Southern Maryland Intergroup Association – Group Maintenance Guide

PREPARED BY BILL LEFTWICH – December 28, 2024

SMIA Group Listing Guide

Greetings,

The SMIA recognizes and appreciates the struggles everyone has endured since the onset of the COVID-19 pandemic. We have tried to keep the meeting listings accurate and we are grateful to those who have assisted us. We've had new and unique challenges with the addition of on-line and outdoor meetings. We feel it is important that anyone looking for a meeting has the correct information. Imagine being a newcomer, or someone that just moved to our area, and trying to find a meeting.

When we list meetings, there are four specific platforms that must be included in the addition, reopening, change, or closure of meetings, as well as those that need to be listed on-line

- The On-line Where and When Database and Meeting Search
- The On-line Where and When Calendar
- The PDF (printed) version of the Where and When
- The Meeting Guide App

The first three are fairly straight forward as long as the information provided is accurate. The fourth, the Meeting Guide App has some caveats.

- The Meeting Guide App has the functionality to indicate if a meeting is open or closed. The Meeting Guide App uses the term "closed" meaning that it is shut down due to the COVID-19 pandemic or other reasons, which should not be confused with "closed" in the sense that it is limited to those who are admitted alcoholics. The SMIA uses the term "suspended", to make that distinction.
- The Meeting Guide App has a function call to indicate if a meeting is "outdoors" though it has been suspect that this actually works. We include this in the "Notes" section, so it should be apparent anyway.
- The Meeting Guide can indicate if a meeting has an online presence. The icon for that meeting will have a camera present if it is online. The address for that meeting would be grayed out with lines through it if the meeting is still suspended.
- You can have a meeting with both an online and in-person presence
- The Meeting Guide App updates about every 12 hours, so the information may not update right away. It depends on when it was entered during the update cycle.

The SMIA is committed and mandated by our By-Laws to list all meetings in our service area, and to ensure the information is as accurate as possible. That is why it is important that the sources of the information are reliable. Therefore, all group and meeting information must be submitted by a GSR, SMIA Rep, DCM, or designated group contact. Moreover, that person must include an e-mail address or phone number so they can be contacted in the event that there are disputes about group or meeting information.

The following forms are the preferred methods for submitting this information. All information is protected by secure socket layer, and many other encryption based security methods. It is certainly more secure than e-mailing the information.

New Group/Meeting Request

This is to add a new group or meeting to the SMIA Where and When, the SMIA On-Line Meeting Calendar, the SMIA printed Where and When, and the Meeting Guide App. This includes hybrid or on-line meetings. It will also send the information to the Maryland General Service (Area 29) Registrar. Subsequently, this information is also sent to the GSO by the Registrar. It's the same as the paper forms that you've probably seen. You can still use those, but this process is much quicker

You can access this form from the SMIA website or go directly to this link
https://somdintergroup.org/newgroup.html

1. The top of this form contains notes and instructions extracted from the paper form. Read these because they include important guidelines about creating new groups according to our Traditions.
2. All fields with an asterisk are mandatory. The form will not submit without them.
3. Before entering any information in the form, you must agree to enter primary point of contact or GSR (group service representative) information. The remainder of this form will not open if you do not agree.

4. Enter the name of the new group.
5. Enter the date that the new group will begin holding meetings.
6. Select the Group Meeting District (Calvert = 1, Charles = 25, St. Mary's = 36).
7. Select all days that the group will meet.
8. For each day that the group will meet, a meeting time field will open for that day. Enter the time using this format example (9:00 AM)
9. If the group meets twice on any given day, separate the times with a comma
10. Select the meeting kind; Physical (meets in person), On-Line (meets on-line only), Hybrid (meets in person and on-line)
11. If you select Physical or Hybrid, the meeting location (name of the host facility), the street address, city/town, state, and zip code fields will appear. Complete all fields.
12. If you select On-Line, the On-Line Meeting link, the On-Line Meeting host, and the On-Line Meeting contact e-mail fields will appear. Complete all fields. It is important to note that while a meeting may be on-line only, it is still necessary to enter the city/town, state, and zip code to ensure we are only listing on-line meetings in our service area.
13. If you select Hybrid, all fields in Step 11 will appear, as well as all fields in Step 12. Complete all fields.
14. Select all meeting types that apply.
15. If your new meeting is located at a hospital, treatment center, or detox center, select yes, otherwise, select no,
16. If you select yes, indicate in the next selection if it is open to the community as well as patients in the facility.
17. If there is an Al-Anon meeting at the same time and location, select yes, otherwise select no.
18. If you select yes, complete the next field with the Al-Anon meeting name.

19. Enter the full name of the GSR, unless you are entering as a Point of Contact.
20. Enter the street address of the GSR, unless you are entering as a Point of Contact.
21. Select the GSR or Point of Contact state.
22. Enter the GSR or Point of Contact zip code
23. Enter the GSR or Point of Contact E-Mail address. This is a mandatory field. The form will not be submitted without it.
24. Enter the GSR or Point of Contact phone number. This is a mandatory field. The form will not be submitted without it.
25. If your group has an alternate GSR, select yes, otherwise select no.
26. If you select yes, enter all alternate GSR information.
27. If you want all information about this group or meeting published by the GSO or Maryland General Service, select yes, otherwise, select no.
28. If you included address information for the GSR and/or alternate GSR, you will be sent correspondence. Select the language for that correspondence.
29. If your group or meeting has a SMIA representative, select yes, otherwise select no.
30. If you select yes, complete all fields
31. If your group or meeting is held in any language other than English, indicate the language
32. If you want all information about this group or meeting published by the SMIA, select yes, otherwise, select no.
33. If you select yes, check all media where you want the information published.
34. Include any additional notes for the Maryland General Service Registrar.
35. Include any additional notes for the SMIA Where and When Chair.
36. If your submission is successful, you will be redirected to a thank you page and your new group information has been submitted.
37. If there are errors in the form (mandatory fields not completed), you will see an error message.
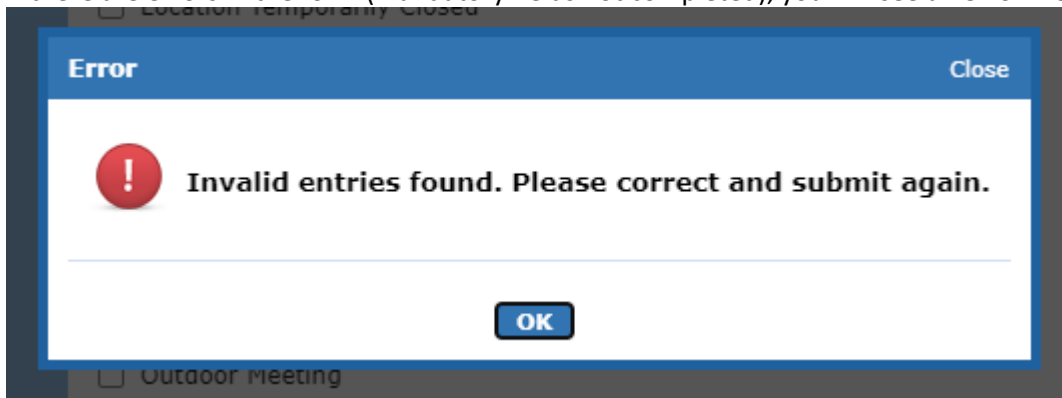
38. Go through the form and ensure all mandatory fields are completed.

Group Change Submission

Change Group Submission – This is to change group information including on-line meetings, temporary suspensions, and meeting reopening as well as GSR and Alternate GSR changes, or to permanently remove a group entry. Again, the information is also sent to the Maryland General Service (Area 29) Registrar and subsequently to the GSO by the Registrar. You can access this form from the SMIA website, or go directly to the form at this address.
https://somdintergroup.org/groupchange.html

Instructions for completing this form:

1. The top of this form contains notes and instructions extracted from the paper form. Read these because thy important guidelines about changing groups according to our Traditions.
2. All fields with an asterisk are mandatory. The form will not be submitted without them.
3. The first section of the form is for entering information about the group.
4. Enter today's date.

5. Enter the date that the change will take place.

6. Enter the Group Service Number if you know what that is. If you don't know your group service number, click the link "Click here to lookup group number". A search form will open in a new tab or browser page. Enter any part of the group name and a list matching that entry will appear. Look for your group and the top number in that listing is your group name.
7. Enter the group name.
8. Enter the Delegate Area number. For Calvert, Charles, and St. Mary's County, that is Area 29.
9. Select the Group Meeting District (Calvert = 1, Charles = 25, St. Mary's = 36).
10. Enter the average number of members.
11. Select the meeting kind; Physical (meets in person), On-Line (meets on-line only), Hybrid (meets in person and on-line)
12. Select the type of change for the group or meeting.
13. If Group Name change is selected, enter the new group name in the field that appears below all change selections.
14. If Group Location change is selected, enter the new group location, street address, city/town, and zip code in the fields that appear below all change selections.
15. If the Group meeting day or days are changing, select all that apply
16. If the Group meeting time or times are changing, select the day of the week that the time is changing, and enter the new time in the field that appears below each indicated day.
17. If the Group format is changing, select all new formats that apply.
18. If the Group is suspending, select Temporary Suspension. Two fields will then appear; suspension date and why the meeting is suspended including when the meeting is expected to reopen.
19. If the Group is reopening meetings, select Meeting Reopen, then enter the date that the meeting will reopen.
20. If the meeting is terminating permanently, select Group Terminated.
21. Select all days and meeting times for the terminated group.
22. Enter the last date the terminated group will meet.
23. If the on-line link for an On-Line meeting is changing, enter the new on-line meeting link.
24. If the on-line host for an On-line meeting is changing, enter the new host First Name and Last Initial.
25. If the on-line e-mail address On-line meeting is changing, enter the new e-mail address.
26. If none of the listed changes match the type pf change, select "none of these apply", then enter the type pf change in the next field.
27. If the GSR information is changing, select yes, otherwise select no.
28. Enter the full name of the GSR.
29. Enter the street address of the GSR.
30. Select the GSR state.
31. Enter the GSR zip code
32. Enter the GSR E-Mail address.
33. Enter the GSR phone number.
34. If the Alternate GSR information is changing, select yes, otherwise select no.
35. Enter the full name of the Alternate GSR.
36. Enter the street address of the Alternate GSR.
37. Select the Alternate GSR state.
38. Enter the Alternate GSR zip code
39. Enter the Alternate GSR E-Mail address.
40. Enter the Alternate GSR phone number.

41. If you included address information for the GSR and/or alternate GSR, you will be sent correspondence. Select the language for that correspondence.
42. If you want all information about this group or meeting published by the GSO or Maryland General Service, select yes, otherwise, select no.
43. If your group or meeting SMIA representative is changing, select yes, otherwise select no.
44. If you select yes, complete all fields
45. The next field indicates that you agree to submit contact information for the change you are submitting. If you do not select agree, the remainder of the contact information fields will not appear and the form cannot be submitted.
46. Enter the contact first name and last Initial. This field is mandatory.
47. Enter the contact phone number. This field is mandatory.
48. Enter the contact email address. This field is mandatory.
49. If you want the information published by the SMIA, enter yes, or otherwise select no.
50. If you select yes, select all media where you want the information published.
51. Include any additional notes for the Maryland General Service Registrar.
52. Include any additional notes for the SMIA Where and When Chair.
53. If your submission is successful, you will be redirected to a thank you page and your new group information has been submitted.
54. If there are errors in the form (mandatory fields not completed), you will see an error message.
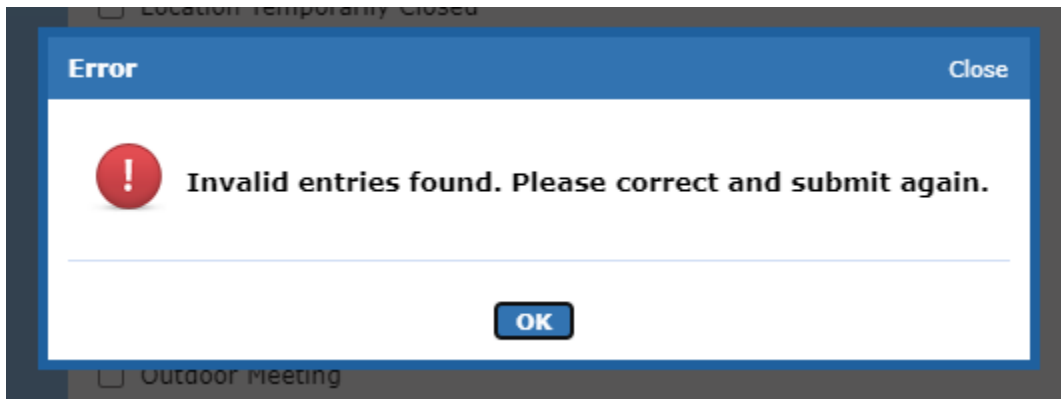
55. Go through the form and ensure all mandatory fields are completed.

I hope this information is useful and comprehensive. Our purpose is to serve you. I can be available to attend your district meetings on-line or in person given reasonable notice.

Webmaster,
Southern Maryland Intergroup Association

EXPLANATION OF MEETING CODES

* Al-Anon/AlaTeen meetings at the same location at the same time.

Code	Description
11	11th Step Meditation
12x12	12 Steps & 12 Traditions
ABSI	As Bill Sees It
BA	Babysitting Available
B	Big Book
H	Birthday
BRK	Breakfast
CAN	Candlelight
CF	Child-Friendly
CD	Closed Discussion
AL-AN	Concurrent with Al-Anon
AL	Concurrent with Alateen
XT	Cross Talk Permitted
DR	Daily Reflections
DB	Digital Basket
DD	Dual Diagnosis
EN	English
FF	Fragrance Free
FR	French
G	Gay
GR	Grapevine
HE	Hebrew
NDG	Indigenous
ITA	Italian
JA	Japanese
KOR	Korean
L	Lesbian
LIT	Literature
LS	Living Sober
LGBTQ	LGBTQ

TC	Location Temporarily Closed
MED	Meditation
M	Men
N	Native American
BE	Newcomer
NS	Non-Smoking (ignored by Meeting Guide)
ONL	Online Meeting (ignored by Meeting Guide)
OD	Open Discussion
OUT	Outdoor Meeting
POC	People of Color
POL	Polish
POR	Portuguese
P	Professionals
PUN	Punjabi
RUS	Russian
A	Secular
SEN	Seniors
ASL	Sign Language
SM	Smoking Permitted
S	Spanish
SP	Speaker
ST	Step Meeting
TR	Tradition Study
T	Transgender
X	Wheelchair Access
XB	Wheelchair-Accessible Bathroom
W	Women
Y	Young People

Meetings appearing in BOLD ITALICS are NEW meetings and less than 6 months old.