

Virtual Subcommittee Meeting Minutes

Monday, September 24, 2018 at 8pm Eastern

605-472-5221 access code 109173#

Meeting Chair – Sharon

The meeting opened with the ACA Serenity Prayer, as well as a reading of the “Meeting Guidelines”

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.

Roll Call – 8 members on the call

Business:

- Meeting list updates
 - New security measures
 - “not a robot” confirmations (captcha) – these were added so that “webcrawlers” (bots) would not be able to generate meeting updates
 - 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@adultchildren.org, who can help get the meeting updated.
 - public / primary / secondary contacts – important in case previous contact is no longer associated with the meeting – secondary not required, however it is recommended, due to the security measures needed to keep the integrity of the meeting list. Secondary contacts are valuable, in case the contact moves on or WSO gets questions about the meeting.
 - Sample meeting list form (see attached page) – the information in the underlined portions are just to provide an example of what type of information could be put into the information “blocks”
 - Meeting updates – how long do they take to do? – Sharon can get them done quickly, for telephone meetings.
 - Inactive meetings still on the list? – A few examples were brought forth. If people dial in and there's not a meeting, they can bring it to Sharon's attention.
- Traveler articles – Groups were encouraged to send articles (book studies, holiday Share-A-thons, speaker meetings, etc) and also to encourage their members to subscribe to the Traveler.

New Business that needs to be brought forth?

- Rotation of service for Dashboards – a discussion was held concerning how long the same person should have access to the dashboard for meetings. The following items were discussed:
 - Sharon will bring the concerns to the Member and Public Service Committee Meeting.
 - An ABC Ballot Proposal can be submitted, on the issue, by November 30, 2018.
 - Information can be given to groups to let them know they can choose to change their dashboard.

- Groups can also contact WSO and the special worker can answer those and pass them onto the board.
- Whenever a meeting is established, with a number and access code, the person who created it, with the free conference service, “owns” the account.
- Virtual subcommittee meeting phone number has changed often. A consistent number, as well as information posted in consistent areas, like the acawso website, will get more information about this meeting to the groups.
- Other WSO’s have stipulations about what must be in place (i.e. Traditions) in a meeting in order to have it registered
- ABC Ballot proposals can be submitted by a group, intergroup or region

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.

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