

# GENERAL MEETING

TUESDAY, JULY 30, 2024

(Hybrid Meeting)

(These Minutes Approved by Floor Members)

The meeting convened at 8:00 p.m. with a moment of silence followed by the Serenity Prayer. The Twelve Traditions were read by Lori C. (Friendly).

## MEMBERS PRESENT:

**INTERGROUP REPRESENTATIVES/ALTERNATES:** Back to Basics, Bayview, Beaches, Big Chunks of Truth, Bloordale, Brampton Recovery, Danforth, Dry on Danforth, East York, Erin Mills, Friendly, Half Century, High Park, Keep It Simple, Lighthouse, Love & Tolerance, Meadowvale Fellowship, Mississauga, Morning Discussion, New Anchor, Newmarket, Noon Rap, Primary Purpose, Prince Edward, Queensville, Responsibility, River Drive Park, Rox Glen Traditional, See To It, Silverbirch, St. Clements, Steps to Serenity, Streetsville St. Andrews, The Dogs, The Hill, The Indian Road, Thorncliffe Park, Trial & Error, Tuesday Men's Solution, Willowdale Shepherd.

(Please note: some online attendees may not have included their group name in their Zoom screen name during the meeting; for this reason, some groups might have not been recorded as being in attendance in the above list. If you are a Rep and attending online, please include your group name and service position for accurate recording.)

**DISTRICT LIAISONS:** District 22.

**OPERATING COMMITTEE MEMBERS:** Bruce L. (Finance Chair), David G., Jomana A. (OC Chair), Kelli T. (OC Vice-Chair), Kelly L. (OC Secretary), and Sean L.

**SUBCOMMITTEES REPRESENTED:** ARCHIVES, COMMUNICATIONS, FINANCE, IT SUBCOMMITTEE, ACCESSIBILITIES, CORRECTIONAL FACILITIES, CPC/PI AND SELF-SUPPORT.

**HOUSEKEEPING:** Jomana outlined the following: recording of the meeting.

## ADOPTION OF MINUTES – June 2024

Errors or Omissions: No errors or omissions were forthcoming.

**Motion to adopt Minutes as presented** moved by Nigel W. (Half Century) and seconded by Matt M. (Responsibility). Motion carried.

At this point in the meeting, Jomana asked **Operating Committee Members to introduce themselves to Floor members.**

**CHAIRPERSON'S OPENING REMARKS** – Jomana A. (Stepping Stones), Operating Committee Chair Jomana welcomed everyone in attendance; she looks forward to a productive meeting tonight. [oc.chair@aatoronto.org](mailto:oc.chair@aatoronto.org)

**Motion to Suspend Regular Business – Elections for new Operating Committee Members** Motion moved by Gus V. (Bloordale) and seconded by Violet C.-M. (Noon Rap). Motion carried.

Jomana outlined the qualifications and service commitments for this position, and asked if any there were any nominations/volunteers from Floor members. No members stepped forward for the position(s) at this time. **An election for 3 more OC members will be held at the August General Meeting. Please announce to your group members!**

## COLLECTION OF THE 7<sup>TH</sup> TRADITION:

- As per our literature and the 7<sup>th</sup> Tradition, we are self-supporting through our own contributions.
- In-person Collection: A 7<sup>th</sup> Tradition basket was passed; \$49.45 was collected.
- For Virtual attendees: The 7<sup>th</sup> Tradition link is as follows:  
<https://www.aatoronto.org/about/7th-tradition/>

## FINANCE REPORT – Bruce L. (Back to Basics), Finance Chairperson

	June 2024 (1 month)						
	Actual 2024	Budget 2024	Variance	%	Actual 2023	Variance	%
Contributions	11,726	8,608	3,118	36%	13,795	(2,069)	(15%)
Literature Sales	9,544	11,320	(1,776)	(16%)	17,240	(7,696)	(45%)
= Total Revenues	21,270	19,928	1,342	7%	31,035	(9,765)	(31%)
- Cost of Sales	6,476	9,198	(2,722)	(30%)	13,598	(7,122)	(52%)
- Expenses	14,064	16,186	(2,122)	(13%)	13,865	199	1%
= Surplus / (Deficiency)	730	(5,456)	6,186		3,572	(2,842)	

Contributions remain strong for June at \$3,118 or 36% over budget. This includes a \$5000 donation from a member's estate. Literature sales are on budget with a non-discounted total of \$11,885. Total for the month is \$21,270 or 7% over budget.

Cost of sales is under budget by 30% and overall expenses are below budget by 13% leaving a small surplus for the month of \$730 against a budgeted deficit of \$5,456.

YTD non-discounted literature sales are \$80,850 with a total discount of \$15,598.

Prudent Reserve as of June 30 is \$320k with a target of \$286k. [financechair@aatoronto.org](mailto:financechair@aatoronto.org)

## SUBCOMMITTEE REPORTS

### ARCHIVES: Glenn G. (East York), Chairperson - verbal report

- The Annual GTAI Archives Breakfast will be held Sunday, November 10 (9 a.m. start) at the Bloordale United Church. Watch for event flyers/tickets information to come
- 4 Archives members attended the recent Peterborough Archives Workshop (Area 83), where participants enjoyed a tour of the Trent U archives
- Our Archivist Eddy G. (Beaches) is active in attending groups for medallion/group anniversary celebrations
- To Members/Groups: feel free to make an appointment with our Archivist to access recordings of medallion/group celebrations

Inquiries about specific subcommittee activities: please email [archives@aatoronto.org](mailto:archives@aatoronto.org)

### COMMUNICATIONS: Ted D. (Rox Glen Traditional), Chairperson - verbal report

- Committee activities have been busy and steady with initiatives
- Our new Web Developer is Collin R. Welcome aboard! Also thanks to former Web Developer, Imran M., for his service and dedication in this service role

- The committee is in the process of reconfiguring service groups with Communications, as our volunteers have a heavy load currently
- The August edition of Better Times was made available to members attending the in-person portion of this meeting, has been sent out electronically to the BT subscription members' list, and is available online <https://www.aatoronto.org/better-times/>

Inquiries about specific subcommittee activities: please email [cc.chair@aatoronto.org](mailto:cc.chair@aatoronto.org)  
 Articles/Submissions/Medallion Announcements for the Better Times Newsletter:  
[bettertimes@aatoronto.org](mailto:bettertimes@aatoronto.org)

### **INFORMATION AA DAY 2025: No Report.**

The committee will commence meeting for 2025 Event planning in August. [infoaa@aatoronto.org](mailto:infoaa@aatoronto.org)

### **I.T. SUBCOMMITTEE:** David T. (St. Clements), Chairperson

There was no meeting held in July. Sean L., the IT OC Liaison, has been looking at the Google Workspace and assessing current applications (including subcommittee emails we don't need); work is ongoing. [it.chair@aatoronto.org](mailto:it.chair@aatoronto.org)

### **ONTARIO REGIONAL CONFERENCE 2025: No Report**

The committee will commence meeting for 2025 Event planning in September.

### **TWELFTH STEP:** Kelli T. (The Hill), OC Liaison

8 members attended the meeting on July 15; the committee obtained a couple of new members. Our Phone Helpline is 24 hours a day; 7 days a week and answered by AA volunteers. Currently there is an overnight shift on the schedule (currently the shift is 9 p.m. to 9 a.m.). These overnight shift volunteers serve a one-week commitment on the schedule. In light of this, we are adding a new phone shift to the current Twelfth Step phone schedule: 9 p.m. to 1 a.m. This addition will serve two purposes: a) give current overnight volunteers a shorter shift; and b) give members willing to do a phone shift after their job ends and travel time to home from work (i.e. get home at 7 p.m.). For those wishing to volunteer for our phone hotline, please email [12step@aatoronto.org](mailto:12step@aatoronto.org) (1 year of continuous sobriety needed to volunteer)

Twelfth Step Committee Chair: [12step.chair@aatoronto.org](mailto:12step.chair@aatoronto.org)

### **WINTER SEASON OPEN HOUSE 2024: No Report.**

The committee commences meeting activities in autumn.

### **WINTER SEASON VIRTUAL ALKATHON 2024: No Report.**

The committee commences meeting activities in autumn.

## **DISTRICT REPORTS**

### **ACCESSIBILITIES:** Greg R. (Markham Village), Chairperson

Good evening Friends; as a grateful member of the Markham Village Group and your GTA Intergroup Accessibilities Chair, my name is Greg and I am an alcoholic.

At our last monthly Accessibilities Committee meeting was on Sunday July 21<sup>st</sup>. We typically have our meeting on the 3<sup>rd</sup> Sunday morning of each month at 11 am on zoom.

Our committee is slowly getting stronger with a couple of our members recently joining the committee. Marvelous Marvyn is one of these new members. We could use more committee members so please spread the word.

We are fortunate to have Theresa L, the Area 83 Accessibilities Chair attend our committee regularly. Theresa brings great insight and information to the meeting. Theresa brought forward

an issue in the Procedures and Guidelines of The Meetings To Go Program that we are helping to address. Our committee is giving the Meetings To Go program a lot of attention as there are more and more requests coming in for these homebound meetings. One of our new enthusiastic members to the committee, has taken on the responsibility of organization to the MTG requests, coordinating the volunteers to hold the meeting, and following up to make sure the meeting occurred.

It has been brought to our attention that there have been a few incidents where Accessibilities was not considered in recent group meetings. A member on crutches was denied access to a meeting when the group refused to unlock the door leading from the accessibility ramp. The issue can be resolved by speaking to the church regarding unlocking the door.

Please work with your group to ensure that your meeting is as accessible as possible. We have updated the Accessibilities Checklist (*see Appendix in these Minutes*) and that tool could help you evaluate whether your meeting is truly accessible, and perhaps changes could be made to make things better for our members with Accessibilities barriers.

A new initiative that we will be working on is organizing a Seniors AA Meeting Shuttle. The more members that we can get to a meeting the better. We just decided to pursue this initiative so I will report back at a later date.

Another initiative we have is on the topic of Autism in AA. There have been a few situations in our meetings and one in particular where an autistic member walked out of a meeting. As a committee, we want to help educate members on ways to understand these situations and have solutions that help an autistic member feel comfortable, as well as the other members in the meeting.

That's all I have to report. Thank you for allowing me to be of service,

Greg R., GTA Intergroup Accessibilities Chair [accessibility@atoronto.org](mailto:accessibility@atoronto.org)

**CORRECTIONAL FACILITIES:** David G. (Friendly), OC Liaison – **verbal report**

Rob from Area 83 will be serving as GTAI Corrections Chair; he also serves as the current Area 83 Corrections Chair. He will bring a wealth of knowledge and insight to the table. Big Books have been delivered to the Lindsay facility, which is now open again for AA meetings on the inside. Please spread the word to your groups that if any members are interested in going into jails to help carry the message, please let us know. Corrections meets monthly (hybrid meeting) on the first Tuesday of the month at 7 p.m. (check online calendar [www.atoronto.org](http://www.atoronto.org) for details). [corrections@atoronto.org](mailto:corrections@atoronto.org)

**CPC/PI:** Dorothy A. (Credit Valley), Chairperson

My name is Dorothy A. and I am currently serving as Chair Person for the GTAI CPC PI committee. I am a member at Erin Mills Group Mississauga D06 as well as the subcommittee PI Chair at D06 Mississauga.

Our latest Committee meeting was held off schedule on Thursday July 18 2024 to accommodate a vote to access funds for Business Cards for the committee's use at various outreach events throughout the GTA by Committee members. A vote was held to print the cards which will also be used in a Toronto Library project which is under way. This covers all of the libraries in the Toronto area and D22 has already delivered pamphlets to the library system consisting of 102 branches. D22 is spearheading this Outreach initiative which will continue on to the City of Toronto centres and health departments. City counsellor Brad Bradford has reached out to Toronto Health Dept and we are awaiting results.

The 3 cards are to be printed on heavy paper stock and are 8.5 x 11. These are very similar to GSO website material. The cost is approximately \$350.00 for 200 cards.

Amanda D22 CPC PI Chair presented at the AA info Day May 25th

D06 presented to the public at the Police Services Day at 11 Division in Mississauga on Sunday June 23rd.

We are trying to get more groups active and hoping Business Cards will give some Districts tools to work with.

Yours in loving service. Dorothy A., GTAI CPC PI Chair [cpc@aatoronto.org](mailto:cpc@aatoronto.org)

**GRAPEVINE: No Report.** [grapevine@aatoronto.org](mailto:grapevine@aatoronto.org)

**SELF SUPPORT:** Larry V. (Thornclyffe Park), Chairperson – **verbal report**

Attendance was small at the last meeting; however, the committee has acquired a Secretary (Cat M. /D12). More local district support /Chairpersons are needed for this committee!

Self Support Cans: there was an issue with funds allocation towards Self Support initiatives. Larry clarified the intent of Self-Support Cans.

The committee discussed a possible event for members in 2025 (i.e. a movie night) following an idea brought to the table by the Area Self-Support Chair.

Next meeting: Thurs. Sept. 26.

**TREATMENT: No Report.** [treatment@aatoronto.org](mailto:treatment@aatoronto.org)

**AREA 83 REPORT:** Amy L., Area 83 Alt. Delegate

Area 83 Alternate Delegate Report on General Service items for GTAI Monthly Meeting July 30 2024

## 1. Regional Forum! August 23-25, 2024!

Regional Forums are hosted by the A.A. General Service Board and “open” to all A.A. members or to anyone interested in A.A. Registration is free. The Program is being finalized as we speak and should be available soon. There will be lots of opportunity to learn about AA General Service. How does AA function outside of your group? How do we work on improving our ability to carry the message?

There will be lots of opportunity for fellowship, sharing what is on your mind and getting to know our friends from GSO. When it is finalized, the program will be available on the Area 83 website. [Eastern Canada Regional Forum - Area 83 Alcoholics Anonymous \(area83aa.org\)](http://area83aa.org)

Bert J. DCM district 22 has reserved a bus to drive people to and from the Regional Forum for a very good price. Please reach out to him, if you are interested in attending and needing a ride. Share this information with members at your group please.

For what it is worth, I can't emphasize how unique this opportunity is, as the next time the Regional Forum will be in Eastern Ontario will be 2045!!

## 2. AA has released **2 new videos for reaching Young people** who need this program.

[Young and Sober in AA: It could save your life | Alcoholics Anonymous](#)

[Young and Sober in AA: I thought drinking made me an artist | Alcoholics Anonymous](#)

## 3. Area 83's Area committee will be meeting next on September 7. The meeting is hybrid, and all are welcome to join. You can find details about this meeting and the agenda and all other Area events using the Online calendar [Events for August 2024 \(area83aa.org\)](http://area83aa.org)

4. June 2024 edition of the AAWS Highlights is available now. This newsletter is one of the places where we can see the progress of many of the agenda items that were passed. [AAWS Highlights June 2024](#)

At this point in the meeting, Jomana introduced and invited current Better Times editor, Alice N. (Lakeshore) to present an item of interest/ Service Opportunity to the Floor for consideration.

### **Alice N. (Lakeshore), Better Times Editor**

Alice gave members a brief background on her service role and mentioned that she has been serving in this role for about a year and a half. She shared that she will be soon rotating out of this service position; also, there is an initiative to create a more efficient structure for this role within the Communications Committee.

#### **Better Times Editor Needed – Requirements:**

- Suggested background in either communications, journalism, or marketing
- Strong command of English language
- Experience in content creation (editing copy material)
- Experience managing volunteers ('teams')
- Being creative an asset (i.e. proposing and creating 'themed' editions)
- Skills in graphics/layout (familiarity with Canva/Adobe/Microsoft Publisher programs)
- Alice is willing to train interested candidates
- **Sobriety Requirement:** 2 years of continuous sobriety

If interested, please reach out to Alice at [bettertimes@aatoronto.org](mailto:bettertimes@aatoronto.org)

Jomana also mentioned the following Service Positions are looking for volunteer(s):

- Winter Season Virtual Alkathon 2024 Chairperson
- Communications Committee Chairperson
- Operating Committee members needed (3 positions to be filled)

Contact Jomana at [oc.chair@aatoronto.org](mailto:oc.chair@aatoronto.org) for further information. (See Appendix in these Minutes for full service position descriptions)

## **UNFINISHED BUSINESS**

No Unfinished Business was discussed.

### **SERVICE OPPORTUNITIES: WE NEED YOUR HELP TO FULFILL THE SERVICE SIDE OF YOUR RECOVERY TRIANGLE:**



#### **Opportunities In Service:**

- Phone Greeters/12 Step Volunteers:
- Bilingual Member Resource (12 Step Calls):
- Workshop Chairperson:
- Winter Season Virtual Alkathon Chairperson:
- Communications Chairperson:
- Better Times Editor:
- Operating Committee Members (3):
- Finance Chairperson
- Finance Committee Members

#### **Please Contact:**

- [12step.chair@aatoronto.org](mailto:12step.chair@aatoronto.org)
- [12step.chair@aatoronto.org](mailto:12step.chair@aatoronto.org)
- [oc.chair@aatoronto.org](mailto:oc.chair@aatoronto.org)
- [oc.vicechair@aatoronto.org](mailto:oc.vicechair@aatoronto.org)
- [oc.vicechair@aatoronto.org](mailto:oc.vicechair@aatoronto.org)
- [cc.chair@aatoronto.org](mailto:cc.chair@aatoronto.org)
- [oc.chair@aatoronto.org](mailto:oc.chair@aatoronto.org)
- [oc.chair@aatoronto.org](mailto:oc.chair@aatoronto.org)
- [financechair@aatoronto.org](mailto:financechair@aatoronto.org)



## NEW BUSINESS

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### **Motion: Enhancing Service Education and Accessibility.**

Moved by Violet C.M. (Noon Rap) and seconded by Don H. (Keep It Simple).

#### **1. Demystifying Service & Online Sign-Up and Service Matching:**

- Clarify what service entails through outreach and education efforts.
- Encourage understanding and participation across service levels.
- Create an efficient online platform for sign-up and matching.
- Connect willing participants with relevant service opportunities.

#### **2. Portals for Artefacts and Catchment Service Opportunities:**

- Establish knowledge-sharing portals at different levels (committee, district, group for those who are willing/interested).
- Maintain anonymity and segregation of duties.
- Enhance security and futureproof where possible.

Leverage the existing familiarity with Toronto Intergroup. Build upon established connections for continuity.

#### **Additional Requirements:**

- **Software Architect:**
  - Design, implement, and hand over the system.
- **Volunteer Management:**
  - Existing volunteers oversee and manage the remainder.

### **Discussion and/or a vote on the above Motion is deferred until the August General Meeting.**

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Geraldine C. (The Indian Road Group) approached Floor members with a concern/possible Motion. Geraldine attended her first Intergroup meeting last month and **expressed several concerns with the hybrid meeting format of the monthly General Meeting** in terms of in-person attendance being lower than online, monthly cost (rent) of the in-person church space, cost for snacks/refreshments, etc. Also, the sound quality at the June meeting was poor (attendees at the in-person meeting weren't coming up to the microphone with questions, etc.). With all this in mind, is it worth having the in-person portion of the meeting?

Geraldine expressed – in light of the concerns expressed above – **that she would like to make a Motion to have the GTA Intergroup monthly meeting go back to being completely virtual/fully online.**

In response to this, Jomana shared the following:

“Thank you so much for that motion; it’s a really good point that you are making. Just to clarify: Last month we had technical issues. These have been fixed; we actually worked better to improve our tech set up moving forward. Now, any Motions/opinions/questions that are shared a) you’ll now be able to hear them, even if they are speaking from the back of the in-person meeting room; and b) we are going to make sure that people are coming up to the microphone so all attendees have the feeling that it’s a unified meeting where people can talk to one another and share ideas and concerns.”

“In terms of the costs/expenses that we incur for the in-person portion of the meeting: that information is made available through our Finance Committee. This information can be made available for anyone. We are very transparent with our expenses.”

“However: To bring the meeting back to a fully online format, because the in-person format (hybrid) commenced in January of this year, such a Motion as yours above has to be brought

forward next year. Hopefully what I've shared with you is able to answer your questions and concerns; give you some peace of mind and that you're happy with this information."

"By our procedures and bylaws, you can bring this Motion (if you still would like to do that) back in January 2025."

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#### **CHAIRPERSON'S CLOSING REMARKS:**

- **Reception Report:** (OC Vice- Chairperson provides a count of how many members were in the meeting: Zoom and in-person.) In-person attendance: 19. Online attendance: 39.  
**TOTAL HYBRID ATTENDANCE: 68.**
- "On behalf of the Intergroup Operating Committee, thank you all for Attending and continuing to be interested in serving a fellowship that has given us our lives back."
- "If you are able and willing, please help clean up and tear down the meeting. Please stack chairs eight high and put them away at the back of the room using a dolly."
- "One final note to all: **We need to step up our game and spread the word about the importance of service.** There are currently many service positions to fill and we need volunteers!"

**Motion** to adjourn moved by Brock C. (Danforth) and seconded by Jeannine C. (Newmarket). Motion carried.

The meeting adjourned with the Responsibility Declaration.

**Next GTAI Monthly General Meeting:** (held on the last Tuesday of each month at 8 p.m.)

A **hybrid meeting** will be held on **Tuesday, August 27, 2024** at 8 p.m.



# HELP WANTED

## OPERATING COMMITTEE MEMBERS (3)

**The Operating Committee of Greater Toronto Area (GTA) Intergroup is composed of 10 members of Alcoholics Anonymous:**

- Chairperson and Vice Chairperson
- Treasurer (Chair of the Finance Committee)
- Secretary (responsible to take minutes at the Operating Committee meeting)
- 6 other OC Members, who are also assigned a role of the Liaison to one of the Subcommittees
- **(3 OC members needed immediately)**

Members of the OC are nominated and elected as necessary when vacancies occur at the monthly Intergroup Meeting by the Representatives.

### **Qualification requirement to be a member of the Operating Committee:**

- A minimum of two years of sobriety;
- Be familiar and comfortable with computer skills, including Email and Word program.

### **Term of service for a member of the Operating Committee**

- The term for a member of the OC is one year; this term may be renewed annually, for up to 2 more years

### **Responsibilities of the Members of the Operating Committee:**

- Attend monthly Operating Committee meeting (usually the second last Wednesday of the month)
- Attend monthly Intergroup General Meetings (usually the last Tuesday of the month)
- Assignment of subcommittee liaison position. Attend monthly committee meetings of your assignment and acting as a conduit of information in both directions,
- Attend Joint Sharing quarterly meetings (one every three months) with the Districts to where members of each service level share information about current activities

## Questions About This Service Role?

Please reach out to the Operating Chairperson, Jomana A. [oc.chair@aatoronto.org](mailto:oc.chair@aatoronto.org)

# HELP WANTED

## Winter Season Virtual Alkathon 2024 Event Chairperson

<b>PURPOSE of the Winter Season Virtual Alkathon Committee</b>	<p>The <b>Winter Season Virtual Alkathon Event</b> took the place of the Winter Season Open House In-Person Event in 2020. That event was so well-received that GTAI held the event again in 2021, and will continue in 2024.</p> <p>The WSVA is held over four (4) days, from December 24 at noon until noon on December 25, and again from December 31 at noon until noon on January 1. GTAI Home Groups host 1-hour virtual meetings and 4 AI Anon Virtual Meetings.</p> <p><b>We are looking WSVA 2024 Event Chairperson to organize a committee to create, plan, and host the four (4)-day event.</b></p>
<b>RESPONSIBILITIES</b>	<p>The <b>Chairperson is to be the Coordinator of the WSVA Subcommittee</b> will have assistance from an assigned Operating Committee Liaison to aide in the transition of Chairing duties, some of which include:</p> <ul style="list-style-type: none"> <li>• Chair monthly GTAI Zoom Account Committee Meetings from August/September 2024 to December 2024</li> <li>• Create a monthly Meeting Agenda</li> <li>• Monthly reporting to the GTAI Floor at the monthly General Meeting held on the last Tuesday of each month</li> <li>• Work with GTAI OC Liaison to meet guidelines set by the GTAI Operating Committee</li> <li>• Coordinate Committee &amp; WSVA Event Meeting times from GTAI Zoom Account</li> <li>• Responsible to Oversee Committee Member Recruitment:             <ul style="list-style-type: none"> <li>-Secretary</li> <li>-Communications Volunteer</li> <li>-AI Anon Meeting Coordinator</li> <li>-Two A.A. Meeting Coordinators</li> <li>-Tech Host Chairperson</li> <li>-Three-member Tech Hosting Team</li> </ul> </li> </ul>
<b>QUALIFICATIONS</b>	<p><b>1 year of continuous sobriety</b> is required for this service commitment and a team spirit!</p>

***Please consider submitting a Service Resume no later than August 21, 2024.***

***Please submit Service Resume to: [oc.vicechair@aatoronto.org](mailto:oc.vicechair@aatoronto.org)***

***If you should have any questions, please contact Jomana at [oc.chair@aatoronto.org](mailto:oc.chair@aatoronto.org)***

# ACCESSIBILITIES CHECKLIST FOR MEETINGS AND GROUPS

## PRESERVING DIGNITY AND OFFERING INCLUSIVENESS: ACCESSIBILITIES IN AA

**How accessible is your meeting?** This is a guide to help reduce the physical access barriers that a person may encounter when attending meetings in your location.

### Introduction

The meeting location should be physically accessible so that anyone may arrive on site, approach the building, and enter the meeting without barriers. The following are some questions your group can answer to determine the overall accessibility of your meeting space. With Group Conscience please consider making changes that will address any issues so your meeting is fully accessible to all alcoholics.

**Please fill out this checklist. Please forward the checklist to the Accessibilities Committee at the email listed at the bottom of the checklist. The Meeting Guide will be Updated reflected whether your meeting is Accessible or not.**

### Priority of Important Accessibilities concerns:

- **1. BUILDING ENTRANCE**
  - Is there a clear flat path, a ramp, or elevator, to provide an accessible entrance?
  - If there is an elevator operated by a key, does someone on location have possession of the key or know where the key is kept? Is there a Group member contact for easy coordination? Please add phone number of contacts: \_\_\_\_\_
  - Is there signage indicating the location of the accessible entrance with elevator?
  - Does the entrance door have adequate width (40") and clearance to accommodate a wheelchair?
  - Do the doors have push button door entry? Is it activated? This is important for members in wheelchairs.
- **2. INSIDE THE BUILDING**
  - Is the meeting room accessible? Is there a clear, flat path to the Meeting Room?
- **3. GROUP MEETING ROOM**
  - Set up the chairs with adequate aisle space for a wheelchair (40").
  - Is the lighting adequate?
  - Is A.A. literature available that addresses the needs of individuals with diverse disabilities?
- **4. WASHROOMS**
  - Is there at least one fully accessible washroom available?
  - Are there push button door entries and exit to and from the washroom?
  - Are there grab bars on the walls behind and to the side nearest the toilet?
  - Can the faucet be operated without grasping, twisting, or turning?
  - Is there a raised accessible toilet seat? 17" to 19" height from floor.

**IF YOU CANNOT MEET THE ABOVE REQUIREMENTS FOR THE FIRST 4 TOPICS LISTED ABOVE YOUR ROOM IS NOT ACCESSIBLE.**

• **5. ROUTE OF TRAVEL**

Is the meeting place accessible to public transportation?

If the meeting is at night, is the pathway well lit?

• **6. PARKING**

Are an adequate number of accessible parking spaces available? (9 feet wide for car, plus 5-foot-wide access aisle, including adequate signage.)

• **7. AUDIO**

Is it easy to hear in the back of the room? Consider adding a microphone and speaker.

In addition, the following accessibility service materials are available on our A.A. website at [www.aa.org](http://www.aa.org). 1. A.A. Guidelines — Accessibility for All Alcoholics (MG-16) 2. A.A. Guidelines — Sharing the A.A. Message with the Alcoholic Who Is Deaf (MG-13) 3. Serving All Alcoholics (F-107)

**THANK YOU**

**GTAI ACCESSIBILITIES COMMITTEE**

[accessibility@aatoronto.org](mailto:accessibility@aatoronto.org)

Group Name: \_\_\_\_\_ District: \_\_\_\_ Meeting Fully Accessible: Yes \_\_\_\_ No \_\_\_\_

Contact: \_\_\_\_\_