

Regular Meeting Format

10:00 OPENING (10 mins.)

- a. Moment of Silence and Serenity Prayer
- b. 12 Steps
- c. 12 Traditions

10:10 INTRODUCTIONS AND WELCOME (10 mins.)

- a. Welcome Newcomers and brief description of IG 30 Second General Introductions: include what group you represent or service position you hold and optionally a short check-in
- b. Hand out clipboards with contact #s and new agenda items

10:20 GROUP INVENTORY (10 mins.)

Topic to be selected by Chair

10:30 APPROVAL OF LAST MONTH (5 mins.)

10:35 OFFICER REPORTS (20 mins.)

- a. Chair
- b. Committee Members
- c. Delegates
- d. Events Coordinator
- e. Public Information
- f. Treasurer
- g. 7th Tradition

10:55 5-MINUTE BREAK

11:00 CONDUCT BUSINESS (65 mins.)

- a. 7th Tradition
- b. Announcements
- c. 30 second check-outs
- d. Unity Prayer

12:15 DISTRIBUTION OF LITERATURE