

VONR Meeting Administrators Notes

Voices of Nicotine Recovery

This document has been prepared to help new and existing meeting administrators, who chair and co-chair meetings, or “Admins” as they are called, to perform their service work to the best of their ability.

Admins sign into Paltalk “as an Admin,” and wear a “hat” in the meeting room, which is actually an “@” in front of a person’s screen name. An Admin then has “privileges” to open and close our meeting room, and other capabilities.

The objective here is for all Admins to be informed about these motions, which have been passed by Group Conscience (GC) vote. This list of GC decisions are concerned with

- Becoming an Admin
- VONR Meeting Disclaimers
- Management of Admins
- Banning and Red-Dotting

Plus, find philosophies and strategies from existing and past Admins, as well as links to other useful information. Thanks for carrying the message to the addict who still suffers!

Group Conscience Motions

The most current GC decisions should always be followed since GC is our only governing body. You should also read the GC Minutes folder on our Yahoo Files section to get an even better understanding of these motions as well as other thinking that has preceded you in the group. Find our easy to read *compiled GC motions* in our website at:

<http://www.voicesofnicotinerecovery.com/resources/gc-motions>

Becoming an Admin

GC Decisions - Becoming an Admin Date

“It is suggested that for the first 30 days of membership in the group, a new member serves as co-chair rather than chair”

3/6/06

The Sunday evening Workshop for newcomers will be combined with an instruction time for new people interested in chairing on Paltalk.

6/4/06

Acting chair or a designate by the chair are the only Admins in a meeting **7/2/06**

Co-chairs have 30 days as co chair before receiving admin status **7/2/06**

Paltalk room is to be opened only for meetings and workshops, 30minutes before and after such **7/2/06**

Read steps and Traditions as they are written **7/1/07**

It is suggested that no admin chair or co chair more than 2 to 4 meetings per week
11/4/07

VONR suggests that chairs and co-chairs have 30 days nicotine free. **8/3/08**

VONR requires that chairs and co-chairs have 30 days nicotine free. **6/2/13**

VONR Meeting Disclaimers

GC Decisions - VONR Meeting Disclaimers

A disclaimer stating the following will be sent to all chairs:

"The 'non-smoking lounges' created by members of VONR and other people are not in any way connected with VONR. We neither endorse nor oppose those rooms. These rooms are totally separate from VONR."

We will add our disclaimer about the non-smoking lounges to meeting format
8/5/07

Announcements in Meetings should fall within the guideline suggested by the following question:

"Are there any announcements for the good of Nicotine Anonymous/ VONR?"
9/2/07

We will add the following paragraph to the Disclaimer:

"VONR will not be responsible for the content of the cams in the room nor for the content of a member's profile. If there is inappropriate content on the cams or in a profile, VONR recommends you report this to Paltalk."

The Disclaimer is to be posted at the beginning and the end of the meeting.
3/2/08

That we include in the greeter message

"We ask that you use black or dark fonts only. Bright, neon colored fonts cause some members significant problems. Thank you for your consideration."
6/7/09

Add to the meeting format in the announcement section the following

"Service work is part of our recovery. If you would like to co-chair or chair meetings just contact an admin."
1/3/10

Admins will add to meeting announcements:

"Our group has agreed that only Nicotine Anonymous Conference approved literature will be read during meetings."

6/6/10

“In support of the 7th Tradition to make a contribution to the VONR Virtual Basket, go to <http://www.voicesofnicotinerecovery.com/> 9/ 2014

Contributions support the VONR Chip Program, donations to NicA World Services and other expenses approved by Group Conscience. 8/1/10

In support of the 7th Tradition to make a contribution to the VONR Virtual Basket, go to <http://www.voicesofnicotinerecovery.com/> 09/ 2014

ntributions support the VONR Chip Program, donations to NicA World Services and other expenses approved by Group Conscience. 8/1/10

The 7th Tradition: Every Nicotine Anonymous group ought to be fully self-supporting, declining outside contributions. VONR has a program for mailing chips to members to celebrate recovery milestones. To request a chip, go to <http://www.voicesofnicotinerecovery.com/> and click on the link for CHIPS PROGRAM.”

09/ 2014

No one should record any part of any meeting. 3/6/2016

To join our smart phone WhatsApp outreach group follow these steps. 1st download WhatsApp from your phone’s app store; install it on your phone, and sign in. 2nd, email your name, phone number, including the country code to chat@voicesofnicotinerecovery.com 3/5/2017

Management of Admins

GC Decisions - Management of Admins Date

VONR will have a service position for someone to keep a mailing list of chairs and co-chair to keep them updated on decisions made in GC that effects how meetings are run.
8/6/06

A group of four or more moderators can remove Admin status from a member, after a fair warning, when doing so protects the well-being of the group. Admin status can be reinstated after six months.

6/3/07

To accept the document titled “VONR Meeting Administrators Reference Notes (Rev 5)” as written. Have the document saved in the files section of the VONR Yahoo Web site under “Meeting Format for Chairing or Co-chairing”.

1/6/08

To ensure that all current Admins receive this document the Secretary should email a current copy to all Admins. To ensure all future admins receive this document The Paltalk room owner should see that anyone receiving Admin status will be sent a copy of the document.

1/6/08

To elect Jadie to maintain the document by incorporating new GC Decision into the GC list as needed, and by amending the Document as directed by approved motions of Group Conscience.

1/6/08

Group expects admins to post to the message board when they can't make their meeting. Should technical problems not allow this, then the admin should post to the board when the technical issues have resolved, in order to reassure the group and the calendar person that the meeting is still covered. Absent a communication from an admin, the calendar person is encouraged to post an inquiry on the board as to the ongoing status of a meeting whenever there is doubt.

The calendar moderator should make themselves available to the group and its admin by making it known clearly (and often) how they wish to be contacted by the group – either through the message board or through email (or both). [email is calendar@voice-sofnicotinerecovery.com] The group wishes its members to have the most current and complete picture possible. **1/6/13**

GC Decisions - Management of Admins Date

Allow JohnM to transfer Paltalk room codes to Lynne who will assume responsibilities of Paltalk Room Owner. Lynne will serve in this capacity (and as Super Admin) until which time she recommends a trusted servant to replace her as Paltalk room owner to the Group Conscience or until which time the group constructs some other mechanism to pass on ownership.

12/7/08

Kevin (kevslick) elected as Paltalk Room Owner **2/13/11**

Dan (Sparkchaser) elected as Paltalk Room Owner **3/3/13**

Banning & Red-dotting

GC Decisions - Banning & Red-Dotting Date

Anyone who uses pornography or curses is to be bounced---all others are red dotted and IM if necessary

8/6/06

A paragraph shall be written and brought to the group conscience next month - about appropriate use of red-dotting. Mostly to include a description of being more patient and tolerant of the newcomer who does not necessarily understand the format and protocol of meetings. To include that the redden is for protection, not control.

10/1/06

A chairperson's decision to red-dot or not to red-dot should be their decision and disagreements should neither be typed nor voiced in a public setting, except GC

10/1/06

Red-dotting is not to be used for use of webcams alone. **7/1/07**

People who are pornographic or whose behavior is so disruptive as to be irredeemable are banned from the meeting room on Paltalk. Chairs should alert the room owner or super admin so the person can be banned **9/2/07**

In order to facilitate unity and consistency within our VONR group, particularly as it relates to Tradition One, anyone who is banned in one forum of our group (Paltalk or Yahoo) will be banned from both forums immediately. The responsible party in either forum will alert their counterpart of the action taken so Moderators, Super Admin and the Paltalk Room owner can coordinate. Once a ban concludes in one forum, an individual may request of any Moderator or Super Admin that their ban be lifted in the other forum. Absent any such request, the established expiration of the respective bans will prevail. The Moderators on Yahoo will assign a single Moderator to execute a ban and to track the timetable for its conclusion. An election may be held at any Group Conscience, if necessary, to elect an additional Moderator (using traditional qualifications) to fulfill this responsibility. This policy is retroactive and applies to all currently banned individuals in Yahoo or Paltalk.

11/2/08

Anyone who is banned from VONR must wait 6 months (after the ban is lifted) before co-chairing (or chairing) a meeting and must wait 1 year before being eligible to have their Admin status earned or returned.

1/4/09

Observations, Comments and Suggestions on Red-Dotting

Red-dotting is a powerful tool for the admin and should be used only as directed by the Group Conscience.

Statement read and approved by Group Conscience at the November 2006 GC Meeting

The Voices of Nicotine Recovery decided that the red-dot feature in PalTalk was to be used as a way of protection, not control. In other words, we want the people in the meeting to feel that they are in a safe place. That they will not be harassed or bombarded with foul or illicit language. We wish for them to feel that they are in a room full of nicotine addicts who have gathered for the purpose of recovery. To this purpose, the

red-dot should be used to stifle, and remove if necessary, those people who are obviously not in the meeting for nicotine recovery.

Red-dotting should not be used as a corrective measure for newcomers (i.e. when they speak out of turn, share off topic, etc.). We need to remain patient and tolerant of the newcomer who does not necessarily understand the format and protocol of meetings. Most newcomers will get it quickly simply by being in the meeting and observing. They do not need to be humiliated if they are in the meeting with a sincere desire for recovery.

That said, a chairperson's decision to red-dot or not to red-dot should be their decision and disagreements should neither be typed nor voiced in a public setting. With any disagreement, be it the newcomers actions or the chairpersons actions, a private IM is always more appropriate.

Comments written by current and past admins about red-dotting

The comments below are provided as insight only. They have not been approved directly by Group Conscience so please use your best judgment. If you have questions about any of these comments, please ask someone, post on the board and/or bring it to Group Conscience for clarification.

Admin #1

As a Chairperson you are no more responsible for the behavior of others in meetings than anyone else, so don't get up upset if others act inappropriately. Before red-dotting I will give a person a second chance by talking or typing on the screen briefly describing the unwanted behavior making sure the person still feels welcome if they desire to be nicotine free. If the person persists then I will use the red-dot and then discuss in more detail in an Instant Message if possible, our groups purpose, the unwanted behavior still trying to make the person feel welcome. If during this interaction the person shows no desire to be nicotine free or continues unwanted behavior I will leave them red-dotted. If the person expresses some desire to participate in a positive manor then I will remove the red-dot. If they again become disrespectful then I will red-dot them for the remainder of the meeting. If I am completely convinced they have no connection with nicotine recovery I would also bounce them from the room. I have yet to recommend anyone for Banning.

Admin #2

For me I find the red dot covers all situations however if one is blatantly using porn language and its obvious that's the only reason for them being at that meeting I will bounce and ask for a ban from John. I also consider one member attacking or making fun of another on the screen as a disruption and will use the red dot on them as well.... I will then message them and let them know why.....un-dot them...and if they continue to assault the other the red dot goes back and stays.

Also I believe Chairs should not use the red dot on those who are unfamiliar with how we operate around here. we have new folks who come in and want to talk about outside issues...this too is not a red dot offense....like the statement says...we need to practice patience and tolerance with our new members. And try to teach them by example....

Admin #3

Red-dot those who are disruptive of the meeting; think of them as room vandals. Should you have reason to give them the benefit of the doubt, you can IM them after red-dotting them to see if they will not be disruptive. Bounce people who are pornographic or otherwise not redeemable. Red-dots and bounces last for 24 hours. Use common sense. The group will support you. Keep in mind newcomers may not know the protocol of the room so a gentle reminder as contained in the welcome message might just do the trick in getting them to stop cross talking/typing. Web cams are allowed per Group Conscience.

Admin #4

I have personally only red-dotted three or four times, and never have I bounced anyone. Most times that I red dotted someone was because they were obviously and aggressively antagonizing the room with non-nicotine related antics, or posting URLs that have nothing to do with our purpose. Before they are red-dotted I whisper or IM them with the blanket welcome message from the greeters posts we have. Then if it is obvious they don't care, I red-dot them. If they are posting inappropriate stuff but not at a rapid rate then I will even whisper or IM them again in my own words to not cross talk, raise their hand to share, etc... then if it continues I red-dot them. As for the newcomers usually a whisper or IM with the welcome greeting then followed up with specific help or answers in the IM will work to quickly educate the person on the rules of quiet and courtesy. The IM's with the newcomer happen on a regular basis, but as I said I have only had to red-dot someone on rare occasions.

Admin #5

When we have the odd raider my approach tends to be fairly firm. If I see someone acting inappropriately I will tell them so and ask that they stop. I have often also sent them a whisper pointing out that they should only be there if seeking help with a nicotine addiction. Most people do eventually come clean when asked directly, and many do leave of their own accord. There are of course those who do not take the hint and need to be red-dotted and I do not shrink from doing so. I've never bounced anyone or asked for them to be banned (though there have been one or two who may have merited it!). I do sometimes wonder if I should not give people more of a chance but I doubt that I have red-dotted anyone who did not deserve it. This is something I am watching in myself because, as has been said elsewhere, the red-dot is a means of protecting the people in the room from those who belong elsewhere rather than as a means to put a newcomer back on the line. I have to make sure I keep my controlling instincts (I am an addict after all!) well away when doing that sort of service work.

Admin #6

I will usually red-dot people who are disruptive to the meeting. People who are either writing inappropriate stuff on the screen or who are taking the mic and saying inappropriate things. Things I consider inappropriate are cursing and saying things like I'm dying for a smoke or excessive hacking, choking or coughing sounds, etc. Whenever possible, I will red-dot as much as possible before I bounce.

Admin #7

I see red-dotting as an art to be learned through practice rather than a skill that is learned immediately. For this reason it is important to be kind to the admins in the room, especially new admins. When you are up there trying to keep a meeting running smoothly it can be hard to see and do everything at once.

I waste no time red-dotting "room raiders." These people mostly come in groups and often have familiar nicknames. It is my opinion they have no desire to stop using nicotine and every desire to disrupt our meeting for their fun. We do not need to let them do this.

If a person has an unfamiliar name and comes alone he/she is more apt to be a newcomer who does not know the procedures of the room. More leeway should be granted to these people.

Always red-dot for obscene language (within reason) ...a damn here and there will not kill anyone. Always red-dot for harassment of another NicA member when done in a meeting in the main chat window (private matters between members is just that, private). We need to keep a safe environment. And do your best....that is all any of us can do.

Useful VONR Resources

Meeting Formats for Chairing and Co Chairing

<http://www.voicesofnicotinerecovery.com/wp-content/uploads/2014/12/VONR-Meeting-Format-March-2017.pdf>

Calendar and How-To Attend Meetings

<http://www.voicesofnicotinerecovery.com/calendar>

Greeter info to cut and paste

<http://www.voicesofnicotinerecovery.com/resources/readingsmeetings>

Group Conscience Meeting Minutes (in Yahoo Files)

<https://groups.yahoo.com/neo/groups/voicesofnicotinerecovery/files/Group%20Conscience%20Meeting%20Minutes/>

VONR Service Descriptions (in Yahoo Files)

<http://www.voicesofnicotinerecovery.com/resources/service-positions>

VONR Newcomer and Speaker Share Site

<http://www.voicesofnicotinerecovery.com/speaker-shares>

Nicotine Anonymous on-line publications

<http://nicotine-anonymous.org/publications.php>