My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am an addict. I am also your secretary for this meeting.

In keeping with the 7th tradition, we are self-supporting through our own contributions. We pass the pouch to cover expenses, but remember that we need you more than your money. The suggested donation is two dollars. Please give what you can.

**(pass CMA Promises Pouch)**

Is there anyone attending this meeting for the first time who’d like to introduce themselves to the group?

**(Introductions)**

CMA Meeting Lists can be found online at www.nycma.org.

Please note that Manhattan Plaza Health Club does not permit animals on its premises at any time.

Are there any CMA-related announcements?

**(Accept announcements from the floor)**

In order to allow as many people to share as possible, group conscience has determined that shares should be limited to four minutes. May I ask someone to be the spiritual timekeeper?

**(Find volunteer timekeeper from the floor)**

Please say “one minute” at three minutes, and “time” at four minutes. Thank you.

We will now go to a show of hands until 5:55PM when we will ask for any burning desires, and then conclude the meeting at 6:00PM.

**(On the first Saturday of every month there is a business meeting. Replace the line above with** *“We will now go to a show of hands until 5:40PM when we will ask for any burning desires, and then conclude the meeting at 5:45PM for our business meeting.”***)**

**(Speaker chooses. Chair pauses for burning desire and concludes meeting at designated time.)**