

aa business meeting minutes template

The Ultimate Guide to the AA Business Meeting Minutes Template

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Summary: This comprehensive guide explores the nuances of creating an effective "aa business meeting minutes template," focusing on adapting standard business meeting minute formats to the specific needs and sensitivities of Alcoholics Anonymous (AA) groups. We delve into different methodologies, including variations for different types of AA meetings, best practices for confidentiality, and the importance of accurate record-keeping for accountability and continuity within the group. We also address potential legal considerations and provide practical examples to ensure clarity and consistency.

1. Understanding the Need for an AA Business Meeting Minutes Template

Unlike traditional business meetings, AA business meetings focus on the administrative and operational aspects of the group, distinct from the primary sharing meetings. While the focus is on service to members and maintaining the group's functionality, meticulous record-keeping is still crucial. An effective "aa business meeting minutes template" ensures transparency, accountability, and continuity within the group. These minutes serve as a legal record of decisions made, actions taken, and responsibilities assigned. They also help new members understand the group's structure and processes.

2. Key Elements of an Effective AA Business Meeting Minutes Template

A well-structured "aa business meeting minutes template" should include the following essential elements:

Heading: Clearly identify the group name, meeting date, time, and location. Specify that these are "Business Meeting Minutes."

Attendance: List the attendees, noting absences of key members if relevant. Consider using a simple check-in system to streamline this process.

Approval of Previous Minutes: State whether the previous meeting's minutes were approved, and note any corrections or amendments.

Treasurer's Report: Include a summary of the group's financial status. Details should be concise and focus on key figures, adhering to AA's principles of anonymity where financial information about members is concerned.

Old Business: Review outstanding items from previous meetings and track their progress.

New Business: Discuss and document any new proposals, decisions, and action items. Include assigned responsibilities and deadlines.

Announcements: Note any announcements relevant to the group's functioning.

Next Meeting Date and Time: Clearly state the date and time of the next meeting.

Adjournment: Indicate the time the meeting adjourned.

Signature (or Initials): Include the signature or initials of the person responsible for recording the minutes.

3. Adapting a Standard Business Meeting Minutes Template for AA

While a standard business meeting minutes template provides a good foundation, adapting it for AA requires careful consideration of specific needs:

Confidentiality: Maintain anonymity. Avoid including identifying details of members unless absolutely necessary and with their explicit consent. Focus on actions and decisions rather than individual contributions.

Focus on Service: Emphasize the service-oriented nature of AA business meetings. Highlight actions taken to support members and the wider fellowship.

Simplicity and Clarity: Use clear, concise language, avoiding jargon. The minutes should be easily understood by all members, regardless of their background or experience.

Legal Compliance: Ensure the minutes comply with any relevant legal requirements for non-profit organizations or group governance.

4. Methodologies and Approaches to Creating an "aa business meeting minutes template"

Several methodologies can be used to create a functional "aa business meeting minutes template":

Traditional Method: Using a word processing document (like Microsoft Word or Google Docs) to create a template with the key elements mentioned above.

Spreadsheet Approach: Employing a spreadsheet (like Google Sheets or Excel) to organize information, particularly financial data, in a structured manner.

Dedicated Meeting Management Software: Utilizing specialized software for meeting management that includes minute-taking features and collaboration tools.

5. Best Practices for Accurate Record-Keeping

Designated Minute-Taker: Assign a responsible person to take minutes consistently.

Review and Approval: Ensure minutes are reviewed and approved by the group at the subsequent meeting.

Secure Storage: Keep minutes securely stored and accessible only to authorized individuals.

Regular Updates: Maintain updated templates and procedures to ensure accuracy and efficiency.

6. Legal Considerations for AA Business Meeting Minutes

While AA is a non-profit organization dedicated to service, accurate record-keeping is crucial for legal and financial transparency. This includes:

Compliance with State and Local Laws: Ensure the minutes comply with all relevant laws pertaining to non-profit organizations in the relevant jurisdiction.

Financial Accountability: The treasurer's report should be accurate and reflect proper financial management.

Conflict Resolution: If disputes arise, the minutes serve as crucial documentation to support the group's decisions and actions.

7. Sample "aa business meeting minutes template"

Alcoholics Anonymous - [Group Name] - Business Meeting Minutes

Date: October 26, 2023

Time: 7:00 PM - 8:00 PM

Location: [Location]

Attendance: [List Attendees]

1. Approval of Previous Minutes: The minutes from the September 28, 2023, meeting were reviewed and approved.

1. Treasurer's Report: [Summary of financial status, omitting specific member-related details.]

1. Old Business:

Website Update: The website update project is underway. [Member Name] will provide an update at the next meeting.

1. New Business:

New Meeting Location: A proposal was discussed regarding a new meeting location. A decision will be made at the next meeting after further discussion.

1. Announcements: None

1. Next Meeting Date and Time: November 23, 2023, 7:00 PM

1. Adjournment: 8:00 PM

Minutes Prepared By: [Name/Initials]

Conclusion

The creation and maintenance of an effective "aa business meeting minutes template" is paramount for the efficient and transparent functioning of any AA group. By implementing the best practices outlined above, groups can ensure the accurate recording of their activities, facilitating accountability, continuity, and adherence to the principles of the 12-step program. Remember that the template's primary goal is to support the group's mission while maintaining the confidentiality and anonymity that are essential to the AA experience.

FAQs

1. Can I use a generic business meeting minutes template for AA? While you can adapt one, specific considerations for anonymity and service-oriented focus are crucial.
2. How often should AA business meetings be held? This varies between groups, but typically monthly or quarterly meetings are sufficient.
3. Who is responsible for keeping the minutes? A designated member, often rotated among volunteers, should take minutes.

4. Where should the minutes be stored? A secure, accessible location known to key members of the group.
5. What if a sensitive issue is discussed? Anonymity should always be prioritized. Focus on the decisions made rather than specific member contributions.
6. Do I need to have the minutes approved? It is good practice to have them reviewed and approved at the next business meeting.
7. What if someone challenges the accuracy of the minutes? A process for addressing challenges should be established, potentially involving a review by multiple members.
8. Are AA business meeting minutes subject to public records laws? This depends on the specific legal jurisdiction and the group's structure, but generally, anonymity should be protected.
9. What software can I use to create and manage meeting minutes? Options range from simple word processors to dedicated meeting management software.

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willfulness, and lack of understanding which plague the design of modern buildings and modern cities. In the second part, Mr. Alexander presents a method by which the designer may bring his full creative imagination into play, and yet avoid the traps of irrelevant preconception. He shows that, whenever a problem is stated, it is possible to ignore existing concepts and to create new concepts, out of the structure of the problem itself, which do correspond correctly to what he calls the subsystems of the adaptive process. By treating each of these subsystems as a separate subproblem, the designer can translate the new concepts into form. The form, because of the process, will be well-adapted to its context, non-arbitrary, and correct. The mathematics underlying this method, based mainly on set theory, is fully developed in a long appendix. Another appendix demonstrates the application of the method to the design of an Indian village.

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report were implemented after Congress passed an act in 2009 to review and prevent fraudulent activity. The report details, among other things, the periods before, during, and after the crisis, what led up to it, and analyses of subprime mortgage lending, credit expansion and banking policies, the collapse of companies like Fannie Mae and Freddie Mac, and the federal bailouts of Lehman and AIG. It also discusses the aftermath of the fallout and our current state. This report should be of interest to anyone concerned about the financial situation in the U.S. and around the world. THE FINANCIAL CRISIS INQUIRY COMMISSION is an independent, bi-partisan, government-appointed panel of 10 people that was created to examine the causes, domestic and global, of the current financial and economic crisis in the United States. It was established as part of the Fraud Enforcement and Recovery Act of 2009. The commission consisted of private citizens with expertise in economics and finance, banking, housing, market regulation, and consumer protection. They examined and reported on the collapse of major financial institutions that failed or would have failed if not for exceptional assistance from the government. News Dissector DANNY SCHECHTER is a journalist, blogger and filmmaker. He has been reporting on economic crises since the 1980's when he was with ABC News. His film *In Debt We Trust* warned of the economic meltdown in 2006. He has since written three books on the subject including *Plunder: Investigating Our Economic Calamity* (Cosimo Books, 2008), and *The Crime Of Our Time: Why Wall Street Is Not Too Big to Jail* (Disinfo Books, 2011), a companion to his latest film *Plunder The Crime Of Our Time*. He can be reached online at www.newsdissector.com.

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aa business meeting minutes template: *Clinical Supervision and Professional Development of the Substance Abuse Counselor* United States. Department of Health and Human Services, 2009 Clinical supervision (CS) is emerging as the crucible in which counselors acquire knowledge and skills for the substance abuse (SA) treatment profession, providing a bridge between the classroom and the clinic. Supervision is necessary in the SA treatment field to improve client care, develop the professionalism of clinical personnel, and maintain ethical standards. Contents of this report: (1) CS and Prof'nl. Develop. of the SA Counselor: Basic info. about CS in the SA treatment field; Presents the 'how to' of CS.; (2) An Implementation Guide for Admin.; Will help admin. understand the benefits and rationale behind providing CS for their program's SA counselors. Provides tools for making the tasks assoc. with implementing a CS system easier. Illustrations.

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aa business meeting minutes template: *Why Does He Do That?* Lundy Bancroft, 2003-09-02 In this groundbreaking bestseller, Lundy Bancroft—a counselor who specializes in working with abusive men—uses his knowledge about how abusers think to help women recognize when they are being controlled or devalued, and to find ways to get free of an abusive relationship. He says he loves you. So...why does he do that? You've asked yourself this question again and again. Now you have the chance to see inside the minds of angry and controlling men—and change your life. In *Why Does He Do That?* you will learn about: • The early warning signs of abuse • The nature of abusive thinking • Myths about abusers • Ten abusive personality types • The role of drugs and alcohol •

What you can fix, and what you can't • And how to get out of an abusive relationship safely "This is without a doubt the most informative and useful book yet written on the subject of abusive men. Women who are armed with the insights found in these pages will be on the road to recovering control of their lives."—Jay G. Silverman, Ph.D., Director, Violence Prevention Programs, Harvard School of Public Health

aa business meeting minutes template: *Alcoholics Anonymous* Bill W., 2014-09-04 A 75th anniversary e-book version of the most important and practical self-help book ever written, Alcoholics Anonymous. Here is a special deluxe edition of a book that has changed millions of lives and launched the modern recovery movement: Alcoholics Anonymous. This edition not only reproduces the original 1939 text of Alcoholics Anonymous, but as a special bonus features the complete 1941 Saturday Evening Post article "Alcoholics Anonymous" by journalist Jack Alexander, which, at the time, did as much as the book itself to introduce millions of seekers to AA's program. Alcoholics Anonymous has touched and transformed myriad lives, and finally appears in a volume that honors its posterity and impact.

aa business meeting minutes template: The Federal Reserve System Purposes and Functions Board of Governors of the Federal Reserve System, 2002 Provides an in-depth overview of the Federal Reserve System, including information about monetary policy and the economy, the Federal Reserve in the international sphere, supervision and regulation, consumer and community affairs and services offered by Reserve Banks. Contains several appendixes, including a brief explanation of Federal Reserve regulations, a glossary of terms, and a list of additional publications.

aa business meeting minutes template: *OET Nursing* Cambridge Boxhill Cambridge Boxhill Language Assessment, 2018-08-17 From the makers of OET.Test and build your English skills with this official OET Nursing resource. This Practice Test Book includes:* Three OET practice tests with answer keys* An overview of OET and how the test is scored* The Test-Taker's Information Guide* Key assessment criteria* Useful language information.***Want to buy both print and kindle versions?***Buy the print book from Amazon.com and you will be given the option to purchase the kindle book at a heavily discounted price.

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aa business meeting minutes template: *The Language of the Heart* A A Grapevine, Incorporated, Bill W, 2002-02 Language of the Heart contains all of AA cofounder Bill W.'s Grapevine, including a vivid description of how he came to organize the Steps.

aa business meeting minutes template: The Narcotics Anonymous Step Working Guides , 1998-01-01 Narcotics Anonymous Step Working Guides are meant to be used by NA members at any stage of recovery, whether it's the first time through the steps, or whether they have been a guiding force for many years. This book is intentionally written to be relevant to newcomers and to help more experienced members develop a deeper understanding of the Twelve Steps.

aa business meeting minutes template: *A Raisin in the Sun* Lorraine Hansberry, 2016-11-01 A Raisin in the Sun reflects Lorraine Hansberry's childhood experiences in segregated Chicago. This electrifying masterpiece has enthralled audiences and has been heaped with critical accolades. The play that changed American theatre forever - The New York Times. Edition Description

Additional Resources

Simplified Roberts Rules of Order v3 - Emotional Sobriety And ...

A standard AA business meeting format Most AA business meetings are run according to the following format: 1. Minutes of the previous business meeting should be read by the Secretary. ...

Suggested Group Business Meeting Format - ca

SUGGESTED GROUP BUSINESS MEETING FORMAT* Welcome to the business meeting for the (____) group of Cocaine Anonymous. My name is (____) and I am an addict. I am also ...

"Carry THIS Message" Group: Business Meeting Format

"Carry THIS Message" Group: Business Meeting Format Held on the last Thursday of every month. Welcome to the West Orange "Carry THIS Message" Group's monthly Business ...

Secretary's Group Conscience Minutes Template

Please send group conscience minutes to aaonlinemeetingminutes@gmail.com or to the web manager via Skype. (Please send a message to ensure the web manager is online before ...

A Suggested Format for Conducting an A.A. Meeting

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>/Filter/FlateDecode/ID[32F2991FFC865341B617C73A24D02391>]/Index[51 22]/Info 50 0 ...

A Suggested Format for Conducting an A.A. Meeting - AA ...

Open Meeting This is an open meeting of Alcoholics Anonymous. We are glad you are here — especially newcomers. In keeping with our singleness of purpose and our Third Tradition ...

Roberts Rules of Order Adapted for AA Business Meetings A ...

Adapted for AA Business Meetings . A motion is made: If it does not receive a second, it dies. After a second, debate is opened. If a registered voter calls for the question, a second will be ...

Group Business Meeting - aawichita.org

Recognizing the importance of group business meetings, some A.A.s in Seattle, Washington, prepared suggested guidelines on the subject for discussion at a Group Officers' Workshop. ...

Meetings in a Magazine

The following are four basic 60-minute AA meeting formats with literature excerpts, all in one PDF. These can help if you're starting a new meeting, want to change your format, or you've

SAMPLE HOME GROUP AGENDA FOR BUSINESS MEETING

F) READ AND APPROVE LAST MONTH'S MINUTES G) REPORTS FROM SECRETARY, GSR, and TREASURER H) MOTION TO ACCEPT REPORTS I) HOME GROUP MEMBERS' ...

Secretary's Group Conscience Minutes Template

These positions are for the month following this GC meeting. Group Service Representative (GSR): Paul G - Read minutes from the last IG meeting. -Discuss selecting chairs and hosts ...

Sample Group Meeting Format # 1 - Tidewater Intergroup ...

Sample Group Meeting Format # 1 1. Good Evening! This is the regular meeting of the ____ Group of Alcoholics Anonymous. My name is _____. I am an alcoholic and your Secretary. 2. ...

AA meeting format A Suggested Format for Conducting an ...

AA meeting format A Suggested Format for Conducting an A.A. Meeting: (In advance of meeting, Secretary of meeting asks one person to read "How it Works" and another person to read "The ...

A Suggested Format for Conducting an A.A. Meeting

A Suggested Format for Conducting an A.A. Meeting 1. Good Evening ladies and gentlemen. This is the regular meeting of the ____ group of Alcoholics Anonymous. My name is ____ and I ...

AA Meeting Format - District 02 AA

AA Meeting Format Good morning/afternoon/evening. My name is ____ and I am an alcoholic and your chairperson for this meeting. Welcome to the ____ meeting. This is a closed ...

Business Meeting Minutes Template - eForms

BUSINESS MEETING MINUTES FOR ____ I. MEETING DETAILS Chairperson: ____ Secretary: ____ Date: ____ Time: ____ Location: ____ Street Address: ____ City: ____

Suggested AA Meeting Format - sloaa.org

Suggested A. A. Meeting Format 1. This is the ____ meeting of the ____ group of Alcoholics Anonymous. My name is ____; I am an alcoholic and your Secretary. 2. Let us open the ...

APPENDIX B - QUORUM, SIMPLIFIED ROBERT'S RULES AND ...

A Typical District Business Meeting format District business meetings are run according to the following Agenda: 1. Chair calls the meeting to order. 2. Roll call and Quorum. 3. Familiarize ...

District 61 AA Business Meeting Minutes

District 61 AA Business Meeting Minutes . March 7, 2024 . Opening: The March 7, 2024 District 61 AA Business Meeting opened with the Serenity Prayer, followed by roll call and the reading ...

A Suggested Format for Conducting an A.A. Meeting - East ...

A Suggested Format for Conducting an A.A. Meeting 1. Good Evening ladies and gentlemen. This is the regular meeting of the ____ group of Alcoholics Anonymous. My name is ____ and I ...

Simplified Roberts Rules of Order v3 - Emotional Sobriety And ...

A standard AA business meeting format Most AA business meetings are run according to the following format: 1. Minutes of the previous business meeting should be read by the Secretary. ...

Meeting Format & Binder Documents - Santa Clara County ...

Use these meeting resources to get your group off the ground including format examples and Alcoholics Anonymous approved literature.

Suggested Group Business Meeting Format - ca

SUGGESTED GROUP BUSINESS MEETING FORMAT* Welcome to the business meeting for the (____) group of Cocaine Anonymous. My name is (____) and I am an addict. I am also the ____ ...

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"Carry THIS Message" Group: Business Meeting Format

"Carry THIS Message" Group: Business Meeting Format Held on the last Thursday of every month. Welcome to the West Orange "Carry THIS Message" Group's monthly Business Meeting. Thank ...

Roberts Rules of Order Adapted for AA Business Meetings ...

Adapted for AA Business Meetings . A motion is made: If it does not receive a second, it dies. After a second, debate is opened. If a registered voter calls for the question, a second will be required, ...

Business Meetings - San Francisco General Service

In some San Francisco A.A. groups, General Service Representatives (GSRs) are asked to chair monthly or quarterly business meetings. Here are some helpful resources on best practices for ...

Alcoholics Anonymous Meeting Formats | AA Meeting Formats

Large selection of Alcoholics Anonymous (AA) Meeting Formats including Open AA Meetings, Closed AA Meetings, Discussion AA Meetings and other meeting formats.

A Suggested Format for Conducting an A.A. Meeting - AA ...

A Suggested Format for Conducting an A.A. Meeting Welcome everyone to ____ group of Alcoholics Anonymous. My name is ____ and I am an alcoholic. Those who care to help me open the ...

Group Business Meeting - aawichita.org

Since each group is autonomous, there is no one answer, but here are some ideas that have worked: Depending upon the amount of business to be discussed, announce the business ...

[Aa Business Meeting Minutes Template](#)

Aa Business Meeting Minutes Template

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