

Midvale Lunch Bunch Hybrid Meeting

Electronic Hardware:

Two (2) laptops
One (1) speaker (not Bluetooth)
One (1) extension cord

Service Positions:

Chairperson, on zoom or in the restaurant
Secretary (2 years of sobriety recommended) in the restaurant
Zoom host, on zoom or in the restaurant
Technology people to set up laptops and the speaker

Room Setup:

We run the restaurant side similar to a podium meeting. Two laptops are set up at the front of the room, back to back. Both are signed into the meeting on zoom. One faces the room and one faces the chairperson and a “share” chair. A speaker is connected to the chairperson’s laptop so everyone in the restaurant can hear shares from people on zoom. (We found Bluetooth speakers lost connection during the meeting. We use a speaker that connects directly to the laptop and plugs into a wall outlet). The chairperson’s laptop is unmuted for shares.

The second laptop faces the meeting participants in the restaurant and is set to “speaker view.” Mute the sound.

A person can chair from zoom or at the restaurant. The secretary is only at the restaurant, handling chips and, contributions. The chair, secretary, zoom host, and technology people all help greet, set up, and clean up for the meeting.

People in the restaurant can join the meeting from their phones and share from the table rather than come up to the “share” chair. In this situation, the laptop in front is muted and the person sharing unmutes their phone. When done sharing, they mute their phone.

It is helpful to alternate shares between zoom and the restaurant.

Big Books for use or sale, 12 and 12 books for use in a meeting, telephone lists, information about AA.org and saltlakeaa.org are available at one of the front tables.

If there is anything we can clarify, please don’t hesitate to come visit, M-F noon-1, or give us a call.