

# SAMPLE BUSINESS MEETING AGENDA/MINUTES

Date: \_\_\_\_\_

[Note to Secretary: This document is a guide to help you facilitate a business meeting. Notes in *italics* are sample items for consideration and notes in **bold-faced type** are intended to be read aloud at each meeting.]

## Introduction:

- **We will begin the business meetings with the serenity prayer.**
- **FA Meetings typically hold monthly business meetings, even if there are only a few people attending or there is no apparent pressing new business.**
- **Business meetings provide an opportunity to consider broader issues and concerns and to discuss how effectively the meeting is reaching newcomers.**
- **The requirement for speaking and voting at a business meeting is a minimum of ninety days of continuous abstinence in FA, though everyone is welcome to attend.**

## Treasurer's Report

A	<b>Starting Balance</b>	\$	_____	
B	This Month's Income	\$	_____	
C	This Month's Expenses	\$	_____	
D	<b>New Balance</b>	\$	_____	A+B-C
E	Upcoming Expenses *	\$	_____	
F	7 <sup>th</sup> Tradition Donations To Chapter or Intergroup & WSI *	\$	_____	
G	<b>Ending Balance</b> (Excludes today's collection & Prudent Reserve)	\$	_____	D-E-F
H	Prudent Reserve (i.e. for rent or upcoming FA Information Session)	\$	_____	
I	<b>Ending Balance – Prudent Reserve</b>	\$	<b>0**</b>	G-H

\* *Amounts to be determined (and usually voted on) during business meeting*

\*\* *Ending minus Prudent Reserve (line I) should always be less than or equal to \$0. If line I is greater than \$0, line F should be increased*

## Literature Report

- *Does literature need to be ordered?*
- *Other updates regarding literature.*

## Public Information Report

- *Discussion regarding upcoming FA Information Session.*
- *Discussion regarding other PI initiatives.*
- *Announcements regarding WSI weblinks, mediawatch, and healthcarewatch.*

## **SAMPLE BUSINESS MEETING AGENDA/MINUTES (continued)**

### **WSI Contact Report**

- *Reading of WSI annual/quarterly report summary or other WSI communication.*
- *Announcements regarding Frontier Phone List, Frontier Sponsor List & Universal Language List.*

### **Intergroup and/or Chapter Contact Report**

- *Reading of intergroup reports or other communication.*

### **connection Report**

- *Reporting on any connections related communication*

### **AWOL Announcement:**

[Note to Secretary: Please read the following information, each month, at your business meetings only, so that all members planning to announce AWOL can hear the suggested language to use for those announcements. If there are members who announce AWOL, who do not attend the business meeting, you may wish to inform them of the “suggested language” below.]

**Although AWOL (A Way of Life) is not part of FA, the FA Meeting Format calls for the announcement of local in-person AWOLs currently open (or opening) and accepting new members. It is not suggested to announce telephone AWOLs as the large number of telephone AWOLs can be confusing for newcomers; people interested in a phone AWOL should confer with their sponsor.**

**When we announce AWOLs at meetings, we have been asked to use this suggested language:**

**“AWOL stands for ‘A Way of Life’ and is a comprehensive method of working the Twelve Steps of FA in sequence. There is an open AWOL (or an AWOL opening) on [day, (date), time, location]. The leaders are [‘name from city’] and [‘name from city’].”**

### **Old Business**

*Listing of discussion items/motions from previous meeting*

### **New Business**

*Notes from discussion items/motions from this meeting*

### **Serenity Prayer**