

Monday 8pm - 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:

Monday 8pm Survival to Recovery

INTRODUCTION:

Welcome to the From Survival to Recovery Al-Anon Monday night phone Meeting.
(This meeting last for one hour and fifteen minutes)

1. My name is _____, a grateful Al-Anon member and your secretary for this meeting.
2. 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.
3. **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:

"Welcome" from **How Al-Anon Works** page 8 or in Al-Anon/Alateen Service Manual on page 10.

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. We ask that you send your contributions
 - a. Directly to Al-Anon's World Service office stating it is from this phone meetings **WSO ID 30508234** or give to Regional offices, area offices or at your local meeting.)
- 6. Are there any Al-Anon related announcements? Please note announcements for other phone bridges will occur after the meeting.

Al-Anon literature is available:
 World Service Number 757.563.1600
 or Al-Anon's website: www.al-anon.alateen.org

All meeting schedules will be read after the close of the meeting after telephone numbers are given out.

If the bridge is not working we will have our meetings on the emergency number 605-475-4120 pin number 435459# *6 to mute and unmute.

[Business meeting is on the 1st Monday of the month]

Let's go around the globe and introduce ourselves. Hi, I am _____(Name) from
 (_____ State _____)

7. 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.
8. 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:

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

SHARING:

10. 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.
11. We ask those who are members of other anonymous programs not to break their anonymity and to try and identify with the Al-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.
12. There is a three minute time limit for shares. When the spiritual timekeeper says time it means please wrap-up your share. Do we have a volunteer to be our spiritual timer? Would our spiritual timer like to share first?
13. **Fifteen minutes before the meeting closes:**
14. We are now at fifteen minutes before the close of the meeting; we will now open up the sharing for newcomers or for those members who do not regularly share.
(Start the close of the meetings at 10 minutes after the top of the hour, when the last share is completed)

CLOSING:

Reading from Survival to Recovery pages 269 and 270 or may be found on pages 267 and 268 depending on your edition.

Starting with, "If we willingly surrender ourselves..." read through to the end of the section.

15. We will now recite **AI-Anon's Declaration** (AI-Anon's Declaration can be found in Paths to Recovery Roman Numeral page IX (9) Followed by **The Serenity Prayer**.

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)

Names & Telephone Numbers:

Please ask for the names of members you would like to receive telephone numbers from.

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.

Eastern Time Zones on the same phone and pin number 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
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

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

Secretary turns the meeting over to the newcomer greeter for approximately 25 minutes after the meetings closes.

FORMAL MEETING IS NOW CLOSED.