

Alcoholics Anonymous
District 30 (cna30.org)
PO Box 43, Murphys, CA 95247

March 31, 2020

GUIDELINES/SUGGESTIONS

Some suggestions and guidelines for conducting a video-conferencing AA meeting:

Setting Up a Meeting:

- See tutorial/key information at support.zoom.us.
 - BLOCKING “ZOOMBOMBERS” or “TROLLS”: Turn off sharing screens so they cannot post something you do not want on the meeting screens. (This has happened in some Bay Area meetings.)
 - Go to Settings and click Meetings. Here there are basic and advanced “in-meeting” settings which control what participants are able to do. You can block screen sharing, remote control, file sharing, mute all microphones, or block re-entry of removed people.
 - Co-Hosts (Optional): Can share screens, talk and control the settings of chat from their computer. If there is trouble, the Co-Host (if Host and Co-Host are attending together) can be the responsible member to any meeting disruption by an outsider.

The following information was taken from another AA member’s expertise and experience:

Conducting a Meeting:

- As a Secretary/Host, you cannot just "join" your meeting by clicking on the link. You have to log into the Zoom website and start the meeting officially. Please review any updated instructions for your online meeting platform.
- DO NOT LOG INTO THE ZOOM ACCOUNT UNLESS YOU ARE READY TO START YOUR MEETING, WHICH SHOULDN'T BE EARLIER THAN 15 MINUTES PRIOR TO YOUR MEETING - This is huge! A couple of meetings have been cut off because people were starting the wrong meetings, while real meetings are going on.
- Please be mindful of all the participants and mute people throughout the meeting that are not sharing. People will un-mute themselves to talk and forget to mute themselves when they are done, so you will need to mute yourself when other people are talking, and do not comment while people are sharing.
- Do not call people by their last name if that is not on the display. Address people with the name they have identified as. Of course, if their name is displaying as their phone number or phone name, you can offer to rename them or instruct them on how to rename themselves, if they want to.
- When you are secretary, make sure to officially end the meeting for all at the end, as some people are staying on, and the next meeting can't start.
- Make sure to log out of the internet meeting account when your meeting is over. If you do not log out and you try to join a meeting as a participant, you could accidentally take the Secretary/Host role.
- Before the meeting starts if you anticipate any technical difficulties please ask for a backup to take over. You can make another member the host if needed.