



# CoDA QUARTERLY SERVICE REPORT

Co-Dependents Anonymous, Inc. PO Box 33577 Phoenix, A.Z. 85067

(602) 277.7991 [www.coda.org](http://www.coda.org)

3rd Quarter 2009

---

## BOARD OF TRUSTEES REPORT

Seattle 2009 CoDA Service Conference and Convention, what great events! Seattle gave us a rousing welcome. Thanks to all the Seattle volunteers who hosted and provided support. Gathering in the Pacific Northwest, we expected to see our friends from Canada, and the Canadians showed up – en mass! This is the 10-year anniversary of CDRS and the support and distribution of CoDA literature in Canada (see the CDRS Report).

In addition to the Canadians, other international delegates included Germany, the United Kingdom and Italy. German delegates were Jutta and Svea, and Alex attended as an observer. Svea & Alex have attended two other CSC's. Our first time international delegates included Maria S. and Geraldine H. from the U.K. and Delia A., Rosanna R., and Claudia G. from Italy.

The continuing Board Members, I, Dianne B., Steve R., and Salle thank the outgoing board members Thom F., Michelle E., Dianne O., and Dave S. for their service. All completed their 3 year terms and all agreed to continue as additional assistance to the Board. Thanks for your support. We gained two new trustees, Maty A. from Florida and Julie B. from Nevada. Elected Officers are, JudiAnn –Chair, Dianne B. –Vice Chair, Salle – Secretary, and Steve R. – Treasurer.

Our Big News - we welcomed our first-ever trustees for the Board from outside of North America: Maria S. of the United Kingdom and Delia of Italy as Alternate Board Members. We are delighted that they accepted. Both will bring refreshing perspectives to the Board. Together, we'll discover new ways to get the Board duties accomplished. In Rome, Delia has the additional support of volunteers Rosanna and Claudia. How surprised CoDA Monaco will be to learn they have a CoDA Alternate Board member a few kilometers away. In London, Maria S. has Geraldine H.'s support. They will liaise with countries of the United Kingdom, N. Ireland, Scotland, Australia, etc.

The Germans brought to the Board fond greetings and a greatly hoped for surprise, an official wire transfer of their 7<sup>th</sup> Tradition donation! This confirms that the principal of self-reliant groups works. Many thanks to Roy L. for spearheading TMC all these years. Translation Management is an important part of our fellowship. For those looking to spread the word of CoDA throughout the world, see the TMC service opportunities. Those with multicultural knowledge and experiences are encouraged to participate.

Just prior to CSC, the Board set out their goals for the next year. We are delighted to say that many goals are already realized. We've implemented recommendations from the Communications Task Force, now the Communications Committee, to upgrade to an in-house phone system. The 602-277-7991 remains and a 1-800 number will be added along with voicemail, voice-to-text options, conference calling, etc. We've had international Board participation since 2004 with Ernie F. from Canada joined the board. Last year this participation was continued when Dianne B. from Canada joined the Board. Our commitment is that Board Liaisons will reach out and 'touch' their committees and voting entities, both States and Countries, at least once per year. The number of Board members decreased, but with the help of prior board members, we believe our goals and objectives for 2009/2010 are attainable. CSC tabled to the Board two requests for funds. The Dutch requested Translation Management funds for publishing the blue book and the Taiwanese (Chinese) requested funds to build a website. TMC contracts with VE/countries to translate and publish CoDA literature. While the committee title may sound routine, the work with these volunteers isn't. All possess a passion for CoDA literature printed in their native language and read at their meetings. This enthusiasm is invigorating and it's contagious. TMC is an integral part of CoDA's future as we become a global community. (See TMC report) We, the Board Members, look forward to these and many more opportunities for service.

Respectfully Submitted,

JudiAnn C, Chair

Dianne B. -Vice Chair Salle -Secretary, Steve R. -Treasurer, Maty A. -Member,

Julie B. -Member

Delia A. -Alternate, Maria S. -Alternate

**Proposed By-Law Amendments for consideration at 2010 Service Conference**

**Submitted by Finance Committee on Aug.4 th, 2009**

**The only explicit reference to an audit appears in the first section of the bylaws: (in bold)**

The Corporation, through the Board of Trustees, (Board or Trustees), is responsible for the legal and business needs of the Fellowship. The Board has but one purpose: that of serving the Fellowship. ....

1. Conduct. the daily business affairs and operations of the Corporation: .....
2. Supervise and oversee all financial matters of the Corporation, including receipts, corporate assets and debts, obligations and liabilities, **and give a financial audit to the Conference.**

**The following is our proposed amendment to the first section:**

2. Supervise and oversee all financial matters of the Corporation, including receipts, corporate assets and debts, obligations and liabilities, and ***give an annual financial review to the Service Conference.***

**A non-specific mention appears in Article II, Accounting Period, Audit & Records**

The accounting period of the Corporation shall be a calendar year and end on December 31. At the close of the accounting period, all records of accounts and an inventory of assets shall be submitted to an independent accounting firm who is to **submit a report of their findings** to the Trustees. The Trustees shall present the report to the Fellowship at the next CoDA Service Conference. ....

**We submit the following amendment for Article II:**

At the close of the accounting period, all records of accounts and an inventory of assets shall be submitted to an independent accounting firm ***who shall submit a review to the Trustees. The Trustees shall present the review to the Fellowship at the next CoDA Service Conference.*** .....

**Also in Article II, we want to add a new section:**

***Every 5th year, at the close of the accounting period, all records of accounts and an inventory of assets shall be submitted to an independent accounting firm who shall submit an audit to the Trustees. The Trustees shall present the audit to the Fellowship at the next CoDA Service Conference.*** .....

CoRe REPORT

OUTREACH COMMITTEE

CO-NNECTIONS

## CDRS

The CoDA Service Conference (CSC) and 12 step Convention in Seattle, Washington was a time of much work but many accomplishments. This was a time for connecting and a time for celebration. I left the CSC with a sense of gratitude for having been given an opportunity to be a part of this important conference, having felt the maturity and strength that CoDA World Fellowship and its many dedicated service workers have shown in transforming itself into a truly multinational program.

On our 10<sup>th</sup> anniversary we came to Conference ready to celebrate, and we did. We celebrated reaching an agreement with CoDA Inc. on printing in Canada (one that is workable). We connected with the other Canadians from three of Canada's provinces (British Columbia, Alberta, and Ontario) in which I believe is the largest Canadian contingent at a service conference, and had initial discussions on forming "CoDA Canada". We also came away having been a part of history-making in Co-dependents Anonymous with 4 countries now represented on the Board of trustees.

We are very grateful to Roy L. and the rest of the TMC committee for their tireless effort on behalf of the global expansion of CoDA. It is a very exciting time. We are also very grateful to the Board of trustees for "staying the course" in their commitment to making our literature accessible worldwide. We are now looking towards our upcoming AGM with a new sense of purpose. We see opportunity for new members to experience healthy service as we move forwards with new responsibilities, new visions and goals such as:

- Developing the process of printing in Canada
- Growing our service structure
- Improving our communications
- Encouraging support through service and seventh tradition
- Supporting CoDA Canada through outreach
- Exploring ways and means of developing our own literature

We have taken a big step in our growth and are committed to taking many more.  
Gerald B. Chairperson  
CDRS (Canada)

## FINANCE COMMITTEE

The CoDA Finance Committee provides financial oversight, analysis, tracking, and advice to the Board of Trustees and Fellowship of CoDA with respect to cash flow, prudent budgeting, financial stability, and monetary resources of the CoDA Fellowship. Nonetheless, we believe our trusted servants are our most valuable resource!

This year, we designed a new expense report, a new expense report submission flow, a new budget planning form for committees and a new meeting planning document.

The CoDA expense report form and simplified instructions for submission are available online:

<http://www.codependents.org/cwa/Expense%20Report.pdf>

We also wrote a new Meeting Planning document for committees and boards.

This one page document has simple suggestions for holding f2f meetings in a fiscally prudent manner.

It is available on the website:

<http://www.codependents.org/cwa/Meeting%20Planning.pdf>

The Service Conference approved a budget that was about \$10,000 in excess of what our prudent reserve guidelines require. However, the Finance Committee, having made suggested cuts to travel expenses, felt that this was acceptable.

We will keep an eye on potentially rising expenses during the year.

The Finance Committee believes that the annual Service Conference is a cost of doing business for CoDA. It's a necessary business event. The Convention is a recovery event which is to be fully self-supporting by the prices paid by attendees. Combining the two creates an opportunity to address the financial implications for the Fellowship. It is too early for us to know how the 2009 Event has done financially. As soon as we have those numbers, we will report the information. We want to work with the Events Committee to price the 2010 event properly.

At the Service Conference in Seattle, the Finance Committee informed the Fellowship that we will be recommending a bylaw change. Instead of requiring annual "audits" of the CoDA books, we will ask for an audit every 5th year and a "review" in the other 4 years. We feel this will give sufficient financial oversight to CoDA and save substantial money. We have just sent the by-law amendment to the Secretary of the Board of Trustees, as required. The by-law change will be voted on at the 2010 Service Conference. (A review requires specific procedures and analyses be done by the CPA. Audited statements are the highest level of assurance and verification services.)

The Finance Committee will also take on the task of reviewing and arranging for the auditing the CoRe books.

We recommend that CoRe books be reviewed and audited on the same cycle as the CoDA books. Look for the language of the proposed by-law amendments in the next QSR.

We encourage the Board and Committees to give us advance notice of any motions or plans that have substantive financial implications.

The Finance Committee will be addressing a number of items this year, starting with a teleconference on Aug. 7th. One is about the CoDA Conference scholarship guidelines and application process, which we think needs better implementation. Another is that CoDA Inc. is paying for some Delegates to go to Conference (such as Committee chairs and scholarship recipients) which represent Voting Entities. We are discussing, and hope to reach a group conscience, on whether or not this is appropriate within our Traditions.

Please contact us at [fin@codas.org](mailto:fin@codas.org) with questions or comments.

In Grateful Service,  
Judi T. (chair), Jay F. (CA), Shirley (FL), Della B. (TX), Curtis F. (MO)

## SERVICE STRUCTURE COMMITTEE

Our new 2009 members are: Eric C. (Chair) CO, Stephany S. CO, Curtis F. MO, Florence F. MD, Kathleen O. FL, Natasha K. AZ, Judi T. MA

SSC would like to apologize to the Fellowship for our lack of activity over the past year and our failure to produce an updated version of the FSM, MSP and Bylaws. We are already working very hard together as a committee to prevent this from happening again this year. Our goal is to have these documents updated to the best of our ability by October 2009. Our "To Do" List is below.

### ❖ CSC 2009 Activities

- VEIs assigned at conference to SSC
  - **TX 0901-** Texas requests that the following phrase (or something similar) be added to the wording in the Fellowship Service manual (FSM) regarding reading the four Foundational documents as written: "as written, with the exception of substituting Higher Power for God."
    - **Action by SSC-** none taken at conference, to be discussed in committee for this year
  - **TX 0904-** Remove CoDA Teen Committee from Sections 9 and 10 on page 6 (or any other place it may be referenced) of the Fellowship Service Manual.
    - **Action by SSC-** This is a repeat of a previous motion and will be corrected in the 2009 version of the FSM.
- TEXAS VEI -0703-
  - **Action by SSC-** Two motions presented at conference

- **Motion 09034- PASSED-** To accept the short version of the CoDA Welcome as an option to reading the long version- see below for copy of short version
- **Motion 09070- DEFEATED-** To accept the short version of the Preamble as an option to reading the long version

❖ Conference Approved Motions that require follow up by SSC to be produced in 2009 version of FSM, MSP and Bylaws as required.

- **MOTION 09031-** Insertion of updated IMC Job description in FSM.
- **MOTION 09058-** Insertion of options for insurance in the FSM and MSP “Commonly Asked Questions”.
- **MOTION 09034-** Insertion of shortened version of “The Welcome” in the FSM and MSP
- **MOTION 08087-** Insertion of “For Safety’s Sake” tent card in FSM and MSP
- **MOTION 08092-** Insertion of the updated CoDA style sheet in the FSM
- **MOTION 08093-** Insertion of “Recovery Patterns of Codependence” in the FSM and MSP
- **MOTION 08093-** Insertion of wording change concerning “where to hold meetings” in the MSP
- **Previous VEI 06015-** approved by Board- insertion of wording pertaining to “using Blind carbon copy (BCC)” in Section 12 of FSM.

❖ Ongoing Discussion Items (not necessarily in order of priority)

- **TX 0901-** as stated above
- **MOTION 08064-** review wording in bylaws concerning approving a specific number of trustees
- **MOTION 08077-** FSM FAQ addition concerning therapists facilitating meetings, to collaborate with Outreach committee
- **VEI 08017, VEI 09012-** changing “as written” to “as written with the exception of substituting Higher Power for God.
- **MO VEI- 06014-MOTION 06080-** confusion in wording between newcomers handbook, FSM, and MSP in the description of “closed” and “restricted” meetings
- **MOTION 05102-** Review of FSM, MSP, group registration form etc.. for a unified set of documents that support all CoDA meetings—including “alternative format” meetings
- **MOTION 09081-** Conference and convention procedures to be updated in the FSM, to collaborate with the Events Committee
- **PREVIOUS GOAL-** Writing a list of Election procedures for the election process at conference, may also collaborate with Events Committee
- **UPDATE** committee responsibilities to include the new Events and Communication committees, in collaboration with respective committees

## ISSUES AND MEDIATION COMMITTEE

### **July 2009 Quarterly Progress Report**

CSC 2009 elected two new co-chairs to IMC, Stephany S. (CO) and Natasha K. (AZ) (also previous members), new members Delphine Z. (TX), Loretta D. (WA), Martha R. (TX) and Gerry B. (FL), and re-elected continued members, Curtis F. (MO), Kathleen O. (FL).

***How will Co-Chairs Manage IMC?*** Stephany and Natasha, co-chairs, plan to share duties and responsibilities (and split expenses) throughout the year. Each co-chair will serve as acting chair, alternating each month at a time, when it comes to leading and managing emails, teleconferences and possible F2F meetings. For example, Natasha will chair for the month of August, 2009; Stephany will chair for the month of September 2009 and so on. However, both co-chairs plan to discuss issues, come to agreement and execute operations as if there were one IMC chair. Certainly, each co-chair intends to express her vote when necessary.

### ***Old Business Progress***

1. At CSC 2009, IMC updated and completed our committee description to better reflect the duties of IMC. Motion 09031 was presented to conference & passed. **COMPLETED**
2. At CSC 2008, Board made a motion which was conference approved asking IMC to “track” Voting Entity Issues (VEIs). We are in the process of reviewing this table (we have a number of new members on the board who are getting acquainted with the committee & its processes).
3. IMC received an email from its previous chair regarding a dispute in Nevada. We are currently following up with people connected to that dispute to gain more status information & will discuss it at our teleconference on August 2, 2009.
4. IMC corrected a discrepancy in the VEI table. VEI MO-06-03 should be Issue#2 not Issue#3 as listed. It was corrected (MO-06-02). **COMPLETED**
5. VEI 07-03, Resolution 2009 CSC is now a closed motion from SSC – streamlined version of WELCOME was accepted by CSC 2009 & will be added to the FSM & MSP. A streamlined version of the PREAMBLE was REJECTED by CSC 2009. **COMPLETED**
6. Another ongoing dispute is resolved. According to the previous Chair of IMC, IMC never heard back from the original complainer. **COMPLETED**

### ***New Business – Goals***

1. Resolve VEI 09014 TX -09-03 as assigned by the CSC 2009 Board.



2. Review current VEI Table (web page) for clarity of presentation & tracking of VEIs.
3. As outlined above, we plan to follow-up on Nevada dispute issue.
4. Mediate ongoing disputes from CoDA entities as outlined in the FSM.
5. Discuss & implement inter-committee communication methods to problem solve issues assigned to and within the scope of IMC.

Stephany S. (CO) Co-Chair, Natasha K. (AZ) Co-Chair, Curtis F. (MO), Delphine Z. (TX), Gerry B. (BC), Kathleen O. (FL), Loretta D. (WA), Martha R. (TX)

## CoDA EVENTS COMMITTEE

## LITERATURE COMMITTEE

The Literature Committee picked up a few new members at the Conference including people from Germany, Italy, and the UK. However, the enthusiasm from the Conference/Convention does not always carry over into real time. Response from emails regarding projects has been lacking.

The greatest response has been on the Counter dependency Project. We sent out the notes from our meeting at the Convention and direct quotes from Chapter Two in the CoDA Book specifying the type of behaviors we have been talking about as counter dependency. The emails have been very interesting and thought provoking. It just shows how important a topic this is. This process will continue as we wrestle with the question of whether or not counter dependency is just another facet of codependency.

The "Sponsorship: What's In It for Me?" booklet was endorsed by the Conference. The document is being reformatted to booklet size and then will be sent to the publisher.

We have a project to enhance a workbook for "Peeling the Onion." The workbook was submitted at the Conference by a local group. At the present time, there is minimal response to working on this project.

Finally, the AZ issue of '07' that was worked on for 2 years by the Literature Committee, sent to SSC, was given to the Board to deal with.

Respectfully submitted,

Janet C., Literature Chair

## HOSPITALS & INSTITUTIONS

## TRANSLATION MANAGEMENT COMMITTEE (TMC)

While a lot was accomplished at Conference, one thing was not for TMC: the election of a new chair. TMC was hoping for some volunteers to come forward to step up to being chair. None did. Therefore, I have agreed to be the chair. I have been acting chair for about a year and a half. However, there is some light at the end of the tunnel for the committee. At the boards face-to-face in April, it was mentioned that the board was thinking of establishing a Fellowship Services position to take care of the administrative duties. They feel that it is very important to document CoDA's progress in developing agreements with various Countries to translate and distribute our literature. At Conference this position was announced and we got two applicants before the end of Conference. As chair, I am glad to see this position because I felt the recording of "paper work" subtracted from the fun and important task of the committee. I hope this is a move to encourage volunteers to come forward that are interested in working with other Countries to translate literature. I helped the board write the description of work and hope that someone will be chosen soon. Needless to say, I am not one of the two candidates.

TMC created a history of Spanish Translation. This document is still available in the Delegates Package on the web. This document gives us some great "Lessons Learned." Spanish is the first translation project that TMC took on within the United States. It has been a very slow and painful process. But from the lessons learned, we hope that we can continue the process with a much greater pace and use these to help other Countries as they try to duplicate our success. Read the document: [www.coda.org/dp/delegate\\_package/Lessons Learned.doc](http://www.coda.org/dp/delegate_package/Lessons_Learned.doc).

Translation Management Committee continues to be very busy. At Conference we were able to sign the Publication & Distribution (P&D) extension with Germany, sign a new P&D Agreement with Canada-CDRS, create a Translation Agreement and P&D agreement with Italy and start a P&D agreement with the United Kingdom. These are exciting times as CoDA material is being translated and spread all over the world.

The Spanish proofing committee is coming on well. Their group has been established and they are working some foundational documents to help them understand CoDA in general. The first item that they will be work on is the 12 & 12 workbook. This is an ambitious project, but the team appears to be up to the task. As soon as this document is proofed, it will be forwarded to CoRe for publication. TMC had hoped to have this ready by this conference, but it takes a while to get a team of 10 to 15 together. We now have representatives from Mexico and hope to have others from Spain soon.

TMC has completed its priority, policy and procedure (PPP) documents along with standard documents for the various agreements that it makes with various

entities and volunteers that desire to translate and distribute CoDA literature in other languages. TMC presented these documents at Conference, but they were tabled. It was not made clear that the actual agreements were working documents and included for informational purposes only. The PPP was what was requested to be approved. In addition, TMC still has an outstanding task to determine the “minimum publishing quality”

Respectively Submitted;  
Roy L., Chair

## WEB COORDINATOR REPORT

I have been very, very busy with all of my duties. With changes to the website and compiling the motions at Conference, I have been very busy.

Let me say thank you for allowing me to be the Conference recorder. Business was happening so fast, it was hard to keep up with it all. I tried to capture as much as I could. The motions and the reports presented at Conference have been placed on the web site for your viewing. When you open up the home page, click on “Twelfth Stepper” to open up the submenu and choose “Status of CoDA Activities. When the page comes up, choose CSC Motions and Reports. From there you can choose what year you would like to look at. All motions from 1987 to present are available. From 2006 to 2009, the Reports are available by clicking on the highlighted motion number. Some reports were not printed/gathered and are not available.

New look for website: I developed the new look for the website. The comments that I got from the board members at their face-to-face in April and others in the fellowship played an important part in how the website now looks. And, it is still possible to make suggestions and recommendations. Simplicity is the order of the day. Pages that had three columns and two purposes were split into two or more pages. The front page was reduced to two columns and some things were made links and taken off of the main page. Every Committee would like to have their information on the front page, but this is impossible. At conference I presented the CoDA Sitemap (<http://www.coda.org/sitemap/coda-sitemap.php>) and showed that just listing each page would take 2 to 3 pages. The new menu is arranged to take into account your level of involvement in CoDA. There is a “Newcomer” submenu that has links to items that new members have interest in. The “Member” submenu contains more than the “Newcomer” menu, but the one with everything is the “Twelfth Stepper” submenu. Try it out: [www.coda.org/index.php](http://www.coda.org/index.php).

With new menus come problems with finding things. I’ve tried to locate everything logically in groups, but realize in my co-dependency, what is logical to me may be illogical to you. Therefore, a quick sitemap

([www.coda.org/sitemapquick-sitemap.htm](http://www.coda.org/sitemapquick-sitemap.htm)) was created to help you to see how things are grouped.

Web Updates: Last quarter I reported over 110 updates to website since 1 Jan. During July with still one week to go, I have accomplished over 83 items. There are lots of updates to accomplish after conference and they are still coming in!

Meeting Updates: Your Fellowship Services worker has also been very busy. She has updated in some form (deactivated, re-activated, updated, added) 637 meetings. She has also handled over 123 pieces of correspondence from 1 Jan 09.

SPAM patrol: SPAM continues to be a huge part of my responsibilities. Since the beginning of the year, SPAM that CoDA committees see has been averaging 27% of the emails. What the committees do not see is the average 3,970 emails that the SPAM program catches per week. The week after Conference, 17,000 SPAM emails were caught.

Backups & other duties: I keep a backup of the website pages, emails, databases, and configurations. In addition to weekly dumps to an external hard drive, they are backed up to a CD at the beginning of every month. I create several reports on activities concerning the website. They are in the new Committee Work Area (CWA) of the website ([www.coda.org/cwa/index.php](http://www.coda.org/cwa/index.php)). You need to have a logon to the Committee work area to view these.

Status of CoDA Activities: I update various lists that contain information on CoDA activities, like: Voting Entity Issues (VEIs), CSC Motions, QSR Reports, Literature and other items. As the ability to share what CoDA is doing to its fellowship is realized by the committees, more items will be placed here. I have not had time to update the VEIs' status based on what happened at the Conference, but will let you know when that is done. I've also created a Contacts area. Here you can find website links, intergroup contacts, meeting contacts, new meeting contacts, committee lists, etc. One item that is being created this year is the Voting Entity (VE) list with the name of the VE and its delegate and alt delegates.

Special: I am beginning to remove the pages for Convention and Conference from the website. Look for a whole different look next year as we officially move to a combined Convention and Conference.

Here is the link to the Report on meetings that was given at Conference.  
[www.coda.org/inc/Web\\_Report-2009-CoDAMeetingStatus.xls](http://www.coda.org/inc/Web_Report-2009-CoDAMeetingStatus.xls)

Respectively Submitted;  
Roy L.  
Web Coordinator

## COMMUNICATIONS COMMITTEE

The 2009 CSC voted to make the Communications Task Force a permanent committee which is now called the Communications Committee! Members who participated actively during the previous year are Allan (SoCal), Eric (CO), Geff (WA), and Joe (SoCal) with Evie (SoCal) and Doug (FL) as co-chairs. We addressed a variety of ideas during the year and ended up focusing on the 3 following proposals that were presented at CSC:

1. Change to delegate submission process to provide ample time for gathering of fellowship input prior to vote a yearly CSC (we will work with Events committee to implement for the coming year)
2. Creation of an Opt-in Announcement only Email Communication Process (process needs to be developed for selecting what will be sent before we can implement)
3. Establishment of a volunteer based telephone call response process to replace the current answering service.

Four new people have joined the committee; they are Florence (MD), Jeri (NorCal), Krysta (Canada) and Leo (SoCal). Evie will continue as committee chair, and Doug will continue to be her backup.

Respectfully submitted,  
Evie S, Committee Chair

# CoDA Quarterly Service Report (QSR)

## 3rd quarter 2009

To CoDA's Trusted Servants,

The purpose of the QSR is "serving our CoDA Fellowship" by providing a bulletin "in which committees can report their activities." (Quoted from CoDA by-laws) It's a vital link between CoDA Inc. Committees, Delegates and members. The QSR and **coda.org** website provide the most complete and up-to-date sources of information about our Fellowship. Please share this information with your meetings and service entities.

Any interested CoDA member can receive the QSR by email. Just contact **QSR@coda.org** to be added to the distribution list.

If you plan to have something in the 4th quarter of 2009 QSR, please email it to **QSR@coda.org**, by October 31, 2009. **Please note:** Any articles not submitted using font Arial 12 will be returned to sender for re-edit to correct form for publication.

### **Use email! Help cut mailing costs!**

**In order to distribute the QSR in the most cost effective manner, we want to send QSRs by e-mail whenever possible. If you have e-mail, please send your name and address: qsr@coda.org**

If you wish to continue receiving the CoDA Quarterly Service Reports by postal mail, please confirm your address below.

Please PRINT

**Name**\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_

State\_\_\_\_\_ Zip\_\_\_\_\_

Mail to:  
CoDA Quarterly Service Report (QSR)  
P.O. Box 33577 Phoenix, AZ 85067

**You WILL BE REMOVED from the postal mailing list unless we hear from you.**

