

International Service Organization of COSA Board of Trustees

2020 Annual Report to the Delegates



©

Columbus, OHIO
COSA Delegates
Sheltering Worldwide

May 22, 2020

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Letter from the International Service Organization of COSA Board Chair

Hello to COSA Delegates and Registered COSA Meetings,

This message comes to you during life, and world-changing, events.

Yet you are here.

Committed to be of service to the fellowship of COSA.

Thanks for your loving commitment to COSA.

For me, these events felt similar to my experience of discovering my partner's addiction. Then, I was wondering what was going on with my world—it seemed like it was coming apart. Now I am wondering what is going on with the world, as it seems like the entire world is coming apart.

But today, thanks to COSA, I have tools, and my inner landscape is much more resilient. I know about powerlessness and unmanageability, and how fighting those forces only causes me pain. I know about my Higher Power now. I turn to my COSA sisters and brothers, and I see strength and courage. My Higher Power knows this about me, your strength gives me strength, your courage gives me courage. So, stepping into a meeting, a retreat, or the convention I know I am going to find love, acceptance, and honesty. I know I am going to be seen, and I know I will be heard. This knowledge has helped me immensely and has allowed me to know I will be okay in the face of these powerful events.

As COVID-19 began to spread in early March, the Convention Committee and the Board at first wanted to deny that this disease would affect our big event of the year! But recovery kicked in, we saw through our denial and a series of COVID-19 Management Meetings were convened weekly starting March 15. The Board invited the Convention Committee chair, Delegate Liaison, and the three board candidates to be part of this group.

In these meetings we dealt with many concerns: would we endanger members of the fellowship by holding the meeting, would anybody come? How can we avoid paying financial penalties to the hotel if we cancel without cause? How can we hold the delegate meeting? Can we salvage any of the convention?

In retrospect it tickles me that “management” was in the title of these meetings, for as we know now, so little of the COVID pandemic is manageable. I am grateful to affirm the name did not reflect the spirit of the meetings! Participating in these meetings has shown me the incredible strength and resiliency of the “we” of this program. No one of us could have carried this burden alone. Yet as a supportive group of COSAs in unprecedented circumstances, calm prevailed. Together we had the courage to change the things we could and accept the circumstances we couldn't. My heart is filled with gratitude to have served with these fabulous souls! And I cannot wait to give each of them a non-virtual hug in Columbus, Ohio in 2021!

Thanks for the opportunity to serve our fellowship.

Chris C.
International Service Organization of COSA Board Chair

**2019-2020 International Service Organization of COSA
Board of Trustees
and their Committee Service Roles**

Amy MJ., San Jose, CA

ISO Board Member, Member at-Large, Board Liaison for Technology Committee, Outreach Committee Member

Chris C., Alamo, CA

ISO Board Member, ISO Chair, Supervisor to ISO Central Office Manager, Board Liaison for Convention Committee

Cindy C., Beaconsfield, Quebec, Canada

ISO Board Member, Member at-Large, Outreach Committee Member, Nomination Committee Member

Martha Jean H., Hamilton, OH

ISO Board Member, Member at-Large, Outreach Committee Chair

Sandy S., Laguna Hills, CA

ISO Board Member, Member at-Large, Board Liaison for Literature Committee, Board Liaison for Nomination Committee

Sara L., Saint Paul, MI

ISO Board Member, ISO Vice Chair, ISO Secretary

Tracy S., Boulder, CO

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

International Service Organization of COSA Board of Trustees Overview of Board Activities Annual Report 2020

The International Service Organization of COSA Board has been hard at work for you. Here's what we've done this service year.

New Website

The generosity of the COSA fellowship has blessed this Board with the financial means to consider investments in COSA's future. At the Board's working weekend in August, 2019, the Board realized the long-held dream of updating the website was within our grasp. The website is the technology that supports the fellowship to carry the message. Our group conscience was that this was the first place to invest in the future of the fellowship!

The Technology Committee has been maintaining the website without outside assistance for years. As the web standards and functional demands have evolved, it has become a herculean task for the Technology Committee to manage the aging platform of the COSA website. Rather than wait for the already overworked Technology Committee to learn new software, the Board asked the Technology Committee to obtain bids from website consultants for the purpose of building a new COSA website. After reviewing three bids, the ISO of COSA entered into a contract with the selected bidder and the results are expected to be "live" by the convention. Here are some of the benefits of the new website:

- More user friendly! Easier to find what you need!
- The new website will be mobile friendly!
- Map page will help new COSAs find meetings!
- Search optimized, easier to find for new COSAs!

Delegate Meeting Zoom Attendance

Given that we are all meeting via Zoom this year the following seems a little ironic, however, in anticipation of a return to some form of normalcy, COSA continues to invest in the technology to allow delegates from meetings worldwide to attend at minimal expense. At the Houston Convention, a new COSA-owned sound system debuted. It's ability to connect directly to the computers transmitting the Zoom signal allowed those in the hotel in Houston to hear COSAs from around the world, and allowed COSAs from around the world to hear anyone speaking at the microphone. The experience for those on Zoom was greatly improved from earlier years. This system also greatly improved the way in which the delegates in the room could see and hear the Zoom delegates as well, making it a much more integrated and shared experience. At the Houston convention a projector and a video camera loaned by generous COSAs rounded out the technology suite that allowed the improved experience. Next year COSA will purchase a new projector for use in Columbus and future delegate meetings. The video camera will be loaned to COSA by a generous COSA again next year.

Concept Twelve, among other things, states ". . . that sufficient operating funds and

reserve be its prudent financial principle . . .” and “. . . it will always remain democratic in thought and action.” The use of Zoom balances both of these excerpted ideas by allowing more meetings to be represented in the Annual Meeting at low cost to the fellowship as a whole and the meeting being represented.

Board Contact with Meetings

This year the Board attempted to contact all the active COSA meetings registered on the website. Our motivation was to keep lines of communication open, understand what issues the meeting may be facing, and understand how the Board might help. As happened in earlier efforts of this type, a significant updating of the contact information available on the website was needed.

Please be mindful that maintaining the correct contact information for your meeting on the website is a big service to new COSAs trying to find a place to heal, as well as a helpful service to the Board members trying to contact all the COSA groups!

Finances

While the total donated funds from groups and individuals has been down slightly this year, the ISO's prudent reserve remains at \$20,000, and the set-aside for the basic text of \$10,000 also remains untouched. There have been enough funds above the prudent reserves for the Board to consider how these funds might be used to benefit the fellowship, hence the commissioning of the new website. Additionally, there have been enough funds above the prudent reserve to consider investing these funds in a no-risk manner that still allows reasonable liquidity. For the first time COSA has invested in interest bearing CDs.

Dormant Committees

The Resource Development Committee remains in dormancy although the Finance Committee members of the present Board are still exploring an action item from this Committee begun several years ago. These Board members are focusing on creating a planned giving program for COSAs who wish to include the ISO in their wills and trusts.

Outreach

The Outreach Committee has a Spanish translator under contract to translate the Twelve Step pamphlets into Spanish. A second translator has been located and the Outreach Committee expects this effort to be concluded by the 2021 convention. This will allow greater international outreach and more language options in the COSA store.

In 2019, an invigorated Outreach Committee began to actively search for another paradigm to foster the start of COSA meeting. The intent is to supplement the courage of isolated individuals that have driven the growth of COSA in the past.

Starting a new COSA meeting in a new city without other COSA meetings nearby is a significant challenge. The list of metropolitan areas without COSA attests to the challenge of this task: Boston, Atlanta, Boise, Pittsburg, San Diego, Honolulu, Chicago. Together we can make this list shorter!

New Recruits

The Nominating Committee had excellent success seeking candidates for Board service. They recruited and approved three nominees for the coming service year. A new Delegate Liaison is being of great service to the fellowship. A significant number of COSAs stepped up for service on a greatly expanded Outreach Committee. COSA is very fortunate to have these loving members step up to be of service to the fellowship. We appreciate all those who have volunteered to serve as well as those who have completed their service in these roles.

Donations

For those giving through our website (not via PayPal), we have a new system that updates expired credit cards for us. That means that if you wish to end your monthly contribution, you must contact us directly at iso@cosa-recovery.org to cancel it.

Literature

Work continued on our basic text. The Literature Committee is presenting fourteen chapters of the basic text for delegate approval this year. The fellowship had a chance to weigh in and provide feedback on those chapters over two separate 90-day periods. Delegates will be voting on the revised versions of those chapters.

After over two years of effort, the Board released a collected version of the Step booklets at the Houston Convention. This collected version was made with minimal distraction of the Literature Committee and without making any changes to the booklets themselves. This effort was unconnected to the basic text, which remains in progress.

The Literature Committee organized itself into two parallel writing teams for the 2019-2020 year with fabulous results! They will use this same framework in the 2020-2021 year, their goal is to provide fifteen more chapters at the 2021 delegate meeting.

The temporary closing of the COSA Office removed the fellowship's ability to provide COSA literature for newcomers. So COSA volunteers chose to act, and fast-tracked an effort already in the works for the last year. The COVID-19 crisis was the final push that made the twelve individual Step pamphlets available on Kindle for the first time in COSA history!!

Delegates

The Delegate Liaison has become vital in providing a smooth and efficient delegate meeting by providing a series of videos and Zoom meetings to educate new delegates on the process of the Annual Meeting. This has had the effect of improving the delegate experience and allowing more COSA business to be addressed at the Annual Meeting.

International Service Organization of COSA Board Committee Reports

Budget and Finance Committee Annual Report 2020

The Budget and Finance (B&F) Committee had the following goals for 2019-2020:

1. To foster communication and collaboration between B&F and the Central Office.
2. To improve accounting functions and applications, such as Quickbooks, Paypal, Authorize.net, and Chase Bank.
3. To document accounting procedures and processes.

B&F Committee Accomplishments:

1. We implemented a new procedure for compiling the donation information necessary for the annual donation letters, increasing the accuracy of the donations we reported to our donors.
2. We are in the process of bringing into compliance with IRS regulations the automatic donation letters that go to donors from Authorize.net, and that will increase accuracy and reduce the time spent writing donation letters by the Central Office.
3. We are in the process of more accurately reporting convention revenues, including registrations and scholarships, in Quickbooks, which will increase our ability to give timely reports to the Convention Committee and also make it easier to reconcile amounts with the Convention Committee Treasurer.
4. We are in the process of working with the Convention Committee to standardize the accounting for financial transactions at conventions.
5. Invested COSA reserves in an insured CD, first time ever in COSA history.

Convention Committee

Annual Report 2020

Columbus, Ohio, is known for innovation and its abundance of “firsts”. Reflecting on the challenges and accomplishments of this year, it’s clear that amazing creativity and innovation has emerged from ConCom in planning the COSA convention in Columbus. There are many firsts.

An almost complete ConCom team was formed in Houston and met for the first time in July, 2019. Primary goals were to inspire COSAs to come to Columbus, Ohio, for Connecting in Columbus, and offer substantive workshops, strong-in-ESH speakers and activities with connections to recovery.

Within a month ConCom was organizing the first online auction which was held in October, 2019. The results were surprisingly disappointing. Next time we hope to have more lead time and broader means of communicating/publicizing than were possible for this first auction. We believe the online auction has tremendous fundraising potential, and it’s only just begun.

The Program Committee launched the nominations submission period and received workshop and speaker submissions from Oct. 1–Nov. 30. We continued to receive submissions in December resulting in a program offering of creative, substantive topics on many areas of COSA recovery. Our program consisted of twenty-seven workshops, five speakers, and thirteen Twelve Step meetings.

We also offered, for the first time, a dedicated day of workshops/speakers for registered COSAs to access online via Zoom.

We added the first Closing Session on Monday, the last day of the convention, with a speaker prior to the Send-Off. We also added another Send-Off for Sunday evening to accommodate those who depart early and are unable to attend the Monday Send-Off.

Our ConCom liaisons arranged with SAA for several COSA communications to be distributed at SAA registration, including, for the first time, a special invitation to the convention guests of SAAs who are potential COSAs.

ConCom streamlined the registration fee structure with several firsts: 1) Renamed the registration cost tiers to hopefully motivate COSAs to register sooner and include more COSAs in the lower rate; 2) including meals with all registrations to encourage more connecting; 3) developing an auto-populating spreadsheet for registrations, thanks to the assistance from a technical COSA.

For the first time (possibly), we planned Outer Circle activities throughout the weekend in addition to the regular Sunday afternoon designated time for Outer Circle. Activities beginning at Friday noon registration were planned so arriving COSAs could connect, meet new friends, reconnect, and explore Columbus together. Mementos of the convention—takeaways—were to be featured at the welcome reception and COSA lunch to provide memories of the convention.

All of the above was/is planned. Now, due to coronavirus, we're adapting to another first—the rescheduling of Connecting in Columbus to 2021. The Hyatt Regency graciously agreed to reschedule our convention, with no additional costs or cancellation fees, to May 28-31, 2021. Our expenses (well within budget) are now on hold. Our centerpieces, takeaways, fundraiser calendars, folders, nametags, etc., are boxed and stored.

With the help of our Higher Power who has been with us all the way, we'll regear ConCom and roll out a revised edition of Connecting in Columbus. Since revisions are typically better than the original, we're hoping the next edition will be one not to be missed!

However, for 2020, we're offering yet another first: the first online convention for COSA.

A subteam of ConCom has been working hard and fast to provide a sampling of convention workshops and connections online via Zoom. This will happen May 23-24, 2020. And another first: there is no registration fee for the online convention. Courtesy of the ISO, the online convention is free.

We hope the online convention is a great experience for COSAs. And we look forward to 2021 and to offering a rendition of Connecting in Columbus. It is only through the extraordinary energy, collaboration, creativity and service of COSAs in ConCom, and beyond, that this has been and will be possible.

Literature Committee Annual Report 2020

The Literature Committee had four goals this year:

1. Complete and submit fifteen chapters of the basic text for approval at the 2020 Delegate Meeting.
2. Review expedited review procedures to consider simplifying work, especially in the months leading up to the delegate meeting and convention.
3. Design and approve a new masthead for the *Balance* newsletter.
4. Hold quarterly committee meetings and enhance committee teamwork between the three teams.

The Literature Committee consists of three teams (*Balance* team, Expedited Review team, and Literature in Development team). Each team meets at various intervals due to the critical nature of their work and is dedicated to maintaining the commitments of producing the *Balance*, reviewing information presented publicly, and writing for the basic text.

We have a very dedicated committee with both new members joining our teams and others having served for many years. The Literature Committee is always looking for those willing to serve on the Committee or to write for the *Balance*. We could use administrative assistance and project coordination, in addition to welcoming new writers and editors.

The *Balance* team is to be commended for its consistency of producing six issues. We welcome submissions from any COSA and anyone interested in helping with COSA's newsletter.

The Expedited Review team has two members along with one former member offering assistance on an as-needed basis. This small yet faithful team works to have COSA's writings be presented consistently, correctly, and professionally.

The Literature in Development team is the largest of the three teams. We have done a tremendous amount of work this service year in preparing fourteen chapters for delegate consideration: Step Eight, Step Nine, Tradition Three, Tradition Seven, Tradition Eight, Tradition Nine, Tradition Ten, COSA Tools of Sobriety, Service, Sponsorship, Prayer and Meditation, Boundaries, Detachment, and Accepting Grief.

We have an aggressive goal to present the entire basic text to the delegates in 2023 and to do this, we must maintain a rather robust pace of chapter preparation. We have responded to the delegate request to present chapters for fellowship feedback into at least two groups. This was done this last service year by submitting six chapters in September and eight in November.

The Literature Committee has received requests from members to consider new literature, however, we are bound to the delegate directive to not work on any other literature until the basic text is completed. This is another reason for the enhanced efforts to focus on the basic text.

The Literature Committee has worked cooperatively with the Outreach Committee and the ISO of COSA Board in offering expanded versions of our literature. The Outreach Committee has taken on Spanish translation and the Board has worked to offer our Step booklets on Kindle.

In looking ahead to the next service year, we plan to address the goals that were not accomplished this year and to continue in presenting another fifteen chapters for the basic text, spread across three time periods for fellowship review.

Nominating Committee Annual Report 2020

This year's Nominating Committee was composed of five members. Over the course of this service year, our team held five meetings and spoke to numerous qualified COSA members to ask them to consider board service or recommend someone they believed was an outstanding candidate.

These combined efforts led to the Nominating Committee securing three new nominees for board service. In addition to their recovery and sobriety, each candidate has diverse skills they bring to board service, which is a prime example of how the individuals' gifts combine to make the whole board more effective.

One goal we completed was finding a COSA to Chair the 2021 Convention. Guess what? We did!! Not only did this COSA step up to Chair the 2021 Convention but they are also a nominee for the ISO of COSA Board!

One goal we were unable to complete was finding a back-up Delegate Liaison to learn the ropes of this position. We are asking all COSA's to please consider filling this necessary position. Continuity of leadership is essential as people rotate service and move on to different leadership positions.

Please reach out to the Nominating Committee if you feel called to support this endeavor at nominations@cosa-recovery.org. Or, during the Convention, please notify any current or former Board member and let us know you are willing to be of service.

As we enter the new service year, the Nominating Committee will continue seeking new people to serve on the board. This rotation of service keeps COSA healthy today and in the future. Those qualified for board service are: COSA members who have worked all Twelve Steps, have a sponsor or equivalent, be a member of a registered COSA group, and have two years in COSA. Are you interested in serving COSA as a board member? If you're not ready now, please keep your mind and heart open for the future. Until then, please consider volunteering for another service position that would benefit from your unique experience, strength, and hope. The service you give comes with deep, lasting rewards and growth to your personal recovery.

Thank you for letting us be of service.

Outreach Committee Annual Report 2020

Our primary goal is to carry the message to those who are still suffering. We are a committee with nine active members. We met almost monthly this year and we had over thirty action items.

ACCOMPLISHMENTS

- Throughout the year, we received requests for business cards, flyers, convention cards from COSA groups, and responded in a timely manner. We met with the convention committee and with their help we were able to distribute cards to COSA groups in Ohio and the surrounding states.
- We met with some challenges as we pressed forward with the translation of the COSA Step booklets. Due to changing circumstances, the process has not advanced as far as we had hoped. However, one additional translator has recently been added and they are now continuing the process of translating the Twelve Steps.
- We made it a priority to reach out to those who want to start new meetings across the country and around the globe. Our members supported COSAs in Japan, South Africa, Canada plus eight states.
- We are in the process of creating a database that includes all queries to the ISO from the last six years.
- A new Quick Start Guide has been created for those who want to start a new meeting but are overwhelmed by the 66-page Meeting Guide. The purpose is to help make the process of starting a new meeting less intimidating.
- We reached out to the zoom community and created two HIR meetings and an Anorexia-Avoidance meeting in the Cosa Zoom Room.
- We recognized the need for sponsors, especially in the Cosa Zoom Room (CZR) community and created a database of those seeking sponsors and those willing to sponsor. We also created a weekly Sponsorship meeting in the CZR where both those seeking and sponsor and those willing to sponsor can meet and learn about the role of sponsorship from both sides as well as connect with potential sponsors/sponsees. COSAs in the Know announcements helped spread the word to the non-zoom community.

VISION

We want to continue carrying the message by duplicating what we did this year and completing action items, such as creating audio recordings of the written materials available.

SERVICE VOLUNTEERS NEEDED

We need to recruit additional outreach committee members who have the desire to carry the message.

Technology Committee Annual Report 2020

The Technology Committee's oversight includes the maintenance of the COSA website (cosa-recovery.org) including the COSA Online Store; sending emails to the fellowship; converting convention recordings to MP3s; setting up and maintaining the registration page for the convention and Annual Delegate Meeting; maintaining the database of meetings; and various details involved in setting up emails, data storage, and things "techy".

The majority of the work involves maintaining and offering services through the website. At the 2019 Annual Delegate Meeting, we heard from the delegates the need to do a major overhaul on our website. The navigation was confusing and overwhelming and the website was not mobile-friendly. We immediately formed a committee to start the redesign process. We shared our recommendations with the board during their annual Working Weekend. The board approved our recommendations, but instead of having the TechCom members work on the redesign in their free time, the board approved the hiring of a professional web developer. After gathering multiple quotes on the redesign, we hired our web developer. Since then, we have been working with the developer to incorporate our current content in a cohesive and easy to navigate revamped website. When the new website debuts, there will be some content that is still being pulled from the old website. In the weeks and months to come the older content will be converted into the new website. The COSA-Store will also be migrated into the new website. We will also be adding new features to the website as well. TechCom would like to thank the 2019 Delegates for their feedback on the COSA website.

Since last April, TechCom has sent 63 fellowship emails. This is the primary method of communicating information to the fellowship. We started combining weekly meditations with other fellowship emails into one weekly email. Our goal with this format is to reduce the number of emails sent so as not to overwhelm the recipients. Besides the weekly "COSA in the Know" email, our bi-monthly newsletter, *Balance*, as well as a handful of other emails were sent to the fellowship.

We added the Houston convention recordings to the COSA Online Store. We finished adding improved representational descriptions to all of our older recordings. We also continued to offer a one-click purchase of an entire year's convention recordings at a 20% discount.

The Technology Committee oversaw the posting of information for the planned (and postponed) 2020 COSA convention in Columbus, *Connecting in Columbus*, as well as the virtual 2020 COSA Convention. We continued to improve the delegate and convention registration processes.

TechCom oversees the maintenance of the meeting database and updates meeting information on cosa-recovery.org as supplied by our registered meetings. Currently, there are 146 registered COSA meetings; this means we have ten more registered COSA meetings than we had last year at this same time.

Our shared vision for the 2020-2021 service year is to determine ways to make cosa-recovery.org more accessible to the newcomer as well as make it easier to use/navigate on

mobile electronic devices; to enhance the visual impact of fellowship emails; and to continue providing technical support to the board and fellowship.

The Technology Committee is very different from other ISO Committees. We do not have monthly meetings or an ongoing list of action items. TechCom is like a series of cogs where we all work together to accomplish our primary purpose. As we add new TechCom members, we increase the number of cogs and reduce the size of the individual cogs as well. If you would like to be a cog in the Technology Committee, please let us know! We also need non-technical cogs as well.

Thank you for letting us be of service.

International Service Organization Central Office
Annual Report 2020

The central office of the ISO of COSA continues to support the fellowship through its focus on providing literature to the fellowship. Most of our literature is sent across the United States, but we also ship literature to the UK and Canada. This year, orders on the website totaled \$13,518.00 with over 2200 items ordered. The biggest selling item this year were our COSA medallions followed by our Newcomer's Welcome Packet. In second place is our Step One booklet, with our booklets on Sobriety and Boundaries rounding out the top five most ordered items. Following the introduction of our inclusive 12-step book at the 2019 Convention in Houston we have sold over 100 of these publications through our on-line store. Orders average \$35.00 and 37% of our site visitors are returning visitors. The good news is last year 63% of our visitors were new to our site. We are successfully sharing our message with those who still suffer!

With important support from our Budget and Finance Committee the office continues to reflect on and initiate new processes to streamline our accounting processes and improve our end of year record keeping. Our volunteers continue to provide important support in our monthly auditing process. Many thanks to those who provide this service. We continue to look for ways to improve our responsiveness and support for the fellowship at large.

The COVID-19 virus has disrupted activity in Houston, and in compliance with the request from our city officials we have closed the office until the city lifts our stay at home order. Thanks to each of you as you continue to support us and your patience with the disruption in providing printed literature. Please check our website as we find new ways to share literature with you on digital platforms.

My thanks to the fellowship for allowing me to have the opportunity to work my recovery through work in the COSA office and support of our fellowship.

With gratitude,
Susan K.

**International Service Organization of COSA Balance Sheet
As of April 12, 2020**

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank Accounts	
Chase Money Market - Prudent Reserve	27,035.35
Chase Operational	17,545.10
Chase Payments Account	1,368.61
PayPal	3,355.98
Total Bank Accounts	49,305.04
CD (due 5-15-20)	30,000.00
Total Bank Accounts	\$79,305.04
Other Current Assets	
Pre-Paid Convention Expense	7,000.00
Prepaid BWW expense	0.00
Total Other Current Assets	\$7,000.00
Total Current Assets	\$86,305.04
Fixed Assets	
Office Equipment	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$86,305.04
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Payroll Liabilities	
A FICA Payable	0.00
B Medicare Payable	0.00
Federal Taxes (941/944)	234.98
Total Payroll Liabilities	234.98
Sales tax payable	0.00
Total Other Current Liabilities	\$234.98
Total Current Liabilities	\$234.98
Long-Term Liabilities	
Reserves for COSA basic text	10,200.00
Total Long-Term Liabilities	\$10,200.00
Total Liabilities	\$10,434.98

International Service Organization of COSA
Budget vs Actuals 2019-20 FY20 P&L July 2019 – June 2020

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
Convention Income			
Convention Donations			
7th tradition -convention		2,000.00	-2,000.00
Individual	678.25	1,000.00	-321.75
Pre-Convention Fundraising		500.00	-500.00
Registration Scholarship	408.00	1,000.00	-592.00
Total Convention Donations	1,086.25	4,500.00	-3,413.75
Meals	241.00		241.00
Registration	2,003.00	14,450.00	-12,447.00
Silent Auction	551.50		551.50
Silent Auction/Serenity to Go		3,800.00	-3,800.00
Total Convention Income	3,881.75	22,750.00	-18,868.25
Delegate Registration	15.00	2,000.00	-1,985.00
Donations			
Automatic Recurring Donations	11,233.00	15,768.00	-4,535.00
Group	3,936.76	8,856.00	-4,919.24
Individual	6,172.00	4,968.00	1,204.00
Total Donations	21,341.76	29,592.00	-8,250.24
Interest Income	18.84		18.84
Sales	8,398.85	15,600.00	-7,201.15
Uncategorized Income	7.75		7.75
Total Income	\$33,663.95	\$69,942.00	\$ -36,278.05
GROSS PROFIT	\$33,663.95	\$69,942.00	\$ -36,278.05
Expenses			
Annual Delegate Meeting Expense		2,000.00	-2,000.00
Board Expenses			
Board Convention Travel		7,000.00	-7,000.00
Board convention/delegate registration		2,255.00	-2,255.00
Board Working Weekend	4,083.33	4,500.00	-416.67
Supplies	47.38		47.38
Total Board Expenses	4,130.71	13,755.00	-9,624.29
Convention Expense			
Convention Supplies	24.00	1,970.00	-1,946.00
Online auction	120.00		120.00
Total Convention Supplies	144.00	1,970.00	-1,826.00
Convention ZOOM	160.39		160.39
Hospitality		150.00	-150.00
Hotel			
Audio/Visual		1,500.00	-1,500.00
Hotel Deposit	0.00	10,600.00	-10,600.00
Room block attrition charge		5,152.00	-5,152.00

	ACTUAL	BUDGET	OVER BUDGET
Room Rental		1,512.00	-1,512.00
Total Hotel	0.00	18,764.00	-18,764.00
Shipping Expense	90.56	500.00	-409.44
Total Convention Expense	394.95	21,384.00	-20,989.05
COSA Committees			
Literature Committee	195.00	199.92	-4.92
Outreach Committee		804.00	-804.00
Conferences	481.57		481.57
Total Outreach Committee	481.57	804.00	-322.43
Total COSA Committees	676.57	1,003.92	-327.35
COSA Products			
Medallion/Pins	887.71	444.00	443.71
Postage/Shipping	1,635.91	2,004.00	-368.09
Printing	2,711.17	4,560.00	-1,848.83
Total COSA Products	5,234.79	7,008.00	-1,773.21
Office Expenses			
Bank Fees	15.00		15.00
Central Office Relo/Restruc.	15.79		15.79
Computer Software	75.76		75.76
Insurance	2,093.04	2,196.00	-102.96
Office Supplies	292.05	300.00	-7.95
Phone/Fax Line/intemet	283.89	360.00	-76.11
Rent	3,606.00	6,800.00	-3,194.00
Total Office Expenses	6,381.53	9,656.00	-3,274.47
Payroll Expenses			
ADP/ QB fees	918.88	1,140.00	-221.12
Taxes	369.04	600.00	-230.96
Wages	5,486.63	7,560.00	-2,073.37
Total Payroll Expenses	6,774.55	9,300.00	-2,525.45
Spring Branch ISD	73.95	72.00	1.95
Staff Travel Expenses			
Staff convention/delegate reg		244.00	-244.00
Staff travel - convention		500.00	-500.00
Total Staff Travel Expenses		744.00	-744.00
State of kentucky		15.00	-15.00
Taxes Harris County	206.73	300.00	-93.27
Technology Fees			
Authnet Gateway Fee	116.50	120.00	-3.50
Getsy/Fetchapp	90.00	120.00	-30.00
Mail Chimp	543.60	600.00	-56.40
Netfirms	222.00	396.00	-174.00
Paymentech fees	848.79	1,200.00	-351.21
PayPal Fees	458.91	600.00	-141.09
Shopify Fees	303.18	1,560.00	-1,256.82
Website Fees	5,500.00		5,500.00
Wire fees for Upwork web site design	220.96		220.96
Total Website Fees	5,720.96		5,720.96

	ACTUAL	BUDGET	OVER BUDGET
ZOOM		108.00	-108.00
Total Technology Fees	8,303.94	4,704.00	3,599.94
Total Expenses	\$32,177.72	\$69,941.92	\$ -37,764.20
NET OPERATING INCOME	\$1,486.23	\$0.08	\$1,486.15
Other Expenses			
Prior year convention expense	135.00		135.00
Total Other Expenses	\$135.00	\$0.00	\$135.00
NET OTHER INCOME	\$ -135.00	\$0.00	\$ -135.00
NET INCOME	\$1,351.23	\$0.08	\$1,351.15

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

Vision for 2020-2021

During the 2019-2020 service year the Board began moving the fellowship deeper into the digital age. This was a combination of necessity, vision, and the blessing of having the means to do so.

The necessity is an outgrowth of success! Our growing number of international meetings have created a demand for COSA literature that can not be met economically by shipping from the COSA office in Houston. (International shipping costs 3 to 5 times the value of the literature being shipped!!) To meet the demand for literature in England a local printer has been found, and literature will begin to flow to the fellowships in England this coming year. But what of COSA's two face to face meetings in South Africa? A meeting in Japan? All the tele-meetings and Zoom meeting members from Australia, Sweden, France, Jordan and beyond? Vision? To make the rest of the fellowship's literature available via Kindle internationally!!

Blessed with the means to consider hiring a website designer for the website this past year, the roll-out of the new website will continue in the coming year as the functionality and features of the website are fully realized.

Technology will continue to lower barriers and costs to access COSA in the US and internationally. Zoom meetings, and Kindle based access to COSA meetings and literature will reach more in need regardless of their location. The translation into Spanish of the Step pamphlets will augment these efforts for broader access to the COSA message.

The Board expects to see a financial impact to COSA due to the economic effects of COVID-19, and will keep a mindful eye on the level of donations in the coming year vs the expenses and make prudent adjustments as needed.