

BDA Help for Debtors (registered BDA group # 7720) August 2022 Service Meeting Agenda

Date: August 29, 2022, 5pm to 6:30pm pacific, video conference, audio recordings only

NOTE: We record our service meetings, audio only, and use the recordings both for archives and to support our minutes. Only the minutes will be posted to our website at <https://www.helpfordebtors.org/service-meeting-minutes>. During our service meetings, please speak clearly and be protective of your anonymity and the anonymity of our fellows during these meetings. No contact info on the recordings, please.

Up to 3 minutes — Open with Serenity Prayer plus introductions from present participants

Names (first only), solvency dates, DA and BDA home groups, and geographic locations only, please.

Up to 3 minutes — BDA and DA readings

If more than five participants, ask for a spiritual timekeeper to help us follow this agenda.

Read one or more of the following service elements from pages 4 and 5 of this agenda:

12 Traditions including introduction from the DAMS

BDA Help for Debtors (registered group # 7720) Purpose, Mission, and Vision

BDA Help for Debtors (registered group # 7720) Spiritual Ground Rules

Up to 9 minutes — Urgent business and review of agenda by BDA Help for Debtors (registered group # 7720) leader

Decision to make: We've been talking about consolidating BDA Help for Debtors and BDA Workshops. If BDA Workshops agrees to consolidation, any objections to beginning the consolidation progress?

Up to 20 minutes — Approve previous month minutes and treasury, desired 5 minutes each with time for questions

We suggest that new participants read our agreed decision-making process on page 6 of this agenda. We do not read this process together during our service meetings (anymore). Nor do we invite visitors to our service meetings to introduce new topics or to participate in decision-making until they take a coordinator position, although they may ask questions about this agenda and participate in our discussions.

As for our monthly reports, we will simply review these reports, answer questions, receive and discuss edits and, finally, work through objections to approving the reports or amending them as necessary.

Prepared by Bob A — Review and approve minutes from July service meeting. Minutes are available at <https://www.helpfordebtors.org/service-meeting-minutes>. Please read them ahead of time and come prepared with questions and amendment requests. Minutes will be summarized for review, not read aloud.

Prepared by Bob A — Review and approve July treasury report. Treasury reports are available at <https://www.helpfordebtors.org/treasury-plans-and-reports>. Please read them ahead of time and come prepared with questions.

Treasury — continued

Ratification needed: In order to provide Nancy with her most recent pre-imburement for shipping literature, we agreed to transfer the balance of our savings account to our literature fund. Any objections to ratification?

Ratification needed: Once the final payment for this year's PSA project was paid, there was less than \$170 left in our public information fund. Bob transferred \$150 from PI to our literature fund. Any objections to ratification?

Up to 40 minutes — Coordinator project reports

Most months each coordinator will have 5 minutes to report on their project activities in the past month and their intentions for the next month. This is the time for coordinators to ask for and receive help from other BDA Help for Debtors (registered group # 7720) coordinators and from other volunteers at the current service meeting.

If more time is needed, specifically if there is a decision or group conscience approval to be made by the BDA Help for Debtors (registered group # 7720) service group, it can be requested — at least 5 days ahead of a service meeting — via email. Over time, more active coordinators will be allocated more time on these agendas as a matter of course. Please be prepared; please be brief; please simply state if you do not have a report to give or if you and your team have not completed anything in the past month; please do not fill your whole time allocation unnecessarily.

Literature Coordinator (Nancy with Bob shipping eBooks) — *up to 10 minutes*, including presentation of our literature inventory and value (as of one or two days before this meeting) plus any other details the Literature Coordinator believes we need to know. See most current inventory report and other literature-related details at <https://www.helpfordebtors.org/literature-coordinator>. Requests for spending beyond the balance in the Literature Fund must be brought to a monthly service meeting for review and approval.

Decision to make: Our plan for this year would suggest placing a new literature order now. Any objections to ignoring our plan and delaying our next literature order for at least a month, possibly two?

Newsletter Coordinator (Bob) — *up to 10 minutes*, including reminder of our editorial calendar posted at <https://www.helpfordebtors.org/newsletter-coordinator> and requests for planned articles for future months and other help. The Newsletter Coordinator will also report on the schedule, process, and distribution of the next upcoming newsletter. Unless there are concerns by fellow trusted servants, the Newsletter Coordinator approves the newsletter before distribution each month, working closely with the other coordinators.

Decision to make: If we're moving forward with consolidation of groups, would there be any objections to discontinuing the BDA newsletter after December? Discontinuing sooner?

Radio Outreach Coordinator (Bob) — *up to 10 minutes*. Most recent PSA distribution began in early October 2021. Our new PSA for 2022 will begin distribution on March 7, 2022. We have agreed to "soft schedule" a repeating intention to perform the same or similar PSA distribution projects — this or something better — twice each year in 2022 and 2023, based primarily on availability of funds, of course.

Decision to make: Having made our final payment on our 2022 PSA project, and having reviewed our two years of PSA activity, would there be any objections to taking a PSA project off the table for 2023?

Decision to make: As we prepare for next year's planning, would there be any objections to focusing out public information work on direct mailings and possibly google ad words (AA's doing it) for 2023?

Up to 40 minutes — Coordinator project reports — continued

Special Events Coordinators (Bob and Nancy) — *up to 10 minutes*, including review of our current and upcoming events. Flyers and details are available at <https://www.helpfordebtors.org/bda-online-events>.

Ratification needed: We have expanded our BDA Business Planning Conference to 20 workshops while also decreasing our requested donations to \$99 from \$125. Any objections to ratification?

Decision to make: Now that the PSA projects are complete and paid in full, would there be any objections to revise our event distribution plans effective September 1st?

Old plan for BDA Help for Debtors events: 70% PI, 20% literature, 10% general.

Proposed plan for BDA Help for Debtors events: 40% PI, 40% literature, 20% general.

Old plan for BDA Workshops distributions: 50% PI, 25% literature, 25% general.

Proposed plan for BDA Workshops distributions: 40% PI, 40% literature, 20% general.

NOTE: Deposits to general are used to fund and accrue for our tech, web, and overhead expenses, including our quarterly distributions to the GSB and our deposits to prudent reserve. Excess funds in the general fund get allocated to either literature or PI, whichever is in need.

Decision to make: Any objections to preparing and distributing flyers for our Holiday Spending Plans, No-Drama Llama, and New Year 2023 DA and BDA Visioning Conference?

Discussion: What other events do we want to host in 2023?

NOTE: We will happily add specific details to this agenda, to support whatever will be reported by each of the coordinators, especially providing space for review and approval of projects, action plans, initiatives, support needs, and proposed spending outside of our approved plan. This may help fellow BDA Help for Debtors (registered group # 7720) coordinators and volunteers to think and plan, and pray and meditate, for their participation based on what topics, subtopics, and requests for help we know are coming up at our next service meeting. Please submit relevant agenda details and items by email at least **5 days** ahead of the next service meeting.

At least 5 minutes, more if time is left by coordinators — Old business

1. **Remove from agenda?** — How do we get more members and newcomers engaged with and invited to our various recovery events and conferences and into our growing online BDA community?
2. **Remove from agenda?** — We have a new web page at <https://www.helpfordebtors.org/active-group-conscience-decisions>, which needs to be reviewed and approved. **We have approved all entries through April 2022.**

At least 5 minutes, more if time is left by coordinators — New business

1. **Remove from agenda?** — Developing ideas for carrying the message and reaching our fellow debtors, especially business debtors and still-suffering debtors, inside and outside of the DA and BDA fellowship.
2. If the proposal to consolidate BDA Help for Debtors and BDA Workshops was adopted during urgent business above, let's begin early planning on how that would come to pass.

Up to 0 minutes — Filling open service coordinator positions (see <http://www.bdahelpfordebtors.org/>)

We have no eligible candidates for coordinator positions this month.

Up to 5 minutes — Close the service meeting: Is there anything else that needs to be discussed today?

Confirm date, time, and location for next meeting:

Tuesday, September 27, 2022 — 5pm to 6:30pm pacific

Video conference, <https://us02web.zoom.us/j/83232949125>

All service meetings will be recorded, audio only.

Close with the Serenity Prayer

The Twelve Traditions of DA

The Twelve Traditions begin with the idea of DA Unity, and it is this principle which is one of the surest guides to a proper attitude in Service. The Traditions help us to put into practice the principles we have learned from the Steps and enable us to live in harmony with our fellows.

1. Our common welfare should come first; personal recovery depends upon DA unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for DA membership is a desire to stop incurring unsecured debt.
4. Each group should be autonomous except in matters affecting other groups or DA as a whole.
5. Each group has but one primary purpose — to carry its message to the debtor who still suffers.
6. A DA group ought never endorse, finance, or lend the DA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every DA group ought to be fully self-supporting, declining outside contributions.
8. Debtors Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. DA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Debtors Anonymous has no opinion on outside issues; hence the DA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

BDA Help for Debtors (registered group # 7720) Purpose, Mission, and Vision

OUR PURPOSE — In DA and BDA, our purpose is threefold: to stop incurring unsecured debt, to share our experience with the newcomer, and to reach out to other debtors.

OUR MISSION — To create and develop a spiritual and service environment in which Business Debtors Anonymous and its members can grow and thrive.

OUR VISION — We are a peaceful, collaborative, high-functioning service team, energizing each other and fueling each other's recovery and participation. We are focused on the recovering debtor and business owner, plus those still-suffering, both inside and outside our DA and BDA rooms, and are enjoying great diversity, including ages, genders, cultures, and nationalities. We have fun in BDA service!

Spiritual ground rules for BDA Help for Debtors (registered group # 7720) service meetings and interactions between service meetings

- ✓ We constantly remind ourselves and each other that Higher Power oversees our efforts and our interactions; we ALL attempt to channel the Higher Power's will for us, for our efforts and actions together, and for our fellow debtors and business owners.
- ✓ When our discussion grows heated, we are encouraged to ask for a "Serenity Moment" when we will stop the discussion and say the Serenity Prayer together before continuing.
- ✓ On significant matters, our service leader and coordinators make recommendations, and our service group makes decisions at service meetings. We are the group conscience for the BDA Help for Debtors (registered group # 7720); we uphold the decisions we make together as Higher Power's will for us.
- ✓ New information provides opportunity for new group conscience. The opposite is also true: If there is no new information, there will be no re-treading — as in "treading water" — of topics previously reviewed and decided upon and no undermining of existing, documented decisions. "I was absent" and / or "I wasn't paying attention" will NOT be considered new information.
- ✓ Our service meetings are where we discuss and decide about the work we are doing individually and through coordination. Our service meetings are NOT usually where "the work" happens, yet there are exceptions when details and actions, usually initiated by one of our service coordinators, must be worked out formally together.
- ✓ We simply do not have available time nor desire to discuss every detail of every initiative; we trust our service leader and coordinators to guide us to the decisions we need to make together.
- ✓ We follow through on our commitments and constantly strive to do our best.
- ✓ We reason things out together, offering support and encouragement. We neither avoid nor unnecessarily create conflict either within or related to the BDA Help for Debtors (registered group # 7720) service group.
- ✓ We practice principles before personalities and seek at least third-party support before acting against and / or speaking against any of our fellow service group members; that is, avoiding gossip and controversy both within the service group and outside of it.
- ✓ We have fun together and laugh at ourselves and each other a LOT. Bleeding deacons, drama kings and queens, Eeyores, Debbie Downers, and party poopers need not apply!

Decision-making process (application of general consent with a preference for consensus and reasonable compromises on all sides of an issue or decision)

1. Provide your agenda items to the service leader at least five days before each service meeting. Unless considered urgent business by at least 2/3 (substantial unanimity) of the service meeting participants, all agenda items will be taken in order, rolling forward from month to month. Once introduced during a service meeting, new business becomes old business and is treated with a higher priority until it is resolved, removed, or withdrawn.
2. We will uncover decisions to be made and actions to take as we go. Our service leader will help us to stay on topic and will recommend adding new topics to new business, allowing them to arise in their appropriate turn and order.
3. For potential decisions and discussions that are on topic, the service leader will ask if there are at least two service meeting participants who want to have the discussion. This helps us to avoid hostage-taking and repetitive review and discussion of the same individual agenda items over and over.
4. Our service leader facilitates discussion, providing guidance and information when appropriate, along with their own participation. Our service leader is our equal and has a vote like all the rest of us. Our service leader's role is to help us keep our group's services on track, to support coordinators and volunteers both during and between meetings, and to give us status reports from month to month, so we're clear on where we're making progress and where we might focus more time and energy.
5. As the discussion winds down or as allocated time dwindles, the service leader will state their understanding of the decision or action being proposed, welcoming corrections if necessary. Once the decision to be made is clearly stated, our service leader will ask if there are any objections to the proposal. If there are no objections, a unanimous decision has just been made and will be documented as such in the minutes.
6. If there are one or more objections, and time allows, the group can try to resolve the objections. As progress is made, the service leader will again ask for objections. If more than two objections or all available time has been used up, the decision will be tabled for consideration by all participants until the next service meeting.
7. If there are objections from one or two individuals that simply cannot be resolved, at some point a vote may have to be taken. If this is the case, only substantial unanimity (2/3 of those voting) will be considered a group conscience decision. If we cannot reach substantial unanimity, coordinators and volunteers may form a committee to work through the unresolved objections.
8. When a vote is taken, and the results are anything other than true unanimity, minority opinion will be welcomed and considered. If minority opinion sways one of the majority voters, the vote will be taken once more. Minority opinion will not be engaged a second time on the same decision or action.
9. Our service leader will restate the decision just made or not made and will record necessary details in the minutes.