

International Service Organization of COSA Board of Trustees

2021 Annual Report to the Delegates



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COSA Delegates
Sheltering Worldwide

May 28, 2021

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Letter from the International Service Organization of COSA Board Chair

Hello to COSA Delegates and Registered COSA Meetings,

This year, at this moment, I feel on the cusp of the return to normalcy. The normalcy I am anticipating is to look my fellow COSA in the eyes, not via the intermediary of the internet, but with my own eyes. And to hug that COSA like my life depends upon it, which this year has taught me, it does.

Of course, we have learned so much this year that we can not fully "return" to what was before. And I wouldn't want to. COSAs have mined the clouds of COVID and found silver in so many ways:

- International connections between COSAs, via COSA meetings where attendance spanned eight time zones. The meetings moved online out of the desperation of the original attendees. The links shared between long time COSAs and newcomers alike accelerated our understanding that regardless of the cultural background, the effects of this disease are the same.
- Expansive and free access to workshops, retreats and conventions around the world, the best recovery COSA has to offer, from wherever you happen to need it. Last year's pioneering COSAs who bravely began walking a path with their higher power into this virtual recovery world have become today's guides.
- Awareness. The value of the presence and touch of another human being. Only when I was deprived of this did I become aware of its healthy effect on my soul.

All of these good new skills, forged from lessons in the face of adversity, will make COSA stronger and better able to achieve its primary purpose: to carry the message to those who still suffer.

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, Nominating Committee Chair

Amy B., SC

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

Martha Jean H., Hamilton, OH

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

Mary H., Naples, FL

ISO Board Member, Member at Large, Convention Committee Chair

Sara L., Saint Paul, MN

ISO Board Member, ISO Vice Chair, ISO Secretary

Tracy S., Boulder, CO

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

Julana, Houston, TX

ISO Board Member, Member at Large, Outreach Committee Member

**International Service Organization of COSA Board of Trustees
Overview of Board Activities
Annual Report 2021**

The International Service Organization of COSA Board (the "Board") has continued to manage the business of COSA for you. Here's what we've done this service year.

COSA Office

Last year as COVID hit, COSA's one part-time employee, and longtime COSA, needed to shelter in place and did not go into the office to fill orders for literature. Some of you may have noticed this delay—we hope you understand.

From May 2020 onward, however, the COSA employee managed to administer the business of COSA, filling orders, processing donations, and assisting the treasurer in keeping the books. Business as usual, except for one detail, she has not been in the COSA office since November 2020. For her own safety she moved in with family in another state. This was a Board approved change, part accommodation to the needs of a loyal long-time employee, part experiment. From all feedback the Board has received, it has been a successful experiment.

The Board members have felt for a while now that the office does not help COSA carry the message of COSA. In fact, the rent being paid for the space—while the business of COSA was being conducted elsewhere much of this last year—provided concrete proof of this feeling. As part of this evaluation, the Board conducted a risk assessment of what would be lost if the present employee decided to run off, and not return the COSA property presently in her possession. This amounts to a \$300 laptop, and \$700 to \$1,000 worth (retail) of COSA literature vs. an annual expense for rent of over \$4,752. It is the Board's intent to not renew the lease on the office in Houston this coming August and redirect these funds to be more in line with COSA's primary purpose—to carry the message to others who suffer.

Delegate Meeting Zoom Attendance

Given that we are all to meet via Zoom again 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. Its ability to connect directly to the computers transmitting the Zoom signal allowed those in the hotel in Houston hear COSAs from around the world via the sound system, and allowed COSAs from around the world to hear anyone speaking at the microphone via this same sound system. The experience for those on Zoom was greatly improved from earlier years. These systems also greatly improved the way in which the delegates in the room could see and hear the Zoom delegates, 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 Atlanta in 2022 and future delegate meetings.

Board Contact with Meetings

This year the Board attempted to contact all the active COSA meetings registered on the website. There was some success, and we resolve to do this again this year. However, the response rate to the Board member's attempts to contact COSA meetings was very low in the 2020-2021 year.

So this coming year our approach will change—look for a link to a COSA survey in COSAs in the Know, coming soon. Any COSA can respond to the survey, so please do! Getting feedback from the fellowship we are trying to serve as members of the Board is very helpful!

Finances

While the total donated funds from groups has been down slightly this year, the donations from individuals are up significantly. The expenses of COSA have dropped considerably this year. Therefore, the ISO's prudent reserve remains at \$20,000, and the set-aside for the basic text of \$10,200 also remains untouched. In fact, COSA is in the best financial shape it has been in for years. There are enough funds above the prudent reserve for the Board to consider how these funds might be used to benefit the fellowship—the last such investment was the new website. The Board will be considering other initiatives in the near future. Please email the Board at chair@cosa-recovery.org, or budfincom@cosa-recovery.org with any suggestions.

Dormant Committees

The Resource Development Committee and the Communication Committee remain dormant. The Communication Committee's activities have been simplified by technology to the extent that this committee is being removed from the service guide.

Parts of the Resource Development Committee remit continue to be moved forward by the Board in general and the Budget and Finance Committee as time allows. These activities include exploring options for members to name COSA in their wills, including the appropriate limits for those bequests.

Outreach

The Outreach Committee continues with the Spanish translations of the 12 Step pamphlets and is planning to complete this in the 2021 calendar year.

Having the resources to send a COSA delegation to conventions of therapists and support a booth to educate has been a goal of the Outreach Committee for several years, and it appears that those resources are at hand this year. This would seem to be very timely as the world opens up again, and conventions are available for in person attendance.

Considerable exploration of the possibility of creating a COSA forum for teens has been done this year. What we have discovered is that this effort is complex, and will need considerable support from adult COSAs and the Board.

Anybody wishing to be of service with the Outreach Committee, please email outreachcommittee@cosa-recovery.org.

New Recruits

The Nominating Committee had struggled with seeking candidates for Board service this past year due to COVID. While all needs for Board recruitment have been met for this year, an expanded effort for future year's recruitment needs will be undertaken this coming year to overcome the lingering effects of COVID.

If you know a COSA who you think could be of service to the fellowship, or you want to be of service yourself, in any capacity, please contact nominations@cosa-recovery.org, thanks!

Donations

Last year as the Board was trying to anticipate how COVID might affect COSA, one of our concerns was that many COSAs might lose their jobs, or otherwise experience financial hardship, and anticipated donations would be down. In fact, individual donations were up considerably! Thanks for your generosity and love of COSA!

Literature

Work continued on our basic text. The Literature Committee is presenting nine 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.

The Literature Committee organized itself into two parallel writing teams for the 2020-2021 year, and the results were impressive, but less than the goal set in 2019 as the Literature Committee practices sober and sustainable service.

The Literature Committee would welcome additional members to lend new energy to this monumental effort to create the Basic Text for COSA, if you want to help please contact litcom@cosa-recovery.org, thanks!

Delegates

The second 100% Virtual Delegate Meeting will be conducted in May 2021. This medium has matured and been found to meet the business needs of the fellowship. The Board has every intention of continuing delegate meeting attendance via Zoom or in person in 2022 and beyond. Maximizing participation of all COSA groups around the world is the Board's intent.

Last year the Board asked for feedback from the delegates after the delegate meeting. From this we heard that elements of the planned agenda needed to be sacrificed in order to fit the business of COSA into one—these were sorely missed. This feedback reinforced a sense within the Board that dealing with the business of COSA in one day was becoming challenging as the fellowship has grown and become more complex. As a result, the Board is scheduling a follow-up delegate meeting via Zoom on the weekend after the Memorial Day weekend to address any residual items that time did not allow the delegates to attend to.

International Service Organization of COSA Board Committee Reports

Budget and Finance Committee Annual Report 2021

The Budget and Finance (B&F) Committee had the following goals for 2020-2021:

1. To foster communication and collaboration between B&F and 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 Year in Review:

1. It has been an unusual year, to say the least, due to COVID.
2. The ISO annual convention and Board working-weekend were both held remotely. Although many of us missed the face-to-face meetings we have come to enjoy, it did simplify the accounting functions during the year.
3. There was less revenue (and lower expenses as well).
4. We did not have to deal with the complexity of keeping track of and reporting convention revenues and expenses accurately.
5. Donations increased tremendously, and a heartfelt thanks goes out from the B&F Committee to all those who made that happen.
6. The B&F Committee, along with the Central Office employee, are continually evaluating the workability of the accounting systems and making changes as problems come up. On the whole the accounting functions operated smoothly this fiscal year. No major improvements were made in the accounting systems and none are being contemplated right now.

2021 COSA Convention Committee

Annual Report 2021

2021 GOALS

- To assemble an international COSA convention committee (ConCom) with members representing various countries and world time zones.
- To plan a convention that is attractive and accommodating to COSAs around the world by making it available virtually and by planning events *during waking hours in different time zones across the globe.*
- To carry out the principles of Concept Ten by supporting committed members of the ConCom with their individual creativity and skill and honoring decisions within their responsibility and authority.
- To trust the process, the Convention Committee's higher power, trusted servants, and group conscience.
- To Keep it Simple.
- To work in a cooperative, collaborative spirit at all times.
- To always express thanks to others for their service and participation.
- To trust that the creative talents and skills of the committee members of the 2021 ConCom, combined with our higher power, will bring an amazing 2021 Convention to fruition for the entire fellowship.

As Chair of the 2021 Convention Committee, the original intention and vision was to develop both an on the ground convention in Columbus, Ohio and simultaneously plan a separate, yet connected, virtual convention program and experience for those who could not attend in person.

THE SEPARATE PROGRAM AND PLANNING COMMITTEES

THE COLUMBUS CONVENTION COMMITTEE and

THE VIRTUAL CONVENTION COMMITTEE

- 1) We had two committees in place, the Columbus Convention Committee and the Virtual Committee. In the event we had to cancel the on the ground convention due to COVID, the Virtual Committee would already be in place.
 - 2) If we were able to hold the convention in Columbus, the plan was in the works to *combine the two events at various points over the convention weekend* and bring the virtual attendees and the on the ground attendees together into one international experience.
 - 3) A special room was designated in Columbus as the "Broadcast Room." All activities in this room were to be broadcast to the Virtual Convention This room would also serve as the location for Columbus attendees to participate in the Virtual Convention program. It was envisioned to have a large screen in the room, showing the virtual attendees. This would be a way to connect COSAs
-

from around the world. This would also eliminate the need to move equipment from room to room, which had been done at past conventions and proved to be very physical and time consuming for the Zoom techs and other COSAs.

- 4) All Columbus registrants would have access to the Virtual Convention for the entire weekend. Virtual registrants would have access to all events in the Broadcast Room in Columbus.
- 5) Having a parallel Virtual Convention would invite and allow more international COSAs to be involved in both the on the ground and virtual convention experience, for the greater benefit of the entire fellowship. A plan was in place to broadcast the opening and closing receptions virtually.
- 6) World time zones were taken into consideration, and planning was focused on being more inclusive to those around the world.

Therefore, a Columbus Convention Committee and a Virtual Committee were formed, and each began to meet separately each month beginning in late summer 2020. With the COVID cloud looming overhead we trudged on in our monthly meetings, planning the 2021 Columbus Convention and Virtual Convention with a positive attitude, hoping for the best, but keenly aware of the COVID circumstances in the US and around the world.

Informally, many committee members were asking fellow COSAs over time if they would attend the Columbus, Ohio Convention in person, and the committee members learned that it was a very rare COSA who was willing to travel. We also learned that very few Convention Committee members themselves felt safe traveling to the convention, and most did not intend to go in person.

Eventually, the time came for both committees to engage in very serious discussions relative to the reality of holding an in person, on the ground convention in the US. The Columbus Committee members had to fully absorb and consider expert medical and health opinions, and predictions that were readily available on when things would be safe to gather in groups, review travel restrictions, consider the conditions in Ohio and the vaccine roll-out plan before we could make any further commitments to the Columbus Hyatt for meals, send another payment, ask COSAs to make flight plans or make hotel reservations. The Committee was faced with the following facts: Ohio was really in trouble—it was the state with the highest COVID cases in the country. And Columbus was in the purple (very high) zone!

Both the Virtual Committee and the Columbus Convention Committee met and voted to notify the Board that it was time to move forward with planning a *fully virtual convention*, and to formally cancel the on the ground convention in Ohio. The hotel would not be able to host our convention and accommodate our meeting needs, nor were our members ready to commit to travel. The Convention Chair would contact the Hyatt to discuss disengagement of the contract and the terms. There was a feeling of relief on the ConCom, the COVID cloud had been hovering for months. This decision was the right one.

Thankfully, our contact at the Hyatt was fully understanding of the situation and a pleasure to work with. When it was explained that most of our members were from other red COVID states, and would not or could not travel to another red or purple COVID area, we were offered reasonable and agreeable cancellation terms. (Mind you, this was the second year we cancelled with the hotel.) This time, we did not renew or re-up for 2022. This was a full cancellation.

In January 2021, the Virtual Committee and the Columbus Convention Committee merged together to form one amazing 2021 Virtual Convention Committee. The new Virtual Convention Committee now included several members from the UK. The UK COSAs were *all in* and offered to present workshops, speakers, and panels to the overall convention program!

An amazing color-coded spreadsheet was created by Martha Jean and expanded by Sara P., the Program Chair, showing all of the world time zones and countries where COSAs are active. We targeted events and meetings that would accommodate different times around the globe! We focused on reaching places like *Australia, China, Japan, Hawaii, the UK, South Asia, Africa, and the US in Pacific, Mountain, Central and Eastern time zones!*

SUGGESTED VOLUNTARY MINIMUM SEVENTH TRADITION DONATION

In 2020, the COSA Board offered the convention for free. The 2021 Virtual Convention Committee established a “*suggested voluntary*” minimum Seventh Tradition donation fee of \$15.00 for the two-day Virtual Convention. This is in line with COSA’s Tradition Seven—*Every COSA group ought to be fully self-supporting, declining outside contributions*. As members, we are responsible for sustaining our COSA fellowship.

However, Tradition Three makes clear—*The only requirement for COSA membership is that our lives have been affected by compulsive sexual behavior*. Therefore, it was stated that “All COSAs are welcome to attend the Virtual Convention as well as COSA meetings. Donations to COSA are strictly voluntary and utilized to sustain our groups and fellowship worldwide.” It is noted that “we look forward to sharing a wonderful weekend of recovery with all of you!” on all registration forms.

A soft opening on Friday night was originally planned but had to be cancelled due to the delegate meeting all day on Friday, knowing that many COSAs who would provide service that night would be tired and burnt out.

Saturday and Sunday morning workshops and panels will be offered by our UK COSAs, where it would already be afternoon in the UK.

Saturday and Sunday breakfast, lunch and dinner speakers. There will be a breakfast, lunch and dinner speaker on Saturday and Sunday, depending on each COSA attendee’s time zone. These speaker events will be planned at 9:00 a.m. Pacific/Noon Eastern/5:00 p.m. UK. On Sunday there will be an SAA speaker as well.

Dedicated Zoom Rooms

Throughout the weekend there will be dedicated Zoom rooms open as follows:

The Fellowship Room: There will be a Fellowship Room open at various times throughout the weekend for socializing, networking with, and meeting other COSAs.

The Serenity and Support Room: There will be a Serenity and Support room open at various times throughout the weekend for those who need support, have questions, are triggered, or have other needs and are seeking a safe place to situate themselves. Other COSAs will make themselves available for support in this room.

The COSA Meeting Room: There will be a COSA Meeting Room open at various times throughout the weekend where all COSA meetings will take place. Various meeting topics and types of COSA meetings will be offered throughout the weekend.

Topics such as: “Let’s talk about Sex” COSA meeting, Adult Children of Sex Addicts Meeting,

Healthy Intimate Relationships (HIR) Meeting, Sexual Anorexia Meeting, and other COSA meetings will take place.

The First Step Share Room: There will be a First Step Sharing Room open at various times throughout the weekend where different COSAs will be sharing their First Step.

SAA Open Events

There will be information about open SAA events on the program schedule that COSAs are welcome to attend. COSAs are welcome to look for these specially designated events on the schedule.

We hope that this year's virtual convention brings together more COSAs from around the world than ever before. The Virtual Convention Committee has sincerely focused on bringing together and hearing from COSAs that may not have been seen or heard from before. We have invited many new voices to participate in the 2021 Convention.

We hope the second ever annual COSA virtual convention is a great experience for the entire fellowship and look forward to sharing the energy, creativity, recovery, and healing this convention has to offer with all those that are able to attend.

Literature Committee Annual Report Service Year 2020-21

The Literature Committee had five goals this year:

1. Complete and submit 10-15 chapters of the basic text for approval at the 2021 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*.
4. Hold quarterly committee meetings and enhance committee teamwork between the three teams.
5. Find team members to replace those who have finished service or stepped down, and to find co-leaders (serving as vice-chairs or alternate chairs, likely replacements) for key service positions.

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 in need of a Balance Coordinator to help get back on track with releasing bi-monthly issues. We welcome service from anyone interested in helping with COSA's newsletter. The goal of having a new masthead was accomplished.

The Expedited Review team has had two members along with one former member offering assistance on an as-needed basis. The work to have COSA's writings be presented consistently, correctly, and professionally is done by the steady work of this small yet faithful team. One member is finishing her service term and we are in need of members for this team.

The Literature in Development team prepared nine chapters for delegate consideration: Steps 10, 11; Traditions 7 (review from last year), 11, 12; Concept 5; Tools on sponsorship (review from last year), slogans, journaling, anonymity.

We have had an aggressive goal to present the entire basic text to the delegates in 2023 and to do this, we must maintain a robust pace of chapter preparation. In response to the delegate request to present chapters for fellowship feedback throughout the year, we requested feedback to chapters beginning in September 2020 and finishing in February 2021. We also had a pilot program of having feedback provided verbally during a video conference meeting. Given the lack of attendance, the pilot program was continued.

The Literature Committee has received requests from members to consider new literature, but 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 continues to work 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 COSA literature 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 nine chapters for the basic text, spread across three time periods for fellowship review. Additionally, we are streamlining our processes for writers and editors to better prepare our writers for fellowship feedback. We also hope to get the *Balance* back on schedule and to increase committee membership.

Nominating Committee Annual Report 2021

This year's Nominating Committee was composed of two members. Over the course of this service year, our team held three meetings and considered the application for Board service of two COSA members.

As with many things in COSA, the effects of COVID upon the Nominating Committee's activities have been mixed. The positive effect of COVID is the international nature of many of the Zoom based meetings that gave members of the Nominating Committee a chance to see COSAs from all over the world in service to the fellowship. As a result, this year's new Board candidate is the second international candidate ever, and the first ever from the UK.

One goal we completed was finding a back-up Delegate Liaison to learn the ropes of this position and become the Delegate Liaison for the 2022 Delegate Meeting. And for the first time ever in this position, this COSA is from the UK. One goal we were unable to complete was finding a new Balance Coordinator. We are asking all COSAs to please consider filling this necessary position. This position is important to the fellowship, fostering communication and a sense of connectedness with the greater COSA community.

In the past, the face-to-face convention has provided the chance for members of the Nominating Committee to witness COSAs in action, and approach those who are exuding the spirit of service to ask if they are willing to submit an application to be a Board member. Obviously, this opportunity was not available to us this last year. In the coming year the Nominating Committee has the following goals and actions to energize recruitment of highly qualified COSAs for service:

- Recruit more members to the committee.
- Nominating Committee members will attend a wider range of Zoom meetings to maintain and increase connectedness with the fellowship and to counteract the loss of connection opportunities at face-to-face conventions and retreats.
- The Board has revised the annual meeting format providing a reserved time for the delegates to talk with the Board about service.
- Continuity of the Nominating Committee Chair from last year to this year will allow the lessons learned from this challenging past year to be brought forward.

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, are 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 2021

In 2020-2021, our relatively small but dedicated Outreach Committee has creatively searched for ways that we can share the message. Several of the areas we had plans to enter were simply not available due to COVID.

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

- There are two translators under contract who have finished writing the first five Steps. Those Steps are currently under review by a volunteer translator for context. We hope to have all Twelve Steps completed by the end of the calendar year.
- 2021: A database that includes all queries to the ISO from the last six years has been created. The process of contacting each of those individuals has begun, though the response so far is negligible.
- The new Quick Start Guide has been completed and approved 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, which has generously budgeted funds of \$600 for Mp3s from the COSA store. These will be used as a weekly podcast meeting in the COSA Zoom room.
- We continue to recognize the need for sponsors by supporting the weekly Sponsorship meeting in the COSA Zoom room where both those seeking a sponsor and those willing to sponsor can meet and learn about the role of sponsorship.
- Research regarding beginning a teen program has begun. The committee continues to search for the right COSAs with a love for teens and a passion for service in this specific area.
- We created a virtual workshop with 124 attendees from around the world.
- We created a video for introducing COSA to those who are unfamiliar with what we have to offer.
- We created a Facebook page with information about COSA. This has been approved by the Board and will go live soon.
- We created a survey to send to all COSAs to help us better understand and be able to serve our members.
- We created an organizational chart and job description document for committee and COSA use.

VISION

Our vision is to continue carrying the message by completing action items, such as creating audio recordings of the written materials available, creating teen meetings, and directing outreach to professional therapy and medical organizations.

SERVICE VOLUNTEERS NEEDED

We need to recruit additional Outreach Committee members who have the desire to carry the message in any of the ways listed above or other venues we have yet to imagine.

Technology Committee Annual Report 2021

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 2020 Annual Delegate Meeting, we debuted the new cosa-recovery.org website utilizing WordPress. In the following months, we completed the conversion of all the content from our previous website to the new updated and modern version. Also, after the Delegate Meeting, we started working on moving the COSA Online Store to the updated WordPress venue. We were able to accept our first order on August 29, 2020. We continued to learn how to add content as well as to update existing content on the website. The Board directed us on adding some new features to the website. We made some progress, and we plan to continue working on those in the coming service year. We have received some feedback about suggested changes for the new website. We are reviewing them and adding them, as we are able. We appreciate all the feedback and support we receive from the delegates, the Board, and the fellowship. We are looking forward to seeing what we can do for the fellowship in 2021-2022.

Since last April, TechCom has sent 54 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, the *Balance*, as well as a handful of other emails, were sent to the fellowship.

We added the 2020 Virtual Convention recordings to the COSA Online Store. We 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 2021 Virtual COSA Convention, *Carrying The Message Virtually*. 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 157 registered COSA meetings; this means we have eleven more registered COSA meetings than we had last year at this same time.

Our shared vision for the 2021-2022 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. This year one of our goals is to add more cogs to TechCom. 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 2021

The Central Office of the ISO of COSA continues to support the vision of all COSA committees of carrying the message to those who still suffer through its focus on providing literature to the fellowship. Most of our literature is shipped within the US, but we also provide literature to Canada and the UK. A special thanks to our members in Canada and the UK as COVID caused some significant delays as products made their way across international borders. This year orders on the website totaled \$9822.55 with a total of over 564 orders. In addition, copies of our literature can be found on Amazon.com available for downloading on Kindle.

Our most popular item this year has been the 12 Step Compilation book, followed by medallions and our COSA booklet on Sobriety. Our average order for the first quarter of 2021 was \$25.00.

A big thanks this year to the Technology Committee that updated our store website and moved some of our resources to new platforms. They made the moves seamlessly without interruptions to service, a great accomplishment during a time when many of us were spending lots of time on screens. An additional thanks to all the volunteers who support our Budget and Finance Committee and ensure the integrity of our recordkeeping and monthly auditing process.

COVID continues to disrupt many of our normal processes. Last fall I relocated to North Carolina to be closer to family and brought the office with me.

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

With gratitude,
Susan K.

International Service Organization of COSA Balance Sheet As of April 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
Bank Accounts	
Chase Money Market - Prudent Reserve	57,303.24
Chase Operational	43,988.80
Chase Payments Account	2,451.11
PayPal	2,890.70
Total Bank Accounts	\$ 106,633.85
CD (due 5-15-20)	0.00
Total Bank Accounts	\$ 106,633.85
Other Current Assets	
Pre-Paid Convention Expense	1,408.00
Prepaid BWV expense	0.00
Total Other Current Assets	\$ 1,408.00
Total Current Assets	\$ 108,041.85
Fixed Assets	
Office Equipment	0.00
Total Fixed Assets	\$ 0.00
TOTAL ASSETS	\$ 108,041.85
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$ 0.00
Other Current Liabilities	
Convention refund	0.00
Payroll Liabilities	
A FICA Payable	0.00
B Medicare Payable	0.00
Federal Taxes (941/944)	70.22
Total Payroll Liabilities	\$ 70.22
Refunds payable	0.00
Sales tax payable	0.00
Total Other Current Liabilities	\$ 70.22
Total Current Liabilities	\$ 70.22
Long-Term Liabilities	
Reserves for COSA basic text	10,200.00
Total Long-Term Liabilities	\$ 10,200.00
Total Liabilities	\$ 10,270.22
Equity	
Opening Balance Equity (4)	0.00
Unrestricted Net Assets	80,632.89
Net Income	17,138.74
Total Equity	\$ 97,771.63
TOTAL LIABILITIES AND EQUITY	\$ 108,041.85

**International Service Organization of COSA Budget vs. Actuals
As of April 2021**

	Total		
	Actual (9 months)	Budget (12 months)	(under) over Budget
Income			
Bank error	0.00		0.00
Convention Income			0.00
Convention Donations			0.00
7th tradition -convention		2,000.00	-2,000.00
Individual		1,000.00	-1,000.00
Pre-Convention Fundraising		500.00	-500.00
Registration Scholarship		1,000.00	-1,000.00
Total Convention Donations	\$ 0.00	\$ 4,500.00	-\$ 4,500.00
Registration		14,450.00	-14,450.00
Silent Auction/Serenity to Go		3,800.00	-3,800.00
Total Convention Income	\$ 0.00	\$ 22,750.00	-\$ 22,750.00
Delegate Registration		2,000.00	-2,000.00
Donations			0.00
Automatic Recurring Donations	13,820.00	15,600.00	-1,780.00
Group	6,895.45	4,800.00	2,095.45
Individual	10,033.17	4,800.00	5,233.17
Paypal Giving Fund	75.00		75.00
Retreat Donations	2,243.00		2,243.00
Total Donations	\$ 33,066.62	\$ 25,200.00	\$ 7,866.62
Interest Income	8.49		8.49
Sales	7,299.85	15,600.00	-8,300.15
Sales - Amazon	478.70		478.70
Total Sales	\$ 7,778.55	\$ 15,600.00	-\$ 7,821.45
Total Income	\$ 40,853.66	\$ 65,550.00	-\$ 24,696.34
Gross Profit	\$ 40,853.66	\$ 65,550.00	-\$ 24,696.34
Expenses			
Annual Delegate Meeting Expense		2,000.00	-2,000.00
Board Expenses			0.00
Board Convention Travel		7,000.00	-7,000.00
Board convention/delegate registration		2,255.00	-2,255.00
Board Working Weekend		4,500.00	-4,500.00
Total Board Expenses	\$ 0.00	\$ 13,755.00	-\$ 13,755.00
Convention Expense			0.00
Convention Supplies		1,970.00	-1,970.00
Hospitality		150.00	-150.00
Hotel			0.00
Audio/Visual		1,500.00	-1,500.00
Hotel Deposit	5,592.00	10,600.00	-5,008.00
Room block attrition charge		5,152.00	-5,152.00
Room Rental		1,512.00	-1,512.00
Total Hotel	\$ 5,592.00	\$ 18,764.00	-\$ 13,172.00
Shipping Expense		500.00	-500.00
Total Convention Expense	\$ 5,592.00	\$ 21,384.00	-\$ 15,792.00

	Total		
	Actual (9 months)	Budget (12 months)	(under) over Budget
COSA Committees			0.00
Literature Committee		200.00	-200.00
Outreach Committee		800.00	-800.00
Total COSA Committees	\$ 0.00	\$ 1,000.00	-\$ 1,000.00
COSA Products			0.00
Medallion/Pins		444.00	-444.00
Postage/Shipping	1,673.62	2,004.00	-330.38
Printing	1,313.59	4,560.00	-3,246.41
Total COSA Products	\$ 2,987.21	\$ 7,008.00	-\$ 4,020.79
Office Expenses			0.00
Computer Software	75.76		75.76
Insurance	2,392.00	2,196.00	196.00
Office Equipment	45.99		45.99
Office Supplies	212.25	300.00	-87.75
Phone/Fax Line/internet	396.18	360.00	36.18
Rent	3,056.00	4,584.00	-1,528.00
Total Office Expenses	\$ 6,178.18	\$ 7,440.00	-\$ 1,261.82
Payroll Expenses			0.00
ADP/ QB fees	934.89	1,140.00	-205.11
Taxes	298.54	600.00	-301.46
Wages	4,550.47	7,560.00	-3,009.53
Total Payroll Expenses	\$ 5,783.90	\$ 9,300.00	-\$ 3,516.10
Spring Branch ISD	67.27	74.00	-6.73
Staff Travel Expenses			0.00
Staff convention/delegate reg		244.00	-244.00
Staff Rooms		500.00	-500.00
Total Staff Travel Expenses	\$ 0.00	\$ 744.00	-\$ 744.00
State of kentucky		15.00	-15.00
Taxes Harris County	87.22	104.00	-16.78
Technology Fees			0.00
Authnet Gateway Fee	122.75	156.00	-33.25
Getsy/Fetchapp	30.00	120.00	-90.00
In Motion Hosting	206.64		206.64
Mail Chimp	591.55	768.00	-176.45
Netfirms		288.00	-288.00
Paymentech fees	1,282.78	1,200.00	82.78
PayPal Fees	310.01	600.00	-289.99
Shopify Fees	422.11	600.00	-177.89
ZOOM	53.30	216.00	-162.70
Total Technology Fees	\$ 3,019.14	\$ 3,948.00	-\$ 928.86
Total Expenses	\$ 23,714.92	\$ 66,772.00	-\$ 43,057.08
Net Operating Income	\$ 17,138.74	-\$ 1,222.00	\$ 18,360.74
Net Income	\$ 17,138.74	-\$ 1,222.00	\$ 18,360.74

**International Service Organization of COSA
Budget Estimate for July 2021–June 2022**

	Total
Income	
Convention Income	
Convention Donations	
7th tradition -convention	2,000.00
Individual	1,000.00
Pre-Convention Fundraising	500.00
Registration Scholarship	1,000.00
Total Convention Donations	\$ 4,500.00
Registration	14,445.00
Silent Auction/Serenity to Go	3,800.00
Total Convention Income	\$ 22,745.00
Delegate Registration	2,000.00
Donations	
Automatic Recurring Donations	15,600.00
Group	4,800.00
Individual	9,600.00
Total Donations	\$ 30,000.00
Sales	9,600.00
Total Income	\$ 64,345.00
Gross Profit	\$ 64,345.00
Expenses	
Annual Delegate Meeting Expense	2,200.00
Board Expenses	
Board Convention Travel	9,000.00
Board convention/delegate registration	2,255.00
Board Working Weekend	6,500.00
Total Board Expenses	\$ 17,755.00
Convention Expense	
Convention Supplies	2,150.00
Hospitality	150.00
Hotel	
Audio/Visual	1,650.00
Hotel Deposit	13,700.00
Room Rental	1,660.00
Total Hotel	\$ 17,010.00
Shipping Expense	500.00
Total Convention Expense	\$ 19,810.00
COSA Committees	
Literature Committee	200.00
Outreach Committee	800.00
Conferences	1,500.00

	Total
Total Outreach Committee	\$ 2,300.00
Total COSA Committees	\$ 2,500.00
COSA Products	
Medallion/Pins	444.00
Postage/Shipping	2,004.00
Printing	4,560.00
Total COSA Products	\$ 7,008.00
Office Expenses	
Insurance	2,196.00
Office Supplies	300.00
Phone/Fax Line/internet	360.00
Rent	764.00
Total Office Expenses	\$ 3,620.00
Payroll Expenses	
ADP/ QB fees	1,140.00
Taxes	600.00
Wages	7,560.00
Total Payroll Expenses	\$ 9,300.00
Spring Branch ISD	74.00
Staff Travel Expenses	
Staff convention/delegate reg	244.00
Staff Rooms	550.00
Total Staff Travel Expenses	\$ 794.00
State of kentucky	15.00
Taxes Harris County	104.00
Technology Fees	
Authnet Gateway Fee	156.00
Getsy/Fetchapp	120.00
In Motion Hosting	480.00
Mail Chimp	768.00
Paymentech fees	1,200.00
PayPal Fees	600.00
Shopify Fees	600.00
ZOOM	216.00
Total Technology Fees	\$ 4,140.00
Total Expenses	\$ 67,320.00
Net Operating Income	-2,975.00
Net Income	-2,975.00

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

Vision for 2021-2022

During the 2021-2022 service year, with the bulk of the COVID crisis weathered successfully, the Board can utilize the good financial health we find ourselves in to fund outreach initiatives, like funding and staffing a COSA booth at a therapist convention, and continued efforts to translate COSA literature into other languages. We can also fund inclusionary efforts like bringing on a Board member from the UK and continuing with eight Board members instead of the required minimum of seven.

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.

COSA will continue to invest in technology, which was the key to maintaining the connectedness of our community during this past year. The result of this past year demonstrates that video conference calls have greatly increased the fellowship's ability to carry the message of COSA to those that still suffer world-wide, and at very low cost.

To keep the momentum of video conference calls this past year, a new Board level committee is being considered that could generate COSA Zoom events year-round, and be an adjunct to the Convention Committee's charge to put on the annual COSA convention.

This past year also demonstrated to the Board that keeping an office as a place of business is an unneeded expense, expending the loving donations from COSA everywhere unnecessarily. The Board will be moving to close the Houston office in this fiscal year.