

## **Tuesday 4 pm - 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.

#### Phone Etiquette:

- a. Prior to joining the meeting, we ask members to temporarily disable their call waiting by dialing \*70 before calling the number to the phone bridge (example \*70-1-712-432-8733). If a member does not disable their call waiting, we may hear your conversation or beeping.
- b. When you dial in, you will start the conference being muted.
- c. Stay muted at all times unless you are sharing. You can un-mute by pressing your \*1 keys. You will hear a voice saying “you are now unmuted”. Some phones do not have a long enough beep for the muting and un-muting to happen. You may have to press \*1 several times for this function to work. When the voice comes on, you will know that the \*1 keys have worked.
- d. We ask members to use the \*1 keys to mute even if they have a mute function on their individual phones. The \*1 keys ensures the greatest

- sound strength for the entire phone line and provides the greatest service to all members of the phone bridge during the meeting.**
- e. Please do not use a speaker phone for sharing or we will all hear an echo. Some speaker phones will not mute even when pressing your \*1 keys.**
  - f. To hear a menu of all the features--such as volume control or member count--simply press \* by itself.**

**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:  
TUESDAY 4 PM STEP TEN MEETING**

### **INTRODUCTION:**

Welcome to the Tuesday 4 PM Step Ten Meeting. This meeting lasts for 1 hour and 15 minutes.

**1. My name is \_\_\_\_\_, a grateful Al-Anon member and your chair/secretary for this meeting.**

**2. 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**. (remind members to press \*1)**

### **READINGS:**

**3. Chairperson reads or ask volunteer to read:**

**SUGGESTED AL-ANON WELCOME:** Could we please have a volunteer to read the Welcome found in "How Al-Anon Works," page 8 or in the Al-Anon Alateen Service Manual pgs.10 - 11)?

Would someone please read:

- a. Al-Anon's 12 Steps** (Please read the Twelve Steps with the introductory paragraph)
- b. Tradition** (Please read the Tradition of the month with the introductory paragraph)
- c. Concept of the month (Please read the concept of the month with the**

**introductory paragraph. For Concept 12 also read the General Warranties as they are part of the Concept**

**ANNOUNCEMENTS:**

**4. 7th Tradition:** Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions directly to Al-Anon's World Service office stating it is from the Tuesday 4pm Step 10 Meeting **WSO ID 30536820** or donate to your regional offices, area offices or give at your local meeting.

**a. Al-Anon literature is available:**

World Service Number 757-563-1600 or Al-Anon's website: [www.al-anon.alateen.org](http://www.al-anon.alateen.org)

**Meeting time schedule** will be read at the end of the meeting.

**4b. Group Conscious Meeting for this group is on the 1<sup>st</sup> Tuesday of the Month (Suggested Business Meeting format is located at the end of the formal meeting)**

**5.** Let's go around the globe and **introduce ourselves**. Hi, I am \_\_\_\_\_(Name) from (\_\_\_\_State\_\_\_\_)

**6.** Do we have any **Al-Anon newcomers** today...either new to Al-Anon or to this bridge? Please give us your first name so we may greet you.

**7.** Are there any **Al-Anon related announcements**?

Our recording phone number for this line is **712 432 8733** pin number 84637# or the word times#

Please note announcements for other phone-bridges will occur after the meeting.

**8.** Do we have a volunteer on the line today that can stay after the phone meeting and greet the newcomers and provide information of the phone etiquette or on Al-Anon?

**OUR MEETING TOPIC IS:** The reading and study of Step Ten.

Step 10: Continued to take personal inventory and when we were wrong promptly admitted it:

Each of the preceding Steps especially Steps Four through Nine Helped prepare us for Step Ten. Through those Steps we acknowledged the importance of recognizing our

shortcomings and admitting them. We also realized that for the Twelve Steps to become a way of life for us, we would continue to observe and evaluate ourselves. (Reading from The Twelve & Twelve pg 61)

*Weekly Readings Next page*

**Secretary asks for readers** to each read a page from:

**1st week** of month How Al-Anon Works

**2nd week** of month Al-Anon Twelve Steps & Twelve Traditions (To end of Step Ten)

**3rd week** of month Paths to Recovery (Up to Members Share)

**4th week** of month Three Daily Readers

**5th week** of month Speaker on Step Ten (15-20 minutes)

**9. SPEAKER** Would anybody who has not been the lead speak in the last 45 days like to volunteer to be our speaker on Step Ten for 5 minutes (except week 5)?

**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. PHONE ETIQUETTE:**

Please disable your call waiting before dialing into the meeting and do not share on a speaker phone or we will all hear an echo. Please stay muted at all times unless you are sharing.

**TIME KEEPER AND SHARING:**

There is a three minute time limit for shares. When the spiritual timekeeper says time it means please wrap-up your share. Also when the spiritual time keeper says "time," please acknowledge that you heard them, by saying maybe "thank you, I'll just wrap up". This way the time keeper doesn't have to repeat themselves. Do we have a volunteer to be our spiritual timer? Would our spiritual timer like to share first?

**CLOSING:**

**The Al-Anon Suggested Closing.**

Could we please have a volunteer to read the Suggested Al-Anon Closing from "How Al-Anon Works," page 380, in The Al-Anon Alateen Service Manual page 22, or on page 11 in the pamphlet p-32 "This is Al-Anon".

**12. Al-Anon's Declaration** found in **Paths to Recovery** Roman Numeral page iX (9) OF (Al-Anon/Alateen Service Manual pg.24)

## **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. 12)

**13. Welcome newcomers**, thank the readers, spiritual timekeeper and all who read and shared.

**The meeting is now closed!**

**Post meeting details...**

### **Names & Telephone Numbers:**

Ask for names of members they want phone numbers for and ask those members to stay on the line and give out their phone numbers.

**MEETING SCHEDULE-** Meeting schedule and phone bridge information can be accessed on the web at [www.phonemeetings.org](http://www.phonemeetings.org). General information about various alanon phone bridges is available at [www.al-anon.alateen.org](http://www.al-anon.alateen.org). The meeting schedule for all the bridges can be accessed via phone at [712-432-8774](tel:7124328774) pin 52639#. That number gives out information for meetings on all of the phone bridges. Format changes, determined by the group conscience of each autonomous meeting, can be emailed to [phonemeetingsweb@yahoo.com](mailto:phonemeetingsweb@yahoo.com). As per group conscience, proposals for new **meetings** and format drafts ideas can be brought to the Group Conscience Meeting on the 4<sup>th</sup> Saturday of every month at 1:30 EST.

**Would anyone like the meeting schedule read?**

All Eastern Time Zones on the phone number and pin you dialed in for this meeting.

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

## Are there any additional AI-Anon related announcements?

### Suggested Format for each Individual Group Conscience Meeting

1. Lets 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.**

**16.** Secretary turns the meeting over to the newcomer greeter for approximately 25 minutes after the meetings closes.