

## Monterey Bay Intergroup Monthly Birthday Meeting Guide for Host Groups

To our Host groups:

The Intergroup Steering Committee, with the input of many groups who have previously hosted birthday meetings, has prepared these guidelines to assist you in conducting a successful birthday meeting. The Intergroup and Steering Committee thanks you for carrying on this tradition.

The monthly birthday meeting is held at the Monterey High School on the last Saturday of each month with the exception of December, which is held along with a holiday banquet.

### **How do we select a speaker?**

It's suggested you pick a speaker you've heard before and enjoyed. Speaker will share between 40-50 minutes. *Please remind the speaker that the use of profanity is not appropriate for this event* and to use the general format of "what is was like, what happened, and what it's like now".

Assistance is available through Central Office for speaker selection suggestions or answers to your questions.

### **Please carefully consider the selection of Meeting Secretary, and Readers.**

The Birthday Meeting should be conducted in a manner which is of the utmost attraction – it should not be used as a vehicle for promotion of individual members or their causes. It is particularly important that the Readers treat our literature with the respect it deserves and act in a manner, which will discourage disrespect from the audience. "Chanting" is discouraged during the reading of Chapter 5, or the Twelve Traditions.

## **Coffee Guidelines**

Coffee makers should arrive no later than 5:30pm

There are 4 coffee makers; make **2 pots of regular coffee** and **1 pot of decaf**. They take about 35 minutes to brew. When one pot of regular is empty (usually before the meeting starts), start another of regular. This will give you a total of 2 pots of regular and one of decaf.

**The custodian will show you where to plug in the pots; don't plug more than one into any outlet.**

There is also a pot for hot water for tea; you must have the stem and basket in it for it to heat the water.

**All the coffee and supplies that you will need are supplied by Central Office.**

### **Start coffee at 5:30pm**

To prepare coffee:

Fill pots with water to the darkened line inside the pot (the highest mark for most number of cups). Fill baskets about 2/3 with grounds (again, to the darkened line).

Coffee people will have time to help cut cakes. After the meeting, empty and clean the pots in the custodian's closet. Wiped down tables.

The custodian will be available at all times to assist you.

# BIRTHDAY MEETING SIGN UP

Name

Phone #

## Coffee makers (2)

1. \_\_\_\_\_

2 \_\_\_\_\_

## Cake cutters (4)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

## Greeters (3)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

## Name tags (2)

1 \_\_\_\_\_

2 \_\_\_\_\_

Raffle ticket sales (2)

1 \_\_\_\_\_

2 \_\_\_\_\_

Readers:

Definition

\_\_\_\_\_

12 Traditions

\_\_\_\_\_

Chapter 5

\_\_\_\_\_

Medallions (4)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

7<sup>TH</sup> Tradition (4)

1 \_\_\_\_\_

2 \_\_\_\_\_

4 \_\_\_\_\_

Literature sales (1)

1 \_\_\_\_\_

(Be available before and after meeting)

Clean up (4)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

Bring cakes      Need cake for about 100 (buy or home made)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4

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5

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6

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7

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## **Volunteers needed:**

### **The Host Group Coordinator duties:**

- Arranges for someone to pick up supplies from Central Office no later than 5:00 pm Friday before the Saturday meeting. All supplies for the meeting are provided by Central Office.
- Secures the volunteers to fill the various commitments of the meeting as will be described later.
- Arrives at the school by 6:00pm and prepares to meet the volunteers. The school custodian unlocks the room and sets up chairs and tables for this meeting.
- Makes sure the volunteers are given some orientation as to their responsibilities.
- During the meeting, makes sure each function is running smoothly and obtains assistance where and as needed. The school custodian is available at all times.
- Goes through the facility to make sure it is left clean and that all Intergroup supplies are returned to Central Office on Monday.
- Makes sure the building is secured according to the school's requirements. Check with custodian before leaving.
- **Delivers all 7<sup>th</sup> Tradition, raffle and H&I donations to the Monterey Central Office at 1015 Cass Street by as early as possible the Monday following the meeting. This is very important so that the Central Office Secretary can do the banking before the end of the month.**
- The Host Group Coordinator may also serve as the meeting Secretary.

### **Supplies Coordinator**

Someone is needed to pick up all the supplies at Central Office no later than 5:00pm the Friday before the meeting. There are several boxes and coffee pots, so be sure the person has a vehicle large enough to fit it all in. A regular sized car will do, but not a sports car.

### **Host Group Secretary:**

This is traditionally the host group's current secretary. Groups are welcome to select any member to fill this role.

- The Secretary conducts the birthday meeting according to the format in the Birthday Meeting Binder.
- Get the names of the readers from the group's sign up sheet.

### **7<sup>th</sup> Tradition**

At least 4 are needed to be sure everyone in the room has the opportunity to participate in the 7<sup>th</sup> tradition. All 4 should start at the front of each aisle, each pair should have one collection can and make sure the can is met at the end of each row, and given to the following row. The collection buckets and H&I cans are provided Central Office.

Two people count the 7<sup>th</sup> Tradition and double check the accuracy. Count the money at the nametag table near the entrance so as to not disturb the speaker or the audience. 7<sup>th</sup> Tradition money is to be put into the large manila envelope marked 7<sup>th</sup> Trad; money from H&I cans put into the H&I envelope. These envelopes should be given to your Host Group Coordinator, who is responsible to deliver the funds to Central office.

### **Greeters**

At least 3 greeters are needed. They should be ready to greet guests at least 30 minutes before the meeting begins.

### **Name Tag**

Two people are needed and should arrive at least 30 minutes before the meeting. Their job is fill out name tags and ask each if it is his/her birthday month. A colored star is added to the nametag for identification purposes during the meeting.

### **Readers**

- Definition of Alcoholics Anonymous
- A portion of Chapter 5 from the Big Book
- The 12 Traditions.

### **Drawing ticket salespersons**

Four people are needed. Two people will sell tickets and two will assist in tearing tickets and counting 50/50 money. Tickets are sold for both the 50/50 Drawing and the Book Prize Drawing. Stop ticket sales before the meeting starts. Once the sale is closed, **count the 50/50 money and divide by two.** The winner receives half of the sales. Make sure to keep money received for the Book Drawing and the 50/50 Drawing segregate. Each salesperson is responsible for putting the funds in the correct envelope and given to the Host Group Coordinator as soon as the drawing sales have ended.

### **Person for Literature Sales**

One person is needed. A literature table will be set up close to the entry point to the room. Central Office will provide literature and a receipt book. The Literature Sales person should also arrive and be ready to sell literature at least 30 minutes prior to the meeting. Please have this person stay for a short time after the meeting and then turn in all proceeds from Sales to the Host Group Coordinator.

### **People for distribution of medallions**

Three or four people need to be present to sort, locate and distribute medallions. A table will be set up to the side of the podium. Keep medallions in numerical order for ease of distribution. Two people search for the correct year and the others will hand out the medallion and give hugs.

### **Cake Cutters**

***CAKES MUST BE CUT AND SERVED AT THE TABLES IN THE BACK OF THE ROOM. THE BIRTHDAY MEETING ATTENDEES ARE EXPRESSLY PROHIBITED FROM ENTERING AND OR USING THE SCHOOL KITCHEN.***

***FAILURE WILL RESULT IN THE BIRTHDAY MEETING BEING EVICTED FROM MONTEREY HIGH SCHOOL. THIS IS A CRITICAL POINT. TAKE WHATEVER STEPS ARE NECESSARY TO PREVENT ENTRY OF ANYONE INTO THE KITCHEN REGARDLESS OF THE PERCIEVED "NEED".***

***THIS INCLUDES THE PREPARATION AND CLEANUP OF COFFEE POTS AND RELATED ITEMS.***

The cost of the room is based on the time the custodian takes to clean up the room. Please obtain as much help as possible to put the room in the same condition as found when arriving to shorten the work time of the custodian. ***(Thank you)***

**Smoking on the School Property is Prohibited. We are guests of the Monterey High School and must follow their rules. Your greeters are to monitor the outside areas and remind our members of the School Policy as needed.**

If you have any questions or need additional information, please contact Central office at 383-3713 and ask for Maggie.

**Thank you for your participation.  
Intergroup could not have these meetings without your group.**