

# Setting Up a Hybrid 12 Step Meeting

How to add a virtual component when you meet in-person

## Communication of the Hybrid Meeting

Create a single email communication which includes both the directions to the in-person meeting and the NTXCSG Zoom link information.

- Helpful to include a picture of the building and small map of the location with cross streets.
- Helpful to include specifics as to parking and specific doors to use to gain entrance.
- Helpful to include some of the [free literature](#) for newcomers.

## Virtual Meeting Options

Each home group has their own unique needs based on the location, size of the meetings, Wi-Fi, and technology availability.

- Virtual Zoom meeting with video and sound.
- Before the pandemic, CoDA had many phone meetings – that is still a virtual component without Zoom.
- Virtual Format does not have to include video – it could just be sound via Zoom.
  - The meeting host would start the meeting using Zoom, but participants could simply call in. The Host would be able to tell who is speaking from within Zoom.
    - You can have participants simply use the dial-in option that's listed in the Zoom Meeting Invitation.

## Wi-Fi/ Bandwidth

Things for a home group to consider as they choose their virtual formats:

- Does the meeting place have free Wi-Fi? Is the signal in the meeting room strong enough? If it isn't, could the meeting move to another location?
- Use of a hotspot for data to resolve connectivity issues? I would not let a group member volunteer their personal data hot spot. There are vendors that sell hotspot plans.
- Sometimes it is better if the meeting leader leads from home if their bandwidth is solid. This allows the virtual meeting to continue even if the face to face meeting has issues. The in-person meeting can continue the meeting on their own. No one loses out!

## Technology:

Things for a home group to consider as they choose their virtual formats:

- Is there technology at the meeting location already?
- Will a member volunteer to bring their computer? What if the member stops coming?
- Should the group purchase a simple tablet to conduct their meetings?
- It is suggested to test everything that you will be using.
- Is the camera, microphone, and speakers on the computer/tablet acceptable? Can everyone hear one another?

- Remember, meetings are not a Hollywood production or from a codependent point of view – PERFECTION IS NOT THE GOAL.
  - Simple USB or Bluetooth [speaker/microphones](#) or webcams can be purchased.
- Zoom Audio Settings – We found that if you add an external microphone to your computer, that it did not work unless you configure Zoom to use the new microphone. You may need to select your speakers as well if you have added an external speaker.
  1. From within the Zoom application, click the arrow next to the mute button at the bottom of the screen. (This is the same button used that allows you to mute and unmute yourself when you participate in a meeting.)
  2. Under “Select a Microphone”, be sure that the microphone you added to your system is selected.

## Facilitation of the Meeting

Things to proactively do to keep everyone engaged:

- When you ask for a volunteer to read the “Welcome” or “Preamble”, ask the virtual members if they would like to read.
- As you start reading the Steps, Traditions or Promises, ask the people face to face or virtual members to read the first 6 and then have the remaining 6 read by the other group.
- Still have everyone introduce themselves – virtual and in person.
- If you are sharing the meeting document virtually for those online to follow and read, make sure the printed meeting document matches the online.

## 7<sup>th</sup> Tradition

As we meet in person, we will need to collect 7<sup>th</sup> Tradition. I would suggest having a group conscience to decide how the virtual attendees can contribute.

Here are some options for home groups to consider:

- Ask online members to mail a monthly/ quarterly check (or use online methods) to send their 7<sup>th</sup> Tradition to local CSG or CoDA International. This approach would take care of the 7<sup>th</sup> Tradition to the other levels above the home group.
- Use Zelle or other bank method to send money to the CoDA bank account. I would recommend having virtual members contribute monthly.
- An alternative to Zelle is to create a Venmo or PayPal account that links to your CoDA meeting checking account. If you don’t have a checking account, BBVA offers free checking. It is highly recommended that this checking account be used for CoDA funds only.