

**International Service Organization
of COSA ®
Board of Trustees**

**2014 ANNUAL REPORT
to the
DELEGATES**



**Los Angeles, CA
May 23, 2014**

Note:

**In order to give the Delegates time to review the Annual Report,
Committee reports have been written to reflect our best estimate on our
accomplishments.**

Financial Reports will be available before the Annual Delegate Meeting.

The 2014-2015 Budget will be available May 23, 2014.

Table of Contents

Letter from the ISO Board Chair	1
2013-2014 Board Members	2
Overview of Board Activities	3
Board Committee Reports	
Budget and Finance Committee	5
Convention Committee	6
Literature Committee	7
Nominating Committee	9
Outreach Committee	10
Technology Committee	12
Inactive Committees	
Communications Committee	13
Executive Committee	13
Resource Development Committee	13
ISO Central Office	14
Financial Reports	
Balance Sheet	[Pending]
Profit & Loss Statement	[Pending]
Vision for 2014-2015	15

Letter From the ISO of COSA Board Chair

Greetings COSA Delegates and Registered COSA Groups,

Our Higher Power and the COSA members have been in the business of making miracles again this year, and that was apparent at the face-to-face Board retreat in Littleton, CO. In three and a half very full days of discussions, decisions, and fellowship, we stopped being seven individuals and began to be an effective team.

Our small group has moved forward and met a lot of the fellowship's needs this year. I can attribute this in part to the request of the Delegates that COSA members be required to complete their Step work before standing for a Board position. The fact that we have developed and used a decision-making model which avoids domination and seeks consensus helped us succeed in many areas. Also, three former Board members stepped up to make a tremendous contribution by standing in the gap created by a smaller board.

The Central Office has been stabilized and is running smoother than ever. Volunteers are handling the phones and the e-mails that come in so members can contact us more easily. Our new Delegate Liaison has cleaned up the meeting list so newcomers don't show up at meetings that don't exist. And we've reached out to COSA members in a way we never have before. This effort includes e-mails from the Delegate Liaison and personal phone calls from the Chair. We have also posted e-mail addresses for all the Committees and the Chair on the website to make it easier for you to contact us.

The individual committees that are in operation have made great strides in carrying the message and serving the existing fellowship. You can find more details in the Committee Reports that follow. Some highlights include the progress made on the COSA basic text, the teleconference Step studies of the year, the outreach projects in the LA area, the new, more user-friendly COSA Store, the Delegate teleconferences, and the weekly meditations offered in the fellowship e-mails.

This year at the Annual Delegate Meeting we're going to be looking at two structured proposals you've brought to your groups for discussion. We are going to talk over the retreat announcements you've seen on the website, and decide what is appropriate for us to include in the future. We will also choose where we want our Central Office to be. We can save a significant amount of money by moving the Office back to a member's home.

We are not without challenges. As before, members who step forward in service are the exception, not the norm. Please consider changing that statement by offering your talents and energy. The gifts I have received as a Board member, and as Board Chair, have included a lot of freedom from some of my most painful shortcomings. I can make mistakes without a boatload of shame and self-loathing, can take pride in my accomplishments, and still stay in right relationship with you and my Higher Power. I am also coming to accept others and assume good will. It's heady stuff. Come join us.

Claudia M.,
ISO Board Chair

2013-2014 ISO of COSA Board of Trustees
and their Committee Service Roles

Claudia M., Mesa, AZ

ISO Board Member, ISO Chair, Supervisor to
ISO Central Office Manager, Nominating
Committee Chair, Budget and Finance
Committee Member, Technology Committee
Liaison

Dorothy O., Milford, CT

ISO Board Member, ISO Treasurer, Budget and
Finance Committee Chair

Amy E., San Diego, CA

ISO Board Member, Literature Committee Chair,
Nominating Committee Member, Outreach
Committee Member

Dani S., Oakland, CA

ISO Board Member, Nominating Committee
Member, Convention Committee Member,
Outreach Committee Member

Emily G., Alameda, CA

ISO Board Member, Budget and Finance
Committee Member

Kerry M., Oakland, CA

ISO Board Member, Outreach Committee Chair,
Convention Committee Member

Linda P., Walnut Creek, CA

ISO Board Member, Convention Committee
Chair, Nominating Committee Member

ISO Board of Trustees

Overview of Board Activities Annual Report 2014

At the beginning of the 2013-2014 service year, some of the ISO goals which were established included:

- Focus this year on growing the Board
- Continue moving toward full funding of the budget line item for Board service-related travel expenses
- Continue to update and improve the COSA website
- Maximize the resources of the ISO Central Office, doing the most we can with available resources
- Educate all members about the need for service from the beginning of recovery work at all levels of COSA
- Document more procedures and operations for all committees and officers
- Involve individual groups in public outreach by sharing ideas and pooling resources of the entire fellowship
- Increase the fellowship's connection with the Board of Trustees

We started with nine Board members last May, but two members had to leave Board service before the August Board face-to-face for personal reasons. With a small Board, we have accomplished huge things with the support and assistance from many talented COSA members.

We held twelve teleconferences and we will have processed about 200 action items by the end of the service year. We have achieved all of our goals, and we have moved forward on initiatives that were conceived and carried out during the service year. This year we also:

- Instituted an improved decision-making process at the Board level, which inhibits domination and encourages consensus building
- Pursued greater transparency, with Board members speaking at meetings and writing for the *Balance*
- Voted unanimously to move the production of the COSA basic text to the Literature Committee, with instructions to focus on the book's production to the exclusion of any other new literature
- Established volunteers to answer e-mails and voicemails in a timely manner
- Offered Spanish translations of key webpages and supported the establishment of the first Spanish language telemeeting
- Created fundraising initiatives, including making online recurring donations possible
- Presented regular Delegate teleconferences, offering information and fellowship
- Updated the meeting list to assure accuracy
- Made prior *Balance* newsletters available on the COSA website
- Endeavored to diversify the Board, inviting 26 COSA members to apply for Board service
- Made contact information for all Board committees available on the website

What do we need?

- Assistance in reactivating the Communication Committee
- Assistance in reactivating the Resource Development Committee
- Additional Board members
- Additional Committee members
- Donations that will allow us to move forward with our plans and carry the message in new and different ways

We all love COSA, and we thank you for allowing us to be of service.

ISO Board of Trustees

ISO of COSA Board Committee Reports

Budget and Finance Committee 2014 Year-end Report

The Budget and Finance Committee identified the following goals at the beginning of the 2013-2014 service year:

- Implement procedures to ensure coordination between Central Office Manager and *Balance* team regarding reporting of Seventh Tradition financials
- Create procedure to streamline production of financial statements and get them out to the fellowship
- Provide the framework for needed fundraising by alerting the Board to potential shortfalls
- Provide infrastructure for needed fundraising

Budget and Finance had four active committee members, and held two full committee teleconferences.

Some highlights of our accomplishments include:

- Made QuickBooks reports available to the ISO Chair and the incoming Budget and Finance Chair to increase security and allow greater transparency
- Began writing needed procedures for important Budget & Finance processes
- Managed the successful transfer of financial records to a local Houston accounting firm
- Coordinated with Central Office Manager to complete all monthly, quarterly, and annual accounting tasks
- Used QuickBooks to create the COSA budget for the first time
- Increased coordination between Central Office Manager and *Balance* team so that Seventh Tradition financials were consistently made available to the fellowship throughout the year
- Supported ISO fundraising efforts

Our vision for the 2014-2015 service year is to:

- Support the new Budget and Finance Chair in transitioning into their new role, with the goal of developing a stronger committee
- With the support of a new Budget and Finance Chair, and an additional Budget & Finance member, we will make accurate and timely financial reporting more accessible
- Mentor new Budget and Finance members so they can get up to speed as quickly as possible
- Assess the existing accounting firm
- Redesign accounting categories to make the financial reports more useful

We are hoping to attract new members for the upcoming service year. In addition, we need volunteers willing to take on the following tasks:

- Chart Specialist to create pie charts and graphs from finance reports
- Policy & Procedures Writer to further existing documentation, and preserve it as a foundation for future use
- Additional Budget and Finance members to support the achievement of our ongoing goals

Convention Committee (ConCom) 2014 Year-end Report

Last year the Convention Committee (ConCom) identified the following major goals for the 2013-2014 service year:

- Recruit from the entire fellowship, especially the local Los Angeles area, to fill positions that are vital to the success of the Convention. It was our goal to come as close as possible to filling all identified service positions and to have a large functional committee
- Make the recovery gifts of the Convention more accessible by reaching larger numbers of the COSA fellowship than ever before, both through physical attendance at the Convention and through teleconferencing much of the convention program
- Develop more supports for attendees through greater scholarship support, as well as more recovery supports to new COSA attendees at Convention
- Team with the Outreach Committee to use the Convention planning process to not only reach out to a larger number of COSAs but also to welcome and affirm a greater diversity of COSAs

The Convention Committee was comprised of 27 members, including our subcommittee members. By the end of the service year, we will have held 12 to 15 teleconferences. Our master planning tool has over 120 items. We have created monthly working Action Item lists, which average about 20-25 items each month. The ConCom has submitted articles to every issue of *Balance* published this service year and has sent out numerous e-mails updating the fellowship on convention-related matters. Some of the highlights of this service year include:

- Developed the Convention Program in February, months earlier than in past convention planning cycles. As of this writing, we have five COSA speakers planned during the weekend, and we are offering 28 workshops and 19 Twelve Step meetings
- We have added new Program offerings for the first time ever: a COSA Dinner, four simultaneous workshop tracks, and Spanish language Workshops and Twelve Step Meetings
- We are offering two Meet and Greet Sessions on the first evening of the Convention, a Convention Orientation workshop for all participants on Friday evening, and an additional Orientation session on Saturday morning for later arrivals
- We negotiated lower prices for all COSA meals with the hotel by working with menu offerings, and worked with the hotel to ensure meals would meet most special dietary needs
- Teleconferencing will be expanded from last year, offering a larger number of speaker and workshop events during the Convention

The Convention Committee's vision for the coming year is to continue to evolve this committee into a standing committee, using the talents of COSAs from throughout the fellowship to create the 2015 Convention in Washington, DC. We hope to retain many of this year's committee members while attracting new members to this committee, including COSAs from the Eastern Seaboard. We once again envision teaming with the Outreach Committee to help reach many more COSAs still suffering, this time focusing on the Washington, DC, and Eastern Seaboard areas.

Literature Committee (LitCom) 2014 Year-end Report

This has been an exciting year to be a member of the Literature Committee. As we started the service year, our primary goals pertained to the ongoing collection of meditations for a future book and working to improve the *Balance*. After the Board face-to-face in early August, our main priority shifted to focusing on developing the COSA basic text that the former Book Development Committee had begun. We have been hard at work on this project, reviewing past Delegate summaries, submissions, and files related to the basic text. We've spoken to past members of the Book Development Committee whenever possible, inviting them to continue their important work on the project. We completed and approved a Table of Contents, which we look forward to presenting to you soon. We have also continued to serve our beloved fellowship in a number of other ways.

At the beginning of the 2013-2014 service year our goals also included:

- Continuing the translation of our literature and the COSA website into Spanish
- Assuring excellence in all our Board documents and communication through the Expedited Review process
- Increasing the diversity of contributors in all COSA publications
- Continuing to grow and develop a healthy and sober committee, where service work is a joyful part of recovery

We began the service year with seven active members and retained those people throughout the year. We had one member return to coordinate the Literature in Development team's work on the COSA basic text, and we attracted six new members, some of whom joined us from the former Book Development Committee. We held eleven full committee teleconferences, and five Literature in Development teleconferences. We estimate 70 action items will be completed during the year.

LitCom has had an exceptionally busy year, working on the COSA basic text and balancing that with our need to carry out other important tasks. Some highlights of our accomplishments include:

- Put together a poll to solicit feedback from the fellowship regarding how the *Balance* could be improved to better serve the needs of the fellowship as a whole
- Transitioned the writing of the COSA basic text from the Book Development Committee to the Literature in Development team, building on the foundation of work already done by BookDevCom
- Developed an approved Table of Contents for the COSA basic text
- Put a development plan in place in order to assist us in moving towards completion of the basic text as efficiently as possible
- Began writing the content and Step-related portions of the COSA basic text
- Worked with TechCom to make information about our fellowship and the telemeeting materials available on the website in Spanish
- Put together a *Balance* writing workshop, with the support of the Telemeeting Intergroup, in order to encourage new voices and diversity in the *Balance*
- Provided proofreading and final edits in Expedited Review for at least 180 documents. Our Expedited Review Coordinator worked about 250 hours
- Implemented a system in Expedited Review to ensure faster turnaround of fellowship e-mails in order to improve communication with the fellowship

Our shared vision for the 2014-2015 service year is to:

- Increase the diversity of contributors in all COSA publications
- Submit introductory and Step-related sections of the COSA basic text for approval in May, 2015
- Continue writing for the COSA basic text, including the Traditions and Concepts
- Encourage first-person COSA Stories from the fellowship for inclusion in the basic text, making a special effort to share the diversity of our COSA experiences
- Make changes to the *Balance* based on feedback received from the fellowship
- Continue the translation of COSA literature and the website, where needed, into Spanish
- Support each other in maintaining balance in our service commitments so that our service to the fellowship remains a fulfilling and joyful experience

As always, we hope to attract new Literature Committee members to serve in the 2014-2015 service year. We also hope to reflect even greater diversity in our writing as well as continue with our main priority, moving the COSA basic text to completion. Thank you for letting us be of service.

Nominating Committee (NomCom) 2014 Year-end Report

The Nominating Committee identified the following goals at the start of the 2013-2014 service year:

- Find a Board member to train for the Treasurer position in the 2014-2015 service year
- Find Board members to fill the Chair position for the following Committees:
Communications, Resource Development
- Recruit Board members to fill Secretary and Vice-chair positions
- Find Board members to serve as Members at Large
- Continue to look for potential new Board members on an ongoing basis

This year's Nominating Committee was comprised of five members. We held five teleconferences and completed 22 action items during the course of the service year. We did not submit any articles for the *Balance*.

Our accomplishments this service year included the following highlights:

- Revised Board interview questions
- Rewrote letter to accompany the Board Application Form
- Checked in with all current Board members to determine if they were staying on the Board and, if so, in what capacity
- Interviewed three Board member candidates
- Approached 27 COSAs and asked them to consider joining the Board
- Sent proposed slate of recommended Board members to ISO Board for approval
- Created lists of potential Board members for the next two service years

Our vision for the upcoming service year includes:

- Increasing the diversity of the Board by seeking and grooming COSA members for Board positions
- Planning a Group Inventory for the Board for use in the next service year as well as one later in this service year
- Continuing discussions on how to support committees that are inactive due to a lack of available Board members to chair those committees

In order to fulfill our vision for the 2014-2015 service year, we need:

- Additional past Board members to join the Nominating Committee
- COSAs throughout the world to identify and nominate qualified Board candidates
- Additional qualified COSAs for nomination to the Board

Outreach Committee (OutCom) 2014 Year-end Report

At the beginning of the 2013-2014 service year, the Outreach Committee defined the following goals:

1. Develop and grow the committee
2. Support the LA Convention
3. Publish a Handbook
4. Carry the COSA message to Professional Conferences/Conventions on the West Coast
5. Increase awareness about outreach to existing and new COSA meetings
6. Offer support for sponsorless COSAs to work the Twelve Steps
7. Support the start of a new Intergroup
8. Explore use of social media to carry the COSA message to the public

We began the year with nine members and ended with four. OutCom held nine teleconferences, completed 25 action items, and submitted four *Balance* articles.

Some highlights of our accomplishments for the 2013-2014 service year include:

- **Organization:**
 - Created organizational structure, regular meetings, and service descriptions
 - Defined decision-making model for group conscience
 - Started a Yahoo Group
 - Created annual budget
 - Created annual calendar of outreach efforts
 - Created COSA Outreach cards
 - Wrote and published four Outreach on the Road columns in the *Balance*
- **Outreach for 2014 L.A. Convention:**
 - Created outreach flyers
 - Active member of ConCom
 - Developed two Outreach Workshops for convention
 - Outreach to all SoCal COSA meetings
 - Outreach workshops at two SoCal COSA retreats
 - Outreach workshop/speaker at SAA retreat in Oregon
 - Outreach with five sex addiction treatment centers in SoCal
 - Supported the start of two new COSA meetings in SoCal
 - Supported the start of SoCal Intergroup
 - Prepared outreach kits for SoCal COSA meetings
- **Outreach to Conferences, Conventions and Retreats:**
 - Serenity on the Sound Retreat in Washington State
 - National Association of Social Workers (NASW) California Chapter Conference in Oakland and one-day conference in Sacramento
 - Social workers from a Bay Area dual addiction treatment program
 - Bay Area COSA Retreat
 - Joint COSA/SAA retreat in Alabama
 - Mary Magdalene Project in L.A.
 - Updated Letter to Healthcare Professionals
- **Support for Sponsorless COSAs:**
 - Approximately 225 COSAs expressed interest in a Teleconference Step, Tradition, & Concept Workshop series; 70 were actively involved in the first series and are at various

stages of their Step work. Many of the remainder hope to do the next available Step Workshop series.

- Year-long, Step study workshop series started in Arizona
- **Outreach to Spanish Speaking COSAs:**
 - Supported the start of Spanish COSA Telemeeting
 - Spanish translations of COSA Outreach materials
 - Outreach to SoCal Spanish Speaking community
 - Translation of Letter to Healthcare Professionals
- **Outreach to Meetings and Intergroups**
 - Seven Bay Area COSA meetings
 - One International COSA meeting in Cape Town, South Africa
 - Two of the four existing COSA Intergroups
 - Oakland COSA Meeting at Kaiser Hospital
 - Support to ten COSAs interested in starting COSA meetings

Our vision for the 2014-2015 service year includes:

- **Focus outreach support on Washington, DC, Convention:** support Eastern Seaboard COSA meetings; making contact with healthcare professionals/organizations/conferences in the region; host an ISO COSA Retreat in the fall of 2014
- **Continue to address the shortage of sponsors in the fellowship:** create solutions for those who want to work the Steps as well as learn the Traditions and Concepts
- **Draft an Outreach Handbook**
- **Create an Outreach Webpage at the ISO of COSA website**
- **Support Public Service Announcement Project in Houston**
- **Update a structured proposal on use of Social Media for outreach purposes**

In order to fulfill our vision we need to recruit the following volunteers:

- Volunteers to join the Fall 2014 DC COSA Retreat Committee
- Outreach on the Road Column Coordinator
- Conferences, Conventions, and Retreats Outreach Coordinator
- Outreach Liaison to Technology Committee
- Social Media Committee members
- Outreach Liaison to 2015 Convention Committee

Technology Committee (TechCom) 2014 Year-end Report

The Technology Committee identified the following goals at the beginning of the 2013-2014 service year:

- Open new COSA online store
- Configure ability to download MP3s from new COSA online store
- Implement recurring donations on cosa-recovery.org
- Integrate Spanish-translated webpages on cosa-recovery.org
- Roll out Los Angeles Convention website
- Cleanup/Standardization of cosa-recovery.org website

The Technology Committee maintained three active members throughout the year. We held 9 teleconferences and processed 33 action items. Also, TechCom submitted 1 *Balance* article and 76 Fellowship E-mails.

This has been a year of growth and advancement for COSA technology. Some highlights of our accomplishments include:

- Sent 76 Fellowship Emails (as of 5/6/14)
- Launched new COSA Store with 244 products as well as 2014 Los Angeles Convention website
- Added 32 MP3s to COSA Store
- Implemented recurring donations on website - 38 recurring donations totaling \$625 per month (as of 4/30/14)
- Added 13 Spanish-translated webpages to website
- Added/Updated/Removed 252 listings for COSA meetings on website
- Uploaded 101 past *Balance* newsletters to website

Our shared vision for the 2014-2015 service year is to:

- Increase the number of Convention MP3s in the COSA Store
- Provide technical support to the Board/fellowship
- Maintain the website and improve the ways we use technology to carry the COSA message

In order to fulfill our vision, we will continue to recruit active members who are interested in giving feedback from both technical and nontechnical perspectives. Also, we need volunteers to take on the following tasks:

- Set up and schedule Fellowship E-mails
- Maintain Meeting updates (additions/changes/removals) on the website
- Investigate how to integrate social networking into website

Inactive ISO Committees 2014

Due to a very small Board membership, the following committees suspended operations and were entirely inactive for the 2013-2014 service year:

- Communications
- Executive Committee
- Resource Development

ISO Central Office

2014 Year-end Report

It continues to be a pleasure to serve the fellowship in the ISO of COSA Central Office. This past year I and the fellowship have been blessed with individuals across the fellowship who have had a vision for growth and change. These individuals have effectively shared their vision and been the catalyst for change – thank you.

The Central Office continues to have one person working part time – but I would not call it a “one person” effort. We have many “behind the scenes” individuals who have effectively identified an area where they can serve, and they have created unique niches for themselves. Without these creative and faithful volunteers we would not be able to carry our message.

During the 2013-2014 service year we have seen the following changes:

- Our phone line is now answered via e-mail, then forwarded to one of our volunteers who “listens” to the messages on his or her computer and then returns calls
- Our meeting data base is updated and tracked by two individuals. One who “manages” the database and one who “manages” the paper and e-mails
- Our COSA online store has a whole new look and process – brought to you by another of our dedicated volunteers
- Our fundraising drive is another vision brought to reality by a dedicated member of the fellowship
- The *Balance*, our newsletter, is circulated electronically. This saves the cost of mailing and also the labor hours and cost necessary to provide print editions

The Central Office continues to serve as command central for processing orders, answering e-mails, and providing financial and bookkeeping services. I remain focused on ensuring that our message is shared through timely distribution of literature. Additionally, we continue with the systems of checks and balances that were implemented to ensure the integrity of our financial records and reports.

I hope, moving forward, that we continue to provide timely communication of our message and opportunities for all in the fellowship to find areas of service to our organization.

Respectfully,
Susan K.

ISO Board of Trustees Vision for 2014-2015

Our Board will be small again in the 2014-2015 service year, and we will focus our energies on promoting a healthy, sober COSA as well as carrying the message to those who still suffer. As a Board, we will carry the message in new and different ways, increase the level of service involvement throughout the fellowship, improve responsiveness to member needs, and strengthen the ISO of COSA Board.

Our plans include:

- ✓ **Carry the Message in new and different ways:**
 - Continue to support the sobriety of the COSA fellowship with Step and Sponsorship initiatives
 - Support the Literature Committee in bringing you a COSA basic text as soon as possible, with regular detailed updates
 - Increase the richness and diversity in COSA by learning how we can welcome all who are affected by compulsive sexual behavior
 - Involve individual groups in outreach. Help them to share ideas and pool resources with the entire fellowship
 - Support the Outreach and Convention Committees to do targeted outreach in the Washington, DC, area and along the Eastern Seaboard, leading up to the 2015 Washington, DC, Convention

- ✓ **Increase the level of service involvement throughout the fellowship:**
 - Make service at all levels more desirable by educating the fellowship about the benefits of getting involved at the group, Intergroup, and international levels.
 - Attract more members to service by attraction rather than promotion: model the benefits of service
 - Continue to document procedures and operations for all Committees and Officers to facilitate the transition of new Board and Committee members. Document procedures in the Central Office so people can step in and help with different tasks

- ✓ **Improve responsiveness to member needs:**
 - Continue to update and improve the COSA website, in cooperation with the Technology Committee. We will continue our work of updating the meeting list and making contact with individual meetings through the Delegate Liaison
 - Use creativity and hard work to maximize COSA's resources. We will continue to offer value with fellowship e-mails that elucidate, educate, and entertain
 - Increase our availability. We will continue to find new ways of improving our response time, as well as proactively reaching out to the fellowship

- ✓ **Strengthen the ISO of COSA Board:**
 - Continue to be more approachable as a Board. Board members can continue speaking at meetings, writing for the *Balance*, and hosting teleconferences
 - Continue to focus on growing the Board and Board Committees by working with the Nomination Committee to identify and encourage potential members
 - Continue moving toward full funding of the budget line item for Board service-related travel expenses to support