

# Adapting an AA meeting Format for Zoom

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# The Goals

- Carry the message to other Alcoholics ~ make the format understandable for Newcomers and visitors and first timers
- Practice these principles in all our affairs ~ the meeting rules and flow should promote fellowship not stress
- Conduct regular meeting business/maintenance ~ announce things, collect 7<sup>th</sup> tradition

# Roles ~ we are but trusted servants (not Zoom experts!)

## Traditional

- Leader
- Secretary
- Speakers
- Participants

## Zoom

- Zoom Host ~ Separate or part of one of the above roles
- Zoom bomber bouncers (co-hosts)
- Document managers (google docs, Dropbox, one drive, etc or emailing)

# Meeting Segments

- Opening
- Housekeeping
- Welcoming New Comers Visitors and First Timers
- Readings
- Milestones and Anniversaries
- Sharing
- Passing the Basket
- Announcements
- Closing
- Fellowship and Connections

# Opening

## Traditional

- Gavel, bell, stepping up to the podium

## Zoom

- Slide
- Muting all participants but leader
- Visual or bell

# Housekeeping and Expectations ~ Minimizing Disruptions and Running Smoothly

## Traditional

- Bathroom locations
- Smoking
- Turning off cell phones

## Zoom

- Muting/Unmuting VERY IMPORTANT! Host or self unmuting
- Turning off your video when walking or moving a lot
- Turning off Background noises
- Hand raising VERY IMPORTANT! Waving or zoom hand or both
- Bomber plan

# Welcoming Newcomers and Visitors

## Traditional

- Ask for names of newcomers by them raising their hand
- Ask visitors and first timers to introduce themselves by raising their hand

## Zoom

- Have newcomers and visitors use zoom virtual hand
- Ask them to send a chat to the group with their names and then read them
- Have them wave at the camera then unmute them



# Readings

## Traditional

- ❑ Pass the printed reading out to a reader

## Zoom

- ❑ Post the reading on the shared screen on Zoom
- ❑ Put them on a website
- ❑ Ask members to read from their big books.
- ❑ Get this ready before the meeting!



# Milestones and Anniversaries

## Traditional

- Tell secretary prior to the meeting so they can introduce token takers
- Have participants raise their hand
- Sing happy birthday
- Give out tokens

## Zoom

- Have people send a chat to the secretary before or at beginning of the meeting
- Have people raise their zoom hands
- Unmute all for happy birthday singing
- Visuals – wave flags, hand clappers, party hats, etc
- Play a happy birthday song

# Sharing

## Traditional

- ❑ Leader calls on people
- ❑ Leader draws numbers randomly
- ❑ Tag
- ❑ Volunteers
- ❑ Timing shares

## Zoom

- ❑ Leader calls on people from looking through the gallery
- ❑ Self unmuting or host unmutes
- ❑ Zoom hands
- ❑ Tag

# Passing the Basket

## Traditional

- ❑ Pass the basket
- ❑ Happens at end or mid meeting

## Zoom

- ❑ Set up PayPal pool and post link in chat
- ❑ Post link on slide at beginning
- ❑ Have a separate website with the link
- ❑ <https://larkstreetmeetings.wixsite.com/larkstreet>
- ❑ Your ideas!

# Announcements

## Traditional

- ❑ Leader or secretary asks if there are any announcements and people raise their hands
- ❑ Secretary goes through list of service positions and gets service members to report (e.g., literature person, coordinator, GSR)
- ❑ Group members willing to sponsor make their willingness known.

## Zoom

- ❑ Raising zoom hand or waving at camera
- ❑ Sending announcements in chat
- ❑ Literature that is available online
- ❑ Arrange “curb side service”

# Fellowship and Connections

## Traditional

- Meeting after the meeting to exchange numbers, talk, laugh
- Secretary has signed slips
- Members tell secretary of upcoming birthdays

## Zoom

- Unmute all and encourage people to stay especially newcomers to chat and meet
- Leave the meeting on after for a set time (e.g., 15 minutes) so people don't feel rushed to get off
- Set up a free secretary group gmail or hotmail account for "slips"