CoDA Service Conference 2024

Committee Report

Committee Name: Board of Trustees

Date: June 22,2024

Members: Katherine T, Chair. AZ., Steve S, Vice Chair. FL., Tina R, Treasurer. AFM., Paul N, Secretary. GA., Byrle S. Ok, Jay G, PA., Sam I. CA., Samuel B. UK., Laurie C, Alt. GA., Chris H, Alt. SoCal.

Board Mission Statement:
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.
Accordingly, the Trustees in their deliberations and decision-making process shall be guided in spirit by these CoDA Twelve (12) Steps, Twelve Traditions and Twelve Service Concepts and shall use their best efforts to ensure that these Steps, Traditions, and Concepts are upheld. On behalf of the Fellowship, the Trustees shall act to prevent, within their power, any modifications, alterations or extensions of these Traditions or Concepts.

Discussion Items:

We would like to start off by thanking all of our committees for their help, support, and direction this year as we worked together to support the needs of the Fellowship. We would not be able to accomplish our goals without this unity. This year we had a multitude of Zoom calls, and 2x2 meetings

to better understand committee needs and goals, and it shows by what we were able to accomplish. Thank you.

2024 has been a year of simplifying and improving many processes. Process simplification and documentation projects included Copyright contract updates, Literature Committee Copyright process improvements, Translation Management web-page development including the ability to start the translation process from the website making it easier for our international partners' translation needs and/or apply for the Translation Grant. Copyright, Publication and Distribution agreement improvements and simplification underwent a major transformation improving turnaround time and developing an all-inclusive list of Conference Endorsed Literature linked on the Literature Committees page.

We redesigned and implemented our new Expense Procedure in partnership with the Finance Committee, focusing on ease of use, timely reimbursement and inclusion. A new "Accountable Reimbursement Plan" was written with the direction of a Tax Attorney to ensure all IRS rules set for Not-For-Profit organizations, 501(c)(3). are followed. Per Diem advances are now in place for all Trusted Servants, so no one has to cover their expenses while waiting to be reimbursed and we are following the US General Services Administration (GSA) to determine reimbursement. The addition of Expensify afforded a $20,000 reduction in labor costs, by replacing a Fellowship Service Worker (FSW), and an Independent Contractor (IC), that were manually entering data into our QuickBooks.

Another focus for the year was decreasing interpretation costs. We reduced our annual cost for committee meeting interpretation support by approximately $7000 by switching to IC. Additionally, The Events Committee has requested interpretation responsibilities during CSC be returned to them which will further decrease costs. We continue to research Artificial Intelligence (AI), as a solution for the future.

We also streamlined and added automation to our meeting information system which handles all meeting registrations and updates to make it quicker and less expensive. Meetings were having to wait to have new meetings and updates posted. Part of the automation process includes our

Starter Kits process. Starter Kits are a collection of literature we send out at no charge for new US based face to face CoDA meetings. Now this process is automatic when registering a new meeting whereas before it was a manual process requiring 3-4 emails between multiple individuals.

To honor Tradition 5 in carrying the message, we entered into a contract with Edovo, a platform that provides our literature on tablets to institutions. This program is in process and should be up and running by the time this report is posted.

Additionally, to support carrying the message, we passed a motion to support development for new webpages for all World Committees with the goal to make our pages easier and more user friendly while attracting users. Currently in development are the Finance & Board pages. This process will continue into our upcoming goals

 Many pages are now utilizing "Forms" a part of Microsoft 365 which allows submissions right at the webpage. We currently have forms on the Finance, and Translation Management pages. We hope to increase this process moving forward making it easier to connect with committees and submit valuable information in a timelier basis.

We are moving forward in the development of a Mobile Application, for both iOS and Android platforms and have identified a 3-phase process to expedite the process and get it to the Fellowship sooner rather than later. We expect to have phase one in place after 2024 CSC.

Many of the above-mentioned projects were supported while integrating and updating software including QuickBooks Advanced, Expensify, WordPress, Flywheel, Adobe Advanced, Microsoft 365, Zelle, and TechSoup.

This year we added several Microsoft 365 licenses to support retention of CoDA documents, and decrease the use of personal emails to protect anonymity. All Board members have a 365 license, as do all committees. We added 2 licenses for Communication Committee to support their numerous roles, another license for the Events Committee, and a dedicated licenses for our Web liaison.

The Board continues to oversee 9 Fellowship Service Workers, (FSW) and 3 Independent Contractors (IC) which provide support to the Fellowship. We added a FSW to support and implement Cyber Security, and to support the Fellowship email and data storage as we identified the need to have better security in place with Microsoft 365, and Dropbox. This FSW will also be providing ongoing training for all committee members. We also approved a FSW for the Literature Committee to support formatting documents as this is a need for the entire Fellowship as literature is written.

Thank you for a great year,

The Board of Trustees

2025 Committee Goals and Action Plans

GOALS	ACTION PLANS
1. Digitize historical CoDA documents	3 proposals to review and implement. This will replace storage unit and save $1100 annually
2. Update Committee Web pages	Meet with each committee to determine needs, share ideas, and bring a fresh face to the CoDA website
3. Cyber security implementation	Continue to train new FSW, change and maintain settings in Microsoft, Zoom, Dropbox while conducting training for all committee members
4. AI interpretation research	Start discussion, and implement research phase to better understand where AI can support our needs
5. Implement all phases for App development	App workgroup to continue their work in moving the process forward within an approved budget
6. Research and Implement New Announcement Program	Continue research regarding another method of how CoDA sends announcements with the goal of reaching a greater number of those still suffering
7. On-going Committee project support	Support the needs of all committees with an open-door policy. Look to continue the use of Zoom meetings and 2x2's as well as the monthly public Board meeting
8. Improving Web meeting search	Obtain quotes and implement
9. Explore Improving Motions Database	Begin research and cost analysis