

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.

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 a longer meeting. It is an hour and a half. We will stop at the top of the hour to take phone #'s for people that have to leave early to and then resume with the meeting.
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

- 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 un-muted". 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.

READINGS:

4. Would someone please read Al-Anon's:
 - a. **"Welcome" from How Al-Anon Works page 8-SUGESSTED AL-ANON WELCOME**
We welcome you to this "From Survival to Recovery" Al-Anon Family Group and hope you will find in this fellowship the help and friendship we have been privileged to enjoy.

We who live or have lived with the problem of alcoholism understand as perhaps few others can. We, too, were lonely and frustrated, but in Al-Anon we discover that no situation is really hopeless and that it is possible for us to find contentment, and even happiness, whether the alcoholic is still drinking or not.

We urge you to try our program. It has helped many of us find solutions that lead to serenity. So much depends on our own attitudes, and as we learn to place our problem in its true perspective, we find it loses its power to dominate our thoughts and our lives.

The family situation is bound to improve as we apply the Al-Anon ideas. Without such spiritual help, living with an alcoholic is too much for most of us. Our thinking becomes distorted by trying to force solutions, and we become irritable and unreasonable without knowing it.

The Al-Anon program is based on the Twelve Steps (adapted from Alcoholics Anonymous), which we try, little by little, one day at a time, to apply to our lives, along with our slogans and the Serenity Prayer. The loving interchange of help among members and daily reading of Al-Anon literature thus make us ready to receive the priceless gift of serenity.

Anonymity is an important principle of the Al-Anon program. Everything that is said here, in the group meeting and member-to-member, must be held in confidence. Only in this way can we feel free to say what is in our minds and hearts, for this is how we help one another in Al-Anon.

(Al-Anon/Alateen Service Manual pgs. 10-11)

Readers: Would someone please read:

- a. **“Preface” From *Survival to Recovery* (the page after the table of Contents)**
- b. **Preamble to Al-Anon’s 12 Steps, *From Survival to Recovery* (the page before the Table of Contents)**
- c. **Al-Anon’s 12 Steps (Please read the Twelve Steps with the introductory paragraph) *From Survival to Recovery* page 291 or 293 in the newer book**
- d. **Tradition (Please read the Tradition of the month with the introductory paragraph) *From Survival to Recovery* page 293 or 295 in the newer book**
- e. **Concept of the month (Please read the concept of the month with the introductory paragraph) *From Survival to Recovery* page 295 or 297 in the newer book**

ANNOUNCEMENTS:

5. **7th Tradition: Al-Anon is fully self-supporting, declining outside contributions. Although we have no expenses related to this phone bridge, we ask that you send your contributions 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 AI-Anon newcomers today? Either new to AI-Anon or to this bridge? Please give us your first name so we may greet you.
10. Are there any AI-Anon related announcements?
11. Are there any available AI-Anon sponsors on the line?
12. 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 AI-Anon?

MEETING TOPIC:

13. By group conscience, this meeting's format shall be as follows:
 - a. We will read one story followed by open sharing.
 - b. If time permits, we will read a second story.
 - c. The reading will be seamless. Each person reads one paragraph until the reading is completed before we open up for individual shares.
 - d. May we take a quick count of the number of books available on the line today?

SHARING:

14. ANONYMITY STATEMENT: In AI-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 AI-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.

15. For the anonymity and safety of all members we suggest that;
 1. We refrain from commenting on member's shares by keeping the focus on ourselves.

2. We refrain from repeating details of others shares when requesting phone numbers. We ask for names only.

16. **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?
17. **BREAK AT TOP OF HOUR:** It is now the top of the hour. We will take a break to get phone number requests for people who need to leave. Would anyone like to request a phone number?
18. We will now go back to sharing until 1:25. (Chair to ask: Is the timekeeper available to continue timing until the end of the meeting?)
19. **CLOSE:** It is now time to close the meeting. Thank the readers, spiritual timekeeper and all who read and shared. Ask again for sponsors. (Note to leader If no one stepped up earlier to continue fellowship and answer questions from Newcomers ask again) Get names and numbers.

Suggested Al-Anon Closing

In closing, I would like to say that the opinions expressed here were strictly those of the person who gave them. Take what you liked and leave the rest.

The things you heard were spoken in confidence and should be treated as confidential. Keep them within the walls of this room and the confines of your mind.

A few special words to those of you who haven’t been with us long: Whatever your problems, there are those among us who have had them too. If you try to keep an open mind you will find help. You will come to realize that there is no situation too difficult to be bettered and no unhappiness too great to be lessened. We aren’t perfect. The welcome we give you may not show the warmth we have in our hearts for you. After a while, you’ll discover that though you may not like all of us, you’ll love us in a very special way – the same way we already love you.

Talk to each other, reason things out with someone else, but let there be no gossip or criticism of one another. Instead, let the understanding, love and peace of the program grow in you one day at a time. (Al-Anon/Alateen Service Manual pg.22)

20. Welcome newcomers, thank the readers, spiritual timekeeper and all who read and shared.
21. **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.

(AI-Anon/Alateen Service Manual pg. 10)

22. 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 and phone bridge information can be accessed on the web at www.alanonphonemeetings.org. Format changes or requests can be emailed to alanonphonemeetings@yahoo.com. Any new meetings and format drafts ideas can be brought to the Group Conscious Meeting on the 4th Saturday of each month at 1:30 EST.

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.

| | |
|-------------|------------------------------------------------|
| 8am | Saturday and Sunday |
| 9am | Weekdays (Monday ----- Friday) |
| 11am | Sunday |
| Noon | Monday ----- Saturday |
| 2pm | Sunday |
| 4pm | 7 days a week |
| 8pm | 7 days a week |
| 10pm | Monday, Tuesday, Thursday, Friday and Saturday |
| 12 midnight | Thursday |

23. 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?

24. 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...
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 - 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

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

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

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 Meditation Books

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

Thursday Slogans How Al-Anon Works/3 Mediation Books

Friday 12th Step

Saturday Opening our Hearts Transforming Our Losses

Sunday Opening our Hearts 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 LBGTO Discovering Choices

Thursday 4th Step WRITING Workshop Blue Print for Progress

Friday Living with Alcoholism

Saturday Traditions Meeting How Al-Anon Works/Paths to Recovery

12 midnight

Thursday 3 Daily Readers 3 Mediations Books