

Virtual Subcommittee Meeting Agenda

Monday, September 24, 2018 at 8pm Eastern

605-472-5221 access code 109173#

Agenda:

ACA Serenity Prayer

Meeting Guidelines:

- Introductions (everyone on the call)
- This is a business meeting. If you have personal complaints about other individuals or meetings, please contact information@acawso.com. We will not get into those issues in this committee.
- Just like in meetings, speakers will be timed. Whether it's 2 or 3 minutes may depend on the topic. We can decide about that. But in all cases, we'll ask people to not speak again until everyone, who wants to, has had a chance to speak.

Introductions (also as others enter the call)

Request volunteer for timekeeper

Business:

- Meeting list updates
 - New security measures
 - “not a robot” confirmations (captcha)
 - Clicking “update,” after going through captcha, generates an email to the person listed as the primary contact. When that person receives the email, they’ll have to click the link in the email to update the meeting. If, for whatever reason, that person is unable to update the meeting, either call the office, or send an email to mpseditor@gmail.com, who can help get the meeting updated.
 - public / primary / secondary contacts – important in case previous contact is no longer associated with the meeting
 - Sample meeting list form (see attached page)
 - Inactive meetings still on the list?
- Traveler articles
 - Book or Step Studies
 - Holiday “Share-A-thons”
 - Speaker meetings

New Business that needs to be brought forth?

Announcements:

- By the end of the year, groups that meet more than once a week can have one meeting number, to assist with cutting down on the number of times meeting updates have to be made, as well as 7th Tradition contributions and hopefully ABC Delegates.
- Any others?

Next meeting: Monday, October 15th at 8pm Eastern

Adjournment with Serenity Prayer

Sample Telephone Meeting Form

(The purpose of this "sample form" is to show options, not "look" of the form)

Meeting ID (TEL#0000 - assigned by WSO)

Meeting Name Some Telephone Meeting

Day(s) (check the box for each day of the week) **M W F**

Time (drop down) 10:00am Zone (drop down) US-Central

Phone Number 000-000-0000 Access Code 123456#

Meeting Topic/Focus (This will be a text box)

We read from Chapter 10 of the Big Red Book. There will be time, after the meeting for newcomer questions and contact exchange requests.

Helpful Instructions (Text box)

Blocked numbers will not be able to dial in. Please use *82 before dialing to unblock your number. This meeting uses a dashboard for safety. We remain muted, during the meeting, if we are not speaking. To both mute and unmute your phone, press *1. To find out how many people are on the call, press *0.

Helpful Files (uploaded) meetingscript.pdf safetypolicy.pdf

Public Contact Susie Newcomer Greeter phone email (one or both)

****End of what's seen to public****

WSO Contact #1 Susie Newcomer Greeter phone email

WSO Contact #2 Jack Secondary Contact phone email

Intergroup Virtual Meeting Intergroup #whatever