

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 **3 coffee makers**; make **2 pots (1 large and 1 small) of regular coffee** and **1 large pot of decaf**. They take about 45 minutes to brew.

There is also a pot for hot water for tea. There's no need to have the stem in the pot for it to brew.

There are two outlets in the area where coffee is brewed, one on the wall under the table that's set up for coffee, and another along the baseboard under the windows near the back entrance. Plug one large pot and one small pot into each outlet. **If you plug two large pots into one outlet, it will blow the breakers.**

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 (there are two bands around the filter - fill to the second band).

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

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

Additional Beverages

In addition, it's a thoughtful gesture to provide bottled water or soft drinks for meeting attendees, especially during warmer months or if the cakes are particularly sweet. This small courtesy goes a long way in making the event welcoming for all.

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 5:30pm 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 7th Tradition, raffle and H&I donations to the Central Office Administrator by the end of the evening. The administrator will do their best to attend each meeting. If they are unable to attend, they will make other arrangements to collect the funds on Monday.**
- 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.

7th Tradition

At least 4 are needed to be sure everyone in the room has the opportunity to participate in the 7th 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.

There is no need to count the 7th Tradition collection. The 7th Tradition money is to be put into the large manila envelope marked 7th Tradition; money from H&I cans can be left in the cans. The envelope and cans should be returned 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 name tag of birthday celebrants for identification purposes during the meeting.

Readers

- Preamble 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 (be sure to deduct the starting fund first!) 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.

People to count years

As medallions are being distributed, have two people keep count of the total number of years. Make sure the counts match and pass that number on to the secretary at the end of the medallion distribution ceremony.

Cake Cutters

CAKES MUST BE CUT AND SERVED AT THE TABLES IN THE BACK OF THE ROOM. THE BIRTHDAY MEETING ATTENDEES ARE EXPRESSEDLY 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 PERCEIVED "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 Oliver.

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

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 (4) (2 pull tickets, 2 collect money)

1 _____

2 _____

3 _____

4 _____

Secretary: _____

Readers:

Preamble

12 Traditions

Chapter 5

Medallions (4) (2 or 3 to distribute, 1 or 2 to count years)

1 _____

2 _____

3 _____

4 _____

7TH Tradition (4)

1 _____

2 _____

3 _____

4 _____

Literature sales (1 - to be available before and after the meeting)

1 _____

Clean up (4)

1 _____

2 _____

3 _____

4 _____

Bring cakes - Need cake for about 200 (buy or home made)

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____