



FAA FACE-TO-FACE MEETING GUIDANCE and TOOL KIT

July 31, 2020

FAA Meeting Guidance and Tool Kit

July 31, 2020

Food Addicts Anonymous Intergroup of NY and NJ - Foodaddictsanonymousnyj.org

FAA WSO (World Service Organization) - foodaddictsanonymous.org

Table of Contents

SECTION I	3
GUIDANCE:.....	3
GUIDING PRINCIPLES: THE 12 TRADITIONS.....	3
GENERAL DO'S.....	3
GENERAL DON'TS.....	4
SECTION II	5
TOOL KIT:	5
SUGGESTED PROTOCOL	5
<i>Find a meeting place:</i>	5
<i>Outreach ideas to announce the new meeting:</i>	5
<i>When a location requires liability insurance coverage:</i>	6
<i>Literature and set-up at the meeting:</i>	6
<i>Meeting service positions:</i>	7
<i>Business meeting and group conscience:</i>	9
SECTION III	11
MEETING READINGS, FLYERS, HANDOUTS ETC:	11

FAA Meeting Guidance and Tool Kit

July 31, 2020

Food Addicts Anonymous Intergroup of NY and NJ - Foodaddictsanonymousnyj.org

FAA WSO (World Service Organization) - foodaddictsanonymous.org

SECTION I

GUIDANCE:

Welcome to Food Addicts Anonymous. We are happy you want to start a meeting!

This manual contains suggestions and guidance to help you. We are providing information for face-to-face meetings.

It is recommended that before you decide to start or lead a meeting, you have at least 6 months of abstinence.

It takes time to get a meeting known and established. We suggest making a commitment to keep the meeting open for a minimum of three months. Some make commitments of up to a year. Good intentions do not always work out immediately. You may be the only person showing up for the meeting and that is a normal situation, even in big cities. Attendance can ebb and flow, even at established meetings. If you have someone else to start the meeting with, it makes things easier, but it is not a requirement.

GUIDING PRINCIPLES: The 12 TRADITIONS

The Twelve Traditions provide structure and a common understanding of our Fellowship. All 12 Traditions apply to all FAA meetings. The Traditions support personal recovery, group unity, and Fellowship unity.

The discussion of the Traditions found in [the Green Book](#) and [FAA Steps and Traditions](#) are there for you to read and discuss when you need answers to questions or problems that may arise.

GENERAL DO'S

1. Carry the FAA message and remember that when a newcomer arrives you are their first contact with FAA.
2. Remember that meetings and FAA are about one food addict helping another. Our strength and unity are based on our belief that food addiction is a biochemical disease and that as food addicts we are addicted to sugar, flour and wheat.
3. Remember that the newcomers at the meeting are probably not abstinent and may be argumentative, angry or confused; remain calm and professional and keep to our aim of being helpful and providing information.
4. Remember that this is service work and you are supporting FAA as well as your own recovery. Even if people do not come back to the meeting, it may be this initial contact that eventually leads them to abstinence and back to FAA.
5. Include the "cross talk" clarification before opening the floor for sharing.
6. Food/drink should be prohibited at the meetings (except water).

FAA Meeting Guidance and Tool Kit

July 31, 2020

Food Addicts Anonymous Intergroup of NY and NJ - Foodaddictsanonymousnyj.org

FAA WSO (World Service Organization) - foodaddictsanonymous.org

GENERAL DON'Ts

1. Do not try to convince anyone to become abstinent.
2. Do not soften or alter the food plan to persuade or promote any aspect of FAA and 12-step recovery.
3. Do not compare FAA to other food programs and do not put down any other food program.
4. You do not have to become a newcomer's sponsor but give information on how to find a sponsor.
5. **DO NOT FEEL RESPONSIBLE FOR THE OUTCOME!** Your responsibility is to provide a place for the newcomer and FAA members to come to share experience, strength and hope, and learn about FAA. It is not your responsibility to solve personal problems, give advice or get everyone abstinent.
6. Do not use non-FAA literature during the meetings.

FAA Meeting Guidance and Tool Kit

July 31, 2020

Food Addicts Anonymous Intergroup of NY and NJ - Foodaddictsanonymousnyj.org

FAA WSO (World Service Organization) - foodaddictsanonymous.org

SECTION II

TOOL KIT:

Members who do service and are involved at meetings typically express gratitude for how the effort helps their own recovery. We hope you find these suggestions helpful.

This section contains six sub-sections listed under "Suggested Protocol" below. Following that are links to attachments for Meeting Readings, Flyers and Handouts. If you have questions or there is something else that you need assistance with, contact the WSO, or Food Addicts Anonymous Intergroup of New York and New Jersey.

SUGGESTED PROTOCOL

Find a meeting place:

Before looking for a meeting place, decide on a day and time that fits *your* schedule. Meetings generally last one hour and are held every week at the same time and day. Public places like hospitals, churches, and community facilities (such as libraries, or recreation centers) are likely meeting places. You may have to ask for a rent that you can afford. Some places, such as hospitals, might not want to charge rent. In that case, we suggest you arrange a periodic donation to a department, such as Community Services. This will keep the meeting in line with the 7th Tradition of FAA to remain self-supporting through our own contributions. We do not recommend using your home or any private residence for a meeting location. You may have to sign papers or pass a security clearance to get the key or code to use a room in a church. Giving your full name and address in this case does not break the 11th Tradition (We are anonymous to press, radio and film).

Outreach ideas to announce the new meeting:

This is an opportunity for you to ask your own meeting members to do service. They should be prepared to briefly explain that Food Addicts Anonymous is a fellowship of men and women that are willing to recover from the disease of food addiction. The FAA World Service Office or NY/NJ intergroup can be contacted for pamphlets, flyers, press releases, and literature available to medical professionals. Some of these items are included with this document.

The following are some outreach ideas.

- a. Prepare and print copies of a flyer and ask permission to place copies in temples, churches, hospitals, clinics, libraries, pharmacies, laundromats, supermarkets,

FAA Meeting Guidance and Tool Kit

July 31, 2020

Food Addicts Anonymous Intergroup of NY and NJ - Foodaddictsanonymousnynj.org

FAA WSO (World Service Organization) - foodaddictsanonymous.org

- convenience stores, and other high traffic locations in your area.
- b. Ask your own doctors and dentist—even your veterinarian—to keep literature available for their clients.
- c. When funds are available, consider a mailing to medical establishments including acupuncturists, social work counselors, and therapists.
- d. Ask your local newspaper to list your meeting in their Community Events section.
- e. Many radio and public television stations as well as your local cable TV company have a Community Events section and the listings are usually free.
- f. "SHARE" or "LIKE" the links for world service and/or NY/NJ intergroup, or the above-mentioned pamphlets, flyers, press releases etc. to public, via Facebook, Instagram, or other social media apps, ***always taking care to adhere to FAA standards of anonymity.***

When a location requires liability insurance coverage:

All NY/NJ Intergroup meetings are covered under the World Service Office policy. The steps to be taken to process an Accord 25 Certificate of liability insurance are:

- a. Contact person for the new meeting needs to email or call (Phyllis Eckel), at 31peckel@comcast.net or 732-762-0930, as she will be handling the process of obtaining the Liability Insurance Certificate for the Intergroup. The following information is required.
- b. Trade name of the Intergroup – (DBA) - doing business as an example: Food Addicts Anonymous Intergroup of New York and New Jersey
- c. The name of the location, address and the amount of insurance they are asking for. Example: The Archdiocese of New York City mandates all groups using their Education Center provide an Accord 25 certificate of liability insurance covering general liability in the amount of \$1,000,000.00 (One Million Dollars) and indemnifies the Church of St. Francis of Assisi, the Archdiocese of New York, Holy Name Province and St. Francis of Assisi Friary.
- d. All information will then be forwarded to our insurance broker, Todd Associates, Inc., 23825 Commerce Park, Suite A, Beachwood, OH 44122 - Attention: Sheree D. Bartos, CPCU, Mlis, (440-995-4232) for processing. Insurance company is Travelers Insurance. Without problems the process should take about 10 days.

Literature and set-up at the meeting:

Having FAA books, pamphlets, CD recordings, anniversary chips, and the *Abstinent Times* available at the meeting helps to make the meeting look welcoming and it helps to financially support FAA. You and the members of the meeting can decide what books, pamphlets, and CD recordings you want to purchase and have for sale at the meeting. This includes having copies of the *Abstinent Times* at the meeting.

FAA Meeting Guidance and Tool Kit

July 31, 2020

Food Addicts Anonymous Intergroup of NY and NJ - Foodaddictsanonymousnynj.org

FAA WSO (World Service Organization) - foodaddictsanonymous.org

The FAA store on the website displays our current literature, CD recordings and anniversary medallions. Literature order forms are also available from the World Service Office. The WSO is also available for you to call and place a literature order. It is suggested that meetings sell the literature for cost. The cost of shipping to get the literature to the meeting can be paid for by 7th Tradition donations collected at the meeting. We don't advise that the meeting make a profit by selling literature above cost because we ask for donations through our 7th Tradition. FAA profits from literature sales when you ordered through the World Service Office; there is no need to charge more than the listed price.

Some meetings use the 7th Tradition donations to pay for anniversary coins and chips. It is common for the meeting to give out a white chip to the newcomer or anyone returning to FAA. They also give out anniversary coins for yearly anniversaries. See the website for the list of available coins and chips. You can make the room as welcoming as possible. Arriving 15-30 minutes before the meeting to set-up chairs and display the literature is common. You may be able to tape the FAA meeting flyer to the door or outside entry to direct people to the meeting. It is helpful to be there to welcome the newcomer who may not be sure they have found the right place or is nervous about being there in the first place. If you have regular attendees at the meeting they can come early and help you set up too. At the end of the meeting, make sure to ask for volunteers to help take down the signs, pack up the literature and put the chairs and tables back the way they were.

We recommend that you do not serve refreshments at the meeting. Some meetings ask that only water is consumed during the meeting. We are carrying the message of abstinent recovery and consuming various drinks or foods during the meeting may be a distraction.

Meeting service positions:

At first you may be the only person available to fill the service positions. You are the Chairperson, meeting leader, secretary, treasurer, literature and set-up person. As the meeting grows, other members can fill the service positions. You can share this guidance with interested members, so they know what is expected when doing group service.

Tradition Two states in part, that our leaders are but trusted servants; they do not govern. In every meeting the leader is also a recovering food addict. The leader is not there to govern, but rather, to be of service to the group. This may instill in us a sense of trust, because we know that the leader is not the ultimate authority (Food for the Soul pg. 55).

The service positions below may be combined, or split-up based on the needs of the meeting.

Abstinent time to serve in a position is up to the meeting. It is recommended that the time serving in a position be rotated on monthly, 6 month, or yearly time periods.

FAA Meeting Guidance and Tool Kit

July 31, 2020

Food Addicts Anonymous Intergroup of NY and NJ - Foodaddictsanonymousnynj.org

FAA WSO (World Service Organization) - foodaddictsanonymous.org

- a. **Chairperson:** The chairperson opens and closes the meeting and reads the parts of the format not assigned to others. The Chairperson conducts the regularly scheduled business meeting and group conscience meetings. It is suggested that the Chairperson become familiar with our FAA literature, food plan and abstinence from sugar, flour, and wheat. He/she should also take special care to uphold our Twelve Traditions and Our Primary Purpose. Based on the type of meeting, the chairperson may ask for a topic for discussion (e.g., acceptance, gratitude), a reading from our FAA literature (such as a chapter from “Food Addicts Anonymous: The Green Book”, “Steps to Recovery” book, a pamphlet, or daily meditations on a topic selected from “Food for The Soul”). The chairperson may also schedule a speaker (For example, a member celebrating an anniversary or a visiting member.)
- b. **Secretary:** The Secretary acts as the point of contact to the FAA WSO or Food Addicts Anonymous Intergroup of New York and New Jersey. He/she is responsible for registering the meeting and reporting any changes to the FAA World Service Office and the FAA Intergroup of New York and New Jersey so the meeting list on the FAA Web Sites are up to date. The secretary takes notes during the group business and group conscience meetings and maintains a record of decisions made. They then inform the group during the “announcements” part of meetings. The secretary also announces any upcoming FAA events such as the dates and location of our annual Convention and Board Meeting, Intergroup meetings, functions, or retreats. Announcements are for meeting decisions, FAA news and FAA events. If your area has an Intergroup, the Secretary may be a good choice to be the meeting representative. It is suggested that the Secretary take special care to uphold our Twelve Traditions and Our Primary Purpose.
- c. **Treasurer:** The treasurer is responsible for keeping an accurate accounting of meeting finances in accordance with the Seventh Tradition and giving a treasury report at the business meeting. The treasurer recommends when the meeting can donate any surplus funds (beyond a prudent reserve of about two or three months of expenses) to the Intergroup and to FAA World Services.

The treasurer is responsible for collecting the weekly meeting contributions and funds from literature sales. From the group’s income the treasurer pays costs such as rent, literature and shipping, and donations to Intergroup and FAA World Services. In keeping with our Traditions, it is a matter of autonomy and the group conscience as to whether to open a bank account. Tradition Nine tells us, “Our groups, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.” It is suggested that groups gather information on what is involved in opening a bank account and discuss the matter in the group to arrive at an informed group conscience decision.

FAA Meeting Guidance and Tool Kit

July 31, 2020

Food Addicts Anonymous Intergroup of NY and NJ - Foodaddictsanonymousnynj.org

FAA WSO (World Service Organization) - foodaddictsanonymous.org

As stated earlier, some institutions (e.g., hospitals, community centers) do not charge rent. The meeting can donate free literature or make periodic donations to satisfy the essence of our Seventh Tradition. Rent or donations given as part of the 7th Tradition are not considered an endorsement of these places and are not at odds with Tradition 10.

The treasurer needs to become familiar with—and take special care to uphold—our Twelve Traditions and Our Primary Purpose.

- d. **Literature:** The meeting decides what literature to display, sell or give out for free. A new meeting has several of each of the pamphlets and a copy of each of the books available and displayed at the meeting. Newer meetings do not have the funds to give out literature. As the meeting gets more funds, you may order more books to have on hand to sell. The Literature person is responsible for letting the Treasurer know what books, pamphlets, CDs or other items need to be ordered from WSO. If there is no place to store the literature, then the Literature person (Secretary, Treasurer, or Chairperson) needs to bring the literature to the meeting and take it home with them. If there is no set-up leader then display the literature on a table in the meeting room.
- e. **Set-up Leader:** Responsible for keeping the room key, posting signs, setting up the literature and tables and chairs.

Business meeting and group conscience:

Major decisions are decided by a group conscience. Simply, this is a meeting to determine core meeting issues. The following is guidance on conducting a group conscience. Any member of the meeting can call for a group conscience meeting or discussion, and the meeting Chairperson conducts the meeting. All members are notified about the topic and the time/date. It is often convenient to schedule the business meeting right after the regular meeting. The chairperson or any selected member can run the meeting. All members present can express their views on all sides of the issue. When all who wanted to speak have spoken, the issue is decided by a "substantial majority" vote. Our suggestion of "substantial" would be two thirds of those present. During the announcement section of subsequent regular meetings, the chairperson informs the group of the voted decision so that members not present for the group conscience are made aware.

The meeting chairperson conducts the group conscience or business meetings on matters such as:

- a. The overall format the members want for the meeting
- b. Format changes
- c. Qualifications and length of term for service positions (e.g. treasurer, secretary, literature, anniversary chip distributor).

FAA Meeting Guidance and Tool Kit

July 31, 2020

Food Addicts Anonymous Intergroup of NY and NJ - Foodaddictsanonymousnyj.org

FAA WSO (World Service Organization) - foodaddictsanonymous.org

A business meeting is used to conduct the ongoing business of the group. It is suggested that a business meeting decision can pass with a simple majority. Business meetings are held to decide such things as electing the next secretary or treasurer, or how much of the group funds will be contributed to the FAA World Service Office and/or the FAA NYNJ Intergroup. Business meetings are usually 30 minutes to 1 hour and held monthly; typically, on the first week of the month and immediately before or after the meeting.

FAA Meeting Guidance and Tool Kit

July 31, 2020

Food Addicts Anonymous Intergroup of NY and NJ - Foodaddictsanonymousnynj.org

FAA WSO (World Service Organization) - foodaddictsanonymous.org

Section III

MEETING READINGS, FLYERS, HANDOUTS ETC:

Click on the particular document you wish to read.

1. [Face to Face Meeting Sample Format](#)
2. Meeting Readings:
 - a. [Our Primary Purpose](#)
 - b. [Who is a Food Addict?](#)
 - c. [The Twelve Steps](#)
 - d. [The Twelve Traditions](#)
 - e. [The Definition of Abstinence](#)
 - f. [The FAA Promises](#)
3. Sample Meeting Flyers:
 - a. [Full-page](#)
 - b. [Half-page](#)
4. [Sample Trifold Meeting List Handout](#)