



## **(Group Name) Dual Anon Family Group**

### **Planning & Service Team Business Meeting Format**

#### **I. Opening:**

(Chairperson) My name is \_\_\_\_\_. Welcome to the (DA Family Group Name) Planning & Service Team Business Meeting. Thank you for being here. Attendance at our Group PST Meetings is a service and an honor.

Exercising the Twelfth Tradition of anonymity and in the spirit of inclusion, participants are reminded to place principles above personalities. All opinions are valued. The group conscience will be determined after all inputs are expressed.

#### **II. DA Twelve Traditions:**

*(Chairperson)* Would someone read Dual Anon's Twelve Traditions?

#### **III. Review previous PST Meeting Minutes:**

Secretary distributes previous minutes.

Chairperson pauses for all to review; ask for edits if necessary. Approve as written or corrected.

#### **IV. DA Family Group Meeting Checklist:**

Chairperson reads each item, discussion may ensue, next steps are detailed at the end of the check list. Checklist is attached to minutes.

##### **Meeting Checklist:**

- \_\_\_\_\_ Our meeting is dependable.
- \_\_\_\_\_ The room is open and set up, and direction signs posted at least 10 minutes before the meeting time.
- \_\_\_\_\_ DA brochures, lists of local meetings, member phone list, and literature are available on table.
- \_\_\_\_\_ Our meetings begin and end on time.
- \_\_\_\_\_ Person chairing the meeting is prepared to open the meeting with a Step or topic for study/discussion.
- \_\_\_\_\_ Room cleaned and closed following the meetings.
- \_\_\_\_\_ Contact is maintained with the host who is providing space for the meeting.
- \_\_\_\_\_ Meetings focus on Dual Anon Twelve Step principles for solutions to issues that are presented.
- \_\_\_\_\_ Our meetings provide a welcoming and safe environment for newcomers.
- \_\_\_\_\_ Newcomers and members feel safe to share.
- \_\_\_\_\_ We do not engage in cross-talk or whispering to others during meetings.
- \_\_\_\_\_ Each member has an opportunity to share.
- \_\_\_\_\_ Our group is maintaining its membership.

- \_\_\_\_\_ Our group is growing in membership.
- \_\_\_\_\_ Our group is growing in unity and purpose.
- \_\_\_\_\_ Our group studies the Dual Anon Twelve Steps together at least once a month.
- \_\_\_\_\_ Our community outreach is effective, we have newcomers sometimes.
- \_\_\_\_\_ We have a defined community outreach plan.
- \_\_\_\_\_ We are growing in the capacity to provide sponsorship/coaching for newcomers.

If a member has stopped attending meetings, what was the reason offered?

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**V. Reports:**

Chairperson makes a call for:

Treasurer's Report: The Treasurer reports on the status of the current treasury.

DA Group Service Representative's (GSR) Report: Report on DA Network of Planning & Service Teams at the area, regional, and state levels.

Committee Leader Reports: Committees that have been formed for specific purposes have the opportunity to report their progress, plans, and outcomes.

**VI. Old Business:**

Chairperson reviews the list of old business, discussion ensues; vote is taken or next steps detailed.

**VII. New Business:**

The Chairperson calls for new business items. New service projects are identified. Examples may include: sponsorship and co-sponsorship, developing an outreach directory, getting the word out about DA Meetings, outreach meetings, forming a DA Area: Planning & Service Team, etc. New committees may be formed as needed.

**VIII. Future Items for Discussion:**

Chairperson asks for items to be discussed at the next PST meeting.

**IX. Adjournment and Closing:**

Chairperson declares meeting adjourned, then asks for all to join in a moment of silence followed by the WE version of the Serenity Prayer.

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