

## Greater Pittsburgh Intergroup Online Meeting Best Practices

### Technology:

- Many online meetings use Zoom as their platform. Sharing zoom accounts among online meetings is a way to reduce overall costs. The following individuals are willing to share their Zoom accounts:
  - Ro M. 412-295-6941
  - Alecia D. 724-681-1714
- To ensure security in your meeting, the account owner should attend the meeting to identify a Zoom host/co-host even if they will not remain for the meeting. The designated Zoom host or co-host can remove meeting disrupters.
- Many meetings have created the Zoom host as a service position.
- Hosts and co-hosts need to be familiar with Zoom technology. The San Diego OA Intergroup (<https://oasandiego.org/zoom/>) as well as Zoom itself offer a number Zoom tutorials (<https://learn-zoom.us/show-me>) to help you use the Zoom technology .
- To reduce the risk of disrupters:
  - Enable a waiting room up to a half prior to screen attendees prior to the meeting.
  - Keep a list of attendees to know which is not a disrupter.
  - Ask attendees to turn on their cameras at the least at the start of the meeting; remove any attendee who will not turn on the camera.
  - Require attendees to get the zoom information from the meeting contact person who screens the attendees in advance.

### Conducting the Meeting:

- Who will lead the meeting:
  - Provide a spreadsheet for leader sign-ups in advance.
  - At the end of each meeting, ask for a volunteer to lead the next meeting.
  - Open meeting leadership to any willing attendee.
- Scripts for readings:
  - Have a Word document to email any new attendee.
  - Use literature for Steps, Traditions and Promises.
  - Use the Zoom share screen function to display the script from a Word document.
- For literature meetings:
  - Limit what literature is being used so the most attendees have a copy.
  - List what literature is being used on the meeting list on the WSO/GPI websites.
  - Use the Zoom share screen function to display a digital copy of the page to be read.
  - Read for another attendee who does not have the literature.
- To avoid awkward pauses during the meeting, ask attendees to share in alphabetical order using first names.
- We Care info can be shared among attendees using the chat function on Zoom. Attendees can make a copy of the We Care info by clicking the third icon at the bottom of the chat window that looks like a page with a dog-ear corner.
- 7<sup>th</sup> Tradition contributions can be made periodically/quarterly to the group's treasurer or directly to the various level of OA:
  - 60% to GPI:
    - Via PayPal to gpioa.org (George C – email [treasurer@gpioa.org](mailto:treasurer@gpioa.org) for full name)
    - Via U.S. Mail to GPIOA Treasurer, P.O. Box 5459, Pittsburgh, PA 15206

- Via U.S. Mail directly to the treasurer's home address (email treasurer@gpioa.org for that information)
- 10% to Region 7 (<https://oaregion7.org/home/contributions-page/>)
- 30% to World Service OA (<https://oa.org/contribute/>)
- Your meeting can be credited with direct contributions if you put your meeting number on your payment paperwork. Meeting numbers are available on the GPI website meeting list at <https://oa.org/find-a-meeting/?type=3&sort=ASC&ignumber=09045&limit=999999&submit=true>
- It can be helpful to remind meeting attendees in advance of the end of the quarter to make 7<sup>th</sup> Tradition contributions.

**Creating “In-Person Warmth” in Online Meetings:**

- Ensure newcomers have a chance to introduce themselves and are welcomed.
- Sharing in alphabetical order of first names helps the meeting flow without awkward pauses.
- Ensure each person sharing is welcomed at least once during the meeting and thanked each time they share.
- Ensure the meeting leader is thanked for their service leading the meeting.
- Encourage attendees to connect by phone, text or email to other attendees and especially to newcomers in between meetings.
- During the OA announcement portion of the meeting, have the Zoom host thank everyone for helping keep our meeting a safe place.
- Have the Zoom host keep a list of all attendees each week (copy We Care info on the chat function screen on Zoom) so we become familiar with newcomers and can welcome them back and regular attendees.

**Other:** Online meetings that have transitioned from in-person meetings and that have an inventory of literature are encouraged to share that literature with nearby in-person meetings.