



Anonymity is so
FRAGILE,
you can break it
with one finger!

ANONYMITY AND ONLINE MEETINGS

Today we will cover the following:

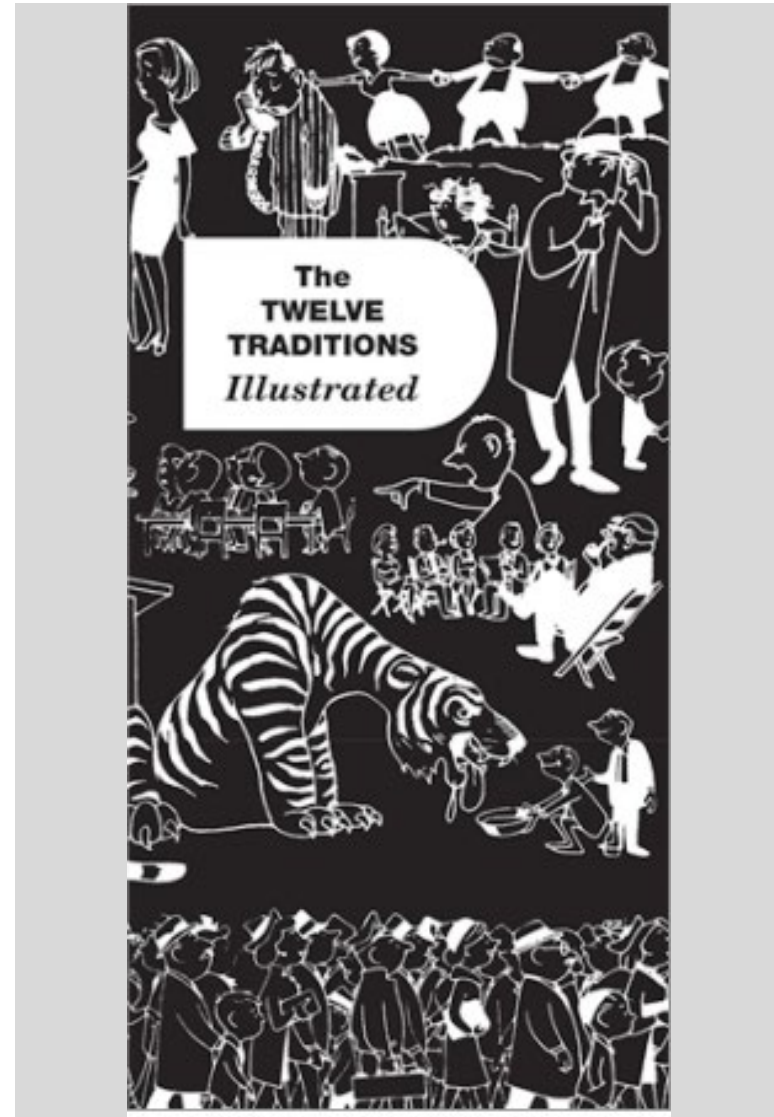
- Anonymity and Online Meetings
 - anonymity and our Traditions
 - common issues with anonymity and online platforms used for meetings
- So you want to put your meeting online...
 - Options and available platforms
 - Zoom, Google Hangouts and GoToMeeting
 - how online meetings work; review different features
- the “How To’s” of hosting an online meeting
 - managing meeting participants
 - protecting anonymity
 - safeguarding the meeting (preventing “zoombombing”)
 - handling disruptions in the moment
- how can we help newcomers find our meetings; how can we help/familiarize oldtimers with the technology
- Discuss the consequences of groups continuing to meet in person during the pandemic

Anonymity and Online Meetings

John S and Claire B



https://www.aa.org/assets/en_US/p-43_thetwelvetradiillustrated.pdf



Claire B.

Tradition Twelve

Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Tradition Eleven

Our public relations policy is based on attraction rather than promotion; we need always maintain anonymity at the level of press, radio, and films.

Understanding Anonymity



*"Anonymity is the spiritual foundation
of all our traditions, ever reminding us
to place principles before personalities."*

This is A.A. General Service Conference-approved literature.

Understanding Anonymity Pamphlet

[HTTPS://WWW.AA.ORG/
ASSETS/EN_US/P-
47_UNDERSTANDINGA
NONYMITY.PDF](https://www.aa.org/assets/en-us/p-47-understanding-anonymity.pdf)

Claire B.

This is A.A. General Service
Conference-approved literature

A.A.'s LEGACY OF SERVICE

by Bill W.

What is the basic A.A. service?

The Fellowship's responsibility

The pioneers' battle for the Big Book

News stories and sudden A.A. growth

Beginnings of group and world services

Origin of the Twelve Traditions

G.S.O. today

Birth of the General Service Conference

THIS IS A REPRINT FROM
"THE A.A. SERVICE MANUAL"

The complete manual, an invaluable
guide in Fellowship activity, is available
from the General Service Office.

https://www.aa.org/assets/en_US/p-44_AAW_Slegacy.pdf

John S.

A.A.® Guidelines

Internet

from G.S.O., Box 459, Grand Central Station, New York, NY 10163

A.A. Guidelines are compiled from the shared experience of A.A. members in various service areas. They also reflect guidance given through the Twelve Traditions and the General Service Conference (U.S. and Canada). In keeping with our Tradition of autonomy, except in matters affecting other groups or A.A. as a whole, most decisions are made by the group conscience of the members involved. The purpose of these Guidelines is to assist in reaching an *informed* group conscience.

https://www.aa.org/assets/en_US/mg-18_internet.pdf

John S.

So you want to put
your meeting
online...

Will U and David M



How to Move an A.A. Meeting Online*

Which service to use?



Variety of factors to consider?*

Cost

Ease of Use

Meeting Features

Support

(*From the article <https://aasfmarin.org/how-to-move-an-a-a-meeting-online-in-5-simple-steps> posted on the Intergroup Central Office serving San Francisco & Marin County.)



The Top 5 Free / Open Source Web Conferencing Software



livestorm

Samepage

UberConference

zoom

Which service to use?

Free support	Support line; knowledge base	Support email; knowledge base	Support email; knowledge base	Support line; knowledge base	Live training; support line; knowledge base
Number of free users	1,000	Unlimited	Unlimited	10	100
Number of free conferences	Unlimited	Unlimited (up to 4 participants)	Unlimited	Unlimited up to 45 minutes	Unlimited 1:1; up to 40 min group chat
Upgrade cost (user/month)	\$12.95	\$99	\$8	\$15	\$14.99
Screen sharing	✓	✓	✓	✓	✓
Video conferencing	✓	✓	✓	✓	✓
Presentation streaming	✓	✓	✓	✓	✓
Mobile access	✓	✓		✓	
Record & playback	✓	✓		✓	✓
Electronic hand raising	✓				✓
Two-way audio & video	✓	✓	✓	✓	✓
Private chat	✓	✓	✓		✓

Variety of factors to co

Capterra

"5 Best Open Source Video Conferencing Software Tools for Your Events"

Published Nov. 08, 2019 by Adam Rosenthal in B2B Marketing

<https://blog.capterra.com/4-open-source-video-conferencing-tools-for-small-businesses/>

Which service to use?

Many groups are using Zoom to transition to online meetings.

Variety of factors to consider?

Here's the rub: meetings are publicly accessible, and this presents a series of issues that should be discussed by all groups hosting online meetings.

For example, full names and faces are often displayed. Is this considered a break of anonymity?

So in taking your meeting online, it is suggested
that each group ...

Which service to use?

- ☐ read and understand the privacy & data policies, and service agreements of the platform/application you will be using
- ☐ discuss anonymity concerns important to the group, and adjust privacy settings to address those concerns
- ☐ discuss safety, and take preventative measures adjusting appropriate settings accordingly
- ☐ consider how the group will continue to carry the message to the newcomer
- ☐ discuss how the move online will impact our Traditions, and what can be done to continue to follow them
- ☐ Discuss and develop a game plan to deal with disruptive attendees and "zoombombers"

Variety of factors to consider?

“Best practices” and guidelines to protect the Member and the Group in Zoom meetings.

GETTING A ZOOM ACCOUNT*

Go to Zoom.us, and click “Sign Up For Free” to create an account.

Determine if you want a free or paid Zoom account.

- Free Account: Free accounts are available on Zoom to schedule one-time 40 minute meetings up to 100 participants.

- Paid Account: If you’d like to create a recurring meeting with up to 100 participants, similar to a weekly AA meeting, consider signing up for the paid options multiple/recurring 1hr+ meetings with up to 100 participants costs only \$14.99/monthly or up to 300 for \$19.99/month. Or you can find someone that already has a paid account to share with as many A.A.s have already signed up for these.

Click on “ Plans and Pricing” and purchase the \$14.99 Package. Then select ‘Monthly’ billing instead of ‘Annual’ and checkout.

(*From the article <https://aasfmarin.org/how-to-move-an-a-a-meeting-online-in-5-simple-steps> posted on the Intergroup Central Office serving San Francisco & Marin County.)

SETTING UP YOUR MEETINGS FOR ANONYMITY*

Go to account settings.

1st Create your profile.

1. enter first name and last initial; as an extra measure of safety, include your service position or something to indicate that you are "a friend of Bill"

2nd Turn off recordings:

1. Click on the Recordings link on the left.
2. On the right side of the page, turn off the Local and Cloud recording features and click Save.

3rd Turn off participants controls:

1. Click on the Settings link on the left.
2. On the right side of the page, turn off: Autosaving chats, file transfer, screen sharing, virtual background, and remote control.

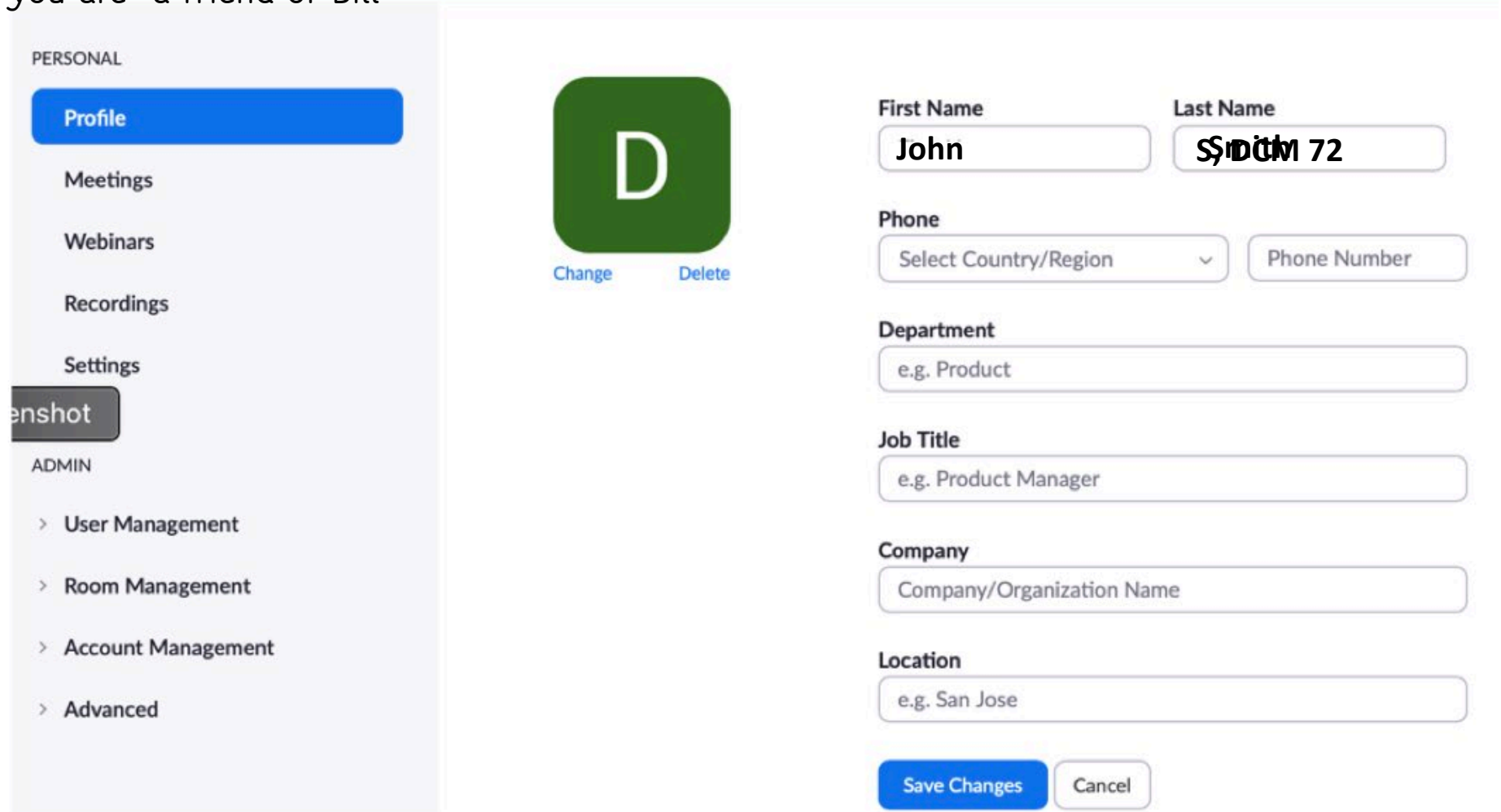
4th You're ready, so schedule a meeting...

1. Click on Schedule a Meeting
2. Check the box for 'Recurring' and configure recurring frequency/days.
3. Uncheck "Require meeting password" and Check "Mute participants on entry"
4. Click Save

(*From the article <https://aasfmarin.org/how-to-move-an-a-a-meeting-online-in-5-simple-steps> posted on the Intergroup Central Office serving San Francisco & Marin County.)

For the Member:

1. Remove your last name. When you click on “Join a Meeting”, it asks you for the meeting ID and below that, has a box with your name in it, this may be edited, and this is where you remove your last name. As an extra measure of safety, include your service position or something to indicate that you are “a friend of Bill”



The screenshot shows a user profile page. On the left is a sidebar menu with two sections: 'PERSONAL' and 'ADMIN'. The 'PERSONAL' section includes 'Profile' (highlighted in blue), 'Meetings', 'Webinars', 'Recordings', 'Settings', and 'Screenshot'. The 'ADMIN' section includes 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area displays a profile card with a green square avatar containing a white 'D'. Below the avatar are 'Change' and 'Delete' links. To the right of the avatar is a form with the following fields: 'First Name' (containing 'John'), 'Last Name' (containing 'Siddh 72'), 'Phone' (with a dropdown for 'Select Country/Region' and a 'Phone Number' field), 'Department' (containing 'e.g. Product'), 'Job Title' (containing 'e.g. Product Manager'), 'Company' (containing 'Company/Organization Name'), and 'Location' (containing 'e.g. San Jose'). At the bottom right are 'Save Changes' and 'Cancel' buttons.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings
- Screenshot

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Change Delete

First Name Last Name

John Siddh 72

Phone

Select Country/Region Phone Number

Department

e.g. Product

Job Title

e.g. Product Manager

Company

Company/Organization Name

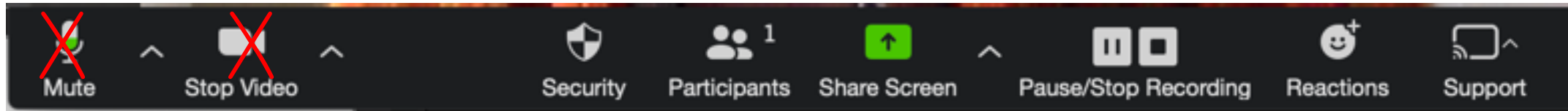
Location

e.g. San Jose

Save Changes Cancel

For the Member:

2. If you're concerned about your house appearing in the background, consider sitting with your back facing a wall.
3. If you don't want to be seen on screen at all, you can
 - disable the camera on your device, or
 - dial in from your phone so that only your phone number appears, and no video appears.
4. You can also temporarily turn off your camera and/or the audio during the meeting through the Zoom application, and turn it back on if needed.



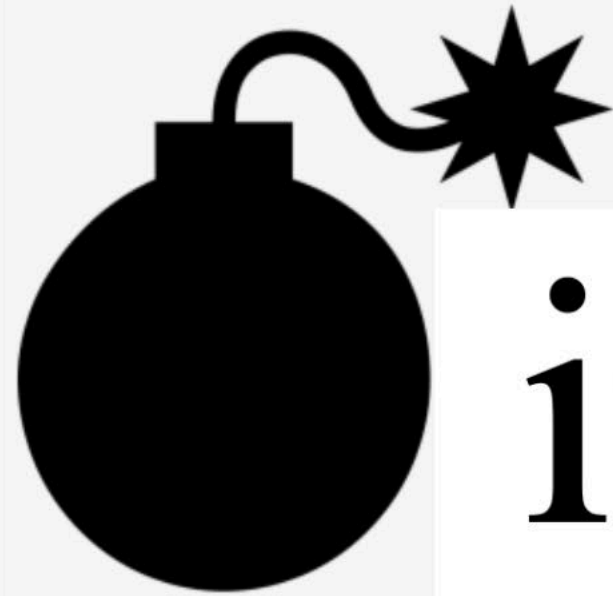
5. Use headphones if you don't want others in your household to hear the meeting.

The “How To’s” of hosting an online meeting

David M and Will U



zoom



ing

The New York Times

'Zoombombing' Becomes a Dangerous Organized Effort

"...as schools, businesses, support groups and millions of individuals have adopted Zoom as a meeting platform in an increasingly remote world, reports of 'Zoombombing' or 'Zoom raiding' by uninvited participants have become frequent.

While those incidents may have initially been regarded as pranks or trolling, they have since risen to the level of hate speech and harassment, and even commanded the attention of the F.B.I.

The weaponization of Zoom — a videoconferencing app that has become a de facto social platform for the coronavirus era — is the latest development in the story of online abuse, the kind playing out on social networks and darker, unmoderated corners of the internet."



. . . some groups, particularly women's meetings, are experiencing sexually predatory and violent behavior from meeting participants.

While this, too can happen in physical meeting rooms, the anonymity of the internet provides a shield for the predators. Fortunately, while not possible to maintain absolute security, there are a number of features available to keep meetings safe.*

(*From the article <https://aasfmarin.org/managing-meeting-participants> posted on the Intergroup Central Office serving San Francisco & Marin County.)

Keeping
your
meeting
safe...

SAFETY CARD FOR A.A. GROUPS

(The General Service Office has made this optional statement available as an A.A. service piece for those groups who wish to use it.)

Suggested Statement on Safety

Our group endeavors to provide a safe meeting place for all attendees and encourages each person here to contribute to fostering a secure and welcoming environment in which our meetings can take place. As our Traditions remind us, the formation and operation of an A.A. group resides with the group conscience. Therefore, we ask that group members and others refrain from any behavior which might compromise another person's safety.

Also, please take the precautions you feel are necessary to ensure your own personal safety, for example, walking to your car in a group after a meeting. If a situation should arise where someone feels their safety is in jeopardy, or the situation breaches the law, the individuals involved should take appropriate action. Calling the proper authorities does not go against any A.A. Traditions and is recommended when someone may have broken the law or endangered the safety of another person.

Service Material from the General Service Office

In the Zoom Settings section:

Scroll through the options in “Meetings” and change the following settings:

- ☐ Require encryption for third party endpoints
- ☐ Disable auto saving chats
- ☐ Disable file transfer
- ☐ Disable feedback to Zoom
- ☐ Disable end-o-meeting feedback survey
- ☐ Disable screen sharing
- ☐ Disable desktop/screen share for users
- ☐ Disable remote control
- ☐ Disable allow removed participants to rejoin
- ☐ Disable virtual background (while fun, some trolls have been showing up to online meeting *with violent and pornographic images as their background.*

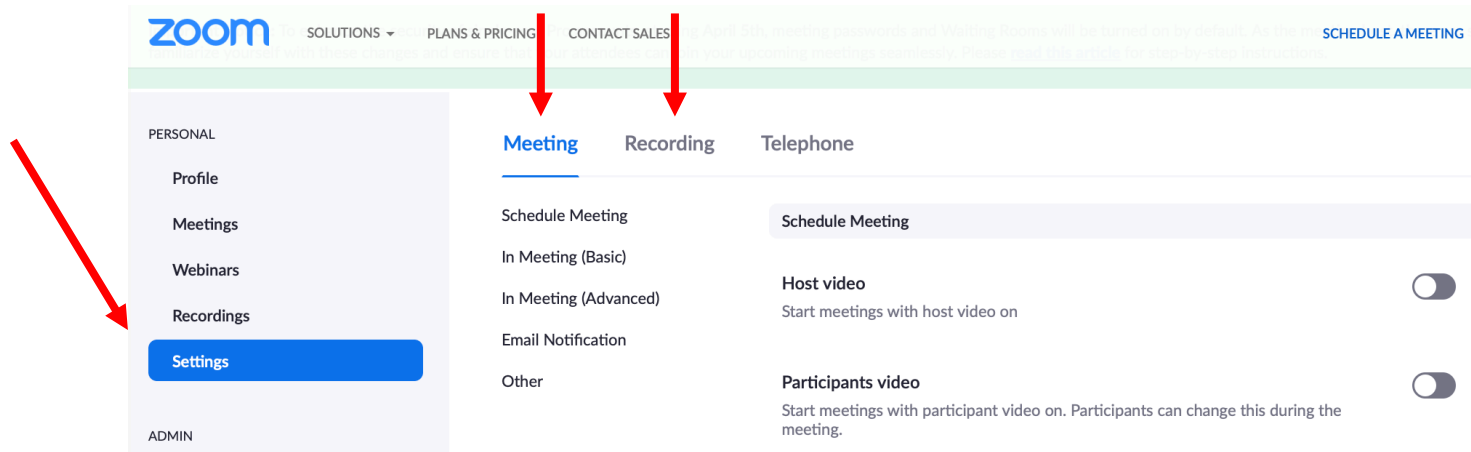
Excerpt from the article <https://aasfmarin.org/zoom-meetings-protecting-anonymity-default-settings> posted on the Intergroup Central Office serving San Francisco & Marin County.)

1st sign in at zoom.us

2nd check your anonymity



3rd control your destiny



Excerpt from the article <https://aasfmarin.org/zoom-meetings-protecting-anonymity-default-settings> posted on the Intergroup Central Office serving San Francisco & Marin County.)

Turn Off Recording

zoom

SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

Snapshot Management

> Account Management

> Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Meeting

Recording

Telephone

Recording

Local recording

Allow hosts and participants to record the meeting to a local file

☒ Hosts can give participants the permission to record locally

☐

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

☒ Record active speaker with shared screen

☐ Record gallery view with shared screen ?

☐ Record active speaker, gallery view and shared screen separately

☒ Record an audio only file

☒ Save chat messages from the meeting / webinar

Advanced cloud recording settings

☐ Add a timestamp to the recording ?

☒ Display participants' names in the recording

☒ Record thumbnails when sharing ?

☐ Optimize the recording for 3rd party video editor ?

☐ Save panelist chat to the recording ?

Automatic recording

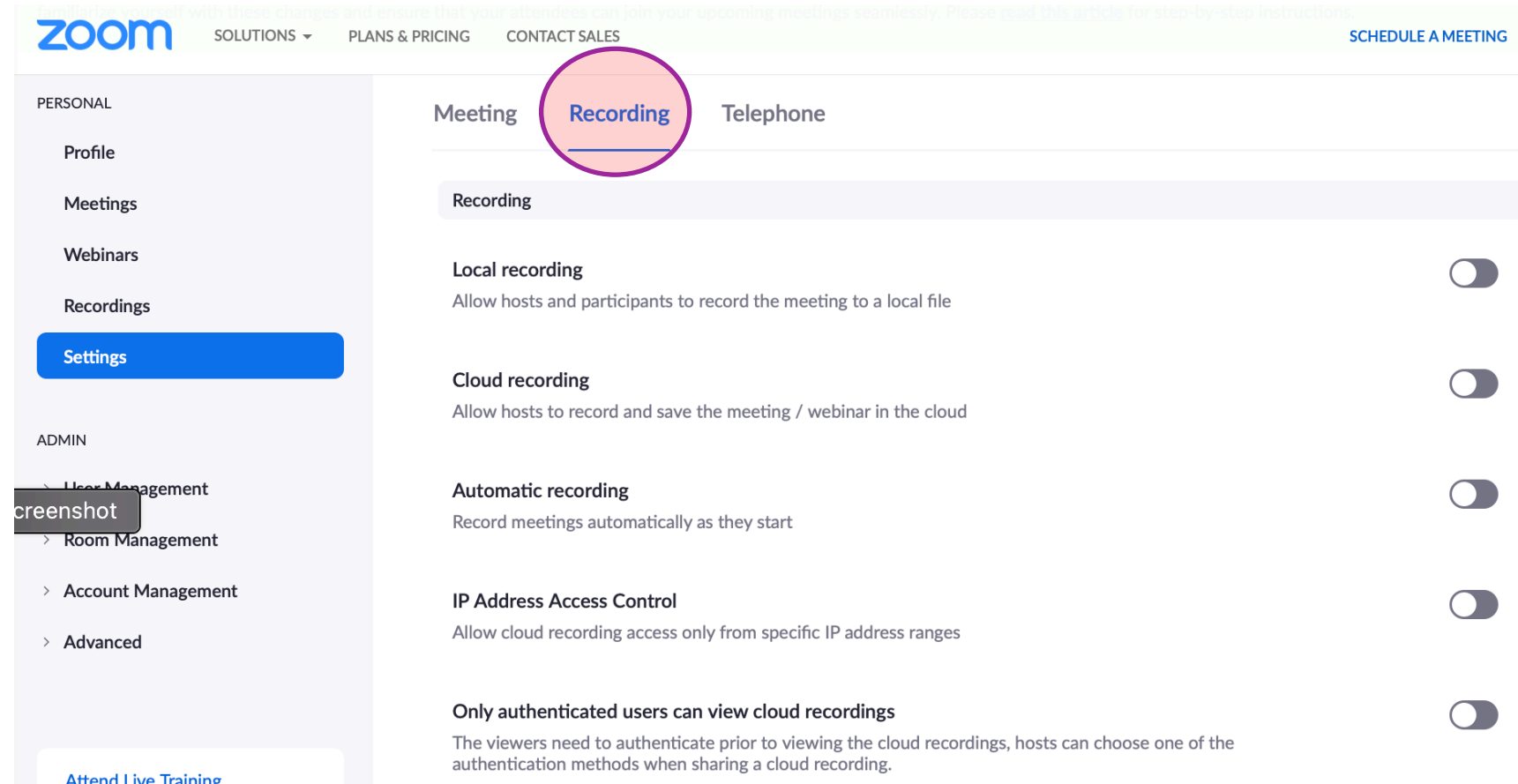
Record meetings automatically as they start

☐

In the Zoom Settings section:

Under the Recording subtab:

- Disable local recording
- Disable cloud recording
- Disable automatic recording

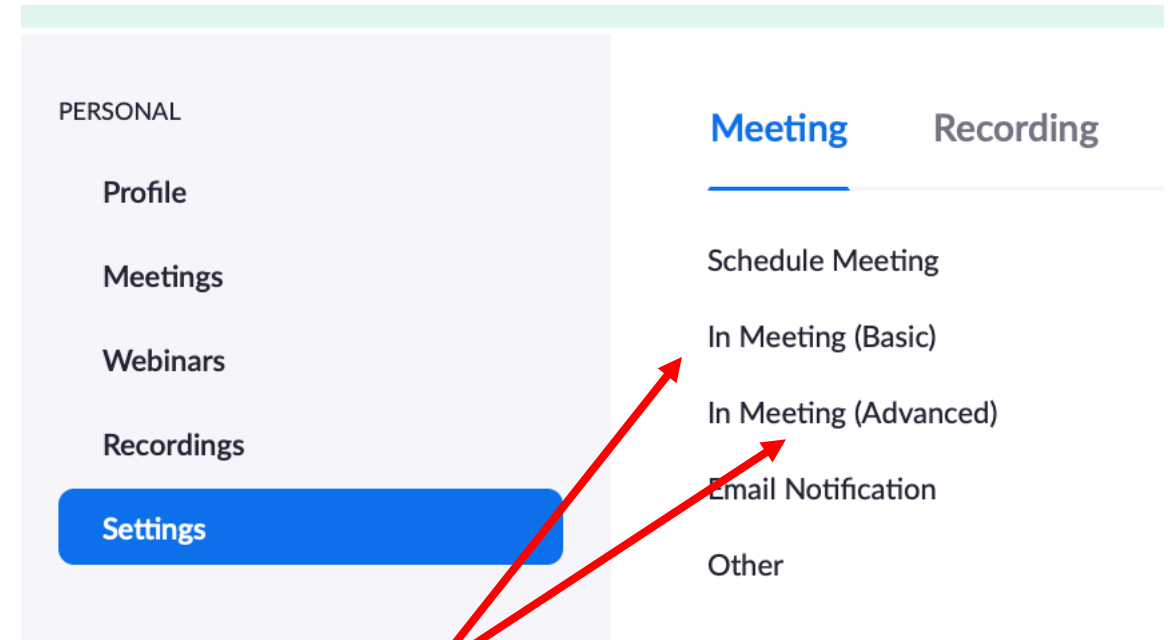


*excerpt from the article <https://aasfmarin.org/zoom-meetings-protecting-anonymity-default-settings> posted on the Intergroup Central Office serving San Francisco & Marin County.)

Set Safe Meeting Default Settings:

On the Zoom Settings page, turn off participant controls:

1. Sign into Zoom.us.
2. Click on the Settings link on the left.
3. On the right side of the page, in the “In Meeting (Basic)” section, and turn off:
 - Autosaving chats, file transfer, screen sharing, annotations, whiteboard, and remote control.
4. Go to the “In Meeting (Advanced)” section and turn off: virtual background, far end camera control, auto-answer group in chat.



*excerpt from the article <https://aasfmarin.org/managing-meeting-participants>
posted on the Intergroup Central Office serving San Francisco & Marin County.)

Set Safe Meeting Default Settings:

Identify a Meeting Chair AND a Co-Host

For starters, elect two to four co-hosts, depending on the size of the meeting. Co-hosts will take on the responsibility of maintaining order during the online meeting by managing the participants. This allows the meeting Chair to focus on the meeting, while the co-hosts focus on managing participants and the meeting controls. Co-hosts are assigned during a meeting and cannot start a meeting.

To assign a Co-Host:

1. Sign into Zoom.us.
2. Click on the Settings link on the left of the screen.
3. Scroll down to the Co-host option on the Meeting tab and verify that the setting is enabled.
4. Turn on Co-Host. If a verification dialog displays, choose Turn On to verify the change.

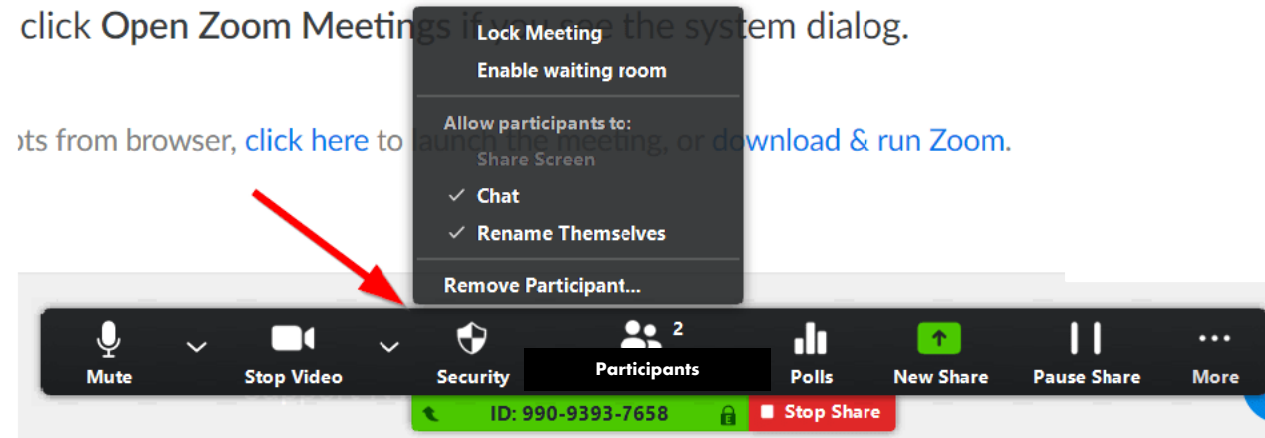
Excerpt from the article <https://aasfmarin.org/managing-meeting-participants> posted on the Intergroup Central Office serving San Francisco & Marin County.)

Zoom support article. <https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting>

Dealing with Disruptive Participants During a Meeting:

Security Window: Meeting hosts can access a Security window in Zoom to quickly remove participants, and turn on and off some controls to disrupt the disruptors, and put an end to their antics.

1. Go to the Security window at the bottom of the screen.
 2. Select "Remove Participant"
 3. Find the name of the disrupter by either scrolling or searching in the window.
- If you don't see the Security icon, then click on "Participants" and find the meeting problem child and click "More."



From this window, you can "Remove Participant," which is the quickest way to remove a meeting disrupter (or problem child). You can also turn off chat, sharing screens, and participant renaming from this window.

*excerpt from the article <https://aasfmarin.org/managing-meeting-participants> posted on the Intergroup Central Office serving San Francisco & Marin County.)

Dealing with Disruptive Participants During a Meeting:

Participants Window: The meeting Participants window offers control over most aspects of your meeting and those attending. Zoom has a 10 minute long video that is worth viewing for all meeting Chairs who will host Zoom meetings and anyone who plans to co-host a meeting as well.



<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting>

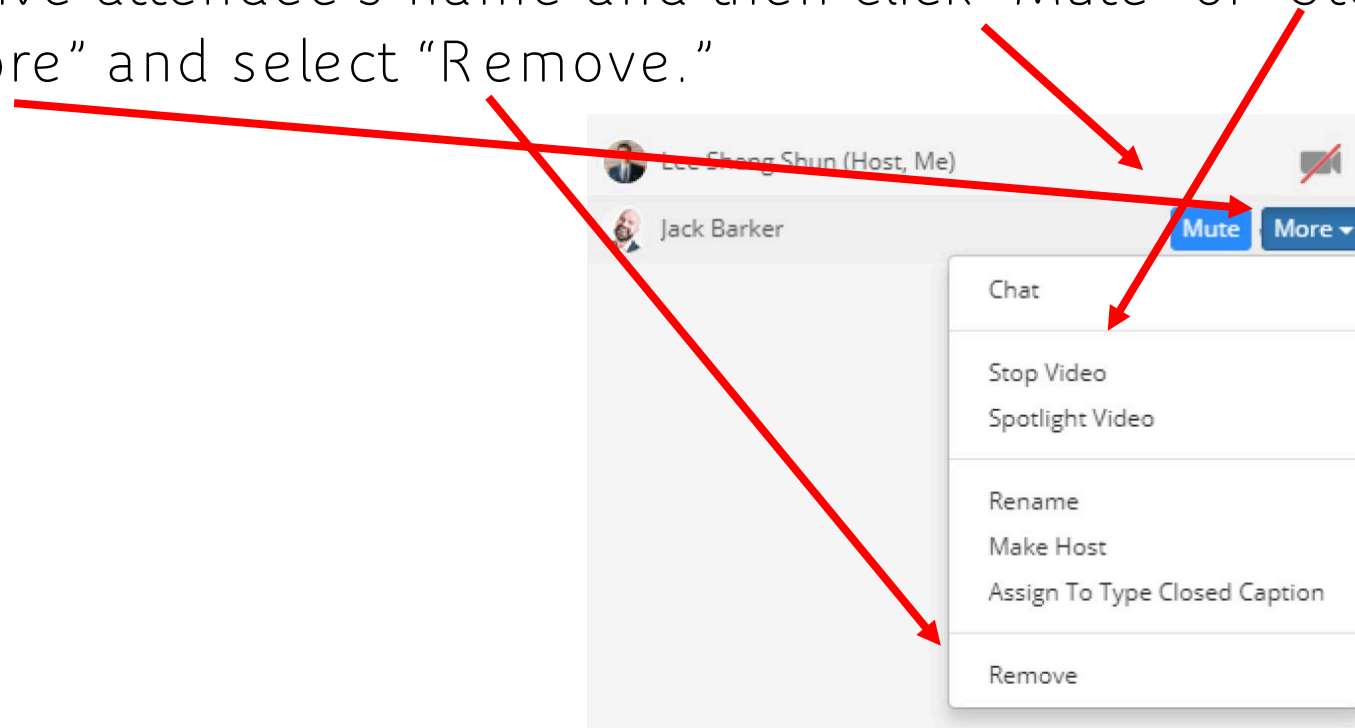
*citing the article <https://aasfmarin.org/managing-meeting-participants>
posted on the Intergroup Central Office serving San Francisco & Marin County.)

Dealing with Disruptive Participants During a Meeting:

Participants Window (- continued -)

In the “Security” window, you can also manage disruptive participants.

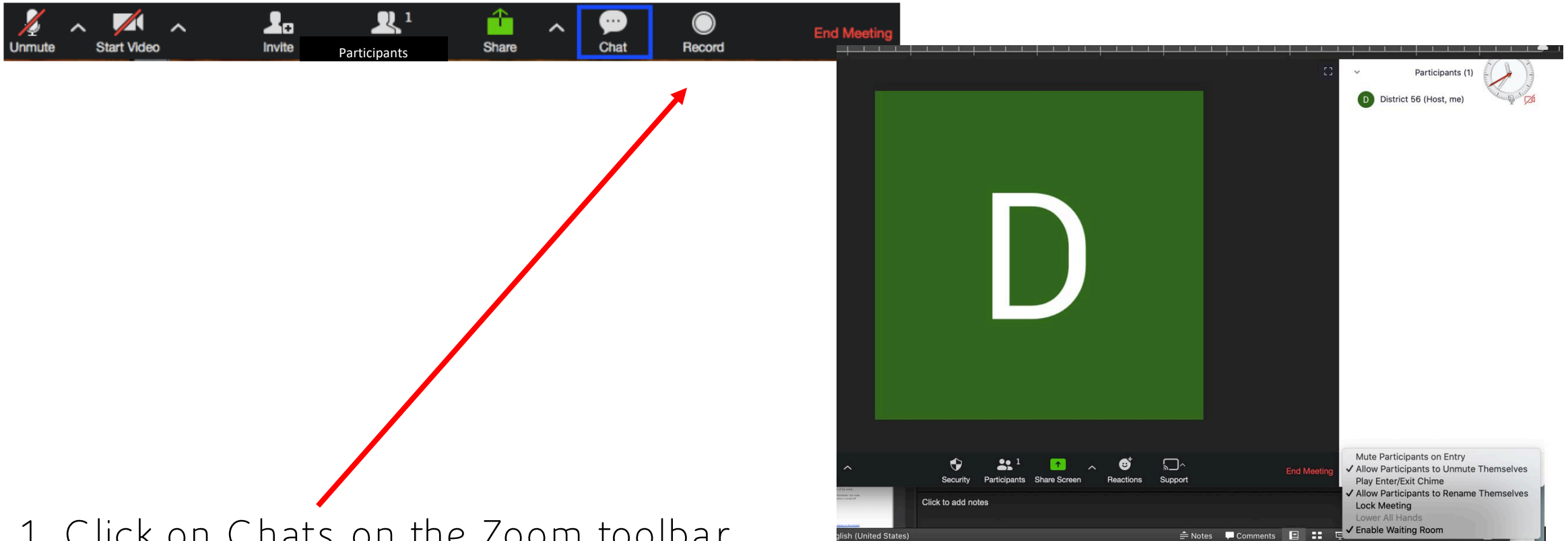
1. Click on “Manage Participants” on the Zoom toolbar.
2. Find disruptive attendee’s name and then click “Mute” or “Stop Video.”
3. Click on “More” and select “Remove.”



*excerpt from the article <https://aasfmarin.org/managing-meeting-participants>
posted on the Intergroup Central Office serving San Francisco & Marin County.)

Dealing with Disruptive Participants During a Meeting:

Chat Settings:



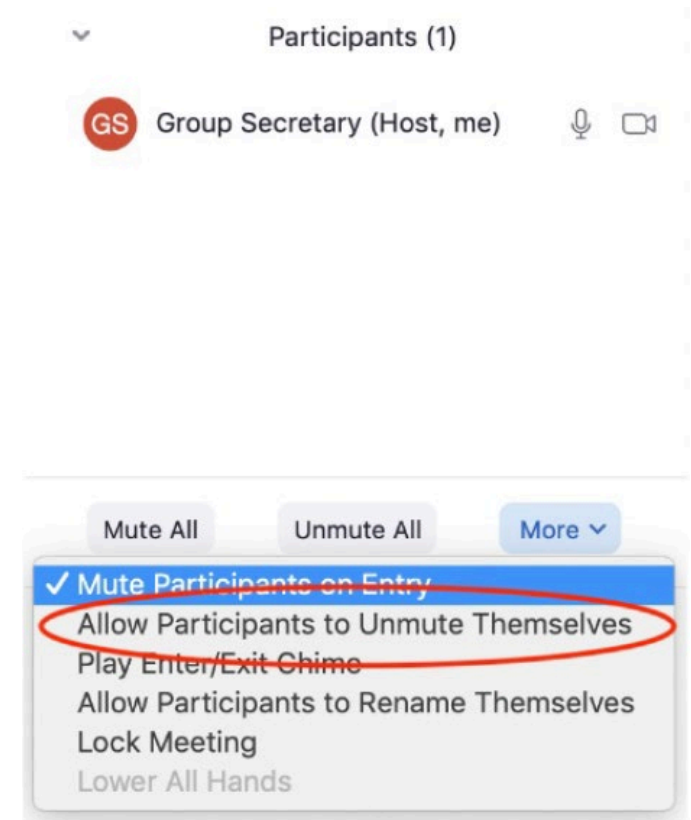
1. Click on Chats on the Zoom toolbar.
2. Click on the “More” button on the bottom of the Chat window.
3. Under “Allow Participants to Chat With” heading, select “Host Only” or “No One.”

*excerpt from the article <https://aasfmarin.org/managing-meeting-participants> posted on the Intergroup Central Office serving San Francisco & Marin County.)

Dealing with Disruptive Participants During a Meeting:

Turn Off Participants Ability to Mute/Unmute Themselves: This function will keep disruptive person from being able to unmute themselves and interrupt the meeting verbally. **BUT** it will also mean the host and cohost will have to manually unmute each speaker.

1. Go to the Participants window at the bottom of the screen.
2. Click on "More."
3. Uncheck "Allow Participants to Unmute Themselves"



*excerpt from the article <https://aasfmarin.org/handling-meeting-disruptions-in-the-moment>
posted on the Intergroup Central Office serving San Francisco & Marin County.)

Dealing with Disruptive Participants During a Meeting:

Prevent participant from Renaming Themselves: If people are using this function to make offensive slurs and/or use violent words visible on the Participants window, you can uncheck this option to prevent them from showing renaming.*

1. Go to the Security window at the bottom of the screen.
2. Click on "More."
3. Click on "Allow Participants to Rename Themselves" and make sure the check mark is removed so the function is turned off.

*Excerpt from the article <https://aasfmarin.org/handling-meeting-disruptions-in-the-moment> posted on the Intergroup Central Office serving San Francisco & Marin County.)

Plan ahead to ensure meeting set-up for anonymity and safety*

- ❑ take a group conscience regarding screen sharing, mute and unmute privileges, chat settings among participants and more.
- ❑ Make sure your Zoom meeting is set up for anonymity by disabling these settings.
- ❑ Ensure that all meeting Chairs have access to Host controls so they can take control of the meeting when the safety of the members is compromised.
- ❑ Train the host/Chair on how to kick out attendees who become disruptive.
- ❑ For closed meetings: Consider using a private Zoom meeting link for the meeting and send only to phone list members.
- ❑ Newcomers: Consider hosting newcomer meetings with public links, but enable the Waiting Room, so the host/Chair has to allow everyone in the meeting.
- ❑ Consider asking that your District and/or Intergroup reach out to local rehab centers and let them know about new safety protocols.

*From the following articles (links found on Resources page):

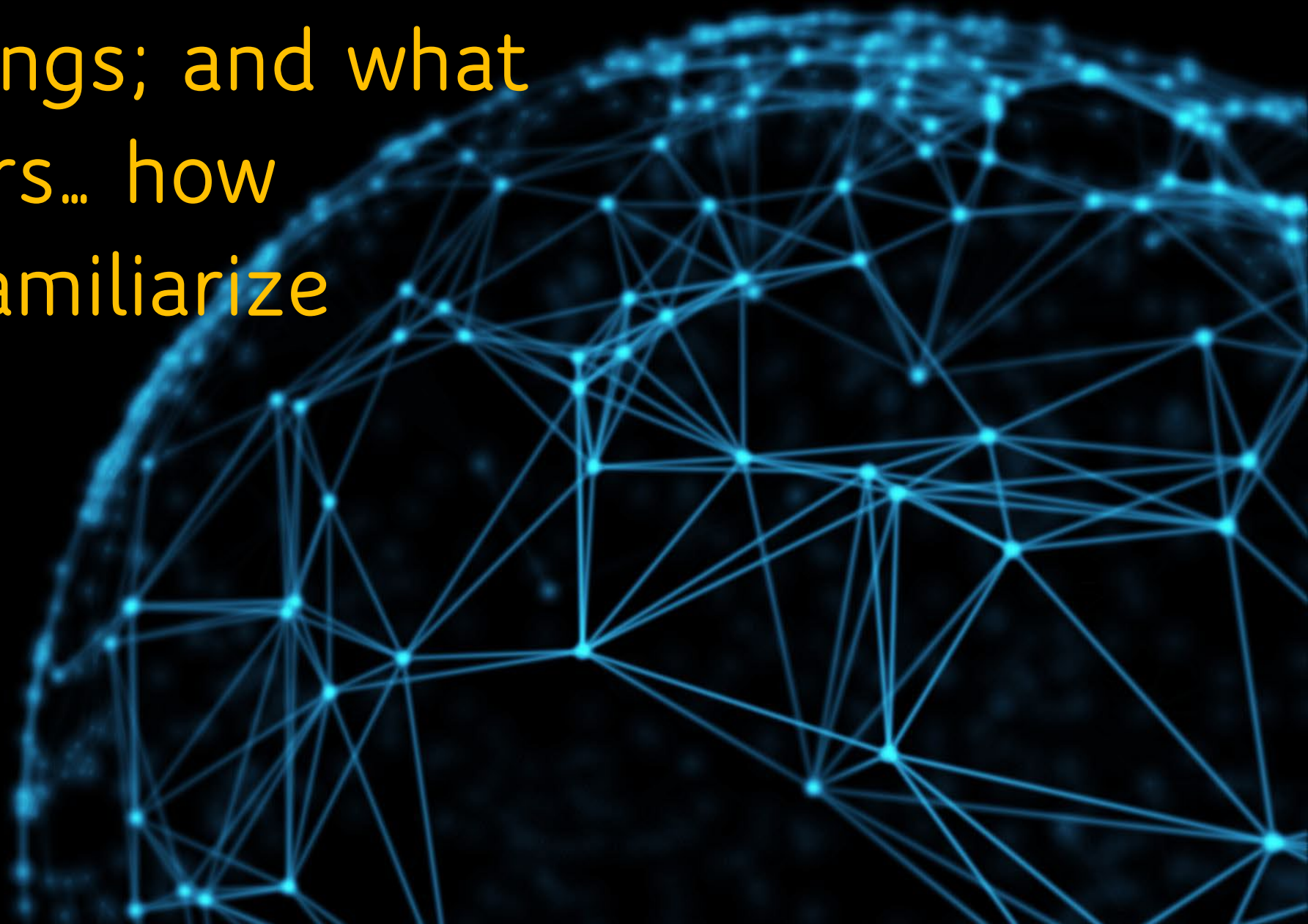
¹ Protecting Anonymity Default Settings” article posted on the Intergroup Central Offc. serving San Francisco & Marin Cty.)

² Zoom Blog securing your Classroom

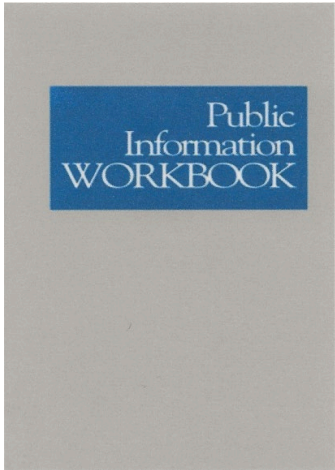
³ Zoom PDF Best Practices securing your Meeting

How can we help newcomers
find our meetings; and what
about oldtimers... how
can we help familiarize
them with the
technology?

Joe G and Rita S

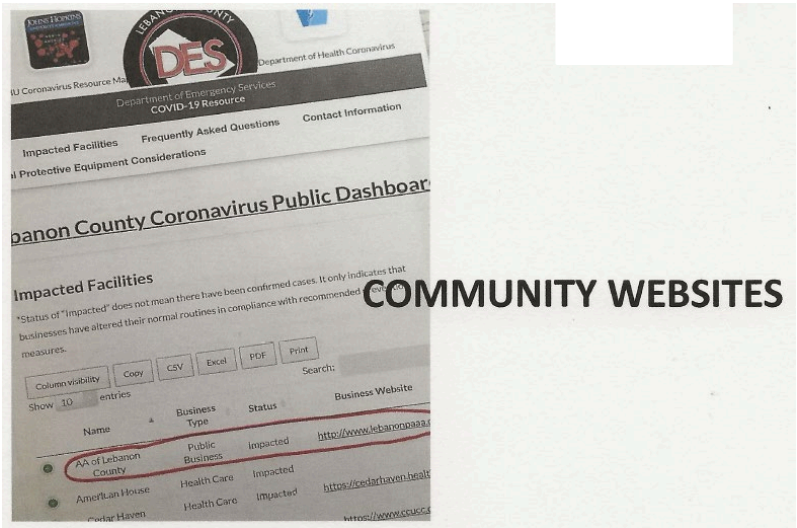


PUBLIC INFORMATION OUTREACH



GUIDE LETTERS

CORRECTIONS AND TREATMENT FACILITIES



COMMUNITY WEBSITES

Area 59 Public Information Initiative during COVID-19



Welcome to Alcoholics Anonymous
EASTERN PENNSYLVANIA GENERAL SERVICE AREA 59

We hope you will find the information that you are seeking here. If not, please do not hesitate to contact us to inquire.

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

COVID-19 PSA

AA Help During CoVid-19

Information related to COVID-19 And the Area 59 Committee



Information about AA

Information for the Professional Community, Legal, Medical and others interested in learning more about AA

Information



Need Help?

Is alcohol becoming a problem in your life? Do you think you may be an alcoholic? This is information for those seeking help for themselves or others.

Need Help?



Member Services

All member service information is available here including the calendar of events, structure information and all reports.

Members

AA HELP DURING COVID-19

www.aasepia.org (215) 923-7900	Southeastern PA
www.aalv.org (610) 882-0558	Allentown/Bethlehem/Easton
www.hanoverintergroup.org (717) 451-3991	Hanover, Chambersburg, Adams, Fulton & Franklin Counties
www.readingberksintergroup.org (610) 373-6500	Berks County, Reading area
www.aaintergroupnepa.org (570) 654-048 (800) 640-7545	Scranton/Wilkes-Barre, Northeastern PA
www.lancasteraa.org (717) 394-3238	Lancaster County, Lancaster area
www.aaharrisburg.org (717) 234-5390	Harrisburg area
www.york-pa-aa.org (717) 854-4617	York area
www.poconointergroupaa.org (570) 424-8532	Pocono Mountain area
www.lebanonpaaa.org (233) 322-9305	Lebanon County
www.district43.com (814) 237-3757	Centre and Clinton Counties, State College Area
www.aa46.org (570) 478-3712	Toga & Western Bradford Counties; Wellsboro, Mansfield, Westfield Blossburg, Liberty, Tioga, Troy, Morris, Covington
www.district48aa.org (866) 671-6130	Lycoming County and Greater Williamsport area.
www.district58area59aa.org (800) 659-4558	Schuylkill County & Southern Northumberland County
Information Line (814) 643-0623	Huntingdon, Lewistown, Orbisonia area in Mifflin County

Area 59 Public Information Initiative during COVID-19

Radio PSA



The screenshot shows the homepage of the Area 59 website. At the top, there is a header with the Area 59 logo and a city skyline. Below the header, a welcome message reads: "Welcome to Alcoholics Anonymous EASTERN PENNSYLVANIA GENERAL SERVICE AREA 59". A red line of text states: "We hope you will find the information that you are seeking here. If not, please do not hesitate to contact us to inquire." A paragraph of text describes Alcoholics Anonymous as a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. Below this, there are three main sections: "COVID-19 PSA" with a blue button, "AA Help During CoVid-19" with a blue button and a hand icon, and "Information related to COVID-19 And the Area 59 Committee". At the bottom, there are three columns of information: "Information about AA" with an information icon, "Need Help?" with a life preserver icon, and "Member Services" with a group of people icon. Each column has a red button at the bottom: "Information", "Need Help?", and "Members".

Newspaper PSA



IF YOU WANT TO DRINK
That's **YOUR** business.
IF YOU WANT TO STOP
That's **OUR** business.
WE CAN HELP

Even during the Covid-19 Crisis
Alcoholics Anonymous of Eastern Pennsylvania is
AVAILABLE FOR HELP
visit: www.area59aa.org

Click on the link "AA Help during Covid-19"
Find online meetings and hotline numbers
for your county or region.
or
SCAN THE QR CODE BELOW



There is a SOLUTION.



During the Covid-19 Crisis
Alcoholics Anonymous of Eastern Pennsylvania
IS AVAILABLE FOR HELP
Visit: www.area59aa.org

Click on the link "AA Help during Covid-19"
Find online meetings and hotline numbers
for your county or region
in the eastern half of Pennsylvania.

OR SCAN THE QR CODE BELOW



If you want to drink, that's your business.
If you want to stop, that's our business.
There is a solution. We can help.

www.area59aa.org
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Public Bulletin Board PSA

Prepare for the Newcomer

- **Meeting locations**- Post a notice with hotline, website information to find meetings online. Service opportunity for members to volunteer to be present for a potential newcomer.



- **Contact local hotline coordinator about the PSA Initiative-**



Prepare for the Newcomer

- **Meetings-** Extend the hand of AA and welcome the newcomer. Explain anonymity, breakout rooms for males and females. Practice unity with accommodations for sign language/interpreters.

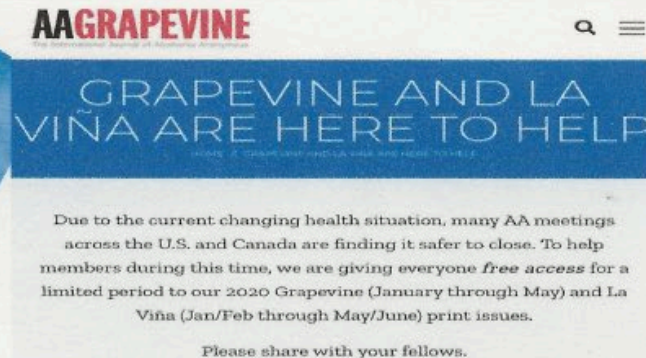
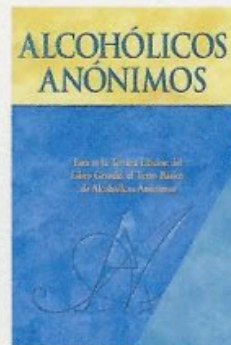


Prepare for the Newcomer

- **Other Tools-** Help with recovery by informing the newcomer about the AA Meeting App, Assist with Literature, 2020 Grapevine/La Vina issues, Email Sign-up for Area 59, GSO Website, Outside Help.



MEETING GUIDE



Discussion: what are the consequences of groups continuing to meet in-person during the pandemic?

Rita S and Will U



A COVID-19 LESSON



This picture from World War II, a soldier carrying a donkey. It is not that the soldier loves donkeys or has some sort of perversion. What's happening is that the field is mined and that if the donkey was free to wonder as it pleased, it would likely detonate a charge and kill everyone. The moral of the story is that during difficult times the first ones you have to keep under control are the jackasses who don't understand the danger and do as they please.

BEST PRACTICES AND CONSIDERATIONS:

1. County, state and CDC and health department guidelines and recommendations.
2. Contingency plan.
3. Allow for social distancing.
4. Inform the group if exposed to Covid-19.
5. Stay home if sick or exposed to Covid-19.
6. Disinfect commonly used areas.
7. Refrain from shaking hands and hugs.
8. Wear masks and wash hands.
9. Refrain passing items like the 7th Tradition basket..
10. Do not serve coffee or food.
11. Respect others' choices about the precautions they are taking.
12. Inform attendees about access to online meetings.
13. Once suspended meetings return to face to face, continue best practices to protect our members who are immune compromised or at a higher risk for complications.

Once locations are open and more groups decide to resume face to face meetings, it is suggested that the best practices continue to be followed. We have members among us who are immune compromised or at higher risk of complications from being infected from Covid-19.

Resources (A.A. Literature).

Understanding Anonymity
(pamphlet)

https://www.aa.org/assets/en_US/p-47_understandinganonymity.pdf

A.A. Guidelines on Internet

https://www.aa.org/assets/en_US/mg-18_internet.pdf

Anonymity Online (service materials)

https://www.aa.org/assets/en_us/smf-197_en.pdf

Anonymity Card

https://www.aa.org/assets/en_us/f-20_anonymitycard.pdf

Anonymity in Digital Age
(flyer/placard)

https://www.aa.org/assets/en_US/en_anonymityplacard.pdf

Safety Card

https://www.aa.org/assets/en_us/f-211_SafetyCardforAAGroups.pdf

Safety in A.A. (service materials)

https://www.aa.org/assets/en_US/smf-209_en.pdf

Twelve Traditions Illustrated

https://www.aa.org/assets/en_US/p-43_thetwelvetradiillustrated.pdf

A.A.'s Legacy of Service

https://www.aa.org/assets/en_US/p-44_AAWSlegacy.pdf

Resources:

“How to Move to an Online Meeting...” Article posted on the Intergroup Central Offc. Serving San Francisco & Marin Cty.)

<https://aasfmarin.org/how-to-move-an-a-a-meeting-online-in-5-simple-steps>

Zoom PDF Best Practices securing your Meeting:

<https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf>

Zoom Blog securing your Classroom:

<https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/>

“Protecting Anonymity, Default Settings” Article posted on the Intergroup Central Offc. serving San Francisco & Marin Cty.)

<https://aasfmarin.org/zoom-meetings-protecting-anonymity-default-settings>

“Zoombombing Becomes a Dangerous Organized Effort” Lrenz, Taylor & Alba, Davey, New York Times, April 3, 2020

“Managing Meeting Participants” Article posted on the Intergroup Central Offc. serving San Francisco & Marin Cty.)

<https://aasfmarin.org/managing-meeting-participants>

Zoom Support article: <https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting>

“Handling Meeting Disruptions in the Moment” Article posted on the Intergroup Central Offc. serving San Francisco & Marin Cty.) <https://aasfmarin.org/handling-meeting-disruptions-in-the-moment>

To summarize, when hosting a meeting online, it is suggested that each group ...

Which service to use?

- ☐ read and understand the privacy & data policies, and service agreements of the platform/application you will be using
- ☐ discuss anonymity concerns important to the group, and adjust privacy settings to address those concerns
- ☐ discuss safety, and take preventative measures; dig deep into "setting" and turn the appropriate ones on/off to safeguard your meeting
- ☐ consider how the group will continue to carry the message to the newcomer
- ☐ discuss how the move online will impact our Traditions, and what can be done to continue to follow them
- ☐ plan ahead: discuss and develop a game plan to deal with disruptive attendees and/or "zoombombers"