**CoDA 4th Quarter Service Report for 2023**

Co-Dependents Anonymous, Inc.

PO Box 33577, Phoenix, AZ 85067

*(Hereinafter "CoDA, Inc." or simply "CoDA")*

[602-277-7991](http://602-277-7991) or 888-444-2359 [www.coda.org](http://www.coda.org/)

**CoDA Board Of Trustees**

**Board Members:** Chair - Katherine T, Arizona; Vice Chair - Florence F, Maryland; Secretary – Kevin M, New York; Treasurer - Tina R, Georgia; Steve S, Florida; Byrle S, Oklahoma, Jay G, Pennsylvania.

**Byrle was voted in as a full board member**

**Meetings-**

* The Board held a public meeting on the first Saturday of the month October 7th, November 4th, and December 2nd at 9am PST.
* All are welcome to attend public meetings. No RSVP required
* **Public Board Meeting invitation:**
* Day/Time: Saturday, 09:00 AM Pacific Time
* (Please adjust for your time zone)
* Join Zoom Meeting
* <https://us06web.zoom.us/j/86347267225?pwd=mwIFl7rb509EgN6YJRUXtVXfFbm3Fv.1>
* Meeting ID: 863 4726 7225
* Passcode: Board
* We also held executive session meetings in October, November, and December
* Had several meetings with bookkeeper, CPA, tax attorneys Finance and H&I committees
* The GILTF disbanded per the task forces GC; lack of interest

**Board goals for 2023/2024 included:**

* Website Improvements/App Development
* Language Support
* Communications
* CoDA Structure

**Website Improvements/App Development**

**Web Liaison Report**

The Web Liaison Interfaces between the Board, Web Developer, Webmaster, Web Workgroup, Standing Committees and others as necessary and filters all requests for the webmaster to make changes to the web. Over the last quarter several changes have been instituted for usability purposes for those doing service work and also for newcomers or others who visit the site who are not involved in world service.

We switched “InMotion” host/server to “Flywheel” because we were getting many timeouts on the front end and backend of the website, hoping to improve the speed of the website and decrease timeouts or eliminate completely. We have had some hiccups with Flywheel since being instituted. The Web developer is working diligently with the company to get the resources we need to support the website and improve in the way in which was promised.

We changed title of tabs and drop down menus to make finding information easier, specific change were made to the “Newcomer” tab, “Literature” tab (was added), Co-NNections changed to “Recovery Stories”.

 

The web liaison worked with several committees to create and/or update the look of committee pages such as:

[CoDA Literature Committee - CoDA.org](https://coda.org/service-info/coda-literature-committee/),

[CoDAteen - CoDA.org](https://coda.org/codateen/)

<https://coda.org/service-info/h-i-main-page/>

Co-NNections: Ongoing meetings with Co-NNections to increase usability and attraction to their website and submission requests for recovery stories. We renamed the tab to “Recovery Stories” rather than “Co-Nnections” because a newcomer may not know what that means. Traffic to the webpage has increased significantly since we made this change.



We also continue to work on improving the categorization of the stories for searchability purposes. See: [Co-NNections Recovery Stories - CoDA.org](https://coda.org/co-nnections-recovery-stories/) And we are making changes for usability purposes to the submit your story page: [Submit Your Story - CoDA.org](https://coda.org/submit-your-story/)

Sliders created: CoDA Service Conference (CSC) 2024, Literature submission requests for new literature, CoDAteen

World Calendar: [Calendar - CoDA.org](https://coda.org/calendar/) The world calendar is continually updated with submissions for world CoDA events, Voting Entity and local events. Please continue to send in and check the world calendar for participation.

Meeting Registrations and Updates: Worked with admin/meeting update work group and web developer to improve the meeting registration and update process, including streamlining the distribution of Starter Packets for new meetings. **To make changes to your local meetings please go to your meeting listing and click on the “Meeting Updates” under the meeting info. If you have problems with updating your meeting, please write to** “meetings@coda.org”

Meeting Search: If you are looking for a specific title or type of meeting, we have updated the meetings pages to have its own separate search feature (rather than the general search feature for the whole website)



Post CSC Changes:

There are several pamphlets and literature that have been passed by CSC over the last couple of years that are still in the process of being made available on the website. We are developing a process with CoRe, CoDA Literature Committee, and the Board to get conference approved literature formatted, ready for printing and sale on CoRe and free downloads available on the CoDA website.

Future and Ongoing Projects:

1. Creating a new page for the Delegate Relations Committee and for Translation Management.
2. Continue interview and research to develop a CoDA app.
3. Updating the Newcomer pages to be more attractive and newcomer friendly.
4. Working with CoDAteen committee to integrate CoDAteen with the website for resources and registration of meetings including fillable forms.
5. Work with World Connections Committee to make the website world friendly and make translated materials and resources more visible and available.
6. Continue to work with Co-NNections to categorize the recovery stories for searchability purposes.
7. The Board is also looking at different Meeting search engines to improve searchability of the entire website.
8. Update the Board Main page.

 **Language Support**

* Continue to support all committee's interpretation needs
* Worked to find independent interpreters to save our Fellowship money.
* 2 new interpreters approved off our current contract
* We had a test run for AI (Artificial Intelligence) interpretation option. The product does not meet our needs.
* In final phase of development of new Translation Management webpage including grant program for Translation, Publication, and Distribution support
* Translation Management continues to develop a more streamlined approach to translation approval. All contracts have been updated, and approved by legal, and we are using DocuSign to make it easier and faster for contracts to be signed and translations implemented. Excel spreadsheet in the works to show all the countries we are working with currently. (see Brenda- Translation Management Coordinator- Fellowship Service Worker (FSW), QSR for more details)

**Communications**

* Workgroup for announcements still in research phase
* The Board had a face-to-face meeting in early November. Worked to update Board Policy and Procedures manual. Project not yet complete with the goal of finalizing in the first quarter.
* Fellowship Service Manual (FSM) is in final phase of update and approval with goal to have on website first quarter of 2024
* Forwarding our current PO Box to our associate management company. due to the resignation of FSW.

**CoDA Structure -**

* Healthy Meetings Task Force opted to start first meeting after the holidays
* After meeting with three tax attorneys, we hired a tax attorney to support Expense Reimbursement Policy update
* Motion passed to bring on Expensify expense management system for Fellowship reimbursement. This update will make it easier to submit expenses and improve reimbursement time.

**Treasurer’s Report:**

|  |  |  |
| --- | --- | --- |
| October 2023Beginning Account Balances |  | December 2023Ending Account Balances |
|  |  |  |  |  |
| Chase Checking | $30,863.35 |  | Chase Checking | $264,226.52 |
| Chase Savings (CEC) | 5,681.71 |  | Chase Savings (CEC) | 281.83 |
| Chase CD | 203,313.33 |  | Chase CD  | closed |
| Wells Fargo Savings | 150,007.82 |  | Wells Fargo Savings | closed |
| Eventbrite | 0 |  | Eventbrite | 0 |
| PayPal | 536.60 |  | PayPal | 716.77 |
| Spanish PayPal | 0 |  | Spanish PayPal | 0 |
| Total | 390,402.81 |  | Chase CD | 100,000.00 |
|  |  |  | Chase CD | 7,000 |
|  |  |  | Total | 372,225.12 |
|  |  |  |  |  |

* Approved To keep all money at Chase Bank. Plans to invest $100,000 in Premium Deposit Account. Will get a wealth management advisor. $100,000 in 8-month CD.
* After consultation with a tax attorney, the Board amended Section 5.D Meals in the current Expense Reimbursement Policy (ERP) and replaced it with a flat rate per diem of $69, no receipts required and retroactively reimbursed all 2023 CSC and forward expenses. The Board managed all fellowship members who were shorted due to not having itemized receipts.
* The above was just for 2023 CSC reimbursement. Working on the next steps.
* Experienced fraud with our Wells Fargo account. The bank only covered 50% of our loss; we lost $1000. The account with Wells Fargo will be closed.
* Had Meetings & Concierges Source, LLC, (our Associate Management Company), take over bookkeeping responsibilities
* The new bookkeeper began in December. Doing an overall analysis of past process, and bringing suggestions to streamline and improve efficiency and accuracy
* Treasurer and Bookkeeper updating QuickBooks classes/categories
* Group conscience (GC) vote for removal all tabs under Donations besides H&I to decrease costs to the Fellowship
* Added Zelle as a donation option to our webpage
* Based on a request from the Events Committee, we increased funding for Hospitality Suite sponsor to $2000 per CSC
* Approved to reimburse each committee chair or designee one night hotel and one day of meals to attend the first day of International CoDA Convention to encourage fellowship involvement in World Service.

**Fellowship Services Worker: Admin**

This is the last contribution I will be able to make to our QSR. Two Thousand Twenty-Three marked my 17th year as one of CoDA’s special workers (Tradition Eight.) It was a markedly different year for me in my role, however. Two of my four siblings died within eight weeks of one another late in 2022. I did my best to keep working, but there came a time in the early months of ’23 that I needed help with some my various responsibilities, and so certain responsibilities were divided up and given to others to take over. I am grateful to those who helped. I continued to answer calls and do the local mail, and make deposits, but I was no longer updating and registering meetings.

I write today to simply say that I took great joy in being a special worker. It was not always easy, nor always even a clear path, but I felt a deep responsibility to be present and to be helpful, abiding by our CoDA values and Twelve Traditions.

I miss being in contact with members from across our worldwide Fellowship. I am so grateful that I was able to have the perspective I was given by being in communication with so many members over so many years.

With respect and gratitude,

Joan O’C., former Fellowship Service Worker in our virtual office

**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. If every person reading this would take this information back to your home group, I suspect our subscriber base would once again have a growth spurt!

At this time the email lists are our #1 means of communication with the fellowship. Members can sign up here:

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

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

Subscription statistics as of 01/05/24 are as follows:

CoDA Announcements: 7285 (up from 7209 on 10/04/23)

Co-NNections
Weekly Reading List: 14,059 (up from 13,964 on 10/04/23)

QSR List: 3618 (Up from 3610 on 10/04/23)

Hospitals & Institutions List: 3126 (Up from 3115 on 10/04/23)

Events 6650 (Up from 6550 on 10/04/23)

Group Representative List: 2788 (up from 2756 on 10/04/23)

Fellowship Forum Reminder 3444 (down from 3291 on 10/04/23)

Our open rate has continued on many of our mailings at 50-80%! Thank you for opening our emails & only using the unsubscribe button in the body of the email. Both significantly help CoDA get the emails to your inbox.

From 10/04/23 – 01/05/23, 16 announcements were sent out on the CoDA General 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.

I also maintain <https://www.codependents.org/>

Codependents.org continues to grow! CoDA.org’s sister site houses a history of the CoDA Board in addition to the public CSC archives, Fellowship Forum audios, CSC audio since 2016, CoDA historical documents and the CoDA email lists. There is a complete index at <https://www.codependents.org/>

I continue to manage the CoDA YouTube channel: [**https://www.youtube.com/channel/UC0oWXZDpoVdKbyJ0YDh1zTQ**](https://www.youtube.com/channel/UC0oWXZDpoVdKbyJ0YDh1zTQ)

YouTube: We currently have 127 “videos”, and 3,480 subscribers (up from 3160). We’ve also sorted the YouTube videos by “playlist” (Categories):

<https://www.youtube.com/channel/UC0oWXZDpoVdKbyJ0YDh1zTQ/playlists>

We’ve added subtitles to our YouTube Videos in almost 100 languages!

Here are the directions for using YouTube Subtitles:

[https://www.youtube.com/@co-dependentsanonymouscoda8948/about](https://www.youtube.com/%40co-dependentsanonymouscoda8948/about)

I organized the Winter 2023 CoDaThon (Holiday Marathon meetings). From the small amount of feedback received, they appear to have been successful & filled a need. Thank you to all the alt meetings that hosted CoDAThon Meetings. Also, thank you to Tina Z, CoDA Canada’s Webmaster, who did the post-Thanksgiving schedule formatting & worked in conjunction with myself on the Christmas & New Years segments of the event.

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 (Washington State)

Board Liaison, Katherine T. (Arizona)

**Fellowship Service Worker Interpretation Coordinator**

**FELLOWSHIP SERVICE WORKER / Interpretation Coordinator**

**Goals Met This Quarter:**

* Continued monitoring of interpretation for Chairs Forum, CoDA Teens Committee, and Delegate Relations Committee.
* Collaborated with Board Liaisons to meet with the Interpretation company, discussing the current contract and identifying gaps in service.
* Explored the use of Artificial Intelligence (AI) for CoDA Service Conference (CSC) and International CoDA Committee (ICC) with Events Tech.
* Successfully set up an AI Trial with Interprefy involving CoDA members from around the world in languages such as Persian, German, Spanish, Portuguese, Russian, French, Italian. Included several committees like IMC, Board, Communications, and Events.
* Submitted an AI feedback report to Board Liaison and Interprefy.
* Supported CoDAteen presentation by providing a tutorial for CoDA Mexico's Event Committee and troubleshooting support.
* Invited to support World Outreach on their next Annual Sponsorship Workshop with Trusted Servant Interpreters.
	+ Reached out to previous and new Trusted Servants via email and social media texting.
* Received Interpretation support requests from UK, Iceland, and Arizona. Began communication with each for upcoming workshops in the new year.
* Discussed with Board Liaison the potential creation of an Interpretation webpage to connect with Virtual Events (VEs) worldwide. Aims to provide links to interpretation request guidelines for VEs and CoDA World Committees, along with PowerPoint tutorials on setting up Zoom Accounts with Interpretation features.
* Requested by Board Chair to connect with World Committees to set up the Zoom Interpretation feature on each of their Zoom Accounts. This is a work in progress.

**Goals for Next Quarter:**

* Find an Independent Interpreter for Portuguese and Spanish languages.
* Reach out to more Independent Interpreters of various languages.
* Complete Fellowship Service Worker (FSW) job description, forms for committee interpretation requests and cancellations, and a flow chart for setting up interpretation.
* Develop a tutorial for hosting Zoom meetings with interpretation.
* Work on Interpretation webpage content and layout considerations.
* Create a spreadsheet for Trusted Servants to sign up for workshops.

**Communication Recommendations:**

* For emails needing interpretation, recipients or committees can use Google Translate or other translation apps, such as [DeepL Translator](https://www.deepl.com/en/translator/).
* Committees with interpretation needs should reach out at least two months in advance to set up contracts with agencies or independents.
* For CSC and ICC interpretation needs, a four-month advance notice is requested.
* Delegates are encouraged to contact Interpretation with their needs at their earliest convenience, preferably four months in advance, to secure professional interpreters.

Thank you for your continued commitment to facilitating effective communication within our Fellowship.

**Contact Information for Interpretation Needs:**

in grateful service,

Carole T., Ottawa, Canada

Interpretation Coordinator

interpretation@coda.org

Board Liaison: Florence F.

Board Alternate: Tina R.

**Fellowship Service Worker Meetings and Meeting Updates**

I have been continuing to make meeting updates & publish new meetings & going through and answering emails. There were a few discrepancies with the meeting update forms and it was not updating correctly according to the members who wrote in via email. This is a situation that I am addressing with the web team and the board. There’re more adjustments that can be made from this. If I see an email from a member that has attempted to use the meeting update form a few times and has not gotten it resolved, I will go in and manually update this personally and email the member letting them know that it is corrected. I will work carefully with the member until the meeting is displayed on the site the way they wish. As for publishing new F2F meetings in the US, I am still adding the Treasurer on the emails so the members can get their starter kits. I’m unfamiliar with the step to step process of when the member is directed to the Core store to select their kit and so on. The tech team has been working with Core to get out any starter kits that are issued to 1st time f2f new meetings starting in the US only. The tech team has also been great in assisting us with any kinks or glitches that have come up. Since the server changed the CoDA dashboard has been moving a lot faster.

As of now, any members who have any changes or updates to a current or existing meeting is to fill out a meeting update form on the CoDA website. In fact, when someone writes in to meetings@coda.org there's an auto-response that directs them to the website to fill out a meeting update. Thank you for your patience as we are still working on these changes.

**Meeting updates Goals for next Quarter:**

1. Continue to CC the treasurer on all new f2f US meetings being published for the 1st time, until another directive is given.
2. Continue to work down the incoming emails and hopefully redirect members to the website to fill out a meeting update form, if there's a change to be made.
3. Continue to work with different glitches and improvements on the meeting update form.

Grateful CoDA member,

 Fellowship Service Worker: Shallyce J.

Board Liaison: Katherine T.

**Fellowship Services Worker – Spanish Webmaster**

**RESUMEN:**

Este cuatrimestre trabajé en el sistema de anuncios de Constant Contact y a través de la aplicación de CoDA en español, actualizando el sitio web de divulgacioncoda.org e continué con la migración de divulgacionocoda.org a coda.org/es, la recopilación de la información que no será migrada en una revista digital. También realicé la traducción de la página CoDAteen.

Para el trabajo realizado fueron necesarias las herramientas: Sedja.com, Imagecompressor.com, Acrobat Reader (cuenta de SPO), Canva (cuenta de CoDA), Constant Contact, Google site, Google Play Console y Firebase, etc.

**DATOS:**

● Anuncios enviados a través de Constant Contact: 12

● Modificaciones a las páginas del sitio divulgacioncoda.org: Inicio, Anuncios, CoDAtónica, Foro mensual, etc.

* Para poder adaptar la transición a coda.org/es se dejó se subir archivos al FTP para en cambio subirlos a Google Site.
* Notificaciones en la aplicación: 12

**Trabajadora**: Nadia R.

**Enlace con la junta directiva**: Florence F

**OVERVIEW:**

This quarter I worked on the Constant Contact announcement system and through the CoDA application in Spanish, updating the divulgacioncoda.org website and continued with the migration from divulgacionocoda.org to coda.org/es, the collection of information that will not be migrated into a digital magazine. I also translated the CoDAteen page.

For the work carried out, the tools were necessary: Sedja.com, Imagecompressor.com, Acrobat Reader (SPO account), Canva (CoDA account), Constant Contact, Google site, Google Play Console and Firebase, etc.

**DATA:**

● Announcements sent through Constant Contact: 12

● Modifications to the pages of the divulgacioncoda.org site: Home, Announcements, CoDAtónica, Monthly Forum, etc.

● In order to adapt the transition to coda.org/es, files were allowed to be uploaded to FTP and instead uploaded to Google Site.

● In-app notifications: 12

**Worker:** Nadia R.

**Board Liaison:** Florence F.

**Fellowship Services Worker – SPO**

The Translation Subcommittee is focused on following up on the website. Nevertheless, given the lack of trusted servants on SPO at this time, there has not been enough time to carry out this task in a meaningful way. It is worth pointing out that at the same time, the Subcomittee continues to support the translation of various documents and announcements, as requested by other committees or parts of CoDA World.

Translation Subcomittee Member: Mónica R/ México

**Mónica R/ México**

**Fellowship Services Worker – Translation Management**

Unfortunately, I have had limited availability to do CoDA work during this 4th quarter. During this time, though, I have tried to create new Microsoft365 forms for our different translation and publishing requests.

Currently, we are in contact with 23 different countries, who are in varying stages of translating and/or publishing CoDA literature in their native country or are interested in applying for the one-time grant. We have recently received a few translated versions of literature from the Netherlands, Sweden, Russia and France.

|  |  |  |
| --- | --- | --- |
| **Country** | **Language** | **Request** |
| Mexico | Spanish - Mexican | On behalf CoDA Mexico and as the new VE CoDA Mexico's liaison to CoDA World, we are requesting kindly if you can provide us the new English literature’s files, so we can be able to translate them into Spanish and make them available to our Mexico's VE. CSC23 new and updated literature |
| Iceland | Icelandic | got an inquiry from a member about selling Coda literature in bookstores. Now, the co-op committee (hope that´s the correct term) members have not seen any 12 step material in bookstores before but we wanted to know if there´s anything standing in the way of that legally or otherwise? |
| Czechoslovak (combined group from Czech Republic and Slovakia) | Czech | Interested in translating and updating translations and then publish - also interested in Grant |
| Netherlands | Dutch | We are continuing the translations here, so we have even more requests then before. Therefore I will list the requests below so you do not need to check the previous emails.Attached are the Dutch translations of: - Makig Choices Pamphlet - Working the Steps as a Group- Sponsorship in CoDAWe would like to receive the P&D documents so we can proceed to print them and make them available. ​Please address the P&D (and future documents) to me: Would you send us the pdf documents for the flyer Establishing Boundaries in Recovery? The Translation Agreement for this pamphlet is already in place. (SENT)The Dutch translation of the CoDA Workbook has now been printed and is available for CoDA members in the Netherlands and Belgium. 🎈 |
| Turkey | Turkish | I’d like to translate The Blue and The Green book into Turkish.  |
| Spain | Spanish - Spain | request to print and distribute CoDA literature and Grant |
| Colombia | Spanish - Mexican | Need files sent to them. Need to cross check to see if all requested files are included on active agreements-Literature supported by the CoDA conference is vital-Prayers for healing-Prayers for traditions |
| Canada | Canadian English and French Canadian | CSC23 endorsed literature files for publication -- will need new agreement for new literaturelooking for the formatted print-ready files of the literature that was approved at conference in 2023.Reparenting Our Inner ChildGrowing Up in CoDA First Edition12 Step workbook Revised |
| Hungary - Budapest | Hungarian | Looking for previous Hungarian translations and an active contact in Hungary. Also, question on celebratory gifts? |
| France | French | **Meditation Book** - We hereby seek your approval for publishing. This is here the text without final layout yet.**The only thing we would like to enquire about is the possibility to change "in this moment" for another wording more meaningful for our members which will be "Just for Today" (a motion is being discussed for a vote at next GSR s assembly) .However, I would like to check if this is feasible or not.Green Workbook - Request to publish --- received French version from Canada. Need to decide if they need a translation and copyright agreement along with a P&D.** |
| Japan | Japanese | As you may know, CoDA-JAPAN, have already translated CoDA Meetings Stater Packet.So, we want to translate & publish Newcomers Handbook & 12 steps and 12 Traditions Workbook.If we finish translating these two English literatures into Japanese,can we sign the new agreements about translating & publishing and distributing two English literature items? |
| Sweden | Swedish | Sent Closing Prayer translated. Wants file for 4th edition of green workbook |
| Portugal | Portuguese | Needs Translation Agreement |
| Russia - Moscow | Russian | Needs P&D - request for a P agreement on "Peeling an onion" and "Tools for Recovery". |
| Iran | Persian | Would like to apply for Grant |
| Brazil | Portuguese | Would like to apply for Grant and would like to do some translation |
| Germany | German | Would like to apply for Grant and would like to do some translation and update with new agreements |
| Georgia (Country) | Georgian | Needs Translation Agreement and P&D |
| Lithuania | Lithuanian | Would like to apply for Grant and need to double check translation status |
| Egypt | Arabic | Would like to apply for Grant and need to double check translation status. Needs translator to meet via Zoom |
| Guatemala | Spanish | sharing CoDA documents |
| South Africa | English | Grant |

Due to the delay in responding to requests to tmc@coda.org, the following email was sent out to anyone who reached out in the past 6 months. If your group has not received a response from TMC, please share the email below with the appropriate links to the new forms, with the appropriate people.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Fellowship friends,

Thank you for your patience in waiting for a reply from Translation Management. In addition to being pulled into other projects, 2023 was a challenging year for me personally.

Over this past year, we have been updating the website and relevant forms and tracking systems. We also have finalized the application and distribution process for the new one-time **Translation or Publication Grant**.

[**Translation or Publication Grant** **Application Form**](https://forms.office.com/r/JFQt1JgdMs) **-** This grant is to support translation/publication needs. It is a one-time grant of $1,000(US dollars). This is a grant, not a loan. It does not need to be repaid. Please answer the questions on the form. Your application will be reviewed, and you will be notified of your acceptance/decline by Translation Management.

Since it has taken so long for us to get back to you, we want to ensure we have the most up to date information for you, along with the proper requests. We are asking you to resubmit your request using the proper form below, **even** if you have previously submitted your request. Once you have completed the respective form below, we will process your request.

[**Initial application form**](https://forms.office.com/r/Yne6HvuMEc?origin=lprLink)- Start here if you have not applied for translation or publication permission within the past two years.

[**Translation application form**](https://forms.office.com/r/1pUttVmP6C) - Complete this form if you are looking to translate CoDA endorsed literature into your native language. Be sure to have full contact information for any person involved in the translation process.

[**Publication application form**](https://forms.office.com/r/vuAh34mfAd) - Complete this form if you are ready to publish CoDA literature that you have already translated into your native language. If your group has translated literature, it must be electronically submitted translation management before you can publish.

**List of CoDA Endorsed Literature**

Here is the most updated list of [CoDA endorsed literature](https://nonprofit12steorganiza-my.sharepoint.com/%3Ab%3A/g/personal/tmc_coda_org/Efm46rVIUNxDsAnn2gfODdYB86tWEQm-D56dQzf5uQdCAA?e=vaCY9f) that is available for translation or publication. Please be sure to complete the form and indicate ✔️ which literature you would like to translate or publish and email it back along with completion of the appropriate form above. We cannot process your request until we receive the completed Literature form and the digital copy of the translated material.

If you are waiting for updated files recently voted on at CSC 2023, those materials are still being copyrighted, and we will notify the fellowship when available. **When requesting literature, please reference the item number and proper title**. For consistency we ask that electronic files follow this naming convention: item number\_ item name\_language\_ year translated

*For example: 4301\_ Codependents Anonymous Blue Book Dutch\_ 2023*

Thank you very much for your patience and understanding. We appreciate all you do.

Warm wishes for 2024,

Brenda

Translation Management Coordinator

TMC@coda.org

**Fellowship Services Worker – Webmaster**

OVERVIEW:

Published the weekly Connections readings (English & Spanish versions), Meeting in Print documents (12 in Spanish), uploaded new announcement slides at main page, created 10 events in the calendar (CoDATeen & CoDAthon included), among others.

In November, I created a list of old, unused and orphaned links on the web page to free up disk space and other resources on the web server.

At the end of each month, I prepare a google analytics report with some findings to give a broad overview to the Board. This includes:

* Online traffic tracking. Most visited pages, countries/cities, sources.
* User behavior. User preferences.
* Comparative with previous month.

Continuously check changes in English pages to report to SPO for translations.

Report bugs in menus and web pages in Spanish, for correction by the developer.

Hours worked QSR Q4: 27

Carlos H.

CoDA Fellowship Service Worker/Webmaster

Board Liaison: Florence F.

**CoDA Resource Publishing (CoRe)**



**Meetings:** Meetings were held monthly September to December, 2023. CoRe has been meeting generally on the third Saturday of the month. If you are interested in service on CoRe, please reach out to us at board@corepublications.org

**Literature Updates:**

* Carrying the Message Booklet will be revised by the CoDA Literature Committee with a complete revision to be voted on at CSC. We have done a short order to hold us over until after July 2024.
* Experiences with Crosstalk Booklet will be revised by the CoDA Literature Committee (CLC) with a complete revision to be voted on at CSC. We have done a short order to hold us over until after July 2024.
* 12 and 12 4th Edition Workbook in production
* Growing Up in CoDA - We are awaiting a Library of Congress number so we can have this available in public Libraries. This is ready to print as soon as we receive that number. Awaiting application process.
* CoDA Literature is Vital in production
* Reparenting our Inner Child Pamphlet in production
* What is CoDA Teen - Awaiting approval from CoDA Teen Committee and or their CoDA board liaison.
* What is “CoDA”- In Production for reprint
* Establishing Boundaries - In Production for reprint

In response to many requests to go back to selling individual pamphlets, we have voted to begin selling individual pamphlets at the end of January 2024. We will continue selling in packs of 50. The pamphlets are still available as a free download on the CoDA website.

**Our prices will change minimally January 15, 2023.**

* Change price of Big Book to $15.00 verses $14.00
* Change the price of In this Moment Meditation from 12.50 to $13.00
* Change the price of Booklets from $3.00 to $4.00
* Add sales of individual pamphlets $1.00 each

**It continues to be our goal to not run out of literature, but sometimes this is not preventable, if we sell more than average. Thank you for your patience as we continue to keep up with the inventory. CoRe inventory of all our “in stock” items is updated every 10 days.**

Coins:

* Coins reordered: 1 Month Coin, 6 month Coin

**2023 Royalties Paid to CoDA:**

**September: $12,447.18**

**October: $14,530.95**

**November: $8,928.79**

Total for 4th Quarter: $35,906.92

**Goals:**

* We will investigate the Kindle and e-version literature in terms of coordinating updates of the content if needed. CoRe will collaborate with CLC on this.
* We are going to be distributing a newsletter to those individuals that have signed up via our website, stating they would like to receive updates, notices and our newsletter. When an order is placed on our website we invite sign-ups at that time.

 **Members:**

Kathy H., Chair

Lorraine: Vice Chair, Print Liaison (as of Jan. 1, 2024)

Kirsten - Secretary

Addie: Treasurer, Print Liaison

Yaniv: Warehouse Liaison

Joe: Web Liaison

Barbara: Associate to the CoRe Board

CoDA Board Liaison - Florence F.

*Respectfully Submitted by the CoRe Board*

**CoDAteen Committee**

**Monthly Meetings with interpretation:**

CoDAteen met 3 times, on the following dates.

* October 17, 2023
* November 21, 2023
* December 19, 2023

The Spanish and Englich groups had individual work meetings in between committee monthly meetings.

**CoDAteen most significant activities were:**

The Committee had its first F2F meeting in California from Oct. 6-Oct 8, 2023. Significant accomplishment included but were not limited to:

* Committee Policies and Procedures were drafted and sections were divided among members
* Committee Goals and objectives for 2024 were defined and finalized.
* Committee divided pending and new projects among members with target dates for completion.

-The English team finalized the adult hosts/sponsors CoDAteen training. The committee had its first training in December 30, 2023 with some committee members participating on the training.

-The committee finalized and tested the electronic CoDAteen meeting registration form.

-The committee continues to work on the Adult Host/Sponsor electronic vetting form.

-The CoDAteen web page in Spanish was posted on coda.org/es. site.

-The Spanish team began working in a Blue Book for Teens project. Some teenagers from Colombia met with the Spanish committee members to address the project while they shared their Experienced, Strength and Hope. The Spanish group continues to recruit and work with teens who want to participate in this project.

The Spanish team continues working on reviewing the Spanish CoDAteen Meeting Handbook to have it uploaded on the CoDA website.

-Some committee members participated in two informational meetings with CoDA Mexico on Nov 26, 2023 and Dec. 10, 2023 via Zoom. The committee was invited to present the approved guidelines during CSC 2023 to host CoDAteen meetings.

-Some committee members participated in the Annual Hispanic Intergroup of Southern California by presenting a hybrid workshop in English titled *Codependency and Youth*. We also shared CoDAteen information during the presentation.

- The Committee chose an Email coordinator to manage emails to and from the committee.

-New members joined the committee

For information about CoDAteen or if you are interested in being of service on the CoDAteen Committee– please write to codateen@coda.org

In service,

*The CoDAteen Committee*

**MEMBERS:**

Gillian A. /UK, Katya R. /Mexico, Rosa S. /California, (Chair), Nadia R./Argentina, Keli D. /California (Secretary), Marcela S. /Colombia, John H. /Arizona, Linda C. /New York, Maryann J. /Nevada (Emails coordinator).

**Liaisons to CoDA Board:**

Florence F. Vicechair and Tina R. Treasurer.

**Communications Committee**

The Communications Committee has 3 subcommittees plus “members-at-large”. Each subcommittee/group has different duties. The committee assists the Fellowship in various ways.

**Communications Committee Subcommittees**

1. **CoDA Email team (CET)**:
 The CoDA email team monitors and responds to emails sent to info@CoDA.

CET currently has 6 volunteers who responded to 108 emails in the fourth quarter.

2. **CoDA phone team (C-Phone)**:
 The C-Phone team monitors and responds to calls coming from the Fellowship.

Incoming callers to the CoDA phone lines have the option to leave a recorded voicemail with their question or concern. These voicemails are embedded in an email automatically sent to the entire C-Phone volunteer team. Calls are returned by the team member assigned to the day the call came in.

To call and leave a message for our volunteers, use the following phone numbers:

+1 (602) 277-7991 (AZ)

+1 (888) 444-2359 (Toll Free)

+1 (888) 444-2379 (Spanish)C-Phone currently has 6 volunteers who responded to 108 Calls in the fourth quarter.

3. **Audio/Visual/Media (AVM)**:
 Currently the Introduction and many of the Promises meditations are posted. We are working on getting additional Promise meditations uploaded:
 <https://www.youtube.com/playlist?list=PLEQVATeN2_2pp88OLLY75jFx9mAgGMx6S>

**Monthly Fellowship Activity**

**Fellowship Forum**:

The Fellowship Forum is hosted by two of our committee members.
 It is a monthly virtual meeting where CoDA members can gather and talk about the CoDA program, CoDA topics, literature, etc. It is a great place to discover and witness many individuals’ experience, strength, and hope (ES&H) in their own personal recovery. There is often a speaker with time for discussion and Questions & Answers.
We are always looking for Fellowship members that are willing to share on any specific recovery topics. If you are interested in doing so, please contact comm@coda.org.

The Fellowship Forum meets on the last Saturday of each month at 3:00 PM Eastern Time. For more information: [https://coda.org/meeting-materials/coda-fellowship-forum/](https://coda.org/meeting-materials/coda-fellowship-forum/%0B%0B)Recordings of these meetings are posted on the Fellowship Forum website pages at: [https://www.codependents.org](https://www.codependents.org/) as well as on the CoDA YouTube Channel (<https://www.youtube.com/channel/UC0oWXZDpoVdKbyJ0YDh1zTQ>

If you would like to join the email mailing list for reminders of the Fellowship Forum, go to CoDA.org to the very bottom right side of the website where you can subscribe to “Fellowship Forum” along with other specific subscription sign ups.

At-Large-Members

These members assist in many different areas of the committee, attend the Committee meetings, provide historical information, and are a resource for ideas, planning and assisting where needed within the committee.

Communication Committee Members

Chair: Gail S (new chair as of August 2023) (NV)
 Vice Chair: Position currently available
 Secretary: Position currently available

Members at Large:

David A (NY): Immediate past co-chair & Fellowship Forum

James K (PA): Fellowship Forum

Jeanne (TN): Immediate past co-chair

Kaga (VA): Past chair

Subcommittee members:

Amy (NC) CET

Charlotte (NC): C-Phone

Chris (OK): CET & C-Phone

Daniel (GA): C-Phone

Daphnie (?) )): Audio Visual Media (AVM)

Dayle (NY): CET/C-phone coordinator

Krista (FL): CET

Linda (CA): C-Phone

Lizzie (VA): CET

Mary I (NC): CET & past chair

Michele (SC): C-Phone

Shani (FL): CET

Board Liaison: Tina R

Back up Board Liaison: Jay G

Are you looking for a way to be of service to our CoDA Fellowship?

We happily invite you to reach out to us to see how you may best serve our Fellowship by joining our committee.

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**Co-NNections Committee**

The Co-NNections Committee works to support over 14,000 subscribers through publication of Weekly Reading (WR) and Meeting in Print (MiP). Weekly Reading submissions are firsthand CoDA recovery narratives up to approximately 500 words and are emailed on Tuesdays. Meeting in Print which contains longer personal stories, poetry, and images is published quarterly. It can be read online at <https://coda.org/meeting-in-print/>

We encourage members of the Fellowship to submit new content relating to their recovery in CoDA. For more details or to submit a recovery story for either WR or MiP, visit [Submit Your Story - CoDA.org](https://coda.org/submit-your-story/) https://coda.org/submit-your-story/

To subscribe to Weekly Reading: [CoDA Weekly Reading](https://codependents.org/cgi-bin/dada/mail.cgi/list/connections/) https://codependents.org/cgi-bin/dada/mail.cgi/list/connections/

During the 4th Quarter the “Co-NNections” tab on the coda.org website was removed and replaced with “Recovery Stories.” A long-term project began by moving archived recovery stories into various categories that reflect their content by topic. This project is being executed in conjunction with the web liaison and webmaster. The committee also continues to create the requirements for submissions and the process of submitting stories in a more user-friendly format for both the committee and the authors.

The committee currently has six (6) members: Alison J., chair and sharing editor-in-chief duties with Debbie R.; Caryn T., MiP interim chair; Jim H., WR chair; and Shani C. Since October 2023 Lori H. is on a three month leave of absence. As a committee we review each submission received. When an article is not quite in alignment with the principles of our program, a Co-NNections member may offer to help the author revise their story to meet CoDA's guidelines for publication.

[CoNNections Service Info page - CoDA.org](https://coda.org/service-info/connections-service-info-page/) <https://coda.org/service-info/connections-service-info-page/>

Co-NNections is always looking for new committee members. If you are interested in joining the team, please email connections@coda.org.

Members: Alison J., FL (Co-NN chair); Caryn T., CO; Debbie R., New Zealand; Jim H., SoCal; Lori H., WA; Shani C., FL; Board Liaison: Steve S., FL

**Delegate Relations Committee**

(Our committee was formed in July, 2023. This is our second Quarterly Service Report.)

***Meetings***

**Meetings have been held monthly: 25 October, 29 November, and December 27, 2023.**

**Our next meetings are scheduled for 24 January, 14 February, and March 6, 2024.** We will try meeting more frequently so we can update progress being made on our intended action plan.

***Members***

* Current members of the Delegate Relations Committee:

Chair:  Debra D., OR Co-Chair:  Kate M.-B., Moscow

Secretary: Linda C., NY (Long Island)

Addie M., OH David A., NY

Eddy G., So Cal Ann C., OR

Olga S., Moscow Jorge B. , Mexico

Consuelo A., Brazil Gisele B., Brazil

Rochelle S., UK Sara J., AZ

* Board liaisons – Kevin M. (NY) and Back-up Liaison – Stephen S. (FL)
* Our new liaison from the Finance Committee is Jocelyn K.
* We elected Linda C., NY as our secretary, and really appreciate her service.

Delegate Relations Committee members participate in the following World Committees:

Communications – David A. Core Board – Addie M.

H & I - David A.  Literature – Sara J.

IMC – Jorge B. Chairs Forum – Debra D.

Debra D. has also attended all board meetings this quarter, and one meeting of the WCC

**Efforts in Process**

1. We are hoping to be given access soon to the contact list for Delegates who attended CoDA Service Conference 2023. We would like to be able to inform these current delegates of our activities, and to reach out for their input regarding the most useful service our committee may offer. We recognize and will respect the need for confidentiality.
2. We've heard from the Web Liaison; now it’s our turn to get the information to her for the Delegate Relations Committee Webpage.
3. We’ve discussed a concern about literature that’s been endorsed at CSC but isn’t published – and might be used by members in its draft form. We are preparing to act on our concerns with the relevant committees.
4. We have a Workgroup addressing the creation of our Policies & Procedures Manual.
5. Debra has attended the MS 365 trainings and is working on learning how to apply its opportunities to our committee work.
6. We’ve been in contact with one of the delegates from Canada who’s presented some questions that we’re seeking answers to.

**Next Steps/Action Plan**

1. **Committee members support the creation of an electronic Delegate’s pamphlet/handbook with general information on becoming a delegate and serving at the CoDA Service Conference.**
We would like to create a service document that can be used prior to the July 2024 CSC as a committee offering, and then present a motion to have the piece endorsed as a service document at CSC 2024.
This project would involve communication and coordination of efforts with the Events Committee, the IMC and the VEL regarding the 2024 CSC and ICC. Our desired goal is to help delegates to be successful in each step of the CSC process
2. **We’ve agreed to select a date for the DRC to participate in the Fellowship Forum and present information about the Delegate Relations Committee**
3. **We would like to follow this with a workshop/panel discussion to take place in March or April for new delegates and/or members who are considering becoming delegates for next year.**
This would be an avenue where questions could be answered by delegates who have experience. It can also be used as an informational tool for other members who don’t really understand the delegates’ work and what their role is at the CSC.
It could also be a path to attracting other members to become involved in service at the World level.
4. **There was also a suggestion to hold a similar workshop once the 2024 CSC motions are available.** Delegates could discuss the motions and familiarize themselves with what they are going to see presented for a vote.
5. **We will want to start discussion of the potential opportunities for our Face-to-Face meeting.**

**Events Committee**

October: held our F2F in Salt Lake City.

Updated our P&P - discussed our roles & responsibilities for Ottawa. Plus, discussed future conferences sites.

November: filled open committee positions and started planning for Ottawa

December: continue planning for Ottawa and to secure sites for 2025 & 2026.

In Service,

Chris-Events Chair

Committee Members:

Chris H: Chair

Wendy S: Vice Chair

Annie A: Secretary

Cathy P: Registration

Patsy W: Speakers & Workshops

Brian P: Tech

Rebekah S: Communication

Gen D: Merchandise

Tim F: Member at Large

Amy D: Member at Large

Tina R: Board Liaison

**Finance Committee**

**We've lost 2 committee members and need your help finding replacements. The new CoDA Board implemented some changes to the Expense Reimbursement Policy and we assisted them in understanding the ramifications. We are caught up on all Expense Reimbursement Requests.**

The Finance Committee discussed 2 concerns:

* That the former long-term bookkeeper quit.
* That during the transition to the new bookkeeper, the Finance Committee does not have access to the accounting software that would allow financial oversight and analysis on behalf of the fellowship.

The Finance Committee met 3 times by Zoom and had an additional 2x2 with the CoDA Board to address conflict between the Board and the Finance Committee. With three new members, we spent a good amount of time getting them up to speed this quarter.

Our committee has also:

* Coordinated with CoDA Treasurer to catch up on overdue Expense Reimbursement Requests.
* Discussed the financial impact of Events’ request for Committee Chairs to attend the ICC for recruiting purposes.
* Discussed policy impact of Board’s decision to distribute per diem payments instead of expensed reimbursements.
* Discussed impact of switching to Expensify from Smartsheets as the expense review and approval system.
* Discussed long term impact of CoDA spending $150K more than income (reflecting in a lower cash on hand).
* Reviewed potential 2024 CSC motions to reduce confusion.
* Discussed possibility of repurposing Travel Grants as a means to help VEs become self-supporting to send delegates to CSC.
* Discussed potential Board changes to the Expense Reimbursement Policy.

In an effort to assist committees with expense reports and budget questions, here are your new finance liaisons:

NEW Committee Liaison List:

|  |  |  |  |
| --- | --- | --- | --- |
| Committee | Primary | Backup | F2F Rotation |
| Board  | Lou |  | N/A |
| Communications | Barbara |  | 2025 - 4th |
| Connections | Lou |  | 2026 - 2nd |
| Events | Jocelyn | Lou | 2026 - 3rd |
| Finance | Shelley | Lou | 2026 - 1st |
| Hospitals and Institutions (H&I) | Shelley |  | 2025 - 2nd |
| Issues and Mediation Committee (IMC) | Shelley |  | 2025 - 3rd |
| Literature (CLC) | Barbara |  | 2024 – 2nd |
| Outreach | Barbara | Lou | 2024 - 1st |
| Spanish Outreach | Barbara |  | 2024 - 4th |
| World Connections (WCC) | Jocelyn | Lou | 2025 - 1st |
| CoDATeen | Shelley | Lou | 2026 - 3rd |
| Delegate Relations | Jocelyn |  | 2024 - 3rd |

Respectfully submitted,

Rob O, Lou L, Shelley, Jocelyn, and Barbara members

Tina, Treasurer and Board Liaison; Kevin, back-up Board Liaison

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

In the 4th quarter of 2023 (10/1/23 through 12/31/23), the Hospitals & Institutions Committee held virtual (ZOOM) meetings every 3rd Thursday of the month at 5 PM (ET) except for December. Meetings were well attended. We maintained “Books for Inmates and Institutions”, and correspondence with the CoDA community, inmates and institutions who contact us.

**We are working on:**

* + We are discussing with the Board our need for a Fellowship Service Worker to aid with inputting data onto spreadsheets for the Corresponding Secretary, Literature Distribution Coordinator, and the Sponsorship Coordinator. Also looking into keeping the Books for Inmates and Institution donation option for 7th tradition.
	+ We are researching the process of putting CoDA literature onto tablets that are allowed in prisons.
* Developing a Grant Proposal to fund Books for Inmates and Institutions for Voting Entities outside of the United States who are starting their Hospitals and Institutions Committee.
* We continue updating our database with information from our online survey, which facilitates communication between trusted servants, the H&I Committee, and facilities.
* We are supporting two members of our committee from the UK to facilitate the development of their H&I committee.
* We are reaching out to the worldwide community to share our experience, strength, and hope in assisting them in developing their own version of H&I.  Most helpful information is on our website https://coda.org/service-info/h-i-main-page/
We can be contacted with questions and requests for assistance at hosp@coda.org
* We are in the early phase of developing a guide for local CoDA members in accessing facilities.

**Email and Postal Secretary Report:**

Between October 1, and December 31, 2023. H&I received requests from 29 individuals and 4 email threads related to inquiries about our services. All the letters and all the emails were responded to. Of the letters from inmates/institutional residents, 18 were from first time correspondents. The requests came from 25 different institutions, 10 of which were new to us.

**Sponsorship Coordinator Report**: During this quarter we matched sponsors for all female inmates out of 9, except for one Spanish speaker and one transgender applicant. We are looking for 8 male sponsors.

**The Books for Inmates and Institutions Program received $?** in donations this quarter.  (Information not available.)

**Literature Distribution Report**

|  |
| --- |
| **H&I Literature Report 3rd Quarter, 2023**   |
| Piece of Literature    | Oct. | Nov.  |  Dec. | Q4 Total  |
| Co-Dependents Anonymous Book  | 12  | 3 | 1 | 16 |
| Co-Dependents Anonymous Pocketbook-SP  |   | 2 |   | 2 |
| 12 Steps & 12 Traditions Workbook  | 10 | 3 | 1 | 14 |
| 12 Steps & 12 Traditions Workbook-SP  |   | 2 |   | 2 |
| Standard Packet  | 4 | 5 | 1 | 10 |
| Standard Packet-SP  |   |   |   |   |
| Institutional Meeting Handbook  | 1  | 2 |   | 3 |
| In This Moment\*    | 1 |   |   | 1 |
| CoDA Meeting Handbook/MSP    |   |   |   |      |
| Library in English  |   |   | 1 | 1 |
| Library in Spanish  |   |   |   |   |
| Other  |  6 | 2 |   | 8 |
| TOTAL  | 34 | 16 | 4 | 54 |
| Cost for literature (+ shipping)  |  $175.72 | $66.23 | $11.26 | $253.21 |

**Committee members:**

Terry D. CT Chair

Kathy L. IL Postal mail Corresponding Secretary

Carrie B. OK. Literature Distribution Coordinator (LDC)

James K. PA. Sponsorship Coordinator

Lou L. IL Member at large, Back-up LDC

David a. NY. Member at large

Gillian A. UK. Member at large

Kate F. UK. Member at large

Steven S. FL. Board Liaison

Tina R. GA. Board Liaison back-up

**Issues & Mediation Committee (IMC)**

Members:

Chris J. (IL - Illinois) (**Chair)**

Darlene H.(OH - Ohio)

Gillian A. (U.K. - United Kingdom)

Laurie C. (MS - Mississippi) (**Voting Entity Liaison - VEL)**

Jorge B. (Guadalajara, Mexico) (**Vice-VEL**)

Taran S. (GA – Georgia)

Marilyn L. (CO – Colorado)

Board Liaison: Steve S.

Back-up Board Liaison: Byrle S.

Finance Liaison: Shelly S.

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.

* CoDA Service Conference (CSC) 2024:

At CSC 2023, IMC presented a motion for an “abstention vote” to not be considered a “no”, thus no longer being included in the final vote count. Since this change would affect the CoDA Bylaws, the motion was withdrawn, and IMC is currently working with our Board Liaison on a new motion to be presented at CSC 2024.

* In November 2023 we were informed we have a new Finance Liaison, Shelley S.
* IMC continues to use our two-person teams to respond to incoming emails in a timely manner.
* Our Work Groups continue updating our Policies & Procedures document, creating a more user-friendly and up-to-date Voting Entity database, and Voting Entity Structure.

**Discussions/Plans:**

* Synergy Project: The purpose of this project is to clarify Voting Entity (VE) concerns and help in CoDA unity. This includes Voting Entity Structure options and Frequently Asked Questions (FAQ) for new VEs and IMC related issues. As it develops, additional pieces to include a Toolkit for new IMC members and additional collaboration with the Chairs Forum.
* Cross-training for members in the IMC roles:
	+ VEL
	+ Public Minutes
	+ Budget
	+ VEI Tracker
	+ QSRs
	+ Synergy Project
	+ Toolkit
	+ FAQs
	+ Setting up Monthly Meetings and Agenda
* Cross-training is underway for several of our roles.

IMC can be reached at IMC@coda.org

**Literature Committee**

CLC continues to meet monthly for a two hour Zoom call.

CLC continues to work closely with CoRe, in particular, our Print Liaison, Addie M, who attends our monthly meetings. The CLC CoRe Print Liaison attends monthly CoRe Board meetings.

**Four projects endorsed at CoDA Service Conference (CSC) 2023:**

***Growing Up in CoDA***

This new full-length book has had its final copy editing completed, cover designed, expected to printed in late January 2024.

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

Fourth Consolidated Edition, and Twentieth Anniversary Edition has had its final copy editing completed, and cover designed. The cover will be a slightly lighter shade of green, for easier identification. It will be printed and will be distributed when the current third edition has sold out.

***Reparenting Our Inner Child* pamphlet** final editing and design has been completed. It will be printed and posted by the web liaison on coda.org.

**“Patterns and Characteristics of Codependence and Patterns of Recovery 2023” has** will be posted as a downloadable PDF on coda.org.

**Pamphlets to be printed and posted on coda.org.**

***Welcome to CoDA* –** Existingpamphlet has been updated and lightly edited.

***Establishing Boundaries in Recovery*** – pamphlet has been updated lightly edited.

***CoDA Service Conference Endorsed Literature is Vital*** – new pamphlet, endorsed in 2022.

**Service items to be posted on coda.org:**

“Longer Serenity Prayer”

“Healing Prayer”

“CoDA Service Prayer”

“Working Steps Four and Five with the 40 Questions”

**Current literature projects:**

***Service Concepts Alive and Strong***

This booklet was endorsed by CLC in 2021, never printed by CoRe. Booklet is in process of major editing, CLC plans to present the revised version to at CSC 2024. Updated version to be printed by CoRe.

***Lighting Our Path: Daily Meditations for Recovering Codependents:***

New daily meditations book, each based on a quote from CoDA literature. Submissions from the Fellowship are needed to reach 366 entries, currently submissions are being accepted and edited by the project group.

***Story Gatherers***:

Longer stories, like the ones in our basic text, *Co-Dependents Anonymous*. This project now has a group of volunteers and a leader.

Work on a new booklet, tentatively titled ***CoDA for Atheists and Agnostics,*** has begun.

***Carrying the Message*** and ***Experiences with Crosstalk***

These two booklets are being extensively updated and expanded. To be presented at CSC 2024 for endorsement.

***Recovering with Boundaries***

Booklet length manuscript, submitted by a CoDA member. CLC to begin work to begin later in 2024.

**Other:**

**Literature Main page on coda.org**

Extensive updates have been completed.

**Copyright assignment procedure**

CLC and Katherine T, Legal Liaison to CoDA Board have implemented a new, e-signature process, using DocuSign that will allow CoDA Inc to store all copyright assignments in its Dropbox filing system.

**CLC Policies and Procedures and Style Sheet**

Updates in process, to finalize in 1st quarter, 2024.

**Committee members:**
Terry d, Chair

Sara J, Co-chair

Karen D, Secretary

Karen T, CoRe Print Liaison
Members: Abbey K, Alyse J, Emma W, Gillian A, Kathy C, Teresa T, John R, Lisa B, and Nick B,

In grateful service,

Terry d, Chair
January 14, 2023

**Outreach Committee**

**Board Liaisons :**

Jay G., Pennsylvania

Byrle S., Oklahoma

**Fourth Quarter Outreach Committee Report**

**Discussion Items:**

This quarter, the Outreach committee has mostly concentrated on planning the Second Annual “Joy of the Journey” world Sponsorship Workshop. We have collaborated with members of other committees such the Communications, World Connections and Events Committees- and individuals- to plan the workshop and to reach out to codependents world-wide. The Sponsorship Workshop focuses on both sponsors and sponsees. Both will be able to sign up on a list after the workshop. With suggestions from the last post Workshop survey, we have changed our format to enable participants to share in small Break Out rooms. Again, a Survey on how to improve the Annual Sponsorship Workshop next year will be provided.

The Outreach Committee is a small Committee. We are grateful for the people who have helped us with the Annual Sponsorship Workshop. We also invite those who are passionate about doing outreach to share their ideas on other projects

 Peace, Sharon B., Outreach Committee Chair

**Members (list each by first name, last initial and VE):**

Current Outreach Team: Sharon B., Chair (Canada), Gerry B. (Canada), James K. (PA), Gillian A. (UK),), Susan G. (TN). Board liaison-Jay G., Back-up- Byrle S.

**Spanish Outreach Committee (SPO)**



Activities

SPO answered 90 emails and 35 phone calls. These mainly sought information about how to enter an online meeting, how to find a f2f meeting and general information about CoDA. Other queries came from members interested in learning about the guidelines for opening new groups; where to find recordings of the committee’s monthly activities (our Podcast, Monthly Forum, Cinema Forum, Brief Experiences); how to become a trusted servant and how to download/where to purchase CoDA literature, among others.

One of the recurring questions has been where to find the downloadable literature that used to be available on the coda.org/es website under “Meeting Materials.”

Informational content about the 2023 CoDAthon was created, to be shared in a timely manner via SPO’s different outlets, including Constant Contact, WhatsApp, YouTube and the other sources that the committee provides to the Fellowship.

During this quarter, SPO was in charge of organizing the migration of the content from its website, divulgacioncoda.org, to coda.org/es. This is planned to be finalized by February of 2024.

SPO met 15 times this quarter:

* 3 monthly business meetings.
* 1 meeting with Nadia R, the webmaster of SPO’s site, divulgacióncoda.org, to refine details of the migration of that site to coda.org/es.
* 3 special meetings were held to tackle such diverse topics as updating the model replies to emails; organizing the topics of the Brief Experiences series, planning the order in which items are migrated from SPO’s site to coda.org/es and organizing translators and the Translation Subcommittee to facilitate the outstanding translation of that site, to name a few.
* 1 meeting with Lisa J. for her to say goodbye to SPO after her resignation from service as our liaison.
* 1 meeting with the liaisons assigned to SPO (Florence F & Byrle S). Board Member Katherine also joined this meeting, to find out how SPO has been functioning and to get an update on SPO’s many activities.
* 3 meetings to plan SPO’s Monthly Forums
* 2 meetings focused on Zoom’s technical features so that committee members would know how to manage the platform.
* 1 meeting with webmaster Carlos H. to agree on the way to monitor coda.org/es, following the departure of Linda A. from the Translations Subcomittee

Site: Divulgacioncoda.org (Data from Google Analytics, October 1st to December 31, 2023)

Pages:

Visits to the pages: 9,696

The 10 most-visited pages, in descending order: Inicio, Literature, CoDAtónica, Reuniones, Bienvenidos a CoDA, Talleres Vuelvo a Sonreír, Reuniones alternativas, Foro mensual, Grupos presenciales, Experiencias en audio.

Users clicked through to buy literature via CoRe Publications, Kindle and iTunes: 535.

Users:

User visits to site: 2,497

Origen of visits in descending order: México, United States, Spain, Colombia, Argentina, Costa Rica, Uruguay, England, Guatemala, Canada.

Technology used to access the site:

Mobiles (Android and iPhone): 1,781

Computers: 844

Tablets: 44

News/Announcements and Monthly Forum Reminders (Data from Constant Contact)

Announcements sent: 12

Number of announcements received: 12,499

Number of announcements opened: 3,857

Number of clicks to links in the announcements: 330

Total number of subscribed contacts: 780

Contacts who have unsubscribed: 19

CoDA App in Spanish (Data from Google Analytics and Firebase)

Number of installations of the App: 932

10 countries that downloaded the app, in descending order: Mexico, Colombia, Spain, United States, Argentina, Costa Rica, Guatemala, Venezuela, China, Romania.

Notifications sent: 12

Number of notifications received: 3,200

Progress in the migration of the coda.org/es website:

Three new pages were created: <https://coda.org/es/divulgacion/>;

<https://coda.org/es/divulgacion/aplicacion-coda-en-espanol/> and <https://coda.org/es/divulgacion/anuncios-antiguos/>

The backup to this migration will contain a summary of the contents of divulgacioncoda.org; it is 70% complete.

YouTube/TikTok/Instagram

So that members may listen to the Forums, Conventions and also to information about Spanish Outreach, SPO has its own channel on YouTube. It has had 7,417 visits during this fourth quarter.

Codependientes Anónimos en espanol (@coda\_mundial\_divulgacion) currently boasts 2,618 subscribers and 186 videos posted to this YouTube channel.

SPO began publishing information about Co-Dependents Anonymous in January of 2023 via Instagram and TikTok, using short videoclips with creative content aimed at those who are not yet familiar with the program.

It presently has 364 followers on TikTok and 182 on Instagram

WhatsApp: CoDA Mundial en español

This site currently has a distribution list of 173 persons, whose members’ anonymity is protected by labelling everyone’s information a hidden contact.

Contacts of this list receive general information about CoDA. This list only distributes information, it is not a site where one may ask for information.

Spanish Outreach members: Mónica R./ México (Chair), Blanca F./SoCal, Adriana A./Colombia Elba A./ México and Fernando C./ NorCal

Translation Subcomittee

The Translation Subcommittee is focused on following up on the website. Nevertheless, given the lack of trusted servants on SPO at this time, there has not been enough time to carry out this task in a meaningful way. It is worth pointing out that at the same time, the Subcomittee continues to support the translation of various documents and announcements, as requested by other committees or parts of CoDA World.

Translation Subcomittee Member: Mónica R/ México