**CoDA 1st Quarter Service Report for 2020**

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

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

**Ad-hoc Committee**

Ad Hoc has been meeting bi-weekly since October 27, 2019. In January 2020, we conducted a group inventory to help identify any obstacles that prevented us from moving forward with our work. In February, we divided into work groups, and identified the top 3 areas of concern based on the CSC motion that brought the committee together. The groups and their work are described below:

* Service: Lack of strong commitment to service; help to create a change in our Fellowship culture relating to service
* Structure: To evaluate the structural relationship; that is the distinctions, boundaries and roles, of the Fellowship in contrast to those of Co-Dependents Anonymous, Inc.,the Corporation, as well as other possibly worthwhile areas of improvement.
* Unity: Reestablish the need for the Board and Chairs and Fellowship to work together in unity for the common welfare between CSC’s including assessing options to involve Fellowship in GC decision making when deemed necessary between CSCs which may include recommending ByLaw changes

The work groups meet once a month, then the committee comes together once a month to discuss the work performed by the work groups. We are making tremendous progress, and are certain that we will have motions to bring to the next CSC that will offer solutions.

In Service,

Lisa B.

Ad Hoc 2020 Chair

Members:

Judi T, John R, Evie S, Chris J, Addie M, Gail S, Nancy O, Florence M, Chris H, Eric S, Lisa B

**CoDA Board of Trustees**

In January 2020, a moratorium was placed on Meeting updates and Calendar announcements on the CoDA website as the old website “data dump” was being completed. This allowed for last minute adjustments prior to the launch of the new website on Tuesday, February 18th. At the same time as the beautiful new website was introduced to the fellowship, the Corona virus pandemic caused a shift from predominately face to face meetings to predominantly phone and online meetings. To address this shift, the Board has been working with Joan, the Fellowship Services Worker whose job it is to register and update meetings, with Carlos, the new webmaster, and with the website developers to convey that meetings have morphed into alternative formats due to shelter-in-place regulations. The Board has also been working with the webmaster and the website developers to allocate space for the CoDA Service Conference/ International CoDA Convention, to update the H&I Service Info Page, and to find appropriate ways to bring CoDA news to members’ attention.

The skeleton of the Spanish version of the new website is currently under construction. An integral part of this involves providing training for the new webmaster, as well as, the translation of website content. Several pages on the website further Tradition Five by providing information and guidance to newcomers, who are the most numerous visitors to the CoDA website. Board members have worked many hours to update links and the content of such pages as the *Frequently Asked Questions* and to address many details that had been missed.

Technical matters such as the new website’s host and ongoing monitoring of its security, were set up in contracts with third party providers.

At the Board’s January face to face meeting, the Trustees met with local Las Vegas trusted servants and enjoyed a recovery-based interchange with them.

Given reduced Seventh Tradition donations, the Board began to observe belt-tightening measures at the 2019 CSC and for this reason, its second face to face this year will be an online meeting, to save on air fares, food and hotel costs, as well as staff costs. Other projects have also been put on hold, in anticipation of continuing lowered income.

Frequent complaints that are sent to the Board were dealt with by creating a form letter that was shared with Communications so that that committee may explain the role of the Twelve Traditions and Twelve Service Concepts to members who disagree with the way that a given meeting is managed.

Given the reduction in Seventh Tradition donations occasioned by the Covid-19 prohibition on face-to-face meetings, no funding will be available for on-site interpretation, as was provided for Spanish-speaking Delegates at the 2019 Atlanta CSC.

The Board worked with Finance on the new Expense Reimbursement Policy, that is in line with Federal requirements for non-profit organizations, to see that the needs of international members who do service are met and that guidelines do not discourage members from service that involves travel and time away from home.

Updating the downloadable pamphlets that are offered on the website was suggested by CoRe. This will involve coordination between Literature and CoRe, to ensure that the Board receives the final copy of every published and revised piece of CoDA literature.

Possible alternative arrangements for the 2020 CoDA Service Conference are under consideration, given the restrictions on public gatherings that have arisen from the Covid-19 pandemic.

**Members:** Nancy O/Canada – Chair, Don B/SoCal – Vice Chair, Salle H/NorCal – Treasurer, Matt T/Texas, Linda A/SoCal and Alternates Gail S/Nevada and Yaniv S/Israel

**SOS-ASSOCIATION MANAGEMENT SOLUTIONS
FIRST QUARTER REPORT 2020**From January-March, 2020
As of April 2, 2020

This quarter was busy with ongoing services:

**Accounting:** Worked with the Treasurer and Finance Committee Chair for ongoing accounting tasks including daily entries and bank reconciliations. Worked on banking issues and updates in Smartsheet. Looked into changing gateway payment systems for the website, answering questions of the board and researching different items.

**Board:** Assist the Board of Trustees in different ways including board meeting attendance, prep, minutes and follow-up work. Respond to requests as needed. Keep in the loop on all Board issues. Participate in the January F2F via Zoom. Post-board work including minutes, follow-up and updates. Available for questions and tasks as needed. Continuing to update aliases as requested.

**CSC:** Research on possibilities for a potential virtual CSC due to the COVID-19 pandemic. Working on event insurance for upcoming CoDA events.

**Phone Calls:** Ongoing phone calls for CoDA weekly, including follow-up with Communications Chair. The volume of calls has increased due to difficulties with the website transition, as well as meeting cancellations due to COVID-19. We track each call in SmartSheet and report the calls to Communications in a monthly report.

**Website:** Support the web liaison as needed, maintain the different account functions needed for the website.

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

**Fellowship Services Worker:
Email List Coordinator**

We’d really appreciate it if you would share the CoDA email lists with your home meetings, so we can continue to grow our subscribers. Our subscriber numbers continue to show slow growth. If every person reading this would take this information back to your home group, I suspect our subscriber base would once again have a growth spurt!

At this time the email lists are our #1 means of communication with the fellowship. Members can sign up here: <https://www.codependents.org/sub.htm>. And you can view all past email announcements at: <https://codependents.org/coda_email_lists.htm>

To smart phone users: we have been formatting for readability on smart phones for several years. Any email can be received on most smart phones & read similarly to a text message!

Subscription statistics as of 4/11/20 are as follows:

CoDA Announcements: 6022 (up from 5878 on 01/10/20)

Co-NNections
Weekly Reading List: 11,019 (up from 10,755 on 01/10/20)

QSR List: 3217 (up from 3170 on 01/10/20)

Hospitals & Institutions List: 2797 (up from 2733 on 01/10/20)

Events 2810 (up from 2524 on 01/10/20)

Meeting Contacts 2207 (up from 1974 on 01/10/20)

To make sure your subscription doesn’t fail:

1. **Please check the spelling of your email address carefully.** Many subscriptions fail with a message that the email address does not exist.
2. **Please check the** spam filters on your (not CoDA’s) email providers. These filters have blocked some subscription attempts. To avoid this, before subscribing please read the “[Email Whitelist Instructions](http://coda.org/index.cfm/emailsignup/#collapseFive)”: <https://www.codependents.org/whitelist.htm>. The suggestions found there for your email provider will likely resolve the issue.
3. Subscribing via one email provider and then forwarding CoDA emails to your phone or another email address can cause problems. Successful receipt of CoDA emails is more likely if you subscribe using the address where you will actually read them.

From 01/11/20 – 03/31/20, 19 announcements were sent out on the CoDA Announcements list. Also, great news for the Co-NNections Committee: they now have over 11,000 subscribers on the weekly readings list! Additional announcements were sent on the Events list, the Meeting Contact list, the QSR list, the Co-NNections’ Weekly Readings list, and the 2019 ICC and CSC Delegates lists.

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

Codependents.org continues to grow! We are planning on upgrading the web design software used for codependents.org soon- likely this month. CoDA.org’s sister site now also houses the public CSC archives in addition to Fellowship Forum audios in both English and Spanish, CSC audio since 2016 and the email lists. There is a complete index at <https://www.codependents.org/>

I also continue to facilitate the CoDA Service Conference Prep Work Group, working alongside the Events Chair, the Voting Entity Liaison, and the Work Group’s Board Liaison. Our current focus has been getting the 2020 CSC Web Pages ready & updating documents. The 2020 CSC Web Pages (information & Delegate page) will be live on the website in the near future. We are also focused on integrating with the new coda.org webmaster and moving forward with remote Voting Entity voting in a big way.

I have also been interactive with the Communications, Events, and Co-NNections committees; and the Web and Board liaisons as well as the CSC preparation work. We welcome the opportunity to continue to assist in ongoing projects.

Finally, I forward many misaddressed emails (kind of like an email switchboard operator) and write and send out occasional announcements regarding technical Issues that impact the fellowship. I also create a quarterly “local CoDA events” announcement which has been on hold lately.

A reminder to all CoDA committees- the Email Lists are here for YOU! If you would like information or an announcement sent out to the CoDA Fellowship, please email it, in plain text or Word formatting (we can now also embed small graphics in the email announcements), to codalist@coda.org .

FELLOWSHIP SERVICES WORKER / ADMIN. 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 standing committees, when opportunities arise, and happily with many of our Fellowship members far and wide.

This has been a busy quarter for our Fellowship. Most recently the activity of the great number of face-to-face meetings opting to meet on various virtual platforms or by teleconference. It was wonderful that so many of you sized things up promptly and researched Zoom, etc. so that you could make sure that members could still meet and share together. Meetings are always important but maybe especially so during the health crisis. This process is ongoing. I have given priority to noting those conversions per the F2F records, as well as registering online/phone groups. Folks who have been sending in these updates may have noticed that there are some changes to the update form.

Now there is a set of “Focus” options to choose from which let people know a bit more about your meeting. You can choose among six categories: Step/Tradition, Speaker/Discussion, CoDA Literature, LGBTQQIAA, Women, Men. Soon those last two items will say Women only or Men only.

Another change is that the first person listed as a contact must provide both a phone number and an email address. It is a great advantage to the group you serve to have contact information displayed, and to have two contacts is the best!

While the topic of email addresses is up, the strong suggestion is that members choose an address that does not include their names, and for sure not full names. An address that references the group name is used by some meetings. For instance, step-by-step@gmail.com

The online and phone registration/update forms now require that you designate a time zone. For Zoom/Skype, etc. the exact URL is required. If these items are not delineated, the registration or update will not process.

Speaking of the phone and online listings, I want to acknowledge the understandable frustration experienced when searching these listings. The developers are aware that great improvements are required.

**CoDA Resource Publishing (CoRe)**

The CoRe Board had its normal monthly conference call meetings each month and ratified an updated contract with CoDA.

During the Quarter, CoRe Printed/Reprinted:

Attending Meetings

In this Moment (Spanish)

12 & 12 Workbook (H&I version English)

12 & 12 Workbook (H&I version Spanish)

Peeling the Onion (Spanish)

Am I Codependent? (Spanish)

Welcome to Co-Dependents Anonymous

Am I Codependent?

Newcomers Handbook

The 34 Year Medallion is now available in the store.

Two of the CoRe Board’s members (Barbara D and Dagmar M) will be leaving after the 2020 CSC. We are pleased to announce that we added two members this quarter: Christine H (Arizona) and Ritchard I (Canada). We continue to actively look for new Board members now. New members can be appointed as Alternate Board members now to try out working on the Board, then apply at CSC to be elected full Board members if they wish to continue. For more information: board@corepublications.org

**Royalties paid during Q1 2020**

for Dec 2019      $ 9233.35

for Jan 2020  $17453.67

for Feb 2019  $11263.31

Total paid to CoDA during Q1 2020 =    $37950.33

Attached is the CoRe Board Balance Sheet.

**CoRe Board**: Barbara D(Chair), Addie M (Vice Chair), Yvonne K(Treasurer), Dagmar M(Trustee), and Gerry B (Secretary), Ritchard I (Trustee), Chris H (Trustee)

CoRe Publications

# Balance Sheet

Accrual Basis As of March 31, 2020

Mar 31, 20

|  |  |
| --- | --- |
| ASSETSCurrent AssetsChecking/SavingsCash |  |
| BB&T | 24,516.80 |
| BB&T IDA | 138,263.11 |
| PayPal Cash Balance | 25,415.08 |
| Petty Cash | 100.00 |
| Wells Fargo Checking | 4,458.99 |
| WF Business Savings | 82,494.64 |
| Total Cash | 275,248.62 |
| Total Checking/SavingsAccounts Receivable | 275,248.62 |
| Accounts Receivable | 371.06 |
| Total Accounts ReceivableOther Current AssetsBook Inventory | 371.06 |
| 12 Step Spanish Workbook | 8,842.70 |
| 12 Step Workbook | 35,039.34 |
| 12 Step Workbook(H&I version) | 9,832.25 |
| CoDA Book Pocket Edition | 11,162.58 |
| CoDA SoftCover Book | 24,229.62 |
| In This Moment Book | 3,177.25 |
| Spanish CoDA Book Pocket Editio | 14,642.20 |
| Total Book Inventory | 106,925.94 |
| Inventory AssetLiterature Inventory | 7,616.03 |
| Audio Tapes and CDs | 2,303.06 |
| Booklets | 32,290.59 |
| Medallions | 15,250.03 |
| Pamphlets | 31,925.57 |
| Posters and Special Items | 1,803.91 |
| Spanish Booklets | 7,367.48 |
| Spanish Pamphlets | 2,469.46 |

Total Literature Inventory

93,410.10

207,952.07

483,571.75

483,571.75

Total Other Current Assets

Total Current Assets

TOTAL ASSETS

|  |  |
| --- | --- |
| LIABILITIES & EQUITYLiabilitiesCurrent LiabilitiesAccounts Payable |  |
| Accounts Payable | 313.11 |
| Total Accounts PayableOther Current Liabilities | 313.11 |
| 7th Tradition Donations | 207.69 |
| Royalty Payable | 7,973.73 |
| Sales Taxes Payable | 1,492.79 |

Total Other Current Liabilities

9,674.21

9,987.32

Total Current Liabilities

 Total Liabilities 9,987.32

Balance Sheet as of March 31, 2020

Retained Funds 469,539.83

Net Income 4,044.60

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

Total Equity 473,564.43

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

TOTAL LIABILITIES AND EQUITY 483,571.75

**Communications Committee**

The first quarter of 2020 has been a whirlwind of committee activities and dedicated service to our fellowship throughout this covid 19 period. The committee has held numerous meetings. Two were special committee meetings in February, followed in March with three more committee service meetings. The March agenda’s dealt with our procedural guidelines as they pertained to our autonomous work groups CET and Cphone. The committee created a detailed duties and responsibilities outline for all committee members. The work was time consuming and frustrating as everyone seemed to have differing information. The confusion was painstakingly sorted and clarified via FSM and CSC past motion documents. This work was necessary and well times as the committee prepares it’s updated policies and procedures manual for website inclusion.

Unfortunately this quarter has also taken a toll on our volunteers. Resignations from service duties included: one standing committee member, two Cphone service workers and three CET service workers. The areas of concern and confusion reported in the 4th qtr QSR 2019 are improving little by little but still mucking up committee morale and productivity. Kaga, Chair.

CoDA Phone (Cphone)

Jeanne B. Cphone work group coordinator

The cphone volunteer rotation scheduling has been challenging due to communication mix ups and omissions between volunteers. However thanks to lots of proactive service this quarter many of the issues have been resolved or are scheduled for resolution in the near future. Cphone is anticipating an increase in calls and is preparing a new service announcement for volunteers that will clearly outline the Cphone process for the prospective cphone volunteer.

Incoming phone calls remain at an average of 1-3 telephone calls per day.

CoDA Email Team (CET)

Catherine U. CET work group coordinator

There is one volunteer answering emails as of April 15, 2020. 147 emails have been received and answered in the last six weeks. Often the questions are about being new to CoDA and how to find information, meetings, literature, and how to start their program of recovery. I stress we are not counselors, professionals or therapists. Attendance of meetings is an important role and I instruct through a newcomer letter along with a, covid-19 statement on gatherings during the health pandemic.

2020 Communications Committee: comm@coda.org

Kaga G. Virginia, Chair: Interim CET coordinator

Jeanne B:– Tennessee, Co-chair and C-phone coordinator

Melissa B. Missouri

Permanent Working Groups

CoDA Phone (Cphone) cphone@coda.org

CoDA Email Team (CET) info@coda.org

**Co-NNections Committee**

The Co-NNections Committee works to inspire the fellowship through publication of the Weekly Reading and Meeting in Print. We encourage the fellowship to submit new, inspirational articles relating to recovery from codependency. We are running low so we're putting out an email seeking new submissions.

Are you ready to share your story and help another codependent find their experience, strength, and hope?

Sharing your story is the greatest of all CoDA service work. Sometimes, somebody out there needs to hear exactly what you have to say.

If you want or need to share your experience, strength and hope with others about how CoDA has helped you, then we welcome you to submit your story.

If you believe as we do that the Weekly Reading is a valuable way to carry the message of recovery to the codependent who still suffers, please join us in this service and tell your story at https://coda.org/submit-your-story/

You never know who you may be helping by sharing your story. Follow the above link for submission guidelines.

In Fellowship, Co-NNections committee

The Weekly Reading subcommittee sent out fellowship recovery stories each week, by email subscription. Meetings in Print is published and posted quarterly on the website.

To read Meeting in Print on the CoDA website go here: https://coda.org/home/mip/. Audio and video fellowship submissions will be added to future issues. In addition to submissions in audio and video, the Meeting in Print subcommittee publishes longer fellowship recovery stories, poems and art. To submit a recovery story or volunteer for a service position on this subcommittee, please go here: https://coda.org/submit-your-story/

The Weekly Reading Subcommittee has sent out an original inspirational story of recovery from the fellowship every week. As of April 2020 we have 11,000 subscribers!

To subscribe for the readings, go here: http://www.codependents.org/. To submit a story to Weekly Reading, or volunteer for a service position, please go here: https://coda.org/home/submit-article/

When an article is not accepted, a member of the subcommittee may volunteer to help authors edit their stories for publication. To see the current weekly reading, go to: http://connections.coda.org/. Older readings (2015-2017) can be viewed here: http://codependents.org/cgi-bin/dada/mail.cgi/list/connections/ while even older, pre-2015, readings may be found here: http://connections.coda.org/index.cfm/categories/.

Members: Faith, Canada, Chair; Maria, Vice-Chair, New Zealand; Laurel, Utah; Resa, Minnesota; Pamela, Florida.

**Events Committee**

We continue to hold our monthly meetings, all members participating fully and one new attendee, Sheila, who has joined us for the CoDA Retreat Subcommittee.

We continue to work closely with the Board via our Liaison, Nancy O. to address changes to our Events page on the newly designed CoDA website.

We continue to work on the details for our CSC/ICC at our monthly meetings. However, we have been severely hampered by the ever- changing status regarding the COVID 19 pandemic. We are considering alternatives for our event in the likelihood travel will still be hampered in July 2020. We have contacted the hotel about a possible postponement and/or cancellation. We are also considering have a completely virtual annual meeting. The Board of Trustees is holding a meeting on April 25th of which an Events member will attend, and we hope to decide at that meeting.

We have put a hold on getting bids for AV work. We are still looking at translation/interpretation services however, we have also been informed by the Board of Trustees that the budget does not support in person services for two languages. We are looking at an online alternative.

We are still hoping that our November 16th 2020 CoDA Retreat Cruise will go on as planned. The cruise line has made no determinations past June dates for cruises at this time. If you are interested any bookings made at this time are FULLY REFUNDABLE $200 deposits. We do have conference rooms reserved and plan to have speaker meetings and at least one full day of workshop meetings.

Please write to events@coda.org if you are interested in attending our first CoDA Cruise Retreat.

CSC 2021 is currently being planned for Rapid City, SOUTH DAKOTA. We are still in the review process for hotel selection.

At this time, we have not selected a host city for 2022 and we are asking for applications now! Please write to events@coda.org if your group is interested in bringing the CSC/ICC to your area.

In Service,

Florence F.

CoDA Events Chair

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

**Finance Committee**

The Finance Committee met 3 times by Zoom, focusing mostly on reviewing and revising the Expense Reimbursement Policy (ERP).  We have made a total of 29 changes.  The Board has 2 more changes, which we are addressing, and we expect the final ERP to be released April 22nd.

Our committee has also:

* Elected Rob O. to be our Chairperson
* Convened a 2x2 F2F meeting to approve 2 FMAFs
* Updated the FMAF form and posted to CoDA web-site
* Updated the ERR form and posted to the CoDA web-site
* Recorded a video on how to complete the FMAF
* Resolved daily meal allowances for the Ottawa CSC
* Created a process for using the CoDA approved travel agency
* Created a draft worksheet for calculating meals without alcohol
* Created a draft for an improved budgeting worksheet
* Approved 8 ERR forms this quarter (2 are still pending).

Both Yvonne and Jen have formally resigned from the Finance Committee.  We are actively seeking new members or volunteers to assist on projects.

Current Committee Liaison List:

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

Respectfully submitted,

Rob O, Kevin M, and Lou L, members

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

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

This 1st quarter, our committee has held teleconference meetings every third Thursday of the month.

We continue to update our website and maintain Books for Inmates and Institutions and correspondence with inmates and [institutions](https://nonprofit12steorganiza-my.sharepoint.com/personal/hospchair_coda_org/Documents/Quarterly%20Service%20Report%20%207.15.2019.docx?web=1) who contact us.

We are in the final review process for the H&I Service Handbook, to facilitate the guidance of members who wish to help the Codependent who still suffers in residential facilities where attendance at meetings open to the public is restricted.

Some other projects we continue working on include:

* Reviewing our initial response letter templates.
* Developing a presentation package to use for initial contact with Institutions.  Our goal is to guide members in accessing Institutions and making available literature and other resources to Inmates and other Institutions.
* Working with the board on our Service Info area updates and adding the Service Handbook.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **H&I Literature Report 1st Quarter** **2020** |  Jan |  Feb |  Mar |  YTD |
|  Piece of Literature   |   |   |   |  |
|  Co-Dependents Anonymous Book   |  3 |  21 |  7 |  31 |
|  Co-Dependents Anonymous Pocket Book-SP   |  0 |  3 |  1 |  4 |
|  12 Steps & 12 Traditions Workbook   |  2 |  18 |  5 |  25 |
|  12 Steps & 12 Traditions Workbook-SP  |  0 |  3 |  -2 |  1 |
|  Standard Packet   |  1 |  9 |  1 |  11 |
|  Standard Packet-SP   |  0  |  3 |  0 |  3 |
|  Institutional Meeting Handbook   |  0 |  2 |  1 |  3 |
|   In This Moment\*   |  0 |  4 |  0 |  4 |
|  CoDA Meeting Handbook/MSP  |  0 |  0 |  0  |  0 |
|  Library in English (Includes in This Moment\*)  |  0  |  1 |  0 |  1 |
|  Library in Spanish   |  0  |  0 |  0 |  0 |
|  Other   |  0 |  10 |  0 |  10 |
|  TOTAL   |  6 |  74 |  13 |  93 |

**Committee members:**

Terry D. CT Chair

Kathy L. IL Postal mail Corresponding Secretary and Acting

 Sponsorship Coordinator

Deborah B. CA   Assistant Corresponding Secretary

Lou L., IL Distribution Coordinator

Darlene H. CA   Recording Secretary and e-mail Corresponding Secretary

Jim K. PA Assistant to Sponsorship Coordinator

Kathy H. PA   member at large

Angela S. CA member at large

Sharon F. MN member at large

Tina R. GA member at large

**Issues & Mediation Committee (IMC)**

The Issues Meditation Committee meets by teleconference call on the third Sunday of each month. We use Zoom.us as the platform for our meetings.

We are exploring our F2F being virtual via Zoom versus actual face to face in Chicago next month, pending a group conscious decision at the April 19th IMC monthly meeting.

**Current IMC Cases:**

We do have a number of active issues/concerns “in process”, mostly at the Voting Entity local level. An issue/concern with one of our standing world committees was resolved since our last QSR.

**VOTING ENTITY ISSUES (VEI’s):**

**Colombia VEI 1 & 2** - Assigned to the Board. Columbia withdrew VEI 2 and the Board made a determination on VEI 1:

The Board does not have the power to grant exclusive rights to any country to print, publish and distribute literature outside of their own countries, including the United States.

IMC can be reached at IMC@coda.org

Yours in Service,

Greg B - IMC Chair

CURRENT MEMBERS:
Greg B.(MN - Minnesota) **(Chair)**
Darlene H.(SoCal - Southern California)**(Vice Chair)**
Gail S. (NV – Nevada) (Past Chair)
Steve S. (FL - Florida) (VEL – Voting Entity Liaison)

Christian J (IL - Illinois) (Vice VEL)
Andrea S. (Italy)
Theresa K. (TX - Texas)
Dan R – Sudbury, Ontario, Canada

Board Liaison: Matt Back up Board Liaison: Don

**Literature Committee**

Report Not Received

**Outreach Committee**

During the 1st quarter of 2020, the Outreach Committee continues to implement plans for working with other committees for outreach projects and workgroups. We have been working with H&I to develop outreach programs within hospitals, prisons and other correction-based programs. We are also working with the International Community to develop an understanding of their needs regarding institutions and medical facilities

Jay G continues as the Chair. Sharon B. will help as co-chair. Betsy G will remain as secretary. Our new Board Liaison is Matt and back up is Gail S.

We are preparing for CSC, and are revising our Policies and Procedures. Outreach is implementing plans to develop existing and new Workgroups, and the focus will be on reaching out to existing Meetings and Intergroups to see how we might identify Intergroup Contacts in each state to meet the needs of groups throughout each state, nationally, and internationally. A current focus is providing information requested by fellowship members regarding online or phone meetings to replace regular meetings due to COVID-19.

The Outreach Committee meets on the second Wednesday of each month from 5-6:30 pm Eastern/ 2-3:30 pm Pacific using Zoom or phone.

Members: Jay G. (Pennsylvania, U. S.) Chair, Sharon B. (British Columbia, Canada) co-chair, Betsy G. (Illinois, U.S.), Ann C. (Washington, U.S.), Gerry B. (British Columbia, Canada), James K. (Pennsylvania, U.S.), Matt (Board Liaison), and Gail S (Board Liaison backup).

**Spanish Outreach Committee (SPO)**

**Informe Comité de Divulgación - Primer Trimestre de 2020**

El Comité de Divulgación, al 31 de marzo de 2020 está compuesto por 5 miembros:

Respuesta de la línea telefónica: Angélica C. de Texas y Karina de California

Contestación de correo electrónico: Pilar G. de México, Nadia R. de Argentina.

Colaboración del Foro Mensual de Información para Codependientes: Jesús S. de México.

Linda A. presta apoyo como enlace del Comité.

En el primer trimestre de 2020, el Comité:

-Recibió 22 llamadas telefónicas.

* 17 Solicitudes de información sobre grupos cercanos
* 3 solicitudes de información para abrir grupos a las cuales se recomendó enviar un correo electrónico para obtener el formulario de registro y se les explicó cómo acceder al mismo desde la página.
* 2 llamadas tipo spam.

-Respondió 234 mails.

* 185 Mensajes en búsqueda de información sobre el Programa, Grupos o actualización de datos de Grupos
* 8 Mensajes para reclutar nuevos miembros
* 41 Mensajes y anuncios sobre el Foro en el nuevo sistema Constant Contact

El Comité se reunió en las siguientes fechas:

-8 de febrero. 7 y 28 de marzo.

* Las actividades más significativas fueron:

-Envío de invitación a prestar servicio desde el nuevo sistema de correo electrónico en 2 oportunidades. Se incorporó una persona al servicio.

-Organización autónoma del Foro Mensual de Información para Codependientes. La invitación se realizó en el nuevo listado, lo que incrementó significativamente la participación de los miembros, llegando a haber presentes 68 personas en un momento de la transmisión.

-Se invitó a los grupos a abrir reuniones alternativas debido a la pandemia por coronavirus. Se obtuvo como resultado el anuncio en la página de spanish.coda.org de 8 nuevos grupos que sesionan por plataformas virtuales, que suman en total 33 reuniones semanales por distintas plataformas.

-El Comité sigue prestando apoyo en los grupos de WhastApp: Guía Foro Información y Apoyo Grupos Nuevos.

Miembros: Pilar G. de México, Nadia R. de Argentina, Angélica C. de Texas y Karina de California, Jesús S. de México.

**SSC Committee**

**Report**

We held two con calls during Q1. We spent a significant portion of both of these calls continuing to discuss whether SSC should continue to exist as a committee.

We question this because the CoDA board and the current ad-hoc structure committee are now handling much of what SSC has done in the past . We had previously discussed several possibilities including disbanding the committee, having the committee become inactive for a period of time or having the committee become a work group. We decided against recommending disbanding until after the ad-hoc committee has made their recommendations. At this time we believe that the SSC committee will have no choice but to become inactive at some time after the next CSC because all 4 current members have plans to resign. Prior to this happening we will work with the CoDA board and the Chairs Forum to determine the best way for the Fellowship Service Manual to be updated since that is the one responsibility that the committee continues to perform.

Based on some of the things that happened at last year’s CSC we decided we wanted to survey the Fellowship on the following two things:

* The proposed Tradition 11 modification that was approved by less than a ⅔ vote at last CSC which the board chose not to implement since motions that do not receive a ⅔ vote do not have to be implemented. This change would have added the words “social media” to “press, radio and films”.
* What, if anything, people need regarding the Service Concepts to make them more understandable and usable

The CoDA board did not support our request since, as said in their response, “when members sign up for CoDA Announcements, no mention is made of their receiving surveys to complete” and also because CoDA Canada is in the process of developing and submitting a new piece of literature related to the Service Concepts. At the time of the writing of this QSR, SSC has determined that the need for this survey does not exist at this time.

We are in the process of developing two motions for the upcoming CSC. We plan to have these motions ready before the motion submission cutoff date of May 5.

**Members**

Evie S, CT - Chair

Dave S, PA

Leo C, CT

Sara J, AZ

**2019-2020 Board Liaisons**

Primary - Gail S

Backup - Nancy O

**Translation Management Committee (TMC)**

The Translation Management Committee (TMC) continues to:

* Manage the legal documentation necessary for CoDA to protect and maintain its intellectual property rights where translation and publication of CoDA materials are concerned
* Respond to and educate the CoDA fellowship’s queries about Translation and Publication & Distribution of CoDA copyrighted materials
* Define and refine its procedures and put them in writing.

Training of TMC members is ongoing.

TMC meets monthly. We invite our board liaison and currently the legal liaison for CoDA, Inc to our meetings. When countries request changes to the legal templates that we work with, the CoDA Board and CoDA’s intellectual properties lawyer make the final determination on wording.

We have begun work on expanding our Policies and Procedures Manual adding detail to what currently exists.

There continues to be confusion between the responsibilities of World Connections Committee and Translation Management Committee.

Only the Translation Management Committee, in conjunction with the CoDA Board, is responsible for documenting and creating legal agreements for Translating and Publishing & Distributing CoDA materials. Requests to Translate and/or Publish &Distribute CoDA materials should be sent to tmc@coda.org.

Because CoDA relies heavily on unpaid volunteers to do translations and publish and distribute those translations; too often the volunteers do not complete the documentation for their translations to be legal. And around the world there are translations being used in violation of international copyright law. Subsequent publication and distribution or use (even at the meeting level) of those translations is in violation of international copyright law. Is your language group, meeting, or country one of them?

As always we welcome any people interested in translating or publishing and distributing CoDA literature to contact us at tmc@coda.org. We also welcome anyone who is detail and legal document oriented and interested in helping spread the CoDA word throughout the world to contact us at tmc@coda.org.

Members

Crystal Z – Massachusetts - chair

Su E – England

Tatiana K – Russia

 Nas A – England

 Joe – Guatemala

 Dan R – Canada

Board Liaison

 Don B – California