

Eye Opener – Business Meeting

January 14, 2018
9:15am to 10:15am

Minutes Taken by: Ben K.

Topics:

1. Create service position for all Eye Opener meetings.
2. Regular business meeting – will be held every 3 months on the first Monday of the month. The next meeting will be March 5, 2018 at 730am.
3. Steering Committee Rep for each Eye Opener meeting. This person will attend the monthly steering committee meeting and bring information back to their meeting.
4. Birthday meeting – a suggestion was brought up to select a meeting day at the end of the month to have all the birthdays for that month to announce their sobriety date and be acknowledged – This was not accepted by group.
5. Eye Opener Business Meeting – The group will need to nominate and elect chair to run quarterly meeting.

Decision by group:

1. These are the services positions and a description of each position agreed upon by group business meeting.
 - a. Secretary – at least 6 months sobriety.
 - i. Will oversee all services positions.
 - ii. Will need to know the responsibilities of each service position.
 - iii. Will be the go to person for all service positions of there meeting.
 - b. Greeters – No sobriety requirement.
 - i. There will be at least 1-2 people per meeting.
 - ii. Arrive at least 15 minutes before meeting starts.
 - iii. Stands by entry and welcome everyone that comes to meeting.
 - c. Coffee Maker - No sobriety requirement.
 - i. Arrive ½ hour before meeting to make coffee.
 - ii. Walk around meeting once for refills.
 - iii. Clean up coffee area.
 - d. Set Up & Clean Up - No sobriety requirement.
 - i. There will be at least 1-2 people per meeting.
 - ii. Arrange meeting room and prepare for meeting.
 - iii. Room max occupancy is 49. Make sure there are not more than 49 chairs set up.
 - iv. Pick up trash after the meeting.
 - v. Mop floor if necessary.
 - e. Literature – At least 6 months of sobriety.
 - i. Arrive 15 minutes early and stay after meeting for anyone that needs help with literature.

- ii. Make announcement during meeting.
 - iii. Give a newcomer welcome packet to each newcomer to the meeting. The Welcome packet will include pamphlets and phone list.
- f. Treasurer – At least 1 year of sobriety.
 - i. Pass basket around.
 - ii. Count money, complete envelop information, and place in safe.
 - iii. Sit with secretary.
- g. Steering Committee Representative – at least 6 months of sobriety.
 - i. Each Eye Opener meeting will have a representative.
 - ii. Attend monthly steering committee meeting.
 - iii. Report back to group the information from meeting.
- h. Phone List – at least 6 months of sobriety.
 - i. One person will be selected to maintain phone list for all 8 Eye opener meetings.