whose first language is not English.
7. Add more information to the website on Accessibility issues.