**CoDA 4th 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 -** Board of Trustees

*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 feedback received from the Fellowship regarding the meeting search updates is a mixture of positive and negative, with the majority being requests for further enhancements outside of the scope of our Phase II update.  The developer is making changes to some bugs as they are found, and the review process is nearing completion.
* **Security – Cloudflare App –** To further strengthen our website security against hackers the Board authorized our website developers to install the free Cloudflare App at a cost of 1-2 hours installation/setup time.
* **Spanish Website –** The Web Liaison and the Spanish Outreach Liaison met with the webmaster to review the current status of the Spanish website and to make recommendations to the Board on what direction to take and when and how this will occur. The Board agreed that all requests for webmaster work on the website need to be directed to the Web Liaison and the Spanish Outreach Liaison. The webmaster met with Spanish Outreach to find out their needs.   There are several options being considered.

**FINANCE**

The Board continues to be prudent in monitoring expenditures and finding ways to  save money. For example:

* Held all meetings via Zoom.
* Administrative Management Company (AMC) review and streamlining of tasks.

Financial update, during the 4th Quarter:

* CoDA increased funds on hand from $431,347.25 at the end of Q3 to $454,153.48 at the end of Q4, an approximately 5% increase.
* CoDA received from CoDA Resource Publishing, Incorporated (CoRE) $31,847.92 in royalties.
* CoDA received $17.200.42 in 7th Tradition donations.

Q4 7th Tradition donations included a donation of 1000 Euros from CoDA Germany. While 7th Tradition donations dropped off significantly in Q2 and Q3 2020, they picked up in Q4, particularly thanks to the donations received from attendees at the 2020 Virtual International CoDA Convention (ICC) (over $3000).

Overall, CoDA funds on hand increased approximately 16% from the beginning of 2020 to the end of 2020.

**EFFICIENCY**

* **CoDA** **Board By Law Revisions –** Revised Version of CoDA By Laws 2020 CSC dated 08/26/2020.
* **Board Policies and Procedures (P&P) –** Added a new section **2.9.4 Post CoDA Service Conference**that is website related.
* **CoDA Service Conference (CSC) 2021 –** Ottawa 2021 Contract was signed.
* **Fellowship Service Worker (FSW) –** Approved the “Fellowship Service Worker as an Independent Contractor Agreement” as the TEMPLATE for use with our Fellowship Service Workers. This TEMPLATE will include the current $24/hr rate of pay and will be placed in the CoDA Dropbox for use with all FSWs. Also the Board will replace the Independent Contractor Agreement SAMPLE in Section 8 of the P&P on pages 180-185 with the a similar revised document, without “Fellowship Service Worker” in the title and without the rate of pay. Note: This has yet to be inserted into the Full Board P&P Online version.
* **Spanish Outreach Fellowship Service Worker Update** – Once the contract is signed by all parties, the Spanish Outreach FSW can be given access to codependents.org to update the Spanish pages.
* **CoDA Trademark Registration Renewals –** The board discussed the CoDA Trademarks that are renewable every 10 years coming due in 2021 and that had not been budgeted for. The Board decided to pay the TM Registrations due in 2021 and modify the 2021 budget to add a line for TM Registration costs due every 10 years, amounts to be determined.
* **AMC –** SOS terminated its contract with CoDA Inc. effective December 31, 2020. The Board did a lot of work to deal with this unexpected change in several areas:
	+ **Financial** - The Board renegotiated for some financial services with SOS. The Board authorized the Treasurer to contact Chase Bank and National Bank of Arizona to remove the CEO of SOS Associated Management Solutions from the Co-Dependents Anonymous, Inc. bank accounts and to add the Board Vice Chair.
	+ **Phones** –Board reviewed the current phone call system and had discussions with both the FSW and Communications.  It was decided to remove the responsibility for phones from the current and future AMCs. The Board authorized the FSW Joan to make the necessary changes to phone.com to stop directing calls to SOS and have them directed to Communications.
	+ **Address** – Our attorney Mr. John Gilbert has agreed to allow CoDA to use his physical address as CoDA’s principal place of business until we find another AMC.  The Post Office box where our mail goes does not need to change as it is picked up by the Fellowship Service Worker.SOS notified the Secretary of State of the change of address and provided the Board with a copy of the completed form.
	+ **CoDA Historical Storage** **–** Agreement reached that the 6-7 boxes of CoDA historical documents will be stored in a storage locker. This will be completed by the FSW.
	+ **Translations Management Committee** (**TMC) Physical Documents** **–** The physical copies of legal documents of Translation and P&D Agreements documents will be stored with our attorney Mr. John Gilbert.
	+ **G Drive storage –** SOS provided the Board with an 4.5 G Zip drive of all CoDA documents that have been stored on the SOS Solutions G drive on behalf of CoDA, Inc.  After reviewing the files, it was noticed that some of the documents did not get copied over, and SOS is working on correcting this.  We need to decide where to store these documents so they are accessible to all future Board members.  We already have a Google Drive Non-Profit account, a Dropbox account and One Drive as possible options. Currently, the Chair, Vice-Chair and Treasurer have access to these files.
	+ **Alternate AMC Companies** **–** The Board will have 3 proposals to consider in the near future.

**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 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.

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 01/09/21 are as follows:

CoDA Announcements: 6366 (up from 6188 on 10/09/20)

Co-NNections
Weekly Reading List: 11,873 (up from 11,549 on 10/09/20)

QSR List: 3335 (up from 3300 on 10/09/20)

Hospitals & Institutions List: 2903 (up from 2880 on 10/09/20)

Events 3739 (up from 3372 on 10/09/20)

Group Representative List: 2453 (up from 2413 on 10/09/20)

Fellowship Forum Reminder 732 (up from 333 on 10/09/20)

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:

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 10/09/20 – 1/09/21, 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 Hospital and Institutions list and the Co-NNections’ Weekly Readings list.

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/>

The projects for the storage of past Fellowship Service Manuals were completed this quarter; along with a collaboration on the Spanish Convention with the new Spanish Fellowship Service Worker who will soon be taking responsibility for Spanish language content on codependents.org

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. My understanding is internet video will continue to be an option moving forward for all CoDA members & Voting Entities at CSC.

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 assist CoDA volunteers & members with tech issues and 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 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)

**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.

What a year we, as members of the Fellowship, have experienced over the previous twelve months! WELL, WOW, right? The pandemic struck. That came at the very same time our international website was offering major changes.

In response to the health crisis, it was wonderful to see how many trusted servants jumped right on the virtual platforms to learn about them, so that we could all still attend meetings.  Lots of changes in such a short time.

The email traffic directing changes to hundreds of our meetings came to world service, avalanche after avalanche.  That kept up all year, really.  Here are some approximate figures:

In 2019 there were 214 new registrations

In 2020 there were 297 new registrations  (mostly online versions)

In 2019 146 meetings were disbanded

In 2020 224 meetings were disbanded

In 2019 1050 updates were submitted

In 2020 2763 updates (at a minimum)—the volume was so heavy I did not always keep track of how many I was making

At the outset of the COVID-19 crisis, we made the decision to keep the face-to-face {F2F} listings for groups changing to online platforms, and simply noted the***temporary*** online information on those F2F records in great hopes that we would soon again be gathering in person.  Hmmm, not so soon as it has turned out.

By keeping the F2F records, but including the details about connecting online, folks could keep searching for meetings that would be held by members in areas close by and get to know those members for when in-person meetings returned.

Some few groups have decided to remove the F2F record and have converted to an online registration.  Some groups have chosen a hybrid approach—meeting in person and keeping the online version for members not ready to return to a geographic room.  Some of the groups that returned to F2F, later again retuned to a virtual setting to protect everyone.

Many people have let me know that it has been enriching, this online experience of connecting with members they otherwise would not have met—experiencing the different flavors of CoDA meetings throughout our international Fellowship—while also being comforted by the uniformity of our format—the reading of the CoDA Preamble, Welcome, Steps, and Traditions each time, no matter what country, state, province, or region the meeting originated.  Wonderful, too, to hear the similarities of our stories and the distinctions.  I know I was so so pleased to experience warmth and connection even online.  This surprised me.  I am still looking forward to being back in person though.

As the health crisis has continued, more and more members are taking on the responsibility of sending in 7th Traditions through the Fellowship’s international website ([www.coda.org](http://www.coda.org)) so that world service can meet its responsibilities.

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) (our PayPal account), that the money would be sent 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 the Fellowship over all and help to support world service and the standing committees.  Many 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.

In closing, here are my three favorite reminders:  please always reference the CoDA Group ID# of a meeting when writing to meetings@coda.org or info@coda.org.  This is a huge time saver for me and for our trusted servants.   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!!  OH, it is 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)**

Typical monthly zoom meetings.

REVENUES PAID TO CODA

--Royalties: Q4 2020 = $30,766 and YTD 2020 = $145,652

This is a 6% decrease in payments when comparing YTD 2019 at $155,532

--7th Tradition donations received and forwarded to CoDA

Q4 2020 = $375 and YTD 2020 = $677

This is a significant decrease when comparing YTD 2019 at $3,226

FREE LITERATURE DISTRIBUTED

--2 English Starter Kits and 1 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.*

ACCOMPLISHMENTS

--Blue Book price restructure to reduce price for individuals while increasing price for large retail orders.

--CoDA Blue Book (pocket edition) English audio book now available on Audible

--Released 18 month reprint schedule to CoDA Literature Committee.

--Released 1st Annual CoDA Literature Newsletter.

--Updated Spanish Literature Order Form.

--Special Christmas offering for In This Moment Meditation book and Blue Book Pocket Edition

MEMBERS

Yvonne K (NorCal) – Chair

Addie M (OH) – Vice Chair

Open - Treasurer

Madeline R (FL) – Secretary

Ritchard I (Canada) – Trustee

Kathy H (PA) - Trustee

**Communications Committee**

This past quarter has been a busy one for Committee leadership as well as all communications work groups/sub-committees. The AVM (Audio-Visual-Media) sub-committee CET (CoDA Email Team) and the Cphone (CoDA Phone).

Here are the update reports:

**AVM (Audio-Visual-Media)** - Began nuts and bolts content strategies. The style and planning has been the most difficult to map out. The team agreed to meet once a week to establish the appropriate course of actions and projects. The sub-committee has been developing (2) projects simultaneously in an effort to experiment and evaluate different approach modalities. #1. The New Years across the time zones 2020, that is finished, along with: #2 CoDA topic meetings. The New Year's meeting was very successful and much data was collected that will benefit next year's meeting. The work group is developing its 2021 budget needs to present to the standing committee leadership. Overall the team was very pleased with its first quarter efforts utilizing available audio visual technologies. The team is open to any topic content suggestions from the CoDA fellowship.

**AVM Team**: Karen ‘kaga’ G. VA. Coordinator, James K, PA. David A. NY. Susan B. AZ.

**CET (CoDA Email Team)** New volunteers have stepped up, and we now have volunteers for each day of the week! We answered over 950 emails this quarter! We have created a specific email address where all info@coda.org is forwarded to, and we can now track how many exactly are answered, share answers to common questions, and make sure all emails are answered. We will be able to have an accurate count next quarter, since the email just started in late November. We are excited to have all the volunteers that stepped up,.

**The Team**: Mary, Ree, Chris, Camille, Ariella, Allan, Darlin

**C-Phone (CoDA Phone) -**New volunteers have stepped up here, too, and we have volunteers for each day of the week. There have been 155 calls this quarter that have been returned. We have created a spreadsheet to track the number of calls and what they were about. We are excited about the volunteers that stepped up here also!

The committee meetings are held monthly and have attendance by many members of the different sub-committees. Our January meeting will be held and officers elected during that Zoom call.

We are excited for 2021, with full teams and ready to go! Happy New Year, goodbye 2020!

**The Team:** Mary, Jenny, Jamie, Charlotte, Chris, Camille

**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 October 2020, we have over 11,500 subscribers!

To subscribe to 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, Vernell O., North Carolina (new)

\* Dee R., Florida (she’s the newest member).

-We will run an on-point topic list to increase submissions when we start to see a drop in submissions. This will only be done as a necessary booster for increasing submissions.

-Weekly Reader GC voted that an individual may only submit two stories a month. The idea was brought to me by Laurel, ( This is pending, awaiting a blurb to run on the submissions page.)

-Faith and Maria had begun to work on revising the Policies and Procedures Manual. (Laurel will look at both the original and the suggested revisions and bring her ideas to the group.)

**Events Committee**

We welcome our new recruits Shaf and Jeremy.

We held a very successful virtual one day International CoDA Convention (ICC) on November 21st. We had 615 registrants registered via Eventbrite, followed by over 400 who actually registered and attended the virtual meeting. We received $3,293.51 in donations.

During the ICC, we were able to accommodate a creative opportunity for interpretation after being approached by two CoDA members from Brazil who brought their own professional interpreters. This was accomplished, though not ideal, using zoom interpretation features and multiple computers and cell phones. Portugal Fellows also benefited from this service via the Zoom Interpretation service. Similarly, since not ideal for inclusivity at ICC, the Farsi Fellows will use the links to the talks provided to the ICC Registrants and present using side-by-side interpretation later with their groups by dedicated bilingual CoDA individuals. Also, the YouTube link was offered to their Interpretations Chair to add their own closed caption, which is an onerous task to take on at this time.

Approximate numbers:

1. Brazil: Between 13 and 19h we had 150 participants from several states in Brazil, also from Argentina, California, Miami, Spain and Portugal
2. Portugal:  10 persons register in the convention and listened in English. 5 watched on the YouTube directly; 3 watched it through Brazilian Zoom room.
3. English speaking Iran Fellows attended ICC live, approximately 10 or more in attendance because the Iranian fellows are not familiar with English

We have had positive feedback regarding having another virtual event. The Events Committee is in current discussion for a date and time.

Our 2021 CSC/ICC is currently to be held in Ottawa, Canada. The Events Committee went back to the Delta Hotel in Ottawa Canada to renegotiate the contract and lower the required number of rooms. The CoDA Board of Trustees has signed the contract, as well as purchased an insurance policy should we not meet our contracted numbers. We are continuing to work on preparations for a hybrid event with onsite participation and virtual. In our most recent meeting, we have discussed our concerns that the pandemic is not going to allow travel and attendance in a large group to be possible. We are considering changing the dates again for the 2021 CSC due to the ongoing pandemic. For this reason, we have not opened registration.

Rapid City, South Dakota is slated for our 2022 CSC, however due to the pandemic, efforts regarding future events are currently on hold.

A host city for 2023 as not been chosen, however we have received three emails from interested parties. (Guatemala, California, and Texas). Again, it is difficult to prepare for future events due to the pandemic.

**Members:** Chair:Florence F.- MD, Current Members: Kathy H.- PA, Kevin M.- NY, Carole T. Ontario, Lorraine K. GA, Barbara D. (Board Liaison), (New Recruits) Shaf (Great Britain), Jeremy (Colorado)

In Service,

Florence F.

CoDA Events Chair

**Finance Committee**

The Finance Committee met 3 times by Zoom, focusing mostly on assessing “buying power preservation” alternatives. We also started a discussion on significantly streamlining the budgeting process.

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

|  |  |  |
| --- | --- | --- |
| *as of 12/31/2020*  | Actual  | Budget  |
| YTD Income  | $192,092  | $257,300  |
| YTD Expenses  | $121,518  | $278,811  |
| YTD Net Income  | $70,368  | -$21,511  |
| YTD Cash  | $456,185  | $321,114  |

Our committee has also:

* Ensured Easy Tithe was completely disabled (replaced by Paypal)
* Discussed having a CoDA travel agent for 2021 for easier ERRs
* Discussed the shared room policy with Covid (TBD on CSC)
* Created a “strawman” procedure for a streamlined budget process
* Discussed how to assess & advise Board to increase 7th donations
* Confirmed the travel policy is to \*not\* reimburse for travel insurance
* Updated and posted a new ERR process flow chart
* Agreed to draft a letter to the Board re: spending budget surplus
* Reviewed using BillPay/PayPal to collect for groups (we can’t)
* 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.

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)**

This 4th quarter, our committee has held teleconference meetings every third Thursday of the month, we changed our meeting time from 9 PM to 8 PM EST in September.

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 encourage Countries to develop their own H&I Committee since their Institutions and facilities have their own Regulations which differ from the United States. We find differences from state to state and facility to facility in the US.

We are working on:

* 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.
	+ Currently we are suspending gathering information of contacts from the website until it can be updated after meetings return to face to face.
	+ 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 have met and are working to revive our Newsletter H&I lights as a periodical.
* We did not meet in December.

This quarter, we received a total of 22 letters, 13 of which were from first-time contacts.  The letters came from12 different institutions, 3 of which were new to us. We have received $600.15 in donations to the Books for Inmates and Institutions fund this quarter.

Our donations to Books for Inmates and Institutions (BFII) were up, while requests for literature were down. Requests for sponsors were up, especially for men. We have received requests for Spanish speaking sponsors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **H&I Literature Report 4th Quarter** | Oct | Nov | Dec |  2020 Totals |
| Piece of Literature  |  |  |   |  |
|  Co-Dependents Anonymous Book  |  3  |  9  |  2 |  76 |
|  Co-Dependents Anonymous Pocket Book-SP  |  0  |  0  |  0  |  7 |
|  12 Steps & 12 Traditions Workbook  |  3 |  8 |  3  |  62 |
|  12 Steps & 12 Traditions Workbook-SP  |  0  |  0  |  0  |  4 |
|  Standard Packet  |  3  |  4 |  2 |  36 |
| Standard Packet-SP  |  0  |  0  |  0  |  4  |
| Institutional Meeting Handbook  |  3  |  2  |  0  |  19 |
|   In This Moment\*  |  0 |  0  |  1  |  7 |
|  CoDA Meeting Handbook/MSP  |  |  |  |   0 |
|  Library in English (Includes In This Moment\*)   |  |  1 |  2 |
|  Library in Spanish  |  |  |  |  0 |
|  Other  |  1 |  1  |  0  |  15  |
|  TOTAL  |  13 |  24 |  9  |  232 |
|  |  |  |  |  |
| Cost for literature (+ shipping) | $41.08 | $120.71 | $40.98 | $1,147.63 |

**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. LI, NY 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.

* Laurie C has become our new Vice-VEL {Voting Entity Liaison}
* 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

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 (GA -Georgia) (Vice-VEL – Voting Entity Liaison)

Dan R – Sudbury, Ontario, Canada

Board Liaison: Matt

Back up Board Liaison: Don

**Literature Committee**

Projects worked on this quarter:

***Growing up in CoDA****:*  The chapters are ready to be edited. The committee is ready to focus on stories.

***Making Choices***: Each section was rewritten and expanded. It is ready for full CLC review at the February meeting.

***Newcomers Handbook, Second Edition***: It is ready for Group Conscience of all CLC members in January, 2021. We will then finalize the document and create a CLC Motion.

***Story Gatherers***: Stories are requested by the end of January at the latest. Six have been collected. We are working on getting copyrights and possibly stories from CoNNections.

CoRe’s Coloring Book Update: A few of us met with the project leaders, Kathy and Addie and they will come to our CLC committee meeting in January, 2021. The illustrator is a CoDA member. CoRe wants to print some to hand out free copies at CSC. They want CLC to do the motion. We will go over it before we do. It can get approved quickly if only using CoDA literature that has only been approved.

Patterns and Characteristics lists on coda.org website; The VEI from Nick TX/AZ. Terry spoke with Nick. Complaint: Lists should be different because of “Codependents Often” and “In Recovery, I”. We need to do something this year per CSC. This has been tabled until Nick can come to a CLC meeting.

*The Twelve Service Concepts:* This discussion has been tabled for possibly a separate 2 hour meeting.

CLC website committee met and made content changes.

CLC Google Docs has a great new layout.

Content Task Force is on hold because the initiator is no longer on CoRe

Other projects coming up:

**Daily Reader**: The committee of 3 includes one non-CLC member and will start meeting in January 2021.

Policies and Procedures update

*Style Sheet* update

A member of the Fellowship brought us a UK document called “*Differences Between Codependency / Recovery*.” We discussed possibly adding it to the *Newcomers Handbook* or other placement.

A member of the Fellowship presented designed sheets of the Principles, *The Promises, The Twelve* Steps and other pages for us to consider.

Committee members: Abbey, Alyse, Barbara, Gillian, Leslie, Salle, Sara, Teresa, Terry (chair) Board Liaisons: Faith, Don

**Outreach Committee**

During the 4th quarter of 2020, 10/1/20- 1/1/21, 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.

 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, possibly establishing a World Page. The meeting update workgroup (Byrle, Jim, and Jay) has successfully updated over 1000 meetings in the US, by contacting existing meetings and suggesting they update their meeting information. Many meetings were also deactivated from the meeting list as they are no longer active. The next goal is to contact the International Fellowship to update their meeting information sometime in February/ March 2021

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 December 30, 2020 is composed of 5 members, whose service includes:

Phone line response: Nadia R. from Argentina and Karina from NorCal

E-mail reply: Mónica R. from Mexico, Jorge H. from the Dominican Republic, Montserrat from Spain, and Pilar G. from Mexico.

Coordination of the **Monthly Informational Forum for Codependents**: Jesús S. de México.

Linda A. from Southern California provides general support for the Committee.

5 members are in training to join Spanish Outreach.

**REPORT**

In the fourth quarter of 2020, the Committee:

-Received 61 phone calls:14 requests for information, and 36 spam calls. 11 calls were answered by replied left on answering machine.

-Answered 78 emails. Among these are 9 from the Chair concerning literature, information about the Committee, etc.

The rest include requests for information about the program, Intergroups, Groups or to update Group data, etc.

-Monthly Informational Forum for Codependents

The Monthly Forum service started in 2018. Since then, there have been 7226 visits to its recordings with a total of 825 visits in this last quarter.

The recordings of the **First International Virtual Convention of Spanish-speaking CoDA** were made available to members of the community. This event attracted 300 people. To date, recordings of the Convention have registered 652 visits.

-**Announcements**

This quarter there were

150 new subscribers to the Announcements; 11 messages were sent out and there were 11 unsubscriptions.

-1853 email Announcements were opened and there were 170 clicks on those emails.

-A new project called "Sembrando la Semilla" was created. An email for the community with general information about CoDA was prepared and distributed. From this project, 32 emails were sent.

14 COMMITTEE MEETINGS:

October 3 monthly meeting

November 4 meeting via Skype

November 6 extraordinary meeting.

November 9 extraordinary meeting

November 17, 19, 21 and 22 - Information meetings for applicants to the Committee.

November 14 monthly meeting

November 17 meeting with Carlos the webmaster

November 28 meeting to welcome new applicants

December 5 information meeting for the new applicants

December 12 monthly meeting

December 22 forum host service as it unfolds

**THE MOST SIGNIFICANT ACTIVITIES WERE:**

Project "Sowing the Seed"

SPO continues to support the WhatsApp group, "New CoDA Group Support", integrating new members who ask to join

A campaign was created to seek new committee members. 5 new members are being trained for the committee.

We spoke with Carlos the webmaster offering support from SPO for the ongoing translation of the coda.org website

SPOasked thatNadia take charge of keeping the Spanish pages of codependents.org updated, by posting the audios of the **Monthly Forums**, the **International Virtual Convention** and other recordings.

**Members:**

Nadia R. from Argentina, Karina A. from NorCal, Jesús S. from Mexico, Linda A. from SoCal, Montserrat C from Spain, Pilar G. from Mexico, Jorge H, Dominican Republic, Monica R. from Mexico.

**SSC Committee (SSC)**

We held three official meetings during the quarter plus an informal meeting in response to the need by the board to replace the administrative support by the current association management company.

The formal meetings focused on completion of the FSM updating being completed by our outgoing chair. This led to asking our liaison to inform the board that no current SSC member has the technical skills needed to achieve what has been done this year and request providing us with the support we will need next Conference.

We addressed the Ad Hoc Motion calling for 2021 to be a “Year of Service” and realized our need for additional input. Requests were authorized to the Literature Committee and to other chairs for help.

Our mission statement calls for us to be in “an advisory capacity” to Conference, the Board and other service entities. We discussed the import of this and realized that, being approved for us by Conference, it constituted not guidelines but directions that we are not free to ignore or deviate from.

In accord with that understanding, we met informally and approved online our best judgement to offer to the board relating to management services. We urged the board that the replacement have familiarity with our inverted pyramid structure, preferably through experience with some other Twelve Step group.

Our value in an advisory capacity will depend on our deep understanding of the directions we have received from the Fellowship at Conference. We are devoting ourselves to this effort and will be seeking engagement by others in that understanding as particular issues arise.

Eric from Colorado is on an extended leave due to other commitments. We remain hopeful that he will return.

Respectfully submitted:

Members

John R. PA - Chair

Judi T. CT - Secretary

Dave S, PA

Eric, CO currently inactive

Debbie M, New Brunswick

2019-2020 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.

TMC:

* Completed revising our section in “World-wide Support” on the CoDA website’s Outreach Committee’s page.
* Worked with CoDA Board to make access to Free Pamphlets (available on the CoDA website) easier from the coda.org home page.
* Explored options for electronic publishing while protecting CoDA’s copyrights.
* Is now meeting as a workgroup in addition to formal committee meeting to create an instructional handbook for committee members.
* Is documenting how to translate CoDA’s website using browser technology (to be posted on the CoDA website).

**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 4th Quarter:**

We were able to take a group conscience on the Fellowship Development Activity (FDA) document. We have ten new members, with different assigned jobs and tasks. We have been working with IMC and Outreach chairs to create a unified shared International message/approach. We have been attending or making ourselves available to the board to listen to their meetings. We interact with our board liaison and set up our WCC board liaison speaking with Iran, where links were sent to both unifying Iranian sides of Area one (Tehran) and the Southern (Farsi speakers). We have another shared workshop scheduled on Jan 15th I, and another shared workshop after that. We have increased contacts from 1 in Tehran to now 2, with more active involvement to monitor & enhance the progress of Iran’s unification ad-hoc committee work. Both sides worked together on ICC2020.

We have ten WCC members. We are getting to know each other. We have assigned tasks to each member and now we will monitor team performance, growth, and development. We will adjust where & when needed. At least everyone has been assigned a task. Not all have accepted. Everyone has been added to the WhatsApp, we are in 24/7 contact. Now we will be expanding our contacts into different areas of the world.

We helped coordinated Portuguese interpreters to translate to Brazilian South American members who came to the November’s 2020 ICC virtual conference. We then created a translator/Interpreter Report to comm. committee to break down information for the AV management committee. This report can be read in collaboration with Carole’s events ICC 2020 report. These reports are on international foreign language virtual conference meetings. These lessons learned reports can be used for the CSC 2021 virtual participation how to guide, to use members to interpret.

We have one domestic project that we will use as a model, prototype to be hopefully implemented in foreign parts of the world where appropriate. A WCC member is assigned, we are currently, collecting previous work on this, we have planned to set the kickoff meeting the first full week of Feb. 2021. The goal is to get this prototype to work in English first, then go international.

No meetings in Dec, we will picked up monthly meetings in January 2021.

**Goals into 1st Quarter 2021:**

1. Setup shared communication with other international Coda committees using office 365, technical comm. aspects.
2. To keep 10 WCC members busy and find solutions to new problems they uncover. Ready for new added future members and their assignments. Disperse current country contacts & historical info.
3. Areas of expansion are South & North Eastern Europe (SEE & NEE)
4. Fulfill our Chairs Forum meeting’s chairing obligation & agenda.
5. Act on new contacts, new problems, and using a shared platform with IMC & Outreach to have shared input on these new contact issues. See if we can create liaison positions to help this information sharing.
6. Find new members to help with African expansion, Contact with Australia. Catch new areas where coda is not established, or not present, help with the larger established areas.
7. We would like to have three fellowship members to come take an overview look at the big picture of what we are doing internationally with WCC. We would like to gain feedback to create a more effective international fellowship.

**WCC Members**

Michael C. Chair/ North America

Ann S North America

Chris K Europe

Elisabeth S Canada/Europe

Jeanne B North America

Jennifer North America

John D North America

Julie R North America

Saeed K Middle East

Sara Europe