

BFAA GROUP INVENTORY

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1. What could we do better to provide a clean, safe, attractive, workable, accessible, inclusive meeting place?

1. Make sure that we are following the protocol for nominating, voting for and orientating secretaries.
2. for a cleaner space we could have a position of someone that would be willing to clean the space once a week when the meetings aren't going on.
3. Mitigate intrusion for those not there for recovery
4. steering committee, safety committee
5. Vegetarian options at the fellowship sponsored potlucks.
6. First of all, stop, leaving food out. When food is left on the counter, homeless folks come in even those who have no interest in the Fellowship whatsoever and can be quite disruptive. As a secretary, I have had people tell me they no longer want to come to our Fellowship because of this.
7. Have someone sweep & wipe the tables down every other day.
8. there is no listing for the in person aspect of the business meeting on the BFAA website
9. There should be AA safety cards made available at the meetings. They say: (side 1)SAFETY CARD FOR A.A. GROUPS The General Service Office has made this optional card available as an A.A. service piece for in-person/online groups that wish to use it. Please feel free to utilize, choose a section(s) or adapt the text to your group's needs. Tradition Five states: Each group has but one primary purpose — to carry its message to the alcoholic who still suffers. Any person seeking help with a drinking problem is welcome at this group. No A.A. entity determines an individual's membership in Alcoholics Anonymous. It is this group's conscience that if any person endangers another individual or disrupts the group's efforts to carry A.A. 's message, the group may ask that person to leave the meeting. This group strives to safeguard the anonymity of A.A. members and attendees; however, keep in mind that anonymity in A.A. is not a cloak for unsafe and illegal behavior. Addressing such behavior and/or contacting the

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proper authorities when appropriate, does not go against any A.A. Traditions and is meant to ensure the safety of all in attendance. The short form of Tradition One states: “Our common welfare should come first; personal recovery depends upon A.A. unity.” Recognizing the importance of group unity, our group strives to create a safe meeting environment in which alcoholics can focus on achieving sobriety. Service Material from the General Service Office (side 2) Additional Sharing: • Safety is a topic within A.A. that groups and members can address. Developing workable solutions to help keep meetings safe can be based on the principles of A.A. In discussions about safety, keep the focus on our primary purpose, our common welfare, and placing principles before personalities. • Predatory behaviors and unwanted sexual advances are in conflict with carrying the A.A. message of recovery and with A.A. principles. • A.A. does not provide medical advice or detox services; it has no opinion on outside issues, including medication. Medical advice should come from a qualified physician. • The only requirement for A.A. membership is a desire to stop drinking. Groups and members strive to create a safe environment for the alcoholic who still suffers. • If safety concerns arise, individuals can speak with a sponsor, members of the group, a trusted friend and/or a professional to address the concern. • Service entities, such as areas, districts and intergroup/central offices, are available to help provide A.A. services and shared experience. All groups and entities in A.A. are autonomous. There is no government within A.A. and no central authority to control or direct its members, but we do share our experience, strength and hope. For more information on this topic, see the “A.A. Guidelines on Safety and A.A. Groups” (MG-25) at aa.org. 24M – 10/25 (GP) Rev. 4/22 Item F-211

10. Fellowship Hall is cleaner and better maintained than the previous 2 locations of the BFAA thanks to maintenance support by the church staff. We should do better by ensuring the Hall is left in good condition after each meeting and following up with groups that leave a mess behind. Fellowship Hall is a very attractive meeting space thanks to the Aesthetics Committee and all the

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volunteers who created the space we have today. We should remain open to further improvement ideas but expensive proposals will need to be prioritized in the context of other necessary expenses. Fellowship Hall is accessible to wheelchairs through the back door near the kitchen but that's not a great solution. Installing a ramp at the front door would be more convenient and welcoming to people in wheelchairs and using walkers. Accessibility and inclusivity might be improved by getting suggestions AND support from disabled and other marginalized groups. Again, participation in the business group is crucial for identifying needs, recommending improvements and facilitating positive change.

11. Secretaries could use support enforcing the timer. When a person goes on too long, it drains the room.
12. I think meeting slides would make things more inclusive.
13. I would like to propose several suggestions to improve the operations, safety, and environment of the BFAA. Cleaning and Maintenance In addition to our current janitorial support, I suggest creating service positions dedicated to cleaning bathrooms and kitchens after meetings. We could also implement periodic deep cleaning sessions led by members. Safety and Conflict Resolution I propose establishing a safety council to respond to disruptive behavior and problematic situations promptly, rather than waiting for monthly business meetings. This council, consisting of approximately six elected members, would act on behalf of the fellowship according to clear, approved protocols. We could adapt the successful model currently used by the Rockridge Fellowship to meet our needs. Additionally, I recommend a zero-tolerance policy for intolerance of any kind, which should be clearly posted and announced. Facility Improvements - Lighting: Replacing harsh overhead lights with floor lamps or alternative options would create a more welcoming atmosphere. - Kitchen Access: Restricting kitchen activities to secretaries and trusted servants could help manage food and beverage access and reduce facility misuse. - Accessibility: To ensure ADA compliance and improve safety for those with mobility issues, secretaries should have keys

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to the Kinell Hall door. This allows wheelchair access via the ramp, bypassing the hazardous step at our main entrance.

14. I like the space. It is good.

15. Just continue keeping the rooms clean of trash and dishes put away
I am so grateful for that

2. Women, in particular, are more vulnerable. What more could we do to help women feel more safe?

1. Better lighting outside, Designate a person to monitor the parking lot. Have clearly communicated processes to report and mitigate any instances of unwanted and inappropriate comments or activity.
2. I know that's a lot in the scripts already, but maybe read the AA safety statement and trusted servants could introduce themselves, preferably other women but when its mostly men welcome them and do there best to get them to feel there's people they can trust in the meetings
3. Better outdoor lighting. Awareness of who has caused friction in the past and share info to those who don't attend regularly in person
4. safety committee half women half men
5. See above. Also, if someone has no interest in recovery, perhaps someone could talk to them and find out what they're doing there. In addition, perhaps better lighting along the walkway would be good.
6. Pepper spray
7. I know other groups have made announcements at the beginning of meeting that if anyone feels unsafe to please tell a trusted servant which could also be a service position
8. It has been said many, many, many times that there are not enough women at the in person meetings. "All men." "Dudes, dudes, dudes." "Great bunch of guys, but not balanced."
9. I don't know what we can do about it as long as women won't participate in identifying problems and solutions. Women's safety is a long standing concern at the Berkeley Fellowship. Each location had its unique challenges for safety. It's important to solicit and keep the door open for women to bring concerns and

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suggestions to the business group or a Safety Committee. The Fellowship created a Safety Committee to address these concerns but due to a lack of participation by women concerned about safety, the committee never got off the ground.

10. I would say safety for everyone is a priority. Containing the drunk / high / people that talk too much would help. More focus on recovery and healing.
11. No prompt to have cameras turned on in online meetings, there isn't currently but never suggest or require one.
12. I would like to propose the implementation of a safety council to better address women's safety within our fellowship. Given that BFAA is a front-line fellowship frequently exposed to unique challenges involving mental health and unhoused populations, it is essential that our female members feel both physically and emotionally secure. I suggest we adopt a non-confrontational conflict resolution model—similar to the approach used in Zoom meetings—to resolve issues without endangering the person reporting them. To ensure concerns are effectively addressed, I propose the following: - Periodic Meetings: Establish regular forums where women can voice concerns and discuss potential remedies. - Anonymous Reporting: Implement a system for members to communicate safety concerns anonymously. - Active Engagement: Encourage men to play an active role by listening to and asking about the concerns of female members. Safety is everyone's responsibility, and these steps will help ensure that all members feel supported and heard.
13. Especially at night, ask if anyone would like an escort to their car or bus stop
14. Maybe a friendly face in the parking lot before meetings
15. Offer to listen one on one have a meeting about how to empower them in life and in the rooms.

3. Some of our service positions are not filled. How could we invite more active participation in the organization and functioning of the Fellowship?

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1. Get more secretaries involved in the business meetings and encourage them to make announcements at their meetings.
2. peer pressure, maybe sharing experience of being of service with people who would be good fits for service
3. going to meetings and announcing it
4. Announce the positions that are need filled at every meeting.
5. At this point, I recommend reducing the number of advertised service positions. It is better to have fewer meetings, which are well attended than many, which have two or three people. Perhaps we choose which times a day we will go forward where there are generally meetings, which have six or more participants and let the other ones go.
6. Spread the information in nearby meeting.. about our fellowship & that we have opportunities for those who want to be in service..
7. Unlike independent AA groups, BFAA supports and subsidizes meetings regardless of how much each group contributes to rent and other expenses. If we want this Fellowship to thrive, we have a collective and individual duty to do our fair share of service beyond conducting AA meetings here. Lack of participation is a chronic problem in this Fellowship. The BFAA manages to collect sufficient funds to maintain itself and to conduct well attended social gatherings but the pool of reliable members willing to do the work necessary to keep the Fellowship operating properly is tiny. Business group members and secretaries are frequently under pressure to remain in their positions well beyond the term of their positions just to keep things afloat in the absence of volunteers. This is unfair to our most dedicated members. Every new secretary should be oriented to their role and there should be some expectation of participation at business meetings so they can remain informed and in touch with the Fellowship. The In Person and Online Meeting Coordinators should hold the secretaries accountable for their lack of participation.
8. Maybe fewer meetings so the people up for service can concentrate there.
9. Make it a 60 minute commitment, not 90 minutes, to help out in an online meeting.

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10. Here are some suggestions on how we might improve communication and increase participation within our fellowship in regard to service positions. To enhance visibility, I propose posting the monthly business meeting agenda in a conspicuous location where members can add their own items. Widely announcing "hot button" topics, such as safety issues, ahead of time has historically led to higher attendance and more productive discussions. It is vital that all members feel their voices are heard and their ideas considered. We should also evaluate our service positions. To make these roles less daunting, challenging positions could be divided into multiple smaller roles. Additionally, we could introduce incentives for attendance, such as fellowship activities or secretary workshops, to help members engage and better understand their responsibilities. In the spirit of rotation, we should encourage the turnover of long-held service positions. While vacant positions can sometimes prompt members to step up, we must ultimately reinforce the idea that service is a shared responsibility for everyone.
11. Oh, this is a tough one. I love service. I think it's helpful if I just show up.mu joy

4. What more could we do to carry the message?

1. We need to have a monthly newsletter that highlights activities, issues and a summary of items addressed at business meetings.
2. reach a hand out to the newcomer, tell people about the different types of meetings at the fellowship for example telling women about the womens meeting and telling new people whether in early sobriety or new to the area about the pizza meeting and the birthday meeting
3. Provide more details at meeting what the responsibility and goals are
4. make it safer
5. Offer an LGBTQ+ meeting.
6. In the long run, this location has always been a magnet in Berkeley for the unhoused transitional population. Once we are in another

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location, there could be improvement. The other idea is to see if another Fellowship is willing to collaborate, such as DRU.

7. Have a focus group consulting about how to carry the message.
8. All meetings start on time
9. literature should be placed by the front door, so it can be seen and accessed easily by everybody
10. Other than our fabulous pot luck picnics, I think BFAA maintains too low a profile as a Fellowship. We could put on AA events and send out flyers far and wide. We might do workshops on topics like step work, sponsorship, AA traditions, service, etc.
11. Those of us that have long term sobriety: remember the 5th tradition. Speak to the tools and skills of AA.
12. Reiterate the need for discussions to stay on the topic of alcohol so over sharing of the specifics of health information not related directly to alcoholism doesn't become a thing. Some people are sensitive to others sharing the specifics about physical ailments. Carry the message NOT the mess.
13. Carrying our message is a primary purpose of this fellowship, and I would like to suggest several methods to improve how we accomplish this. To increase newcomer retention and participation, we should consider introducing dedicated newcomer meetings and periodic workshops on topics such as sponsorship and the 4th Step. These formats have proven productive in other fellowships. Additionally, creating accessible service positions—such as greeters, coffee makers, and cleaners—can help newcomers feel involved while supporting our daily operations. We should also be more intentional regarding sponsorship. Pairing new members with temporary sponsors can ensure they are guided effectively from the start. Furthermore, improving our literature display with brief descriptions of available materials would better educate members on the resources available in print. Ultimately, we should emphasize that the solution lies in the steps. Encouraging members to engage with them as soon as possible will help them experience relief sooner.
14. Pick someone from the group to speak each Tuesday

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15. Have speakers in high schools. This is in the real world not particularly about the fellowship.

5. Is there anything you think we do particularly well?

1. We are very good at making people feel welcome and included, especially people who struggle with other issues beside alcohol.
2. I applaud the trusted servants for there commitment to the fellowship
3. Maintaining a welcoming and safe environment. The positions currently are well taken care of
4. reaching out to newcomers
5. This fellowship provides the community with a self welcoming space.
6. The potlucks are great.
7. Hold meetings.
8. Talk about welcoming the newcomer for the first 30 days
9. People trained me to do service positions very patiently
10. a. Groups are given significant autonomy in managing their meetings and the Fellowship does not require groups to pay a specific amount for rent. b. BFAA puts on very good social events. c. BFAA business meetings and financial records are open to all members. d. BFAA provides many opportunities for service.
11. Yes! We are still here after all these years.
12. The gender neutral literature and the literature website.
13. The Berkeley Fellowship provides a welcoming environment for anyone committed to getting and staying sober. I believe there are no "cliques" at BFAA; everyone is treated equally. We have a strong core group that meets regularly, leading to valuable discussions both during our meetings and in the time before and after. Our meeting space is ideal for several reasons. Parking is easy and safe, and the location is near major public transportation routes. The church is very accommodating and features a beautiful garden for us to enjoy. Additionally, sharing space with other 12-step programs offers a wonderful opportunity for cross-pollination and exploration for those seeking support in multiple areas. The church's legacy as a community center serving diverse groups is a significant asset, and we are truly fortunate to meet there.

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14. Great involvement and improvisation for new and Con continuing AA members
15. Keep inviting funny guests speakers at the late show.

6. Is anything else bugging you that you would like to have addressed? If so, what?

1. We need to get the electricity fixed. There is only one outlet working in the kitchen counter area.
2. I feel the secretaries should not sign the attendance forms until the meeting is almost or is over and that if someone shows up right before the end of the meeting they should not have their court cards signed. We shouldn't be allowing people to show up for five minutes and leave with a signature, i feel it make a mockery of AA and those type of people if they want to rig the system should just sign their own court cards or figure it out some other way
3. people with less than 4 months of sobriety in secretary positions
4. I have seen the same secretaries on some online meetings, literally for years and some in that position for multiple evenings during the week. That does not send a message of a healthy Fellowship. In addition, sometimes secretaries have been known to make comments on each participant's share which is not generally in AA meetings, but more of a club run by that person. This is something to shift overtime.
5. Since there is both an online fellowship and in in person fellowship, and some people do not do both, a service position of online-in person liaison would support the common welfare of the fellowship
6. Yes people with infections making coffee or homeless people putting their hands over all the snacks and or taking their socks of at a meeting.
7. A very clicky and overly judgey self righteous vibe turns people off I'm told. Not sure what we could do about that
8. The landlords think safety implementations are good. I am concerned that Berkeley Fellowship will have to move again if safety measures are not implemented

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9. People who do service positions at Berkeley Fellowship should attend meetings at Berkeley Fellowship. They should be active and engaged.
10. It's covered in my previous statements. Thank you for conducting this group inventory
11. Thank you Julio for helping arrange this. Not a bug, just a compliment.
12. Ending the online meetings on time. 7 minutes before the meeting ends for the burning desire and 5 minutes before the meeting ends start wrapping it up.
13. While my experiences at BFAA are largely positive, I would like to bring several maintenance concerns to your attention. First, the storage room requires a thorough cleaning. Although the carpet was removed following last winter's leaks, it is likely that mold persists. This is an environmental hazard that has already impacted attendance and poses a risk to our stored literature. Second, regarding pest control, I suggest that all food items—including sugar and non-dairy creamer—be kept in sealed containers in both the kitchen and the storage room to ensure the issue remains addressed. Third, the furnace was largely non-operational last winter. While it can be operated manually, this should be fully repaired before the next cold season. Lastly, I propose installing a more soundproof bathroom door to provide better privacy and minimize distractions during meetings. Understanding that resources are limited, I suggest we consider a separate collection to help cover the costs of these necessary improvements.
14. Could the secretaries start the meeting by asking that the cell phones be silenced instead of five minutes into it?