

How to Prepare an Agenda Respectfully

submitted by Tami L, Alternate Delegate, Area 78 Panel 70, January 20, 2021.

In these meetings we learn how to lead while following the consensus of the group. Being contrary to the business world it takes time for this to be learned, adopted, and then appreciated. All the various AA meetings create the opportunity to put into action all we are learning in the Three Legacies of Recovery, Unity and Service. We must practice our Steps, our Traditions and our Concepts. We deepen our principles, use our literature and focus on our purpose. All this while being held in the space of anonymity, autonomy and Grace – individually and collectively in our Group, District, Committee, Area, Region ... all the way down to our General Service Office and Conference. All through our meetings, the business of AA, supports the survival of AA as a whole. Unified, it's not business, its personal - it saves lives – ours, the him, her or them yet to come, and that of our future generations. To be unified means gathering and sharing, learning and growing, strengthening and offering Hope – the very feeling and contribution of all our meetings.

Now, with YOU in mind, I've been asked to share about creating an agenda. Before I could share about the agenda, we needed to understand why we gather people together for a Group, District or Area Committee meeting. An agenda reflects our very objective of the meeting. The Agenda can be divided into 5 sections with each a contributing part of the whole.

1. Preparation
2. Welcoming
3. The Business at hand
4. Reporting/Sharing
5. Closing

Note: It can be helpful to send the agenda twice, but if only sending it once, at least one week prior to the meeting is helpful. The bigger the group or the bigger the agenda, the more notice they need. Note: Reports (except a District Secretary and Treasurer's) are at the end. The reason being that if there is not time for them, then they can be placed in the minutes.

The District Meeting Sample Agenda

1. Logistics:
 - a. When – Day, date and time
 - b. Where – location and directions if needed
2. Open meeting with a moment of silence, perhaps followed by Unity Declaration:
 - a. Introductions (name, position, group)
 - b. Time for Reflection: This can take several formats. Here are a couple of ideas:
 - i. A piece of literature is read and then a round table sharing on what was read.

ii. Someone does a brief presentation on the selected topic.

c. Topics can come from a variety of sources:

i. Part of a pamphlet such as the “AA Group” pamphlet; “GSR” pamphlet; etc.

ii. One of the Twelve Traditions (12 Traditions Illustrated)

iii. One of the 12 Twelve Concepts (Short Form) (from 12 Concepts Illustrated)

3. District Business:

a. Accepting the agenda, &/or any additions/changes to the agenda

b. Secretary Report

i. Call for errors or omissions

ii. Motion and vote to accept

c. Treasurer’s Report

i. Call for errors or omissions

ii. Motion and vote to accept as presented

d. Old Business (list items – carry over all items not completed from previous meetings)

i. Suggest: name these items by the date and topic when initially discussed until it becomes closed.

i.e. 2020_01_01_ Guidelines, 2010_06_09_ Move Meeting, 2019_05_10_ Prud.Reserve

e. New Business (list items – some can be added during the meeting)

f. Parking Lot – dealing with the rabbit holes during a meeting.

The ideas are great and want to discuss but not part of this agenda and don’t fit under new business.

4. Reports:

a. DCM Report

b. District Committee Reports (examples are PI, CPC, Corrections, etc.)

c. Group reports

5. End of the Meeting:

a. Announcements

b. Motion to adjourn

c. Close meeting with preferred closing such as Serenity Prayer/Responsibility Pledge

d. Next day, date and time for the next meet

Area Committee Sample Agenda

Note: Different Area meetings create a different focus for the Committee meeting. The agenda items for the Pre-Conference Assembly would take precedence over regular committee work.

1. Before and between the Area meeting:

a. Keep connected to the members of your committee, if and as much as possible.

b. If you have a member list, email the agenda before the Area meeting, especially Pre-Conference information (if possible).

c. Welcome your members as they arrive.

- d. Have a “Member list” to sign in/up – as they arrive or pass around after seated
 - i. Gather: Name, Position, District, Group, contact info (phone and email)
- e. Note: member participation always changes – keep and add to your ongoing list
- f. Pass out the agenda, ask for a ‘secretary’ to help and take minutes

2. Opening:

- a. Open with moment of silence followed by your favorite: i.e.: Declaration of Unity
- b. Introduce yourself (name, Area service position, Group, District)
and welcome everyone
- c. Members introductions (name, position, Group, District)

3. Committee Business: – If it is a Pre-Conference Assembly Committee Meeting:

- a. With each agenda item, give a brief summary
- b. Look at each to: Consider, Discuss or Review. Or maybe recommendation
- c. Record results to submit to the Delegate
- d. Once the Pre-Conference Agenda items have been dealt with, the Committee may choose to continue with the regular agenda in whole or in part.

Committee Business – if it isn’t a Pre-Conference Assembly or following its discussion

- a. A learning/sharing option: Short presentation or discussion by the Committee Chair or a Committee member on one section of the Committee Workbook or relevant pamphlet.
- b. Update on Committee and Chairperson activities since last meeting.
- c. Discussion on any ongoing projects being carried out by the Committee
- d. New Business
 - i. New ideas or initiatives
 - ii. New items from Area Committee (ACO)

4. Reports

- a. Committee members share updates of committee activities in their Districts.
- b. Chairperson may summarize reports from respective committee activities, if received, from EGSC and CGSC
- c. Information updates provided by GSO, Box 459, Area 78, etc.
(copies of important information might be printed and distributed)

5. Close with preferred closing: i.e. Responsibility Pledge or Serenity Prayer

- a. Next day, date and time for the next meeting