

ELECTRONIC MEETINGS PROCESS/POLICIES/PROCEDURES TO ADMIT PERMANENT ELECTRONIC MEETINGS IN CONNECTICUT

The AWSC Spring Assembly held on June 10, 2023, approved the process/policies/procedures to admit Permanent Electronic Meetings in Connecticut on a trial basis until June 2025.

CT based group moving from a physical location meeting to permanent electronic meeting format (PEG): [Note-hybrid groups are considered physical meetings]:

- **Group:**
 - Completes and submits the Al-Anon Group Record Change Form for Groups with an Electronic Location on <https://al-anon.org/for-members/group-resources/group-records/electronic-meeting-change/> (form only available as on-line submission).
- **AFG Records staff:**
 - Enter the electronic meeting location in the WSO database.
 - Notifies the CT Area Group Records Coordinator of meeting location changes via the Weekly Change Report.
- **Area Group Records Coordinator:**
 - Sends an email to Group CMA (Current Mailing Address), with copy to District Representative Area's Website and Phone Service Coordinator(s) notifying them of completed location change.
 - CMA notifies Group Members/GR.
- **Website Coordinator:**
 - Will update meeting information on ctalanon.org website.

CT based groups who were previously part of a CT physical group but now are registering as a new separate electronic Al-Anon group and wish to be part of the CT Area

- **Group:**

- Completes the on-line form on Al-Anon.org website under Member/GroupResources/GroupRecords/ElectronicMeetings
<https://al-anon.org/for-members/group-resources/group-records/new-electronic-meeting-registration> (Form is completed on-line, printed copies are not available). NOTE: ONLY THE GLOBAL ELECTRONIC AREA(GEA) AND GEOGRAPHIC AREAS WHO HAVE COMPLETED THE PROCESS FOR ACCEPTING ELECTRONIC GROUPS ARE LISTED ON THE FORM)

- **AFG RECORDS STAFF:**

- Will verify the new electronic Al-Anon group registration information in the WSO database and notify the Area Group Records Coordinator that the registration was submitted by a member directly to WSO.
- Updates the registration record and registers the new group.
- Notify the Area Group Records Coordinator that the group is registered.
- Sends a group welcome email to the Group CMA (Current Mailing Address).

- **Area Group Records Coordinator:**

- Reviews the registration in read-only format on the Online Group Records application and submits any changes via email at AFGRecords@al-anon.org.
- Area Group Record Coordinator notifies the Area Web Coordinator with meeting information.
- Area Group Records Coordinator notifies Group CMA, with a copy to the District Representative, Area's Website, and Phone Service Coordinator(s).
- The CMA notifies the group members/GR

- **Website Coordinator:**

- Updates the meeting information on ctalanon.org website.

Non-CT based Permanent Electronic Group wishes to be part of the CT Area

- **Group:**
 - Group seeks and receives approval from current Area (Global Electronic Area or Geographic Area) to transfer to the CT Area.
 - Group emails CT Area Group Records Coordinator at GroupRecords@ctalanon.org with request for Group to be admitted to CT Area.
- **Area Officers:**
 - CT AWSC Chairperson, Delegate and Area Group Records Coordinator review submission and may request additional information or provide feedback. If approved, will determine which District the group will be aligned to based on location of Group Representative (must be able to attend Area Assemblies) with input from District Representative.
- **Area Group Records Coordinator:**
 - If approved, Area Group Records Coordinator provides e-mail approval to group to proceed.
- **Group:**
 - Group completes on-line form under Members/Group Resources/Group Records on Al-Anon.org website: <https://al-anon.org/for-members/group-resources/group-records/electronic-group-area-transfer-request/> and submits.
- **AFG Records Staff:**
 - Verifies with both transferring and receiving Areas that transfer is acceptable.
 - If confirmed, WSO updates the Group's Area information to CT Area in the WSO database.
 - WSO notifies the Area Group Records Coordinator that the update was completed
 - Notifies Group CMA.
- **Area Group Records Coordinator:**
 - Sends an email to Group CMA (Current Mailing Address), with copy to District Representative, Area Phone Service, and Area Website Coordinator(s) to notify them of completed Area change and welcome group to CT Area.
 - Group CMA notifies Group members/GR
- **Website Coordinator:**
 - Updates meeting information on ctalanon.org website.

Process Permanent Electronic Meetings (PEG)in Connecticut

Procedures – Recommendation

