**CoDA 3rd Quarter Service Report for 2020**

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/)

**CoDA Board**

We would like to acknowledge the outgoing Board members, Linda A, SoCal and Salle H, NorCal who have served the Fellowship faithfully for the past three years. Their service has been greatly appreciated and they are missed.  We wish them the best.

**Discussion Items:**

*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 continues to diligently concentrate on three areas: the WEBSITE, FINANCE and EFFICIENCY.

**WEBSITE**

The 2020 CoDA Service Conference (CSC) Delegate Packages have been moved to the codependents.org website, with links to the new coda.org site. The Board continues to work with the developers to further improve the website. The biggest part of that is to ensure the best results when searching for meeting information. Some of the issues that we are still working on include: clarifying meeting time zones and how they correspond to one’s own local time; searches that employ different filters, such as the meeting day, language and time; and eventually the ability to print out meeting lists. This conversation with the website developers is being coordinated between the Board, a consultant, a volunteer database expert and the FSW who enters changes to meeting information. We are making progress. Many meetings continue to function via phone or virtual platforms due to the pandemic. We appreciate our Fellowship Worker Joan has been working diligently to update meeting information as quickly as possible once she receives the request from the meeting contact(s). It is time consuming to address these changes in the meeting data base and to explain them to members.

**FINANCE**

Another aspect of the pandemic involves explaining how to make online Seventh Tradition donations at all levels of the CoDA structure. Please see this page of the website for more detail: <https://coda.org/guidelines-to-coda-digital-donations/>.

During the third quarter, the financial impact of the global pandemic on 7th Tradition Donations to CoDA became evident. The Board recognized the need to work together with the Finance Committee to find solutions to reverse the trend and to make this a priority for 2020-2021. Some possible solutions are:

* Look for ways to facilitate global 7th Tradition donations. For example: Generated a PayPal Quick Response (QR) code that will be integrated with the CoDA Donations website links and that will make it easier for the Fellowship to send donations.

At the same time, the Board has been prudent in reducing expenditures and finding ways to offset the drop in 7th Tradition Donations. For example:

* Eliminated Board Face to Face meetings and held all meetings via Zoom.
* Reduced the use of the Administrative Management Company.
* Did not fund interpretation services for the 2020 CSC.

As a financial update, during the 3rd Quarter:

* CoDA increased funds on hand from $409,959.44 at the end of Q2 to $431,348.68 at the end of Q3.
* CoRe paid CoDA $40,865.80 in royalties.
* CoDA received $11,440.14 in 7th Tradition donations.

**EFFICIENCY**

The Board has approved the hiring of one new Fellowship Service Worker (FSW) since the 2020 CoDA Service Conference (CSC) to assist Spanish Outreach (SPO) with their Contact Database.

In 2020, we held our first 100% virtual CoDA Service Conference (CSC) August 23rd to 26th.

There were a few minor challenges along the way. The Board is very grateful to the countless hours of service by the Events Committee and other very much appreciated Fellowship members that stepped up to the plate to be of service to make the conference a success.

The Board had a number of virtual Face-to-Face meetings leading up to the conference. The Board Secretary took the minutes for these online meetings.

During these meetings, we did the following:

1. Continued to work on, develop and problem solve issues with the website.
2. Prepared Board Motions for the 2020 CSC.
3. Prepared the Board Annual Report for the 2020 CSC and identified new priorities for 2020-2021.
4. Reviewed, assigned and responded to the Voting Entity Issues submitted prior to the 2020 CSC.
5. Reviewed and discussed all motions submitted for the 2020 CSC.
6. Reviewed and discussed financial concerns/needs, including the Board Budget submission for 2020-2021.
7. Reviewed and updated Sec. 2.9 and Sec. 3.4 of the Board Policy & Procedures (P&P).

Post conference the new Board has met twice to begin work for 2020-2021 and have completed the following:

1. New Committee Liaisons have been assigned.
2. Website meeting search Prototypes were received from the developer and currently being reviewed, tested and refined.
3. Continued to review and discuss changes to the Board P&P.
4. Created a CSC Summary of Motions document for the 2020 Delegate Package.
5. Completed the Post Conference steps as outlined by Sec. 2.9 of the Board P&P.
6. Reviewed and requested changes to the 2020 post conference version of the Fellowship Service Manual (FSM).
7. Based on legal advice, the CoDA Board decided not to implement the CSC 2020 Adhoc Structure Structure Motion Numbers 20030 and 20031 (Ad Hoc Committee Motions 4 and 5). These motions passed by simple majority and are not binding on the Board. The decision is within the authority granted to the Board under the Co-Dependents Anonymous Articles of Incorporation and Bylaws as stated:

“A motion passes if it is accepted by a simple majority of the total number of Voting Members present. If it passes by a two-thirds (2/3) vote of the total number of Voting Members present, it is binding upon the Trustees, except to the extent the implementation of such a motion would cause the Trustees to be in violation of the Board of Trustees’ legal responsibilities to the Corporation and its members or would put the fiscal integrity of the Corporation at risk. A simple majority is not binding on the Board of Trustees, although they may agree to be bound by the vote.” (Refer to the CoDA Bylaws, Page 9, Section 4 at the following link:-<https://coda.org/wp-content/uploads/2020/02/Bylaws-revised-Sept-2019-CSC-FINAL.pdf>).

1. Posted the new DRAFT Voting Entity Literature from CoDA Canada, “Service Concepts: Alive & Strong!” on the CoDA website for Fellowship feedback for the next year (<https://coda.org/member-resources/draft-voting-entity-literature/>).

**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

**SOS-ASSOCIATION MANAGEMENT SOLUTIONS
THIRD QUARTER REPORT**From July-September, 2020
As of October 8, 2020

This quarter was busy with Board and Committee support, executing the 2020 CSC, and ongoing services:

**Accounting:** Worked with the Treasurer and Finance Committee Chair for ongoing accounting tasks including daily entries and bank reconciliations. Worked on bank signer transitions, and updates in Smartsheet. Worked with the Events committee to help reconcile Eventbrite charges. Officially transitioned to the PayPal donation platform and getting close to closing out the EasyTithe 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. Assisted in providing a basic quarterly financial dashboard that includes a financial trend report and income and expense breakdowns. Supported the board with their CSC annual report and presentation. Compiled the yearly board motions report for approval at CSC.

**CSC:** Worked with Events Committee to prepare and execute the 2020 CSC in a virtual format due to COVID-19. Did practice runs, worked with Zoom to enable large group meetings and interpretation. Prepared all motions to be presented on screen, including the crafting of motions and recording of final motions in the motions database.

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

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

**Website:** Update email aliases as needed.

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

**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>.

And you can 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!

You can view all past announcements from all 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.

Subscription statistics as of 10/09/20 are as follows:

CoDA Announcements: 6188 (up from 6122 on 07/11/20)

Co-NNections
Weekly Reading List: 11,549 (up from 11,371on 07/11/20)

QSR List: 3300 (up from 3280 on 07/10/20)

Hospitals & Institutions List: 2880 (up from 2848 on 07/10/20)

Events 3372 (up from 3196 on 07/11/20)

Group Representative List: 2413 (up from 2374 on 07/11/20)

Fellowship Forum Reminder 333 (up from 153 on 07/11/20)

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)”: <https://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 07/11/20 – 10/09/20, 21 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 Co-NNections’ Weekly Readings list, and the 2020 CSC Delegates and observers lists.

And finally, we have several closed limited lists for internal use, including 3 CSC lists, an 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 and the email lists. There is a complete index at <https://www.codependents.org/>

We are planning to create a storage area for past Fellowship Service Manuals, & there is a project in planning for the recent Espanol convention.

I also continue to facilitate the CoDA Service Conference (CSC) Prep Work Group, working alongside the Events Chair, the Voting Entity Liaison, and the Work Group’s Board Liaison. We will be starting up in preparation for the 2021 conference soon.

2020 may have been the CSC Group’s most challenging year ever, due to our first ever internet only Conference on short notice. While we were not planning on such a major change, one of the positives that came out of it is speeding up the long term goal of enabling Voting Entity’s and Fellowship members who don’t have the financial means to participate in person to have a voice in CoDA decisions (VE’s) and to observe what happens at Conference. My understanding is the internet video will continue to be an option moving forward for all CoDA members & Voting Entities.

For the 2021 conference we will be planning for both the possibilities of in person plus “virtual” and a “virtual” only event.

I have also been interactive with the Events and Co-NNections 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 also usually create 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 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

 In Service,

 Geff R

CoDA Fellowship Service Worker/Email List Coordinator

 Board Liaison, Gail S. (Nevada)

**CoDA Resource Publishing (CoRe)**

The CoRe Board had its normal monthly conference call meetings each month.

**Literature Printed and / or Reprinted**

English Language

--CoDA Blue Book

--In This Moment

Spanish Language

--Experience with Cross Talk

--Tools for Recovery

--Making Choices

**Revenues Paid to CoDA**

Royalties: Q3 2020 were $45,267 and YTD were $111,030

7th Tradition\* paid in Q3 2020 = $76.00

*\*These payments come from the Fellowship to CoRe which are then sent to CoDA.*

**Free Literature Distributed**

CoRe sent out seven (7) English Starter Kits and three (3) 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 in the US at no charge.*

1. **Plans**

Improve the ranking of CoRe’s online store (corepublications.org) in browser searches to create more visibility and potentially increase sales.

Create new bundled product with existing booklet and existing workshop to increase sales. Update website to cross sell complementary materials to increase sales.

Reduce handling costs to increase profitability.

**2020 – 2021 Board of Trustees:**

Yvonne K (NorCal) – Chair

Addie M (OH) – Vice Chair

Chris H (AZ) – Treasurer

Madeline R (FL) – Secretary

Gerry B (Canada) – Trustee

Ritchard I (Canada) – Trustee

Kathy H (PA) - Trustee

**Communications Committee**

Actions and activities July 30th – October 15th 2020. Kaga Chair & Mary, Co-Chair

**STANDING COMMITTEE**

Since The annual 2020 CSC report, the standing committee has welcomed three new members to service. Mary I. has stepped up as CommCom Co Chair as well as Cphone coordinator. James K., new member at large, and Adina Beth R. new member at large. There is another new member applying this month indicating service on the newly formed AVM subcommittee. All members are working on the committee Policies and Procedures manual, submitting updates as they are approved regarding our work group service directions for volunteers. These changes affect our P&P as we accommodate the guidelines of our specific mission statement for website publication.

**(CET) CoDA email team.** Kaga Interim coordinator

Implemented a new internal email address for incoming info@CoDA.org inquiries. It has improved tracking ability of incoming, outgoing and unanswered correspondence. All email team members can now access one common use email address as well as common file folders all can access and reference. Thanks again to Mary I. who stepped up to take the lead on this much needed CET improvement.

**(Cphone) the CoDA phone message team.** Mary I. Coordinator

A new cphone coordinator was installed at the September committee meeting. We welcome Mary I to her new duties. Cphone has implemented an improved user friendly C-phone procedural process to assure all forwarded CoDA phone messages are answered. The improved system allows better record keeping of calls and distribution of call messages. The coordinator is drafting the new Cphone service guide for volunteers.

**(AVM) audio visual media work group.** Kaga G. Interim coordinator.

The first meeting for the (AVM) work group was held on Sunday, October 11, 2020.The subcommittee has four working members. They will be meeting again Oct. 18th as they develop the working AVM structural format. Work so far has included: A discovery discussion of ideas to formulate, focus goals, action plans and new service volunteers.

**The CoDA.org Communications Committee:**

Kaga G. Chair, CET and AVM coordinator; Mary I. Co Chair, Cphone coordinator

Jeanne J. At large member; Jenny H. Cphone, Ann P. CET, at large member

Sasha O. CET, at large member; James K. AVM, at large member

**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. We are running low so we have put out a call for new submissions in a CoDA group page on social media as well various CoDA zoom meetings.

The 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: https://coda.org/home/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, please go here: <https://coda.org/submit-your-story/>. To volunteer for a service position on this subcommittee, please go here: mip@coda.org.

The Weekly Reading Subcommittee has sent out an original inspirational story of recovery from the fellowship every week. As of April, 2020 we have 11,000 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: https://coda.org/home/submit-article/

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: Pamela W., Florida, Chair; Laurel H., Utah; Resa G., Minnesota; Kathy N., Canada

**Events Committee**

We continue to hold our monthly meetings, all members participating fully. We welcome our new Board Liaison, Barbara D.

After much preparation and hard work, we held our first ever virtual CoDA Service Conference.  We thank all those who attended the many practice sessions and the event itself contributing it to its success.  We received a lot of valuable feedback to use in the coming years.  As a committee, we discussed the pros and cons of what worked and what did not work, and how we can improve.

We have sent a contract for signature to the CoDA Board of Trustees for Ottawa, Canada upcoming CoDA Service Convention in July 2021.  We have discussed possible alternatives again should COVID-19 still be an issue.  The Board has asked us to further negotiate with the hotel to assure our needs met in the contract based on the notion that our face to face participation maybe lower than in previous years.  We will be conducting a hybrid conference using remote and onsite participation.

We will continue to investigate cost effective options for interpretation and translation to be more inclusive at our annual business conference.  Unfortunately, it was decided that CoDA could not afford professional services for this year.

We are currently planning a virtual convention to occur before the end of the year. Details will come soon.

We plan to hold a group inventory for the health and wellbeing of our committee.

We will continue to work with Rapid City, South Dakota to discuss the upcoming CSC and ICC in 2022, and review the hotel selections.  We will review all three hotels they recommended and possibly hold a site visit when travel is available.  We have not selected a host city for 2023, however we have received three emails from interested parties.  (Guatamala, California, and Texas).

We have one more year to plan for our Events committee sponsored international retreat, with a separately opened bank account to hold revenue and/or donations in relation to our retreat. (as discussed in motion number 18052 dated 10/12/18)

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

In Service,

Florence F.

CoDA Events Chair

**Finance Committee**

CoDA Finance Committee

3rd Qtr 2020 Quarterly Service Report

The Finance Committee met 3 times by Zoom, focusing mostly on reviewing and revising the 2021 CoDA Budget. Our motion to approve the budget was approved, after committee F2F meetings were removed.

The CSC approved budget for 2020 was $257,300 with a projected net income of -$21,511. Year to date income was $139,734, which is 54.31% of our 2020 budgeted income. Year to date net income was $48,212.

Our committee has also:

* Updated the 2021 Budgeting worksheet
* Reviewed all 13 Committee budgets and formed a CoDA budget
* Held a Finance Committee meeting to finalize the CoDA budget
* Created a motion to approve the budget
* Co-Created with IMC a motion to track travel grant awards
* Held 2 information sessions at CSC about the budget
* Presented the proposed budget motion and gained approval once the allocation for committee F2F were removed from the budget
* Approved 1 ERR form this quarter

We welcome Adina Beth, Lesha, Ruth Ann and Tina to the Finance Committee. We are actively seeking new members to assist on projects.

Current Committee Liaison List:

|  |  |  |  |
| --- | --- | --- | --- |
| Committee | Primary | Backup | Rotation |
| Board  | Lou | Rob | N/A |
| Communications | Rob | Kevin | 2023 - 3rd |
| Connections | Kevin | Lou | 2022 - 2nd |
| Events | Lou | Rob | 2022 - 3rd |
| Finance | Rob | Lou | 2023 - 2nd |
| Hospitals and Institutions (H&I) | Kevin  | Rob | 2022 - 1st |
| IMC | Rob | Kevin | 2021-- 1st |
| Literature | Rob | Kevin | 2022 - 4th |
| Outreach | Kevin | Lou | 2023 - 1st |
| Service Structure (SSC) | Lou | Rob | 2021 - 2nd |
| Spanish Outreach | Lou | Rob | 2023 - 4th |
| Translation Management (TMC) | Rob | Lou | 2020 - 4th |
| World Connections (WCC) | Rob | Lou | 2020 - 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)**

This 3rd quarter, our committee has held teleconference meetings every third Thursday of the month.

We continue to update our website and 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 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 are working on:

* Developing a presentation package to use for initial contact with Institutions.  Our goal is to guide 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 in order to facilitate connecting them with the codependent in prisons and residential facilities where attendance at meetings open to the public is restricted.
* We are reviving our Newsletter H&I lights as a periodical.
* CoRe has agreed to add Peeling the Onion and 12 Piece Relationship Toolkit to the Standard Packet.

This quarter, we received a total of 59 letters, 29 of whom were first-time contacts.  The letters came from 35 different institutions,7 of which were new to us. We have received $190.48 in donations to the Books for Inmates and Institutions fund this quarter.

Our donations to Books for Inmates and Institutions (BFII) is down as well as requests for literature. Requests for sponsors is up especially for men. We have had a request for a female Spanish speaking sponsor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **H&I Literature Report 3rd Quarter** | July | Aug | Sept | Total |
| Piece of Literature  |  |  |   |  |
|  Co-Dependents Anonymous Book  |  10  |  8  |  5 |  23 |
|  Co-Dependents Anonymous Pocket Book-SP  |  0  |  0  |  0  |  0 |
|  12 Steps & 12 Traditions Workbook  |  9  |  5 |  4  |  18 |
|  12 Steps & 12 Traditions Workbook-SP  |  1  |  0  |  0  |  1 |
|  Standard Packet  |  7  |  4 |  1 |  12 |
| Standard Packet-SP  |  0  |  0  |  0  |  0 |
| Institutional Meeting Handbook  |  6  |  3  |  0  |  9 |
|   In This Moment\*  |  1 |  0  |  0  |  1 |
|  CoDA Meeting Handbook/MSP  |  |  |  |  |
|  Library in English (Includes In This Moment\*)   |  |  |  |
|  Library in Spanish  |  |  |  |  |
|  Other  |  1 |  0  |  2  |  3 |
|  TOTAL  |  35  |  20 |  12  |  67 |
|  |  |  |  |  |
| Cost for literature (& shipping) | $160.22 | $101.20 | $83.91 | $345.33 |

**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

Jim K. PA Assistant to Sponsorship Coordinator

david a. LI member at large

Betsy L. GA member at large

Corrine W. KS member at large

Raquel V. GA member at large Tina R. GA 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.

We attended the virtual 2020 Zoom CoDA Service Conference and we lost two members – Gail S from Nevada (IMC Chair) and Theresa B from Texas; we added two members Gillian A from UK and Laurie C from Georgia.

At CSC, we passed a joint motion with Finance:

Any mention in Fellowship Service Manual (FSM) of
“TRO - Travel Reimbursement Opportunity” be changed to “Delegate Grant(s)” and change any reference to Delegate to Voting Entity in the same sentence.

* 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.

**SoCal VEI 2020-01 – Passed as a motion at the CSC**:
2020 CSC Motion presented by Events Committee: Events Motion #1
Call for "thirty seconds" prior to each vote on a motion at all future CoDA Service Conferences, and to update the FSM accordingly with that procedure.

**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

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)

Andrea S. (Italy)
Laurie C (Georgia)
Dan R – Sudbury, Ontario, Canada

Board Liaison: Matt Back up Board Liaison: Don

**Literature Committee**

We held a virtual mini-retreat in September to take our committee’s inventory and discuss our projects and goals.

Projects worked on this quarter:

***Growing up in CoDA****: Subcommittee* continues to meet weekly to create a new book,

**New *Newcomers Handbook***: Revised, to be submitted for endorsement at CSC 2021.

***Making Choices***: Subcommittee to meet starting this month, to revise, update this booklet.

**Story gatherers**: We now have a subcommittee chair! 12 stories in hand, to expand requests for stories internationally and people from diverse backgrounds.

**New Daily Reader**: Two CLC members will co-chair, and another interested member of the Fellowship will join the project, but not CLC. The Co-NNections group has indicated a willingness to help. Copyright issues need to be addressed.

**A longer version of the Serenity Prayer** from the UK was accepted and CLC will bring a motion to the 2021 CSC for adoption and inclusion as a new prayer.

**Web Page**: A subcommittee is working on updating and improving our Web page.

**Three items to be discussed with Board Liaison**, Faith and the CoDA Board:
Board Liaison: Faith, Alternate: Don

1)New literature “task force”

2)Twelve Concepts service piece on website:

3)VEI: Patterns and Characteristics presentation on Website

Committee members: Abbey, Alyse, Barbara, Gillian, Leslie, Salle, Sara, Teresa, Terry (chair) We have three new members and three others have left CLC.

**Outreach Committee**

During the 3rd quarter of 2020, 7/1/20 through 9/30/20, the Outreach Committee continued to implement 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 CoDA International Fellowship 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 Yaniv S, and Gail S is backup.

Jay G. (Chair), Sharon B. (Observer), James K, and Ann C. (Delegates from Pennsylvania and Oregon) participated in the August, 2020 Virtual CSC.  Outreach revised Policies and Procedures for 2020. 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 identify Intergroup Contacts in each state to meet the needs of groups throughout each state, nationally, and internationally. A current focus is on Global Outreach, with a focus on review and development of information for the International Fellowship on the CoDA.org website.

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.

1. 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.), 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)**

The Spanish Outreach Committee, as of September 30, 2020 is made up of 6 members, who serve as follows:

• Answering phone calls: Karina from NorCal and Nadia R. from Argentina.

• E-mail reply: Montserrat from Spain and Pilar G. from Mexico.

• Collaborating on the Monthly Information Forum for Codependents: Jesús S. from Mexico and Grensy A. from Costa Rica.

• Linda A. from SoCal offers general support to the Committee.

In the third trimester of 2020, the Committee:

-**Received 86 phone calls**

• Requests for information about nearby groups

• Some spam calls and some wrong numbers

-**Answered 104 emails.**

• 26 responded to the committee's Announcements, mainly about the first annual Virtual CoDA Convention for Spanish speakers.

• 13 replies from the Constant Contact email system.

• 9 to the Chair's email, seeking information about literature, groups, etc.

• 56 emails in search of information about the program, nearby groups or to update group data.

-**Continued organizing the** **Monthly Information Forum for Codependents**

• The monthly Forum started in 2018. Since then, there have been 6401 visits to the Forum recordings page!

-**Distributed** **Announcements about CoDA Activities**

• This quarter, 163 new contacts were added to the lists and 4 unsubscribes. 18 announcements were sent: there were 2459 emails opened and 300 clicks on those emails.

**This quarter, the committee met often:**

• July 11, 2020 and July 25, 2020 (Information meeting for new members)

• August 8, 2020

• September 5, 2020 and September 14 and 15 (Extraordinary meeting via WhatsApp)

**OUR MOST SIGNIFICANT ACTIVITIES WERE:**

• Organizing and hosting the First International Virtual Convention of Spanish-speaking CoDA, a successful two-day event held right after the 2020 CSC.

• The Committee continues to support the WhatsApp group, "New Groups Support." Guidelines, including rotation of service were written to keep it on track.

• 2 members are being trained for the committee.

• Contact was initiated with the Madrid Intergroup (Spain), to update the World CoDA database.

• Work was begun on the goal of creating links with health and social services centers in the wider community.

**Members**: Grensy A. from Costa Rica, Nadia R. from Argentina, Karina A from NorCal, Jesús S. from Mexico, Linda A. from SoCal, Montserrat from Spain, Pilar G. from Mexico.

**In training**: Jorge D. from the Dominican Republic and Mónica R. from Mexico.

El Comité de Divulgación, al 30 de septiembre de 2020 está compuesto por 6 miembros:

* Respuesta de la línea telefónica: Karina A. de NorCal y Nadia R. de Argentina.
* Contestación de correo electrónico: Montserrat C. de España y Pilar G. de México
* Colaboración con el Foro Mensual de Información para Codependientes: Jesús S. de México y Grensy A. de Costa Rica.
* Linda A. de SoCal presta apoyo en general al Comité.

**REPORTE:**

En el tercer trimestre de 2020, el Comité:

-Recibió 86 llamadas telefónicas.

* Solicitudes de información sobre grupos cercanos
* Algunas llamadas tipo spam
* algunas equivocadas

-Respondió 104 mails.

* 26 contestaciones respecto a los anuncios del comité, principalmente fueron sobre la convención anual virtual para hispano-hablantes.
* 13 del sistema Constant Contact.
* 9 al correo del coordinador con preguntas diversas acerca de la literatura, información sobre grupos, etc.
* 56 correos en búsqueda de información sobre el Programa, Grupos o actualización de datos de Grupos

-Foro

* El servicio del foro inicio en 2018 y desde ahí se han recibido 6401 visitas a la página de las grabaciones del foro.

-Anuncios

* Este trimestre se registraron 163 nuevos contactos en los listados y hubo 4 desuscripciones. Se realizaron 18 envíos: Hubo 2459 correos abiertos y 300 clicks en esos correos.

JUNTAS MENSUALES DEL COMITÉ:

* 11 de julio de 2020
* 25 de julio de 2020 (Junta de información para nuevos servidores)
* 8 de agosto de 2020
* 5 de septiembre de 2020
* 14 y 15 de septiembre (Junta extraordinaria vía whatsapp)

LAS ACTIVIDADES MÁS SIGNIFICATIVAS FUERON:

* Primera Convención Internacional Virtual de CoDA Hispanohablante.
* El Comité sigue prestando apoyo en el grupo de WhastApp: “Apoyo Grupos Nuevos”. Se redactó la Autonomía y rotación del servicio para su moderación.
* Se están entrenando 2 miembros mas para el comité.
* Se inició contacto con la Intergrupal de Madrid (España) con la intención de mantener actualizada la base de CoDA Mundial.
* Puesta en marcha la meta “Enlaces con la Comunidad”.

**Miembros**: Grensy A. de Costa Rica, Nadia R. de Argentina, Karina A. de NorCal, Jesús S. de México, Linda A. de SoCal, Montserrat C. de España, Pilar G. de México

**En entrenamiento**: Jorge D. de República Dominicana y Mónica R. de México.

**SSC Committee**

We held three meetings since Conference. At the first, held within a week, FSM updating tasks were assigned with the hope of submitting within a couple more weeks. That was mostly accomplished, especially through the efforts of Evie, our outgoing chair. As a matter of fact she is still working on the final bits with the board so it is accurately done and archiving consistency is maintained. We will miss her services greatly.

In later meetings a new chair and secretary were appointed, other members departed and new members were welcomed so we are now a committee of five. The outgoing chair assisted in this and in transferring extensive files, needed passwords and information on how to use them. She assured us, much to our comfort, that she will remain available for consultation.

Our first order of business was to focus on our mission statement since we received that from Conference in the past, and therefore from the Fellowship. As we read the mission statement more closely we are discovering a need to discuss what it means for us and for our service to the Fellowship. We will be continuing that discussion in future meetings.

Respectfully submitted:

**Members**

John R. PA - Chair

Judi T. CT - Secretary

Dave S, PA

Eric, CO

Debbie M, New Brunswick

**2019-2020 Board Liaisons**

Primary - Gail S

Backup - Vaniv S

**Translation Management Committee (TMC)**

A major focus of the last quarter was preparation for CoDA’s virtual Service Conference held in August.

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.

**We do not translate**.

**CoDA, Inc does not pay for professional translators or editors.**

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

Only the Translation Management Committee, in conjunction with the CoDA Board, is responsible for documenting and creating legal agreements for Translating and Publishing & Distributing 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.

Currently we are working on legal documentation with the following countries:

Israel, Lithuania, Sweden, Denmark, Russia, Iran, Canada, United Kingdom, Italy, Mexico, and Greece.

Training of TMC members is ongoing.

TMC meets monthly. We invite our board liaison and currently 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.

We are currently reviewing our CoDA web page and are adding information to it.

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 – Massachusetts - chair

Su E – England

Tatiana K – Russia

 Nas A – England

 Joe – Guatemala

Board Liaison

 Don B – California

**World Connections Committee (WCC)**

**Accomplishments this 3rd Quarter:**

***Prior to CSC*:** We have been reinventing ourselves into a more project organizational hybrid committee style focusing on the individual countries and VEs. We created the Fellowship Development document to execute a bottom-up international fellowship interaction by placing countries, and VEs first. We are catering to the needs of the country, VE, with the simple; “how may we help you!” service attitude. The larger voting entities that can help us, we listen to them and take their direction. We then planned our activities around the CSC. We first focused on CSC participation we sent out notifications and then helped countries join the CSC virtual conference, by successfully using “Google Translation Application” with “What’s app” to get the foreign countries seated into the conference with the correct naming, voting identification and current motion. ***After CSC*** was completed, we contacted the international committee chairs for informal discussions on how we can work better together. We are creating a more generalized complete international interactive fellowship message which we are currently in continuous group conscience (GC) revision. These discussions are continuing now and forward. We are collecting input to keep all committees needs as part of the international message front of CoDA. We are continuing the informal individual committee chair discussions to shape this international interaction and learning what that could fully be. We are working on a clear comprehensive idea of what this international direction of CoDA is and what we would like it to be moving forward so that we can implement it. We are working together with the board, the active international committees, with the goal of helping each other achieve our committees’, individual VE & countries objectives and better understand a group conscience international mission to make coda better as a whole.

**3rd Quarter 2020 moving forward toward year-end.**

1. Complete GC understanding of Fellowship Development Activity (FDA).
2. Create a small message asking for volunteers to help with (FDA).
	1. Create Internal Outline Account of Activities that matches (GC-FDA)
	2. Internal activities list of tasks to give to new WCC members to do
3. Create a presentation to use to present the FDA, at intergroup level.
4. Ask for volunteers at different state level intergroup meetings to join WCC.
5. Create a WCC project team to implement FDA, seek out continuous group conscience guidance, and their expert judgement.

**Current WCC Members:**

Michael C. Chair

Hamid, Saeed,

\*Jose has left to become a member of the board

**Board Liaisons:**

Matt T., Don B.