

International Service Organization of COSA

Board of Trustees

2022 Annual Report to the Delegates



©

COSA Delegates

May 27, 2022

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Letter from the International Service Organization of COSA Board Chair

Hello to COSA delegates and registered COSA meetings,

In last year's letter from the Chair, Chris C. wrote about what we have learned from sharing the message in the midst of a global pandemic. While he cheered innovation and creativity in the face of adversity, he also expressed how acutely he was looking forward to hugging fellow COSAs "like my life depends upon it, which this year has taught me, it does."

Honestly, I could reprint most of his letter and it would still be spot on. The one major difference is that we are holding a hybrid convention this year, a mix of in-person and online gathering, sharing, and recovering. I think of it as one step toward finding a new normal. This year, like last, we are refining and rebalancing many aspects of COSA in the face of a new reality.

I hope that as you read this annual report, you will come away with a better understanding of what goes into the work of our fellowship. You were probably aware of some of it, and some will be new to you. And, as always, there's more behind the scenes than you could ever imagine. Each area has the things you see, whether it be the convention, financial statements, outreach efforts, the website, or new literature. Keep in mind all of the work that goes into each of those. Much of it is unseen and unrecognized.

One thing I decided to change in this year's report is the vision for next year. In past years, the Chairs have shared their vision for the upcoming year. Honestly, I am not qualified to do that. I have my ideas, but they are mine alone. The collective vision is out there. I just haven't seen it yet. At the delegate meeting, the delegates will express the group's conscience for the direction of the fellowship. Then, at the Board's working-weekend, the board members, committee chairs, and other volunteers will work together on practical plans for the next year. In late summer, I will share the collective vision that emerges from the delegate meeting and the Board's working-weekend. I'll share that vision in the Balance newsletter. It will be clearer, more informed, and more in line with Higher Power than anything I could write on my own at this moment.

Thanks for the opportunity to serve our fellowship.

Sara L.
International Service Organization of COSA Board Chair

**2021-2022 International Service Organization of COSA Board of Trustees
and their Committee Service Roles**

Chris C., Alamo, CA, USA

ISO Board Member, ISO Secretary, Nominating Committee Chair, Convention Committee
Co-Chair

Jo G., Surrey, United Kingdom.

ISO Board Member, Member at Large, Convention Committee Co-Chair

Amy B., SC, USA

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

Martha Jean H., Hamilton, OH, USA

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

Mary H., Naples, FL, USA

ISO Board Member, Member at Large, Convention Committee Chair

Sara L., Saint Paul, MN, USA

ISO Board Member, ISO Chair, Supervisor to ISO Central Office Manager,

Tracy S., Boulder, CO, USA

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

Julana, Houston, TX, USA

ISO Board Member, ISO Vice Chair, Outreach Committee Chair

**ISO of COSA Board Committee Reports
Budget and Finance Committee
Annual Report 2022**

The Budget and Finance (B&F) Committee had the following goals for 2021-2022:

1. To create a prudent reserve policy, then find suitable ways to use the excess cash in the bank that will help the fellowship carry the message of COSA
2. To expand the ways we accept donations
3. To keep refining the process by which we collect and send annual donation information to the donors
4. To update our Seventh Tradition policies and the donation section of the website to align more completely with the Seventh Tradition
5. To document the accounting procedures and processes

B&F Committee Year in Review

We had a prosperous year, with revenues exceeding expenses. Our cash position continues to grow, and we appreciate all of the fellowship's financial support.

Highlights of the year:

The Literature Committee researched the cost of editing and printing our basic text, and because of the result the Board decided to increase the reserve for the basic text from \$10,200 to \$25,000.

The Board also discussed and decided to add a reserve for operating expenses in the amount of \$30,000, which is approximately half of our annual expenses (in a year with a face-to-face convention). This is similar to the reserve we already have established for editing and printing the basic text.

These reserves are Board-designated amounts, which can be changed at any time. The purpose is to make sure we set aside these amounts in our bank accounts for the above purposes.

The Board is considering ways to use the excess cash in the bank to help carry the message of COSA to the fellowship and newcomers, and that process is ongoing. An example of that is the redesign of our website to make it more modern and user friendly in this age of smart mobile devices.

We have added a Seventh Tradition Committee, and the Committee Chair's report is included in the annual report.

We have briefly considered offering Venmo or Cash App as an additional way to receive donations, but we have not followed through with any actions at this time.

The B&F Committee, along with the Central Office employee, are continually evaluating the workability of the accounting system and looking for additional ways to streamline the process. The accounting functions operated smoothly this year. No major improvements were made in the accounting system and none are being contemplated right now.

The project to document all our accounting procedures for future generations is in process.

On the whole we had a busy prosperous year, with projects in place that will help the fellowship grow financially and responsibly in the years to come.

COSA Seventh Tradition Committee Annual Report 2022

Every COSA group ought to be fully self-supporting, declining outside contributions.

PURPOSE OF THE SEVENTH TRADITION COMMITTEE AS VOTED BY THE BOARD

A Seventh Tradition Committee will be formed with Mary H., Sara L., and two non-board members to make recommendations for a policy regarding Seventh Tradition options.

BACKGROUND

The need to form a Seventh Tradition Committee came about due to the recognition by various COSA members that policies and procedures were needed in order to address certain categories of Seventh Tradition donations. It was agreed that a Seventh Tradition Committee be formed in order to "make recommendations for a policy regarding Seventh Tradition donations."

It was also noted that the COSA website did not include any information about the Seventh Tradition, what it says, or its principles.

The following categories will be reviewed individually by the Committee, in the order they appear below in order to make recommendations for policies regarding the receipt of Seventh Tradition donations based upon COSA's own written Seventh Tradition as voted by the delegates.

1. Updating of language on the COSA website concerning Seventh Tradition donations
2. Accepting bequests
3. Amazon Smile
4. Corporate matching donations
5. Any other matter recommended for review by the Committee

The first meeting was held on August 19, 2021.

Proposed new language to be posted on the COSA website reflecting COSA's Seventh Tradition is presently in the expedited review process.

The next category that will be taken up by the Committee will be "accepting bequests."

The following is the Seventh Tradition chapter of the forthcoming COSA basic text, approved at the 2021 Delegate Meeting.

Gratefully submitted,
Mary H., Chair
Seventh Tradition Committee

Tradition Seven - Every COSA group ought to be fully self-supporting, declining outside contributions.

Tradition Seven, in conjunction with Tradition Six, acts as a protective shell, ensuring that COSA is not compromised by outside interests. The Sixth Tradition dissuades COSA from supporting or giving resources to outside groups. Tradition Seven recommends that COSA rely solely on its members and accept no support from outside sources. Together, these two traditions help COSA remain independent, autonomous, and focused on our primary purpose, helping those who still suffer from the effects of compulsive sexual behavior.

Even when outside funds or resources are given with the best of intentions, accepting them puts COSA at risk of diluting its primary purpose. A COSA group that accepts a contribution from an outside entity may experience a sense of indebtedness, even if the giver asks for nothing in return.

For example, a small COSA group was meeting at a religious facility. The facility offered to let the group use the meeting room rent-free. Led by the principles of the Seventh Tradition, the COSA group members decided by group conscience that they would pay rent, even though it was not requested. They perceived the rent-free space to be an outside donation, one that may have resulted in a sense of indebtedness to the church or in the appearance of a religious affiliation. Had the church requested that the group make religious materials available during the meeting, the group members or the church may have felt that the group was obligated to comply because the meeting room had been gifted. Tradition Seven holds sacred the priority to maintain COSA's autonomy. By refusing the offer, the group was confident that it was free from outside influences.

COSA is sustained solely by voluntary member contributions, financial and otherwise. Tradition Seven offers us opportunities to support COSA every time a meeting basket is passed.

Additionally, non-financial contributions—such as participating in meetings, working the Twelve Steps, serving as a sponsor, and volunteering for service positions—ensure that COSA can continue to carry the message to those who still suffer. These contributions secure COSA's independence and sustainability. In fact, COSA's very existence rests in the hands of its members

When we give to COSA, we not only help it flourish, we also develop a sense of purpose and connection to our COSA community. By supporting COSA, we invest in our collective well-being. Tradition Seven's direction to be self-supporting is both unifying and empowering.

Groups may decide how to use financial contributions from members. The funds may be used to pay rent and website fees, purchase literature and materials, and help delegates attend the annual COSA convention. In addition, local groups are responsible for supporting and sustaining COSA's International Service Organization (ISO), ensuring that it also remains self-supporting. Money donated to ISO is used to pay for office rent and supplies, compensate the administrative assistant(s), maintain the website, publish materials, and help finance the annual COSA convention.

Through Tradition Seven, COSA members work together to ensure that COSA maintains a prudent fiscal reserve and has adequate resources to continue to carry the message. Each group is free to determine the amount needed in reserve. COSA groups and ISO strive to have sufficient funds not only to pay current expenses, but also to support lasting continuity.

At the same time, COSA remains humble and free of entanglements by avoiding excessive stockpiles of financial resources. Without financial distractions, COSA is better able to remain focused on helping those whose lives have been affected by compulsive sexual behavior.

At times, individuals may be unable to contribute financially. Even so, everyone is welcomed into COSA, and each member is embraced and valued equally. As some meeting scripts state, "We have no dues or fees. We need you more than we need your money." We give

only what we can.

While Tradition Seven is intended to guide COSA groups to remain self-supporting, we may also apply the principle in our lives and individual recovery journeys. Some of us have found that when we are dependent on someone else, we sacrifice our autonomy and lose our sense of self-worth and capability. We often fail to take care of ourselves and instead focus on others.

In the past, we may have relied upon others to support us even when it did not feel safe or right. Perhaps we have had unrealistic expectations or hopes that someone else could take care of our needs, and inevitably we were left feeling disappointed, resentful, or victimized. When we set ourselves up to feel beholden to someone else, we often ignore our own needs and wants.

As we work the Twelve Steps of recovery and begin to trust our Higher Power, we learn to care for and trust ourselves. From this place of groundedness and connection, we regain our sense of self-worth and discernment. When we take responsibility for our own lives, we experience a feeling of empowerment, well-being, and completeness. As COSA members in recovery, we are learning to hear our authentic voices and gain the courage to follow our truth. We no longer work so hard to try to please others or to let them determine what is best for us.

Tradition Seven both secures COSA's path to its primary purpose and offers us the meaningful and often life changing opportunity to contribute to our beloved fellowship. The Tradition's lesson, that of taking responsibility for ourselves and for COSA, is key to sustaining COSA's integrity and supporting our ability to carry the message to others who still suffer.

2022 COSA Convention Committee Annual Report 2022

This year's Convention Committee is an international collaboration of COSAs! With the committee members split almost evenly between US and UK members. This year's co-chairs are similarly split between the UK and the US. International participation is bringing a wider perspective to the convention planning, which this year is reflected in greater accessibility for all COSAs around the world.

After two years of COVID-forced virtual only conventions, the intent was to revert to the traditional format of the convention. While there has been ongoing feedback from the fellowship to the Board proposing changes to the convention format, that feedback had not coalesced into clear direction. The Board has issued surveys to the fellowship asking what the convention should look like in the future in the hopes of finding that clear direction. Given this backdrop, the direction from the ISO of COSA Board to the 2022 Convention Committee was to hold a conventional convention (pun intended).

This convention was deliberately chosen to be face-to-face despite the risk of the pandemic reducing attendance and the possibility of not meeting the minimum financial obligations to the hotel. Despite the pandemic concerns, this Committee has done a great job making sure the "attraction" of recovery is baked into this program!!

The goals of the 2022 Convention Committee in Atlanta, Georgia are to:

- Embody the convention theme of "Unity in Diversity"—that despite the diversity in our backgrounds and experiences, we are united in healing from the effects of compulsive sexual behavior.
- Make the convention slogan of "Rise Up" resonate as the healing effects of this program allow all of us to rise and look forward to better days.
- Be sober and sustainable in our service to the fellowship.
- Blend the face-to-face and virtual aspects of this convention in a manner that results in a sustainable amount of service by the committee members.
- Maximize accessibility to the convention program to COSAs around the world.
- Keep it simple.

Literature Committee Annual Report Service Year 2021-2022

The Literature Committee had seven goals this year:

1. Complete and submit eight chapters of the basic text for approval at the 2022 Delegate Meeting. (done)
2. Train new members of the Expedited Review Team, and develop a streamlined procedure for the team with the Expedited Review Board Liaison. (done)
3. Train the new Balance Coordinator. (done)
4. Hold quarterly committee meetings and enhance committee teamwork between the three teams.
5. Find co-leaders (serving as vice-chairs or alternate chairs, likely replacements) for key service positions. (partially done, in progress)
6. Create a small subcommittee to review the cost of editing and publishing the basic text. (done)
7. Review the position of cosacopy responder and redefine tasks. (done)

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 welcomed a new Balance Coordinator who has done an excellent job of getting the newsletter back in publication. Our editors have remained in their service roles, and having the team working well, we are pleased to have three issues published this year, with a fourth in production. Two of the issues are double issues. We welcome submissions from any COSA and anyone interested in helping with COSA's newsletter. We are seeking photographs by COSAs for the Balance as well.

The Expedited Review Team has a new Board Liaison who coordinates submissions to COSAs in the Know, our weekly email to the Fellowship, and all public postings and literature. She has worked with the newest editor and our long standing member on the streamlined procedure. ER ensures that COSA's writings are presented consistently, correctly, and professionally.

The Literature in Development Team (LitDev) is the largest of the three teams. We have done a tremendous amount of work this service year in preparing eight chapters for delegate consideration, as well as submitting estimates to the Board on costs for getting the basic text professionally edited and printed. LitDev has been working steadily to present the entire basic text to the delegates in 2024 and to do this, we must maintain a rather robust pace of chapter preparation. The first edition of basic text will not include COSA Voices (also called COSA stories) in order to meet this goal.

We created a mentoring system for new members of the Literature in Development Committee. These mentors helped guide new members with procedures, systems, editing, and technology.

The Literature Committee continues to receive requests from members for new literature. Although we are bound by the delegate directive to not work on any other literature until the basic text is completed, in the coming year we will be conducting a fellowship survey on what projects to take on next.

Additionally, the UK COSA Fellowship is now printing their own literature with a print shop there in the country. They have access to specific files for booklets.

We have updated the language in the meeting guide to be more inclusive, consistent with the Diversity Statement.

In looking ahead to the next service year, we are excited to be nearing the publishing of the basic text. We will be posting a separate survey about a name for the text. We also hope to hold at least one meeting for all three teams.

Nominating Committee Annual Report 2022

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

This year's Nominating Committee is more than twice as large as last year's committee, and all of the members have significant experience in service to COSA. At the beginning of the year hopes were high that the large Committee attending multiple virtual COSA meetings would be able to cast a wide net, looking for COSA members inclined to be of service at the board level. We hoped this approach would work well in the virtual environment, as the year before it had been a handicap that we could not discuss service with members at the face-to-face convention.

Many individuals were contacted by the members of the Nominating Committee, and one COSA stepped forward with her application. If accepted by the delegates, this new member will meet the needs of the ISO of COSA Board, maintaining the present number of board members at eight. Another important position filled this year was the Balance Coordinator, a position that had been open for over eight months.

In the coming year we expect one or more board positions will need to be filled, and the Committee is actively recruiting for a board member with accounting skills. Also high on the list of recruitment will be a Delegate Liaison for the 2023 Delegate Meeting, and a 2023 Convention Committee chair(s).

In this coming year the Nominating Committee will need to be nimble, recruiting in person at the Convention, and establishing a large committee so that members can be in many virtual meetings and recruit there. 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 a face-to-face convention and retreats.
- Renew recruitment efforts at the face-to-face convention in Atlanta.
- 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 2022

The Outreach Committee's works accomplished and in progress include:

- A questionnaire in the COSAs In The Know fellowship email and on the COSA website to better understand how the annual convention can best serve the COSA fellowship's needs. The survey can also be found at <https://forms.gle/NNzRwp9gn8Tqo3Bm8>.
- Established a branch of the Outreach Committee in Europe to make it easier to distribute COSA information, literature, experience, strength, and hope. This included a European website, local literature printing, and increased involvement in the COSA convention.
- Started the COSA Teen meeting on the second Sunday of each month at 2:00 p.m. Eastern Standard Time (US) on Zoom. The meeting is designed for teens from thirteen to eighteen whose lives have been affected by compulsive sexual behavior. We are looking for more leaders to join and want to spread the word to teens in need of support.
- Spanish translations of the Steps and select pamphlets are ongoing.

Technology Committee Annual Report 2022

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. We are researching more ways to make the cosa-recovery.org website be more representational of our fellowship as well as how to do a better job at reaching those who are still suffering. We are continuing to learn how to add content as well as updated existing content on the website. The Board has 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 feedback from delegates and other COSA members about suggested changes for the 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.

One of our primary focuses in the coming service year is to improve our SEO or search engine optimization. For those unfamiliar with the term SEO, this refers to changes we can make in order to improve our cosa-recovery.org website so that it ranks higher on search engine results pages (like Google or Yahoo) to help those that are still suffering to find COSA easier/faster. We are looking forward to seeing what we can do for the fellowship in 2022-2023.

Since last April, TechCom has sent 55 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 will also, this year, be working on updating the format of the fellowship emails to make it more accessible.

We added the 2021 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 2022 COSA convention, *Rise Up to Recover*. 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 160 registered COSA meetings.

Our shared vision for the 2022-2023 service year is to continue 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 2022

Greetings to the fellowship from the COSA Central Office

The central office of the ISO of COSA continues to support the fellowship through its focus on providing literature to the fellowship and accurate and timely financial data. The majority of our literature is sent across the United States but we also ship literature to Canada, the UK, and Australia. This year orders on the website totaled over \$7833.65 in printed materials with over 1099 items ordered. Our most popular items were our COSA Medallions with 124 ordered. Our most popular publication is The 12 Step Compilation. In second place was our booklet Sobriety. In our Kindle store our royalties from sales totaled over \$637.00. From February 2021-February 2022, 1805 downloads of COSA literature were purchased. Our most downloaded item was our Step One booklet followed by our Boundaries and Sobriety booklets.

Accounting responsibilities include completing our monthly books, monitoring sales trends, and keeping records of Seventh Tradition donations. This year we sent out, via email, over 276 end of year donation letters to members of our fellowship. Sending donation letters via email allowed us a savings of over \$150.00 in postage.

Volunteers from the fellowship continue to serve on our Budget and Finance Committee and fill important roles in auditing and overseeing all of our financial systems. In addition, our technology team keeps our COSA Online Store up to date and functioning smoothly to facilitate distribution of literature. Serving the fellowship is truly a team effort. A huge thank you to everyone for their support. We continue to look for ways to improve our responsiveness and support the fellowship.

In 2021 I made the decision to permanently relocate to the Asheville, NC area and asked the Board if they would be open to a relocation of the office. After careful consideration the Board agreed. When our lease ended last summer, I went to Houston, packed up the office (with the help of local COSAs – THANK YOU) and opened for business in Asheville. With the support of the Board the transition has gone smoothly.

My thanks to the fellowship for allowing me the opportunity to serve and work in the ISO of COSA office.

Looking forward to the Atlanta convention.

In Service,

Susan K.

International Service Organization
Delegate Liaison Annual Report 2022

What goes into preparing for the Annual Delegate Meeting?

Preparations for each annual delegate meeting begin following a review of the previous annual delegate meeting and the handing over of the role of Delegate Liaison from one trusted servant to the next.

Work begins in earnest in the autumn for our spring meeting. Planning starts with the Delegate Liaison working with the Board Liaison to schedule a series of eight videoconferences designed to keep delegates and the fellowship as a whole informed about the work the Board is undertaking and the literature that is being developed. Delegate responsibilities, voting procedures, and rules of order are reviewed during the videoconferences. Careful consideration goes into the content, timing and board and committee participation in each delegate videoconference.

The videoconferences are held online with an option to join by phone. These meetings are scheduled in the ISO of COSA's Zoom room and are led by the Delegate Liaison. This year all videoconferences were moved to weekend days to allow for greater delegate participation. The meeting times were chosen in an effort to accommodate as many domestic and international time zones as possible.

Once the videoconferences are planned, announcements for COSAs in the Know and the Balance newsletter are written and published. These announcements remind the fellowship of the importance of having a voice in deciding the future direction of COSA as a whole by sending a delegate to the annual delegate meeting to represent their group's conscience. The announcements are emailed to Intergroups and the prior year's delegates as well. They are sent to the Technology Committee to be posted on the Delegate Teleconference page and all of the Delegate Meeting Guide documents on the COSA annual delegate meeting page are reviewed and updated.

Agendas are made and distributed prior to every videoconference. As the date of each meeting approaches, reminders are sent to the delegates and the Board and Literature Committee participants. Following the videoconferences, meeting notes are written and emailed to all registered delegates and posted on the COSA website.

Delegate registration is a collaborative effort involving the Convention Committee, Technology Committee and the Delegate Liaison. When a delegate registers, the Delegate Liaison receives a notification and sends a confirmation email back to the delegate. This year, for the first time, our meeting is planned as a hybrid meeting and registration includes the option of attending in person or virtually. For those attending in person, lunch choices are offered. Those choices are communicated back to the Convention Committee.

Master lists of all registered delegates are kept and regular email communication is maintained prior to the annual delegate meeting. In addition to emails about videoconferences and registration, announcements are sent to the delegates when delegate

business items are received and when the final draft of literature is available online.

Throughout the planning stages of the annual delegate meeting the Delegate Liaison, the Board Liaison and the Delegate Mentee meet weekly.

The final step in preparing for this year's annual delegate meeting is to address the technical challenges of delivering a hybrid meeting. The Delegate Liaison, the ISO and the Convention Committee co-chairs work together to ensure the audio/visual needs of both in person and online participants are met.

The annual delegate meeting is the culmination of nearly a year's work by many COSAs. The ISO Board, the Literature Committee, the Technology Committee, the Convention Committee, the Central Office staff, the Board Liaison, the Delegate Liaison, the Delegate Mentee and many delegates work together to plan and prepare the annual delegate meeting.