Southern Maryland Intergroup Association – Group Maintenance Guide

PREPARED BY BILL LEFTWICH

Contents

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SMIA Group Listing Guide

Greetings,

The SMIA recognizes and appreciates the struggles everyone has endured since the onset of the COVID-19 pandemic. We have tried to keep the meeting listings accurate and we are grateful to those who have assisted us. We've had new and unique challenges with the addition of on-line and outdoor meetings. We feel it is important that anyone looking for a meeting has the correct information. Imagine being a newcomer, or someone that just moved to our area, and trying to find a meeting.

When we list meetings, there are four specific platforms that must be included in the addition, reopening, change, or closure of meetings, as well as those that need to be listed on-line

- The On-line Where and When Database and Meeting Search
- The On-line Where and When Calendar
- The PDF (printed) version of the Where and When
- The Meeting Guide App

The first three are fairly straight forward as long as the information provided is accurate. The fourth, the Meeting Guide App has some caveats.

- The Meeting Guide App has the functionality to indicate if a meeting is open or closed. The Meeting Guide App uses the term "closed" meaning that it is shut down due to the COVID-19 pandemic or other reasons, which should not be confused with "closed" in the sense that it is limited to those who are admitted alcoholics. The SMIA uses the term "suspended", to make that distinction.
- The Meeting Guide App has a function call to indicate if a meeting is "outdoors" though it has been suspect that this actually works. We include this in the "Notes" section, so it should be apparent anyway.
- The Meeting Guide can indicate if a meeting has an online presence. The icon for that meeting will have a camera present if it is online. The address for that meeting would be grayed out with lines through it if the meeting is still suspended.
- You can have a meeting with both an online and in-person presence
- The Meeting Guide App updates about every 12 hours, so the information may not update right away. It depends on when it was entered during the update cycle.

The SMIA is committed and mandated by our By-Laws to list all meetings in our service area, and to ensure the information is as accurate as possible. That is why it is important that the sources of the information are reliable. Therefore, all group and meeting information must be submitted by a GSR, SMIA Rep, DCM, or designated group contact. Moreover, that person must include an e-mail address or phone number so they can be contacted in the event that there are disputes about group or meeting information.

The following forms are the preferred methods for submitting this information. All information is protected by secure socket layer, and many other encryption based security methods. It is certainly more secure than e-mailing the information.

Meeting Reopening

The form to reopen a meeting follows:

https://somdintergroup.org/gro.html

Instructions for completing this form

2. You will see the reminder note that indicates you should use the Group Change Form for permanent group or meeting changes.
3. You will see another reminder to use the New Group or Meeting Form if this is a New Meeting.
4. Select "Yes" or "No" from the question that asks "Are you the GSR. SMIA Rep, DCM for the respective district, Program Chair, or Primary Contact".

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7. If you selected "Yes" and confirmed that you agree with the terms of completing the form, the remainder of the form will appear.

Meeting Name *

Meeting County *   -Select-   ▼

Please provide the group number if you know it

Click here to access Group Numbers

First Name and Last Initial *

Phone *

E-Mail *

What days does this group meet?
- ☑ Sunday
- ☐ Monday
- ☐ Tuesday
- ☑ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday

Sunday Meeting Time   7:30 PM

Wednesday Meeting Time   12:00 PM, 8:30 PM

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Is this an indoor or outdoor meeting?
○ Indoor
○ Outdoor

Is the meeting currently held on-line?
○ Yes
◉ No

Should the on-line link be disabled?
○ Yes
○ No

19. The next question will ask if the meeting is moving to a temporary location.

When this meeting reopens, is it moving to a temporary location?
◉ Yes
○ No

Temporary Location Place

Physical Street Address of Temporary Location (Include Zip Code)

When this meeting reopens, is it moving to a permanent new location?
◉ Yes
○ No

New Location Place

New Address

Address Line 1

Address Line 2

City / Town   Zip Code

Has the hosting facility issued specific guidelines to follow as a condition of meeting there?

◉ Yes

◯ No

Please summarize the hosting facility conditions for reopening

Date you expect the meeting to reopen

dd-MMM-yyyy 🗓

Comments or Notes for the Where and When Chair

25. Select "submit"

Error   Close

⚠ Invalid entries found. Please correct and submit again.

OK

On-Line Meeting Request

If you would an on-line meeting listed on the SMIA or District 1 sites, complete the form at this link:

https://somdintergroup.org/olmr

Instructions for completing this form:

Select the appropriate condition;

- Adding – Adding a new on-line meeting
- Removing – Removing an on-line meeting
- Changing – Changing any information about an on-line meeting

Adding an On-Line Meeting

1. Select "Adding", and the fields necessary to add a new on-line meeting will appear

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| Meeting Name * | |

3. If there is a conventional meeting associated with this on-line meeting, enter the name of the conventional meeting

First Name and Last Initial of the Meeting Host *	
E-Mail of Meeting Host *	
Phone Number of Host *	

5. Enter the First Name and Last Initial of the meeting host
6. Enter the E-Mail of the Meeting Host
7. Enter the Phone number of the Meeting Host

Meeting Days	☑ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☑ Thursday ☐ Friday ☐ Saturday
Sunday Meeting Time	10:30 AM
Thursday Meeting Time	11:00 AM, 2:00 PM

Meeting Platform

- ○ Zoom
- ○ Google Meet
- ○ Jabber
- ○ WebEx
- ○ GoToMeeting
- ○ TeamViewer
- ○ Adobe Connect
- ● Other

    [   ]

Meeting Type

- ○ Video
- ○ Phone
- ● Both

11. Enter the complete meeting link listed by the provider (e.g. https://us02web.zoom.us/j/81129467877)

Meeting Link (Please include the full meeting link from the platform provider)

> https://us02web.zoom.us/j/81129467877

Meeting Access Code or Meeting ID *

> 81129467877

Meeting Phone Number

> 12405383935,,,81129467877

Where would like the meeting published?

- ☐ SMIA
- ☐ District 1
- ☐ Meeting Guide App

Meeting Search Page | Meeting Pamphlets | Meeting Calendars

New Meeting Request | Meeting Change Request | Temporary Meeting Suspension Request

Thank You! Your request will be fulfilled soon. Please allow up to 12 hours for synchronization

Error   Close

⚠ Invalid entries found. Please correct and submit again.

OK

Changing an On-Line Meeting

1. Select "Changing". The same fields will appear from the previous section, "Adding an On-Line Meeting".
2. Follow the same steps
3. Submit the form when complete, and you will be redirected to the same confirmation page.

Error   Close

⚠ Invalid entries found. Please correct and submit again.

OK

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Removing an On-Line Meeting

On-Line Meeting Request

Are you adding, removing, or changing an on-line meeting?
- ○ Adding
- ◉ Removing
- ○ Changing

If you are removing an on-line meeting, enter the meeting name and the meeting host contact information.

Meeting Name *

The next three fields are mandatory. The SMIA or District 1 are not the point of contact for on-line meetings. We only facilitate to the point of providing a link to the meeting. The host of the meeting is responsible for answering any questions or addressing any concerns about the meeting

First Name and Last Initial of the Meeting Host *

E-Mail of Meeting Host *

Phone Number of Host *

Submit   Reset

2. All fields are mandatory. The form will not submit if they are not completed.
3. Select submit, and you will be redirected to the confirmation page.

Error   Close

⊘ Invalid entries found. Please correct and submit again.

OK

Temporary Meeting Suspension

This form is intended for temporarily suspending meetings. This is not the correct form for permanently closing a meeting. Use the Group/Meeting Change form to permanently close a meeting. The Temporary Meeting Suspension form is available at https://somdintergroup.org/tgc.html

Instructions for completing this form:

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Temporary Meeting Suspension

NOTE: The purpose of this form is to temporarily suspend a physical meeting due to COVID-19. If you need to permanently close a group or meeting, select the following link:

Group Change Form

Are you the GSR, SMIA Contact, DCM, Group Chair, or Primary Point of Contact

○ Yes

○ No

[Submit] [Reset]

2. The form purpose statement appears, indicating that this form is intended for temporary suspension, with a linl to the Group Change form for permanent group/meeting removal.

3. If you select "Yes" to "Are the GSR, SMIA Contact, DCM, Group Chair, or Primary Point of Contact", the Agreement clause will appear with the "I Agree" selection box

This temporary closure must be submitted by the GSR, SMIA Contact, DCM, Group Chair, or Primary Point of Contact

Meeting Name *

First Name and Last Initial *

Phone Number *

E-Mail Address *

Temporary Suspension Date

dd-MMM-yyyy

Comments or Notes for the Where and When Chair

[Submit] [Reset]

6. Enter your First Name and Last Initial. This is mandatory. The form will not submit without it
7. Enter your Phone number. This is mandatory. The form will not submit without it

8. Enter your E-Mail address. This is mandatory. The form will not submit without it
9. Select the date that the meeting will temporarily close
10. Enter any additional comments or notes that might be helpful for the SMIA Where and When Chair

Group Maintenance

Before we were confronted with the pandemic challenges, we have always had on-line forms for submitting group/meeting information, and again, we encourage you to use these forms rather than send the information through e-mail, word of mouth, or a slip of paper.

New Meeting Request

This is to add a new meeting to the SMIA Where and When, the SMIA On-Line Meeting Calendar, the SMIA printed Where and When, and the Meeting Guide App. It will also send the information to the Maryland General Service (Area 29) Registrar. Subsequently, this information is also sent to the GSO by the Registrar. It's the same as the paper forms that you've probably seen. You can still use those, but this process is much quicker

You can access this form from the SMIA website or go directly to this link
https://somdintergroup.org/newgroup.html

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1. The top of this form contains notes and instructions extracted from the paper form. Read these because thy important guidelines about creating new groups according to our Traditions.
2. All fields with an asterisk are mandatory. The form will not submit without them
3. The first section of the form is for entering information about the group.

Group Name *	
Group Start Date *	[dd-MMM-yyyy]
Group Meeting Location *	
Group Street Address *	
Group City/Town *	
Group State *	Maryland
Group Zip Code *	
Group Meeting District *	-Select-

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Group Meeting Days - Select all that apply *	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday

If this meeting occurs twice on any selected day, enter both times in the field provided, separated by a comma

Monday Meeting Time	
Tuesday Meeting Time	
Wednesday Meeting Time	
Thursday Meeting Time	
Friday Meeting Time	

13. The next field requests the meeting type, or what might also be called the meeting format. This is an exhaustive list and contains about every kind of meeting format one could imagine.   It is excluded from this guide in the interest of saving space, but when you come to this section, select all formats that apply for the new meeting. The explanation of meeting codes can be found in Appendix 1

Does your Group meet in a hospital, treatment center, or detox center?	◉ Yes ○ No
Is it open to A.A. members in the community as well as to patients in the center?	○ Yes ○ No

Is there an Al-Anon Meeting at the same location and time as this AA Meeting?	◉ Yes ○ No
Al-Anon Meeting Name	

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The next section is specific to GSR, Point of Contact, Alternate GSR, and SMIA Rep information. The GSR or Point of Contact information is mandatory. You must have one or the other or the form will not submit. The Alternate GSR and SMIA Rep information is optional, but if you have either or both, it is helpful in communications with your group.

GENERAL SERVICE REPRESENTATIVE (G.S.R.)

Does your Group have a GSR? *	◉ Yes ○ No
GSR Full Name (Necessary for Correspondence from GSO) *	[ ]
GSR Street Address (Where the GSO should send information) *	[ ]
GSR City or Town *	[ ]
GSR State *	-Select- ▾
GSR Zip Code *	[ ]
GSR Email *	[ ]
GSR Phone *	[ ]
Does your Group have an Alternate GSR?	○ Yes ○ No
Does your Group have an SMIA Rep?	○ Yes ○ No
Send correspondence from G.S.O. in	☐ English ☐ Spanish ☐ French ☐ Other

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2. The next choice asks if you have an Alternate GSR. If you answer yes, the fields for the Alternate GSR will appear, similar to the GSR fields. If these fields are completed, the Alternate will also receive a packet from the GSO. Again, the Alternate GSR fields are not mandatory.

G.S.O. publishes confidential A.A. Directories for use by A.A. members for Twelfth Step referral and/or meeting information. The Directories include a group's name and service number, and the full names and phone numbers of the contacts listed on this form. Do you want your group listed in the Directory covering your region?

Do you want this information published by the GSO or Maryland General Service? *	◉ Yes ◯ No

Send correspondence from G.S.O. in	☐ English ☐ Spanish ☐ French ☑ Other
Meeting Language if Other	

Does your Group have an SMIA Rep?	◉ Yes ◯ No
SMIA Rep First Name and Last Initial	
SMIA Rep E-Mail Address	
SMIA Rep Phone	

Do you want this information published by the SMIA? *	◉ Yes ◯ No
Where would you like the SMIA to publish this meeting information?	☐ The SMIA On-Line Where and When ☐ The SMIA On-Line Meeting Calendar ☐ The SMIA Printed Where and When ☐ The Meeting Guide App

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7. The final two fields are for comments or notes you want to pass along to the Registrar and/or the SMIA Where and When Chair.

Additional Notes for the Maryland General Service Registrar

Additional Notes for the SMIA Where and When Chair

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Thank You!

Your new group submission was successful. This information will be sent to the SMIA Where and When Chair and the Maryland General Service Registrar.

If you included GSR Mailing information, the new GSR should receive a packet from the GSO soon.

The information will also be added to the SMIA On-Line Where and When search database, the SMIA On-Line Meeting Calendar, the SMIA Printed Where and When, and the Meeting Guide App.

The Meeting Guide App synchronizes their updates about every 12 hours, so it may not reflect right away

While we do frequently update the SMIA Where and When PDF that can be downloaded and printed from the Meeting Pamphlets page, we only print the distribution copies about every three to six months, depending on need

To suggest new information or content for posting on the web site please submit an e-mail to the Webmaster webmaster@somdaa.org

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☐ Location Temporarily Closed

Error **Close**

⚠ Invalid entries found. Please correct and submit again.

OK

☐ Outdoor Meeting

Group Change Submission

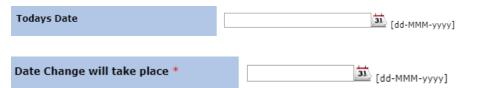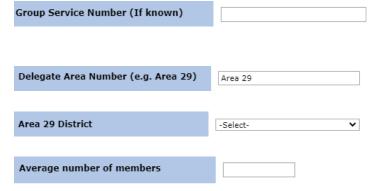Change Group Submission – This is to change group information, GSR, or to permanently remove a group entry. Again, the information is also sent to the Maryland General Service (Area 29) Registrar and subsequently to the GSO by the Registrar. You can access this form from the SMIA website, or go directly to the form at this address https://somdintergroup.org/groupchange.html

Instructions for completing this form:

1. The top of this form contains notes and instructions extracted from the paper form. Read these because thy important guidelines about changing groups according to our Traditions.
2. All fields with an asterisk are mandatory. The form will not submit without them
3. The first section of the form is for entering information about the group.

Todays Date		31 [dd-MMM-yyyy]

Date Change will take place *		31 [dd-MMM-yyyy]

6. Enter the Group Service Number if you know what that is. If you don't know your group service number, you can search for it on the AA Contributions site. (https://contribution.aa.org/) You don't actually have to make a contribution. You just create an account, sign in, then search for your group. This field is nor mandatory, so if you can't find or don't know the group number, you can skip this field

Group Service Number (If known)	

Delegate Area Number (e.g. Area 29)	Area 29

Area 29 District	-Select-

Average number of members	

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Type of Change - Select all that apply

- [ ] Group Name Change
- [ ] Group Location Change
- [ ] Group Day Change
- [ ] Group Time Change
- [ ] Group Format Change
- [ ] Group Terminated

New Group Name

New Group Meeting Location

New Group Street Address

New Group City/Town

Group Zip Code

New Meeting Days (if this group is changing the days it will meet. Select all that apply)

- [ ] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday
- [ ] Saturday
- [ ] Sunday

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New Meeting Times (if this group is changing any of the times it will meet on a given day. For each day selected, a field will appear for the time specific to that day. Select all that apply)	☑ Sunday ☐ Monday ☐ Tuesday ☑ Wednesday ☐ Thursday ☑ Friday ☐ Saturday
Sunday Meeting Time	
Wednesday Meeting Time	
Friday Meeting Time	

15. If Group Format Change is selected, a long list of Meeting Types will appear. In the interest of saving space, that list is not included in this part of the instructions, though there is an explanation of the meeting codes in Appendix 1. Select all Meeting Types that apply.
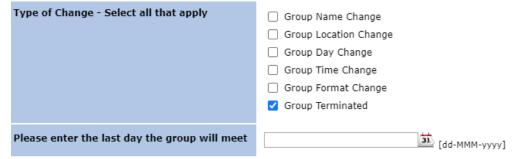
Type of Change - Select all that apply	☐ Group Name Change ☐ Group Location Change ☐ Group Day Change ☐ Group Time Change ☐ Group Format Change ☑ Group Terminated
Please enter the last day the group will meet	[dd-MMM-yyyy]

17. The next section is specific to GSR, Point of Contact, Alternate GSR, and SMIA Rep information. The Point of Contact information is mandatory. You must designate a point of contact or the form will not submit. The GSR, Alternate GSR, and SMIA Rep are optional, and only necessary if they are being changed.

GSR Full Name	
GSR Street Address (where GSO and Area info should be mailed to)	
GSR City/Town	
GSR Zip Code	
GSR Email	
GSR Phone	

G.S.O. publishes confidential A.A. Directories for use by A.A. members for Twelfth Step referral and/or meeting information. The Directories include a group's name and service number, and the full names and phone numbers of the contacts listed on this form. Do you want your group listed in the Directory covering your region?

Do you want this information published by the GSO or Maryland General Service? *	● Yes ○ No

Send correspondence from G.S.O. in	☐ English ☐ Spanish ☐ French ☑ Other
Meeting Language if Other	

21. Is the Alternate GSR information changing? If you select no, then you can proceed to the Agreement clause. If you select yes, the fields to enter new Alternate GSR information will appear. These are identical to the GSR fields.

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SMIA Rep First Name and Last Initial	
SMIA Rep E-Mail	
SMIA Rep Phone	

23. The next selection is the Agreement clause. You must agree to be the point of contact for the change submission. If you do not select agree, the remainder of the form will not open, and the form will not submit. This may seem redundant if you already entered GSR, Alternate GSR. Or SMIA Rep information, but because the contact fields are mandatory, they must be separated. Moreover, you may be submitting this on someone else's behalf

By clicking "I Agree" below, you agree to include your name, e-mail, and phone number in case the Area 29 Registrar or SMIA Where and When Chair needs to contact you about this submission. If you do not click "I agree", the requisite contact fields will not appear, and this entry will not be submitted

☑ I Agree

Contact First Name and Last Initial *	
Contact Phone Number *	
Contact E-Mail *	

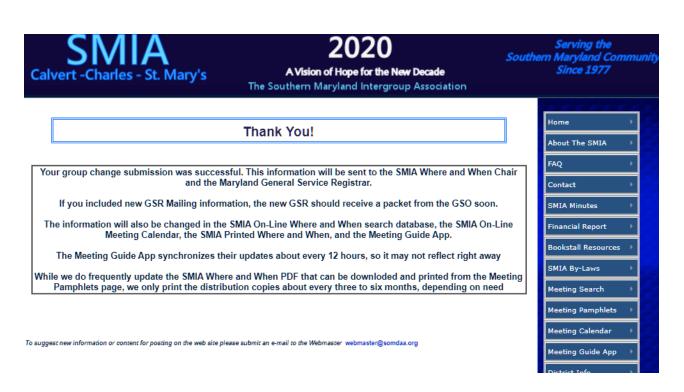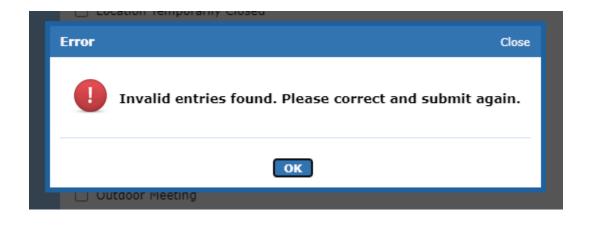| Do you want this information published by the SMIA? *	◉ Yes ◯ No
Where would you like the SMIA to publish this meeting information?	☐ The SMIA On-Line Where and When ☐ The SMIA On-Line Meeting Calendar ☐ The SMIA Printed Where and When ☐ The Meeting Guide App

26. The final two fields are for comments or notes you want to pass along to the Registrar and/or the SMIA Where and When Chair. If you have specific information about the facility where you meet, this is where you enter that information

Additional Notes for the Maryland General Service Registrar	
Additional Notes for the SMIA Where and When Chair	

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Thank You!

Your group change submission was successful. This information will be sent to the SMIA Where and When Chair and the Maryland General Service Registrar.

If you included new GSR Mailing information, the new GSR should receive a packet from the GSO soon.

The information will also be changed in the SMIA On-Line Where and When search database, the SMIA On-Line Meeting Calendar, the SMIA Printed Where and When, and the Meeting Guide App.

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Error   Close

! Invalid entries found. Please correct and submit again.

OK

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I hope this information is useful and comprehensive. Our purpose is to serve you. I can be available to attend your district meetings on-line or in person given reasonable notice.

Chairman and Webmaster,
Southern Maryland Intergroup Association

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Appendix 1 – Meeting Code Explanations

EXPLANATION OF MEETING CODES

* Al-Anon/AlaTeen meetings at the same location at the same time.

Code	Description
11	11th Step Meditation
12x12	12 Steps & 12 Traditions
ABSI	As Bill Sees It
BA	Babysitting Available
B	Big Book
H	Birthday
BRK	Breakfast
CAN	Candlelight
CF	Child-Friendly
CD	Closed Discussion
AL-AN	Concurrent with Al-Anon
AL	Concurrent with Alateen
XT	Cross Talk Permitted
DR	Daily Reflections
DB	Digital Basket
DD	Dual Diagnosis
EN	English
FF	Fragrance Free
FR	French
G	Gay
GR	Grapevine
HE	Hebrew
NDG	Indigenous
ITA	Italian
JA	Japanese
KOR	Korean
L	Lesbian
LIT	Literature
LS	Living Sober
LGBTQ	LGBTQ

Code	Meaning
TC	Location Temporarily Closed
MED	Meditation
M	Men
N	Native American
BE	Newcomer
NS	Non-Smoking (ignored by Meeting Guide)
ONL	Online Meeting (ignored by Meeting Guide)
OD	Open Discussion
OUT	Outdoor Meeting
POC	People of Color
POL	Polish
POR	Portuguese
P	Professionals
PUN	Punjabi
RUS	Russian
A	Secular
SEN	Seniors
ASL	Sign Language
SM	Smoking Permitted
S	Spanish
SP	Speaker
ST	Step Meeting
TR	Tradition Study
T	Transgender
X	Wheelchair Access
XB	Wheelchair-Accessible Bathroom
W	Women
Y	Young People

Meetings appearing in BOLD ITALICS are NEW meetings and less than 6 months old.