



MONTEREY BAY ACA INTERGROUP REPRESENTATIVE ORIENTATION

Monday, May 11, 2026 at 4:20 – 5:00 pm

[Zoom meeting #898 9797 7526](#) Password: 792214

Welcome to Intergroup, and thank you for your service!

- Serenity Prayer:
- Introductions
- Available online: ACA MBIG Orientation (5 pages), Motions and Voting Flowchart, Charter, Twelve Traditions & Twelve Concepts, Committees Description.
- Review ACA MBIG Orientation document:
 - What is an Intergroup? What is the purpose of ACA Monterey Bay Intergroup?
 - Typical monthly meeting
 - Relaxed Robert's Rules, Motions and Voting Flowchart (role play a motion process)
 - Substantial unanimity
- Review our Charter
 - 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
- Review 5/23/26 draft Intergroup Meeting agenda
- Contributions: 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 **renee-harding-6** Include your meeting name and number. As an example: (Saturday Heart Circle, CA1276)
 - To World Service: adultchildren.org click on 'Contribute'
- Communications:
 - 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
 - Questions can also be emailed to acamontereybay@gmail.com
 - If meeting times, zoom info etc. for your meeting change send an email to mbacaweb@gmail.com so we can update the website
 - Encourage updating contact information for your meeting on adultchildren.org
- Questions and closing