

## **Saturday 8pm - Technical Information**

### **For the Secretary/Chair to read before leading a phone bridge meeting**

**As the Secretary/Chair for this meeting you will be given a “leader code” that will give you more features on the key pad than other members.**

**Here is some information that will help before dialing into the meeting once you have been given the leader code.**

- 1. Dial the phone number and then use the regular pin number followed by the # sign that everyone else uses.**
- 2. There will be a voice prompt after entering the regular pin # that says “IF YOU ARE THE MODERATOR PLEASE PRESS 1.”**
- 3. Follow the prompt and Press 1.** The word “moderator” and “leader” mean the same thing.
- 4. The voice prompt will again say “PLEASE ENTER THE MODERATOR PIN (Leader Code) number FOLLOWED BY THE # SIGN”.**
- 5. You will join the phone meeting muted after entering the leader code and # sign. Press \*1 to unmute yourself and then introduce yourself as the Secretary/Chair of the meeting. Press \*0 for a menu of all features.**

**Probably one of the most important** services you can give as the Secretary/Chair is **to have the highest sound quality** on the phone bridge system. This means without background noise and weak sound quality. **“Sound”** is all we have for the phone meeting to work.

**Background noise can be taken as disrespectful or interruptive while members are speaking. As a trusted servant you can guide the meeting without background noise or interruptions to the best of your ability.**

**Along with your own skills; here are a few tips and a few pieces of information to help you:**

- 1. Technically the phone bridge system is built for “only” one person to be unmuted at a time. This of course would include, You (the Secretary/Chair) as well as the Timekeeper to stay muted by using the \*1 keys. The timekeeper only unmutes to say “time”. The Secretary/Chair unmutes a few seconds before the member is done sharing to welcome the next share. You can remind the timekeeper to please stay muted except to say “time”. (Only one line unmuted at a time).**

2. **As the Secretary/Chair** (with the leader code) you **are encouraged to use the \*5** to clear the line to address the noise. This ensures that members will be able **to speak so their share can be heard**. Then the member can press the \*1 keys to continue sharing without the previous background noise. **We call this “Cycling Through”**. (Most of the time people forget to mute and don't know they are not muted). This can be done by saying **“Excuse the interruption, I'm going to clear the line”** and then **press \*5 keys**. You then could say, **“Whoever** was sharing please press \*1 and begin again,” or **“Whoever** would now like to share please press \*1 to unmute yourself.”
3. **Some meetings have multiple readers. The extra unmuted lines will cause the reading to be heard by some but not by other members. Here are some suggestions.**
  1. **Organize the readers so they know the order they will be reading.**
  2. **Then tell the rest of the readers to mute until a few seconds before it is their turn to read.**
  3. **After each member reads remind them to mute again.**
  4. **(AS A Rule of Thumb), just because you can hear does not mean that other members can. These phone meetings have global coverage. Not all phones have equal sound. Only one line unmuted at a time will keep a clear worldwide phone line for everyone during the meeting.**

**These 4 technical points can promote safety, warmth and recovery similar to face to face meetings. This was written to assist you to know and understand the phone bridge technical features.**

**Thank you** for taking the time to read these suggestions. **If you need help, just ask. Congratulations on doing service and beginning the flow that opens our heart to what it already knows---that we all need each other.**

**Sincerely,  
Your Web Coordinator**

## **The Meeting Format Starts Now**

(This is the part you read out loud)

### **FORMAT:**

#### **8pm Saturday Night Speaker Meeting**

### **INTRODUCTION:**

Hi, my name is \_\_\_\_\_, a grateful Al-Anon member and your secretary for this meeting. This is a speaker meeting. It will run 1 hour and 15 minutes.

### **PHONE ETIQUETTE**

- Use \*70 to disable call waiting before calling in
- You'll enter the meeting being muted
- Un-mute and mute with \*1 keys
- Do not share on a speaker phone
- Please stay muted at all times unless sharing

### **3.) SERENITY PRAYER:**

Let's open with a moment of silence for those family members still suffering inside and outside of these rooms, followed by the Serenity Prayer.

God grant me the serenity  
To accept the things I cannot change,  
Courage to change the things I can,  
And wisdom to know the difference.

(Al-Anon/Alateen Service Manual pg. 10)

**4.) SUGGESTED AL-ANON/ALATEEN WELCOME Chairperson or Volunteer reads:** (found in How Al-Anon Works pg 8 or Al-Anon/Alateen Service Manual pg. 10 - 11)

### **5.) Volunteers needed to read:**

- a. Suggested Preamble to the 12 steps (found page before Jan 1 in all daily readers)
- b. Al-Anon 12 Steps(found in page after Dec 31 in all daily readers)
- c. Al-Anon Tradition and Concept of the month ( found after the steps)

## 6.) Let's go around the globe and introduce ourselves.

Hi, I am (Name) from (State)

## 7.) Announcements

- A. **7<sup>th</sup> Tradition:** Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to WSO or make donations at face to face meetings. (WSO# for this meeting is 30592440.)
- B. Do we have a volunteer who will **stay of the line after the meeting** to answer questions about Al-Anon or to explain the phone etiquette? Are there any **newcomers** on the phone bridge today and you can press your \*1 key to unmute yourself and state your name so we may greet you? We reserve the last ten minutes of the meeting especially for newcomers to share or for members who normally are quiet so that everyone on the phone bridge has an opportunity to share.
- C. Are there any Al-Anon related **announcements**?
- D. All meeting schedules will be read after the meeting closes after telephone #'s are given.
- E. Business meeting is on the first Saturday of the month.
- F. This is a speaker meeting and we will need a spiritual timekeeper to time the speaker and then the 4 minute shares that will follow. Do we have a volunteer to be the spiritual timekeeper?

## 8.) MEETING TOPIC:

This meeting is a speaker meeting. The speaker will speak for approximately 10-15 minutes on a topic or step of their choice. After our speaker is finished we will open up the meeting for 4 minutes shares on a topic picked by the speaker. This meeting does not have a designated speaker. Could we have a volunteer to share their experience, strength and hope.

\_\_\_\_(Speaker)\_\_\_\_, how would you like to be timed? Would you like a "heads-up?" warning?

## 9.) After they are done speaking:

Thank you \_\_\_\_\_ (speaker) for your share. Would you (the speaker) like to give out your phone number?

## 10.) Anonymity Statement:

. In Al-Anon, this is a gentle reminder that we speak from our own experience and ours is derived from living with the effects of alcoholism. We ask those who

are members of other anonymous programs not to break their anonymity and to try and identify with the Al-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.

**11.) Spiritual Timekeeper:**

. We have four minute shares. We DO NOT give a one-minute warning. We just call "GENTLE time" at the end of the 4 minutes. Please acknowledge that you heard the timekeeper and wrap up your share. Would the spiritual timekeeper like to share first? If you recently shared at this meeting, would you consider waiting a moment so that someone who has not had a chance to share recently may have a chance? (pause)

The floor is now open for everyone to share.

**12.) At the top of the hour,** we now offer sharing time especially for newcomers or those members that don't regularly share.

**13.) CLOSING: (Ten minutes after the hour)**

**CHAIRPERSON or VOLUNTEER READS CLOSING.**

**14.) SUGGESTED AL-ANON/ALATEEN CLOSING** (found How Al-Anon Works pg. 380 old or pg. 396 new)

**All who care to, join in saying:**

**15.) AL-ANON DECLARATION ( pg IX(9) Paths to Recovery or Service Manual pg 22)**

**16.) SERENITY PRAYER.**

**ATTENTION: In case the phone line is down, there is an alternate number available. That is 605-475-6720. Access code 830717#. Mute/unmute using \*6.**

**17.) NAMES and TELEPHONE NUMBERS** (ask members to call out names and then ask for numbers from those individuals also ask if safe line and times best to call)

**Meeting schedule** can be accessed on the web at [www.phonemeetings.org](http://www.phonemeetings.org). Format changes and website related requests can be emailed to [phonemeetingsweb@yahoo.com](mailto:phonemeetingsweb@yahoo.com). All other general questions can be sent to [phonemeetingsinformation@yahoo.com](mailto:phonemeetingsinformation@yahoo.com).

**MEETING SCHEDULE**

All Eastern Time Zone, same phone and pin number as you dialed in for this meeting.

6am	7 days a week
8am	Saturday and Sunday
9am	Weekdays (Monday thru Friday)
10am	Saturday
11am	Sunday
2pm	Sunday
6pm	Sunday
Noon	Monday ----- Saturday
4pm	7 days a week
6pm	Saturday
8pm	7 days a week
10pm	Monday, Tuesday, Thursday, Friday, Saturday and Sunday
12 midnight	Monday and Thursday

We now open up this space for anyone to announce any **other AI-Anon Meetings** on different phone #'s and pins. Is there any that someone would like to announce?

Does anyone want the detailed (books and topics) list of the meeting schedule?

Secretary turns the meeting over to the newcomer greeter. The phone bridge will remain open for fellowship until the next scheduled meeting

**All Eastern Time Zones on the same phone and access code you dialed.**

6:00am Daily

**Saturday** Just For Today Three Meditation Books

8:00am

**Sunday**, Early morning Rise & Shine Step Study

**Saturday** Early Morning Speaker Meeting

9:00am

**Monday** 3 Daily Meditation Books ODAT/Courage to Change/Hope for Today

**Tuesday** Step 1 How AI-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

**Wednesday** Step 2 How AI-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

**Thursday** Gratitude 3 Meditation Books

**Friday** Step 3 How AI-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation

11:00am

**Sunday** Step/Tradition/Concept/3 Mediations Paths to Recovery

12:00 Noon

**Monday** Day A Topic from the 3 Meditation Books

**Tuesday** AI-Anon 12 & 12

**Wednesday** From Survival to Recovery

**Thursday** Al-Anon 3 meditation Books

**Friday** Speaker Meeting

**Saturday** Hope for Today Meditation Book

2:00pm **Sunday** Paths to Recovery Book Study

4:00pm

**Monday** Beginners Meeting 3 Meditation Books/How Al-Anon Works/Beginners Pamphlet

**Tuesday** 10<sup>th</sup> Step How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

**Wednesday** 11<sup>th</sup> step Guided Mediation Paths to Recovery/ How Al-Anon Works/3 Med

**Thursday** Slogans How Al-Anon Works/3 Mediation Books

**Friday** 12<sup>th</sup> step

**Saturday** Opening our Hearts

**Sunday** Transforming our Losses

6:00pm

**Saturday** The Eleventh Step Study Meeting

8:00pm

**Monday** From Survival to Recovery

**Tuesday** Topic discussion from 3 meditation books

**Wednesday** Beginner's meeting How Al-Anon works

**Thursday** Step/Tradition/Concept/3 Mediations Paths to Recovery

**Friday** How Al-Anon Works

**Saturday** Speaker meeting

**Sunday** Steps and Traditions How Al-Anon works

10:00pm

**Monday** 4<sup>th</sup> Step WRITING Workshop Blue Print for Progress

**Tuesday** Discovering Choices LBGTO

**Thursday** 4<sup>th</sup> Step WRITING Workshop Blue Print for Progress

**Friday** Recovering in Al-Anon The Dilemma of the Alcoholic Marriage

**Saturday** Traditions Meeting How Al-Anon Works/Paths to Recovery

**Sunday** Sharing Our Recovery using The Forum Al-Anon's Magazine

12 midnight

**Thursday** 3 Daily Readers 3 Mediations Books

### **Suggested Format for each Individual Group Conscience Meeting**

1. Let's open with a moment of silence followed with the serenity prayer:
2. God grant me the serenity to: Accept the things I cannot change Courage to change the things I can and Wisdom to know the difference.

### **OLD BUSINESS**

3. Secretary do we have any old business to revisit from last meeting?
4. We open up the floor for discussion on these items.

5. Do we have a motion on this item?

5a. Do we have a second?

5b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

5c. We now go to voting...

5d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.

5e. Any opposed? Say "nay one" and so on.

5f. Any abstentions? Say "abstaining one and so on.

5g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor, \_\_\_#\_\_\_ opposed and \_\_\_#\_\_\_ abstentions.

## NEW BUSINESS

6. Is there any new business that the group wants to bring up?

7. (if so) So our first order of business is \_\_\_\_\_.

8. We open up the floor for discussion on this item.

9. Do we have a motion on this item?

9a. Do we have a second?

9b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

9c. We now go to voting...

9d. All in favor say "I" and state the order of "I's...like, "I one" and then "I two" and so on.

9e. Any opposed? Say "nay one" and so on.

9f. Any abstentions? Say "abstaining one and so on.

9g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor, \_\_\_#\_\_\_ opposed and \_\_\_#\_\_\_ abstentions.

## NEW BUSINESS

10. Is there any new business that the group wants to bring up?

11. (if so) So our first order of business is \_\_\_\_\_.

12. We open up the floor for discussion on this item.

13. Do we have a motion on this item?

9a. Do we have a second?

10b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

11c. We now go to voting...

12d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.

13e. Any opposed? Say "nay one" and so on.

14f. Any abstentions? Say "abstaining one and so on.

15g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor, \_\_\_#\_\_\_ opposed and \_\_\_#\_\_\_ abstentions.



## **NEW BUSINESS**

14. Is there any new business that the group wants to bring up?

15. (if so) So our first order of business is \_\_\_\_\_.

16. We open up the floor for discussion on this item.

17. Do we have a motion on this item?

9a. Do we have a second?

10b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

11c. We now go to voting...

12d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.

13e. Any opposed? Say "nay one" and so on.

14f. Any abstentions? Say "abstaining one and so on.

15g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor,  
\_\_\_#\_\_\_ opposed and \_\_\_#\_\_\_ abstentions.

Are there any other things someone would like to add before closing?

Serenity Prayer

Meeting is now closed