

San Francisco Bay Area Debt-Anon Meeting Secretary's Script

General Instructions for the Secretary about opening the meeting's FreeConferenceCall.com phone-in meeting:

*The Secretary needs to dial our current, temporary
FreeConferenceCall.com phone number at least 5 minutes or more before
the meeting's scheduled start time to open the conference line for the
meeting's participants.*

*Dial Conference Line Phone number: (716) 427-1336
Enter Participant Code: 143341 and press the asterisk "*" sign*

*Optional, helpful Commands that can be used during the call, if needed.
Press:*

- *2 to hear Caller Count (i.e. number of callers on the call)*
- *5 to Mute all lines; press *5 again to Unmute all lines*
- *6 tell meeting participants they can also use *6 to self-mute their individual
lines and *6 again to unmute their own lines*
- *8 to mute all entry and exit tones*

1. Hello and welcome to the San Francisco Bay Area Debt-Anon meeting.
My name is _____ and I will be your Secretary today.

2. You can find our Meeting's Readings on our web site at:

Debtanon.org

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Updated June 13, 2020 to reflect changes to the meeting's format
from in-person to phone-in and associated changes to a phone-in meeting format

Original Script Adopted by Group Conscience September 18, 2019

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Click on the grey button titled, "Meeting Readings" to follow along and participate in the meeting.

3. Please help me open the meeting with a moment of silence followed by the Serenity Prayer.

God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference.

The meeting's Timekeeper can use the Timekeeper's mobile device to time the meeting's activities and shares.

4. The format for the meeting will depend upon the week of the month.

Week 1: Reading from The Other Side of the Coin book, currently our sole piece of Debt-Anon specific literature

Week 2: Reading from the Co-Dependents Anonymous (CoDA) book

Week 3: Business Meeting

Week 4: Debt-Anon step study of the month using the Co-Dependents Anonymous (CoDA) Workbook as our guide, and quiet time for journaling or reflection

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Week 5: Speaker meeting. If there is no speaker, the Secretary will select a reading from either The Other Side of the Coin, the CoDependents Anonymous (CoDA) book, or other CoDA-approved literature.

6. This is week “_____” and thus, we will have a “_____”.
7. We will now have a reading of:

The Debt-Anon Preamble. Will someone please read the Preamble?

The Debt-Anon Welcome. Will someone please read the Welcome?

It is startling, and humbling, to realize that we are often as addicted as the compulsive debtor. We may not be addicted to money or substances, but sometimes we are addicted to people and situations in our lives. Ours is no less serious an addiction; in some cases we've suffered as devastatingly from our addiction as the compulsive debtor has. We need the help of a Power greater than ourselves to bring us back to sanity.

We are seeking recovery from our own progressive illness.

Will someone please read the Twelve Debt-Anon Signposts?

Will someone please read The Debt-Anon Problem?

Will someone please read the Explanation of a Debt-Anon Member?

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Will someone please read The Keys to Debt-Anon Recovery?

Our recovery depends upon our willingness to adopt new ways of thinking about ourselves and our problems.

Will someone please read The Twelve Steps of Debt-Anon?

Our group experience suggests that Debt-Anon unity depends upon our adherence to the Twelve Debt-Anon Traditions.

Will someone please read the Twelve Traditions?

8. **[Newcomers]** Do we have anyone joining us today that is new to Debt-Anon? If so, we would like to welcome you. A “newcomer” is someone new to this particular Debt-Anon meeting or attending any Debt-Anon meeting for the first, second, or third time. At this time, would you please introduce yourself by your first name so that we may give you a special welcome? **[Pause]**

[Welcome each newcomer.]

Ask each newcomer if the person would like a copy of the Debt-Anon brochure.

For phone-in meetings: Advise newcomers to go to our meeting's website www.debtanon.org and at the bottom of the main page, click on the “Printable Pamphlet” to view, download or print the pamphlet.

For in-person meetings: Hand out the pamphlet.]

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Now is the time for group introductions.

We will go around the virtual room and introduce ourselves by first name only. You have the option to give your general location such as state, region, city, or country. We'll start with the Pacific Time Zone and continue across the other North American time zones and then other countries. Newcomers, please introduce yourselves again. I will go first.

[Secretary starts]

Hi, I'm [name], a Debt-anon member.

the Secretary can call out each North American time zone such as Pacific, Mountain, Central, Eastern, and ask participants from each time zone to introduce themselves, then ask if there are any participants from locations outside the U.S./North America and ask them to introduce themselves.]

9. Are there two people willing to stay after the meeting to greet newcomers and answer questions?
10. Are there any Debt-Anon related business announcements?

We maintain an e-contact list of our meeting's members who can be contacted for program-related calls. After the close of our meeting today, please feel free to stay on the line if you want to be added to our contact list, request the contact information of another member, or request a copy of our list.

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The Debt-Anon addiction is a disease of isolation. The telephone and email is a means of communicating with other Debt-Anon members in between meetings. Please provide your phone number and/or email address if you are willing to receive calls and/or emails. Please feel free to take or ask for a number and/or email off the list if you would like to contact another Debt-Anon member.

11. If you have any agenda items you would like to be discussed at the next Debt-Anon business meeting, please:

Stay on the line at the end of this call and request that one of the existing members add your item to our next meeting agenda or email your item to one of us and we'll add it to the meeting agenda.

The person listing the item must be present at the business meeting for the item to be taken up. Please feel free to add your name as a co-sponsor to items on the business meeting agenda proposed by another member.

If the proposed item requires the Secretary's Meeting Script or this Meeting's Readings to be changed and Group Conscience votes in favor of the item, the Debt-Anon member or co-sponsor who proposed the item must update the Meeting Script or Readings, email the updated version to our meeting's Gmail account, and:

Arrange with our Web site administrator when that officer position is filled, to post the updated Meeting Script or Readings on our Meeting's web site.

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We will now have a member read our upcoming Secretary sign-up calendar aloud for the next 6 to 8 weeks, give us the first name of the people who have signed up to Secretary the upcoming meetings, and let us know if there are any upcoming Saturdays when we still need volunteers to Secretary.

Please volunteer to Secretary one (1) upcoming weekly meeting if you can. The Secretary leads the weekly meeting following the step-by-step instructions in this Meeting Script. If you haven't been a Debt-Anon Secretary before and would like to lead a meeting but want a helper, please sign up to Secretary one (1) meeting, then ask one of us after this meeting, to assist you at the meeting you signed up to Secretary.

We encourage everyone to consider our Debt-Anon literature: our DebtAnon brochure available on our Web site at Debtanon-sfbayarea.org, and the book The Other Side of the Coin because they help clarify and demystify the Debt-Anon addiction and are tools to help support our recovery.

Our meeting also uses the Co-Dependents Anonymous (CoDA) book and the CoDA 12 Steps and 12 Traditions Workbook which are available through www.corepublications.org.

Newcomers are welcome to view and download or print a copy of our Debt-Anon brochure from our web site at www.debtanon-sfbayarea.org.

You can look over our Debt-Anon-specific literature on the side table. Newcomers are welcome to take a Debt-Anon brochure if you haven't already done so.

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The Other Side of the Coin is available for purchase for \$20.00 cash + shipping, if applicable. Please speak with our Literature person or one of us after the meeting if you have questions or would like to buy the book.

12. We need a Timekeeper to time our meeting's activity and shares. May I have a volunteer to be Timekeeper? **[Let the Timekeeper know they can use their mobile device's timer.]**

The Timekeeper will let us know when our time is up. We acknowledge the Timekeeper and promptly wrap our activity or shares when we hear, "Time".

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Week 1: We will now read from The Other Side of the Coin book for up to 15 minutes.

Everyone: Please feel free to read between 2 or 3 paragraphs aloud to the meeting if you have a copy of the book. How many people on today's call have a copy of the book and would be willing to read? Please state your first name. **[Pause and listen to the names of the volunteers.]** Thank you for your service.

Would the Timekeeper please set the timer for 15 minutes and announce when there are 2 minutes left and "Time" at the end of our activity?

I will start our reading today. **[Secretary starts by reading 2 or 3 paragraphs from the book and for phone-in meetings says, "Pass" when done. The Secretary has the option to name the order by which members who have volunteered to read during phone-in meetings, will each read.]**

Who would like to read next? Please state your first name so that the Secretary can recognize you. Who would like to read next?

Would the Timekeeper please set the timer for 15 minutes and announce when there are 2 minutes left and "Time" at the end of our activity?

I will start our reading today. **[Secretary starts by reading 2 or 3 paragraphs from the book and for phone-in meetings says, "Pass" when done.]**

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Week 2: We will now read from the Co-Dependents Anonymous (CoDA) book for up to 15 minutes.

[For Phone-In Meetings]

Everyone: Please feel free to read between 2 or 3 paragraphs aloud to the meeting if you have a copy of the book. How many people on the today's call have a copy of the book and would be willing to read? Please state your first name. **[Pause and listen to the names of the volunteers.]** Thank you for your service.

Would the Timekeeper please set the timer for 15 minutes and announce when there are 2 minutes left and "Time" at the end of our activity?

I will start our reading today. **[Secretary starts by reading 2 or 3 paragraphs from the book and for phone-in meetings says, "Pass" when done. The Secretary has the option to name the order by which members who have volunteered to read during phone-in meetings, will each read.]**

Who would like to read next? Please state your first name so that the Secretary can recognize you. **[After one person reads ask:]** Who would like to go next?

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Week 3: Business Meeting

We will now have a Business Meeting for up to 15 minutes.

Would the Timekeeper please set the timer for 15 minutes and announce when there are 2 minutes left and "Time" at the end of our activity?

Who would like to volunteer to be scribe and take notes of the topics we discuss and the votes made by Group Conscience? The scribe prepares our draft Minutes and emails them out prior to our business meeting next month.

Please help me open the Business Meeting with a moment of silence followed by the Serenity Prayer.

God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference.

We will now begin the Business Meeting.

- 1) The first order of business is to review the draft Minutes from the prior Business Meeting, request any edits and corrections from the members, and then finalize and adopt the Minutes with any changes, by Group Conscience.

[Discuss and decide if the scribe or the Secretary wants to read the draft minutes aloud] I (or)/The Scribe will now read the draft Minutes one paragraph at a time. Please state your first name if you

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have edits or corrections so that the Secretary can recognize you. Does anyone have any requested edits or corrections?

Please raise your hand if you have edits or corrections to the prior Business Meeting Minutes so that the Secretary can recognize you. Members are asked to keep their remarks brief so that others can also comment and we can timely finish our review.

[The Secretary or another person such as the prior month's scribe who prepared the prior month's draft Business Meeting Minutes, reads them aloud. The Secretary then asks if there are any recommended edits or corrections. If there are no edits/corrections, the Secretary continues.]

That concludes our review of the draft Business Meeting Minutes from the prior Business Meeting.

Is there a motion by one member to adopt these draft Minutes with the changes and corrections discussed? **[If there is a motion]**

Does another member second the motion? **[If the motion is seconded]**

I will now take a vote by Group Conscience to adopt the prior Business Meeting Minutes with the changes and corrections discussed today.

The Minutes will be adopted or rejected based on a decision by Group Conscience. Group Conscience means the majority of the members present at this business meeting who participate in voting.

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All in favor of adopting the prior Business Meeting Minutes with changes and corrections discussed today, please say "Aye" and state your first name.

Secretary counts the "Ayes" and first names or raised hands of the members voting in favor and indicates to the scribe] There are [insert number] of votes in favor of adopting the prior Business Meeting Minutes with (or without any) changes and corrections.

Secretary takes a vote of votes Opposed and Abstentions following the same format as above.]

[Secretary advises the total number of votes For, Against, and Abstain. Based on the majority of votes, the Secretary indicates:]

[If a majority voted for the item]

The prior Business Meeting's draft Minutes with **[if applicable]** no changes **[or]** with changes and corrections, are adopted by Group Conscience.

[If a majority voted against the item or abstained]

The prior Business Meeting's draft Minutes with changes and corrections were not passed by Group Conscience. Additional revisions will need to be made to the prior draft Minutes and they will need to be reviewed and discussed again at the next Business Meeting and voted on.

[The Secretary asks the scribe]

Please note in this meeting notes that the prior Business Meeting Minutes with changes and corrections were adopted (or) were not adopted by the

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majority due to opposition or abstentions and will need to be discussed again at the next Business Meeting.

The Treasurer's report is next.

[The Secretary requests that the scribe note key updates from the Treasurer's report in this meeting's draft minutes.]

We will now have a report from the Literature person

Would the Timekeeper please advise how much time we have left for our Business Meeting?

[If there is sufficient time to continue the Business Meeting, the Secretary states:]

We will now continue the Business Meeting. I will read the Business Meeting Agenda topics aloud from the list of items submitted, in the order in which they were submitted, starting with the first item. We will then discuss the items, starting with the first item.

[The Secretary asks if the Debt-Anon member who proposed the 1st item of business on the current Business Meeting Agenda, is present. If the member who proposed the item is not present, the Secretary can ask if there is another member who co-sponsored or would like to co-sponsor the item so that it can be taken up for discussion. If yes, the Secretary can proceed with the item.

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If there is no sponsor or co-sponsor present, the Secretary states that the item will not be discussed as it doesn't have a sponsor or co-sponsor to present on it. The Secretary continues on to the next item on the Business Meeting Agenda.]

Would the sponsor or the co-sponsor of this item, please give a brief explanation of this proposal?

[After the sponsor or co-sponsor finish their remarks, the Secretary asks if there is one member who would like to motion that the group take up the item for discussion. If there is a motion, the Secretary asks if there is a second. If the motion is seconded, the Secretary opens up the item for discussion by the group.]

Please state your first name if you would like to speak and the Secretary will recognize you. Please keep your remarks brief so that other members also have time to speak.

[If an Agenda item is the source of significant disagreement and/or conflict amongst the members during the discussion, the Secretary may call for a 1 or 2 minute time-outs of silent meditation by the group, followed by the stating of the Serenity Prayer. The Secretary can call for as many time-outs and re-statements of the Serenity Prayer, as needed, until the 15 minutes allotted for the Business Meeting, end.]

[Once other members have commented who wish to, the Secretary asks:]

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Is there anyone else who wishes to speak about this topic who hasn't already done so? **[Pause to see if anyone else would like to comment.]**
If yes:

Please state your first name if you would like to speak and the Secretary will recognize you. Please keep your remarks brief. **[Recognize each member who wishes to speak and state]** "Please go ahead."

If there are no further comments about this item, is there a motion by one member to close the discussion about this topic and move it to a vote?

If you would like to motion, please state your first name and "I motion."

[If one member motions to move the item to a vote, ask:]

Is there another person who will second the motion? If yes, please state your first name.

Is there another member who would like to second the motion? If yes, please raise your hand.

[If the motion is seconded, the Secretary states:]

This topic is now closed for discussion and we will now vote. The measure will be adopted or rejected based on a decision by Group Conscience. Group Conscience means the majority of the members present at this business meeting.

All in favor of **[Secretary summarizes the proposed item]**, please:

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State your first name and "Aye" of "Yes" so the Secretary and scribe and record your vote.

[Secretary counts the voice votes or raised hands and indicates to the scribe]

There are [insert number] of votes in favor of this measure.

All opposed to this measure, please "state your first name and say "Nay" or "Opposed".

[Secretary counts the Nays/Opposed and indicates to the scribe]

There are [insert number] of votes opposed to this measure.

All members who abstain, please state your first name and "Abstain".

[Secretary asks the scribe to state the total number of votes For, against, and Abstain. Based on the majority of votes, the Secretary indicates:]

[If a majority voted for the item]

This item was passed by Group Conscience.

[If a majority voted against the item or abstained]

This item was not passed by Group Conscience.

[The Secretary asks the scribe]

Please note in the Minutes that this item passed, (or) failed, (or) was not adopted or rejected due to abstentions.

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[The Secretary asks the Timekeeper for a time check. If time permits, the Secretary can move on to the next topic on the Business Meeting Agenda and follow the same step-by-step instructions above for the next item to be presented by the item's sponsor or co-sponsor, discussed by the wider group, and then voted on.]

Once the 15 minutes for the Business meeting are up, if a topic is still being discussed or is being voted on, the Secretary has the option of:

- 1) Asking if the Group Conscience wants to vote to extend the Business Meeting up to 5 or 10 more minutes to finish the discussion/vote, or if Group Conscience wants to carry the item forward to the next Business Meeting.**

After the Group Conscience vote, either continue the meeting for 5 or 10 more minutes, or

- 2) End the Business Meeting]**

That is all the time we have for our Business Meeting. Thank you all for your service.

Let's give a round of applause to thank our scribe, Timekeeper and officers for their service during the Business Meeting. **(Lead the group in a round of applause.)**

After a moment of silence, would all to care to, say the Serenity Prayer to close our Business Meeting. **[Pause for moment of silence.]**

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**God, grant me the serenity to accept the things I cannot change,
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Week 4: We will now do a step study reading for 10 minutes from the CoDependents Anonymous (CoDA) Workbook, followed by 5 minutes of quiet time for journaling or silent meditation for a total of 15 minutes.

We will read the Debt-Anon step that corresponds to the current month of the year followed by reading the corresponding step study in the CoDA Workbook. When we read the CoDA Workbook, we substitute the word, "Debt-Anon" or "Debt-Anon member" for "CoDA" and "co-dependent".

[For example, in January, the first month of the year, we read Debt-Anon Step #1. We then read step study #1 in the CoDA Workbook.]

Everyone: Please feel free to read between 2 or 3 paragraphs aloud to the meeting if you have a copy of the CoDA Workbook. How many people on the today's call have a copy of the CoDA Workbook and would be willing to read? Please state your first name. **[Pause and listen to the names of the volunteers.]** Thank you for your service.

Would the Timekeeper please set the timer for 10 minutes and announce when there are 2 minutes left and "Time" at the end of our activity?

We need a volunteer to read aloud the current Debt-Anon step that corresponds to this month. Who would like to read that step?

I will now start our reading today from the CoDA Workbook, Step **[state the name and number of the Step and the page number. Secretary starts by reading 2 or 3 paragraphs from the CoDA Workbook and for phone-in meetings says, "Pass" when done and name the next**

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Original Script Adopted by Group Conscience September 18, 2019

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San Francisco Bay Area Debt-Anon Meeting Secretary's Script

person to read or ask for the next volunteer to state their first name so the Secretary can recognize the next person to read.]

I will start our reading today. **[Secretary starts by reading 2 or 3 paragraphs from the CoDA Workbook and passes the book on to the next person to read.]**

[When the Timekeeper calls, "Time" at the end of the 10 minutes for reading, the Secretary then states:]

We will now take 5 minutes of quiet time for journaling or silent meditation about this Step. Would the Timekeeper please set the timer for 5 minutes, let us know when there are 2 minutes left, and call "Time" when our 5 minutes are done?

Once the Timekeeper calls, "Time".]

That's all the time we have for today's activity. Let's give a round of applause to our Timekeeper for their service.

San Francisco Bay Area Debt-Anon Meeting

Secretary's Script

Week 5: This is a Speaker meeting. **[If the Secretary has invited a speaker, the Secretary now introduces the Speaker.]** I would like to introduce [Speaker's first name], who will be our Speaker today for up to 15 minutes. Would the Timekeeper please set the timer for 15 minutes, let us know when there are 2 minutes left, and call "Time" when the 15 minutes are done?

[If there is no speaker, the Secretary asks] Is there a Debt-Anon member who would like to volunteer to speak today about the member's story for up to 15 minutes? Would the Timekeeper please set the timer for 15 minutes, let us know when there are 2 minutes left, and call "Time" when the 15 minutes are done?

[If there is no guest or volunteer speaker, the Secretary selects a reading from either The Other Side of the Coin or the Co-Dependents Anonymous (CoDA) book and states:]

Everyone: We will now read from [insert the name of the book] for 15 minutes. Please feel free to read between 2 or 3 paragraphs.

Everyone: How many people on today's call have a copy of the **[insert name of book]** and would be willing to read? Please state your first name. **[Pause and listen to the names of the volunteers.]** Thank you for your service.

Would the Timekeeper please set the timer for 15 minutes and announce when there are 2 minutes left and "Time" at the end of our activity?

I will now start our reading today from the **[state the name of the book and the page number and paragraph. Secretary starts by reading 2**

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or 3 paragraphs from the selected book and for phone-in meetings says, "Pass" when done and names the next person to read. The Secretary has the option to name the order by which members who have volunteered to read, will do so.]

Everyone: We will now read from **[state the name of the book]** for 15 minutes. Please feel free to read between 2 or 3 paragraphs. If you would prefer not to read, please simply say, "Pass" and pass the book to the person next to you.

Would the Timekeeper please set the timer for 15 minutes, let us know when there are 2 minutes left, and call "Time" when the 15 minutes are done?

I will now start our reading. **[Secretary starts by reading 2 or 3 paragraphs from the book.]**

Once the Timekeeper calls, "Time".]

That's all the time we have for today's activity. Let's give a round of applause to our Timekeeper for their service.

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Secretary's Script

17. **[At the end of the activity]:** Our 7th Tradition reminds us that we are self-supporting through our own contributions, so we will now:

Pass the virtual basket around. You can make a 7th Tradition contribution to our meeting's current Treasurer online via Zelle which is easy to use, free and available via most banks' online banking platforms, or send a personal check via mail to our Treasurer. Our funds are used for Debt-Anon expenses including the cost of literature, materials, and quarterly to a Not Profit in lieu. Our 7th Tradition may also be used for contributions to a Debt-Anon Intergroup when that is formed, and a national Debt-Anon group.

18. We will now have a reading of the Crosstalk statement. Who would like to read the Crosstalk statement?
19. We will now have time for sharing. Shares will be timed at three (3) minutes so that as many people as possible may share. The Timekeeper will call "Time" when your three (3) minutes are up. Please acknowledge the Timekeeper and complete your share by that time. Newcomers may share at any time but, we reserve ten (10) minutes for you toward the end of the meeting, a 3-minute share for each newcomer. Second shares are welcome after everyone has had the opportunity to share once.

Please say your first name so that the Secretary can recognize the next person to speak. We are now open for sharing. Who would like to begin?

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Secretary's Script

20. **[At 12:00 PM Pacific Time]** We reserve 10 minutes at the end of this meeting for newcomers to share if they have not already done so. Are there any newcomers who would like to share for 3 minutes? **[Pause]** If there are no other newcomers who want to share, we will continue as before. **[Pause]** If everyone has shared who would like to, we will now open the meeting to second shares. We have time for 2 or 3 more short second shares. Who would like to share?
21. **[12:10 PM Pacific Time]** That is all the time we have for sharing. **[Every Week]** Let's give a brief round of applause to thank our Timekeeper for their service. **[Lead brief round of applause.]**

Please stay on after the end of our today's meeting if you would like to add your name to our contact list, take a name of the contact list, volunteer to Secretary an upcoming meeting, obtain information how to make a 7th Tradition contribution, or find out how to purchase our literature.

22. Would someone please read the **Gifts of the Program?**
23. **[Positive Affirmations / Commitments to Oneself]**
We take time at the end of this meeting for a check-in of how you are feeling, or for the stating of a Positive Affirmation, or a commitment you want to make to yourself. Please feel free to select a Positive Affirmation from:

One of our meeting's two lists of Positive Affirmations which can be found at the end of our Readings posted o at the back of the book The

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Other Side of the Coin. Who would like to go first? Please state your first name so that the Secretary can recognize you. **[After one person speaks ask:]** Who would like to go next?

Our list of Positive Affirmations or say "Pass" if you prefer not to say anything.

24. Debt-Anon is an anonymous program. We ask that you respect the anonymity and confidentiality of each person at this meeting. Whom you see here, what is said here, when you leave here, let it stay here.

[All] Here Here.

25. This concludes our meeting. Would all who care to:
Join virtual hands and after a moment of silence, say the Serenity Prayer together?

God, grant us the serenity to accept the things we cannot change, courage to change the things we can, and wisdom to know the difference.

Please feel free to stay on the line if you have questions or need more information.