

Central Group Guidelines

(As of May 2013)

1. Group Elections

- a) **All Central Group Trusted Servant positions** shall be for a one (1)-year term, with the exception of the GSR and Alternate GSR positions which shall be a two (2)-year term. The GSR and Alternate GSR positions shall be elected in even-numbered years.
- b) **Nominations for Trusted Servant positions** shall be held in November at the regularly-scheduled Business Meeting, and elections shall be held in December at the regularly-scheduled Business Meeting. The newly-elected Trusted Servants shall begin their term on January 1st, and shall end their term on December 31st.
- c) **Sobriety requirements:**
 - (1) **Secretary** - one (1) year of sobriety
 - (2) **Recording Secretary** - six (6) months of sobriety
 - (3) **General Service Representative (GSR)** - one (1) year of sobriety
 - (4) **Alternate GSR** - six (6) months of sobriety
 - (5) **Treasurer** - one (1) year of sobriety
 - (6) **Co-Treasurer** - one (1) year of sobriety
 - (7) **Literature Representative** - six (6) months of sobriety
 - (8) **Intergroup Representative** - six (6) months of sobriety
 - (9) **Alternate Intergroup Representative** - six (6) months of sobriety
 - (10) **Grapevine Representative** - six (6) months of sobriety
- d) **We have found over the years that sobriety alone should not be used as the only measure for office.** Other attributes should be considered, such as:
 - Is the nominee involved with Central Group, and does the nominee call Central Group their home group?
 - Does the nominee have a true desire to give back what they have received?
 - Does the nominee have a sponsor?
 - Is the nominee walking their talk?
- e) **During the election process** in December, the nominees shall be asked to qualify for the position they are running for.
- f) **Voting** shall be by simple majority, and if more than one person is nominated for any Trusted Servant position, voting for that position shall take place by secret ballot. The Group Secretary shall appoint two (2) non-Trusted Servants and non-Trusted Servant Nominees to count the ballots.
- g) **Any Central Group member may submit an absentee ballot** prior to the December Business Meeting if they are unable to attend.
- h) **If any Trusted Servant (elected or appointed) relapses** during his/her term, he/she shall be asked to immediately step down.

2. Trusted Servants - Elected Positions

A. GROUP SECRETARY

- 1. It is suggested the Secretary possess a computer and have access to the Internet and be familiar with the following:**
 - a) A.A. Group Pamphlet 100M GSO
 - b) Inside A.A. Pamphlet P-18
 - c) Concepts Checklist, found at www.AA.org
 - d) Group Information Change Form, F-28 (Online Submittal)
 - e) A basic understanding of online banking
 - f) A basic understanding of Roberts Rules of Order
- 2. The outgoing Secretary shall turn over to the incoming Secretary the following:**
 - a) The user name and password for both the centralgroupjax@yahoo.com email account and the Wells Fargo online bank accounts
 - b) The Central Group Archive
 - c) All Central Group records and pertinent items in his/her possession
- 3. Bank Signature Cards/Online Banking**
 - a) As soon as possible, the Group Secretary, Treasurer and Co-Treasurer shall all meet at the bank to fill out new signature cards.
 - b) For checks and balances purposes, the Secretary will establish a regular interval for going online to Well Fargo banking and looking for any inconsistencies between the Treasurer's Report and the three Central Group Accounts.
- 4. Group Conscience / Business Meeting / Trusted Servants**
 - a) The Secretary shall act as the facilitator of the Business and Group Conscience Meetings (with the exception of the Group Inventory Group Conscience meeting), and, if the Secretary is indisposed, may appoint an alternate who has at least one (1) year of sobriety.
 - b) The Secretary (or if the Secretary is unavailable, the person designated by the Secretary) does not cast a regular vote, and shall only vote in order to break a tied vote.
 - c) The meeting should be kept as informal as possible, but the chairperson may invoke Roberts Rules of Order if the meeting becomes too passionate or argumentative.
 - d) Whenever possible, the Secretary shall distribute by all means available the meeting agenda approximately one (1) week prior to the Business Meeting.
 - e) The Secretary shall maintain a Contact List of all Trusted Servants (subject to each Trusted Servant's approval), containing each Trusted Servant's phone number(s) and email address(es), and distribute a copy to each Trusted Servant. The Secretary shall also update and redistribute the List as necessary should any position become vacant before the end of his/her term, or should anyone step down in the middle of his/her term, and another Trusted Servant be added in his/her place.
 - f) Conduct a group inventory once a year.

5. Meeting Minutes and E-Mail

- a) The Secretary shall review the Minutes sent from the Recording Secretary, and makes any necessary changes, and
- b) Email the Minutes (and monthly Financial Statement) to the “Minutes” email group from the CentralGroupJax@yahoo.com email account (all email addresses shall be listed on the BCC line only). The Secretary shall also print out three (3) copies of the Minutes (with Financial Statement attached), and post one (1) on the upstairs Bulletin Board, one (1) on the downstairs Bulletin Board, and insert one into the Archive Minute Book (located at the San Marco Clubhouse), and
- c) Maintain the CentralGroupJax@yahoo.com email account, and respond to emails as soon as possible, and
- d) Maintain the Central Group Minute Book (as well as keep current the Archives copy located at the San Marco Clubhouse), and
- e) Distribute by all means available all service opportunities that become available throughout the year.

6. Trusted Servant Communication

- a) The Secretary shall inform, as soon as possible, all Trusted Servants of any and all changes to:
 - 1) Trusted Servant officers;
 - 2) Central Group matters that need to be dealt with immediately and which cannot wait until the next Business Meeting;
 - 3) Financial problems; and
 - 4) San Marco Club matters that need to be dealt with immediately and which cannot wait until the next Business Meeting;

7. Annual Fish Fry

- a) The Secretary shall coordinate with the Annual Fish Fry Committee Chairperson(s) regarding posting flyers at the San Marco Clubhouse, ensuring that all Clubhouses in Jacksonville and surrounding areas receive a copy of the Flyer at least one (1) month prior to the Fish Fry.
- b) The Secretary shall direct the Co-Treasurer to issue signed blank checks to the Fish Fry Planning Committee Chairman to make all purchases for the Fish Fry. The Fish Fry Committee Chair(s) shall turn in all receipts to the Treasurer as soon as possible after purchases.
- c) The Secretary shall update the Archives for the Fish Fry (sign-in books, flyers, History handout, etc) after each Fish Fry.

8. Announcements

- a) The Secretary shall check the downstairs clipboard regularly and ensure that all announcements are kept to a minimum, and that all Central Group activities are included with the announcements.
- b) The Secretary shall post Announcements/Flyers (as well as on the downstairs clipboard) of upcoming Business Meetings at least three (3) days prior to the meeting.
- c) The Secretary shall post Announcements/Flyers (as well as on the downstairs clipboard) at least thirty (30) days prior to calling a Group Conscience meeting.

B. RECORDING SECRETARY

The Recording Secretary shall be a one (1) year position. Responsibilities include:

- 1) The Recording Secretary must have access to a computer and the Internet.
- 2) The Recording Secretary shall take notes at each Group Conscience/Business Meeting, and shall prepare typewritten Minutes.
- 3) The Minutes shall be emailed to the Group Secretary as soon after the Group Conscience/Business Meeting as possible.
- 4) The Recording Secretary shall keep and maintain the Minute Book (located at the San Marco Clubhouse), which shall contain all of the current year and previous years' Minutes and Financial Statements.
- 5) The Recording Secretary shall inform the incoming Recording Secretary where the Minute Book is located at the San Marco Clubhouse before the January Business Meeting, and shall also give the incoming Recording Secretary a CD containing all Minutes that he/she recorded during his/her tenure.
- 6) In the event of his/her absence, the Group Secretary shall be responsible for finding someone else to take notes at the Business Meeting, who shall pass said notes to the Group Secretary for preparation (typing and forwarding same to the Central Group membership, as stated in 2.A.5. above).
- 7) The Recording Secretary shall update the Central Group Guidelines whenever a Motion is passed that changes/alters these Guidelines. The latest copy of the Central Group Guidelines shall be kept in the Meeting Format Notebooks (both upstairs and downstairs), and may be viewed by any Central Group Member at any time.

C. TREASURER

- 1. It is suggested that the Treasurer possess a computer and have access to the Internet and be familiar with the following:**
 - a) A.A. Guidelines, Finance MG-15 GSO, and
 - b) The A.A. Group Pamphlet 100M GSO, and
 - c) The A.A. Group Treasurer Pamphlet F96 55M GSO, and
 - d) A basic understanding of bookkeeping, and
 - e) A basic understanding of Microsoft Excel, and
 - f) A basic understanding of online banking.
- 2. The outgoing Treasurer shall turn over to the incoming Treasurer the following:**
 - a) Past three (3) years of electronic files of donations, reports and literature spreadsheets.
 - b) Past three (3) years of Donation Receipts (white copy) and Receipt Books (yellow copy).
 - c) Past three (3) years of all other Receipts and Reports in his/her possession.
 - d) One (1) Debit Card and the username and password for online banking.
- 3. Bank Signature Cards**
 - a) As soon as possible, the Group Secretary, Treasurer and Co-Treasurer shall all meet at the bank to fill out new signature cards. At that time, the Treasurer shall order a new Debit Card that must have the Treasurer's name on it and, upon receipt, destroy the old Debit Card and Pin Number information.
- 4. General Money Flow**
 - a) The current checks and balance system has worked well for years and most members are familiar with it. This system starts with each Meeting Chairperson, who is responsible for taking all donations collected to the Snack Bar, to count the money

collected during the meeting, fill out a Receipt, put the money and the Receipt in an envelope, and place it in the strong box. (*The Treasure then becomes responsible for all monies that have a Receipt written in the Receipt Book.*) The Treasurer or Co-Treasurer shall empty the strong box every five (5) to seven (7) days and deposit all money in the Bank as soon as possible. Under no circumstances shall the money be stored in someone's home or car.

5. Literature

- a) The Central Group does not sell books or other literature due to state tax collection laws and requirements. Central Group does, however, provide A.A. pamphlets and recovery chips to our members and the general public at no cost.
- b) For discount purposes, the Treasurer shall give the Literature Representative all necessary Debit Card information for the purpose of ordering literature from A.A. World Services. *The Treasurer and Co-Treasurer shall not give out the Pin number to anyone.*

6. Procedures

- a) When the Treasurer empties the strong box, it is a good idea to look through the Receipt Book to make sure there is a written Receipt for all meetings since his/her last pick-up. If there is a meeting missing, make a note of that for when the money is counted.
- b) The Treasurer will count all money from the meeting and literature envelopes and reconcile with the Receipt Book. If there is a mistake, the Treasurer shall line through the amount on the Receipt and write in the correct amount underneath what is written, and initial it (this happens 2 to 3 times a month).
- c) If there is an envelope missing *without* a Receipt in the Receipt Book, the Treasurer should contact the person who chaired that meeting and resolve the issue. If there is an envelope missing *with* a Receipt in the Receipt Book, the chairperson may have put the envelope in either the San Marco Club or Al-Anon strong box. (To date, when this has happened, when they catch it they will put it into the Central Group's strong box.)
- d) The Treasurer shall enter all reconciled Receipts (white copy) into the Excel "donation spreadsheet". At this time, it is a good idea to arrange the Receipts *by meeting* during the week and *by day* during the weekend. At the end of the month, store Receipts for audit purposes.

7. Monthly Report

- a) The Treasurer shall submit a report at the monthly Business Meeting in accordance with current guidelines and the Group's specific request.

8. Online Banking

- a) Wells Fargo is the current bank for Central Group and has online banking capabilities.
- b) To date and for the purposes of checks and balances, the Group Secretary, Treasurer and Co-Treasurer are the only officers to have the user name and password for online banking.
- c) The Co-Treasurer should pay the rent online and endeavor to pay all bills online, whenever possible.

9. Previous Motions Passed by Central Group Trusted Servants:

- a) The following requirements are a result of motions that have been passed over the years and can be obtained from the Group Recording Secretary.
 - 1) All funds disbursed except discretionary must be approved by group conscience.

- 2) Day-to-day operating costs are approved for disbursement, *i.e.*, literature, office supplies, birthday cakes, website hosting.
- 3) At their discretion, the Group Secretary, Treasurer and Co-Treasurer may approve a one-time disbursement up to \$100.00.
- 4) The GSR is allowed travel and lodging up to \$250.00 to attend the Area Assembly meeting (which meets quarterly).
- 5) The Prudent Reserve shall be maintained in a separate account, which by previous vote shall be no less than \$10,000, and shall be disbursed by group conscience only.
- 6) The Treasurer shall endeavor to maintain and have \$4,000.00 in the operating fund at the end of each month.
- 7) The Treasurer shall maintain a separate seed account for the Annual Fish Fry and transfer monies to said account so as to have \$2000.00 on hand by February for disbursement in April.
- 8) The Co-Treasurer shall write a check monthly for all monies over \$4,000.00 in the operating account in accordance with Conference-approved guidelines, using the 50/30/10/10 giving ratio, as follows... 50% to Intergroup, 30% to GSO, 10% to Area, and 10% to District. This giving ratio can only be changed by the group conscience.

D. CO-TREASURER

The Co-Treasurer position was created as a check and balance for the Treasurer. The main function of the Co-Treasurer is to write the checks, as requested by the Treasurer.

1. The Co-Treasurer shall have access to the online banking account, and should periodically check it to ensure that the actual amount coming in and out of the account accurately reflects what the Treasurer is reporting to the Group.
2. Each check written must have a completed receipt stub to the left of the check in the checkbook.
3. All receipts shall be placed into the pocket of the checkbook and be turned over to the Treasurer upon request.
4. At the end of the month and before the Business Meeting, the Co-Treasurer will send the Treasurer an email to the Treasurer, stating the following for each check written during the month:
 - a) Who the check was made out to (Payee);
 - b) Check number;
 - c) The date the check was written; and
 - d) The amount of the check
5. At the end of each month, the Treasurer will tell the Co-Treasurer how much money is to be distributed to AA, according to the suggested 50/30/10/10 giving ratio adopted by Central Group (Central Group contributes 50% to Intergroup, 30% to GSO, 10% to the Area Service Conference, and 10% to District 1). The amount of money to be contributed will be the amount in the checking account over and above \$4,000.00 (making sure that all checks have cleared, and that the amount in the checking account above \$4,000.00 is accurate).

Intergroup and GSO Addresses:

GSO

General Service Board
PO Box 459
Grand Central Station
New York, NY 10164

Northeast Florida Intergroup

3128 Beach Boulevard
Jacksonville, FL 32207

North Florida Area Conference of Alcoholics Anonymous (NFAC)

This address will change as new Treasurers take office

District One Treasurer

This address will change as new Treasurers take office

E. GENERAL SERVICE REPRESENTATIVE (GSR)

The GSR shall serve a two (2) year term, elected at Group Election in even-numbered years. Responsibilities include:

1. Represent Central Group at district and area general service assemblies.
2. Keep the Group members informed about general service activities in the local area.
3. Receive and share with the Group all mail from Area and GSO, including the newsletter, Box 459.
4. It is suggested that the GSR also consult the AAWS Service Manual for a list of other responsibilities/concerns.
5. The GSR shall have access to the email account to ensure that all email communication is in keeping with the 12 Traditions of Alcoholics Anonymous.

F. ALTERNATE GENERAL SERVICE REPRESENTATIVE (ALTERNATE GSR)

The Alternate GSR shall serve a two (2) year term, elected at Group Election in even-numbered years. The Alternate GSR is elected in the event that the GSR may be unable to attend all district and area meetings. As needed, the Alternate GSR will:

1. Represent the Group at district and area general service assemblies.
2. Keep Group members informed about general service activities in the local area.
3. It is suggested that the Alternate GSR also consult the AAWS Service Manual for a list of other responsibilities/concerns.
4. Additionally, the Alternate GSR should attend all District and Area general service assemblies.

G. INTERGROUP REPRESENTATIVE

The Intergroup Representative shall serve a one (1) year term. Responsibilities include:

1. Represent Central Group at the monthly Intergroup business meeting.
2. Keep Group members informed about Intergroup activities.
3. Receive and share with the Group the Add-A-Line.
4. Take or email the list of anniversaries written on the chalkboard in the Alcove to the Intergroup Office by no later than the 18th day of each month so that the list is provided to the Add-A-Line editor in time for publication.

H. ALTERNATE INTERGROUP REPRESENTATIVE

The Alternate Intergroup Representative shall serve a one (1) year term. The Alternate Intergroup Rep. is elected in the event that the Intergroup Rep. may be unable to attend an Intergroup business meeting. As needed, the Alternate Intergroup Rep. will carry out the above-stated duties of the Intergroup Rep. whenever the Intergroup Rep. is unavailable or unable to do same. The Alternate Intergroup Rep. shall attend at least one (1) Intergroup Business Meeting per quarter (example, one meeting in the 1st quarter, January 1 - March 31), with the Intergroup Rep.

I. LITERATURE REPRESENTATIVE

The Literature Representative shall serve a one (1) year term. Responsibilities include:

1. Makes certain that a sufficient and steady supply of AA Conference-approved pamphlets are displayed and available
2. Makes certain that we have enough chips and reorder as necessary.
3. Makes certain that the chip trays (both upstairs and downstairs) are full.

J. WEBMASTER

The Webmaster shall serve a one (1) year term and have a good working knowledge of computers and websites. The webmaster does not need to know html code but will have to edit the website as needed.

Website statement of purpose:

To serve the fellowship of Alcoholics Anonymous by acting as a resource in providing accurate and consistent information that may inspire or encourage participation in Central Group activities and service positions. It does not intend to detract from the one-on-one sharing that has been so essential to our Fellowship and recovery from alcoholism.

1. The name of the website shall be www.CentralGroupJax.com. The webmaster shall provide the Group Treasurer with the web hosting account passwords so the bill can be paid online with the Central Group debit card.
2. The webmaster shall embrace and follow all suggestions as laid out in the Internet Guidelines from GSO MG-18 and the "Frequently Asked Questions About A.A. Web Sites" found on www.aa.org.
3. The Webmaster's specific duties include:
 - a) Updating meeting and event information in a timely manner.
 - b) Ensuring that the Website data files are backed up on a regular basis.
 - c) Monitoring the Website to verify its ongoing operation.
 - d) Maintaining appropriate security for the integrity of the Website and the information it contains.
 - e) Maintaining contact when needed with the Website Hosting Service.
 - f) Making recommendations to the Group regarding new and/or updated/ advanced software for the Website, as needed.
 - g) Corresponding with individuals requesting changes to the Website content.
 - h) Training and working with the Alternate Webmaster, who should be able to fulfill the duties of the Webmaster, when necessary.
 - i) Attend the Central Group Business Meetings each month, and provide a monthly report at the Business Meeting.
4. In addition to the above Webmaster Guidelines, the Webmaster shall also:
 - a) Ensure that the following items are posted on the password-protected pages only:

- 1) Trusted servants' names (with permission)
 - 2) Trusted servants' phone numbers (with permission)
 - 3) Trusted servants' email addresses (with permission)
 - 4) Group minutes
 - 5) Group financial report
 - 6) Other group documents as deemed necessary
- b) Ensure that all email addresses are "cloaked." Email cloaking prevents your email address from being harvested by spammers.
 - c) Ensure that the group Minutes, Financial Statement and other documents as deemed necessary be moved to the archive section every six (6) months.
 - d) Flyers can be downloaded to the event pages but all names, email addresses and phone numbers must be omitted.
 - e) To date, only four links are authorized on the website and they are to GSO, Intergroup, Grapevine and The Big Book Online. Any new links must be approved by group conscience.
 - f) The website shall not contain any type of chat room, blog or any kind of public forum that would somehow take the place of a meeting.

K. ALTERNATE WEBMASTER

The Alternate Webmaster shall serve a one (1) year term, must have a basic knowledge of computers and the Internet, and abide by the following guidelines:

1. Be willing to train under the Webmaster and become able to maintain the website.
2. Become familiar with all Webmaster Guidelines.
3. It is not automatic, but certainly implied, that upon completion of their term and as the most likely candidate, the Alternate Webmaster should run for the position of Webmaster.
4. Should the Webmaster become unwilling or unable to serve out his or her term, the Alternate Webmaster shall immediately take over the Webmaster position and shall serve as Webmaster for the remainder of the current term.
5. A new Alternate Webmaster shall be voted on immediately upon finding a candidate(s) to fill said vacant position.

Note: The terms for all Trusted Servant positions are fixed, running from January 1 to December 31. In the event of any vacancy, any individual elected to the vacant position will serve the remainder of the current term.

3. Trusted Servants - Appointed Positions

- a) **Vacant Trusted Servant Elected Positions:** If a position becomes vacant during the year, every effort shall be made to elect a Central Group member to serve the remainder of the term until the regular December election. However, if no one is willing to be elected, the Secretary may appoint a Central Group member to serve in the vacated position.
- b) **Chairperson Coordinator:** The Secretary shall appoint a Chairperson Coordinator, who shall be responsible for making sure that all meetings have a monthly Meeting Coordinator, and follows the Central Group Meeting Coordinator Guidelines.
- c) **Committee Chairs:** The Secretary may appoint any member as a chairperson of any ad hoc or subcommittee that the Group Conscience deems necessary.
- d) **Step Speaker Meeting Coordinator:** The Secretary may designate a Central Group member having at least one (1) year of sobriety to locate members of Alcoholics

Anonymous to speak at the regularly-scheduled Step Speaker Meetings. The speaker does not have to be a member of Central Group.

- e) **Annual Fish Fry Committee Chair(s):** The Secretary shall appoint a Central Group member(s) to chair the Annual Fish Fry Planning Committee, and the Chairs of the Annual Fish Fry Planning Committee shall be responsible for appointing an Oldtimer (a member of A.A. who has at least 20 years or more of continuous sobriety) to chair the AA meeting at the Annual Fish Fry.
- f) **Door Greeter Coordinator:** The Secretary may appoint a Central Group member having at least one (1) year of sobriety who will be responsible for assigning other members of Alcoholics Anonymous to stand at the front and back doors and greet people for at least fifteen (15) minutes before meetings begin. The Door Greeter Coordinator shall also be allowed to greet members at the doors.

4. **Electronic Guidelines**

1. **EMAIL ACCOUNT**

Central Group's email account is located at www.CentralGroupJax@yahoo.com. The Group Secretary shall maintain this email account throughout his/her term as follows:

- a) The Group Secretary shall check the Central Group email account at least three (3) times weekly.
- b) All emails must be answered in a timely manner and as soon as practicable.
- c) All emails that are considered to be a complaint shall be forwarded to all of the other Trusted Servants.
- d) **All "group" emails (emails sent to more than one (1) Central Group contact) shall be addressed by BCC only in order to keep each person's email address confidential.**
- e) All Business Meeting Minutes shall be scanned, along with a copy of the Financial Statement/Report from the Treasurer and/or Co-Treasurer, and shall be emailed to the "Minutes" email group, and shall be sent to that group on the BCC line as well in order to keep each member's email address confidential.
- f) The Group Secretary shall send out no more than five (5) emails to the Central Group email contacts per month.
- g) The Group Secretary shall immediately remove any person from the email account contacts upon request and no further emails shall be sent to that person from the Central Group email account, with the exception of one additional confirmation email to inform the person of their removal.
- h) The Treasurer shall be given the Password, and shall serve as back-up to the Group Secretary regarding the email account, and shall abide by all of the above-listed responsibilities. The Treasurer is allowed to check the email account's status at any time.
- i) Emails sent from the Group Secretary to the Trusted Servants email group: The email addresses may be on the "To" line rather than the "BCC" line, so that each Trusted Servant has each other's email address.
- j) **NO EMAILS OF A PERSONAL NATURE (for example: jokes, miscellaneous forwards, political emails, etc.) MAY EVER BE SENT FROM THE CENTRAL GROUP EMAIL ACCOUNT, under any circumstances whatsoever.**

- k) **The Group Secretary may not use or disclose the email addresses or any other personal information of the Central Group Contacts through any other email account, personal or otherwise.**

2. CENTRAL GROUP WEBSITE:

- a) The Central Group website shall be maintained by the Webmaster and Alternate Webmaster on a regular basis, and shall be updated with all Group events as soon as possible.
- b) The Central Group website shall not contain anyone's names or personal information.
- c) The Central Group website may be hosted by any web host, so long as the web host offers a "no advertisements" package. Central Group's website may not contain any advertisements on any of its web pages.
- d) All content on the Central Group website, including but not limited to, links, content on individual webpages, must be voted on and decided by a majority vote by all members present at the Business Meeting. Any major changes desired to be made to the website content shall be announced no less than three (3) weeks prior to the next Central Group Business Meeting.

5. Suggested format for Monthly Business Meeting/Group Conscience

- 1. Start with a moment of silence, followed by the serenity prayer.
- 2. Read, amend if needed, and approve last month's minutes.
- 3. Treasurer's report - read and approve.
- 4. GSR report, read and approve.
- 5. Intergroup Rep.'s report - read and approve.
- 6. Grapevine Rep.'s report - read and approve.
- 7. Old business, carried over from previous meeting.
- 8. New business brought before the Group by any member.
- 9. Close with prayer.

Note: The Business Meeting shall be limited to one hour, and all items on the Agenda not resolved within that one hour period shall be tabled until the following month's Business Meeting.