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**CoDA Service Conference 2019**

**Report**

**Committee: Fellowship Service Worker: Email List Coordinator Independent Contractor. Date: 8/7/19**

**Members (list each by first name, last initial and VE):**

**Geff R. (WA)**

**Discussion Items:**

**Please let your meetings know about our lists**, it is one of our most effective methods to communicate with the fellowship!

If everyone in this room could go back to your home group & let that meeting know about the email lists; our subscriber base would likely grow dramatically!

To sign up for any of our email lists, please go here:
http://www.codependents.org/ or here <http://coda.org/index.cfm/emailsignup/>

To make sure your subscription doesn’t fail:

* Please check the spelling of your email address carefully.
* Use our whitelisting techniques! The spam filters on members’ email providers (not CoDA’s). are a never ending problem. These filters have blocked a number of subscription attempts. To avoid this, read the “[Email Whitelist Instructions](http://coda.org/index.cfm/emailsignup/#collapseFive)” before subscribing: <http://coda.org/index.cfm/emailsignup/>

and also here:

<http://www.codependents.org/whitelist.htm>

and then use the suggestions for your email provider, as they will likely solve the issue.

* Subscribing via one email provider and then forwarding CoDA emails to your phone or another email address can cause problems. Successful receipt of CoDA emails is more likely if you subscribe using the address where you will actually read them.

You can view all past sendings from all 6 public lists in our archives here: <http://www.codependents.org/coda_email_lists.htm> . Please click on the list of interest, & then you can either browse or search past emailing’s.

This year’s highlights for your Email List Coordinator include:

1. We created a new Events list starting at CSC 2018. It has grown to 2176 subscribers in a little over 10 months.
2. We are continuing to work with the CSC Prep Workgroup which I facilitate. We are slowly but surely getting issues worked out, to make your CSC/ICC experience as smooth as possible moving forward. Our #1 goal for the 2020 CSC is to have a Timeline (what needs to be done & when) in place before the end of 2019. We are also very excited that we are having a trial run of remote computer voting by up to 10 delegates this year, & plan for it to be unlimited (other than by CoDA regulations) for 2020. Translation issues are going to be looked at. The group consists of the Events chair, the IMC-VEL, a board liaison & myself.
3. I have created several more audio web pages for CoDA. They can be seen here: <http://www.codependents.org/> If your internet browser allows, you can play any audio file by simply clicking on it. If not, please right click & download to your device.
4. I also continue to compile the Quarterly Service Report for CoDA
5. I am taking on miscellaneous tech oriented tasks as CoDA requires.

Other highlights:

1. We’ve continued to have absolutely no confirmed hacks or break-ins**.**
2. Please see the “Goals” report for a detailed look at priorities moving forward. The main goals for the email list coordinator position are to significantly grow our subscriber base, do my part is helping to make a smooth transition to the new website, & grow the CSC Prep Workgroup.

At this time, my 2 biggest challenges are spam filter issues & educating the fellowship on how to optimize receiving our emails, and educating members not to push the spam or remove me buttons provided by your email provider, as that already has harmed CoDA’s ability to get emails you request in your inbox. Every email we send has an unsubscribe button on the bottom right; clicking on those will automatically unsubscribe you from the list & will not harm CoDA. We also recommend not forwarding to a 2nd email address & unsubscribing by writing us from there, as I likely will not be able to figure out which email address you subscribed with.

At this time, we have 6 main public lists:

1. General CoDA Announcements

2. Co-NNections Weekly Reading

3. Events

4. Hospital & Institutions

5. Meeting Contacts

6. Quarterly Service Report (QSR)

I undertook a research project comparing our current email list software with other alternatives, to ensure that we are using the most effective solutions for the good of CoDA. I spent a significant amount of time comparing our current solution with several companies that are highly rated & compiled a detailed 9 page report. My recommendation was to keep our current solution for English speaking members and move to a more modern solution for the Spanish email list.

I also maintain yearly CSC Delegate & International CoDA Convention (ICC) lists, do some of the admin work for CSC under the board’s direction, function somewhat as an “email switchboard” (many members reply directly to the lists rather than to the links or our website “Contact us” link; so I forward to the appropriate CoDA entities), encourage committees to communicate with the fellowship, send out quarterly “local events” emails, & re-use older still relevant announcements in collaboration with the Communications Committee’s Friday Fellowship Sub Committee and the board per the board’s request on weeks where there is nothing new.

I make sure we are in compliance with USA email law & etiquette, attempt to maximize subscriptions & deliverability, am vigilant regarding security issues & insure we are in compliance with our web host’s terms of service.

Between the cut-off for last year’s CSC report (9/4/18) to the cutoff used for this report (8/6/19) we have sent 93 Emails on the main CoDA Announcements list.

When the email lists started in 2009, our total subscriber base was 135 members receiving the QSR.

Currently the #’s on the 6 main lists are as follows as of the afternoon of 8/6/19:

CoDA Announcements List: 5718 (was 5729 on 9/4/18)

Co-NNections Weekly Reading List: 10,465 (was 10,081 on 9/4/18)

QSR List: 3090 (was 3056 on 9/4/18)

H&I List: 26474(was 2549 on 9/4/18)

Meeting Contact List: 1533 (was 576 on 9/4/18)

Events 2176 (was 0 on 9/4/18)

Part of the reason for the slow growth is one of the largest free email providers did a large purge of inactive accounts earlier this year that had nothing to do with CoDA. Over the course of the year, all lists other than CoDA Announcements showed some growth, & Announcements added several hundred new subscribers after the “purge” to almost regain the 9/18 number of subscribers. That said, I am concerned about the slow growth.

We also are hosting an interactive email list for the Spanish CoDA community on codependents.org using different software called Mailman. And finally, we have several closed limited lists for internal use, including a delegate list, an ICC list & a list for all committees & volunteer service workers.

To all CoDA committees: The email lists are there for you to communicate with the CoDA fellowship. While Communications & the Board have primary responsibility for the content of the General Announcements list (along with what the board has assigned to the independent contractor), all other committees are also strongly encouraged to make use of it! Please send any submissions either directly to me at codalist@coda.org or codalist@codependents.org

 In Service,

 Geff R

 CoDA Fellowship ServiceWorker/Email List Coordinator

 (Board Liasion, Linda A. (So.Cal))

