



In these unsettling times, The Online Service Area of Cocaine Anonymous is happy to provide guidance to our Fellows who wish to retain the unity of their existing face-to-face meetings. We hope you find this information helpful and responsive to the inquiries we have received. If you require additional information, please contact us via [webservant@ca-online.org](mailto:webservant@ca-online.org) or [OSA Delegates@ca-online.org](mailto:OSA_Delegates@ca-online.org).

Here are the suggested first steps for starting VoIP Meetings (Skype, GoToMeeting, Zoom, FreeConferenceCall.com, etc.)

1. Decide on a day of the week and time for your meeting and what kind of meeting it will be – Participation, Literature Study, Speaker/Participation, Open Topic Sharing, etc. You can change weekly as you see fit. Adhering to a set schedule is helpful. Changes can be made according to your group's conscience.

**NOTE:** Even if you decide to conduct your meeting on a VoIP platform, it could be helpful to set up an announcement group on Skype or WhatsApp.

2. Select on a name for the meeting and, if you choose to select the Skype platform, even for an announcement group, pick an icon to identify your meeting that is not being used by another meeting.
3. Send the meeting contact information to me and the webmaster. This will help avoid confusion and, in case of unforeseen circumstances, new contact info for the meeting will not need to be set up – this is particularly important for Skype.
4. All OSA/Online meetings, just like face-2-face meetings, require the C.A. preamble and 7<sup>th</sup> Tradition be posted/read, along with other C.A. Conference-approved readings of your choice

**For All VoIP Meetings** - this technical disclaimer is posted at the start of or before the meeting begins.

#### DISCLAIMER

Due to the technologies being used for this meeting, a participant's anonymity, or the anonymity of others mentioned, could be compromised at a public level. The individual participants and our group (as a whole) have the responsibility to consider the potential implications, and our level of participation in this meeting. Our group conscience reminds us that Anonymity is the Spiritual Foundation of all our Traditions.

Additionally, in the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organisation or institution and as such does not endorse and is not affiliated with any of the specific technology providers utilised to facilitate this meeting.

#### Preamble:

Cocaine Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from their addiction. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization, or institution. We do not wish to engage in any controversy and we neither

endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others achieve the same freedom.

We use the Twelve Step Recovery Program, because it has already been proven that the Twelve Step Recovery Program works.

7<sup>th</sup> Tradition - It is customary that 7<sup>th</sup> Tradition link and statement be read and posted when the virtual basket is passed.

Our 7<sup>th</sup> Tradition states that “we are fully self-supporting through our own contributions”.

You can make either a one-time donation or setup a monthly contribution by clicking on this link: <http://www.ca-online.org/7th-tradition/>. You can make your donation with a credit, debit/prepaid card or via Paypal. Be sure to mention that you are contributing from *(Name of meeting)*.

Your 7<sup>th</sup> Tradition donation from *(Name of meeting)* helps keep the OSA functioning as an Area. We have expenses for hosting the CAOSA website and meetings, the cost of this meeting platform, printing and distributing Public Information materials, purchasing fundraising items, supporting Conference participation for our World Service Delegates, and whenever possible, supporting the C.A. World Service Office.

## Different Platforms Require Different Needs

Keep in mind that some “free” platforms restrict attendee space and limit meeting length. A group member may have an existing paid license that they would be willing to allow your meeting to use. We have found that Skype is a little more labor intensive and offers less anonymity than other platforms. It requires a host to call attendees into the meeting, does not allow screen sharing, but has an unlimited chat box space in which to post readings, which GTM does not have - post space is limited. GTM, FCC.com, and Zoom allow for screen sharing and posting in the chat box. Screen sharing does not work from a phone (smart or otherwise!); it needs to be done from a tablet, laptop or desktop.

[Should you wish to keep your temporary meeting going after the current crises to help the addicts who still suffer in your Area/District, we would be happy to have you!](#)

## Requirements for OSA Directory Status

- Elect a Secretary/Chair, at least 1 GSR, and an Alternate GSR

Please let me know if I can assist you in any way. When your service positions are filled (per your meeting’s group conscience) and the meeting has shown itself to be running consistently, we will happily add it to the online directory – usually around 90 days. In the meantime, OSA PI will announce your meeting in all appropriate and available places. If you create a graphic for your meeting, please send it along in a pdf and jpg format. Otherwise one can be created for you.