

**ZOOM Meeting Format - Louisville Metro Intergroup (LMI)**  
**(Developed 1/25/2023 by new co-chairs Barbara and Alex)**

Good evening and welcome to the once-a-month meeting of Louisville Metro Intergroup. My name is \_\_\_\_\_ . I am your co-chair and your leader for this meeting.

In July 2020 Louisville Metro Intergroup voted to meet by ZOOM on a regular basis. We encourage you

- to find and use your mute button during the meeting
- use the “blue hand” symbol or wave your hand when you wish to add to the discussion
- unmute to speak, then re-mute to listen

Once a month, representatives from meetings in Louisville, Southern Indiana, and the State of Kentucky come together to do service work that no one meeting could do by itself. Our Intergroup meeting differs from regular, weekly OA meetings because our purpose is to plan and execute SERVICE PROJECTS that carry the message of Overeaters Anonymous to people inside the rooms and to the public. We see the work we do as being responsible for:

1. Keeping intergroup organized
2. Providing support to new and existing meetings, to all current members and other OA service bodies
3. Providing public outreach and avenues of welcome for newcomers

We ask now that you mute the audio on your ZOOM connection as we join in the Serenity Prayer, followed by the OA Responsibility Pledge.

*God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.*

*Always to extend the hand and heart of OA to all who share my compulsion; for this I am responsible.*

Is anyone attending tonight’s meeting as a new representative or as a visitor? Welcome! Please introduce yourself.

You are welcome to stay online after the meeting. We will be glad to answer any questions you may have and arrange for you to get further information.

**ROLL CALL AND CHECK-IN’s**

**(All Group Representatives please take notes to take back to your meetings)**

I will now call out your names as they appear on my zoom screen. When I call your name, please introduce yourself by the meeting you represent or the LMI office that you hold. If you are a meeting representative, please choose one of these three descriptions for your meeting: 1) growing, 2) holding steady, or 3) in need of support. As we introduce ourselves, our intergroup secretary \_\_\_\_\_ will check off our attendance and take note of meetings in need of support.

**BRIEF READINGS**

Intergroup is the once-a-month service meeting of the OA community. Service is so important in OA that it is one of OA’s nine tools as well as the spiritual principle of Step 12, which \_\_\_\_\_ will now read for us:

*Having had a spiritual awakening as the result of these Steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.*

**MONTHLY OFFICERS REPORTS** (Meeting host will bring up the reports as needed)

1. MINUTES OF THE LAST MEETING (AMY)
2. TREASURER'S REPORT (Lori)
3. WSO REPORT (Debbie SP)
4. REGION 5 REPORT (Kathy, Barbara)

**Volunteer Service Position Reports**

1. Communication and Web Site Administrator (Sharon)
2. Meeting List Coordinator/Zoom Captain (Kathy)
3. Newcomer Advocate (Harriett)
4. Outreach Advocate (Suzy)
5. Retreat Report – needs and plans (Traci)

**REFERRING TO OUR ANNUAL CALENDAR**

I now turn the meeting over to \_\_\_\_\_ to lead us through a look at our calendar and a discussion of the specific items on tonight's agenda. (i.e. workshops, retreats, etc.)

(Meeting host brings up Calendar and then our Goals)

2<sup>nd</sup> Co-chair takes over: Let's look at our calendar and agenda to remind us of what items we completed from last month, any tasks we need to do tonight, and what preparations we need to make for coming months.

This past \_\_\_(day of week), I sent out an email with specific items we need to act on tonight. Let's go to those now. (After working through the agenda, the floor is opened for:)

**OPEN FLOOR FOR NEW BUSINESS OR SHARING UNTIL 7:55 PM.**

Please raise your blue hand or your own hand if you have comments or suggestions on IG's work or announcements or requests from your meeting. Please note that we will defer any suggestions or motions that make significant changes to Intergroup's bylaws, policies, or expenditures until the following month.

**THE 7:55 PM WRAP – UP** (Lead co-chair will continue for the wrap-up)

It is now 7:55. Let's review the announcements we will take back to our weekly meetings. What do you think is important to tell the meetings?

**8:00 PM CLOSING** – The Serenity Prayer, or another prayer of the leader's choice.