

Saturday 8am - 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.

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 unmuted”. 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.**

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)

The Meeting Format:

Saturday, 8 a.m. Three Legacies Speaker Meeting.

We welcome you to the Three Legacies Speaker Meeting. This meeting is an hour and 15 minutes.

The Business Meeting will take place on the fourth Saturday of each month after the close of the meeting.

Hi I am _____ and a grateful member and secretary for this meeting today.

Serenity Prayer: Will all who care to please join me in saying 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.

Readings:

Suggested Al-Anon Welcome. How Al-Anon Works pgs. Pg 8-9 or Al-Anon Service Manual 10-11)

Ask a volunteer to read:

The Preamble to the 12 Steps (Al-Anon/Alateen Service Manual pg. 14 or the very beginning in the daily readers).

The 12 Steps (pg. 368 in Al-Anon daily readers)

The **tradition** and concept of the month and also the **12th tradition**.
(P. 370 in Al-Anon daily readers or p. 17 in Service Manual)

Introductions: Let's go around the globe to introduce ourselves and where we are calling from. Hi I'm _____ from _____.

Are there any **Newcomers** to Al-Anon? If so, please give your first name and from where you are calling.
(If so please read)

Al-Anon suggests that you try 6 different meetings to decide whether Al-Anon is for you. Each group has its own personality and focus. Al-Anon is for individuals who are affected by another's drinking (ie. family, friend). Phone numbers will be given at the end of the meeting. We are glad that you are here!

Format for this meeting: (only read week we are in)

- 1st week** Step meeting (topic is the step of the month)
- 2nd week** Speaker meeting (the speaker provides a topic)
- 3rd week** Tradition meeting (topic is the tradition of the month)
- 4th week** Concept meeting (topic is Concept of the Month)
- 5th week** Speaker meeting (The Speaker provides the topic)

Is there someone willing to be our **spiritual timekeeper**?

Speaker shares for 15 minutes.

Please disable your call waiting before dialing into the meeting and do not share on a speaker phone or we will all hear an echo.

Would _____, who is the Speaker Seeker, like to introduce today's speaker and would the speaker please let our timekeeper know if you would like to have a five minutes warning?

Thank you very much _____, " Would you like to give out your phone number?"

Three – Minute Shares

1. Please resist the desire to comment on another person's share. Your intention may be to show support, but directly commenting on another share could be misinterpreted.
2. We ask that individuals belonging to other anonymous fellowships remain anonymous or any other affiliations, professions, publications, philosophies, and religions. Thank you.
3. By group conscience the chairperson may gently address distractions at any time.
4. We have three-minute shares. Will the timekeeper please indicate when 3 minutes are up and please let the timekeeper know you heard them?
5. We are now open for sharing. Would the timekeeper like to be the first to share?

Closing: It is now 10 minutes after the hour. If there are any phone numbers you want from those who shared or served today, you may request them now. We will give the numbers after we close with the Serenity prayer. This is also when we will read the meeting schedule, if someone requests it.

SUGGESTED AL-ANON CLOSING:

How Al-Anon Works pg. 380 or Al-Anon/Alateen Service Manual pg.22.

Thank everyone for their service

Serenity Prayer

Meeting is now closed

Could we have the requested phone numbers?

Announcements:

1. **7th Tradition:** Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to WSO ID# 504112 and state that it is FROM the Saturday 8 AM Three Legacies Speaker Meeting or make donations at face- to -face meetings. WSO mailing address is:

Al-Anon World Service Office
1600 Corporate Landing Parkway
Virginia Beach VA 23454-5617

2. Are there any Al-Anon related announcements.
3. Is there anyone who can stay after to answer questions and for more fellowship?
4. Business meetings are held the 4th Saturday of the month.

MEETING SCHEDULE

All Eastern Time Zones, same phone and pin number as you dialed in for this meeting.

6am	7 days of the week
8am	Saturday and Sunday
9am	Weekdays (Monday thru Friday)
10am	Saturday
11am	Sunday
2pm	Sunday
Noon	Monday ----- Saturday
4pm	7 days the week
6pm	Saturday and Sunday
8pm	7 days the week
10pm	Monday, Tuesday, Thursday, Friday, Saturday and Sunday
12 midnight	Thursday

If anyone would like the long version of the meeting schedule they can request/access it by email or visiting the website.

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.

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

Meeting is now Formally closed.

Long version of the meeting schedule, I can give it at the end of the meeting.

All Eastern Time Zone

6am

Saturday Just For Today Three Meditation Books Meetingb

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

2:00pm

Sunday Paths to Recovery Book Study

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 Med

Thursday Slogans How Al-Anon Works/3 Mediation Books

Friday 12th step

Saturday Opening our Hearts

Sunday Transforming our Losses

6:00pm

Saturday The Eleventh Step Study Meeting

8:00pm

Monday From Survival to Recovery

Tuesday Topic discussion from 3 meditation books
Wednesday Beginner's meeting How AI-Anon works
Thursday Step/Tradition/Concept/3 Mediations Paths to Recovery
Friday How AI-Anon Works
Saturday Speaker meeting
Sunday Steps and Traditions How AI-Anon works

10:00pm

Monday 4th Step WRITING Workshop Blue Print for Progress
Thursday 4th Step WRITING Workshop Blue Print for Progress
Friday Recovering in AI-Anon The Dilemma of the Alcoholic Marriage
Saturday Traditions Meeting How AI-Anon Works/Paths to Recovery
Sunday Sharing Our Recovery using The FORUM AI-Anon's Magazine

12 midnight

Thursday 3 Daily Readers 3 Meditations Books

Suggested Format for this Individual Group Conscience Meeting

1. Lets 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 the 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...

12d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.

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.

NEW BUSINESS

14. Is there any new business that the group wants to bring up?

15. (if so) So our first order of business is _____.

16. We open up the floor for discussion on this item.

17. 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...

12d. All in favor say “I” and state the order of “I’s” Like “I one” and then “I two” and so on.

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.