

International Service Organization of COSA

Board of Trustees

2024 Annual Report to the Delegates



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COSA Delegates

May 29, 2024

Table of Contents

Letter from the ISO Board Chairs	1
Board Members	2
<u>Board Committee Reports</u>	
Budget and Finance Committee	3
Convention Committee	4
Literature Committee	5
Nominating Committee	9
Outreach Committee	10
Technology Committee	11
ISO Central Office	13

Letter from the International Service Organization of COSA Board Chairs

Hello COSA delegates and registered COSA meetings,

Thank you for allowing us to serve as ISO Co-chairs this past year. Getting a close-up view of the dedication, wisdom, courage, and experience of board members, ISO support people, delegates, and members has been a joy to witness and a source of great personal growth. Our own struggles and witnessing the growth of others have provided opportunities for both of us to work on internal and external boundaries and take ownership of our own sphere of influence over our service work, mindset, and relationships. These are skills that not only apply to serving COSA, but to our life in general. Service is a blessing and we are grateful for each teacher along the way!

Delegate events have undergone several significant changes in the last few years, ever striving for the best version of year-long connectedness and practical service. The annual meeting has gone from being held in conjunction with the convention to being all online for two consecutive days to currently being held on two separate days months apart. Quarterly update meetings and proposal discussions have been added to the delegate service calendar. Your flexibility and dedication are noticed!

COSA-wide, one of the biggest accomplishments is the release of our own *COSA Recovery* book. The long-enduring, hardworking Literature Committee has spent over 10 years writing, editing, getting community-wide feedback, and editing again. They have gone from writers and editors to being publishers and have brought forth a compilation of the fellowship's experience, strength, and hope for all to benefit from.

The following committee summaries are snapshots of activities, achievements, and needs at the board and committee levels. Updates, along with lots of ESH, can always be found in the weekly COSAs in the Know email and in the Balance newsletter.

Thanks, and Peace Always,
Julana S. and Eveline S.,
International Service Organization of COSA Board Co-chairs

**2023–2024 International Service Organization of COSA Board of Trustees
and their Committee Service Roles**

Amy B., SC, USA

ISO Board Member, Board Liaison for Literature Committee, Literature in Development Chair

Eveline S., Irvine, CA, USA

ISO Board Member, ISO Co-chair, Board Liaison and member of Convention Committee,
Board Liaison and Member of Technology Committee

Julana S., Porter, TX, USA

ISO Board Member, ISO Co-chair

Julie P., Fremont, OH, USA

ISO Board Member, Outreach Committee Chair

Pat D., Kingwood, TX, USA

ISO Board Member, ISO Secretary

Sara L., Saint Paul, MN, USA

ISO Board Member, Board Liaison for Nomination Committee, Nomination Committee Member

Vicky F., Houston, TX, USA

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

ISO of COSA Board Committee Reports

Budget and Finance Committee Annual Report 2023–24

B&F Committee Year in Review

This was a breakeven year, with net income of \$3,000 as of April 30, 2024, (estimated in-person convention expense included). Revenue and expenses are in line with the annual budget. Our cash position has remained stable and is \$137,000 as of April 30, 2024. We appreciate all of the fellowship's financial support.

Highlights of the year:

A new volunteer treasurer was elected last year. Thanks to the prior treasurer's training, the transition went smoothly. The new treasurer is grateful for the prior treasurer's gift of sharing her experience, strength, and hope over the "shadow" year. In addition, when asked, she freely gave her support to the Budget and Finance Committee. The ISO office manager was key to the transition, as her experience and knowledge are valuable in the efficient production of financial reports and managing the smooth operation of the office.

ISO has solid platforms, with integration of data, to ease some of the processes needed to produce the financial statements. As with all technology, review of opportunities to further enhance data collection is an ongoing endeavor. This will continue throughout the next year.

Many business items came up during this last year. One function of the treasurer is to have a high overview from a business perspective. The board is responsible for ensuring that we are following accepted business practices, following all IRS tax rules, and meeting our mission statement.

This year, the publishing of the new *COSA Recovery* book prompted some of the business issues that came up. The Budget and Finance Committee thanks the Literature Committee and the board for accomplishing many of the tasks needed to publish the book.

In the upcoming year, the Budget and Finance Committee will continue to develop clearer procedures to streamline processes, ensuring our volunteers can accomplish their goals, while also complying with accepted business practices.

We so appreciate the support of the fellowship, as without that, we would not reach those who still suffer. Thank you all for your time, effort, financial support, and prayers!

With Higher Power's help, if we act, many who still suffer will find hope!

COSA Convention Committee Annual Report 2023–24

2024 COSA Winter “It Takes Heart” Virtual Convention

The 2024 COSA Winter “It Takes Heart” Virtual Convention took place February 24–25, 2024. The planning for the 2024 COSA conventions started on September 8, 2023, with bi-weekly planning meetings on Fridays with a nine-person planning committee. The program included 16 workshop sessions, 3 featured speakers and 39 workshop/panel total presenters.

Additional COSAs stepped forward for the logo graphic design, program compilation into graphic design software, and a total of 15 Zoom room hosts and co-hosts.

There were four workshop selections twice per day over the course of Saturday, from 8:30 a.m. until 12:45 p.m., and Sunday, from 8:30 a.m. until 1:30 p.m., totaling nine hours of scheduled presentations for the two days. An additional 45 minutes each day was also dedicated to fellowship in one of the main virtual Zoom rooms. This Fellowship Room also presented a slideshow of information throughout the weekend including the schedule and the Zoom room IDs, and information about the introduction of the brand-new COSA basic text, *COSA Recovery*, which was unveiled at this convention. The new additions to this convention were creating a QR code for the Program and the fellowship slide to provide an easy way of making a Seventh Tradition donation directly to the ISO of COSA via PayPal.

260 total registrations were accepted up to the first day of the convention with Seventh Tradition donations totaling \$2,200. 56 registrants were new to COSA, 51 were attending their first COSA convention, 12 noted they needed a sponsor, and 19 noted that they were willing to sponsor.

2024 COSA Summer “It Takes Heart” Convention

The 2024 COSA Summer “It Takes Heart” Convention is scheduled to take place at the Renaissance Columbus Hotel in Columbus, OH, May 31 through June 2, 2024. Planning began immediately after the 2024 Virtual Convention in February. This year we have an active coordination of communication with the coinciding SAA Convention at the Hyatt Regency. Open Sessions for both the COSA and SAA convention banquets and workshops have been shared respectively.

We currently have 30 registrants and 6 workshops planned with 4 featured speakers.

It is a privilege and honor to have served on, and continue to serve on, the 2024 Convention Committee.

Peace and gratitude,
Stephanie H. and Bobby S.
2024 Convention Committee Co-chairpersons

Literature Committee Annual Report Service Year 2023–24

The Big News

The Literature Committee had an historic year. We finally saw *COSA Recovery*, ten years in the making, published and made available to our fellowship in print and ebook format worldwide. In the first week of its publication, the book claimed Amazon's # 1 position as the best seller in the recovery category.

A Brief Introduction

The current Literature Committee is composed of three distinct teams of high-quality editors and writers who create and present professional level COSA recovery literature for the fellowship. The teams consist of: Balance Newsletter, Literature in Development, and Expedited Review (ER). More than the technical talent and qualifications, the members of all three of the Literature Committee's teams have a depth of recovery and a love of COSA that guides both their individual recovery and our collective work. There's a sense of true camaraderie and dedication that makes our work joyful and fulfilling. This rich recovery environment has allowed us to retain our core team year after year and attract new members.

Rotation of Service

A key principle in recovery is taking inventory and operating within sustainable boundaries. In order to apply these tenets, the current Literature Committee has ensured that documentation of historical records, processes, and original literature are accessible during rotations in service. These documents have been collected and curated within the committee's Google Drive. This is vital to ensure continuity and create smoother transitions in service. This review and dedicated action supports the future work of COSA.

After six years as the Literature Committee Chair, Sara P. stepped down as our chair and back into the creative work of layout and design for the *Balance*, in addition to her invaluable role as a member of the Literature in Development team. Her contribution in helping bring *COSA Recovery* to fruition truly cannot be measured. In January, 2024, Sandy S. stepped in as the Literature Committee chair. She has served with the Literature Committee since 2019 and has also served on the Convention Committee and the ISO of COSA board. With this breadth of experience, she brings a cohesive and diplomatic "big picture view" of COSA as a whole to her service.

After eight years as the Literature in Development Chair, Amy B. will be stepping down in June. Amy has provided consummate leadership and integrity. Amy's ability to lead strategically while keeping the team focused and continuously moving forward for nearly a decade is extraordinary.

Both Amy and Sara have chosen to continue their service to our committee in new roles. This is a testament to the kind of individuals they are, their commitment to COSA, and to the dedicated teams they've fostered. Their invaluable contributions leave a lasting legacy of excellence in

leadership and vision.

The Literature in Development Team

The final twelve pieces of the book were presented at the June 3, 2023, Delegate Meeting. All twelve items were approved. The Literature in Development team (LitDev) moved forward, incorporating the remaining pieces and getting the full manuscript back to the team to review for the final proofing and formatting. We also asked former LitCom members who had previously worked on the book to be part of that final, internal editing process before it was sent out for professional editing and layout for print.

Once the professional editing was completed, a team of LitDev editors reviewed the editor's final suggestions to make sure they were consistent with COSA language and principles. Some of the words and phrases we use in our meetings and literature are unique to our fellowship's nomenclature (e.g., "I was in the COSA crazies") and there were occasions where the editor suggested a more mainstream word choice. In those instances we kept our original word choice and our unique COSA voice.

With the manuscript in its final edited form, we switched gears into publication mode. A gift of the program is the opportunity to meet and be connected with others. The Literature Committee has partnered with a COSA who has professional layout and design experience. A fellow COSA guided and supported the committee as we collaborated to ensure *COSA Recovery* was properly formatted in terms of layout, font, design and ready for final publication on Amazon Kindle Direct Publishing (KDP).

The Literature Committee applied for and received COSA's first copyright for a publication. We also applied for and received the required ISBN for publishing. Meanwhile, the board was securing the trademark for our new logos (color and black and white versions). Our new COSA logo came along just in time to be added to the book's beautiful sky blue cover.

At the February Winter Convention we unveiled the cover of the book and announced that the book would be available on March 4, 2024. Indeed, the book did launch to the fellowship worldwide on March 4, 2024. We invited everyone who had been on the Literature Committee over the past ten years to a Zoom "Launch Party" to celebrate and honor their work and dedication to the project. A week later, the book had reached #1 in our category. It was a beautiful, affirming moment, and a long awaited resource for the COSA fellowship.

We used Amazon's KDP feature to offer the book in both print and ebook versions, and perhaps more importantly, provide global availability to reach our international members. This moves our efforts even further toward bringing COSA into the 21st century, and truly living up to being an international service organization. In coordination with a COSA with years of experience, the Literature in Development committee will create a step-by-step process guide for all future COSA publications on KDP.

With KDP, we can get the print version into the hands of our members in about two days anywhere in the world. It is printed "on demand" and ships directly to the purchaser. Using KDP,

the fellowship doesn't have to purchase or store inventory and then ship it through the postal service. This is especially valuable to our members outside of the U.S. While this method is not intended to replace the current system of literature being purchased from the COSA website, it does give members additional options for purchasing and speed of delivery.

Here's a Virtual Tour of how Amazon is able to print on demand and deliver so quickly:
[Amazon Books Make on Demand Virtual Tour](#)

Part of our plan for 2024-2025 will include creating a workbook that will be the companion to *COSA Recovery*. It will feature questions on the Twelve Steps and Twelve Traditions as an additional option to help deepen our members' recovery. We also plan to refresh the COSA website as well as our existing literature, updating the covers with the new logo and replacing outdated words and bringing them consistent with current writing. This refresh will include making all books and literature currently on Kindle also available in print, using the KDP feature.

The Balance Newsletter Team & Newsletter Re-launch

With the bulk of the work on the book completed, the committee turned its efforts to the *Balance* newsletter. The *Balance* had a hiatus of about one year as we focused all our resources on the final push for the book. With renewed energy and talented new members, we re-launched the *Balance* in July of 2023 with a double issue.

The ideas that sprang from those first few Balance Team meetings breathed new energy and creativity into the newsletter. In addition to covering two Steps and two Traditions in each edition, we've added an article on a COSA tool. We continue to seek fellowship input and interaction which results in members sending stunning photos of nature—and sometimes their COSA book in nature! We receive beautiful poems and articles of deeply moving experience, strength, and hope. In 2025, we plan to feature a series of six articles on several aspects of diversity in COSA.

We are in the final stages of launching a virtual “sign-up” sheet on the COSA website to give people an easy way to sign up to write on specific topics for the *Balance*. We expect it to go live later this fall.

The Expedited Review Team Evolves

We began the service year with our two dedicated Expedited Review (ER) editors stepping down. Drawing from our pool of editors from the book and the *Balance*, we now have one dedicated ER editor and three additional editors rotating through assignments.

Now that we are having two conventions and two delegate meetings per year, the work of ER has increased substantially. In team meetings we've brainstormed on how to best manage the workload. We came to the conclusion that calling our service “expedited” sets an unrealistic expectation as not every item needs to be expedited. It also doesn't accurately explain the breadth of what we do. To provide greater clarity, we're changing the name from Expedited Review to Editorial Review.

A new, dedicated email address will be created for ER that will eliminate confusion and streamline the workflow process for end users (the COSAsInTheKnow and COSACopy email addresses have been retired).

We also created an at-a-glance tip sheet to make it easy to see where to email specific items, such as the board meeting minutes, articles for COSAs in the Know, articles and contributions for the *Balance*, and more. Once the new ER email address goes live, the existing tip sheet will be updated to reflect these changes. The current tip sheet is posted on the website and you can see it here: [LitCom Orientation.docx](#)

The Chicago Manual of Style: The Literature Committee's Professional Editing Guide

The Chicago Manual of Style (CMOS) continues to be our touchstone for writing and editing all COSA materials. It has been an invaluable tool for all the Literature Committee teams. It gives us the ability to carry the COSA message with professional quality. As we move forward with the refreshing of existing writing and website content, as well as creating new materials, using CMOS will give our literature consistency and continuity across all our mediums.

Nominating Committee Annual Report 2023–24

This year's Nominating Committee had four members. Over the course of this service year, our team held four formal meetings and considered the application for board service of one COSA. The members of the Nominating Committee were all current or former board members, though the invitation was extended to non-board members.

The Business Plan and Candidate Question forms were updated. Many COSAs were contacted by Nominating Committee members regarding board service. An article was placed in COSAs in the Know regarding an information meeting about board service. Potential candidates attended that meeting and were able to learn about both the process and the many options available for board service. One candidate will be presented at the June 29, 2024 Delegate Meeting.

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

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. Thank you for letting us be of service.

Outreach Committee
Annual Report 2023–24

The Outreach Committee has supported ongoing efforts to assist the fellowship in many ways. Outreach works completed and in progress include:

1. U.K.: Outreach was able to support the UK with a retreat event and continues to offer any needed assistance.
2. Translating the Steps into Spanish; this is ongoing and completion is near!
3. “Meeting in a Bag” has been successful for new meetings. It contains resources to help new meetings get a healthy start including free COSA literature
4. Revising all Outreach applications to reflect specific requests and streamlining forms is initiated.
5. Online descriptions of COSA by others (CSATS, authors, intensive recovery sites) are being updated to reflect COSA’s mission/Traditions (Example: Dr. Sherri Keffer: “COdependents of SAs” as the descriptor was changed on their website, per Outreach Committee’s request to remove codependent language).
6. Revise “Letters to Professionals” to reflect COSA’s Third Tradition, then send revision to counselors, pastors, church leaders, medical personnel, etc., and work to invite these professionals to OPEN meetings.
7. Collaborate with the Literature Committee on website organization, revision of Letter to Professionals, and other outreach through literature opportunities.

Technology Committee Annual Report 2023–24

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 all 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 increasingly representative of our fellowship as well as how to do a better job of reaching those who are still suffering. We are continuing to learn how to add content as well as updating existing content on the website. 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.

Earlier this year, the Technology Committee worked with the Literature Committee to debut and promote our wonderful new book, *COSA Recovery*.

One of our primary focuses in the coming service year is to continue 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 who are still suffering find COSA easier and faster. We will also begin working on a Spanish version of the cosa-recovery.org website. We are looking forward to seeing what we can do for the fellowship in 2023–2024.

Since last May, TechCom has sent 60 fellowship emails. This is the primary method of communicating information to the fellowship. We combined weekly meditations with other fellowship emails into one weekly email, "COSAs In The Know." Our goal with this format is to reduce the number of emails sent so as not to overwhelm the recipients. Besides the weekly "COSAs in the Know" email, our bi-monthly newsletter, *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 2023 in-person convention recordings along with the 2024 virtual winter 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 2024 COSA virtual winter and in-person summer convention, *It Takes Heart*. 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 126 registered COSA meetings.

Our shared vision for the 2024–2025 service year is to persist in determining ways to make cosa-recovery.org more accessible to the newcomer as well as making it easier to 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.

**Central Office
Annual Report
2023-24**

The focus of the ISO of COSA is to carry the message to those who still suffer. To support this objective the COSA office focuses on providing literature on a timely basis to members of the fellowship/customers. Last year, the office shipped 371 orders with a net total value of \$8,080.10. These orders represented 1,486 pieces of COSA materials getting into the hands of those who still suffer and who are doing the important work of recovery.

The ISO of COSA office is responsible for ensuring the accurate entry of all financial data in QuickBooks with appropriate documentation. This is done monthly and reviewed by both our fellowship treasurer and a volunteer QuickBooks reviewer.

Additionally, the ISO of COSA office is responsible for responding to emails, phone calls, and requests from the fellowship and the general population as well as supporting conferences, outreach, and other duties as requested.