**CoDA 1st Quarter Service Report for 2021**

Co-Dependents Anonymous, Inc.  Hereinafter "CoDA, Inc." or simply "CoDA"

PO Box 33577, Phoenix, AZ 85067 [602-277-7991](tel:602-277-7991) or [888-444-2359](tel:888-444-2359) [www.coda.org](http://www.coda.org/)

**CoDA Board**

*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 codependent.*

## 

To support and live the mission of the Board of Trustees, the Board continued to concentrate diligently on three areas: the WEBSITE, FINANCE and EFFICIENCY.

**WEBSITE**

Continued to work on, develop and problem solve issues with the website.

* **Phase II Update –** The Phase II website review is nearing completion. After Phase II is completed the website review committee will consider options to fix the time zone problem, as well as, meeting search print options. Many people are confused about what the time zone is when they are looking for meetings.
* **New Banner for Meeting Searches –** A new page on the website was created for a Meeting Search help guide. A new sliding banner was added to the Home Page pointing people to the new printable help guide.
* **Google Maps API** (Application Programming Interface)
* The Board authorized $5,116.66 in Google Maps API website service charges for the period Feb. 18, 2020 - Feb. 19, 2021 for the account set up by SOS Solutions for this service on the behalf of CoDA Inc. Also, the switchover to the recently approved non-profit CoDA Google Maps account that provides CoDA with $450 total credits per month for this service effective Feb. 20, 2021. **Note**: Google Maps is a service that provides the Fellowship with access to Google Maps while using the Meeting Search features on the new coda.org website.
* The Board met with the Website Consultant to discuss and gain permission to make adjustments to our Google Maps meeting search settings to test various options to reduce costs associated with this service. The Board gave its support for the website developers to work with **the** website developer and website liaison to make consecutive changes to the Google Maps API features to identify where the costs are coming from.
* **Website Hosting –** Due to increased demand and therefore **increased** charges, the Board decided to move to a new website host provider, InMotion Hosting, at a cost of $599.88/year. The Board also authorizedIntersection Online to assist with the migration at a cost not to exceed their quote of Feb. 20, 2021 (i.e. $550-$740, plus an hourly rate of $70/h after that as needed to tune and stabilize the site.)
* **Google Translate Widget** – The Board gave permission to the web liaison to apply for the Google Translate widget nonprofit for use on our website to determine if we qualify. The Google Translate widget was subsequently approved and activated on the website.
* **Location of Previous Years Committee Minutes** – The Board decided to move all of the standing committee minutes from the coda.org website to the codependents.org website and to provide just the link to these minutes on the coda.org website.
* **Standing Committee Minutes Meeting Website Process –** ABoard majority agreed to continue to have standing committees forward their Committee Minutes to the Web Liaison ([webliaison@coda.org](mailto:webliaison@coda.org)) for posting on the codependents.org website.
* **Historical Documents from Past Service Structure Committee Chair –** The Board decided that the documents should be stored on codependents.org as well as the Coda Board Dropbox.
* **Google Nonprofit Application Status –** The Board applied for a new Google Cloud Nonprofit account.

# FINANCE

* CoDA increased funds on hand from $454,153.48 at the end of Q4 2020 to $490,734.58 at the end of Q1 2021, an approximately 8% increase.
* CoDA received from CoDA Resource Publishing, Incorporated (CoRE) $37,150.59 in royalties in Q1 2021, an approximately 16.6% increase over Q4 2020.
* CoDA received $18,564.13 in 7th Tradition donations, an approximately 8% increase over Q4 2020. This quarter’s 7th Tradition donations included approximately $3000 received from attendees at the 2021 Virtual End of Winter Retreat and $5000 from NorCal.

# EFFICIENCY

* **CoDA Service Conference (CSC) 2021 –** Due to the pandemic the Board decided to cancel the current contract with the Ottawa Delta Hotel for the 2021 Conference and to forfeit the previously paid 2020 deposit of $5,200.00 U.S. Note: The Hotel would not move it to a subsequent year, and they are waiving any cancellation penalties. As a result, the 2021 CSC will be held virtually.
* **Events Winter Retreat Zoom Needs and Spanish Outreach (SPO) Needs for Conferences –** TheBoard has agreed to a policy where Events and SPO can increase their Zoom capacity, as needed, for the purpose of a conference or convention for one month at a cost not to exceed $100/month.
* **Associated Management Company (AMC) Transition Update**:
* **Associated Management Company (AMC). –** The Board has contracted with Meetings & Concierge Source (MCS) an Association Management Company.
* **AMC Account Manager Training –** The majority of the basic training has been completed, however, the Chair who is the AMC Liaison, continues to oversee any new training issues as they arise.
* **Financial –** Bank account changes with appropriate Board members and removing the CEO of our prior management company are completed.
* **Financial Services** – SOS Solutions stopped providing Financial Services to CoDA, Inc. effective February 28, 2021. The SOS employee who had been providing this service to CoDA, Inc. has agreed to continue providing Financial Services to CoDA, Inc. as an Independent Contractor starting March 1, 2021. An Independent Contractor Agreement has been completed with Stellar Pro Advisors, LCC for this purpose.
* **Document Signing Software – The** Board authorized the purchase of DocHub at cost of $59.88/yr to be used for e-signatures.
* **CoDA Historical Storage –** A Storage facility in Scottsdale, Arizona has been rented at a cost $65/Month to store the CoDA Historical documents and items previously stored at the SOS offices.
* **CoDA Address –** The official CoDA address has been changed from SOS to the address of the CoDA attorney.
* **G Drive storage –** A new folder was created in the CoDA G Drive where all new files moving forward will be saved. The Chair, Vice Chair and Treasurer and the new AMC account manager have access to the CoDA G Drive account.
* **TMC Physical Documents –** These documents have been successfully delivered to our attorney.

**Board Members: Chair** - Nancy O, NB, Canada**; Vice Chair** - Gail S, Nevada**; Secretary** - Jose R, Guatemala**; Treasurer** - Barbara

D, NorCal**; Members-at-large:**Don B – SoCal; Faith J, ON, Canada; Matt T

– Texas**;**Yaniv S – Israel

**FELLOWSHIP SERVICES WORKER / Email List Coordinator**

We would 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 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 the email lists are our #1 means of communication with the fellowship. Members can sign up here:

<https://www.codependents.org/sub.htm>.

You can view all past announcements from the 7 public lists in our archives here:  <https://www.codependents.org/coda_email_lists.htm> . Please click on the list of interest, & then you can either browse or search past mailings.

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 04/07/21 are as follows:

CoDA Announcements: ​6450 (up from 6369 on 01/09/21)

Co-NNections Weekly Reading List: ​12,205 (up from 11,878 on 01/09/21)

QSR List: ​3383 (up from 3335 on 01/09/21)

Hospitals & Institutions List: ​2919 (up from 2903 on 01/09/21)

Events: ​3964 (up from 3737 on 01/09/21)

Group Representative List:​ 2514 (up from 2453 on 01/09/21)

Fellowship Forum Reminder​: 1034 (up from 732 on 01/09/21)

Our average email open rate seems to average between 25-35%, which is slightly above industry standards. ​

To make sure your subscription doesn’t fail:

A. **Please check the spelling of your email address carefully.**Many subscriptions fail with a message that the email address does not exist.

B. **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/)”: <https://www.codependents.org/whitelist.htm>. The suggestions found there for your email provider will likely resolve the issue.

C. 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 01/10/21 – 04/07/21, 34 announcements were sent out on the CoDA Announcements list. Additional announcements were sent on the Events list, the Meeting Contact list, the QSR list, The Hospital and Institutions list and the Co-NNections’ Weekly Readings list.

And finally, we have several closed limited lists for internal use, including 3 CoDA Service Conference (CSC) lists, an International CoDA Conference (ICC) list & a list for all committees & volunteer service workers.

I also maintain <https://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, CoDA historical documents and the CoDA email lists. There is a complete index at <https://www.codependents.org/>

The projects for the storage of past CoDA By Laws & past CoDA Board members was completed this quarter (as far back as we currently have accessible records)

I also continue to facilitate the CoDA Service Conference (CSC) Prep Work Group; working alongside the Events Chair, the Voting Entity Liaison, and the workgroup’s Board Liaison. We have started back up. We also hope and plan to have web pages up on [coda.org](http://coda.org/) for the conference soon.

Like last year, the 2021 conference will be internet/virtual only and there will be no charge. CoDA Service Conference (CSC) Delegate Orientation will occur on Monday, July 26th. Conference will be on Tuesday, July 27th - Friday July 30th, 4 shorter days this year, versus 3 days that we did 2020.

I have also been interactive with Events, Co-NNections & World Communications committees in addition to other CoDA Fellowship Service Workers, and the Web and Board liaisons as well as the CSC preparation work. I 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 compile the QSR that you are reading. I assist CoDA volunteers & members with tech issues and part of my duties include creating a quarterly “local CoDA events” announcement which has been on hold due to the pandemic.

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 CoDAFellowship, please email it, in plain text or Word formatting (we can now also embed graphics in the email announcements), to [codalist@coda.org](mailto:codalist@coda.org)

          In Service,

                              Geff R

CoDA Fellowship Service Worker/Email List Coordinator

Board Liaison, Gail S. (Nevada)

**FELLOWSHIP SERVICES WORKER / ADMIN.**

I am Joan, a recovering codependent, and so lucky to say that I am one of CoDA’s “special workers” referenced in Tradition Eight.  As our office is virtual, I work by myself but I stay in communication with our standing committees when opportunities arise, with my Board liaison, and happily with our Fellowship far and wide.

The first quarter of 2021 has been a bit calmer than those of last year.  Though the number of updates has slowed a bit, a confusion for members has come about now that we have so many meetings using online platforms.  When I ask for the CoDA group ID# to make sure I update the correct record, many members are sending me the zoom meeting ID#.  The CoDA Group ID# is the best way for me to make sure I am updating the correct record, as I said.  The form of the CoDA Group ID# for face-to-face (F2F) meetings begins with a US state abbreviation and is followed by numerals (i.e.NY212), for F2F meetings outside of the US those begin with a capital W then the country ID and then numerals (i.e. WMX001).  For online and phone meetings the ID# begins with WW and then 3 numerals. There is another misunderstanding that I’d like to address.

I have heard from a few members who thought that contributing 7th Traditions by using the “Donate” button on [www.coda.org](http://www.coda.org), would mean that the contribution would be redirected to their local group.  This is not the case.  When 7th Tradition contributions are made through [www.coda.org](http://www.coda.org), they are for world service and the standing committees and help to support our Fellowship as a whole.  For individual meetings, meetings have set up their own PayPal accounts, or are using some other method, so that members can continue to support their own meetings.  This is a matter of group autonomy.

Speaking of financial support, it has been wonderful to see how many individuals are sending in 7th Traditions through PayPal.  Some groups have done so, as well, but it is mainly individual members.  If you wish to make specify that the contribution is from a particular group, you can note the CoDA Group ID# in any of the fields that PayPal allows adding info.

Another feature involving 7th Tradition contributions relates to a rather rare circumstance, but one that occurs a couple of times a year.  Some members make “directed giving” contributions through investment institutions in which they have holdings.  If you are going to do this, please make sure that you ask the institution to make a note that the contribution is being given by a member of the CoDA Fellowship.  If this is not done, the contribution has to be returned.

There is news about our CoDA archives. As a result of the management company having been closed due to the untimely death of the owner, the archives are now being kept in a storage facility, I will mention just some of what we have gathered over the years.  The archives include thousands of documents, involving correspondence, CoDA Service Conference materials over the years, office records from our early days and beyond, financial records (in hardcopy and a few CDs), board minutes, samples of some of our literature, VHS and cassette recordings from board meetings, service conferences, conventions, various speakers, etc. Also, there is a box of commemorative and very attractive and creatively designed t-shirts, a couple of totes, and a banner used at the 2006 service conference displaying the theme of that year: *IN THIS MOMENT: CoDA AT TWENTY.*We also have some few coffee mugs and other forms of commemorative materials marking CoDA events.

There are early drafts of our basic text, *Co-Dependents Anonymous*. After the many original drafts were composed by our founders, and then worked on even more by a group of CoDA members. Our beautiful and rich book, *Co-Dependents Anonymous,* was published early in our history. The first printings were produced in hardcover and were marked as a “Commemorative Edition.” I had bought some of those, and I added the one I had left to our archives.

Other important CoDA materials include official documents granting and verifying our copyrights, trademarks, publication agreements, etc. These are in binders and are kept safe at the office of our attorney-of-record.

In closing, here are my three favourite reminders:  please always reference the CoDA Group ID# of a meeting when writing to [meetings@coda.org](mailto:meetings@coda.org) or info@coda.org.  This is a huge time saver for me and for our trusted servants answering email.   Another reminder is this, please make checks or money orders payable in one of these two ways:  CoDA, Inc., or Co-Dependents Anonymous, Inc.  This is also very very helpful.  When other terms are used (such as Fellowship Services, or CoDA office, or CoDA world service), I sadly have to return the check and cause you more effort!!  It is also great when you mark the CoDA Group ID# on the check or money order.

My third reminder is this—I am grateful to be one of your Fellowship Services Workers.

Joan O’C

**CoDA Resource Publishing (CoRe)**

Monthly zoom meetings

Face-2-Zoom Weekend Planning Meeting

CoRe / Literature Production Plan Review for 2021 - 2022

REVENUES PAID TO CODA

--Royalties: Q1 2021 - $39,508.93

FREE LITERATURE DISTRIBUTED

--Five (5) English Starter Kits and Two (2) Spanish Starter Kits.

*\*“Starter Kit” is a collection of CoDA endorsed literature, retail value of $35.00, which is sent to new (startup) CoDA meetings at no charge.:*

LITERATURE AND COINS (Printings/Pressings)

-- Peeling the Onion and Making Choices

-- 7 Year Coin and 6 Month

MEMBERS

Yvonne K (NorCal) – Chair

Addie M (OH) – Vice Chair

Kathy H (PA) - Treasurer

Madeline R (FL) – Secretary

Ritchard I (Canada) – Trustee

**Communications Committee**

It’s been a busy few months for the Communication Committee. We are three subcommittees – AVM (Audio/Visual/Media), CET (CoDA Email Team) and C-Phone.

CET – This group of (currently 4) volunteers has been busy, handling approximately 430 emails. We have a couple more volunteers in the works, so soon we will have a person answering emails only one day a week, which is how we are structured.

C-Phone – This group of volunteers returns calls every day of the week.

For both CET and C-phone, the questions range from ‘I’m new, what do I do?’, ‘I want an online meeting. How do I find one?’, ‘How do I find a sponsor?”, “How do I get started?’ and more.

AVM – Will be taking on the Fellowship Forum starting in May. They are working on some exciting ideas to spread the word; more to come!

Communication Committee members – AVM: David, James, Karen, Susan; C-phone: Jenny, Jamie, Chris, Charlotte Daniel; CET: Bev, Mary, Chris, Patrice

**Co-NNections Committee**

The Co-NNections Committee is the parent committee for the Weekly Reading (WR) and Meeting in Print (MIP) subcommittees. Both are digital publications that feature the experience, strength and hope of members of the fellowship and are distributed weekly and quarterly, respectively. The Co-NNections Committee’s mission is to inspire the fellowship and to “reach the codependent still suffering” through these digital publications.

The Weekly Reading subcommittee sends out fellowship recovery stories each week, by email subscription. Meetings in Print is published and posted quarterly on the website and its availability on the website is announced to the email list at the same time.

The Meeting in Print subcommittee publishes longer fellowship recovery stories, poems and art. To read Meeting in Print please go to coda.org/home/mip/. To submit a recovery story for either Weekly Readings or Meeting in Print, please go to [coda.org/submit-your-story/](https://coda.org/submit-your-story/). To volunteer for a service position on this subcommittee, please email mip@coda.org.

The Weekly Reading Subcommittee has sent out an original inspirational story of recovery from the fellowship every week. **As of the end of Q1 2021, we have over 12,000 subscribers!**

To subscribe to the readings, go to coda.org and scroll down to the bottom where there’s the option to “Get On a Mailing List”, click the box next to CoDA Weekly Readings reminder, enter your email address and click subscribe.

To submit a story to Weekly Reading please go to: coda.org/submit-your-story/. To volunteer for a service position please email wr@coda.org.

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 [coda.org/weekly-reading/](https://coda.org/weekly-reading/)

Older readings (2015-2017) can be viewed here: https://coda.org/co-nnections-recovery-stories/

Pre-2015 readings may be found here: https://coda.org/category/1998-newsletters/

Our chair resigned in Q1 2021. We are in the process of deciding how best to recruit new volunteers. We updated our Policies & Procedures manual. Currently we have a more than two month backlog of approved and vetted articles, which is a strong position to be in.

Members: Resa G., Minnesota; Kathy N., Canada, Laurel H., Utah

**Events Committee**

We welcome our newest recruit Danielle M of New Jersey! We sadly say goodbye to Jeremy who came to see what Events was like.

We held a very successful virtual one day End of Winter Retreat, Saturday March 27th 2021.

**Eventbrite Registrants:** 1119, Donations made from a total of 317 of these registrants.

**Total Donations**: $3290.50, after Eventbrite fees payout: **NET $3086.17** **Actual Attendance**: Zoom Meeting registrants: 828.

Approximately 400 - 500 total at one time virtually during the retreat. We ended with about 300 online in attendance.

Interpretation expanded from 2020 ICCs two country involvement to 5 countries and three languages for the 2021 End of Winter Retreat. Of the latter three, two, Spanish and Portuguese, gave workshops in their own language. Mandarin interpretation was offered for the workshops in the main room. The 5 countries, Russia, Ukraine, France, Italy, and Brazil, joined the Mandarin Interpreter in the main room, using the Zoom Interpretation feature. This feature is set up for simultaneous translation. However, the Trusted Servants are not skilled in this area and read the translated documents and PowerPoint slides sent to them which they themselves translated, plus adlibbed with simultaneous where they felt comfortable. There were approximately 60 still suffering codependents who were reached by this World Connection Committee (WCC) and CoDA Events Committee (CEC) cooperative effort. A WCC member from the Ukraine was instrumental in helping with troubleshooting connection issues, like providing a VPN to get around firewalls. He also developed a survey that reached more than 200 registrants which gave useful feedback on the workshops and the platform used. Overall, approximately 80% were satisfied to very satisfied with the Retreat.

Unfortunately, our 2021 CSC/ICC scheduled for Ottawa, Canada has been cancelled. If you have previously registered for this event in 2020 and have not received a refund, please contact events@coda.org.

The Events Committee is currently planning an all VIRTUAL CoDA Service Conference (CSC) to be held July 26th- July 30th, 2021. July 26th is an orientation day which will start at 3pm ET. We have not set a date for a 2021 Virtual International CoDA Convention (ICC), but we have decided that it will be held separate from the CSC.

Rapid City, South Dakota is slated for our 2022 CSC, we have contacted three possible hotel sites and are in the process of selection.

Volunteers needed!! If you have an interest and/or skills in hosting Events, the Events Committee would love to have you. Basic requirements are at least 6 months to a year in CoDA with a working knowledge of the 12 steps and traditions and a willing heart to reach the still suffering codependent! Please write events@coda.org.

In Service,

Florence F. (MD)

CoDA Events Chair

**Members:** Chair:Florence F.- MD, Current Members: Kathy H.- PA, Kevin

M.- NY, Carole T. - Ontario, Lorraine K. - GA, Shaf - Great Britain, Danielle

M. - NJ, Barbara D. - SoCAL (Board Liaison)

**Finance Committee**

The Finance Committee met 3 times by Zoom, focusing mostly on preparing a motion for a revised investment policy. We also started a discussion on significantly streamlining the budgeting process.

1. Here are the end of year results for CoDA Inc.:

|  |  |  |
| --- | --- | --- |
| *as of 3/31/2021* | Actual | Budget (Q1) |
| YTD Income | $54,045 😊 | $48,423 |
| YTD Expenses | $15,252 😍 | $31,207 |
| YTD Net Income | $38,793 | $17,216 |
| YTD Cash | $491,301 | N/A |

Our committee has also:

* We made changes to the CoDA Int’l investment policy and drafted a motion to have these changes approved at the 2021 CSC
* We sent a memo to the CoDA Board advising them of the available cash above the prudent reserve and suggesting ways to invest it
* We discussed how to support TMC’s request to collect royalty fees from countries that have signed CoDA translation agreements
* We discussed asking the new AMC to provide a process for using a CoDA endorsed travel agent when traveling
* We formed consensus on a streamlined budgeting process and announced the process with CoDA Chairs
* Approved 1 ERR form this quarter

We have several additional projects and need volunteers to assist us. We are actively seeking new members to assist on projects.

NEW Committee Liaison List:

|  |  |  |  |
| --- | --- | --- | --- |
| Committee | Primary | Backup | Rotation |
| Board | Lou | Rob | N/A |
| Communications | Ruth Ann | Kevin | 2024 - 3rd |
| Connections | Kevin | Lou | 2023 - 2nd |
| Events | Lou | Rob | 2023 - 3rd |
| Finance | Rob | Lou | 2024 - 2nd |
| Hospitals and Institutions (H&I) | Lesha | Rob | 2023 - 1st |
| IMC | Kevin | Kevin | 2022-- 1st |
| Literature | Tina | Kevin | 2023 - 4th |
| Outreach | Kevin | Lou | 2024 - 1st |
| Service Structure (SSC) | Lesha | Rob | 2022 - 2nd |
| Spanish Outreach | Ruth Ann | Rob | 2024 - 4th |
| Translation Management (TMC) | Rob | Lou | 2022 - 4th |
| World Connections (WCC) | Rob | Lou | 2022 - 3rd |

Respectfully submitted,

Rob O, Kevin M, Adina Beth, Ruth Ann, Lesha, Tina and Lou L, members

Barbara, treasurer and Board Liaison; Gail S., back-up Board Liaison

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

The 1st quarter of 2021, our committee has held Zoom meetings every third Thursday of the month at 8 PM EST.

We continue to update our website and maintain Books for Inmates and Institutions and correspondence with inmates and institutions who contact us.  We have received correspondence from members from other countries interested in being of service to the codependent in prisons and residential facilities where attendance at meetings open to the public is restricted.  We encourage Countries to develop their own H&I Committee since their institutions and facilities have their own regulations which may differ from the United States.  We find differences from state to state and facility to facility in the US. We encourage countries to reach out to the US H&I committee for guidance and to share experience, strength and hope.

**We are working on:**

* Updating the Inmate Sponsorship Program
* Developing a presentation package to use for initial contact with Institutions.  Our goal is to guide and make recommendations to members in accessing Institutions and contacts, to make available literature and other resources to Inmates and other Institutions.
* Developing a database of Voting Entities, Intergroups, and members willing to take meetings and literature into prisons and facilities.
* We are asking permission, through our online survey, to use interested members contact information to be used exclusively for H&I purposes such as taking literature and meetings into prisons and other facilities.
* Creating a flyer for websites to let trusted servants know of the opportunity to be of service to the codependent in institutions.
* Three members are working to revive our Newsletter H&I lights as a periodical.

This quarter, we received 22 requests (2 were emails); 12 were first-time contacts; total 13 institutions, 3 of which were new.

      For the inmate sponsorship coordinator report: In the first quarter we received 5 requests for sponsors and have been able to assign sponsors to 3 of them so far. The 2 remaining without sponsors are being processed with potential sponsors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **H&I Literature Report 4th Quarter** | Jan | Feb | March | Totals |
| Piece of Literature |  |  |  |  |
| Co-Dependents Anonymous Book | 2 | 2 | 4 | 8 |
| Co-Dependents Anonymous Pocket Book-SP | 1 | 0 | 0 | 1 |
| 12 Steps & 12 Traditions Workbook | 4 | 2 | 5 | 11 |
| 12 Steps & 12 Traditions Workbook-SP | 1 | 0 | 0 | 1 |
| Standard Packet | 1 | 3 | 3 | 7 |
| Standard Packet-SP | 1 | 0 | 0 | 1 |
| Institutional Meeting Handbook | 0 | 0 | 0 | 0 |
| In This Moment\* | 0 | 0 | 1 | 1 |
| CoDA Meeting Handbook/MSP | 0 | 0 | 0 | 0 |
| Library in English (Includes In   This Moment\*)    1 | | 0 | 1 | 2 |
| Library in Spanish | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 1 | 1 |
| TOTAL | 11 | 7 | 15 | 33 |
|  |  |  |  |  |
| Cost for literature (+ shipping) | $62.05 | $36.54 | $77.68 | $176.27 |

**Committee members:**

Terry D. CT           Chair

Kathy L. IL             Postal mail Corresponding Secretary and Acting

  Sponsorship Coordinator

Lou L., IL               Literature Distribution Coordinator

Darlene H. CA       Recording Secretary and e-mail Corresponding Secretary (on Leave)

Jim K. PA              Assistant to the Sponsorship Coordinator

david a. NY      member at large

Betsy L. GA           member at large

Raquel V. GA        member at large

Gillian A. UK member at large

Barb D.  SoCal Board Liaison

**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.

* Discussions/Plans:
  + We are continuing work on the CoDA Synergy Project: The purpose is to clarify Voting Entity (VE) Concerns and help in CoDA Unity. Current components are:
    1. Examples of VE structures
    2. Addressing the duplicate lists of VE contacts on Coda.org, obsolete content, and discrepancies (VE database)
    3. Frequently Asked Questions on IMC related issues
    4. IMC Member Toolkit
  + VE database work is being done in conjunction with Hospitals and Institutions (H&I) and collaborating with the Chairs Forum.

**Current IMC Cases:**

We do have a number of active issues/concerns “in process”, mostly at the Voting Entity local level.

**Arizona VEI 2020-04 – Pending**:   
2020 CSC Motion presented by Service Structure Committee.   
SSC Motion: (Tradition Eleven) We propose this wording: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of all public forms of media.

**Texas VEI 2020-01 – Pending:**

2020 CSC Motion presented by Literature Committee Motion   
Updating with proposed request: MEETING HANDBOOK Tab

In the "Recovery Patterns" packet, there are 2 columns. The first says "Codependents often" and the 2nd says "In Recovery." For some reason, these are said from 2 different perspectives.  
Note: Literature Committee GC is to accept to work on this issue in the coming year and to bring a motion to resolve the confused presentation at the 2021 CSC.

**Canada VEI 2020-01: Voting Entity Literature- to be submitted as a Motion for CSC 2021 for final approval:**

2020 CSC Motion presented by Canada VEI:That the attached digital version of the Canadian new piece of literature called – ***CoDA’s Twelve Service Concepts “The Service Concepts, Alive & Strong!”*** be accepted as CoDA Endorsed Literature and be made available to the Fellowship as a service piece in digital form, thus permitting trusted servants to use in their service work. CoDA Canada is currently ready to publish this booklet as a piece of Canadian literature in printed (hard copy) format.

IMC can be reached at [IMC@coda.org](mailto:IMC@coda.org%E2%80%AF)

Yours in Service,

Greg B - IMC Chair

CURRENT MEMBERS:   
Greg B (MN - Minnesota) **(Chair)**   
Darlene H (SoCal - Southern California)**(Vice Chair)**   
Gillian A (U.K.)  
Steve S. (FL - Florida)

Christian J (IL – Illinois)  (VEL – Voting Entity Liaison)

Laurie C (GA -Georgia)  (Vice-VEL – Voting Entity Liaison)  
Dan R – Sudbury, Ontario, Canada

Fernando C – New IMC Member with Board Approval

Board Liaison: Matt

Back up Board Liaison: Don

**Literature Committee**

CLC continues to meet monthly as a committee for a 90-minute Zoom call. Each member has been working independently and in one or more small group project. Project groups have been meeting weekly to discuss, write, and edit. The final group conscience includes the full committee.

Projects worked on this quarter:

**Motion to be presented for endorsement, CSC 2021:**

***Newcomer Handbook, Second Edition***:   
Updated and expanded, a new edition of the original booklet, has been completed.

***Making Choices in Recovery***, ***Positive Affirmations For Working on Our Shortcomings:***

Updated and expanded version of the original booklet, *Making Choices*.

**Prayers for *The Twelve Traditions***   
Written by CLC, to be presented as a service piece.

**“*Codependency and Recovery: The Differences*”** A CLC member from the UK brought this one-page list, contrasting relationship attitudes of codependence and recovery. This item was taken from the coda website years ago and is currently in use in Great Britain. We will present it as a service item for the website.

**The Joy in The Journey, Coloring Book**   
CLC has met several times with project leaders, Kathy and Addie of CoRe, to discuss and GC edits to this project. Final approval of the project and its motion at our May meeting. The motion will be from CLC, but is a joint motion with CoRe

**Follow up items:**

**Patterns and Characteristics list on website, Texas VE motion:**

We spent individual and committee time discussing the concerns with Nick, representative of Texas VE. The VE has decided to withdraw their motion.

**Content Task Force** is on hold.

***The Twelve Service Concepts, Alive and Well.***   
A subcommittee met to review this service piece of literature. Many suggested changes were documented and sent to the author.

**Ongoing projects:**

***Twelve Steps and Twelve Traditions Workbook,***

Changes are in the works for the 2022 CSC. Some things have been rearranged keeping the basic page numbers the same. Other changes include some improved language and adding the Step and Tradition prayers. We conferred with CoRe on the timing of the next printing.

***Growing up in CoDA****:*New book about becoming emotionally mature. Spanish Outreach has expressed interest in the project. Will bring to CSC 2022 for endorsement.

***Story Gatherers***:

Longer stories, like the ones in our basic text, *CoDependents Anonymous. S*tories solicited from long term CoDA members, some from outside of the US, are still coming in.Some stories are older and may be updated. Working on getting copyrights. The book is planned to come to the 2022 CSC.

**Proposed New Daily Reader**: The committee of two includes one non-CLC member. More committee members will work on this project next year. We are actively looking submissions, have received ten so far, 356 to go!

We have planned a **“Meet and Greet and Orient”** for six potential new members. We will meet 45 minutes before our CLC June 12th meeting. A flyer was created and will be sent to people who have contacted CLC about joining.

Committee members: Abbey, Alyse, Barbara, Gillian, Leslie, Salle, Teresa,  
Sara, Secretary, Terry, chair.

Board Liaisons: Faith, Don

**Outreach Committee**

During the 1st quarter of 2021, 1/1/21-3/31/21, the Outreach Committee completed the contact of all the US meetings to update their meeting on the CoDA.org website.  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 CoDA International Fellowship to develop an understanding of their needs regarding institutions and medical facilities.

Outreach continues to update International Meetings and has proposed a Google doc that provides US and International meetings and Intergroup information to be updated regularly. Issue of Outside treatment programs advertising on the website was discussed as in violation of Traditions. Question of whether personal information should be provided to WhatsApp or other communication devices. Communication within the Fellowship utilizing WhatsApp is not endorsed by CoDA so sharing personal information is a personal choice.

Outreach has updated regular and alternative meeting formats that will be posted on the website. Outreach workgroup is collecting ideas for online meeting formats to be made into templates. The Outreach Resource Guide was completely edited and revised.

Outreach Committee created and submitted two-sentence purpose statement about Outreach that will be submitted for the 2021 Year of Service informational email about CoDA Committees.

Jay G continues as the Chair. Sharon B. will help as co-chair. Betsy G will remain as secretary. Our Board Liaison is Yaniv S, and Gail S is backup.

The Outreach Committee meets monthly and meeting was changed to the second Thursday of each month from 5-6:30 pm Eastern/ 2-3:30 pm Pacific using Zoom or phone.

8 Members: Jay G. (Pennsylvania, U.S.) Chair, Sharon B. (British Columbia, Canada) Co-chair, Betsy G. (Illinois, U.S.), Gerry B. (British Columbia, Canada), James K. (Pennsylvania, U.S.), Tina C. (Georgia, U.S.), Byrle S. (Arkansas, U.S.), Gillian (U.K.), Yaniv S. (Board Liaison), and Gail S (Board Liaison backup).

**Spanish Outreach Committee (SPO)**

El Comité de Divulgación, al 31 de marzo del 2021 realiza los siguientes cometidos:

* **Respuesta de la línea telefónica**: Nadia R. de Argentina, Linda A. del Sur de California, María P. y Adriana G de México.
* **Contestación de correo electrónico**: Mónica R. de México, Elvira M de México, Montserrat C. de España, Julieta C. de Suecia/Argentina.
* **Colaboración con el Foro Mensual de Información para Codependientes**: Jesús S. de México
* **Apoyo en general**: Linda A. del Sur de California
* **En entrenamiento en contestación de correo**: Lois de Colombia.
* **Coordinadora**: Adriana G de México

**Divulgación**:

-Recibió 42 llamadas telefónicas.

* 28 solicitudes de información.
* 7 llamadas se dejó información en la contestadora
* Se respondió a 7 llamadas través de SMS

-Respondió 55 mails.

* Dentro de estas preguntas diversas se solicitan información de la literatura, información sobre el Comité, información sobre el programa, intergrupales, grupos y actualización de datos de grupos.
* Se recibieron 3 correos buscando la intervención del Comité en un asunto que fue canalizado al Comité de Temas en Mediación (IMC).

**-Foro Mensual de Información para Codependientes**

* El servicio del Foro inició en 2018. Desde entonces se han recibido 8290 visitas a las grabaciones de este. Teniendo un total de 1064 visitas en este último trimestre.

-Se puso a disposición de miembros de la comunidad los Foros:

Enero. **Patrones de Negación** contó con 171 participantes

Febrero. Foro extraordinario, **Relaciones Sanas y Amorosas** contó con 81 participantes y **Viviendo mi Recuperación** contó con 79 participantes

Marzo. **Viaje por las Promesas** contó con 161 participantes.

**-Anuncios**

Temas de los correos enviados al listado:

6 Tradiciones, 4 Foros (Incluido el Foro Extraordinario), 1 Invitación a compartir sobre las Tradiciones

Correos recibidos por los remitentes: 6742

Correos abiertos por los remitentes: 2410

Suscriptores del Listado de Anuncios - Nuevos suscriptos: 92

Se dieron de baja: 17, Suscriptores en total: 551

**JUNTAS MENSUALES DEL COMITÉ:**

6 de enero

9 de enero y 16 de enero, juntas extraordinarias

25 de enero

13 de febrero, 20 de febrero y 26 de febrero

27 de febrero subcomité traducciones

07 de marzo

13 de marzo junta extraordinaria, 14 de marzo junta del proyecto Sembrando la Semilla y 29 de marzo junta extraordinaria

**LAS ACTIVIDADES MÁS SIGNIFICATIVAS FUERON:**

* Proyecto "Sembrando la Semilla"
* Se creó una nueva autonomía para el chat **Apoyo a Grupos Nuevos**
* El Comité sigue prestando apoyo en el chat de WhatsApp **Apoyo Grupos Nuevos**, integrando a nuevos miembros que lo van solicitando.
* La campaña enviada para solicitar nuevos miembros al comité.
* Se llevó a cabo el entrenamiento de 4 aspirantes al comité.
* **Traducción** – Mónica aclaró que durante la reunión entre los traductores y Carlos, el web master, se hablaba de los términos de CoDA y del existir de un glosario, *ya que la herramienta del traductor de Google no los proveería*. Carlos compartió con los traductores un glosario que él ha creado. Las traducciones se las revisamos, para luego pasarlas a Carlos. Carlos y Mónica se reunirán una vez al mes. Los traductores se reunirán cada 2 semanas.
* Se hablaba del **botón en la página coda.org,** que sí produce una traducción. Sin embargo, ciertas páginas le llevan a uno a Spanish.coda.org. Carlos aclaró que aquellas son las páginas que no han recibido traducción finalizada*,* p. ej. ANUNCIOS, donde ya no existe página traducida. Todos están de acuerdo que “lo más rápido que se acabe con la traducción, cuanto mejor para la comunidad.”
* Se activó el proyecto de **Cápsulas de las Tradiciones** invitando a la comunidad a escribir su experiencia en la vivencia de la aplicación de las Tradiciones en la vida diaria.
* Se tuvo una reunión con la coordinadora de Literatura para establecer puentes de comunicación con este comité y se puedan realizar proyectos simultáneos del lado inglés y español.
* Se tuvo participación en el Foro de Coordinadores
* El subcomité de Traducciones continúa en la revisión del sitio web para realizar las correcciones pertinentes.

**Miembros:**

Nadia R. de Argentina, Jesús S. de México, Linda A. de So Cal, Montserrat de España, Mónica R. de México, encargada del subcomité de Traducciones, María P. de México, Elvira M. de México, Adriana G. de México, Coordinadora.

**Aspirantes en entrenamiento** Julieta Suecia/Argentina. Lois A. Colombia

As of March 31, 2021, Spanish Outreach carries out the following tasks:

* **Answering the Spanish toll-free CoDA line**: Nadia R, Linda A, María P and Adriana G
* **Answering emails sent to** [espanol@coda.org](mailto:espanol@coda.org): Mónica R, Elvira M., Montserrat C, Julieta C
* **Teamwork on the Monthly Informational Forum for Codependents**: Jesús S
* **Factotum**: Linda A, SoCal
* **In training to answer email:** Lois A, Colombia
* **Chair**: Adriana G, Mexico

**SPO**:

-**Answered 42 phone calls**, 28 seeking information, 7 that we had to leave a message on the answering machine and another 7 to which we sent SMS.

-**Answered 55 emails,** that varied from requests for information about CoDA literature, SPO, the program, groups, intergroups and the registration or updating of information about groups as published on the website. Three emails seeking the intervention of SPO in a particular situation were referred to the IMC.

**-Monthly Forum of Information for Codependents**

* The Forum began in 2018 and since then there have been 8,290 visits to the codependents.org page where those recordings are stored. There were 1,064 visits during this quarter.

The following **Forums** were provided for members of the Fellowship:

January – Patrones de Negación (Denial Patterns) – 171 attended

February – Extra Forum on Relaciones Sanas y Amorosas (Healthy and Loving Relationships) – 81 attended; Viviendo mi Recuperación (Living my Recovery) – 79 attended

March – Viaje por las Promesas (A Journey through the Promises) – 161 attended.

**-Announcements**

Announcements were distributed concerning the Twelve Traditions (6), the Forums (including the extra one in February) (4), an invitation to submit shares about using the Traditions in one’s recovery (1)

Announcements sent numbered 6,742, while those opened numbered 2,410.

New subscriptions: 92, unsubscriptions: 17, for a total enrollment of **551**

**SPO met 12 times this Quarter:**

January 6

January 9 and 16 – extra meetings

January 25

February 13, 20 and 26

February 27 – extra meeting

March 7

March 13 and 29, extra meetings; March 14 – Sowing the Seed project meeting

**ACTIVITIES TO HIGHLIGHT:**

* The **Sowing the Seed** project was created to send information to mental health specialists and clinics and family centers
* Revision of the Guidelines for the **Apoyo a Grupos** **Nuevos** chat

SPO continues to support this chat by channeling newcomers into the chat if they ask to join.

* The campaign to attract new members to the committee involved the training of four newcomers.
* **Translation** – Monica explained that during the meeting between the webmaster Carlos and the translators, there was discussion of CoDA-specific terms that the translation tool on the website does not recognize, and the consequent usefulness of the Glossary that Carlos has created. Carlos shared that Glossary with the translators. Translations are revised and then passed to Carlos. Carlos and Monica meet monthly, and the translators meet every two weeks.

**The translation button on coda.org** was discussed. Some pages are not translated, they lead back to Spanish.coda.org. Carlos explained that those pages have not been translated and approved for posting, e.g., the ANNOUNCEMENTS that have yet to be translate. All agreed that “the sooner the translation is accomplished, the better for the community.”

* The **Traditions in Brief** project was initiated, by inviting the community to write about their experience applying the Traditions in one’s day to day life.
* A meeting was held with the Literature Chair to establish points of communication between SPO and that committee, to be able to carry out simultaneous projects in English and Spanish.
* The Chair and a fellow SPO member attended the Chairs Forum.
* The Translation subcommittee continues to look through the coda.org website to carry out the relevant translations.

**Members:**

Nadia R. from Argentina, Jesús S. from México, Linda A. from SoCal, Montserrat from Spain, Mónica R. from Mexico, Chair of the Translation subcommittee, María P. from Mexico, Elvira M. from México, Adriana G. from México, Chair.

**In training:** Julieta from Switzerland/Argentina and Lois A. from Colombia.

**SSC Committee**

The CoDA Service Structure Committee met each month for at least an hour plus engaged in many email conversations. Our request to the board was granted for technical help with updating the Fellowship Service Manual and other foundational documents in accord with the annual Service Conference. We are grateful to be relieved of this part of our task.

Liliana, currently from New York and formerly from Colombia, has joined our committee, bringing with her experience from her membership on the recent AdHoc Committee. Evie, our former chair, continues to provide valuable input so is listed as an honorary member.

We continued developing our understanding of Conference direction relating to the CoDA Service Structure, in particular the flow of authority Conference grants us trusted servants enabling us to achieve Conference mandated tasks. We have realized there are uncertainties among us in World Service so we are preparing Motions that we hope will clarify matters for us.

Respectfully submitted:

Members

John R. PA - Chair

Judi T. MA - Secretary

Liliana - NY

Dave S, PA

Eric, CO, - currently inactive

Debbie M, - New Brunswick

Honorary Member

Evie S, CT

2020-2021 Board Liaisons

Primary - Gail S

Backup - Vaniv S

**Translation Management Committee (TMC)**

TMC meets twice monthly and has a work group which meets at least once a month. We invite our board liaison and the legal liaison for CoDA, Inc to our meetings. When countries request changes to the legal templates that we work with, the CoDA Board and CoDA’s intellectual properties lawyer make the final determination on wording.

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.
* Rotate members responding to emails.
* Continues to explore options for electronic publishing while protecting CoDA’s copyrights.

TMC:

* Worked with the CoDA Board to add information for electronic translation of the CoDA website for non-English speakers. There is now a translation widget added in the upper corner of the website page (“Select Language”).
  + Also documented how to translate CoDA’s website using browser technology (to be posted on the CoDA website).
* Is now meeting as a separate workgroup in addition to a formal committee meeting to:
  + create an instructional handbook for committee members
    - and those translating and publishing fellowship workers with whom we interact.
  + Expand information in the current P&P

**We do not translate**.

CoDA relies heavily on unpaid volunteers to do translations, edit those translations, and to publish and distribute translations of CoDA materials.

Requests to Translate and/or Publish & Distribute CoDA materials should be sent to tmc@coda.org.

A Translation Agreement does not give permission to publish; nor does a Publication and Distribution Agreement give permission to translate.

Training of TMC members is ongoing.

As always we welcome any people interested in translating or publishing and distributing CoDA literature to contact us at tmc@coda.org.

We also welcome anyone who is detail and legal document oriented and interested in helping spread the CoDA word throughout the world to join TMC.

Contact us at tmc@coda.org.

Members

Crystal Z – USA - chair

Su E – England

Tatiana K – Russia

Gerry B - Canada

Board Liaison

Don B – USA

**World Connections Committee (WCC)**

**Accomplishments this 1st Quarter 2021:**

The activities this Quarter we have changed from google to office 365 communication network, between committees, and ourselves. Written shared document (Activity Log). We have share point documents, WCC international Activities Logs, WCC Technology Activity logs. We also have established a smart phone 24/7 communication network, using teams. We still have a functioning WhatsApp system in place. We are working on using the new system. We are engaged with Intergroups and their membership development and organization. The WCC members have these systems loaded and in place to be used. However, we are not using the new systems to their potential. We are participating in & considering inter committee projects, as well as shared committee projects. We are connecting language interpreters & zoom international usage.

As we started to assign international activities to members, they decided that WCC was not for them and our committee membership has dropped and the roles of the members are not as traditional of a position but more project originated. We are learning what our members can and want to do.

We have changed from google Docs to 365 office programs. One drive. We are also trying to catch up on the minutes across both platforms.

Future Goals for second Quarter:

1. Create a stronger international fellowship, by working collectively together with other committees.
2. Utilize a stronger communication system.
3. Create a follow up system with intergroups to help raise membership.
4. Connect with more countries.

WCC Members:

Kris

Eli

Jean

Carole

John

Roman

Saeed

Michael