

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

**2015 ANNUAL REPORT  
to the  
DELEGATES**



**Washington DC  
May 22, 2015**

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## **Letter From the ISO of COSA Board Chair**

Greetings COSA Delegates and Registered COSA Groups,

Welcome! Thank you to all those who are attending the 2015 Annual Delegate Meeting. We are grateful to the groups who have supported their delegates and decided it is important to foster the connection with the worldwide fellowship of COSA. This year, we're excited to pilot a program that allows delegates to attend electronically, with full voice and vote. We are working to make it possible for more COSAs to participate in service.

Once again, we've seen that a Power greater than ourselves is guiding this fellowship. Instead of expanding our outreach as planned, we are looking to strengthen our fellowship internally by supporting sponsorship and Step study. We've added some wonderful resources to the website at <http://cosa-recovery.org/Resources.html>. We've worked to make sponsorship more available to COSA members. Our COSA Board has continued its own efforts to work a program of personal recovery that includes the study of the Steps, the Traditions, and the Concepts.

We have made huge strides in moving forward on our goal to make ISO service affordable for all, but we are still struggling to meet our Board minimum of seven members. The process of building a healthier COSA is not an overnight proposition, and we ask that each of you move with us to nurture and support COSA members who have a passion for service.

I've reflected lately on my four years of Board service, including two years as your Board chair. There have been triumphs and seeming tragedies and I've encountered God's ease and spiritual sandpaper. I've learned and grown through service. I have seen the ISO of COSA—and the fellowship—grow to be more sober and healthy. As a result of the Board's Step and sponsorship initiatives, I have had the gift of co-leading a Step Study that has been responsible for new sponsors leading others through the Steps. I've been grateful for the recovery afforded to me by service because I have been able to walk through the most difficult situations of my life. I've learned one more time that recovery does not mean life won't happen, but it will give me the tools to thrive when it does happen. And perhaps above all, the angry, scared, and confused woman I was is only memory. Come on, and join me in service. Enjoy all that COSA has to offer.

Hugs,  
Claudia M.  
ISO Board Chair

## **2014-2015 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. Technology Committee Member.

**Dorothy O., Milford, CT**

ISO Board Member, ISO Treasurer.

**Emily G., Alameda, CA**

ISO Board Member, ISO Vice Chair, Resource Development Committee Chair, Nominating Committee Member, Budget and Finance Committee Member

**Sandy S., Laguna Hills, CA**

ISO Board Member, ISO Secretary, Convention Committee Member.

**Amy E., Coos Bay, OR**

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

**Nancy P., Mesa, AZ**

ISO Board Member, Budget & Finance Committee Member.

**Sara P., Tucson, AZ**

ISO Board Member, Convention Committee Chair, Technology Committee Member.

**Wendy W., Tucson, AZ**

Budget & Finance Committee Chair, Convention Committee Member, Nominating Committee Member.

## **ISO Board of Trustees**

### **Overview of Board Activities Annual Report 2015**

Last year, we decided that what we most wanted to do in the current service year included carrying the message in new and different ways, increasing the level of service involvement throughout the fellowship, improving responsiveness to member needs, and strengthening the ISO of COSA Board.

We began the year with eight board members. Three members left and we replaced them with new board members, pursuant to the bylaws. We held eleven teleconferences, two face-to-face meetings, and the four-day board retreat in August. We completed seventy-five action items, and generated several fellowship e-mails and *Balance* articles

Our focus this year became strengthening the COSA fellowship by encouraging Step work and sponsorship. To that end, we wrote on sponsorship, made [SponsorshipHelp@cosa-recovery.org](mailto:SponsorshipHelp@cosa-recovery.org) available for sponsors who were stumped or struggling, and added a page on the COSA website called "Additional Resources" which was created by COSA members to aid in Step work, sponsorship, and the creation and maintenance of healthy groups.

We also:

- Continued offering fellowship e-mails which included meditations and other useful tools
- Funded the Board Travel Expense budget line item which will allow more people to be able to do board service
- Made it easier than ever to register for the convention with a new online process similar to the COSA Store
- Streamlined general accounting processes to better reconcile with convention accounting
- Began using technology to videoconference for board and committee meetings
- Tested that same technology in an effort to bring more delegates to the Annual Delegate Meeting electronically

Next year, we will need more board members to fill Committee Chair and Member at Large positions. We also ask that you continue your generosity so we can move forward with COSA initiatives. Thanks to each one of you who gives to COSA with your time, talent, and treasure. And, as always, thank you for letting us serve the fellowship we all love.

ISO Board of Trustees

## **ISO of COSA Board Committee Reports**

### **Budget and Finance Committee Annual Report 2015**

The Budget and Finance Committee identified the following goals at the beginning of the 2014-2015 service year:

- Support the new Budget and Finance chair in transitioning into her new role, with the goal of developing a stronger committee.
- 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.

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

Some highlights of our accomplishments include:

- Increased coordination with the Convention Committee to more accurately reflect financial accountability.
- Transitional training for next year's treasurer.

Our vision for the 2015-2016 service year is to:

- Continue with our thorough review of revenues and expenses.
- Assess the viability of both PayPal and Authorize.net for online transactions.
- Smoothly transition the incoming treasurer.

In order to fulfill our vision, we need to obtain active members who are interested in the following positions:

- 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.
- QuickBooks specialist for additional software capabilities.
- Accountant to refine processes.
- Budget specialist to facilitate the annual budgeting process.
- Internal auditor to address procedural conformities.

## **Convention Committee (ConCom) Annual Report 2015**

The Convention Committee, in response to the feedback from the 2014 Annual Convention attendees, identified these goals for the 2014-2015 service year:

- Increase attendance of members residing in the eastern states
- Expand opportunities for convention attendees to include fellowship in outer circle activities
- Maintain and possibly expand committee membership numbers, welcoming any new members and developing some new positions
- Provide a diverse Convention Program
- Plan the COSA Banquet to be a special event, possibly incorporating the theme, *Reflections of Grace*, in some fashion

The Convention Committee was comprised of twenty-three members, including members of subcommittees. By the end of the service year, we will have held twelve to fifteen teleconferences. There are a fair number of tasks each month, handled within each subcommittee, assigned as Action Items. The Media Subcommittee, assigned the task of informing the fellowship about the convention, has submitted articles to every issue of the *Balance*, sent several fellowship e-mails, and worked with TechCom in keeping the website updated with information about the convention.

The Convention Committee notes these accomplishments this service year:

- Program Committee was divided into three subcommittees to undertake workshop proposals, speaker selection, and logistical coordination
- Incorporated registration fees to offset meal costs rather than room rental
- Committee expansion: Media Committee increased from one to four members, each taking on a specific area (website coordinator, fellowship e-mail coordinator, *Balance* article writer); other committee positions added: Outer Circle coordinator, Action Item coordinator, Banquet event coordinator, Meditation Room coordinator
- Prepared a program booklet for convention attendees

The Convention Committee's vision for the 2015-2016 service year is to work with the members residing in the central part of the country to plan and prepare for *Winds of Change* in Chicago, Illinois. Some of this year's committee members will remain while we wish to attract new members to this committee.

*The Three Circles concept is © copyright 1991 Sex Addicts Anonymous. All rights reserved.*

## Literature Committee (LitCom) Annual Report 2015

This has been a busy, challenging, and exciting year to be a member of the Literature Committee. Our main priority has continued to be focusing on development of the COSA basic text begun by the former Book Development Committee. This service year, we produced seven sections of the book for fellowship review. In addition, we reviewed and considered all feedback from the 2014 Annual Delegate Meeting regarding the Step sections, and worked to streamline the production process. As of March we have spent more than fifty hours in review and application of fellowship feedback. Our work on the book has given us many opportunities to look to the Traditions and Concepts for guidance. We have also continued to serve our beloved fellowship in a number of other ways.

At the beginning of the 2014-2015 service year our goals also included:

- Ensuring rotation of service, particularly in key positions such as Expedited Review
- Assuring excellence in all our board documents and communication through the Expedited Review process
- Increasing the diversity of contributors in all COSA publications

We began the service year with thirteen active members and retained all but one throughout the year. In addition, we attracted two new members. All but one of our fourteen members will remain on the committee in the upcoming service year. We held eleven full committee teleconferences, seven Literature in Development teleconferences, and six additional Literature in Development subcommittee teleconferences. We also held one Internal Systems meeting this year. We estimate nearly eighty 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:

- Discussed new processes for developing Step writing for the book
- Reviewed past *Balance* issues for writing that may be used in the development of the book
- Updated one section of the *Meeting Guide* for approval at the Annual Delegate Meeting
- Approved a survey to be sent to the fellowship regarding how the *Balance* could be improved
- Conducted a committee inventory in order to identify key areas for growth and improvement
- Began training one new Expedited Review editor and transitioned the roles of COSAcopy responder and *Balance* coordinator
- Began mentoring in other key positions such as Literature in Development coordinator and Literature Committee chair
- Had a greater diversity of voices in the *Balance*, with new writers and one piece published in Spanish
- Provided proofreading and final edits in Expedited Review for more than 200 documents; our Expedited Review coordinator worked about 255 hours doing document review



- Expedited Review compiled a list of frequently-made edits for distribution with the goal of quicker turnaround of future documents

Our shared vision for the 2015-2016 service year is to:

- Submit seven introductory and Step-related sections of the COSA basic text for approval in May, 2016
- Continue writing for the COSA basic text, including further introductory material and the next several Step sections
- 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 rotation of service, and mentoring 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 2015-2016 service year. We are aware that in order to continue our work we need to grow as a committee. We especially need support in editing, layout and design, and administrative tasks. We also hope to reflect even greater diversity in our writing as we continue with our main priority, moving the COSA basic text to completion. Thank you for letting us be of service.

## **Nominating Committee (NomCom) Annual Report 2015**

At the start of the year, the Nominating Committee was faced with a rather daunting task: we needed to identify and interview qualified candidates for the positions of Chair, Vice-chair, Secretary, Outreach Committee Chair, Resource Development Chair, and Delegate Liaison. We also needed to have other board members come in as Members at Large and encourage additional COSA members to become active in ISO committee work. During the year, three board members stepped down, and we needed to replace them, pursuant to our bylaws.

The four members of NomCom held seven teleconferences, completed forty action items, and published several *Balance* articles and fellowship e-mails.

We contacted *over 100* COSAs by phone or e-mail. We asked each COSA if they were qualified and willing to be a candidate for board service, and if they knew of anyone else we should be talking to. As of this writing, you will be voting for or against COSAs we have selected for the following positions:

- Chair of the ISO of COSA
- Vice-chair
- Secretary
- Treasurer
- Member at Large
- Convention Committee Chair

This year we had conversations on how best to find the candidates best-suited for board service while minimizing turnover. To that end, we added an interview of each candidate's sponsor to the vetting process. As a result, we have a fuller picture of how we can best support each new board member.

This coming year, we intend to continue to reach out to the fellowship in diverse ways. We will have conversations in NomCom and with the fellowship to try to understand what prohibits members from serving in an ISO capacity. We will cooperate with the board and COSA members to encourage more sponsors and Step work. We have found that one of the major barriers to service for otherwise qualified COSAs is that they have not completed the Steps or cannot find a sponsor.

We will need at least four members for NomCom next year. COSA members are qualified for NomCom service if they have a sponsor and they have completed two years in COSA and worked the Steps.

## **Outreach Committee (OutCom) Annual Report 2015**

At the beginning of the 2014-2015 service year, the goals of the Outreach Committee included:

- Focus outreach support on the 2015 Washington, DC, convention
- Provide support to the fellowship around the Steps, Traditions, and Concepts
- Draft an Outreach handbook
- Create an Outreach webpage at the ISO of COSA website
- Support the Public Service Announcement Project in Houston
- Update a structured proposal on the use of social media for outreach purposes

The Outreach Committee started with eight members. Teleconferences were held but an exact tally of the number was not kept. The committee submitted one *Balance* article.

Some of the highlights of the Outreach Committee's accomplishments this service year are:

- Planned and staffed a COSA exhibitor's table at the National Association of Social Workers (NASW) conference, July 22-26, 2014
- East Coast Retreat: One-day retreat on November 22, 2014, in Cherry Hill, New Jersey; attended by sixteen people
- Initiated plans for a Sponsorship Teleconference which was held by a member in February, 2015

Regarding the vision for the Outreach Committee during the 2015-2016 service year:

- The Outreach Committee is inactive. The board sent out a fellowship e-mail asking for volunteers to chair the committee, but has not yet received a response
- We have arranged for messages sent to OutCom to be answered by our e-mail and phone volunteers

The board agrees with the former Outreach Committee chair that our direction in this area should be focused on Steps and Sponsorship while we work with COSA to understand and support our Third Tradition which states that "The only requirement for COSA membership is that our lives have been affected by compulsive sexual behavior. The members may call themselves a COSA group, provided that, as a group, they have no other affiliation." Based on what we learned from our outreach efforts in the 2014-2015 service year, we believe that supporting COSA in understanding its Third Tradition will make future outreach more effective.

## **Resource Development Committee Annual Report 2015**

Our committee emerged out of the cobwebs this service year – it was previously inactive. The first course of action this service year was to create a mission statement. Here it is: The Resource Development Committee is committed to ensuring that the International Service Organization of COSA has the volunteers and money it needs to carry the message to those who still suffer.

We also set out to increase funds raised by fifteen percent and boost monthly giving by one hundred participants. As the year is not over, we cannot yet calculate whether we hit our numbers. But so far, we have secured \$2,000 in matching funds by generous COSAs to encourage people in the fellowship to give monthly to the ISO. As of late February, fifty-seven people were giving monthly to the ISO of COSA.

We also set a goal to ensure that board members who wished to raise money for COSA to meet their \$500 pledge had the tools to do so. We raised \$2,411 through our Outer Circle Week fundraiser, encouraging COSAs to hold an event with their local groups and collect Seventh Tradition funds for the ISO of COSA. This included a fabulous event conducted by two of our board members. We secured COSA volunteers to reach out to more than one hundred meetings to make sure they knew about Outer Circle Week and how it works.

We sent hand-written thank you notes to people who gave as part of Outer Circle Week and also to new monthly donors (fifty to sixty in all).

At the start of the year, we hoped to identify and recruit new volunteers to meet the needs of ISO committees. We reached out to committees twice throughout the year to solicit their volunteer needs. Once received, we posted them on the ISO of COSA website.

We also launched a new program to connect mentors/sponsors with new and growing meetings.

We did all this with FOUR members, holding TEN teleconferences, completing thirty to forty action items.

Our vision for the coming year includes:

- Documenting processes so that certain fundraising efforts can become turnkey.
- Building database so that fundraising can be more easily tracked and accounted for.
- Focusing on ways to build a base of volunteers.

For this, we will need a volunteer to step up and chair the committee. We are also seeking a writer and a database manager.

## **Technology Committee (TechCom) Annual Report 2015**

At the beginning of the 2014-2015 service year our goals included:

- Increase the number of members on the committee
- Support the board and fellowship with technical support

We began the service year with six active members. During the year we lost a couple of members, but have attracted two new members. We held nine monthly committee teleconferences. We estimate nearly twenty action items will be completed during the year.

TechCom has had a busy year, including the training of new members on service positions that were previously handled by one person. Some highlights of our accomplishments include:

- Sent ninety-four fellowship e-mails
- Los Angeles recording added to COSA Store
- Implemented and maintained Washington, DC, convention website
- Maintaining and updating meeting information as supplied
- Implemented new online convention registration website
- Explored fillable forms for Literature Committee
- Standardized 20% of cosa-recovery.org to meet Literature Committee standards
- Tested Zoom teleconferencing capabilities and limitations for the board
- Added free audio files from COSA members for download on <http://www.cosa-recovery.org/Resources.html>
- Tested sending audio clips in fellowship e-mails

Our shared vision for the 2015-2016 service year is to:

- Standardize additional 20% of cosa-recovery.org to meet Literature Committee standards
- Increase the number of convention MP3s in the COSA Store
- Provide technical support to the board and fellowship

As always, we hope to attract new Technology Committee members to serve in the 2015-2016 service year. We are especially in need of members who have experience with html and other web-related skills. Thank you for letting us be of service.

## **ISO Central Office Annual Report 2015**

It continues to be a pleasure to serve the fellowship at the Central Office. This year, as we look for volunteers and members of the fellowship to step forward to fill volunteer positions and support the mission of the fellowship, I want to add my voice to those that would challenge you to accept the opportunity to serve.

I am convinced that my Higher Power has a tremendous sense of humor and an eye for knowing when I am too comfortable and need an opportunity to grow and test my new recovery skills. I can't imagine a better place to do this than within a fellowship of individuals who are walking beside me on my journey, always there to support me. The opportunities to "test out" my recovery within the framework of service are amazing! No job is too small and it is a great opportunity to identify skills, think about your needs, and set and enforce healthy boundaries.

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.

These are examples of just some of the work done by members of the fellowship:

- 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 database 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 published electronically by fellowship members

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 system of checks and balances that was 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.

Sincerely,  
Susan K.

**ISO of COSA  
Balance Sheet  
As of March 31, 2015**

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	60,682.71
<b>Total Bank Accounts</b>	<b>\$ 60,682.71</b>
<b>Other Current Assets</b>	
<b>Prepaid Convention Expense</b>	2,000.00
<b>Total Other Current Assets</b>	<b>\$ 2,000.00</b>
<b>Total Current Assets</b>	<b>\$ 62,682.71</b>
<b>Fixed Assets</b>	
<b>Office Equipment</b>	323.00
<b>Total Fixed Assets</b>	<b>\$ 323.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 63,005.71</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	0.00
<b>Total Accounts Payable</b>	<b>\$ 0.00</b>
<b>Other Current Liabilities</b>	
<b>Convention Payments Due</b>	0.00
<b>Payroll Liabilities</b>	122.00
<b>Sales Tax Payable</b>	-245.76
<b>Total Other Current Liabilities</b>	<b>-\$ 123.76</b>
<b>Total Current Liabilities</b>	<b>-\$ 123.76</b>
<b>Long-term Liabilities</b>	
<b>Reserves for COSA Basic Text</b>	3,500.00
<b>Total Long-term Liabilities</b>	<b>\$ 3,500.00</b>
<b>Total Liabilities</b>	<b>\$ 3,376.24</b>
<b>Equity</b>	
<b>Unrestricted Net Assets</b>	49,745.35
<b>Net Income</b>	9,884.12
<b>Total Equity</b>	<b>\$ 59,629.47</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 63,005.71</b>

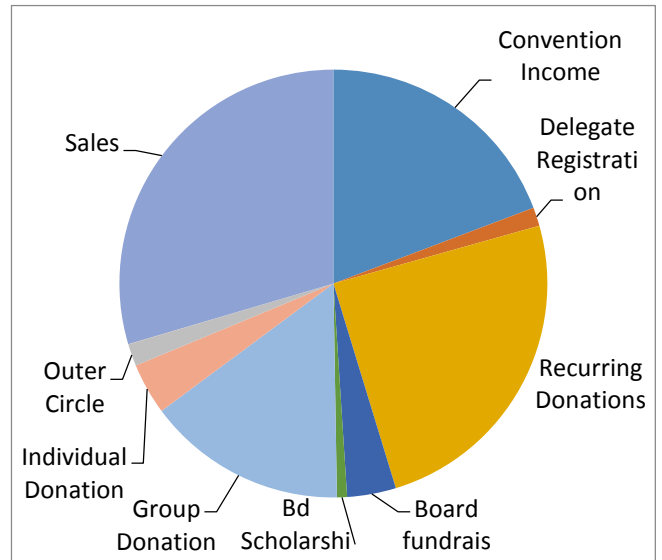
\*Please note that projected totals for the year will be provided on the 2015-2016 budget, which is available on the delegate website.

**ISO of COSA**  
**Profit and Loss**  
**July, 2014 - March, 2015**

**Total**

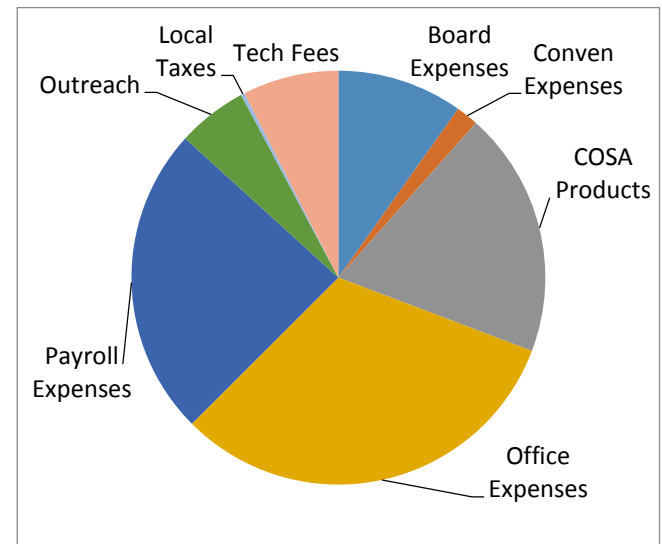
**Income**

<b>Convention Income</b>	7,544.00
<b>Delegate Registration</b>	550.00
<b>Donations</b>	
<b>Automatic Recurring Donations</b>	9,662.00
<b>Board Fundraising</b>	1,447.00
<b>Board Scholarship Group</b>	5,924.87
<b>Individual</b>	1,526.61
<b>Outer Circle</b>	652.75
<b>Interest Income</b>	6.73
<b>Sales</b>	11,596.40
<b>Total Income</b>	<b>\$ 39,209.86</b>
<b>Gross Profit</b>	<b>\$ 39,209.86</b>



**Expenses**

<b>Board Expenses</b>	2,879.57
<b>Convention Expense</b>	513.24
<b>COSA Products</b>	5,627.67
<b>Office Expenses</b>	9,314.11
<b>Payroll Expenses</b>	7,101.97
<b>Outreach</b>	1,604.63
<b>Local Taxes</b>	83.67
<b>Technology Fees</b>	2,200.88
<b>Total Expenses</b>	<b>\$ 29,325.74</b>
<b>Net Operating Income</b>	<b>\$ 9,884.12</b>
<b>Net Income</b>	<b>\$ 9,884.12</b>



Friday, Apr 24, 2015 10:34:33 AM PDT GMT-4 - Cash Basis

\*Please note that projected totals for the year will be provided on the 2015-2016 budget, which is available on the delegate website.



## **ISO Board of Trustees**

### **Vision for 2015-2016**

We will have seven people on the ISO of COSA Board this year – the minimum allowed in our bylaws. It's not because we forgot to look for people to join. Our Nominating Committee called and called, working to contact every meeting on our books to find eligible candidates.

This year, we have some great board members, people who are able, sober, and willing. But with seven people, our goal will be to prioritize what's important to the financial and spiritual health of our fellowship.

What it will boil down to is this:

#### **The most important goal will be to avoid getting burned out on service work.**

Some of us COSAs struggle with taking on too much. That's easy to do when serving on the ISO Board. All of the work seems so valuable. We love our fellowship and want to carry the message. We want others to get what we have. Everyone who needs COSA should know about it and have a meeting within five miles of their house! See what we mean? It's easy to bite off more than you can chew.

With that said, we will do what's doable. God willing, that includes:

Supporting the Literature Committee in bringing you a COSA basic text. You already saw big progress on that this year, with a draft of seven sections making its way into the world.

Keeping our finances in order and working to improve internal processes so that future members can understand our books when they join the board.

Adding to the richness of the website with free recordings and Step resources.

Updating meeting listings on the website when they change; answering e-mails and phone calls about meetings from newcomers in a timely manner.

Bringing you a dynamic 2016 Annual Convention in Chicago that enriches your recovery and connects you with new COSA friends.

Sending you weekly meditations and announcements that benefit you.

Connecting mentor-sponsors with new meetings.

Putting out a bi-monthly *Balance* newsletter with shares on Steps and Traditions—an amazing FREE tool for your recovery.

Most importantly, the ISO of COSA Board wants to show you that service at this level is not a burden. It is a teacher. Ask us! We'll tell you all about it. Here's to a great year!

In Service,  
The ISO of COSA Board of Trustees