HMB Area 48 | Reopening - Service Piece

The purpose of this document is to provide information for groups to CONSIDER as they move towards reopening in-person meetings after the COVID-19 pandemic.

Due to the dynamics of the current situation, it is extremely important to have a group conscience meeting to plan & decide how reopening a meeting is to happen in a safe and spiritual way.

This service piece can be used for home groups, District meetings, Area meetings, Central Offices, and meetings brought into facilities such as treatment or correctional facilities. It will be updated regularly so please check back as things continue to change. More will be revealed!

As your group implements plans, procedures, updated text for meeting scripts, etc., please share with us so we can make your shared experience available to others. COVID19@aahmbny.org

What you will find in this document:

- Getting Started
- Suggested Topics for Discussion as You Plan for Reopening
- Our Traditions
- Glossary
- Resources

Getting Started

It is suggested that each group be prepared in advance for reopening. Group members are encouraged to meet virtually & create their own reopening plan.

- Discuss with your landlords or facility contacts:
  - If they are ready for meetings to return (& be prepared to consider other options if the group will not be able to return to the space)
  - If there are facility-specific procedures
  - Let them know the group’s safety procedures (sanitizing, social distancing masks, etc.)
- Check statewide regulations, regional regulations & CDC guidelines
  “The law of the land does not stop at the door of AA.”
- Refer to guidance from Area / GSO / etc. & reach out to District & Area with questions
- Do a walk-through to create a checklist of surfaces to disinfect & other safety procedures
- Consider creating a service position specifically for this responsibility

Suggested Topics for Discussion as You Plan for reopening

- Meeting Procedures
  - Safety protocols if someone comes to the meeting & is sick:

~Conti. On next page~
- It is strongly encouraged that sick individuals do not attend meetings, to protect the well-being of other attendees, their families, the meeting space, etc.
- Provide them with phone numbers, Zoom meeting info, & other resources in a plastic baggie to take home with them
- Announce anonymously at the meeting & inform GSR / District that the group may have been exposed
- Consider collecting email addresses to alert members
- **Consider contact tracing**

  - Meeting scripts can be adjusted to include:
    - Group & facility safety guidelines - explain that these are for everyone’s safety
    - How to stay connected if not able to come to in-person meetings
    - Where group members can find [GSO, Area, & District resources & guidelines](#)
    - An explanation of **contact tracing** if your group decides to implement it

  - Coffee / snacks:
    - Consider suspending hospitality for the time being
    - Consider a BYOB policy - “Bring your Own Beverage”
    - Consider having one person handle all hospitality while wearing PPE (face mask & gloves)

  - Literature:
    - Consider a BYOB policy - “Bring your own Book”
    - Change format from passing book to one person reading
    - Disinfect shared literature before / after the meeting
    - Consider alternatives to sharing copies of [Grapevine / La Viña](#) (or have at least a 72 hour quarantine period for pre-owned or donated literature)

  - Newcomers:
    - Pre-printed sheet of group members & phone numbers
    - Literature, phone numbers, pamphlets, & other resources in a plastic baggie

  - Anniversaries:
    - Consider how to handle coins, cake, cards, etc.

  - Accessibility:
    - [Virtual option](#) to increase accessibility
    - Small in-person meetings for homebound individuals & how to do so safely

  - Finances:
    - Some of the items that the group discusses & determines to be requirements for reopening may require money (for example, the purchase of cleaning products or hand sanitizer). Ensure the group members and treasurers are informed of this.

### Meeting Delivery Format

  - Discuss whether your meeting will continue as an online meeting, [have a hybrid meeting](#), or meet in person only
  - Consider offering an online meeting at a day/time that does not conflict with other meetings
  - Consider adding a service position for chairing online meeting(s)
  - Update your meeting information with the Area / District Records keepers in order to be listed accurately on [aahmbny.org](#)

### Accessibility - In-person Meetings with Virtual (online) Component

  - Consider costs & availability of technology, wifi, tech knowledge, etc.
  - Consider whether the group will purchase their own account / technology or use a group member’s.
  - Consider the anonymity of those attending the in-person meeting
○ Consider adding service position(s), e.g. virtual meeting host(s), “spiritual bouncer” for Zoom bombers, and/or technology chair

- **PPE (Personal Protective Equipment)**
  ○ Executive orders have been issued requiring everyone to wear masks or face coverings in public
  ○ If someone does not wish to comply with wearing a mask, they could be brought outside the meeting space by two homegroup members to talk or given a list of phone numbers & virtual meetings
  ○ Meetings could provide masks - purchased or made by group members - for free or at cost
  ○ Make hand sanitizer available to attendees (alcohol-free suggested)
  ○ Provide gloves to trusted servants who handle meeting materials, 7th tradition, etc.

- **Social Distancing**
  ○ Maximum number of meeting attendees:
    - Check [NY state guidelines](#) on sizes of gatherings
    - Consider overflow space if too many people show up
    - Have 2 homegroup members go to overflow space with attendees
    - Check with facility on whether this is an option
  ○ Seating arranged 6 feet apart as per Executive Orders from the governor
  ○ Greeters: no handshakes or hugs
  ○ Consider how to end meeting with a socially distant circle
  ○ Consider fellowship before / after meeting in parking lot outside of meeting space

- **Contact Tracing**
  ○ What is it? Trace & monitor contacts of infected people. Notify them of their exposure. Support the quarantine of contacts. Help ensure the safe, sustainable & effective quarantine of contacts to prevent additional transmission.
  ○ Consider how your group would inform other members and attendees if someone attended and tested positive for COVID-19
  ○ Consider if / how your group will participate in contact tracing
  ○ Consider how your group will handle confidentiality / anonymity
  ○ Consider adding information in the meeting script to explain contact tracing

- **7th Tradition - How to Pass the Basket:**
  ○ Consider having one group member carry the basket around
  ○ Provide gloves to the Chair / Treasurer (or whoever handles the money)
  ○ Consider [digital options](#) of contributing - hand out cards with digital basket info

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**Our Traditions**

*Above all, each group is asked to consider the AA Principles as the guiding force to a group conscience & in particular, to pay close attention to the following Traditions:*

**Tradition 4** Each group should be autonomous except in matters affecting other groups, or A.A. as a whole.

**Tradition 5** Each group has but one primary purpose – to carry its message to the alcoholic who still suffers.

**Tradition 7** Every A.A. group ought to be fully self-supporting, declining outside contributions.

~Conti. On next page~
**Tradition 10** Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.

**Tradition 11** Our public relations policy is based upon attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio & films.

**Tradition 12** Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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**Glossary**

- GSO - General Service Office
- CDC - Centers for Disease Control & Prevention
- DOH - Department of Health
- NYS - New York State

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**Resources**

- NYS DOH Guidance on Gatherings: [Travel, Large Gatherings & Quarantines](https://www.health.ny.gov/publications/14227)
- NYS DOH Corona virus Information: [https://coronavirus.health.ny.gov/home](https://coronavirus.health.ny.gov/home)
- NYS.gov Reopening Phases: [Industries Reopening Phases](https://www agregroups.pdf)
- NY Forward (NYS Reopening Plan): [https://forward.ny.gov](https://forward.ny.gov)
- NY Intergroup: [https://www.nyintergroup.org](https://www.nyintergroup.org)
- Grapevine: [https://www.aagrapevine.org](https://www.aagrapevine.org)
  - Options for Virtual Baskets & How to Set Them Up:  
    - PayPal: [https://www.youtube.com/watch?v=wlAo43FeJ-i](https://www.youtube.com/watch?v=wlAo43FeJ-i)
    - Square: [https://www.youtube.com/watch?v=IqnxrMo_uQ](https://www.youtube.com/watch?v=IqnxrMo_uQ)
    - Stripe: [https://www.youtube.com/watch?v=pxJBOQPtcnk](https://www.youtube.com/watch?v=pxJBOQPtcnk)

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**The 12 Steps**

1-3: Give Up
4-6: Clean Up
7-9: Make Up
10-12: Grow Up

**Even in a Pandemic, we are Self-Supporting**

7th Tradition Contributions can be made at: [http://buffaloaany.org/7th-tradition/](http://buffaloaany.org/7th-tradition/)
MEETING CHANGES:  after quarantine is lifted :)  

- Watch Website for updates as we receive them. :)  Please Keep Us up to date as meetings are resuming/ parking lot style, ect. Email updates to:  buffaloaa@hotmail.com  
All Zoom Meetings Received are on the website: 
www.buffaloaany.org

July 12th: Via Zoom: Central Committee 7:00 PM: 
https://nyintergroup.zoom.us/j/99910558390?pwd=ZlFQNktPcIe0MXgxU1RUeJ0dFkwZz09
ID #:999 1055 8390
Password: 182954
Phone: +19294362866,,99910558390# US (New York)

From the Webmaster:
more information will be available on the website in the next week or so about procedures etc.

~ 2020 Buffalo Fall Convention Has Been Cancelled
Featured Committee of the Month: **Envelope System**

Bill W. wrote of Intergroup Offices, “Though not costly, these agencies are absolutely essential to our continued expansion—our survival as a Fellowship. Their costs are a collective obligation that rests squarely upon all of us. Our support of services actually amounts to a recognition on our part that A.A. must everywhere function in full strength—and that, under our Tradition of self-support, we are all going to foot the bill.”

“Self-Support: Where Money and Spirituality Mix,” pamphlet

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Envelopes System
“personally
helping to
ensure AA
for the
future”
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“Every A.A. wants to make sure of his survival from alcoholism, and his spiritual well-being afterward. This is just as it should be. He also wants to do what he can for the survival and well-being of his fellow alcoholics. Therefore he is bound to have a vital interest in the permanence and well-being of A.A. itself.”

Bill W., *Language of the Heart*, p. 166 (originally published in the April 1958 *Grapevine*).

“Your drop makes a difference, no matter what the size.”

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**Yes! Please enroll me in the “Envelope System”!**

1. **Contact Information**
   - Name: ______________
   - Address: ______________
   - City: ______________ State: ______________ Zip: ______________
   - Phone Number: ______________
   - Email Address: ______________

2. **Amount & Frequency**
   - Amount: $_________
   - Frequency: (check only one) □ One-Time □ Bi-Weekly □ Monthly □ Quarterly □ Annually
   - Start On: ____________

3. **Choose a Payment Method**
   - Option A: Automatic Payments
     - □ Credit Card: □ Visa □ MasterCard □ AmEx □ Discover
     - Account Number: ______________
     - Security Code: ______________
     - Expiration Date: ______________
     - Name on Card: ______________
   - *I authorize Buffalo Central Office to automatically bill the account listed under “Option A” as specified. I understand that I may cancel this authorization by contacting Intergroup.*
   - Signatures ______________ Date ______________

   - Option B: Direct Payment
     - Contributions may be sent by mailing your check payable to:
     - Buffalo Central Office
     - 111 Crocker Ave (Franklin St. Door)
     - Room 105-107
     - Sloat, NY 14212

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“When we meet and defeat the temptation to take large gifts, we are being prudent. But when we are generous with the hat, we give a token that we are grateful for our blessing and evidence that we are eager to share what we have found with all those who still suffer.”

Bill W., *Language of the Heart*
### JULY ANNIVERSARIES

#### Acceptance/Welcome
- Francis R. 2y
- Dick M. 3y
- Kelly S. 9y
- Jack W. 40y
- Norm M. 40y

#### Alexander
- Russ B. 2y
- Bob R. 3y
- Dick M. 3y
- Beth K. 6y
- JC S. 6y
- Mary Beth V. 7y
- Arthur W. 8y
- Wendy W. 12y
- Elaine C. 27y
- Jodi B. 28y
- Todd S. 30y
- Roseanne P. 33y

#### All Is Well
- Tina D. 31y

#### Amhorst Snyder
- Michael F. 3y
- Dave P. 26y
- Tom O. 31y
- Tom H. 48y

#### Any Lengths
- Dorothy B. 7y
- Candy H. 15y
- Mike J. 15y

#### Boulevard Women
- Kathy W. 5y
- Coldeprings
- Priscilla B. 28y
- Ron D. 33y

#### Eyecopenner
- Stephanie 4y
- Kevin 4y
- Carolyn V. 4y
- Joe T. 4y
- Bob S. 4y
- Gabe B. 5y
- Lisa A. 5y
- Carl C. 5y
- Tom S. 5y
- Bill 7y
- Mary Beth 7y
- Sandy C. 11y
- Wendy W. 12y
- Tom D. 13y
- Elaine C. 27y
- Ralph 35y
- John S. 5y

#### Eyecopenner South
- Gary M. 1y
- Tom G. 1y
- Tim K. 1y
- Susab B. 1y
- Jeff M. 3y
- LuAnn S. 4y
- Jason W. 5y
- Joan C. 5y
- David B. 10y
- Jen H. 13y
- David H. 22y

#### Fireside
- Bob R. 3y
- Dick M. 3y
- Joy L. 4y
- Beth K. 6y
- JC S. 6y
- Mary Beth V. 7y
- Arthur W. 8y
- Wendy W. 12y
- Elaine C. 27y
- Jodi B. 28y
- Todd S. 30y
- Roseanne P. 34y

#### Golden Slapper
- Joe A. 4y
- Mike O'M. 13y
- Steve G. 31y

#### H.A.N.D.
- Mike T. 23y
- John B. 24y
- Al K. 26y

#### Harmony
- Aquanda J. 5y
- Greg M. 13y
- Ervin F. 17y
- John W. 19y
- Don M. 20y
- Bob L. 35y

#### Holland
- Mike S. 6y

#### Ironhorse
- Colleen M. 1/y
- Susie M. 30y
- Steve K. 34y
- Gino S. 36y

#### Just For Today
- Linda S. 28y

#### Kensington
- Jo Jo G. 342y

#### Lakeshore
- Barb K. 7y

#### Lockport #1
- Brian S. 6y

#### Lockport Ladies
- Natalie A. 3y
- Patty Sue 7y

#### Marching forth
- Ruth K. 11y
- Audrey P. 12y

#### Marilla
- John W. 1/y

#### North Buffalo
- Jerry S. 4y
- Mary Kate V. 4y
- Ryan D. 4y
- Jacob S. 4y
- Jimmy G. 4y
- Annalise F. 4y
- Krista Lee H. 10y
- Terry N. 34y

#### Orchard Park Stop
- Owen S. 13y
- Tina D. 30y
- Holly M. 31y

#### Remember When
- John M. 41y

#### Renaissance
- John McN. 5y
- Joe S. 6y
- Lisa W. 6y
- Alexia D. 7y
- Roberta M. 7y
- Simone L. 9y
- Luther W. 19y
- Kim C. 33y

#### Rise & Shine
- Gary L. 3y
- Greg W. 4y
- Troy E. 5y
- Jack G. 27y
- Mike R. 41y

#### Serenity
- Dave N. 31y

#### Sheridan
- Karen R. 3y
- Judy H. 3y
- Bernie M. 12y
- Joe M. 27y

#### Spiritual Progress
- Abbe H. 7y

#### Springfield New Life
- Suzy S. 10y

#### Step Action
- Kelly F. 8y

#### Sunday Morning B.
- Norm B. 20y

#### The Grove
- Daniel C. 2y
- Makenna H. 2y
- Sue C. 2y
- Leigh K. 2y
- Mad Line S. 3y
- Adam K. 3y
- Chrissy D. 3y
- Kevin H. 4y
- Don C. 4y
- Joy L. 4y
- Hubert H. 4y
- Louis N. 5y
- Luke P. 5y
- Joe E. 5y
- Rob C. 5y
- Jim M. 6y
- Chris G. 5y
- Dawn F. 5y
- Jim H. 6y
- Robert D. 8y
- Kevin G. 10y
- Janet F. 12y

#### Tri-County
- Don M. 21y
- Noreen P. 31y

#### Thruway
- Dick M. 3y

#### Victory Women's
- Darcie 10y
- Williamsville
- Bob B. 6m
- Derek H. 9m
- Tom D. 31y
- Don H. 48y

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**Group Anniversaries**

- Alexander: 36y
- Blasdel Monday Nite: 30y
- Brass: 58y
- Courage: 43y
- East Aurora: 50y
- Ellicottville: 39y
- Freedom: 35y
- Freedom Seekers: 1y
- Giving: 36y
- Grace & Dignity: 2y
- How it Works/Mon's: 27y
- If He Were Sought: 9y
- Indepence: 40y
- Inspiration: 52y
- Renaissance: 39y
- Room to Grow: 21y
- Willing to Grow: 30y
- Women Making The Effort: 15y

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**Please remember to have the anniversaries submitted by the 12th END OF BUSINESS DAY 4:00 PM of the month previous**

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**Our defects of character are the bars of a cage. The central point is not to study the bars, but to get out of the cage.**

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**The temptation here is to imagine that we had good motives and reasons when we really didn’t.**

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**Does Your Talk Match Your Walk?**
Tradition Seven: Every AA group ought to be fully self-supporting, declining outside contributions.

- Honestly now, do I do all I can to help AA (my group, my central office, my GSO) remain self-supporting? Could I put a little more into the basket on behalf of the new guy who can’t afford it yet? How generous was I when tanked in a barroom?
- Should the Grapevine sell advertising space to book publishers and drug companies, so it could make a big profit and become a bigger magazine, in full color, at a cheaper price per copy?
- If GSO runs short of funds some year, wouldn’t it be okay to let the government subsidize AA groups in hospitals and prisons?
- Is it more important to get a big AA collection from a few people, or a smaller collection in which more members participate?
- Is a group treasurer’s report unimportant AA business? How does the treasurer feel about it?
- How important in my recovery is the feeling of self-respect, rather than the feeling of being always under obligation for charity received?
Intergroup wants to express our appreciation for those groups and individuals who have made generous financial contributions, and give a special thank you to all the members who have volunteered their time this year to help the sick and suffering alcoholic.

Bill W. wrote of Intergroup Organizations, “Though not costly, these agencies are absolutely essential to our continued expansion—to our survival as a Fellowship. Their costs are a collective obligation that rests squarely upon all of us. Our support of services actually amounts to a recognition on our part that A.A. must everywhere function in full strength—and that, under our Tradition of self-support, we are all going to foot the bill.”

Examples of Group Contributions to A.A. Service Entities

Distribution of funds from groups that support four service entities

- 50% to Intergroup or Central Office
- 30% to General Service Office
- 10% to WNY General Service Area 50 committee
- 10% to district

Concept VII: The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.

- Do we act responsibly regarding the “power of the purse”?
- Do we realize that the practical and spiritual power of the Conference will nearly always be superior to the legal power of the G.S.B.?

Spirituality and Money

“While the work of the group treasurer often involves many details, it is important to remember that the money the treasurer oversees serves a spiritual purpose: it enables each group to fulfill its primary purpose of carrying the A.A. message to the alcoholic who still suffers. This is the fundamental work of A.A. and to continue it the group must keep its doors open. The group treasurer is an important part of this Twelfth Step work.”
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