

Wednesday Noon - 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:

Survival to Recovery Wednesday Noon Meeting

INTRODUCTION:

Welcome to the From Survival to Recovery Al-Anon Wednesday Noon Phone Meeting

1. My name is _____, a grateful Al-Anon member and your Secretary/Chair for this meeting.
2. This meeting is 1 hour and 15 minutes long. In this meeting we read from our book *From Survival to Recovery*. Today's reading is _____ and can be found on page _____.
3. 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.

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

READINGS:

4. Would someone please read Al-Anon's:

"Welcome" from How Al-Anon Works page 8-SUGESSTED AL-ANON WELCOME

Readers: Would someone please read:

1. "Preface" From Survival to Recovery (the page after the table of Contents)
2. Preamble to Al-Anon's 12 Steps.
3. Al-Anon's 12 Steps
4. Tradition of the month
5. Concept of the month

ANNOUNCEMENTS:

5. 7th Tradition: Al-Anon is fully self-supporting, declining outside contributions, we ask you to send directly to Al-Anon's World Service office, Regional offices, area offices and state that tit is from the Wednesday Noon Meeting WSO#00503912 or give at your local meeting.)
6. Al-Anon literature is available:
World Service Number 757-563-1600
or Al-Anon's website: www.al-anon.alateen.org
7. Meeting time schedule will be read at the end of the meeting after Numbers are given out.

Business is on the 1st Wednesday to the month (Note to secretary: A suggested business meeting format can be found at the end of the formal meeting format)

8. Let's go around the globe and introduce ourselves.

Hi, I am _____(Name) from (_____State _____)

9. **NEWCOMER WELCOME:** 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.

10. Are there any Al-Anon related announcements?

11. **NEWCOMER GREETER:** 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?

MEETING TOPIC:

12. By group conscience, this meeting's format shall be as follows:

a. We will read one story in our book *From Survival to Recovery* followed by open sharing. Today we are reading _____ on page _____.

b. May we take a quick count of the number of books available on the line today?

c. The reading will be seamless. Each person reads _____ paragraph(s) until the reading is completed before we open up for individual shares.

13. **SHARING:**

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.

Please keep the focus on the Al-Anon program and our Steps, Traditions and Concepts of Service. Let's leave other affiliations outside! Religions, our professions, other publications, other philosophies, other Twelve Step programs (Al-Anon Tent Card S-24).

This is a gentle reminder to not introduce other conference approved reading materials while sharing.

14. **SPIRITUAL TIME KEEPER:** 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. For the best use of our time it is suggested that members have something to write with during the meeting. Do we have a volunteer to be our spiritual timer? Would our spiritual timer like to share first?

15. **CLOSE:** It is now time to close the meeting. Today we read the story starting on page _____ out of our book *From Survival to Recovery*. Thank the readers, spiritual timekeeper and all who read and shared. (Note to leader If no one stepped up earlier to continue fellowship and answer questions from Newcomers ask again) Get names and numbers.

Would someone please read the Suggested Al-Anon Closing: (The Al-Anon Alateen Service Manual pg. 22 or How Al-Anon Works pg. 396 or older book pg. 380)

20. Al-Anon’s Declaration can be found in Paths to Recovery Roman Numeral page IX (page 9)

Let It Begin With Me
When anyone, anywhere, reaches out for help,
let the hand of Al-Anon and Alateen
always be there, and---*Let It Begin With Me.*
(Al-Anon/Alateen Service Manual pg.22)

Serenity Prayer
God grant me the serenity
To accept the things I cannot change,
Courage to change the things I can,
And the wisdom to know the difference.
(Al-Anon/Alateen Service Manual pg. 10)

21. Meeting is now closed!

Names & Telephone Numbers:

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

MEETING SCHEDULE:

Meeting schedule can be accessed on the web at www.phonemeetings.org. Format changes and website related requests can be emailed to phonemeetingsweb@yahoo.com. All other general questions can be sent to phonemeetingsinformation@yahoo.com.

Meeting Schedule (Eastern Standard Times) all at the same phone number and pin as the meeting you are currently attending.

All Eastern Time Zones, on the same phone number and pin 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
Noon	Monday ----- Saturday
2pm	Sunday
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

22. Now we open up a space for people to announce other AI-Anon meetings with different phone numbers and pin numbers. Do we have anyone that would like to announce a different AI-Anon meeting?

23. Turn the meeting over to the newcomer greeter for fellowship until the next scheduled meeting begins.

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.

Does anyone want the more detailed (books read and type of format) version of the meeting schedule?

(If you want a copy of the meeting schedule or the meeting format please go to

www.alanonphonemeetings.org or email alanonphonemeetings@yahoo.com

All Eastern Time Zone

6:00am

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 Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

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

Thursday Gratitude 3 Meditation Books

Friday Step 3 How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

10:00am

Saturday Paths to Recovery Tradition Meeting

11:00am

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

12:00 Noon

Monday Day A Topic from the 3 Meditation Books

Tuesday Al-Anon 12 & 12

Wednesday from Survival to Recovery

Thursday Al-Anon's 3 meditation Books

Friday Speaker Meeting

Saturday Hope for Today Meditation Book

2:00pm

Sunday Paths to Recovery Book Study Meeting

4:00pm

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

Tuesday 10th Step How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Med.Books

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

Thursday Slogans How Al-Anon Works/3 Mediation Books

Friday 12th step

Saturday Opening our Hearts

Sunday Transforming our Losses

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 4th Step WRITING Workshop Blue Print for Progress

Tuesday Discovering Choices LBGTO

Thursday 4th 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 The Forum Stories

12 midnight

Thursday 3 Daily Readers 3 Mediations Books