

Technical Information

There is helpful information for chairing meetings at:

<http://phonemeetings.org/information.htm>

MEETING FORMAT:

AI-Anon Family Group Saturday 10AM “Traditions Study Using Paths to Recovery”

Welcome to the Saturday 10 AM “Traditions Study Using Paths to Recovery” Meeting. This is a one hour meeting. Closing begins 5 minutes before the top of the hour.

My name is _____, a grateful member of AI-Anon and your chairperson for this meeting. Let’s open with a moment of silence and the Serenity Prayer.

1) READINGS:

Ask Members to read:

- a. Suggested AI-Anon Welcome (AI-Anon Alateen Service Manual p.11)
- b. “Introduction to the Twelve Traditions” found on pages 133-134.
- c. The Twelve Traditions, including introduction, found on pp 131-132 in Paths to Recovery OR pp.15-16 in AI-Anon Alateen Service Manual.
- d. Three Obstacles to Success in AI-Anon (Service Manual p. 24)

2) INTRODUCTIONS:

Let’s go around the globe and introduce ourselves. If you are new to AI-Anon or the AI-Anon Phone Meetings, if you want to, let us know when you introduce yourself so we can welcome you. Please press *1 to un mute. I’ll start . . .

Hi, I’m _____ (Name) _____ from (_____ State _____) .

3) 7TH TRADITION:

Our Seventh Tradition states we are self-supporting through our own voluntary contributions.

Contributions can be sent to our World Service Office stating that it is from our Saturday 10AM “Traditions Study Using Paths to Recovery” meeting. Our World Service Office ID number is 30730935. You may give electronically at www.al-anon.org under the Contributions page. Donations can also be made at your face-to-face meetings.

For expenses related to the maintenance of the phonemeetings.org website, donations can be made there under the Contributions page.

4) THIS WEEK’S FOCUS (Ask Members to Read):

Week 1: The text for the Tradition of the Month, followed by sharing.

Week 2: First half of “Members Share Experience, Strength and Hope” section; one story at a time, followed by a few shares.

Week 3: Second half of “Members Share Experience, Strength and Hope” section; one story at a time, followed by a few shares.

Week 4: Three questions in no particular order, followed by sharing. When sharing is complete, 3 more questions are read, followed by sharing, etc...

Week 5: Ask for a five-minute speaker on the Tradition of the Month.

5) SHARING:

Tradition 4 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 twelve step programs not to break their anonymity and to try to identify with the

Al-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.

Who would like to be our spiritual timekeeper? The timekeeper is asked to stay muted at all times except to come in gently at the end of 3 minutes and say “time” or “gentle time”. Members are asked to acknowledge that they heard the timekeeper and begin wrapping up their shares. Would the spiritual timekeeper like to share first?

6) CLOSING (begins 5 minutes before the top of hour):

a. Announcements: Meeting information for this phone line, Al-Anon meetings on other phone lines and face-to-face meetings will be read after this meeting closes and after phone numbers are exchanged. Are there any other **Al-Anon related announcements?**

b. The Business Meeting is on the third Saturday of the month after the formal meeting. A **Suggested Business Meeting Format** is attached at the bottom of this format. If the group chooses to hold a Group Inventory, **Guideline G-8a & G-8b “Taking a Group Inventory”** can be found on the Al-Anon website, by clicking “Al-Anon Guidelines” on the bottom right of the Members page. The **G-39 “Electronic Al-Anon Meeting Guideline”** can also be found here, along with all other Al-Anon Guidelines. Members have found these Guidelines to be useful in broadening their understanding and application of the program. Additionally, the **S-60 “Fact Sheet for Electronic Meetings”** can be found at: <https://al-anon.org/pdf/S60.pdf>.

c. Names & Telephone Numbers: Would anyone like to request the telephone number of someone who shared? We will take requests now and exchange numbers at the end of the formal meeting.

d. Do we have **a member who will stay on the line** after the meeting to greet newcomers, answer questions about Al-Anon, or to explain the phone etiquette?

e. Who can read the first 2 paragraphs of “The Epilogue”, page 339 in Paths to Recovery?

f. Will all who care to, join me in closing with **Al-Anon Declaration** (p.iX in Paths to Recovery) & the **Serenity Prayer**. Please press *1 to unmute.

7) PHONE NUMBERS

For those whose numbers were requested, would you like to leave your contact information? Would anyone else like to leave their number or contact information for outreach?

THE MEETING IS NOW CLOSED

MEETING INFORMATION

- a. Information on all registered phone and face-to-face meetings can be found on Al-Anon’s Website: www.al-anon.org or by calling World Service Office at (757) 563-1600. Face-to-face meetings can also be accessed from World Service Office’s automated phone number: 1-888-425-2666.
- b. Meeting schedule and formats for this phone line can be accessed 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. For those without web access, meeting information for this line ONLY, can be found by dialing (425) 436-6202, PIN 335289#, Reference number 1#.
- c. Would anyone like to announce other Al-Anon meetings on a different phone line?
- d. Does anyone want to hear the meeting times for this phone line read now? (Chairperson: See Meeting Schedule below).

8) NEWCOMER GREETER & AFTER-MEETING

Newcomer greeter may opt to read “**A few things to keep in mind at your first meeting**” found at the bottom of the page at: <https://al-anon.org/al->

[anon-meetings](#). Chairperson turns the meeting over to the newcomer greeter and the after-meeting.

9) MEETING SCHEDULE:

All Eastern Time Zone, same phone number: 712 432 8733. Pins as below:

6am	Pin UNITY6#	7 days a week
8am	Pin UNITY8#	Saturday and Sunday
9am	Pin UNITY9#	Weekdays (Monday thru Friday)
10am	Pin UNITY10#	Saturday
11am	Pin UNITY11#	Sunday
2pm	Pin UNITY2#	Sunday
Noon	Pin UNITY12#	Monday ----- Saturday
4pm	Pin UNITY4#	7 days a week
6pm	Pin UNITY6#	Thursday thru Sunday
8pm	Pin UNITY8#	7 days a week
10pm	Pin UNITY10#	7 days a week
12 midnight	Pin UNITY12#	Monday and Thursday

MEETING INFORMATION

a. Information on all registered meetings can be found on Al-Anon's website: al-anon.org or by calling our World Service Office (WSO) at (757) 563-1600. For face-to-face meetings call WSO's automated phone number: 888-4AL-ANON (888-425-2666).

b. Meeting schedules and formats for this phone line can be found at phonemeetings.org. If the line goes down, the backup number is (425) 436-6200 PIN: 335289#. Press *6 to mute and unmute. For members without web access, meeting schedule information for this line can be found at (712) 432-8733 PIN: UNITY411#. The backup number for the meeting schedule information is (425) 436-6202, PIN: 335289#, Reference Number: 1#.

c. Format changes and website postings can be emailed to phonemeetingsweb@yahoo.com. General questions can be sent to phonemeetingsinformation@yahoo.com. For inquiries regarding leader codes, dashboard monitors and technical issues with the phone line, email phonemonitorteam@yahoo.com. For workshop

ideas, suggestions and concerns, email
phonemeetingsforum@yahoo.com.

d. Would anyone like to announce any other AI-Anon phone meetings?

10) GROUP INVENTORY OPPORTUNITY:

If members of this meeting would like to do a Group Inventory, please bring it up for discussion at the monthly business meeting. Members can discuss how they wish to conduct the Group Inventory utilizing Guidelines G-8a & G-8b "Taking a Group Inventory."

11) SUGGESTED BUSINESS MEETING FORMAT:

Let's open with a moment of silence followed with 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.

Who can volunteer to keep minutes for our business meeting?

Old Business

1. Secretary do we have any old business to revisit from last meeting?
2. We open up the floor for discussion on these items.
3. Do we have a motion on this item?
- 4a. Do we have a second?
- 5a. Secretary please read the motion.
Ask if there is any further discussion before we vote.
- 5b. We now go to voting...
- 5c. All in favor say "Aye" and state the order of "Aye's" Like "Aye one" and then "Aye two" and so on.

- 5d. Any opposed? Say “nay one” and so on.
- 5e. Any abstentions? Say “abstaining one and so on.
- 5f. The motion is now carried or opposed with ___#___ in favor, ___#___ opposed and ___#___ abstentions.

New Business

- 1. Is there any new business that the group wants to bring up?
- 2. (if so) So our first order of business is _____.
- 3. We open up the floor for discussion on this item?
- 4. Do we have a motion on this item?
 - 4a. Do we have a second?
 - 4b. Secretary please read the motion.
Ask if there is any further discussion before we vote.
 - 4c. We now go to voting...
 - 4d. All in flavor say “Aye” and state the order of “Aye’s...like, “I one” and then “Aye two” and so on.
 - 4e. Any opposed? Say “nay one” and so on.
 - 4f. Any abstentions? Say “abstaining one and so on.
 - 4g. The motion is now carried or opposed with ___#___ in favor, ___#___ opposed and ___#___ abstentions.

Are there any other items anyone would like to bring up?

Time permitting, these items can be discussed today. Or, tabled and brought up under Old Business at next month’s business meeting.

Closing: Serenity Prayer

The business meeting is now closed.