



# MONTEREY BAY ACA INTERGROUP REPRESENTATIVE ORIENTATION

Saturday, February 10, 2024 at 4:00 – 5:00 pm  
[Zoom meeting #898 9797 7526](#) Password: 792214

## Welcome to Intergroup, and thank you for your service!

- Serenity Prayer: Evie
- Introductions
- Available online: ACA MBIG Orientation (5 pages), Motions and Voting Flowchart, Charter, Twelve Traditions & Twelve Concepts, Committees Description.
- Review ACA MBIG Orientation document:
  - Evie -- What is an Intergroup? What is the purpose of ACA Monterey Bay Intergroup?
  - Paul – Typical monthly meeting
  - Carol – Relaxed Robert’s Rules, Motions and Voting Flowchart (role play a motion process) Substantial unanimity
- Review our Charter: Evie
  - Read Mission Statement, Commitment to Service
  - Read Guidelines for Business Meetings
  - Review the job descriptions for IGR (Read Intergroup Rep) and officers
    - Follow-up items for IGR’s after each meeting (Conscious Contact newsletter)
- Review committees and what they do: Carol
- Review 2/24/24 draft Intergroup Meeting agenda: Evie
- Contributions: (Dottie) Member meetings contribute excess funds (keeping prudent reserve) to Intergroup and WSO. BRB recommends 60% to Intergroup, 40% to World Service.
  - To Intergroup: use VenMo to send to **dottie-treasurer** Include your meeting name and number. As an example: (Saturday Heart Circle, CA1276)
  - To World Service: [adultchildren.org](http://adultchildren.org) click on ‘Contribute’
- Communications: Paul
  - Sharing contact information among IG reps, officers, committee chairs
  - Buddy/Mentor System
  - Meeting agendas, minutes and follow-up items for reps are emailed to you from [acamontereybay@gmail.com](mailto:acamontereybay@gmail.com)
  - Questions can also be emailed to [acamontereybay@gmail.com](mailto:acamontereybay@gmail.com)
  - If meeting times, zoom info etc. for your meeting change send an email to [mbacaweb@gmail.com](mailto:mbacaweb@gmail.com) so we can update the website
  - Encourage updating contact information for your meeting on [adultchildren.org](http://adultchildren.org)
- Questions and closing: Evie