

A New After-meeting Script for the SMR Meeting

Introduction

Simply put, this document is a compilation of the information that surrounds the after-meeting and our scripts. It has been assembled to assist in our goal of creating a script to bring to the membership for adoption. If there is additional material that we may want to consider, please let's add it to this document.

We are an ad hoc committee. Lately, committees have pursued their work without set timelines to understand how well they are accomplishing their goals. In this document there is a timeline to help us stay on track and timely.

Thank you friends for your willingness to serve.

The Proposal that Prompted a Script Review

Motion 26-7: After-meeting – Scripts

Issue:

The ad hoc committee proposes that new opening and closing scripts be developed and adopted to introduce both the Newcomer session and the after-meeting fellowship space. We recommend that these scripts make clear the safety rules and guidelines for the after-meeting fellowship space, particularly addressing how timed shares and cross talk rules differ from the main SMR meeting.

Observations and Suggestions

The SMR meeting group has good examples of successful scripts that have been continually refined. In creating a new set of scripts, we can draw on these examples. Following the pertinent parts of the Meeting Script, the Business Meeting Script, and the original Newcomer Script will make fashioning an After-meeting Script rather simple.

The Background section of the proposal could also offer direction:

The after-meeting has long been a tradition of the SMR community and, over time, has adopted a set of unwritten rules regarding appropriate behavior in that space. Unfortunately, newcomers to the space are not aware how the safety rules and guidelines differ from the main SMR meeting which can result in confusion or upset. **The committee believes that it would be highly beneficial for these unwritten rules – especially regarding timed shares and relaxed crosstalk guidelines – to be written and read daily at the start of the newcomer session by the Newcomer Greeter.**

The SMR scripts that we have approved seem to include:

- A Welcome
- A stated purpose
- Defining/describing the overall time schedule and time limits on sharing
- Introductions or participant recognition
- Rules and guidelines

Our Work

Concern for a never-ending process led by an ad hoc commit has been raised. It would be best to set a timetable for developing the script. This timeline would lead to a script being developed by Thanksgiving (US) and could look like this:

DUE DATE	OBJECTIVE	DONE
August 27th	Develop a document that describes the approach for creating the script	✓
August 27th	Invite members to participate in fashioning the script	✓
September 1	Offer an initial outline/script to be edited; ask committee members to make suggestions	✓
	Consider: Creating a poll that asks the members to describe the <u>purpose of the After-meeting</u> as well as identify the <u>values we aspire to</u> . Members can offer suggestions which could then be compiled to be voted on. An additional poll could be aimed at creating the Rules and Guidelines.	✓
By September 12	First meeting <ul style="list-style-type: none"> - Overview of our tasks and timeline - Look at host notes and a welcoming statement of the Aftermeeting; - Ask for input [Survey] from SMR (Rules and guidelines in particular) 	✓
September 11th	Survey, Part 1	
September 15th	Initial report to the SMR Business Meeting	
By September 19	Second meeting <ul style="list-style-type: none"> - Review host notes and a welcoming statement ; - Look at defining/describing the overall time schedule and time limits on sharing; - Look at Introductions or participant recognition - Ask for input from SMR 	
September 24th	Survey, Part 2	
By September 26	Third meeting <ul style="list-style-type: none"> - Review time schedule and limits and at introductions / recognition - Look at purpose and values 	

By October 3	Fourth meeting <ul style="list-style-type: none"> - Review purpose and values - Look at rules and guidelines 	
October 6th	Survey Results	
By October 10	Fifth meeting <ul style="list-style-type: none"> - Review the overall script - Incorporate Survey results 	
October 15th	Update report to the SMR Business Meeting	
By October 17	Sixth meeting - as needed	
By October 18	Bring the script to the fellowship as a Proposal for 3-week comment period	
By November 8	Vote on the proposed script (2 week period)	
November 15th	Update report to the SMR Business Meeting	
By November 22	Establish use of a new script for introducing the After-meeting	

Relevant Content from Approved SMR Scripts

Here is a table that includes relevant passages from other scripts that could offer guidance and language for the After-meeting Script. The final column provides a space in which to fashion the script.

Strengthening My Recovery, ACA Meeting WEB0120 The Meeting Script - Version 2025	The SMR Business Meeting (General Script)	The Original Newcomer / After-meeting Scripts	The After-meeting Scripts
<i>Notes for meeting Chairpersons:</i> Please review, prior to starting the meeting, promptly at 7:30 A.M. Eastern Time (ET) <ul style="list-style-type: none"> • Check your chat for any messages from the Tech Host or cohosts. • Please keep your mic muted when others are reading or sharing to 		The Purpose of the Fellowship Portion of the Meeting <ul style="list-style-type: none"> - To welcome newcomers to our meeting. (A newcomer is someone new to our meeting; new to ACA; or even new to sharing aloud.) - To provide the time for members to learn from 	

<p>reduce kickback.</p> <ul style="list-style-type: none"> • Cohosts will provide support with keeping time, lowering 'hands' and muting mics / video as needed. <p>You may ask for a volunteer to do the reading either before the meeting or at the time of the reading.</p>		<p>each other's experience, strength, and hope.</p> <ul style="list-style-type: none"> - To hold a space in which we can better get to know one another. <p>Notes on Our Practices</p> <ul style="list-style-type: none"> - Generally, during Fellowship, the rules and guidelines of the SMR meeting apply. The primary exception relates to 'crosstalk'. Often members will ask questions about our meeting or the ACA program. We open the space for members to respond with their own experience, strength and hope. - Sharing is less structured, though the 'raised hand' method allows everyone to be heard. - The Greeter can ask for help with keeping an eye on raised hands and the chat. - For 15 minutes after the meeting we are focused on the newcomer to our meeting. <p>Becoming a Greeter</p> <ul style="list-style-type: none"> - Observe how other members approach their practice. Reach out to the Service Co-secretaries and ask questions. Attend one of the 'Service on the 7s' sessions and begin a conversation. Go to: https://www.acamorning.org/sign-up-here-for-service/ to request training. - Understand that, as the Greeter, you are holding the space for the conversations and assuring that members all have a chance to share. You are not required to supply any answers to any questions 	
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		<p>You are welcome to ask others to offer their experience.</p> <p>The group provides support through sharing.</p> <ul style="list-style-type: none"> - Do your best to maintain a gentle and respectful space. <p>On the rare occasion that the atmosphere becomes tense, ask for help.</p> <ul style="list-style-type: none"> - Observe your relationship to silence. <p>Silence does not need to be filled with talking.</p> <p>The Practice of the Greeter/Host</p> <ul style="list-style-type: none"> o Give notice to the Tech Host and get 'cohost' designation early in the meeting. o Jot down the names of those who introduce themselves as newcomers. o Announce the Newcomer session at the end of the meeting. (see below) o Invite by name those members who have introduced themselves as newcomers o Open the session by describing our time together. (see below) o Hold the space. o Consider taking the title of 'Host', if needed. o Close the meeting, or turn the hosting over to a responsible member of the group. 	
		<p>DURING THE ANNOUNCEMENTS</p> <p>Hello friends, I'm today's Greeter. My name is _____.</p> <p>I especially want to welcome today's newcomers: <i>(mention the newcomers by name)</i>.</p>	<p>DURING THE ANNOUNCEMENTS</p>

		<p>We hold space after this meeting, with the first 15 minutes for newcomers: to learn about the ACA program, our specific meeting, and to get to know one another.</p> <p>Everyone's invited to stay for this fellowship, to share each other's experience, strength, and hope. Please join us.</p>	
<p>OPEN THE MEETING: at 7:30 A.M. Eastern Time (ET)</p> <p>"Hello everyone, and welcome to the STRENGTHENING MY RECOVERY meeting. My name is _____ and I'll be your chairperson today.</p> <p>Let's have a moment of silence and open the meeting with the ACA Serenity Prayer. (pause 3 seconds)</p> <p>"This is a meditation meeting.</p> <p>We will have introductions of newcomers and review the comfort rules and guidelines. Then we will read the daily passage from Strengthening My Recovery, after which we have a 2-minute silent meditation.</p> <p>We then go into breakout rooms for sharing on today's reading. At around 15 minutes after the hour, we have the self-care part of our meeting, with 1-minute shares. At about 24 minutes after the hour, we will be moved automatically, back to the main room for announcements and our closing.</p> <p>In this meeting we time our own shares. Please become comfortable with muting and</p>	<p>1. Welcome</p> <p>"Welcome to our business meeting. My name is _____, and I am calling this meeting to order.</p> <p>By attending the business meeting, we learn how to work together in a healthy manner. The purpose of the business meeting is to address the concerns of the group – past, present and upcoming.</p> <p>During the meeting, we will hear reports from our Treasurer and various committees. We will hear about our Proposal Process. And we may also discuss members' ideas or suggestions as our business.</p> <p>We place a high value on respect, being mindful of our words and expressions. We avoid gossip. We maintain a safe space in which all members are welcome to participate. With an open mind, we stand in unity, practicing the ACA Traditions. We value transparency, ensuring the membership is kept informed of group developments and upcoming proceedings. And we value</p>	<p>AFTER THE MEETING</p> <p>Welcome friends. Again, my name is _____.</p> <p>We meet here every day - 7 days a week.</p> <p>I'd like to welcome our newcomers. A newcomer is anyone who may be new to ACA, new to this meeting, or even new to sharing out loud.</p> <p>We hold the newcomer space for about 15 minutes, afterward the conversation may turn toward more general fellowship.</p> <p><i>(This would be a good time to note any personal time boundaries - like "I have to leave at 9.")</i></p> <p>This is a great time for members to get to know one another and to learn from our experience, strength, and hope. If there is something you're wondering about, we may help you find some clarity.</p> <p>As we begin, you can jump in, or if you're more comfortable, you can raise your digital hand.</p>	<p>AFTER THE MEETING</p>

<p>unmuting your microphone and turning your video on and off. You can use the chat feature to message the entire group or members privately.</p> <p>Finally, we use the hand raise function for our initial 2-minute shares.</p>	<p>focus, so that the business at hand stays on-topic.</p>	<p>As more people want to share, we may need to go to everyone raising digital hands.</p> <p><i>(The Greeter may ask for help with monitoring the raised hands and chat.)</i></p> <p>The floor is now open.</p>	
<p>INTRODUCTIONS: <i>The Chairperson will ask newcomers to introduce themselves.</i></p> <p>"If this is your first or second time at our meeting, we'd love you to introduce yourself so we can welcome you. If you feel comfortable, please unmute and give us your first name, where you're calling from, and whether you're new to ACA.</p>			
<p>WELCOME:</p> <p>"We welcome all of you today and invite everyone to stay after the meeting for fellowship. The first 15 minutes will be reserved for Newcomers, providing an opportunity to ask questions about our meeting and ACA.</p>			
<p>GROUP COMFORT RULES and GUIDELINES:</p> <p>"Creating safety and comfort in our meeting is a responsibility we share. Therefore, we encourage everyone to read the SAFETY section of our website.</p> <p>Together we ask:</p> <ul style="list-style-type: none"> • That in keeping with Tradition 10, your background image, 	<p>3. General Guidelines</p> <p>Creating safety and respect in our business meeting is a responsibility we share. Please be mindful. To the best of your ability, model emotional sobriety.</p> <ul style="list-style-type: none"> • Mute your audio when you are not speaking. • Turn off your video when moving around or 		

<p>avatar and display name reflect no opinion on outside interests.</p> <ul style="list-style-type: none"> • That there be no “crosstalk” which means interrupting, referring to, commenting on, or using the content of what another person has shared. <p>at you hear at this meeting should remain at the meeting. do not talk about another person’s story or experiences in other people. Please respect everyone’s anonymity.</p> <p>ase be mindful.</p> <p>minimize distractions, please turn off your video when moving around or doing other activities while listening, and mute your audio when you are not speaking. Emojis can also be distracting.</p> <p>your room host may mute your video or turn off your video to minimize distractions. If you’re logging in, use Star-6 to mute and unmute. Zoom offers a ‘Closed caption’ feature.</p> <p><i>NOTE: To facilitate moving to the breakout rooms, this room is locked at 12:35 Eastern Time US, and will reopen about an hour later for worship.</i></p> <p>THE BREAKOUT ROOMS:</p> <p>Welcome. My name is _____, and I will be your Room Host for today.</p> <p>now time for sharing on _____’s reading.</p> <p>hold a gentle and respectful presence in this meeting.</p> <p>ase set your timer for 2</p>	<p>doing other activities while listening.</p> <ul style="list-style-type: none"> • Also, do not to distract others with written chats <p>To Speak:</p> <ul style="list-style-type: none"> • Please raise your Digital Hand and wait to be recognized by the Chair. • Priority is given to those who have not yet spoken. • And, if a point has been made, ask yourself if it needs to be repeated. <p>Speaking times may be limited:</p> <p>During our Reports</p> <ul style="list-style-type: none"> • Two to three minutes for those giving reports and • one minute for questions or comments and answers. 		
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<p>utes. If you don't have a er, just ask, and I will keep e for you. Please keep your muted when you are not ring and turn your video off en moving around or doing er activities that might be racting to others.</p> <p>go by a show of digital ds, in the order in which they raised. To raise your digital d go to the 'React' or actions' icon on the bottom of r screen.</p> <p>ou're unable to raise your tal hand, you'll have an portunity to share at the top of hour. If you are dialing in, ss Star-9 to raise your hand Star-6 to both unmute and e as needed.</p> <p>will share until about 15 utes after the hour at which e we will have the self-care t of our meeting, which today _____.</p> <p>ase remember: If using the at feature, do not distract n anyone who may be ring at that time. And we do cross talk in our sharing or in chat - which means, rrupting, referring to, nmenting on, or using the tent of what another person shared.</p> <p>en there are no hands raised hold a space of meditative nce.</p> <p><i>om Hosts call on participants to re. The Room Host only times icipants who request to be ed. At the top of the hour, one who is unable to raise their ial hand, for any reason, may be</i></p>			
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<p>ed to share. Cohosts assist in ering hands and muting mics r a share.</p> <p>avoid crosstalk, we say omething simple, like "Thank you" cknowledge the end of a share, nything at all.</p>			
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Language from the ACA publication, ***A New Hope***

Cross Talk

In ACA, the term "cross talk" means interrupting, referring to, commenting on, or using the content of what another person has shared. Cross talk also refers to any type of dialog that occurs when the meeting is in progress.

In ACA, each person may share their feelings and perceptions without fear of being judged negatively or interrupted, and without being praised in ways that can reinforce approval seeking patterns. In ACA we speak about our own experiences and feelings; we accept without comment what others say because it is true for them. We focus on our own healing and meetings rather than giving advice or trying to "fix" others.

In ACA we strive to create safe places for participants to open up and share. As part of creating a safe meeting we refrain from crosstalk and fixing behaviors.

Interrupting

Each member in ACA should be able to share free from interruptions. When someone is sharing, all others should refrain from speaking, including side conversations with a neighbor. Gestures, noise or movement could also be considered Interruption if it is grossly distracting.

Referring To

In ACA, we keep the focus on our lives and our feelings. We do not refer to the shares of others except as a transition into our own sharing. A very general "what's been brought up for me is..." or the occasional "thank you for sharing" is fine. However please do not make more detailed references to another person's share.

Commenting On

In ACA we accept what each person shares as true for them. We go to a great length to avoid creating the climate of shame that enforced the three primary rules of family dysfunction: Don't talk - Don't trust - Don't feel. In ACA, we simply do not comment positively or negatively about

another person's share during a meeting. Unsolicited advice before, during, or after a meeting can be a form of commentary and should be avoided. We can ask permission if we want to speak with someone about their share after or outside a meeting. In like manner, we never talk about the contents of another person's share to a third party. Everything shared in an ACA meeting is considered privileged and confidential and must be treated with the utmost respect.

Fixing Others

In ACA, we do not touch, hug, or attempt to comfort others when they become emotional during an ACA meeting. If someone begins to cry or weep during a meeting, we allow them to feel their feelings. We support them by refraining from touching them or interrupting their tears with something we might say. To touch or hug the person in this way is known as “fixing.” As children, we try to fix our parents or to control them with our behavior. In ACA, we are learning to take care of ourselves and not attempt to fix others. We support others by accepting them into our meetings and listening to them while they face their pain. We learn, to hold space by listening, letting be, and trusting the process, which is often the greatest support of all.

Suggested Surveys

Survey on the website

<https://www.acamorning.org/after-meeting-members-surveys/>

Purpose

What is the purpose of the After-meeting?

Please offer a few suggestions as to the purpose of the time and space after the meeting.

Values

As a group, what do we value

Rules and Guidelines

Sharing

Crosstalk

Allowing comments/reference

Timing of shares

Raised hands

The order of calling on participants

Hosting

Host training

Sharing topics

Triggers

Triggered responses

Using the chat

Resources and links

Giving advice

Giving experience, strength and hope

Sharing becoming conversational

Newcomer leeway

other