

DATIG MEETING FORMAT

8pm-9:15pm Eastern - 2nd Thursday of every month
(712) 770-3930 (110114#)

- ❖ The line starts out un-muted.
- ❖ To mute the line, **Press *5** and select **Option 1** (to mute conference participants).
Recording will confirm that, "All participants are muted and they can un-mute themselves."
If you press the wrong number – press *5 again, and make a new selection.
- ❖ Option 2 (to mute conference participants in lecture mode) will mute the line and won't allow anyone, who isn't on the host pin, to un-mute themselves.
- ❖ Option 3 (to un-mute conference participants) will un-mute everybody on the line.
- ❖ More than one person can be on the host pin.
- ❖ Hosts are not muted by the *5 global mute function – so they always need to mute themselves (*6).

OPEN

(Recording Secretary is back-up Chair)

Press *9 to Start the Recording and Press 1 to confirm that you want to start recording

(Prayer & Readings are located at end of format)

Chair opens the meeting at 8pm Eastern with the DA 3rd Step Prayer or the 'We' version of the Serenity Prayer.

Volunteer reads the 12 Traditions.

Volunteer reads the opening paragraph of the 12 Concepts and the Concept of the month.

ROLL CALL

1. – Chair
2. – Recording Secretary
3. – Treasurer
4. – Webmaster
5. – Groups.io Admin
6. – Conference Call Moderator
7. – Correspondence Secretary
8. – Speaker Chair
9. – Public Information (PI) Chair
10. – Intergroup Service Rep (ISR)
11. – Committee Chair

IR List (previous/current participants)

- IR for Daily Step Sponsor DA #14261
- IR for 10:30am Monday BDA Step #1330
- IR for 10pm Monday Night Musicians BDA #1495
- IR for 3pm Tuesday DA & Health Issues #1176
- IR for 12pm Wednesday Speak & Write Your Visions #999
- IR for 3pm Wed BDA Visions meeting #7622
- IR for 7pm Wednesday 50 Plus DA #1187
- IR for 11am Thursday Big Book Step Study #1244
- IR for 8pm Thursday DA Overcoming Underearning #1065
- IR for 4pm Friday Visions & Meditation Speaker Meeting #1124
- IR for 10pm Friday DA Clear Away #1374
- IR for 10:30am Saturday Miami BDA Zoom meeting #62219
- IR for 9pm Sunday Strength In Numbers (Chico Zoom) meeting #57201

REPORTS

1. Recording Secretary – Name

Recording Secretary reads aloud the minutes from the last business meeting. (Chair is back-up reader)

Chair asks, “Are there are any questions or comments about the minutes or corrections needed?”

- *If No Corrections, No Vote needed. Chair declares the Minutes “accepted as read”.*
- *If Corrections, Chair takes a Quick Vote. “Are there any objections to accepting the minutes as amended?” If No Objections, Chair declares the Minutes “accepted as amended by acclamation”.*

2. Treasurer – Name

Treasurer reads aloud the report.

Chair asks, “Are there are any questions, comments or corrections regarding the Treasurer’s Report?”

- *Ask for a motion to approve the Treasurer’s Report. Ask for a second.*
- *Ask, “Are there any objections to accepting the treasurer’s report as read/amended?” If No Objections, Chair declares the report “accepted as read/amended”.*

3. Webmaster – Name

4. Groups.io Admin – Name

5. Conference Call Moderator – Name

6. Correspondence Secretary – Name

7. Speaker Chair – Name

8. Public Information (PI) Chair – Name

9. Intergroup Service Rep (ISR) – Name

10. Committee Chair – Name

NOTE: There are no requirements to become a Committee Chair - anyone can volunteer – no election needed. Committee Chairs organize and chair their committee and give a report at the DATIG meeting. (Committee members meet by phone outside of the DATIG meeting and often communicate by email.)

NOTE: The Literature Committee has created lit in the past, and Bud got some of it copyrighted.

ELECTIONS – March & September

Elections take place in March and September every year.

If someone steps in to fill an open position during a term, they serve for the remainder of that term; there is no staggering of terms. (See description of service positions at end of format)

1. Chair
2. Recording Secretary
3. Treasurer – 2 year term elected in September (odd years)
4. Webmaster
5. Groups.io Admin

6. Conference Call Moderator
7. Correspondence Secretary
8. Speaker Chair
9. Public Information Chair
10. Intergroup Service Rep (ISR) – Elected yearly in March for 1.5yr term (overlap with incoming ISR to provide support in preparing for the next WSC)

NEW AGENDA ITEMS (to add to New Business)

OLD BUSINESS

NEW BUSINESS

PHONE MEETING ISSUES, CONCERNS & ANNOUNCEMENTS

REVIEW OF UPCOMING ACTIONS

Each person states the Action Items they will complete before the next DATIG meeting.

1. **Chair** – Distribute the agenda for the next meeting and send out a reminder 1 week before next meeting.
2. **Recording Secretary** – 1) Update previous minutes with approved corrections (if any) and resubmit to webmaster. [Name file 'DATIG Minutes Year-Month approved'] 2) Type current minutes and email them to webmaster and chair. [Name file 'DATIG Minutes Year-Month unapproved'] 3) Prepare the agenda and email it to the chair 2 weeks before the next meeting.
3. **Webmaster** – 1) Upload Unapproved Minutes from this meeting, when received from Secretary. 2) Upload Approved Minutes from last month, when received from Secretary, and remove unapproved minutes from last month.
4. **Treasurer** – 1) Prepare report for next meeting and email the report to the other members in advance.
5. **Other** –

CLOSE

Close the meeting at 9:15pm Eastern with the "We" version of the Serenity Prayer.

Press *9 to Stop the Recording and Press 1 to confirm that you want to end the recording.

(Position Descriptions are on the Following Pages, and Opening Readings are at the End of this document.)

SERVICE POSITION DESCRIPTIONS

Elections take place in March and September every year.*

As established at the May 2018 meeting, "Trusted Servant Positions shall be 6 months*, and there is no limit to number of consecutive terms that can be served." If someone steps in to fill an open position during a term, they serve for the remainder of that term; there is no staggering of terms.

*As established at the September 2019 meeting, the Treasurer Term shall be 1 year due to complexity of turnover, with elections occurring yearly in September.

*As established at the November 2019 meeting, the ISR Term shall be 1 ½ years beginning in March and ending in September of the following year, with elections occurring yearly in March to allow a 6-month overlap for mentoring the new ISR through the scholarship application, registration and lodging/travel arrangement processes.

1. Chair

Qualifications: 6 months continuous abstinence from incurring unsecured debt. If elected and fails to maintain abstinence during the term of service, they will resign. Has basic computer skills and email.

Term Length: 6 months. Elections in March & September. No limit on consecutive terms.

Responsibilities:

- Emails a reminder to members of the upcoming intergroup business meeting along with a copy of the agenda that is prepared by the Secretary.
- Sets up the meeting.
- Keeps the meeting on-topic and running according to schedule.
- Chair may make, second and vote on motions.
- Is next in line to read the minutes from previous meeting if Secretary is unable to read them.

2. Recording Secretary

Qualifications: 3 months continuous abstinence from incurring unsecured debt. 2 PRMs. Has basic computer skills and email.

Term Length: 6 months. Elections in March & September. No limit on consecutive terms.

Responsibilities:

- Takes minutes and attendance during the intergroup meeting. The meetings are recorded to assist the recording secretary.
- Prepares the minutes in electronic format. (Contact info or other personal info is not recorded in the minutes since they will be posted publicly on the website.) Emails the completed minutes to webmaster and Chair, ideally within 2 weeks of the meeting.
- Prepares the agenda in electronic format and emails it to the Chair along with the minutes.
- Gets the minutes approved at the next intergroup meeting. Sends final, amended/approved minutes to webmaster.
- Is next in line to lead the intergroup meeting if the Chair is unable to conduct the meeting.

3. Treasurer

Qualifications: 3 months continuous abstinence from incurring unsecured debt.

2 PRMs. Consistently participates in intergroup meetings and matters. Basic computer skills and email. Has the technology and ability to check PayPal and Bank accounts.

Term Length: 2 years. Elected in September (odd years). No limit on consecutive terms.

Responsibilities:

- Takes on the EIN responsibility by transferring it into their name and social security number as the “responsible party”. Files yearly tax form with IRS, even though no taxes are paid.
- Maintains the PayPal business account and PayPal debit card for the intergroup.
- Maintains Bank account and Post Office Box, if needed, for the intergroup.
- Tracks contributions and payment disbursements.
- Checks PayPal & bank account balances right before the intergroup meeting, preparing a monthly report for the intergroup meeting (containing the previous balance on day of last meeting, current balance on day of current meeting, payments, contributions, fees, and how much we have in each of our spending categories – Prudent Reserve, ISR Fund, and General Fund).
- Receives and responds to emails forwarded from the intergroup website and PayPal regarding donations and payment disbursements.

4. Webmaster

Qualifications: Website coding skills, technical computer skills and email.

Term Length: Indefinite.

This is a volunteer position, rather than a full-fledged Trusted Servant position, unless the website is transitioned to WordPress, in which case anyone could edit it without needing specialized knowledge.

Responsibilities:

- Updates and maintains the intergroup website.
- Updates and maintains all website email addresses.
- Assists Officers with email address setup and maintenance.
- Responds to webmaster email inquiries and directs to another trusted servant if needed.
- Updates website meeting schedule, phone numbers and shared conference call line time slots.
- Uploads meeting formats on meeting schedule page.
- Checks DA website from time to time to see if any meetings have been added or removed and makes changes on our website accordingly.
- Adds announcements on the intergroup website as needed.
- Updates group donor list.

NOTE: There are 3 annual website fees totaling around \$140/year that go up around \$2-5/year.

[datig.org domain name ~\$16 due March 13 - it used to go to a dead page but now redirects viewers to our website]

[datig.net domain name ~\$19 due July 1] [website hosting ~\$105 due July 17]

5. Groups.io Admin

Qualifications: 30 days continuous abstinence from incurring unsecured debt.

Long-term 12-Step experience. Good understanding of the 12 Traditions. Essential respect for confidentiality and mindfulness about private info - respect for member privacy and for confidentiality of the members of the groups.io site. Need understanding of how to do the job. (Full training can be provided.) Moderately comfortable with computers and willing and able to learn on computers - no need to have big technical expertise or web design knowledge - you just plug in the data. Willingness to answer phone calls and emails from people needing assistance joining our groups.io. Responsible and consistent availability - checking email a couple times per week, and uploading files if needed. Must have computer access daily or several times per week, in order to let in new members - this just takes a few seconds but should be done regularly.

Term Length: 6 months. Elections in March & September. No limit on consecutive terms.

Responsibilities:

- Posts files to our Groups.io site. Files to post inside the groups.io files area would include anything that doesn't go on the DATIG public website.
- Admits entrance to all DATIG members who wish to join our groups.io site, one at a time -- with a specific procedure to keep out spammers.
- Sends invitations to new intergroup members to join the group. Instructs members on different ways to log in.

6. Conference Call Moderator

Qualifications: Basic computer skills and email.

Term Length: 6 months. Elections in March & September. No limit on consecutive terms.

Responsibilities:

- Receives and responds to email inquiries forwarded from the website regarding the shared conference line.
- Responds to requests for meetings to be added to the shared conference line. Checks on the website to see if the requested time slot is available (with a 10-minute cushion before and a 30-minute cushion after) and confirms whether or not the time slot is available.
- When adding meetings to the shared conference line, clarify/confirm start date, email a link to keypad commands for shared line (<https://www.freeconferencecall.com/host-instructions#phone-keypad-commands>), point out that *5 mutes the line and that the line starts out unmuted by default, give host pin (not to be shared publicly) along with call-in number and participant code, include a reminder to update meeting phone number and access code on the DA website, and recommend that someone in the group stay on the old line for the first 20-30 minutes on the day of the transition to direct traffic to the new line.

Optional: Offer to upload updated meeting format.

Optional: Attach Example Meeting Format containing helpful prompts in red that guide a chair in maneuvering on the new line.

Optional: Attach Chair Instruction document (tips to help meetings on the line run smoothly).

- Emails webmaster regarding meetings being added to the shared conference line, so the intergroup website can be updated. Sends the meeting info, shared line start date and meeting format, if provided, to webmaster.
- Addresses any issues that may come up on the shared line. Addressing noise problems may require logging onto the shared line dashboard several minutes before the meeting and staying on until the problem is resolved.

NOTE: The participant code for the shared line shall not be changed unless absolutely necessary, because doing so will cause a disruption for all the meetings that use the line. They will have to be notified of the new code or will have to check our

website for the new code, and then they will have to submit a form to update their meeting info on the DA website.
(Changing the participant code might not affect the host pin.)
(Changing the host pin might not automatically change the participant code.)

7. Correspondence Secretary

Qualifications: Email.

Term Length: 6 months. Elections in March & September. No limit on consecutive terms.

Responsibilities:

- Receives and responds to email inquiries forwarded from the website regarding the DA program and DA phone meetings.

8. Speaker Chair

Qualifications: 3 months continuous abstinence from incurring unsecured debt.

2 PRMs. Basic computer skills and email.

Term Length: 6 months. Elections in March & September. No limit on consecutive terms.

Responsibilities:

- Receives and responds to email inquiries forwarded from the website regarding finding speakers for individual phone meetings.
- Maintains a speaker list containing the following information for each willing speaker: first name, contact number, time zone, time parameters for receiving phone calls, length of time in DA, whether they participate in DA HOW and whether they identify as a business owner, underearner or compulsive spender.
- Emails speaker list to meeting speaker seekers or chairs, upon request.
- Updates the speaker list annually by contacting everyone on it to see if they are still available and seeking out new speakers to add to the list, who are willing to share their experience, strength and hope on DA phone meetings (pertaining to what happened, how they got to the program and what's happened since).

9. Public Information (PI) Chair

Qualifications:

- 3 months continuous abstinence from incurring unsecured debt (1 year of abstinence and 2 PRMs for working with the media).
- Has worked the steps or is currently engaged in step work with a DA Sponsor.
- Has read the 12 Steps, 12 Traditions and 12 Concepts, resulting in a firm understanding of anonymity as discussed in Traditions 11 & 12.
- Has attended or commits to attending a Media Training workshop.

Term Length: 6 months. Elections in March & September. No limit on consecutive terms.

Responsibilities:

- Reports to Intergroup about PI activities.
- Commits to a minimum of 1 hour per month of service work.
- Is a point person for requests from the media.
- Attends DA speaker training and media training within the first year of service.

10. Intergroup Service Representative (ISR)

Qualifications: 1 year continuous abstinence from incurring unsecured debt. 2 PRMs. Successful record of service. Willingness to study the Traditions. Basic computer skills and email.

Term Length: 18 months (March to September to March to September). No limit on consecutive terms. Elections yearly in March. There is overlap of outgoing and incoming ISRs from the first March to the first September. The newly elected ISR will attend the World Service Conference (WSC) in August and will fulfill the one year of committee service following the conference. During the overlap period, the ISR who was elected the previous year will finish their year of committee service and assist the new ISR with pre-conference prep.

Responsibilities:

- Creates a spending plan for attending the WSC.
- Applies for John H Scholarship by April 15 deadline. (To apply for this scholarship a 2nd year, the ISR has to have attended at least 10 out of the 12 monthly WSC committee meetings.)
- Registers to attend the WSC, which takes place yearly in August, by mid-July deadline. (Early registration discount deadline is end of June.) (Hotel registration deadline is mid-July.)
- Makes lodging and travel arrangements for attending the WSC.
- Submits issues and concerns for discussion at the WSC by July 1 deadline, as needed.
- Gets DATIG's group conscience on issues that will be discussed at the WSC.
- Represents DATIG at the WSC.
- Votes at the WSC.
- Serves on a Committee at the WSC.
- Reports back to DATIG what happened at the WSC.
- After the WSC, continues to meet with their WSC committee monthly by phone and/or email throughout the year until the next WSC. (DA GSB recommends that ISR's and GSR's hold no other service positions during their term, because they will be busy working with their WSC committee. It is okay to do service at meetings on a one-time, or pop-up, basis, though.)
- Assists the new ISR with pre-conference prep including spending plan, scholarship application, registration, and preparing for the conference.

DA Third Step Prayer

Higher Power,
I stand before you
ready to be transformed.
I place myself in your hands.
Guide me on my recovery path.
Remove my compulsive debting,
my self-centered fear,
and my own self-will.
May I shine to others
as a beacon of your power.
May I choose to remain
on your path always.

The Twelve Traditions of DA

1. Our common welfare should come first; personal recovery depends upon D.A. unity.
2. For our group purpose there is but one ultimate authority -- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for D.A. membership is a desire to stop incurring unsecured debt.
4. Each group should be autonomous except in matters affecting other groups or D.A. as a whole.
5. Each group has but one primary purpose--to carry its message to the debtor who still suffers.
6. A D.A. group ought never endorse, finance, or lend the D.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every D.A. group ought to be fully self-supporting, declining outside contributions.
8. Debtors Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. D.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Debtors Anonymous has no opinion on outside issues; hence the D.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

The Twelve Concepts for DA World Service

Just as the Twelve Steps are guides for personal recovery and the Twelve Traditions are guides for group unity, the Twelve Concepts are guides for World Service. These Concepts serve as a path for Twelfth Step work on a world service level, and show how the DA groups, the World Service Conference, and the Debtors Anonymous General Service Board work together to carry recovery in DA to the still suffering debtor.

1. The ultimate responsibility and authority for Debtors Anonymous World Services should always remain with the collective conscience of our whole Fellowship as expressed through the DA groups.
2. The DA groups have delegated complete administrative and operational authority to the General Service Board. The groups have made the Conference the voice and conscience for the whole Fellowship, excepting for any change in the Twelve Steps, Twelve Traditions, and in Article 10, the General Warranties, of the Conference Charter.
3. As a traditional means of creating and maintaining a clearly defined working relationship between the groups, the World Service Conference, and the Debtors Anonymous General Service Board, it is suggested that we endow these elements of world service with a traditional "Right of Decision" in order to ensure effective leadership.
4. Throughout our Conference structure, we maintain at all levels a traditional "Right of Participation," ensuring a voting representation.
5. The traditional Rights of Appeal and Petition protect the minority opinion and ensure the consideration of personal grievances.
6. The Conference acknowledges the primary administrative responsibility of the Debtors Anonymous General Service Board.
7. The Conference recognizes that the Charter and the Bylaws of the Debtors Anonymous General Service Board serve as governing documents and that the Trustees have legal rights, while the rights of the Conference are spiritual, rooted in the Twelve Traditions. The Concepts are not legal instruments.
8. The Debtors Anonymous General Service Board of Trustees assumes primary leadership for larger matters of overall policy, finance, and custodial oversight and delegates authority for routine management of the General Service Office.
9. Good leaders, together with appropriate methods for choosing them at all levels, are necessary. At the world service level, the Board of Trustees assumes primary leadership for DA as a whole.
10. Every DA service responsibility should be equal to its service authority as defined by tradition, resolution, or DA's Charter.
11. While the Trustees hold final authority for DA World Service administration, they will be assisted by the best possible staff members and consultants. Therefore, serious care and consideration will always be given to the compensation, selection, induction to service, rotation, and assignments for special rights and duties for all staff with a proper basis for determining financial compensation.
12. The Conference of DA will observe the spirit of the Traditions, taking care not to become powerful and wealthy; having sufficient operating funds with a prudent reserve; having no authority over any other members; making important decisions by discussing and voting on issues wherever possible by substantial unanimity; not acting in a punitive way; not inciting public controversy; never performing any acts of government; and finally, always remaining democratic in thought and action.