Reopening Meetings Workshop

2020 London Region North Workshop

SPEAKERS MEETINGS & CONTACT DETAILS

**Paul**

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**Bob**

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**Peter**

+44 7964 041515 / Telephones.se@aamail.org

**Paul + Bob + Peter’s Meeting Details**

Guildford Big Book Recovery

07:45 PM on Mondays

Meeting ID: 857 547 917

Password: bill&bob

Zoom link:

<https://us02web.zoom.us/j/857547917?pwd=UytPUnVuOGdrWHdtdXhUQ25lcUJKUT09>

This Zoom meeting is in conjunction with a face to face meeting at the Education Centre at the Royal Surrey County Hospital, if you would like to attend the face to face meeting as well please email: pi@aamidsurrey.org.uk to book a seat.

**Jim**

chair.nw@aamail.org / +44 7974 452470

Coppull Tuesday evening, 19:30 to 21:00

Coppull Methodist Church, Spenmore Lane Coppull - Chorley, Lancashire PR 4NA

Online Skype Meeting <https://join.skype.com/dWSyGwuSM9EV>

**Andre (Amsterdam)**

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Newcomers Step & Tradition (Beginner’s)

Sun 6pm (5pm BST)

Zoom ID: 554-006-4687

<https://us02web.zoom.us/j/5540064687>

Password: message Lars +31615257906 or André +31 6 25 42 33 32

AA Netherlands info: <https://aa-netherlands.org/meetings/amsterdam-newcomers-beginners-meeting-2/>

SPEAKERS BULLET POINTS

**From Bob (Guildford):**

 Starting Up

 General Service Office & Board Guidelines / Considerations for Physical Meetings

 Group: Guildford Monday evening Big Book Recovery

 Venue: The Education Centre Lecture Theatre, Royal Surrey Hospital, Guildford, Surrey

Traditions: the group considers that it is fully adhering to Tradition 1 (AA Unity) and Tradition 4 (group autonomy / affecting other groups or AA as a whole) whilst protecting the positive reputation and goodwill of AA in the community.

Questions to consider:

1. Does your group have a complete contact list to communicate with group members?

Group members belong to a WhatsApp group. Members can be contacted easily and quickly should there be any issues

2. How will your group confirm the maximum number of people permitted in your meeting space?

i) A group member is responsible for registration. Attendees must make contact by email (pi@aamidsurrey.org.uk) or text which includes their email address

ii) The hospital allows maximum 35 people in a seating capacity of 200. We reserve 5 spaces for hospital patients (Alcohol Dependency Unit)

iii) Once the capacity is reached, applicants are offered a space at future meetings

3. How will your group ensure that this maximum is not exceeded?

The entrance door is manned. Only registered members are allowed into the meeting. If an unregistered person arrives, he/she can enter if capacity is not exceeded and that name, phone number and email details are provided.

4. How will your group ensure that the appropriate social distance is maintained?

Separate entrance / exit, spaced rows and seats as determined by the hospital

5. How will your group ensure face masks are worn where appropriate?

i) Each attendee is sent an email which requests that they bring a face covering

ii) One the day of the meeting, a text alert message is sent to every attendee reminding them of the need to bring a face mask

iii) Each attendee is asked to produce a face mask on arrival at the meeting

iv) The group has spare face masks if needed

6. Will your group require members to have temperature checks, for instance, at home before the meeting, or even at the meeting?

The hospital has not requested this. Each attendee receives an email requesting that they should not attend if they have any symptoms of Covid-19

7. How will your group sanitize contact surfaces before and after each meeting?

The hospital provides a cleaning service before and after each meeting. Hand gel is provided in the meeting room. Attendees are asked to use the gel on entry and exit

8. Will your group provide sanitizing gel or wipes for those arriving?

The hospital provides all sanitizing equipment

9. What if someone in your group needs to be tested for COVID-19? Will you keep a record of each attendee at each meeting so they may be informed while results are awaited? Who will hold this list? At what point may this list be destroyed?

One group member has been appointed to hold the registration list. It is a confidential document. Attendees are alerted to the necessity of keeping this data. It is destroyed after 3 weeks.

10. What if contact tracing is necessary? How will your group help local health officials do contact tracing?

The list of attendees can be accessed by health officials. The list includes the name, mobile number and email address of each person who has attended each meeting within the last 3 weeks

11. If passing a physical basket is impossible, how will your group collect 7th Tradition contributions?

Tradition 7 buckets are provided so that attendees can drop cash into them on exit. The treasurer has an iZettle card reader. No physical contact or anonymity issues

12. How will physical materials (scrolls, literature etc) be handled?

The scrolls, Big Books and pamphlets are kept on site. Books are wiped with sanitizer if shared

13. Will your group eliminate the distribution of coffee and food?

No food or drinks are provided. Attendees can bring tea/coffee/soft drinks but must take everything away with them so that we leave the room as we found it

14. What is your group’s policy if an attendee is openly sick (eg coughing or feverish?)

The person is asked to leave the meeting immediately. He/she will then be contacted to establish if they are being tested for COVID-19. Health officials may be contacted as a result

15. Does your group have insurance cover?

Each AA group in South-East Region is covered under the Region’s public liability insurance. The insurance is valid provided the group adheres to government guidelines on social distancing. Each attendee receives an email before they attend stating that they must assume all risks which relate to COVID-19.

Hybrid meetings:

Each attendee is advised by email that we run a hybrid meeting and that the faces of Zoom members are shown by projector onto a large screen. Our meetings are not recorded.

**From Peter:**

**Hybrid Meetings Setup**

* Has your home group considered a Hybrid meeting?
* My home group experience
* Group kept together with Skype online meeting during lockdown
* We were considering a Hybrid meeting back in January (pre-lockdown)

Considerations for the meeting conscience

* Keeping the meeting available online for our more vulnerable members
* Is your venue happy with this?
* Does your venue have a good Wi-Fi connection?

Our experience

* We meet in a Methodist Church Hall room capacity with social distancing 30 people
* The Wi-Fi connection in the room we use is very poor
* The Methodist Church have no problem with us broadcasting the meeting live (no recording)

Technical Requirements we discussed

* Laptop PC with Wi-Fi and Bluetooth connectivity
* Wi-Fi Booster – Extender (same electrical circuit required for transmitter and receiver) Hold devise up for audience to see
* Jabba type Bluetooth high sensitivity – multi directional speaker - microphone Hold devise up for audience to see
* Wide Angle Webcam Hold data sheet up for audience to see
* Additional VDU Hold data sheet up for audience to see

Considerations for Chairing the face to face and hosting the online meeting at the same time

* Two people required one to host the online element – one to chair in the venue (face to face)
* Additional VDU facing the live audience with the wide-angle Webcam
* Multi directional speak microphone in the centre of the room utilising Bluetooth for connection to laptop PC
* The online host sat adjacent to the meeting chair for good communication
* Budget Costs £ 40 Wi-Fi Booster - £ 100 Additional VDU - £ 80 Multidirectional speaker – microphone £ 45 Wide angle Webcam – Potential to share equipment and costs with other local meetings - Intergroup

Summary

* We had a trail run back in January and it worked well but identified the need for the wide-angle Webcam and Multidirectional speaker – microphone
* Ensure all physical attendees are aware the meeting is being broadcast live, greeted on entry and posters at the entrance

**From Jim: Non-medical Support**

Most services had to drastically reduce or end face-to-face, one-to-one and group contacts but some of these will be returning where permitted and safe.

Telephone one-to-one contacts should be maintained wherever possible. Keeping in touch by phone generally will be important but especially for those without internet access. Services should consider providing phones or credit to staff and service users who don’t have them. Staff can call service users, even if service users don’t have credit to make calls.

Mutual aid and other support groups that can meet digitally, without the need for face-to-face contact, should continue to do so. Groups of up to 6 can also meet outdoors, socially distanced. However, groups could – if necessary – now also meet indoors and in-person within the social distancing guidance and principles, in community facilities that have been made COVID-19 secure. Groups should continue to protect anyone who is clinically vulnerable: they should be discouraged from attending but, if they need to attend, everyone attending should be even more rigorous with distancing and other precautions. Anyone who is clinically extremely vulnerable should still not attend an indoor meeting at all. People should only attend a group with one other household – they can then meet with others outside their household, but should minimise their social interaction outside of the meeting. They will need to socially distance from anyone they do not live with or who is not in their support bubble. This means 2 metres if possible or, if not, 1 metre with mitigation (masks, sitting side-by-side, etc).

Groups should read the general guidance and any advice from their parent body and venue, and agree – with the venue – whether they should meet face-to-face and, if they will, how they will ensure everyone’s safety, considering the following issues:

cleaning

hand washing

face coverings

noise

toilets

crockery

seating

travel

entrances and exits

monetary collections

track and trace

clinically vulnerable and clinically extremely vulnerable members

**From Peter: Points for consideration when looking for suitable venues for Hybrid meetings.**

* Is the venue large enough to accommodate your group members while also conforming to the government’s social distancing rules?
* Does the venue provide a sanitation/cleaning service after the meeting and if so, is there an extra cost for this service outside of the rent?
* What parking facilities are available at the prospective meeting venue, are they free or is there an associated cost?
* Does the venue have its own media or education center with the necessary equipment to hold a successful Hybrid meeting? Possible venues with such facilities include local hospitals, Colleges, Universities and larger Churches.
* Check with the venue to see if they have good Wi-Fi available on site as well as either a projector/large flat screen TV, microphones and speaker set up.
* Some meetings may have to move temporarily from their pre-Covid venues to hold new hybrid meetings, check with the prospective meeting venue what its minimum lease terms are.

USEFUL LINKS

AAGB Updating your meeting details (online Pink Form) - [https://www.alcoholics-anonymous.org.uk/AA-Meetings/Submit-Your-Meeting-Information-(Pink-Form)](https://www.alcoholics-anonymous.org.uk/AA-Meetings/Submit-Your-Meeting-Information-%28Pink-Form%29)

AAGB Coronavirus official news page -

<https://www.alcoholics-anonymous.org.uk/Members/Coronavirus-News>

AAGB Find an Online meeting (only) directory -

<https://www.alcoholics-anonymous.org.uk/AA-Meetings/Find-a-Meeting/online>

WORKSHOP SCHEDULE

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| 1. Serenity Prayer, Intro (Nicolas P)
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| 1. Setting the tone and breaking the ice (Zoom Poll):

a) What’s your level of H&S understanding regarding reopening meetings? |
| 1. Speaker 1 - Bob - Health & Safety checks & 15 Questions by AAGB
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| 1. Speaker 2 - Paul - Track & Trace & Payment
 |
| 1. Q&As or Share back from the floor
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| 1. Setting the tone for next session (Zoom Poll):a) Is your meeting trying to do any of the following?

Reopen only face2face / Parallel / Hybrid / Staying on Zoom/ Closing Down / Other |
| 1. Speaker 3 - Jim - Pioneers in hybrid, equipment needed, escaping to Intergroup
 |
| 1. Speaker 4 - Peter - Hospital theater as option, set up, how to deal with these venues
 |
| 1. Play Alan’s video: Recovery Goes Rogue / Open air meetings
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| 1. Speaker 5 - Andre - Experienced hybrid, questions from members, challenges and opportunities
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| 1. Speaker 6 - Ems - Member’s experience attending hybrid meeting
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| 1. Q&As and Share back from the floor
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