

MEETING SUPPORT COMMITTEE MONTHLY REPORTS

Click here for link to COMMITTEE MEETINGS every Wednesdays at 10:30am ET

Click here COMMITTEE WEEKLY MINUTES

Click here for COMMITTEE DETAILED GUIDELINES.

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September

In the “What to do if” page, add a link to “OA Disruptive Member”.
Staying on top of changes - this takes a lot of time.
Kelly is learning new skills and doing great!
Attended a group conscience meeting to support a meeting on some issues.
TeamUp calendars being reviewed for consistency using the table view.

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July 2026

Manual entries	17
Meeting adds	1
Meeting Edits	5
Meeting Cancels	2
Change Specific Topic/Focus	3
Change Contacts	0
Reported Problem	2
Ghosted Meetings	3
One Time Meeting	0

We continue to work on the many meeting requests for change. We have organized the questions we will ask on our new change request form and have begun building the form.

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June 2026

Manual entries	7
Meeting adds	4
Meeting Edits	10
Meeting Cancels	1
Change Specific Topic/Focus	0
Change Contacts	0
Reported Problem	0
Ghosted Meetings	2

One Time Meeting	2

We continue to spend two working sessions each week to keep up with all of these change requests. **We can use help to keep up with this work - even just one hour per week!**

We expanded the “Non-English Speaking Meetings” to include a welcome in each language and a list of meetings in that language. We also compared our Master Spreadsheet to TeamUp and fixed about 12 errors.

Now that oa.org has changed its meeting information, we need to update our forms to capture all of this new information.

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May 2026

Manual entries	8
Meeting adds	2
Meeting Edits	2
Meeting Cancels	0
Change Specific Topic/Focus	0
Change Contacts	
Reported Problem	2
Ghosted Meetings	2
One Time Meeting	6

Welcome to Kelly A our new committee member!

During May we completed Daylight Savings Time changes. Sounds simple but it was very complicated to do.

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April 2026

During March, the team completed 22 change requests. By the way, an add takes about 1-½ to 2 hours.

Manual entries	8
Meeting adds	2
Meeting Edits	2
Meeting Cancels	0
Change Specific Topic/Focus	0
Change Contacts	
Reported Problem	2
Ghosted Meetings	2
One Time Meeting	6

We updated the Spanish meetings based on time zone (Mexico City CET, Argentina (ART), and Madrid (CET). They were loaded with local time zones, so they should change automatically as their time zone changes. This was incredibly complicated to do but we feel we have a solution that will work globally going forward.

We've updated Portuguese language meetings (Brazil) similarly.

We reviewed all of the Specific Focus pages to ensure that they used the correct reference for all Recovery meetings (since we added more Zoom rooms for DST).

The changes to oa.org's FIND A MEETING will drive more changes in our own forms. We assisted in the testing of the new oa.org features.

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March 2026

During March, the team completed 21 change requests. By the way, an add takes about 1-½ to 2 hours.

Manual entries	10

Meeting adds	7
Meeting Edits	1
Meeting Cancels	3
Change Specific Topic/Focus	0
Change Contacts	0
Reported Problem	0
Ghosted Meetings	1

We've been grappling with how best to handle **Daylight Savings Time.** See here for details. Specific issues are meetings that stick to their non-DST time and end up bumping into other meetings. Meetings cannot just move up or back on hour on the regular Zoom room schedule because they will run into other meetings.

Here is the solution we are working on: we load all meetings of a specific language/ time zone in their own Zoom room. We load them into their own Zoom room with their their local time zone. It will still show in whatever time zone the viewer is in but it will advance/regress the meeting time on DST dates.

Digital Coordinator established additional Zoom rooms to accommodate these meetings. We also "took over" the 10B Committee room because it has not been used for months.

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February 2026

This month, we've spent our committee time keeping up with the 30 meeting change requests we've received. We are down a few service workers and the three active maintenance service workers have used their two scheduled work sessions to keep up! We can use people interested in detail work involving updating three areas with correct meeting data!

We've also released notifications of Daylight Savings Time/Summer Time. We are working on a solution for those areas with no DST changes and also those who have weeks in between time changes.

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January 2026

- Installed a page for Spanish-speaking meetings (thank you Olivier!)
- Implemented a new EVENT page, which shows colorful tiles for each event. This involved a new TeamUp calendar and collaboration with the “Fab Flyers” Canva team to establish a standard for placing a smaller flyer suitable for these tiles.
- Add Intergroup Meetings, Unity Day, secular/atheist workshop.
- We have received 21 meeting change this month

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2025

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⭐⭐⭐⭐2025 ACCOMPLISHMENTS⭐⭐⭐⭐

- **Defined an “intelligent” slot number on TeamUp. That is, the code for each time slot tells us the Zoom platform, day and time of the entry. This helps us catch time zone-related inconsistencies.**

- **Created a Combined spreadsheet which pulls together entries from different Google forms. This means that we can work with eight tabs on one spreadsheet instead of eight different spreadsheets.**

- **Reworked 27 Meeting Support web pages. This includes**
  - **“What to do if…” page**
  - **A Meeting Support page that contains a wealth of information and links for meetings. This info used to be sent out via email for new meetings; now it is available for everyone to see.**
  - **Best Practices pages that outline how to open and control, and close, a meeting.**

- **Updated the meetings schedule shown on the website - front and center on the landing page! Viewers can now select the type of meeting they are looking for: Recovery Meetings,**

Workshops, Committee/Intergroup, etc.

- **Increased the number of fields on Foot Steps calendar entries (adding zoom link, telephone link, etc.) to clean up the description box and allow people to readily find the link.**

- **Increased Foot Steps diversity outreach by establishing Specific Focus and Specific Topic fields. This was paired with a selection that allows viewers to choose the meetings they are most interested in.**

- **Added 10 Arabic meetings!**

- **Defined a tracking number for each request we receive. In the past, we would refer to "the email received at a particular date and time". Now we can reference "25-235" and know exactly what request we are dealing with. This change has really taken everyone's blood pressure down a notch.**

- **We have handled 206 service requests since we began our advanced tracking system in March 2025. Adding a recurring recovery meeting takes as much as 1-½ hours, so these are lots of service hours**
    - **44 Email requests**
    - **35 Add a Meeting**
    - **42 Edit a Meeting**
    - **16 Delete a Meeting**
    - **17 Report a Problem**
    - **12 Ghosted Meetings**
    - **17 Edit Contacts**
    - **22 Add a One Time Meeting**
    - **1 Edit Specific Topic and Focus**

We could really use more help in staying on top of these requests and move us even further forward. To learn more, email Meetings@oafootsteps.com, and we can talk!

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December 2025

- Completed the process to merge Events and One Time meetings. This included updating the "Add a One Time Meeting" form, changing the "Add an Event" link, adding a 12D Events calendar (with no Zoom room), and changing the "Events" page to show TeamUp entries in large tile format. This enables the scheduling on TeamUp and the entry of events to be one and the same. The Committee has a process for handling new requests regularly, so Events are more likely to be addressed in a timely manner. Also, the new tiles can display flyers.
- Added to What If
    - Want to start a recovery meeting
    - Want to Add, Edit or Delete a Meeting
    - Rolled out form to edit Specific Topic and Focus
- We are in the process of loading 9 Arabic meetings! This has involved special training sessions and a great deal of work with meeting leaders. This is making OA available to an entire region of the world.
- We are scheduling extra time to address meeting requests (adds, edits, reported problems, etc) since we are down a person. We could really use the help to keep our files, Foot Steps schedule and oa.org up to date. We often work as a team to make updates and there is lots of documentation. If you may be interested in giving service, please contact meetings@oafootsteps.com

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November 2025

Event Handling

The process for events and one time meeting has been consolidated. Also, the Events page on our website

- Now references TeamUp events in "tile" format by using a new calendar 12D.
- Requirements to display an image on a tile have been identified.
- The Add a One Time Meeting form was changed to accommodate new events.
- Procedures defined to add an Event.

Arabic Meetings

Have begun loading the first few of 10 Arabic meetings. Hosts have attended special Security Classes to learn Zoom security.

Processed 38 requests for Meeting Additions/Changes/Deletes/Problem Resolution.

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October 2025

Digital and Meeting Support Committee members formed a group to develop flyers in Canva after receiving several requests from meetings. There are 11 people in the WhatsApp group; they have been meeting weekly Tuesday at 4:00pm ET to develop flyers together in an environment of learning and sharing.

The committee began work to combine Events and one-time meetings. This will simplify our handling of these requests. We also developed a way for Events to be shown on the events calendar while not posting private events, such as sponsee meetings.

The committee continues work on meeting requests and changes, especially Arabic-speaking meetings.

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September 2025

Specific Topic / Focus

- Installed a web page which allows users to select a topic or focus and see all meetings that are related to that selection.
- Developed and installed a form that allows users to change only the Specific Topic/Focus for their meeting. This makes the form short and easy to use.

Motions

- Ability for the Meeting Support Committee to update the Specific Topic/Focus of a meeting without their consent (withdrawn).
- Extend maximum meeting time from 1-½ hours to 3-½ hours (passed).
- Simplify Calendar List in the Policies and Procedures (passed).

Collaborative Inbox - Began using Google's Collaborative Inbox to organize requests.

Web changes

- Updated Order of topics in the Meeting Menu.
- Begin build of "How to Start a Meeting" page

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August 2025

Web Pages Put in Production

- Service Basics and six months of workshops scheduled
- AI Security
- Meeting Support
- What to do if…
    - I am not being admitted to a meeting
    - Stuck in the Waiting Room
    - Meeting has no leader
    - An Intruder was in the room when I got there
    - This meeting is violating rules about electronic sharing of literature
    - I want to contribute on behalf of my meeting
    - There is a lot of cross-talk at the meeting.
    - My meeting does not have a group conscience or follow other OA Traditions
    - One person does everything at the
    - Audited and Updated Non-Real-Time Meetings

Continued work on 14 meeting requests, reports.

Motions

- Specific Topic/Focus (withdraw)
- Extend Meeting Time (discussed, will vote in September)
- Simplify Calendar list in P&P (to present and vote in September)

Began discussion of approaches to:
meeting validation (ensure every meeting on our schedule is actually meeting) and meeting communication (sending emails to meeting IG reps and contacts) approaches

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July 2025

Prepared three motions for discussion

- Populate Meeting's Specific Topic/Focus
- Simplify Zoom Calendar Calendars in CEM12

- Extend Maximum Meeting Time

Created What to do if…. (not yet on menus). How to work with FAQ?

Cleaned up Non-Real Time Meetings.

Meeting Support Page created but not yet on a menu.

Completed changes of Spanish meetings

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June 2025

Checklists and Email Templates were cleaned up and added to **Critical Files
Several updates to Arabic meetings
Developed "What to do if…" pages Waiting on Digital Committee to put in production.
Developed "Specific Focus/Topic" web pages. Waiting on Digital Committee to put into production
Form to "Add a One Time Meeting" was put in production. The "How to Add / Edit / Delta a meeting web pages were simplified.
Changed process to add meetings which meet several times per week.

- Use the TeamUp feature to check MTWRFSU as needed (rather than load a separate meeting for each day,
- List the meeting numbers day by day in the OA Reg# fieldjhy

Changed team process

- OLD - Train up everyone to be expert in maintaining meeting inf
- NEW - We make changes by working together. Cecilia will post "office hours" in a new calendar.

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MAY 2025

Prepare website changes for Digital Committee

- Simplify Add a Meeting page; offer Add a Recurring Meeting and Add a One Time Meeting

- Updated Non-Real Time meetings list
- Update email templates for New Meetings and Changed Meetings
- Add paragraph to emphasize that we commit to 36 response time.
- Updated French Speaking Meetings Page

Changed options for adding Meeting Contact to simplify and align with oa.org Going forward there are two choices

- ☐ Info, Info@oafootsteps.com, 1-877-519-0777
- ☐ Contact First Name and Last Initial, their email, their phone number

Continue to work on standardizing TeamUp

Prepare three way comparison of Specific Focus and Specific Topic

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APRIL 2025

We're planning to create a meeting view which allows the viewer to easily select a Specific Topic or Specific Focus. We are discussing ways to reach out to meeting contactss and ask them to update their meeting with these fields.

We are working on a way to manage the expectations of a meeting change request and to improve communication between us and submitter of the request. To that end, we are holding off updating OA.ORG until TeamUp and the Master Spreadsheet are updated and we have sent our email to the submitter.

Discussion of the Info Subcommittee to be under the Meeting Support Committee umbrella. We also have realized how important it is to keep the Info Subcommittee abreast of changes being made.

We have updated the TeamUp fields and standard formats and have begun updating existing meetings to bring tem up to standard. We have all of the 1A-Dark Blue and some of the 2A-Dark Purple zoom chambers updated. These hold the majority of our meetings.

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MARCH 2025

We have created a COMBINED REQUEST spreadsheet which brings together all of the responses sent through all of our forms - Add, Edit, Delete, Edit Contact, Report, Ghost. Each entry is uniquely numbered so we can refer to “25-104” rather than “the request we got from M-Name on 3/25/2025 12:03:34”. We enter comments in the leading three columns. Also, filters have been defined to hide closed requests.

All of the new Add-Edit-Delete forms were put into production.

TeamUp field changes are complete and the “new standardized format” for TeamUp entries has been completed. We want to encourage meetings to communicate their Specific Topic and Specific Focus on TeamUp before we make mass updates to the TeamUp calendar. Idea is to create a Canva flyer with QR code for EDIT A MEETING form.

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FEBRUARY 2025

New Add-Edit-Delete forms were created and tested. Not yet in production. The logic of GDPR questions were changed to be more specific. Major change to AED pages is planned. This will also change the spreadsheets which we use to track requests.

Daylight Savings Time / Summer Time is behind us.

On TeamUp, LANGUAGE was added as a new field. This involved changing the license on TeamUp - increase was part of budget. Field only shows if you are in edit mode or if there is a value in the field.

Committee responsibilities shifted.

OA.ORG errors
We identified 97 OA.ORG meetings who have an incorrect link (requires password).

Daylight Savings Time/Summer Time
Meme prepared for distribution. US change is March 9; begin posting March 1.

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JANUARY 2025

Non-Real Time meetings were cleaned up. Instead of listing the meetings both in the TeamUp event and on the webpage, we only list the meetings on the webpage. The TeamUp event links to the webpage.

Budget was increased by $500 ($720 was requested) to allow us to upgrade our TeamUp License. This will allow adding a field for language and for future growth.

Website - planning for new recovery meeting views. These views would filtered for all of the Specific Topic and Specific Focus values. We just learned how to create a link which includes filtered values.

Service Basics Workshop is the new name for our Intergroup Reb Basics Workshop. Sessions being scheduled every two weeks at times to accommodate various time zones globally.

New Email to Meeting Leaders was reviewed using more references to new webpages. This letter will form the basis for our Meeting Support page(s).

Cancelled meetings on OA.ORG will still show if the specific meeting number is entered. It will not show on the search meetings function.

What To Do If… was reviewed.

Removed the words OPEN/CLOSED from TeamUp values (only leave the description with/without visitors).

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DECEMBER 2024

Began using instructional videos (yeah Dawn!).

Many website changes completed

- Best Practices complete
    - Courtesy Statement
    - Setting Up Security
    - Hosting a Zoom Meeting
    - Sharing the Host Key
    - Closing a Zoom Meeting
    - Sharing OA Literature Online
    - Detailed Zoom Intruder Policy (need to remove from menu)
- New form to change just meeting service workers
- New REPORT A MEETING form
- Let the TeamUp NRT entry point to the NRT page. Eliminates duplication of data. Questions about Body Image 1 and Body Image 2. Same Meeting?

Closed six meetings on TeamUp and OA.ORG per our guidelines. We need to update our process to reach out three times via email or whatsApp to leaders.

Committee Budget increased TeamUp fee from $300 to $720 to open up additional fields. We talked through ideas to “reuse” fields until all of the updates could be completed, but ended up with a leader’s name in the field labelled “Language”. Too complicated for us to do and too confusing for our viewers.

TeamUp Fields

- Added LANGUAGE
- Combined MEETING ID and PASSWORD
- Combined CONTACT NAME and CONTACT EMAIL
- Updated MASTER cut-and-paste fields

Zoom admins are using a form to report ghosted meetings to our committee.

Intergroup Rep Basics Workshop scheduled one per week through February.

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NOVEMBER 2024

<u>TeamUp</u>

- Tested the behaviour of TeamUp when changes made. Bottom line is that we continue to make changes are we have been, but need to carefully check past and future meetings for anomalies.

- COMMENT field behaving oddly - comments not carried forward. Cecilia to contact TeamUp.
- We have 49 meetings for which to update Specific Topic and Focus
- TeamUp Standardization. We want to combine custom fields to avoid an increase in license fees. In progress. Fields under discussion include
    - Eliminate OPEN/CLOSED. Put in Meeting Description.
    - **Combine Zoom ID and Password**
    - Eliminate contact email because it is inside the description,
    - Continue to use “leader”? Need for committee reporting? Replace “Leader” with “Meeting Contact” and keep with in meeting description.

Meeting Changes

Dawn has taken on a full time job and Karen has stepped back from maintenance. We will change our approach like this:

- Add a second maintenance session every week. At these two meetings, Cecili and/or Dawn will be present to make changes while newer team members will attend as they can to learn. Cecilia to send out polls to find best time.

We are receiving Ghost Busters reports from the zoom admin’s form and following up on incidents. We enter items into our tracking spreadsheets

Committee Web Pages

We have had our new page content developed for a few months. Cecilia learned how to create Word Press pages and theDigital Team has updated the menu system to accommodate.

BEST PRACTICES - five pages developed and added to menu

AED -

On our radar:

Update AED form: make it shorter, include expected turn around times.

Update Guidelines to include AED Process.

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OCTOBER 2024

TeamUp

- New AVAILABLE (A) and AVAILABLE (B) TeamUp entries made using new slot number designations.

- A plan exists to update all of the TeamUp entries beginning with weekly recovery meetings to standardize and enter new Slot Numer.
- Specific Topic and Focus being loaded to TeamUp from OA.ORG
- New CR chamber created to accommodate Step Study running 24x7

Guidelines were updated to include:

- The procedure to add comments
- The use of 9A, 9B, 9C
- New name for 9C-Step Study
- Explain chambers
- How to place a request for Digital Task
- New Slot Number

Daylight Savings Time / Summer Time

Announcements have been posted throughout the month as appropriate.

IG Rep Basics

- Presentation given as part of Foot Step's retreat on Oct 29.
- 13 people have attended thus far.
- Next session is Nov 7 at 8am ET

BEST PRACTICES: How to Host a Meeting (Ghosting Solution)

Document finalized and posted. Some edits occurred after posting of pdf.

Creative Reprieve Step Study

CR requested a zoom room available 24x7 between Jan 16 and Apr 24. A new chamber was added to the CR room. This was NOT adde
d to our calendar because we think only those people participating in the Step Study would need the information.

Ghosting

The issue of "ghosted" meetings was addressed by creating a BEST PRACTICES document which explains the correct way to host a meeting. This was posted to the website under MEETINGS.

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SEPTEMBER 2024

TeamUp
Implemented new views smoothly - no questions or comments. Now working on getting Available slots loaded. Next project will involve updating the contents of each TeamUp event to include Specific Topic, Specific Focus, custom fields for Zoom link and telephone link, and comments field (visible only to those with modify access)

IR Basics Workshop
Have given class twice. No attendees at first session; Four attendees at second session. Evaluation form was distributed. This brings up to total people who have gone through the workshop to 12.

Telephone Meetings
Foot Steps now includes telephone meetings! One meeting occurring six days/week.

Daylight Savings Time / Summer Time Changes
Clocks will be changing from October 6 to November 3. New memes designed and announcement verbiage composed.

Ghosting Meetings
Documentation / instructions prepared but no clear place to put it.

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AUGUST 2024

TEAMUP
It was determined that up to two meetings could be held at the same time on most platforms. This eliminates the need to buy an additional license. It also affected our how our TeamUp calendars look.

We've established some standard language to use
– Zoom is a PLATFORM
– TeamUp calendars are ROOMS (1-BLUE, 2-PURPLE, etc)
– Each ROOM has two CHAMBERS which can hold one meeting each.
– So 1-BLUE room contains two chambers: 1A-DARK BLUE 1B-LIGHT BLUE
2-PURPLE room contains two chambers: 2A-DARK PURPLE 2B-LIGHT PURPLE

Development Plan

- Lisa is completing different views of the calendars (Recovery, Committee/Workshop, Available, All). The only existing page to change is the front page.
- Pages will be reviewed again with the Digital Committee
- At the same time, Meetings Sched Committee will update our MASTER to include all of the new information.

Go Live

- Cecilia will update TeamUp calendars to new names and colors
- Next, Lisa will update her filters and embed language and update the new TeamUp views.
- Next, we will update the front page. This will make all of the new TeamUp pages available.

Following Go Live:

- Add new AVAILABLE slots

SECURITY - MEETINGS EFFORT: Members of our committee met with the Security Committee to (1) update the email templates sent to leaders of new meetings and (2) construct a page summarizing security policies, resources etc to which meeting leaders can be directed. This review was completed, the revised email for new meetings template is changed and Security Committee will pursue getting updated page added to website.

IG REP BASICS WORKSHOP: This workshop has now been presented twice and will be scheduled at least once per month.

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JULY 2024

The motion to remove CEM43 from our Policies and Procedures passed. This is what it means: currently we maintain a list of meetings (in our Brown platform) not in Foot Steps Intergroup as a courtesy to Young People's Intergroup. Reasoning

- The Bylaws state that we are to "serve and represent the member groups".
- Review of the meetings on our website showed we were missing three meetings and included one which no longer met.

- Maintaining Brown takes resources we could direct toward Foot Steps.

We are exploring ways to make it easier to support diversity by making it easy to view meetings which have indicated an identity with one of the Specific Focus entries.

TEAMUP: Many changes are in the works. The overview is

1. Implement the new TeamUp appearance with existing names (Lisa/Digital Cmte) see details in _I Project Plan Rename TeamUp Calendars IN PROCESS
2. Move ORANGE to RED (Karen and Dawn) IN PROCESS
3. Change names and implement new rooms
4. Add AVAILABLE for new rooms

WEBSITE UPDATES The proposed changes to website pages related to Meetings has moved forward and is now being discussed with the Digital Committee. First focus is on the display of TeamUp meetings as referenced above.

SECURITY - MEETINGS EFFORT: Members of our committee are meeting with the Security Committee to (1) update the email templates sent to leaders of new meetings and (2) construct a page summarizing security policies, resources etc to which meeting leaders can be directed.

IG REP BASICS WORKSHOP: This workshop has now been presented twice and can be considered open for anyone interested in learning more about service both globally and within Foot Steps.

CREATIVE REPRIEVE: A daily meeting was suspended for the summer.when hopefully leaders will be able to commit to serving the meeting.

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JUNE 2024

TeamUp

We have a plan in place to add new zoom accounts, rename calendars and move ORANGE entries to RED. We will do it after Cecilia returns from vacation.

AED Forms

Team discussed how to handle income AEDs and requests. Process developed where the “point person” handles incoming requests for changes and takes the appropriate

action: ask requester to fill out an AED form, assign the change or do it themselves. The role of point person will alternate between Karen and Dawn.

In addition, Cecilia will clean up our responses spreadsheet
(1) archive old requests - cannot remove from spreadsheet because it is attached to a form. The “closed” items were hidden. **Complete**
(2) set up a second tab to handle requests which did not come in through the AED form. NOTE: we cannot add rows to the AED requests spreadsheet - it confuses Google Forms. **Complete.**
(3) Find tutorial that gives detail on sorting and filtering Google Sheets.

TEAMUP ACCESS
Non-committee members have a history of being able to change their TeamUp entries. Committee chairs have also been given update access. We discussed entering DK GREEN entries being loaded into MASTER. Want to revisit.

COMMITTEE MEETING
Moved the time back to Wednesdays 5:00pm in RED committee room.

CREATIVE REPRIEVE
Dawn has been working with leaders. She will arrange a meeting including the CR Board, Cecilia and herself to discuss how best to help these meetings. Cecilia also got a download of Zoom Activity from the LILAC zoom account.

TEAMUP ENTRY INFORMATION
Some meetings have two direct links. We determined that one requires a password and one does not. This can be a cleanup effort to remove the former.

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MAY 2024

Update on the Implementation of New Zoom Platforms has four sub projects (no change)

- Change webpage TeamUp presentation -(Design forwarded to Digital Committee but progress will be delayed due to web hosting issues. Meanwhile, Lisa is working on mockups of filtered TeamUp views since they are referenced by new web pages).

    - We will make new slot numbers intelligent; that is, the number will indicate the zoom platform, day and time of the meeting.
- Rename zoom platforms, remove 6-Committee We have discussed this several times, mapping out different systems.
- Add new platforms to Zoom technically DONE
- Add new platforms to TeamUp DONE

Group Inventory
No progress due to WSBC and illness.

Meeting Committee Website pages
Lisa T. is working on mock-ups of this. Progress impaired by WSBC and website host changes.

Intergroup Representative Basics Workshop
No progress due to WSBC and illness. Next step is to schedule a dry run with group members.

Email Responses
People send emails addressed to info@oafootsteps.com which relate to Meeting Schedule work. There are people on this email distribution list who are not members of our committee and/or do not play an active role with the committee. They respond to these emails however, causing confusion and bypassing our procedures. There is a solution in the works already - when committee reorganization takes place, all of the info@OAFS will go to the Secretary, who will forward the emails to the appropriate email group to meetings@OAFS)..

We should look at the members of meetings@OAFS to ensure it includes committee members only.

Non-Real Time Meetings
Dawn did an audit of meetings on our TeamUp entry and entries on the Non-Real Time meetings webpage, resulting in updating meetings to make them appropriately. We discussed the need for the website page and decided that it contained extraneous information and contained information about NRT events which are not recovery meetings.

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APRIL 2024

Welcome to Dawn S - a new member of our committee!

Implement New Zoom Platforms has four sub projects

- Change webpage TeamUp presentation -(Design forwarded to Digital Committee but progress will be delayed due to web hosting issues. Meanwhile, Lisa is working on mockups of filtered TeamUp views since they are referenced by new web pages).
    - We will make new slot numbers intelligent; that is, the number will indicate the zoom platform, day and time of the meeting.
- Rename zoom platforms, remove 6-Committee We can move forward with this after World Service Conference.
- Add new platforms to Zoom technically
- Add new platforms to TeamUp

Group Inventory Here are the steps of this process:

- Update inventory file based on Personal Experience. (done)
- Update inventory file based on Zoom Usage (in process but progress delayed due to other projects.)
- Update inventory status based on changes made to meeting in last six months.(done but we need to remove changes which we made based on file download comparison)
- Follow up with contacts and leaders for remaining unverified groups

Intergroup Representative Basics Workshop was revised and reviewed by committee members. Next step is to do a dry run with committee members and Sally (from OA FS Inventory meeting). Discussed developing an onboarding process.

Non-Real Time WhatsApp Meetings Dawn audited the meetings in the TeamUp entry with those on the website page and corrected one discrepancy. Noted that not all NRT chat groups are meetings - some are for support and fellowship.

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MARCH 2024

Here is an Overview of our Projects

Implement New Zoom Platforms Sub Projects
Rename zoom platforms, remove 6-Committee
Change webpage TeamUp presentation (recovery, committee/workshop, available, full)
Add new platforms to Zoom technically
Add new platforms to TeamUp

Group Inventory
Group Inventory - Personal Experience (ready to start)
Group Inventory - Zoom Usage (in process)
Group Inventory - Follow up with no activity

Update Meeting related webpages (in process)

Progress - Increase number of Zoom Platforms
With the OA Foot Steps Board, made a decision to increase the number of zoom platforms available for weekly meetings (clones of BLUE and PURPLE). These two new platforms will come from:

- One as an additional platform licensed from Zoom
- One as a repurposing of the 6-COMMITTEE room. We will place all committee meetings in the 7-COMMITTEE

Progress - Group Inventory
Alan and Cecilia have worked with spreadsheets to match scheduled meetings with zoom activity. We reviewed the Group Inventory form for people to complete; will now solicit input

Changes to Add/Edit/Delete Presentation

- Added full GPDR language to the AED form
- Created new form addressing changes to meeting leaders/contacts/reps
- Designed web page which will offer three options:
    - Add a New Meeting (explains about AVAIL slots)
    - Edit/Delete a Meeting
    - Change Meeting Contacts/Leaders/Reps

- Send a comment/question to OA Foot Steps (links to info@OAFS form)

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FEBRUARY 2024

Welcome to Lisa T. on our committee! She is bringing great skills, especially in Google Forms and problem solving.

Daylight Savings Time

We are preparing for the 1teamUp calendar move to DST. Because all meeting are scheduled in Eastern Time, all meeting times will spring forward on Sunday March 10. We will begin posting memes in bulletin boards and a notice above the TeamUp calendar on our website.

Making best use of AO Foot Steps Resources

Currently, some zoom platforms are crowded while others are nearly empty. We have had to turn away some meetings because we could not accommodate their time or else have recommended they pay for their own zoom license. The Committee is exploring ways to balance our usage.

Add-Edit-Delete Form

We are not only redesigning the AED form but also reframing the approach. Weare adding a form to just change meeting contact information, and another to schedule a single meeting session (committees). Within the form, we are updating the Literature Sharing language and also including GDPR release.

Committee Work Group

We have constructed and edited the Guidelines for our committee. As we are taking on responsibility for the Intergroup Rep Basics Committee and the Meeting Leadership Committee, we've begun by gathering material from each of these areas.

Email Templates

Several of our email templates are out of date, contain bad links and lack current information. A work group has been formed to review these.

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JANUARY 2024

TeamUp

- Reviewed where change log appears on each event.
- Analyzed TeamUp security access and worked with Secretary and Digital Committee to clean up permissions.
- Committee agreed that the Board and Committee Chairs (when requested) may schedule meetings on the ORANGE (Committee), DARK GREEN (Workshops, Step Studies), RED (Intergroup) meetings. These changes were made.
- Discussed changing the way TeamUp information is presented on our website. This is an item of discussion at this point.

Add-Edit-Delete From (AED)

- New Literature Sharing statement with an "I have read" checkbox.
- Link to explanation of AVAILABLE slots and slot numbers
- GDPR statement
- Ability to request a one-off meeting (committee, group conscience)
- Stop collecting Meeting Leader email or phone. So meeting leadership is collected as follows:
    - Leader Name(s)
    - Contact name, email and phone number
    - IG Rep name, email and phone number

Service Level Agreement

Committee agreed that three days is a reasonable turn around time for requests. We'd ask that if something is needed sooner, please contact meetings@OAFootSteps.com

Documentation

Our "How to Add-Edit-Delete a Meeting" has been changed to "Meeting Support Committee Documentation." It now includes so much background information as well as policy decisions that it is much more than a how-to. Our critical files are stored under "*Critical Files" on our Google Drive. These include documentation, Master Spreadsheet and Forms.

Meeting Health

Discussion on Jan 31 of meetings which do not have committed leadership. What is our committee's role in these situations?

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NOVEMBER 2023

Committee's mission statement, statement of purpose and guidelines were developed for use with Sharlotte's work on committee re-organization

Updated documentation related to deleting a meeting.

Add-Edit-Delete Form (AED) developed and reviewed. Updated documentation for new meetings. Cleaned up TeamUp entries which referred to old documentation.

Ensured that meetings@oafootsteps.com includes all committee members.

Organized files into a "**Critical Files" folder.

Identified need for Courtesy Statement to document what we expect of groups.



MEETING SUPPORT INFO SUBCOMMITTEE MONTHLY REPORTS

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October 2025

Do you hate sending emails? Want an immediate response to a problem you or your meeting is experiencing? Try our expanding What to Do If page for answers!https://oafootsteps.com/what-to-do-if/. You can also access it at oafootsteps.com by clicking on the 3 white lines on the upper right. A menu will pop up. Click Meetings, then What to Do If….

It's a really cool feature & we hope you share the link with your favorite OA Foot Steps meetings.

August 2025

Did you know that there's another way to let OA Foot Steps know about an issue you're experiencing? It's literally called the Report a Problem Form, and you can find it on our website on the Contact Us page (https://oafootsteps.com/contact-us/).

You can still send info@oafootsteps.com emails about problems you and your meeting are having, but we'll probably advise you to Report a Problem on the form. 😉 So maybe bookmark the Contact Us page & spread the word!

Questions? Juliet, de facto Chair, can be reached at julieth@oafootsteps.com.

July 2025

The Info Subcommittee continues to answer emails that come into info@oafootsteps.com. Thank you, Intergroup, for the opportunity to be of service.

APRIL 2025

The small but mighty Info Subcommittee continues to answer questions submitted to info@oafootsteps.com. The majority of emails are about OA Foot Steps Intergroup's recovery meetings, and are often from newcomers. It can be a very satisfying commitment, and it provides a real service to others. Our subcommittee got lost in the last restructuring of the OA Foot Steps Committees, so we are hoping to be part of the Meetings Support Committee. This seems to be the best fit since the majority of the emails we receive are about our meetings. (Though we do get questions about almost everything.)

Questions? Email our de facto chair, Juliet H., at julieth@oafootsteps.com.