

Covid-19 Ad Hoc Committee:

4/13/2020

Meeting Minutes - Monday night @ 5:30 - 6:30pm

Invited: Committee Members + Collaborators

In Attendance: Terry C, Nick N, Nick J, Chuck B, Mollie O, Ken J, Aimee A

1. Getting Groups Involved at District Level -- update by DCM Terry C.

- The announcement you can make in groups (copy n paste):
 - Feeling like it's time to be a part of the Greater World of AA during this exciting new time in our Society?
 - Come learn more about being of service as a General Service Representative in Southern Oregon.
 - GSR Open House: Saturday, April 25th 3:30-5pm Bring a sponsee! Bring a friend!
 - Sponsored by District 16
 - Presented by Oregon Area Alt Delegate Amber N. and Past Delegate Vera F.
 - Access to the Workshop

Video Conferencing

<https://zoom.us/j/95235663757>

Meeting ID: 952 3566 3757

Password: 043714

Audio Conferencing

(669) 900-9128

Meeting ID: 952 3566 3757

Password: 043714

- FLYER LINK - PDF
 - <https://drive.google.com/open?id=1jpL2Cy0co93MMTUAL1Yo4KUD7yMQGZF7>
- FLYER LINK - JPG
 - <https://drive.google.com/open?id=1t7AV2mauFW8aG8HDZHHOij1zsUskL080>
- Other ideas on how to spread the word / generate enthusiasm
 - So Oregon meeting & Update FB Group - Terry C
 - Sisters in Sobriety FB Group - Terry C
 - St Ritas Group FB Group - Terry C
 - DOTR FB Group - Nick J
 - Connect with Winslow for Central Office Newsletter - Nick J
 - LDCM's divide and conquer.....Calling all GSRs re: the event....and follow up via email to send the flyer and info (copy and paste info above)

- Announcements in Dist Meeting to add emphasis via Committee Chair report- DCM, Access, Secretary, LDCM Chuck, GSR Aimee + Ken + Nick

2. Website Sub Committee -- Coming soon! -- teaser by DCM Terry C.

- As the Web has clearly become THE go-to source for Alcoholics (groups and individuals and newcomers alike) here in Southern Oregon we're finding that we're needing more support than ever to make sure that info found on the web is as helpful, simple, and accurate as possible.
- Some of the items for this sub-committee to consider include:
 - Make sure that when people use search engines to find out more about local AA that they find the right information as quickly as possible.
 - Make sure that our local websites (<http://medfordareaaa.org/> and <https://www.jccoaa.org/>) are as effective as possible and are on target with their primary purpose/target audience. This includes the choice of words to use to communicate effectively, how user friendly is the layout of website and desktop and mobile, updating meeting changes, as well as any email blasts/newsletters for subscribers.
 - Make sure that we have the human resources needed to maintain the websites as changes from the groups are sent in and as resources are approved and added to the websites.
 - Make sure that we are effectively collaborating and setting up systems between District 16 and Jackson County Central Office for now and the future to manage web presence.
- Therefore, a new Sub-committee (most likely formed under District Webmaster) will be created soon.
- Are any of these areas above niche's where you have expertise and want to be of service to AA?
- Let us know if you'd like to be involved in this soon to be formed committee!
 - Nick N - we need a District Webmaster before we move forward
 - Terry K via Terry C convo earlier today - are we doing something because we need to or because we can? Is it going to be effective?
- Next steps
 - Create a "responsibilities statement" for Webmaster as Committee Chairperson - Aimee put together idea - by next week, Aimee
 - Aimee & Nick meet to discuss ideas - by next week
 - Start convos with Terry & Winston & others re: Website + Online Communication -- Aimee & Nick

3. Open Brainstorm Session + Discussion:

- Go around the circle: You see what's going on out there -- you are the eyes and ears of the groups and AA as a whole. Let's Download what's on your brain re: any issues / ideas that you'd like to see that are happening now or that you foresee happening down the road (There are no bad ideas; It's just brainstorming)
- After list has been created, each Committee member Vote on top 2 pressing issues
- We will spend the remainder of the meeting discussing the top 2 items
- People are grateful to online meetings are happening, but they are surprisingly passive ...people are dealing with what they're dealing with right now; people are scared and feeling helpless). How do we remedy? Continue to hold EXCITING online gatherings
- Spoon feeding people with tech stuff..... Some are not as understanding with Zoom security and how it affects the newcomer How do we remedy? Educate people on the word "password" its just a word, and isn't exclusive, so we need to explain it to groups in a better way
- Updating the website and sending info to groups re the password, encourage group members to stay proactive on communication
- Making sure that a lot of issues of access get addressed..... How to not leave anyone out, so the still suffering alcoholic can still find us (ie the LBTGQ group is not publicizing its meeting on the website, esp the password....so how do people find us if they don't already know about us?..... Some Older women who are not very tech savvy; how to help them individually, maybe tutorials and links on the website someday
- Access to newcomers
- Many meetings dont have venmo set up
- Scripts for remote meetings (addressing security protocol, collecting 7th tradition, keep the meeting safe, etc) -- having 2-3 hosts (a lot of meetings are not doing this)
- They just want to get back to "normal" (in person)
- How to get business meetings happening for meetings to make decisions for remote meetings (to include home group members)
- Have our minutes go to archives & to our District (to save this info)
- Importance of connecting with the newcomer who attend remote meetings;
- How to create remote meeting formats / scripts that are specifically connect with the newcomer
- How to make the remote meeting not just feel like "a bunch of old friends meeting up" and instead be for the sole purpose to support the newcomer
- Encourage our local AA groups to consider ALL types of remote connection for their groups: Video Conferencing, email list servs, Audio Conferencing (and in our communications to use generic

brands.....Not calling out companiesie Zoom Meeting) see AA Intergroup for online meetings, where they have been supporting remote meetings for years

- How to increase acceptance and support for in person meetings that still exist and meeting one to one in person provided you're following the Governor's orders and CDC guidelines. How to create that same web presence. Many newcomers are feeling like they need to connect in person to hear the message.
- TOPIC #1 - next week
- TOPIC #2 - next week

4. Is the Ad Hoc Committee's mission "Complete"

- Nope! We're going to meet again next week. Same time, same place.

4/6/2020

Meeting Minutes - Monday night @ 6pm - 7pm

Invited: Committee Members + Collaborators

In Attendance: Aimee, Chuck, Mollie, Nick N, Terry C, Jen J, Nick J

- **Group conscience decision -- starting next week will meet from 5:30 - 6:30pm**
- GSR School April 25th Saturday 3:30-5pm Hosted by Amber N and Vera (our previous Area Delegate)
- Marketing "spin" ideas.....
 - Want to be a link in the AA Service Chain?
 - Feeling like it's time to be a part of the Greater World of AA during this exciting new time in our Society?
 - Come learn more about being a General Service Representative for your Home Group.
- How to get it to the body? SRs
- Two different meetings?
- Traditions vs GSR / Service (both recurring monthly)
- More minutes - Mollie
- Took Group Conscience - start at 5:30 from now on so Aimee can join.
- Gov over agenda

- GSR school. The focus is on GSR's - giving them tools. Need to reach them, maybe phone calls; perhaps change name to Your Connections Group. GSR understanding is critical (to what?), maybe invite more people than just GSRs.
- Next steps??
 - Terry and ? are putting together packets, calling it an orientation, focus on vital links, being a conduit, invest in ways of being of service and ways to help.
 - GSR school. 25 April, 3:30 to 5. Committee members are links as well, Call them, inviter to training, District meetings. Those who come are better equipped to serve.
- Some members are much more nuts and bolts, need to include more concrete pieces in training as well.
- Lets collaborate with District 7, especially now that we have Zoom. At each training have a short testimony - this is how my group practices tradition 4. Invite service sponsors and former DCMs. GSRs can be conduit of group issues to committees.
- Spanish outreach -still having F2F meetings at Alano. The area translator has contacted him.
- Nick and Terry are incorporating Zoom manual. Chuck has a document with links to every thing in GSR packet.
- Survey: You are the Conduit between the group and the district - what do you need to do that.
- Maybe offer a workshop on how to hold a business meeting. Provide information, models and support.

3/30/2020

Meeting Minutes - Monday night @ 6pm - 7pm

4/5/20 Meeting Corrections and discussion 6pm -7pm

Invited: Committee Members + Collaborators

In Attendance: Attending -- Chuck B, Terry C Nick N Nick J Aimee A Sarah Laura, Ken Mollie

- Suggested Meeting Agenda
 - Discuss how to get more input / better responses
 - Develop GSR School with Amber N and Vera F (Done)
- Prioritize the topics/issues
 - Zoom Tutorial (Done)
 - GSR School (Done)
 - One on One contact with Sub District GSR to create inclusion

- Spanish Speaking community - Outreach (Done)
- Divide topics/issues among the Committee
 - Bus. mtg workshop Zoom (Amy A)
 - Survey (Terry C)
- “You are the conduit between Dist and your group. What do you need to do your job?”
- Begin outreach to each GSR
 - Chuck to send Nick J that links page to (GSR service manual and pamphlets)
- For next week: Research, Discuss, Collaborate and make recommendations for topics/issues
 - Following week to present and discuss findings/suggestions in committee standing meeting
 - Topics to cover in GSR Orientation
 - Frequency of GSR outreach
 - Continuation of Zoom Assistance
 - GSR and Access

Meeting Minutes:

- Terry started with the question:
 - Did we accomplish what we wanted? We sent 52 emails out, got 10 responses back.

Discussion:

- Can we do a better job connecting with people out there?
- Should we go beyond email, maybe make phone calls?
- Those on the committee with computer skills like what is going on, see many people who are computer savvy.
- Others worry that there are others who are not so computer savvy, or who have connectivity issues, who cannot get connected via the internet so easily.
- One meeting host was concerned because no one was responding.
- Final concern about the email was where we asked the right questions.
- Some suggestions:
 - send a second email, make it super simple, maybe a few boxes to check.
 - For meetings be sure to offer a dial in option.

Current happenings:

- HITW is trying a new format with several hosts and help from Aimee. Will keep us posted as to how it works. (It is a big meeting) Web page: 43-45 Zoom meetings listed, almost all have a phone in option. Suggestion:

More discussion:

- From those who put the emails out to their groups: few people responded, perhaps they are really busy, perhaps if they do not see problems they do not respond. Some members are low tech, but email seems to be something they are comfortable with. The email was long, maybe they feel like they don't have time to respond. Maybe they feel like everything is going well, and don't need to respond.
- How do we focus on GSR? We want to support groups, not come in and tell them what to do. The meetings we know about are doing well. The GSR are the conduit to filter information back and forth between the district and the groups. It is not the district's job to "fix problems" or wrangle groups. Some GSRs are active, some are not, some are surer of their role, some are not. This is a pioneering time, everyone is scrambling to figure out how to manage. Can we bring help and education through the GSR?
- Many of the groups are relying on "hosts" to run the meeting.
 - Suggestion:
 - The groups could have an emergency meeting before starting Zoom meetings, go over how to set and use Zoom
 - Assign a host.
 - The meetings work best with a host and a back end administrator
 - To manage chat, participant issues, muting, etc.
- We have a website that is a central point of information. Our job now is to keep building and refining the website. Some suggestions for things to put on the site:
 - Canned formats
 - How to do chips
 - How to launch
 - How to use Zoom (settings, etc) to follow Traditions.
 - How to use PayPal, Vinmo
 - Safety in AA, Zoom Bombers
 - Tutorial on how to have a 2nd Host, discussion on hosts, moderators, how to use them to manage an online meeting

- Develop a recurring workshop on leading and managing meetings on Zoom. (Nick J)
- Mark at Area might also be a good resource. Drew A might also be a resource. Time: any day after 3:30, Monday, maybe Saturdays might be good days.
- Nick J will attend the next district meeting, April 15, 7 to 8 pm.

To do:

- Set up a class on Zoom hosting, moderating (Done)
 - Terry will put tutorials on the web.- (Done)
 - Identify a couple of potential formats to share on the web (Done and discussed with Terry K)
 - Terry C will send a short and sweet follow up email to elicit more responses; ask them to respond both with problems and that everything is going well. (Not Done - considering sending out a survey)
 - LCDMs connect with GSRs. Follow up on developing a GSR school. (Done)
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3/23/2020

Meeting Minutes

Attending -- Chuck B, Terry, Nick N, Aimee A, Chrissy C, Mollie O

Monday night @ 6pm - 7pm

1. A “roundtable” Discussion of various issues and questions that have come up.

- We are now much more computer dependent in the group. Perhaps designate a “computer servant” for each group who can provide technical assistance in the group, then use the GSR as a conduit to the District. Perhaps have technical assistance providers designated at District.
- Discussed the issue of the 7th tradition. GSO is dependent on donations from the groups, as are we. How can we encourage individuals and groups to continue contributing? Venmo has been suggested, as more user friendly than PayPal, which is another way of donating money. We then could have a donate on the District page.
- Discussion of Access. What are the resources needed? How do LGBTQ and women only groups continue to provide safe access, as on-line flaming and attacking are easier than in person. How do groups get access to Zoom or other platforms? (Answer - each group provides its own platform and pays for it out of 7th tradition.)

- Aimee was very concerned that a) we do not use the “cancelled” regarding AA, and b) that we find many ways to communicate how to reach AA. We need to be sure there are flyers on the doors of meeting places, and that someone is going back to be sure the flyer is still there.
- Online meeting access that “oldtimers” have access to simple training in how to use those platforms that we choose to use.

2. So what do we do?

- Contact all emergency service providers, the hospitals and mental health providers with information about how to contact us at this time. -- Chrissy will do
- Make sure they know how to contact AA during this time, as they often are the front line that often are the first contact.
 - [Chrissy's first draft of PR flyer](#)
 - [Aimee's second draft of PR flyer](#)
 - [Winslow's alternative contact Flyer](#)
- Be sure that our Central Office is brought into the discussion and that they have the help they need if the calls go up. -- who will do (??)
- Create an Ad Hoc group, perhaps a subcommittee of the Access Committee, to bring to the table problems and solutions
- In addition to those present at this meeting, ask Ken, Sarah and Nick J to join to represent the GSRs -- Aimee will do - DONE

COVID-19

Committee Roster

1. Mollie - District Access
2. Nick N - District Secretary
3. Terry C. - DCM
4. Chrissie B- GSR
5. Aimee A - GSR
6. Ken J.* - GSR
7. Sarah H *- GSR
8. Nick J *- GSR

- Sub committee members will meet Mondays @ 6pm via Zoom
- NOTE: This committee will collaborate, as needed, with other members in district leadership positions and others who have passion and/or expertise about the issues we

are facing (i.e. might be techy, or know how to reach out to people, or know issues people are facing, and/or know the traditions.) the collaborators might include:

- District Webmaster - Terry K
 - PI/CPC - Kelly K
 - Coop w/ Treatment Facilities - Jo B
 - Telephone Hotline - Robin P
 - Central Office Liaison -Renee H
 - OSYPAA Liaison - Garrison M
 - Al Anon Liaison - Laurie B
 - DCM - Terry C
 - LDCM A - Chuck B
 - LDCM B - Amy B
 - LDCM C - Rachel H
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- These District collaborators will be invited via email to join the standing monday meeting, but are not expected to attend.
 - We can use the GSR's to give the group feedback, to answer questions, to surface issues.
 - Ask Groups: What's going on out there? How can we help?
 - A simple, clear, short email to GSR's, and committee heads, and anyone who has attended district meetings in the last year asking how can we help?
 - Aimee will draft on 3/23. -- [DONE](#)
 - Committee members to read, give feedback by 5pm, 3/24.
 - Terry will send out to the District body by 8 pm, 3/24.
 - Aimee will compile the responses. -- DONE
 - Our next LIVE meeting: Monday, March 30th @ 6pm
 - Mtg Purpose: Review District Responses + Make decision based on info from Groups

Chat with links to resources

- Nick N - Let's keep talking about how we can collect 7th tradition on the websites
 - See our Area 53 here:
<https://www.aa-oregon.org/contribute-to-oregon-area-58/>

- From Aimee - This is a mock up / swipe file of a flyer I have been sharing with peeps to modify for their own group to put on the door for their remote meetings
 - https://docs.google.com/document/d/1mOR1YrYyepTaW-oIriarBuKYy5_Tkia4TDZ6tc4TeAM/edit
- Here is a flyer that Hole in The Wall is using for St Vinnie's till they create a virtual meeting
 - <https://docs.google.com/document/d/1nqSTVv6NUBQSHTimLXMofDuMvexrdiF4eF913b9MFPA/edit>
- From Chrissy - AA Gay and Lesbian Online Intergroup
 - https://aa-intergroup.org/directory_glbtp.php
- They probably can give guidance about how to keep meetings safe for people
- Grapevine has made free access
 - <https://www.aagrapevine.org/we-are-here-to-help>