

CoDA 2nd Quarter Service Report for 2021

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

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www.coda.org

CoDA Board

Discussion Items:

Acknowledging that we are all here for our personal recovery, the mission of the CoDA Board of Trustees is to ensure the longevity and fiscal health of the organization, to support the Fellowship's ongoing service work, to promote CoDA unity, and to reach the still suffering codependent.

To support and live the mission of the Board of Trustees, during the business year of August 2020 to June 2021, the Board has diligently concentrated on four areas: ADMINISTRATION, WEBSITE, FINANCE and EFFICIENCY.

ADMINISTRATION

In November 2020, the Board learned of the unexpected passing of the owner and CEO of our Associated Management Company (AMC), SOS Solutions. At the same time, our assigned account executive left the company, leaving the CoDA Board without administrative management of

all our accounts. Although the son of the AMC owner provided some transitionary assistance, including bookkeeping services, the CoDA Board members had to take responsibility for all the administrative duties of the account executive almost immediately with minimal training. The next four months required many additional hours of volunteer service from Board members which were focused on the following:

- Securing our finances by arranging to hire our current bookkeeper with SOS as an independent contractor.
- Moving CoDA, Inc. bank accounts to the full care of the CoDA Treasurer, with the Vice-Chair as backup signatory.
- Locating and hiring a new Associated Management Company, Meetings & Concierges Solutions (MCS) – hired in Feb. 2021.
- Reconfiguring all electronic accounts to the care of the CoDA Board.
- Moving all CoDA documents (electronic and physical) and historical and legal items previously held by the AMC, to
 - the electronic care of the CoDA Board (G Drive and/or Dropbox)
 - to a storage unit (organized and arranged for by our Fellowship Service Worker, Joan)
 - to the CoDA attorney, Mr. John Gilbert
- Learning how to use and maintain MS Office 365, the Motions Database, Zoom accounts, PayPal accounts, Website hosting accounts, G Drive account and files, Dropbox account and files, Google Cloud Non-profit account, Phone accounts, etc.
- Change our legal address to that of our attorney, Mr. John Gilbert
- Reconfigure our telephone answering services, with the help of our Fellowship Service Worker and the Communications Committee
- Train the new AMC Account Executive to take over day to day maintenance for all our accounts, the motions database, and our legal and administrative files and documents

WEBSITE

In 2020-2021, the Board has continued to work on, develop and problem solve issues with the website as follows:

- **Phase II** – During the past year, feedback was requested from the Fellowship that helped to improve the new meeting search filtering options. Much of the feedback received was for enhancements to the meeting time zones. People have been confused about what the time zone is when looking for meetings. This issue was outside of the scope of Phase II, but was earmarked as a top priority once Phase II was completed.
- **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.
- **Google Cloud Maps API** – Following the transition from our Associated Management Company (SOS), the Board had to correct a mistake made with the initial setup of Google Maps API (an account used to provide Google Maps for CoDA meetings via the coda.org website) as a regular account rather than as a nonprofit. This was required after automated charges were discovered by the new treasurer. A new non-profit account was set up and as a result, costs for this service have been significantly reduced.
- **Website Hosting** – In March 2021 the Board decided to move to a new website host provider at a cost of \$599.88/year. This was necessary due to increased charges with the previous website host from \$60/month to \$400/month, which they claimed was due to increased demand. The Board also authorized the website developer to assist with the migration at a cost not to exceed their quote of Feb. 20, 2021 (i.e., \$550-\$740, plus an hourly rate of \$70/h after that as needed to tune and stabilize the site.) This change resulted in saving of just over \$4,000/year. The migration to the new website host was completed in March 2021.
- **New Banner for Meeting Searches** – A new page on the website was created for a Meeting Search help guide. A new sliding

banner was also added to the Home Page pointing people to the new printable help guide.

- **Phase III** - In April 2021, when Phase II was nearing completion, the Board agreed to commence a Phase III website improvement project to address the issues with Time Zone confusion, to address meeting search printing needs, and to transition the Spanish.coda.org website from Mura to WordPress.
- **Spanish Website** – In March 2021 the Spanish.coda.CoDA.org went down unexpectedly due to issues with the software which was still running on Mura. The problems with the software could not be resolved and as a temporary solution, the Spanish website was temporarily moved to a new domain www.divulgacioncoda.org and a new website host. Plans for a more permanent solution are in the planning stages.
- **Google Translate Widget** – The Board set up the nonprofit version of the Google Translate widget on the CoDA.org website. This feature allows the Fellowship to translate the entire English version of the website into over 100 languages.
- **Location of Previous Years Committee Minutes** – All of the standing committee minutes were moved from the CoDA.org website to the codependents.org website. Standing committees still forward their Committee Minutes to the Web Liaison (webliaison@coda.org) for posting on the codependents.org website.
- **Historical Documents** – Numerous historical documents, including past CSC (CoDA Service Conference) documents, were saved to the codependents.org website that are now easily accessible to the Fellowship. In addition, many historical documents have been saved to the CoDA Board Dropbox.

FINANCE

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

- The switch to a new Administrative Management Company (AMC), Meetings & Concierge Solutions Inc (MCS) and an independent contractor Bookkeeper, reduced administrative and financial costs from \$3,240/month to \$2,100/month – a saving of \$13,680 per year.
- The Board continues to hold all meetings via Zoom and to produce all of their Minutes of Meetings without administrative assistance from the AMC.
- Overall, CoDA funds on hand increased approximately 16% from the beginning of 2020 to the end of 2020, and from \$454,153.48 at the end of Q4 2020 to \$503,719.06 at the end of Q2 2021, an approximately 11% increase.
- During 2020, CoDA received* \$136,551.49 in royalties from CoDA Resource Publishing, Inc. (CoRE). In Q1-Q2 2021, CoDA received* \$62,595.65.

*Due to the potential time lag between when CoRE sends royalties and when CoDA receives and deposits them, CoDA's figures may not align with CoRE's exactly.

- During 2020, CoDA received \$46,718.23 in 7th Tradition donations. In Q1-Q2 2021, CoDA received \$34,479 in 7th Tradition donations, including approximately \$3000 received from attendees at the 2021 Virtual End of Winter Retreat.

EFFICIENCY

- **CoDA Board Bylaw Revisions –** Revised Version of CoDA Bylaws 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, and updated sections 2.8 Changing of the Guard, 3.4 Board Liaisons to Standing CoDA Committees, Ad Hoc and Task Forces, 3.5 Board Liaisons To Contractors Job Descriptions and Duties, and 6.1 Legal Liaison Description.

- **CoDA Service Conference (CSC) 2021** – Due to the pandemic the Board cancelled the previously held contract with the Ottawa Delta Hotel for the 2021 Conference and forfeited the previously paid 2020 deposit of \$5,200.00 U.S. **Note:** The Hotel would not move the Conference to a subsequent year but did waive cancellation penalties. As a result, the 2021 CSC is being held virtually.
- **Fellowship Service Worker (FSW)** – Approved the “Fellowship Service Worker as an Independent Contractor Agreement” as the TEMPLATE to use with our Fellowship Service Workers. This TEMPLATE includes the current \$24/hr rate of pay and has been placed in the CoDA Dropbox for use with all FSWs. The Board has also replaced the Independent Contractor Agreement SAMPLE in Section 8 of the P&P on pages 180-186 with the similar revised document, without “Fellowship Service Worker” in the title and without the rate of pay.
- **Spanish Outreach Fellowship Service Worker (FSW)** – A contract was signed with a new Spanish Outreach FSW responsible for the maintenance of the Spanish Website and Spanish Email Announcements. The Spanish FSW also updates the Spanish pages on codependents.org.
- **CoDA Trademark (TM) Registration Renewals** – Several CoDA Trademarks that are renewable every 10 years came due in 2021, but had not been budgeted for. The Board decided to pay the TM Registrations due in 2021 and modify the 2021-2022 budget to add a line for TM Registration costs due every 10 years.
- **Events Winter Retreat Zoom Needs and Spanish Outreach (SPO) Needs for Conferences** – The Board has agreed to a policy where Events and SPO can increase their Zoom capacity, as needed, for the purpose of a conference or convention for one month at a cost not to exceed \$100/month.
- **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** – Bank account changes with appropriate Board members and removing the CEO of our prior management company are completed.
- **Financial** - The Board renegotiated provision for some financial services with SOS until February 28, 2021. Following this, the Board contracted with the SOS bookkeeper to continue to provide Financial Services to CoDA, Inc. as an Independent Contractor known as Stellar Pro Advisors, LLC starting March 1, 2021.
- **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 Committee.
- **CoDA Address** – The official CoDA address has been changed from SOS to the address of the CoDA attorney Mr. John Gilbert. The Post Office box where our mail goes does not need to change as it is picked up by the Fellowship Service Worker. The Secretary of State has been notified of the change of address.
- **CoDA Historical Storage** – A Storage facility in Scottsdale, Arizona has been rented at a cost \$65/Month to store the CoDA Historical documents and items previously stored at the SOS offices.
- **Translations Management Committee (TMC) Physical Documents** – The physical copies of legal documents of Translation and P&D Agreements documents were successfully delivered to our attorney Mr. John Gilbert.
- **Document Signing Software** – The Board purchased a DocHub subscription at cost of \$59.88/yr. to be used for e-signatures.

- **G Drive storage** – A new folder was created in the CoDA GDrive where all new files are to be saved. The Chair, Vice Chair and Treasurer and the new AMC account manager have access to the CoDA GDrive account.
- **Alternate AMC Companies** – The Board contracted with Meetings & Concierges Source (MCS) as our new AMC.
- **AMC Account Manager Training** – The majority of the basic training has been completed, however, the Chair who is the AMC Liaison, continues to oversee any new training issues as they arise.

BOARD STRATEGIC PLAN AND GOALS AND OBJECTIVES

The current CoDA Board Strategic Plan can be reviewed on the Board Main Page on the coda.org website at this link <https://coda.org/service-info/board-main-page/>. The current plan was last updated in June 2019 and a new Strategic Planning session to update the current plan will be held in the near future. The 2021-2022 CoDA Board Goals and Objectives have been submitted separately and can be viewed in the 2021 Delegate Package under Reports.

Board Members: Nancy O, NB, Canada, Chair; Gail S, NV, Vice-Chair; Barbara D, NorCal, Treasurer; Joe R, Guatemala, Secretary; Don B, SoCal, Matt, TX, Yaniv, Israel, Faith J, ON, Canada, Members-at-large.

CODA Annual Report 2021

Fellowship Service Worker /

Email List Coordinator

Independent Contractor. Date: 6/06/21

Member: Geff R. (WA)

Discussion Items:

Please let your meetings know about our email lists, it is one of our most effective methods to communicate with the fellowship!

If everyone participating and watching today could go back to your home group & let that meeting know about the email lists; our subscriber base would likely grow dramatically!

To sign up for any of our email lists, please go here:

<https://www.codependents.org/sub.htm> or here <https://coda.org/> (bottom right of any page)

To make sure your subscription doesn't fail:

- Please check the spelling of your email address carefully.
- **Use our whitelisting techniques!** The spam filters on members' email providers (not CoDA's) are a never-ending problem. These filters have blocked a number of subscription attempts. While preparing this report, I discovered that over 500 members have tried to sign up for the Fellowship Forum email list & did not receive and respond to the legally required automatically sent confirmation emails to join the list. The issue seems to be the most significant with the internet's largest free email provider. To avoid this, please read the "Email Whitelist Instructions" before subscribing:
<https://www.codependents.org/whitelist.htm> and then use the suggestions for your email provider, as they will likely solve the issue.
- 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.

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 scroll down to browse or enter a key word in the search box to find past emails.

This year's highlights for your Email List Coordinator include:

1. The growth of the Events & Co-NNections lists continues at a fast pace; and the Fellowship Forum reminder list has also shown significant growth. Co-NNections Weekly Readings now has over 12,000 subscribers!
2. We are continuing to work with the CSC Prep Workgroup which I facilitate. So far 2021 has been much smoother than 2020; though we are just starting to set up the virtual video component for 2021. The group consists of the Events chair, the IMC-VEL, a board liaison & myself.
3. <https://www.codependents.org/> has continued to have a significant expansion & has become a major source of CoDA history and both CSC and recovery audio. It includes past CSC summaries, an archive of both the English and Spanish Language fellowship forums, CSC history and audio, a history of the CoDA Fellowship Service Manuals (FSM's), and more.
4. I also continue to compile the Quarterly Service Report (QSR) for CoDA
5. I am taking on miscellaneous tech-oriented tasks as CoDA requires.

Other highlights:

1. We've continued to have absolutely no confirmed hacks or break-ins.
2. Please see the "**Goals**" **report for a detailed look** at priorities moving forward. The main goals for the email list coordinator position are to significantly grow our subscriber base & continue to move towards a repeatable standardized process for the CSC Prep Workgroup.
3. We continue to have a 25-30% email open rate, which I have been told by several commercial companies is industry standard. The Events list mailings for online recovery virtual events has been around 70% for the last couple of emails!

My biggest challenges continue to be spam filter issues & educating the fellowship on how to optimize receiving our emails and educating members not to push the spam or remove me buttons provided by your email provider, as that harms CoDA's ability to get emails you request in your inbox. **Every email we send has an unsubscribe button on the bottom right; clicking on those will automatically unsubscribe you from the list & will not harm CoDA.** We also recommend not forwarding to a 2nd email address & unsubscribing by writing us from there, as I likely will not be able to figure out which email address you subscribed with.

We have 7 main public lists:

1. General CoDA Announcements
2. Co-NNections Weekly Reading
3. Events
4. Hospital & Institutions
5. Group Representatives
6. Quarterly Service Report (QSR)
7. Fellowship Forum Reminder List
8. A pointer to The Spanish Email List Archives

I also maintain yearly CSC Delegate, Observer, and trusted servant lists; + email lists for the recovery events. I do some of the admin work for CSC under the board's direction, function somewhat as an "email switchboard" (many members reply directly to the lists rather than to the links or our website "Contact us" link; so, I forward to the appropriate CoDA entities), encourage committees to communicate with the fellowship, & re-use older still relevant announcements per the board's request on weeks where there is nothing new.

I make sure we are in compliance with USA (and hopefully EU) email law & etiquette, attempt to maximize subscriptions & deliverability, am vigilant regarding security issues & insure we are in compliance with our web host's terms of service.

Between the cut-off for last year's CSC report (7/11/20) to the cutoff used for this report (6/6/21) we have sent 85 emails on the main CoDA Announcements list.

When the email lists started in 2009, our total subscriber base was 135 members receiving the QSR.

Currently the #'s on the 7 main lists are as follows as of 6/6/21:

CoDA Announcements List: 6,518 (was 6,122 on 7/11/20)

Co-NNections Weekly Reading List: 12,462 (was 11,371 on 7/11/20)

QSR List: 3,415 (was 3,280 on 7/11/20)

H&I List: 2,932 (was 2,848 on 7/11/20)

Group Representative List 2,536 (was 2,374 on 7/11/20)

Events 4,176 (was 3,196 on 7/11/20)

Fellowship Forum Reminder 1,207 (was 153 on 7/11/20)

We also are hosting the archives of an interactive email list for the Spanish CoDA community on codependents.org. And finally, we have several closed limited lists for internal use, including 3 CSC related lists, an ICC list & a list for all committees & volunteer service workers.

To all CoDA committees: The email lists are there for you to communicate with the CoDA fellowship. While Communications & the Board have primary responsibility for the content of the General Announcements list (along with what the board has assigned to the independent contractor), all other committees are also strongly encouraged to make use of it! Please send any submissions either directly to me at codalist@codal.org or codalist@codependents.org

In Service,

Geff R

CoDA Fellowship Service Worker/Email List Coordinator

Board Liaison, Gail S. (NV)

CoDA Annual Report for 2020 - 2021

Fellowship Services Worker / Administrative Assistant

I am Joan, a recovering codependent, and 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 my board liaison, our other special workers, our standing committees, when opportunities arise, and happily with many of our Fellowship members far and wide.

Since the last yearly report, things have been a *bit* less hectic, but still proceeding at a pretty brisk pace given all the changes with meetings, keeping up with the website changes, and day-to-day tasks. I spend several days a week registering, updating, and deactivating meeting listings. I retrieve and process the mail we receive in our Post Office Box, make bank deposits and send letters back to groups/individuals who send in 7th Tradition contributions and answer many other miscellaneous communications. {*Oh, may I ask a favor—please note somewhere in your meeting binders that checks and money orders need to be made payable to CoDA, Inc. or to Co-Dependents Anonymous, Inc. and please do not send cash.*} I keep spreadsheets, for instance detailing 7th Tradition contributions. I do my best to keep up with the many emails that come to meetings@coda.org and also field many that come to info@coda.org. Additionally, many of you know my personal email address, so much email traffic comes daily. I usually have one or two email communications with each of the committees throughout a year, but have much more contact with the CoDA Email Team (CET), c-phone (both associated with the Communications Committee), and with Hospitals and Institutions, and Events from during their busy seasons.

As a result of the health crisis, many face-to-face (F2F) meetings have been using online platforms. We decided at the outset of this change to include the online details on the F2F listings. This was done so that folks new to CoDA, even though they would have to attend online, would have

the chance to start to get to know folks from their area. Not all F2F meetings did choose to meet online though. Some groups simply suspended meeting. Some others closed down the F2F and re-registered as an online meeting.

This is a good chance to let you know that city, state, and country fields have been added to the registration templates for online and phone meetings. Not all members are choosing to disclose those details, however, but maybe that will change? The online and phone registration/update forms now require that you designate a time zone. Also, for online meetings the exact URL is required, of course. If these items are not delineated, the registration or update will not process.

Over the last two months or so, there have been some meetings returning to F2F. Some have been trying out a hybrid concept—meeting in person and maintaining an online connection. Already, a few of the groups that were trying that out, have curtailed the online connection, but others are maintaining both. Many of the meetings which have returned to F2F are asking folks to take precautions given the ongoing pandemic.

In 2018 we received about 151 new meeting registrations of various categories, in 2019 there were about 186, in 2020, 244, and for the first 5 1/2 months of 2021, there have been 162 registrations. The greater percentage of the 2020 and early 2021 registrations are for online meetings, of course.

I think that many of the new online meetings have been started by folks brand new to CoDA. Even though the Welcome letter that is sent acknowledging new registrations stresses the importance of reading the CoDA Welcome, Preamble, Steps, and Traditions as written, some of the new meetings have not understood the importance of including those readings. Reading of this grouping of four of our foundational documents supports consistency of our message and comforting familiarity across our meetings. Hopefully, members will recognize this and thus bolster CoDA unity (First Tradition.)

Oh, here's an interesting confusion that has been common: folks when sending in updates or queries about an online meeting have been referencing the online meeting ID# i.e., of a zoom meeting, rather than the CoDA Meeting ID#. Our listings cannot be searched by online IDs, only by those IDs which we assign. For F2F meetings they start with a state or country abbreviation, and online/phone varieties with WW and then three numbers.

Another change this year came with the redoing of our outgoing messages on our phone lines. They have been simplified.

Wishing everyone a fulfilling experience during our second virtual CoDA Service Conference, and following that, another healthy year in recovery.

I am grateful to be one of CoDA's special workers.

Goals/Objectives:

To have a document on our website referencing our policies and suggestions for registering and updating meetings.

To devote some hours each month going through the database looking for errors; removing deactivated listings which are falsely revived each time we migrate our data from a former platform.

My ongoing objective remains from day-to-day to support our Fellowship.

With respect,

Joan

CoDA Resource Publishing (CoRe)

WHO IS CORE AND WHAT DO THEY DO

CoRe, also known as CoDA Resource Publishing Inc., is service arm of Co-Dependents Anonymous Inc. (CoDA).

CoRe prints, sells, and distributes English and Spanish CoDA conference approved materials.

These materials are provided in multiple formats including: 1) hardcopy (print), 2) digital (Kindle & iTunes), and 3) audio (MP3).

The income generated from the sales of these materials directly funds CoDA World Programs.

CoRe does not use an outside management company. We manage the day-to-day operations. This includes vendors who provide: 1) warehouse/distribution; 2) on-line store; 3) printing; 4) graphic Design; and 5) all administration tasks. Inc. (CoRe) is a not-for-profit service arm of Co-Dependents Anonymous Inc. (CoDA).

2020 – 2021 Board of Trustees:

Yvonne K (NorCal) – Chair

Annie S (PA) – Vice Chair

Kathy H (PA) – Treasurer

Judy O (FL) – Secretary

Ritchard I (Canada) – Trustee

Communications Committee

CoDA Communication Committee has three subcommittees: CPhone, CET, and AVM.

All three are always looking for volunteers, and have some helpful information so people have an idea of what the job entails. If you are willing to check us out and possibly volunteer, contact commchair@coda.org

The combined group of subcommittees meet once a month, on the 4th Thursday of the month for about an hour. All volunteers are invited to this business meeting. It also provides guidance to the subcommittees when they have questions, allows everyone to get to know each other and share

their experience, strength and hope in the work being done. It is also where any big ideas are discussed, plans for the future are brought, and where any expenditures are approved. It's a great group of people, and it can be exciting to hear what our newest subcommittee (AVM) is thinking about doing and how they are progressing.

We hope you will come join us in this great way to reach those who still suffer. Members at large are Karen and Jeanne, and Jeanne is our secretary.

AVM – this subcommittee was formed last year and expanded our potential reach for the Fellowship. Volunteers are David, James, and Susan. They meet along with the larger committee meeting, for the time being.

This group of volunteers last year started the New Year's Across The World, holding CoDA meetings from all over. It was very well received, and the plan is to do it again next year.

AVM also began leading the Fellowship Forum in May, expanding the areas that they are working in. They are working currently on a list of topics and hope the fellowship will provide suggestions as well.

The next plan is to start a CoDA World YouTube Channel and create videos that discuss topics like boundaries or Traditions or even how to deal with difficult issues. This lines up with what other fellowships are doing successfully; the reaching those who still suffer, with media that is used universally. The hope is once it is up and running, the expansion to include submissions from the fellowship through their intergroups/voting entities approval process – including in different languages.

This will require software, approximate cost is \$1,000, and is part of our requested budget.

The other plan is a PSA for posting on the YouTube Channel. It would be done by professionals and would be available for anyone who wishes to share it. Discussion currently is around doing either an animated PSA or using CoDA members. Again, YouTube is a great way to spread the

message. This will require an investment of approximately \$10,000 and is part of our budget request.

CoDA Email Team (CET) - This subcommittee answers all emails that come into info@coda.org, with volunteers that answer one day a week. We need 3 volunteers for this, answering on Tuesday, Saturday and Sunday. Volunteers are sometimes covering an extra day until we get new members.

We receive about 150 emails per month, not counting those that have multiple responses. The questions vary from 'I'm new and don't know where to start' to 'the meeting leader won't rotate positions' to 'how do I create boundaries' as well as complaints about meeting size or style. We do our best to answer their questions or send them on to a committee that can answer/assist them.

If you are interested in volunteering for the email team, please contact commchair@coda.org.

CoDA phone Team – C-phone - This subcommittee returns all calls to our 888 and 602 phone lines. We are averaging about 40 calls a month, with volunteers that return calls one day each week. We do need 1 Volunteer to return calls on Sunday, so if you are interested, please send a note to commchair@coda.org.

The calls we answer vary from something as simple as 'I need a meeting' to 'The meeting leader won't allow for rotation of service' to 'someone is charging to be a sponsor' to crisis calls. We refer the crisis calls to 211, as we are not equipped nor trained to handle crisis situations and 211 has counselors on hand 24 hours a day in every state.

There were some problems last year with calls not being answered, but those have all been resolved.

The need for volunteers is ongoing as people come and go as their lives demand.

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

The volunteers for C-phone are Chris G - OK, Jenny H -IL, Daniel - GA, Mary I (chair) - NC, Charlotte NC, Linda P - CA.

The volunteers for CET are Bev G - FL, Patrice - MI, Chris G - OK, Lizzie C - VA, and Mary I - NC

The volunteers for AVM are Karen G - VA, David A - NY, James K - PA, and Susi - AZ. ***Together, we are the Communication Committee.***

Co-NNections Committee

Discussion Items:

Since re-booting the committee in February 2015, we have been consistently productive.

As of September of 2016, our email list had 8,306 individual subscribers.

As of April of 2021, our email list has more than 12,000 subscribers.

Co-NNections solicits submissions from CoDA members, edits submissions and creates and disseminates two digital publications: the Weekly Readings (WR) and Meeting-in-Print (MIP). This work is conducted in accordance with the 12 Steps, 12 Traditions and web guidelines of CoDA. WR is published weekly and is generally shorter form (<500 words) prose writings. MIP is published quarterly and can accommodate more artistic or abstract expressions such as poetry and visual art, as well as longer form (>500 words) prose writings.

You can subscribe to the readings here, scrolling down to the bottom:

<http://www.coda.org/>

If you wish to submit a weekly reading, or to peruse the extensive archive, please do so here:

<http://connections.coda.org/index.cfm/submit-article/>

You can always view the current weekly reading at:

<https://coda.org/co-nnections-recovery-stories/>

Since February 2015, we have fulfilled our mission of both posting and emailing an original fellowship-produced article every week. All articles in 2020 and 2021 were and have been new submissions, however there is still a large unused back archive if ever needed.

Both the entire Co-NNections committee & Weekly Readings have monthly teleconference calls.

Meeting In Print has done much of their work by email.

In June we added two new members: Caryn of CO and Alison J of Florida.

We continue to expand the number of form letters that are available for routine circumstances and Committee tasks; we plan to respond to all inquiries, including some that would not have received responses in the past.

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

Geff R., Washington

Resa G., Minnesota

Laurel H., Utah

Alison J., Florida

Caryn, Colorado

Board Liaisons:

Don B.

Events Committee

The Events Committee had an eventful year making many adjustments for Virtual format. We put on two successful Virtual workshop events - the International CoDA Convention in November 2020 and the Virtual Retreat in March 2021. We received over \$6,000 dollars in donations related to these events.

We are holding another Virtual retreat event with Ken and Mary on July 17th.

The VIRTUAL CoDA Service Conference (CSC) is being held July 26th- July 30th, 2021.

We have not set a date for a 2021 Virtual International CoDA Convention (ICC), but we have decided that it will be held separate from the CSC possibly in the fall of 2021.

Rapid City, South Dakota is slated for our 2022 CSC, we have selected a hotel and we are currently working on a contract. We do not have any details or definite dates set at this time.

We have an application from Texas for 2023 but no final decision has been made.

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

Members: Chair: Florence F.- MD, Current Members: Kathy H.- PA, Kevin M.- NY, Carole T. - Ontario, Lorraine K. - GA, Shaf - Great Britain, Danielle M. - NJ, Barbara D. - NorCAL (Board Liaison)

In Service, Florence F. (MD), CoDA Events Chair

2021– 2022 Goals and Action Plans-

#1-Continue to find more cost efficient and creative options for live streaming and interpretation for CSC.

Action(s): ONGOING

Created role for Interpretation liaison who works with the World Connections Committee and VEL to identify interpretation needs and help research and coordinate during our events.

#2- Continue to find ways to make the CSC and ICC more cost effective.

Action(s): ONGOING

In addition to exploring alternate venues, Events will continue to maximize contract negotiations to save, and find other ways to bring funds to CoDA. Continue to plan and support additional events to bring in funds.

#3 – Explore and research ways to reach the still suffering codependent.

Action(s): ONGOING

- Offer other Events and opportunities for CoDA members to attend outside of CSC/ICC. Explore virtual and in person venues and events to offer more opportunities to reach out to the still suffering codependent.

#4 - Ensure ongoing smooth process and transition for the Events Committee each year.

Action(s): ONGOING

- Manual is a living document based on the group conscience decisions of the Events Committee.
- Establish a more streamlined process in setting up and training others to use Eventbrite.
- Maintain a full committee.

#5- Provide a more relaxed atmosphere and smooth transition at CSC and between CSC/ICC

Action(s): ONGOING

- Provide the fellowship with what they want based on survey results.
- Re-incorporate spiritual time to CSC

Finance Committee

The CoDA Finance Committee works with the CoDA Treasurer and Board to provide financial oversight, analysis, and advice to the Fellowship of CoDA with respect to:

- Prudent budgeting and investing
- Financial stability
- Monetary resources of the CoDA Fellowship.

Source: The Fellowship Service Manual of Co-Dependents Anonymous Combined Approved 2019, Part 5 Page 11 Last revision: 10/21/19

Finance Committee Responsibilities:

1. Calculate and report our prudent reserve to the Fellowship at the annual Service Conference. We may report it at other times of year if needed.
2. Annually review proposed budgets submitted by committees, boards, & Fellowship Services.
 - The committee considers whether or not CoDA's income supports the budget requests and allows for our prudent reserve* while integrating the requests into one overall budget.

- Provide input to the CSC related to the financial implications of proposals under discussion and suggest options, as prudence requires.
- The Finance Committee makes the motion to approve the overall budget to voting members at CSC. Apprise the CoDA Board and Fellowship of changing financial circumstances, which might require budgetary adjustments between CoDA Service Conferences.

3. Review expense reports submitted by committee & board members for adherence to CoDA's Expense Reimbursement Policy.
4. Review CoDA's investments for adherence to Conference approved policy.
5. Review the Expense Reimbursement Policies and Procedures and propose amendments when needed.

Source: The Fellowship Service Manual of Co-Dependents
Anonymous Combined Approved 2019, Part 5 Page 11 Last
revision: 10/21/19

1. Prudent Reserve Calculation

"Prudent reserve equals \$250,000

\$122,560 2020 **or** equal to half of the total

actual \$235,831----- 2019

operational expenses for \$358,391

combined the previous two calendar years,

÷2

whichever is greater."

9,196

\$17

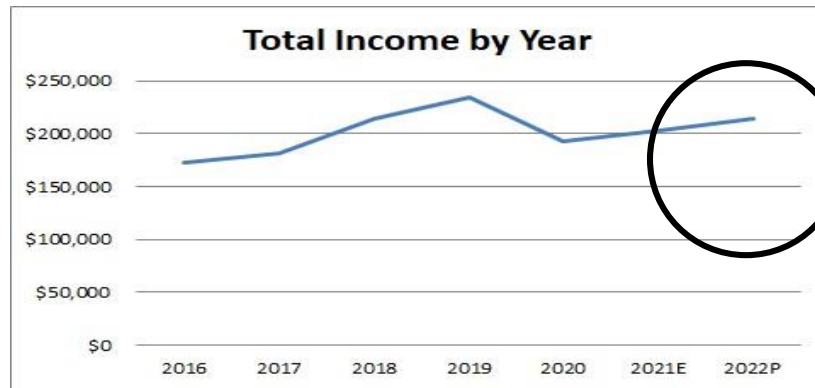
half the combined

\$250,000 is the prudent reserve for 2022

2. Annual Review of Approved 2021 Budget

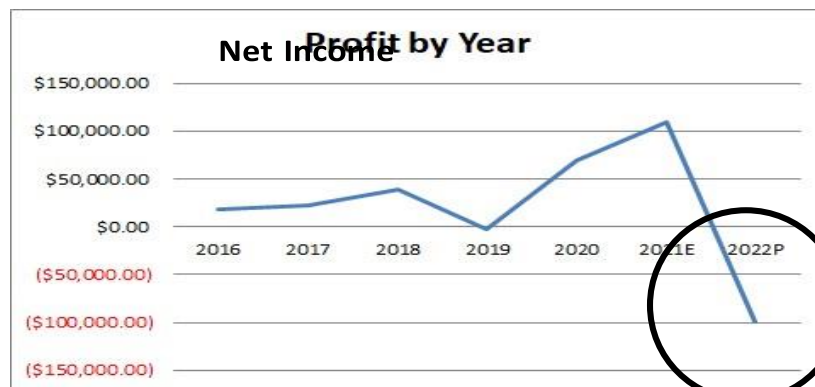
Year 2021	Approved 2021 Budget	Budget YTD	Actual YTD
Total Income	\$203,692	\$96,846	\$101,615
Expenses			
Outside Services & other expenses	\$122,262	\$65,965	\$51,743
Board/Committee Face to Face (F2F)	\$0	\$0	\$0
CoDA Service Conference (CSC)	\$52,314	\$4,300	-\$1,246
Total Expenses	\$131,112	\$70,265	\$52,989
Gain (Loss)	(\$49,682)	\$26,581	\$48,626

We are spending below our income (4.9% income increase vs 89% expense drop)



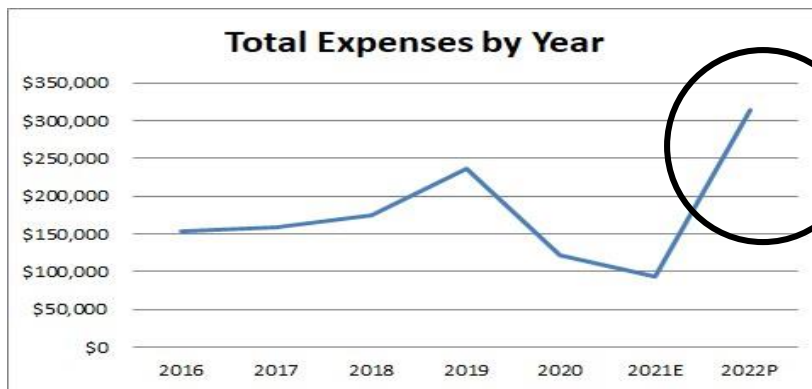
A

Modest
Income
Growth



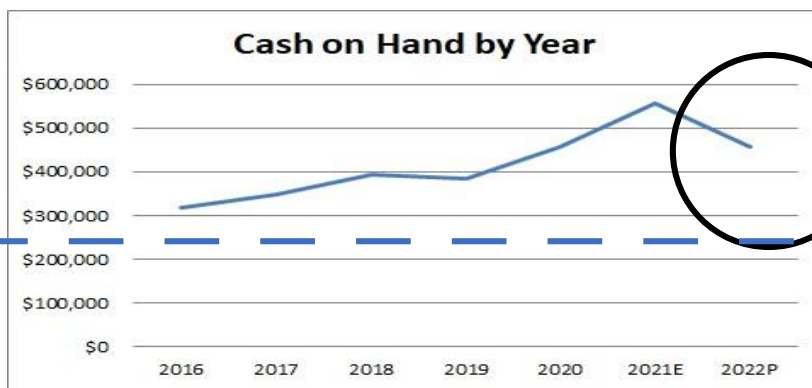
C

Large
Net
Income
Loss



B

Large
Expense
Growth



D

Absorbed
Reserves

Prudent ReserveBy Cash

Modest Income Growth Less Large Expense Growth = Large Income Loss (to be absorbed by our cash reserves)

3. Review Expense Reports (12 months)

- 0 number of expense reimbursement requests submitted
- 0 requests accepted as is
- 0 requests accepted with modifications
- 0 requests rejected or withdrawn
- 0 waiting for further action

- Average time for reimbursement is 0 days

4. Review CoDA Investments

CoDA funds are currently invested in the following financial instruments as indicated:

1. Money Market Account = \$100,670
2. Certificate of Deposit = \$0
3. USA Treasury Bills or USA Treasury Notes = \$0
4. Savings = \$220,386
5. Checking = \$183,227

Hospitals & Institutions Committee (H&I)

“Annual” Report
August 2020 - June 2021

2020-2021 H&I Committee Goals

- Maintain: The Books for Inmates and Institutions Program, inmate correspondence, update the H&I P&P Manual, respond to requests that come by email, regular communication with the CoDA community (through the H&I email subscription list)
- Recruit Sponsorship Coordinator and reevaluate the Inmate Sponsorship Program
- Recruit Literature Distribution Coordinator (LDC)
- Plan a Face-to-Face meeting in April 2022
- Develop a Presentation Package for members to bring to Institutions
- Develop a system of leadership rotation
- Publish the “H&I Lights Newsletter” quarterly
- Recruit more members

Accomplishments

- Maintained the Books for Inmates and Institutions Program (details below)
- Continued to grow the Inmate Sponsorship Program: Every inmate who has requested a sponsor has received one. Using the H&I, Email Subscription and General Announcement list we have sent out a few announcements asking for help with sponsoring inmates in institutions. We have almost completed updating the Sponsorship Program.
- Regular communication with the CoDA community: We received and responded to about 3 email queries from Fellowship groups or members each month.
- Recruitment of members: We started with 9 members last July and lost three members due to work commitments. We had 11 regular and multiple special meetings via teleconference.
- We have updated the Questionnaire on the website to include consent to collect data to share that, hopefully, will facilitate communications between facilities and members being of Service.

Inmate Correspondence

- 90 letters received from an average of 8 different institutions each month. The number of letters was lower than in previous years, possibly due to the enforced isolation within prisons due to the pandemic. This diminished the contact residents had with each other and the lack of meetings because of restrictions.
- Sent 86 responses by mail.
- Inmate Sponsorship Program had 15 men and 9 women requesting sponsors. This is the greatest number of sponsors requested since the program began. Only 7 new CoDA members volunteered to sponsor, so many had more than one sponsee assigned to them. We have had to assign some male inmates sponsors who are women because of the lack of sufficient men to sponsor. Permission from both sponsor and sponsee was obtained to make this change. Fortunately, all but one inmate received a sponsor. The one without a sponsor was a woman who requested corresponding in Spanish. We couldn't find one for her.

Books for Inmates and Institutions

- What was sent:

July 1, 2020 – June 17, 2021 (Sept 2019 – June 2020)

•54	Co-Dependents Anonymous Books	(146)
• 3	Co-Dependents Anonymous Books in Spanish	(11)
•50	12 Steps & 12 Traditions Workbooks	(112)
• 5	12 Steps & 12 Traditions Workbooks in Spanish	(7)
•30	Standard Packets	(32)
• 2	Standard Packets in Spanish	(5)
•16	Institutional Meeting Handbooks	(16)
• 4	In This Moment	(6)
• 4	Institutional libraries	(3)
• 1	Institutional library in Spanish	(0)

Received \$1,804.89 (**\$2,578.24**) * in donations to BFII (Books for Inmates and Institutions) for July 2020 - May 31, 2021. * *Last year's amounts are in parentheses*

Donations can be made via a linked form available on the [CoDA.org Donation Page](https://www.co-da.org/donations) titled "[Books for Inmates & Institutions Donation Form.](https://www.co-da.org/donations)" [This link is also](https://www.co-da.org/donations) on the [Hospitals & Institutions Main Page](https://www.co-da.org/donations).

2022 H&I Committee Needs

- More committee members to:
 1. Sponsorship Coordinator
 2. Literature Distribution Coordinator
 3. Members to read letters & emails; determine appropriate response (1-3 people)
 4. Respond to our mail (email and US Mail) (2 people)
 5. Database Coordinator
- CoDA members willing to sponsor inmates via US Mail
- Creative individuals with passion to help reach those who are locked in their codependency

2021-2022 H&I Committee Goals

- Maintain: The Books for Inmates and Institutions Program in the US, inmate correspondence, regular communication with the CoDA community, respond to requests that come by email (through the H&I email subscription list) and US postal mail
- Create a template for International Voting Entities to set up H&I Committees and Services offered
- Update the H&I P&P Manual
- Plan a Face-to-Face meeting in April 2022
- Develop a Presentation package for members to take into Institutions
- Rotate service positions within the Committee
- Maintain database of H&I service Contacts
- Publish a quarterly newsletter
- Recruit more members

Thanks to:

- Board liaisons: Barbara D. and Joe R.
- CoRe Board who helps get the books and literature into Facilities and Institutions
- Joan O. (Fellowship Service Worker) & Geff R. (email list Coordinator)
- And all those who have contributed to the Hospitals & Institutions Books for Inmates & Institutions program
- Our current inmate sponsors

Special thanks to:

- Members of the Fellowship who serve locally by carrying the message into institutions. These are the people who make the difference in a codependents' life.

Members:

Terry D, CT	Chair
Kathy L, IL	Corresponding Secretary for US Mail, and Sponsorship Coordinator
Darlene H, OH	Secretary
Lou L, IL	Literature Distribution Coordinator (LDC)
Jim K, PA	Assistant Sponsorship Coordinator

David A, NY
Gillian A, UK

Member at large
Member at large

Issues & Mediation Committee (IMC)

Continue to Follow CoDA's Traditions, Service Concepts and Principles. Hold high ethical standards as outlined in our FSM and Bylaws.

- Handle disputes at the IMC level with objectivity, respect and fairness with each party involved.
- Use CoDA's group conscience decision-making process.
- Always maintain confidentiality and objectivity by using the recusal process when needed.
- Rotating dispute leads within the IMC members using 2x2 method.
- Annual CSC report of any mediation, while remaining confidential by keeping all parties anonymous.

Recruit and/or maintain 7 to 10 trusted servants as IMC volunteers {must have attended CSC as a Delegate}.

- Attend CSC and introduce the IMC to possible volunteers through presentation at CSC and/or luncheon.
- Create a flyer to include in Delegate packets, hand out and/or place on information table.
- Be available at CSC to answer any questions about IMC during all breaks. Have buttons for IMC members to wear to identify the current members.
- Hold a no-host IMC gathering to allow opportunity for interested volunteers to meet current IMC members to learn more about IMC goals and responsibilities, etc.
- Ensure that new members either know or are willing to learn CoDA's principles & IMC's processes and standards (confidentiality, objectivity, follow through, etc.)

Continue to update, collect and store past/current IMC documents in IMC OneDrive account.

- To maintain a history of our documents in one safe and secure location for all who follow in serving IMC, currently on OneDrive.
- Staying within our primary defined role as mediator, we listen. In listening, the needs of our fellowship are revealed to us. We believe that many issues may be resolved or minimized by improving the communication of helpful information.
- VEL – Voting Entity Liaison
- Review and update the job description of the Voting Entity Liaison as needed.
- Continue to maintain SmartSheet for delegate “Grant” applicants (formerly known as TRO) and award history.
- Create and post on CoDA.org website VESB (Voting Entity Service Board) using SmartSheet Registration link.
- Using the VESB and any uploaded documents from delegate/VE, verify the delegate has been properly elected by their VE. Report to Board Secretary that all CSC delegates have been properly vetted.
- VEL is never to be involved in mediations where there is a VE conflict of interest, thus maintaining the VEL as a neutral party to solely serve the Voting Entities as Voting Entity Liaison.

P&P (Policies & Procedures) Subcommittee:

- Review and update as needed
 - IMC Mission Statement
 - IMC Policies & Procedures manual

VE (Voting Entity) Subcommittee:

- Recognizing and authorizing VE's as instructed in the By-Laws.
- Review and update, as needed any CoDA.org IMC posted/linked documents.

- This allows IMC to send out documents/links to any interested parties without them having to instruct the fellowship party(s) to refer to the FSM for the related specific material. Said documents shall mirror the intent and/or wording of FSM.

VEI (Voting Entity Issue) Subcommittee:

- Continue to track the Voting Entities Issues (VEI's) and provide updates to the Board and Fellowship.
- After VEI's have been assigned to the committee or the board, the process developed by IMC for tracking will begin. A database is used for this purpose and communication will happen through the QSR's or direct email to the parties. The tracking process may be modified as needed to be more efficient. For further information, see FSM on VEI's.

Literature Committee

CSC has been blessed with three wonderful new members in 2020-2021. Each has jumped right into writing, editing, and taken on leadership roles within the committee and in our various projects.

Completed projects:

- Extensive revisions, updates, and motions to CSC for endorsement:
 1. ***Newcomer Handbook***, Second Edition, we encouraged groups to purchase this new and improved version of the original handbook. It has lots of good stuff to spur discussion in meetings, with sponsees, and reading alone.
 2. ***Making Choices in Recovery, Positive Affirmations For Working on Our Shortcomings***, Second Edition. This is revised and expanded booklet is highly recommended for members who are working Steps Six and Seven.
- Service pieces for the web and future inclusion in pieces of print literature:

1. **Prayers** were written for each of *The Twelve Traditions*. The prayers will be added to *The Twelve Steps & Twelve Traditions Workbook* in 2022.
 2. One page flyer, ***Codependency & Recovery – The Differences***
 3. ***The Longer Serenity Prayer***.
- Collaborated with CoRe, to bring to CSC for endorsement: ***Joy in The Journey, Recover with Color***.
 - Reviewed, submitted suggested edits to author of the new booklet, ***The Twelve Concepts of Co-Dependents Anonymous, Alive and Well***.

Ongoing projects:

- **Assigned motion, Texas VEl** re: wording on coda.org of Patterns and Characteristics of Codependence and In Recovery was discussed, put aside, to be completed this year.
- ***Growing up in Coda: Becoming Emotionally Mature*** is the working title for a new multi-chapter book, which builds on ideas expressed in our basic text, *Codependents Anonymous*, about inner child and self-parenting work in CoDA. Call for short writings of personal recovery stories about becoming more emotionally mature by working the Twelve Steps and Twelve Traditions in CoDA. Expected to be presented at CSC 2022 for endorsement.
- CSC continues to receive recovery stories for an ongoing project we call ***Story Gatherers***. Three to ten pages in length, the stories are similar in scope to the stories in *Co-Dependents Anonymous*. *Story Gatherers* is book length and is expected to be presented at CSC 2022 for endorsement.
- We are committed to creating a **new daily reader** based on the program principles of CoDA. This multi-year project is in need of submissions, 366, one-page meditations, to include a quote from any piece of CoDA literature, most especially our Steps, Traditions, and Promises. Suggestions for a title are welcome, perhaps based on gratitude, joy, happiness.

- ***The Twelve Steps & Twelve Traditions Workbook*** will have a new writing, including an expanded Preface focusing on working the CoDA program. The Twelve Step Prayers will be added as will the new Twelve Traditions Prayers, written by CLC this year. Expected to be presented at CSC 2022.
- We continue to answer emails from the Fellowship and others regarding CoDA literature. We receive many inquiries as to what is “endorsed” or “approved” literature, which gives us the opportunity to educate people on how CoDA Conference endorsed literature creates unity through consistency of message and financial support of the Fellowship.
- We continue to “lightly edit” existing pieces of literature as they come up for reprinting.
- We enjoyed recreating *Making Choices in Recovery* so much, we are considering creating a new booklet for working Steps Eight and Nine.

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

Alyse J, Georgia
 Abbey K, Arizona
 Barbara L, SoCal
 Gillian A, UK
 Leslie C, NorCal
 Salle H, SoCal
 Sara J, Arizona
 Teresa M, Kansas
 Terry d, New York

Outreach Committee

History and Purpose

CoDA is an international Fellowship. The purpose of the Outreach Committee is to provide tools in which members of the Fellowship, may access or share information. Our mission is to “carry the Message to the codependent who still suffers”.

The Outreach Resource Guide (ORG) (<https://coda.org/outreach/>) is one of our tools found on the “Outreach” tab of the www.coda.org website. It includes many useful ideas shared by our local and international CoDA members.

The Outreach Committee is made up of members who share a passion for outreach. We research and share ideas by connecting with people who may have various accessibility needs or who may have diverse cultural and language backgrounds. This is done by forming workgroups. Information is added to our website or used to create service documents. Any materials or projects created by work groups are vetted by the committee for Traditions.

Committee Membership

Current Outreach Team: Jay G.- Chair, Sharon B.-Co-chair, Gerry B., Betsy G., James K., Gillian A, Tina C., Byrle S., Board liaison- Yaniv S. Gail S is backup.

Action Plan 2020-2021

1. Research and expand information on topics for outreach and supporting meetings

- a. Research and share ideas for outreach and supporting meetings with the help of new members to the Outreach Committee and work groups.
- b. Complete and expand information on topics that the Committee started but did not complete in 2020.

- c. Prioritize topics that need more development on the Outreach website and develop materials such as Service Documents to share. Some examples topics include Teen Meetings, working with other Fellowships, LGBTQ+, and accessible meetings.
- d. Include sample Meeting Format templates available to meetings by placing them under Meeting Tools on the Outreach website (<https://coda.org/outreach/>) for free download.

Status:

- Researched and edited topics to update the ORG website
- Completed meeting Formats (Regular and Online) for as templates
- Did not use the term, " Tools" to replace titles for the website
- Requested and added information on certain topics (i.e. Diversity, Accessibility) to update the website
- Some topics such as Teen meetings and LGBTQ+ still need input from the Fellowship

2. Collaborate with CoDA groups and individuals world-wide, to share information and materials for outreach and support for CoDA members.

- a. Request help to research and develop topics for outreach.
- b. Create materials which are understandable and usable by people of various cultures.
- c. Continue to discuss with those who have accessibility needs about how to make our website and materials, useable by them.
- d. Connect with groups and individuals who would like to create an outreach project.
- e. Make outreach materials and information available in other languages, whenever possible.

Status:

- Contacted individuals and organizations on how to make CoDA more welcoming and accessible to all codependents

- The website workgroup worked to design the ORG website to make it more attractive and useful for those whose first language is not English
- Communicated with Committees and organizations on common topics of interest
- Supportive that the www.coda.org website has a new translator. When updating pages of the ORG, referred to other countries knowing that CoDA members from other countries would read them.

3. Improve the Outreach website (<https://coda.org/outreach/>) by expanding information and making it more user-friendly and attractive.

- a. Make the Home Page more attractive and links to topic headings easy to find.
- b. Simplify sentences so that they are direct and have less jargon and make pages more easily translated.
- c. Develop pages that need more information with the help of those who have interest in or are affected by that topic (i.e., creating accessible meetings, welcoming teens, LGBTQ+)
- d. Use headings that make subjects clear (i.e., Meeting “Tools”).
- e. Include information shared by international CoDA members.
- f. Research whether a translation program can be used to make the Outreach website available to people whose first language is not English.

Status:

- Thanks to the Website workgroup, the Home Page and links are better designed for easy access to topics
- Outreach contact all existing meetings in the US suggesting they update their meeting information on the website.

- Outreach is currently updating the International Area Contacts under CoDA Area Contacts on the website.
- Editors attempted to make information on Topic Pages more understandable to those whose language is not English and those using a Translator
- Accessed more information on certain topics; more information on Teens, LGBTQ+ and other topics need more input from others of their communities and from other countries.
- Decided to continue using original heading instead of changing titles to “_____Tools”

4. Recruit new members to the Outreach Committee who are passionate about outreach and support to CoDA meetings worldwide.

- a. Invite CoDA members who value inclusiveness and are globally focused to access and share the “Experience strength and hope” of all members.
- b. Recruit members who can help us upgrade the Outreach website (See Action Plan 3).
- c. Request help from CoDA members that are passionate about doing outreach, to research topics that help members do outreach and support meetings in their communities.
- d. Participate in a Forum and workshop that welcomes others to share and access ideas on doing outreach.
- e. Send out a request for help on topics for outreach on which we are working.

Status:

- Contacted CoDA members at the last CoDA Service Conference to provide input on some topics of interest
- Held a Zoom meeting to explain passion for doing outreach and emphasized some skills that would help us meet our goals (i.e. writers, editors, researchers, people with creative ideas)

- Didn't participate in a Forum or workshop for ICC to have others share their ideas on doing outreach
- Requested help on making meetings more inclusive and accessible

Action Plan 2021-2022

1. Research and expand information on topics for outreach and supporting meetings

- a) Research and share ideas for outreach and supporting meetings with the help of new members to the Outreach Committee and work groups.
- b) Complete and expand information on topics that the Committee started but did not complete this past year.
- c) Prioritize topics that need more development on the Outreach website (<https://coda.org/outreach/>) and develop materials such as Service Documents to share.

2. Collaborate with CoDA groups and individuals world-wide, to share information and materials for outreach and support for CoDA members.

- a) Request help to research and develop topics for outreach.
- b) Create materials which are understandable and usable by people of various cultures.
- c) Continue to discuss with those who have accessibility needs about how to make our website and materials, useable by them.
- d) Connect with groups and individuals who would like to create an outreach project.
- e) Make outreach materials and information available in other languages, whenever possible.
- f) Develop a World Page as part of Worldwide Support on the ORG (<https://coda.org/outreach/>).

3. Improve the Outreach website by expanding information and making it more user-friendly and attractive.

- a) Establish links and dropdown menu on the Home Page creating links to topic headings.
- b) Simplify the language to use less jargon and make it easier to translate webpages.
- c) Develop resources for those who have interest in, or are affected by specific topics (i.e., creating accessible meetings, welcoming teens, LGBTQ+)
- d) Clarify headings and subheadings on website
- e) Include information shared by international CoDA members through expanded use of the “world” page, and contacting world CoDA groups.
- f) Explore whether a translation program can be used to make the Outreach website available to people whose first language is not English.
- g) Add more information to the website on Accessibility issues.

8 Members: Jay G. (Pennsylvania, U.S.) Chair, Sharon B. (British Columbia, Canada) Co-chair, Gerry B. (British Columbia, Canada), James K. (Pennsylvania, U.S.), Byrle S. (Arkansas, U.S.), Gillian (U.K.), Kate F. (U.K.), Yaniv S. (Board Liaison), and Faith J. (Board Liaison backup).

Spanish Outreach Committee (SPO)

The tasks of Spanish Outreach include replying to telephone calls and emails, organizing the Monthly Informational Forum for Codependents as well as the annual International Virtual Convention of Spanish-speaking CoDA. This year, SPO has organized and participated in the translation of the coda.org website.

Members also held multiple meetings with members of CoDA Teen (Mexico) as well as other Twelve Step programs that have a youth component, resulting in the motion presented at the 2021 CSC summarizing their investigation. That research found that there is a lack of CoDA literature that speaks to the problems that youth face.

The committee received:

- ✓ 185 calls seeking information about how to participate in telephone groups and virtual groups such as the Skype or Zoom platforms. Despite the mandatory quarantine, requests for information about face-to-face groups were also received.
- ✓ 297 emails requesting information about the program, how to open or updating group information or requests in response to our Anuncios.

The Committee met at least 19 times, on the following dates, besides the multiple work group meetings that were held:

August 8; September 5, 14 and 15; October 17; November 11 and 28; December 5 and 12, 2020

January 9, 16 and 25; February 13 and 20; March 12; April 10; May 8, 10 and 11, 2021

SPO's most significant activities were:

- The committee took over organization of the **Monthly Informational Forum for Codependents** from the Board
- Successful production of the **First International Virtual Convention of Spanish-speaking CoDA 2020**. Over 300 people attended, although the Zoom account limited participation, as many later informed us. There have been 1048 subsequent visits to the page where the recorded presentations may be heard.
- Creation of guidelines for the committee's chat to Support New CoDA Groups, **Apoyo Grupos Nuevos**
- Disseminated information concerning important events in the Fellowship, through the list of announcements, **Anuncios**.
- The project, **Sowing the Seed**, consisted in sending introductory messages to Community Centers, to explain what CoDA is. One surprise outcome of those mailings was that mental health professionals began to send clients to face to face CoDA meetings.
 - This project had to be postponed, to deal with the crash in mid-March of the Spanish.coda.org website.

- Due to the crash of the website, it was necessary to update all the forms that the committee uses in its standard replies to those who write.
- A further complication of the website crash was the **need to create an alternative site for the committee's use, to provide links to literature and meetings** until the translation of coda.org is finished.
- SPO is working to speed up the pace of the translation of the coda.org website, so that it is accomplished prior to the 2021 CoDA Service Conference.
- An inevitable result of the crash of the website was the committee's need to abandon various projects.
- The presence of so many young people in meetings due to the **Sowing the Seed** emails, in conjunction with SPO's receipt an email requesting literature for young people, resulted in a search for such CoDA literature. SPO initiated meetings with CoDA Teen. Those meetings produced the **Research Journey/Diario de Viaje**. The meetings found, over and over, that there is no CoDA literature that addresses themes relevant to the young.
- Interaction with CoRe and Committees, e.g., H&I and Events

2020-2021 Goals achieved:

- Migrated the contents of the now defunct Spanish.coda.org site to the new site, divulgacioncoda.org
- Creation of the Translation Subcommittee. Participation in the translation of the CoDA website as coda.org/es
 - 4 active members
 - Translation of 40% of the website text and images
 - Translation of the **Research Journey/Diario de Viaje**
- Maintain and update documents created by the Committee.
- Increased number of active members in the Committee
- Meetings with members interested in CoDA Youth groups. Compilation of all that worked for them, in the **Research Journey/Diario de Viaje**.

Topics of Announcements mailed out:

- 11 messages about the Monthly Forums
- 15 informational messages that ranged from the CoRe literature sale, Calendar Events, the change from the now defunct Spanish.coda.org to the divulgacioncoda.org site, request from Hospitals and Institutions to announce their search for Spanish-speaking members to sponsor incarcerated folks and the Events' Committee's search for volunteers to interpret, etc.
- 12 messages on the Traditions, a translation of the Board's series, sent over twelve weeks.

Number of Contacts on the **Anuncios** and **Foros** lists: 585

Emails received: 23,798

Posts opened: 8,973

Clicks: 885

MEMBERS: Nadia R / Argentina, Mónica R / Mexico, Linda A/SoCal

CoDA Board liaison: Matt T/Texas

Service Structure Committee (SSC)

2020/2021 Committee Goals and Accomplishments towards those goals:

- Recruit new members. **DONE**
- Update the Fellowship Service Manual (FSM) in a timely manner with all approved CSC motions **DONE**
 - Have all parts of the FSM updated with CSC motions within 2 weeks of end of CSC/ICC **DONE**
- Continue to identify and work with others to improve service structure

ONGOING RESPONSIBILITY

- Correct FSM when errors are identified **DONE**
- Make any modifications to the FSM that are approved by the Board and SSC according to a previously approved list of items that may be changed this way (see CSC Motion 18004) **DONE**
- Continue monthly or bi-monthly con calls **DONE**

Other Accomplishments:

1. SSC stayed viable with new members joining SSC.
2. SSC will resubmit Motion #1 during CSC 2021 to change Tradition 11 as passed at CSC 2020 as required because any motion to amend these Foundational Documents must receive a minimum of two-thirds (66%) vote to be placed on the next year's CSC agenda for a second vote. At the following year's CSC, a three-quarters (75%) vote must be obtained to establish the proposed change.
3. AZ VEI #1: This VEI was reassigned by the Board to Communications Committee due to a similar 2021 motion submitted (Communications Motion #1). This reassignment relieves SSC of any further obligation to present as a 2021 motion.

Goals for next year:

1. Continue to recruit members
 - Announce at CSC and look for other opportunities
2. Update the Fellowship Service Manual in a timely manner with all approved CSC motions
 - Have all parts of the FSM updated with CSC motions within 2 weeks of the end of CSC with the assistance of a service worker and former member.
3. Continue to identify and work with others to improve service structure.
4. Correct FSM when errors are identified and instructed by the Board.
5. Make any modifications to the FSM that are approved by the Board

and SSC according to a previously approved list of items that may be changed this way (see CSC Motion 18004).

6. Continue monthly conference calls with additional calls as needed.
 7. Continue to develop and propose motions that SSC believes benefit the CoDA Fellowship.
 8. Review the current SSC Mission Statement in the FSM, and if needed, submit a 2022 Motion to request an update be adopted by the Fellowship.
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Members: Debbie M.-Canada, Judi T.-MA, Lilliana R.-Columbia, Dave S.- PA– Chair, Gail S.-NV-Board Liaison, Yaniv S.-Israel -Alt. Board Liaison

Translation Management Committee (TMC)

TMC has a general meeting once a month and creative workgroup meeting(s) on an ongoing basis using a conferencing service. Information is stored in the cloud using appropriate privacy levels. TMC uses email, the phone and conferencing services to communicate among its committee members and with those interested in or translating and publishing and distributing CoDA materials.

With due diligence, the Translation Management Committee volunteers continue to facilitate the legal documentation necessary for CoDA Inc. to maintain its intellectual property rights where translation, publication and distribution of CoDA materials are concerned. **We do not translate.**

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

Each Translation Agreement (TA) or Publication and Distribution Agreement (P&D) involves multiple contacts with fellowship members seeking to bring CoDA materials to their own country in their own language. Renewals can require multiple contacts as we often are working with a different group of people from the original signers of previous agreements;

and sometimes the renewal requests include a request to translate or publish and distribute materials not included in the previous agreement.

Communication is one of our challenges, frequently email replies with applications and legal documents are sent and not responded to.

Many times, initially there is a flurry of activity and then the email trail goes dormant.

We take seriously any claims that we have not contacted or replied to requests for information. As volunteers we do our best to respond in a timely manner.

Work continues on the Policies and Procedure Manual to fill in the gaps.

We continue to work closely with the CoDA Board in areas which overlap, especially in the creation of documentation necessary to maintain CoDA Inc.'s legal copyrights. The revenues for the operation of CoDA come primarily from the sale of CoDA's copyrighted materials. (Approximately 70%) See Annual Budget presentation by the Finance Committee.)

Legal documentation and Agreements for Translating and Publishing and Distributing CoDA materials is important because they protect CoDA's Copyrights to the original literature and their derivative translations. These compose a portion of CoDA's property. The Coda Board is tasked with preserving CoDA, Inc. property.

"The Board of Trustees of CoDA are assigned custodial control of all money and property held in trust for the Fellowship, and are responsible for prudent management of its finances. The spiritual and non-legal authority of the Board comes from the Fellowship"

CoDA By- Laws – Article V, Section 1

(Please note that a Translation Agreement does not give permission to publish; nor does a Publication and Distribution Agreement give permission to translate.)

Anonymity and how it impacts the signing of legal documentation continues to be an issue. Traditions on anonymity do not refer to internal legal needs of the organization but to how we do or do not present ourselves to the outside world as representatives of CoDA.

Group conscience cannot contravene the requirements set down by international, national, and Arizona law in which CoDA, Inc. operates. To maintain a right to its Copyrighted Intellectual Properties CoDA, Inc. consults with an intellectual property rights lawyer who creates the templates used by TMC. A part of the preservation of ownership of Coda, Inc.'s intellectual properties includes the signature (including one's last name) by translators, publishers, and distributors on legal documents. The details of these individuals are not released to the general public, nor are they held in areas accessible to the general public or CoDA fellowship.

The spirit of anonymity is maintained by CoDA by not attributing any literature or translation to its authors or translators although both sign legal documents (including their last name).

TMC responded to requests for permission to translate and/or publish CoDA materials into a variety of languages.

CoDA relies on unpaid volunteers to do translations and to publish and distribute those translations. Before any Translation or Publication and Distribution of CoDA's materials takes place, a legal agreement should be signed with the CoDA, Inc.

1. Each translating fellowship or Voting Entity should first complete and sign (with last names) a Translation Agreement and individual Copyright Assignments with CoDA, Inc.
2. Translations should be submitted to CoDA, Inc. (legal@coda.org and tmc@coda.org)
3. Before printing and distributing those translations, a Publication and Distribution Agreement should be completed and signed (with last names) with CoDA Inc.

Translations being used in violation of international copyright law could cause CoDA, Inc. to lose its legal copyright. Subsequent publication and distribution or use (even at the meeting level or on a website) of those translations is in violation of international copyright law. If you think your language group, meeting, or country is in violation, please contact TMC at tmc@coda.org. so we can assist and resolve any issues.

CoDA, Inc currently has Translation Agreements and/or Publication and Distribution Agreements with the following language families.

English	Australia, Canada, United Kingdom
French	Canada, France
German	Germany
Hebrew	Israel
Japanese	Japan
Lithuanian	Lithuania
Portuguese	Portugal
Russian	Russia
Spanish	Columbia, Spain, Mexico

We are in discussion with the following language groups / countries

Chinese	China
Danish	Denmark
Farsi	Iran
Polish	Poland
Spanish	Costa Rica

Italian	Italy
Swedish	Sweden

Is your language group and/or country in the above list? If not, please help CoDA, Inc. and TMC by contacting tmc@coda.org so that we may initiate and create legal documentation for those translations.

TMC is working with CoDA Canada and CoDA Recovery Society (CDRS) to help develop and deliver electronic media, other than Kindle, to the world Fellowship. A pilot project has The CoDA Blue Book translated into the Russian language available on the CDRS website (www.cdrsestore.ca) CoDA Canada and CDRS are willing to work through TMC with other CoDA translating, publishing and distributing fellowships to get their material available electronically. This initiative is not exclusive and requires appropriate legal agreements with CoDA, Inc. This is an evolving pilot program any feedback or suggestions will be gratefully received. This initiative is important to reach the struggling co-dependent who participates in CoDA through electronic media and does not have easy access to printed material.

TMC continues to:

- Respond to questions from the fellowship, translators, and publishers about CoDA, Inc.'s process for translating and/or publishing CoDA copyrighted materials
- Define and refine its procedures and put them in writing.
- Rotate members responding to emails.

Training of TMC members is ongoing.

Are you detail oriented?

Do you want to participate to spread the message of CoDA worldwide?

Do you have any questions about spreading the CoDA message in your own language?

Join the Translation Management Committee

Do you have any questions about spreading the CoDA message in your own language?

Or write the Translation Management Committee at: tmc@coda.org

Members

Crystal Z – Chair – Massachusetts

Gerry B - Canada

Su E – United Kingdom

Tatiana K – Russia

Board Liaison:

Don B - California

World Connections Committee (WCC)

No report submitted