



FENTANYL ANONYMOUS™
**BUSINESS MEETING
AGENDA & REPORT
FORM**

Heal. Grow.
Empower.

Meeting / Group:		Date:	
Location:		Start Time:	
Secretary:		GSR:	
Members Present:		End Time:	

1. Opening and Call to Order

- | | |
|--|--|
| ☐ Welcome and call to order | ☐ New business-meeting attendees welcomed |
| ☐ Serenity Prayer | ☐ Attendance recorded |

Call to order at: _____ Facilitated by Secretary: _____

2. Approval of Previous Meeting Minutes

Minutes dated:		Status:	☐ Approved ☐ Corrected ☐ Tabled
Motion by:		Seconded by:	
Vote:	For: ____ Against: ____ Abstain: ____	Result:	☐ Passed ☐ Failed

Corrections or notes:

3. Secretary's Report *Meeting operations, attendance, speaker schedule, facility needs, and follow-up from the previous meeting.*



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4. Treasurer's Report

Reporting period:		Beginning balance:	\$
7th Pillar contributions:	\$	Literature/keytag income:	\$
Other income:	\$	Total income:	\$
Meeting expenses:	\$	Literature/keytag expenses:	\$
Other expenses:	\$	Total expenses:	\$
Contribution to central FA:	\$	Prudent reserve:	\$
Ending balance:	\$	Cash on hand / deposits pending:	\$

Financial concerns, unpaid bills, requested purchases, or explanations:

Motion to accept:		Seconded by:	
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5. GSR Report *Updates from the broader FA service structure, upcoming service meetings, and group-conscience questions.*

6. Literature and Keytag Report *Inventory, items needed, funds transferred to the Treasurer, and order requests.*



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7. Coffee / Hospitality Report *Supplies needed, setup or cleanup concerns, facility needs, and purchase requests.*

8. Greeter Report *Newcomer materials, welcome needs, and any issues requiring group attention. No minimum recovery time is required for this position.*

9. Service Positions and Attendance *Review attendance, vacancies, nominations, elections, and upcoming term endings.*

Position	Trusted Servant	Present	Business Meeting Absences	Term Ends	Action / Vacancy
Secretary		☐ Yes ☐ No			
Treasurer		☐ Yes ☐ No			
GSR		☐ Yes ☐ No			
Literature & Keytags		☐ Yes ☐ No			
Coffee / Hospitality		☐ Yes ☐ No			
Greeter		☐ Yes ☐ No			

Attendance rule: Treasurer and GSR: missing two or more business meetings within any three-month period results in replacement. All other positions: missing two business meetings during the service term results in removal. Replacements are selected by group conscience.

10. Old Business

Item / Topic	Update or Discussion	Decision / Action	Responsible Person	Due Date



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11. New Business

Item / Topic	Update or Discussion	Decision / Action	Responsible Person	Due Date

12. Group Conscience Motions and Decisions

Motion / Group Conscience Question	Moved By	Seconded By	Vote	Outcome
			For: ____ Against: ____ Abstain: ____	☐ Passed ☐ Failed ☐ Tabled
			For: ____ Against: ____ Abstain: ____	☐ Passed ☐ Failed ☐ Tabled
			For: ____ Against: ____ Abstain: ____	☐ Passed ☐ Failed ☐ Tabled

13. Group Inventory *Complete when scheduled or when the group needs focused review.*

What is working well? What needs improvement? How can the group better serve members and protect FA unity?



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14. Announcements and Upcoming Events

15. Action Items Before the Next Business Meeting

Action Item	Assigned To	Due Date	Status at Next Meeting

16. Next Meeting and Closing

Next meeting date:		Time:	
Location:		Secretary:	
Closing completed:	☐ Statement ☐ Prayer	Adjourned at:	
Minutes prepared by:		Date prepared:	

Agenda order may be adjusted by group conscience when needed. Record all decisions and action items clearly.