**`12 - Huddle Inventory & Meeting Agenda**

A Huddle is a meeting during which ONE person receives focused support from the entire team. The purpose of the Huddle is to offer the team member a very in-depth assessment of how his/her disease continues to sabotage success. How can sanity and spiritually-based thinking and choice-making enhance the person’s success? What changes need to be made to thinking and action to bring the Huddle receiver into alignment with recovery?

This document is used on behalf of individuals in the group, in one of three cases:

**1)** Every person receives a Huddle on a rotated basis to offer support from the entire team in organizing actions and reviewing progress. This means that each person will receive a Huddle about two or three times over the course of a year, depending upon the number of people in a ProsperiTeam. Each month, one person receives a Huddle during the fourth weekly team meeting.

**2)** A person CAN receive a Huddle if he/she is experiencing deep crisis. This process focuses on those conditions which are repeatedly brought to a weekly action meeting, *without resolution or forward movement.* OR, the member is doing everything prescribed, via action meetings, yet continues to find his/herself in tight financial crisis.

**3)** This document may also be used to assess the health of the entire group. This may occur just 1 or 2 times per year. Or - a team may choose to conduct a 4th - 9th Step assessment on the entire team, once or twice per year. This means that the group takes an inventory of the health of the team within the context of the 12 steps of UA. For example, who has resentments or fears about the team? That is 4th step work.

**Process Overview**

* The Huddle recipient answers the inventory questions below, in preparation for the meeting. Huddle recipient sends the responses to all team members at least 48 hours beforehand.
* Each team member reads the responses ***prior***to the Huddle.
* Schedule for 60 - 90 minutes, depending upon the consensus of the group
* During the meeting process the Huddle recipient receives a well-being status check-in every 30 minutes. (The Huddle process can be intense and overwhelming; we check in to make sure recipient is taking in information in a constructive manner.)
* The Huddle process is 75% diagnostic (what is going right, as well as addressing the barriers that need to be broken through), 25% problem solving (how can recipient organize a useful strategy to overcome the challenges).

 **Huddle Inventory Questions**

In preparation for the Huddle Inventory, the recipient receiving the focused attention must answer each of the following questions, and then submit the questions and answers to members of the team, in advance of the meeting. The questions are as follows:

**Spiritual**

1. Is there anywhere you're being dishonest about money or financial affairs?
2. Do you have a sponsor?
3. Are you working the steps? How? In what program?
4. How far have you gotten in the steps (ever)?
5. What's missing in your step work?
6. Which character defects are presently affecting your recovery?
7. Are you doing service? In what way(s)?
8. What's your relationship to a power greater than yourself? How would you characterize your relationship to Higher Power?
9. Are you allowing or blocking your Higher Power’s ability to guide and/or support you? If so, how?
10. What would improve your spiritual condition?

**Solvency**

1. Where are you relative to maintaining the four walls’ of your financial well-being:
food, clothing, shelter and reliable transportation?
2. When was the last time you incurred unsecured debt?
3. Are you using any of the tools of DA?
4. Do you have a spending plan?
5. Do you keep records? How?

**Earning**

1. How much are you earning?
2. What’s the minimum amount of income you need to generate on an hourly basis to meet your target?
3. How much are you earning on a monthly basis? What percentage of your monthly target is that? How has that been changing over time?
4. Do you have a personal definition of underearning recovery? What is it? Are you abstinent? If not, why?
5. How much time are you spending doing work that pays?
6. How much time are you spending to generate new income?
7. If you are self-employed, what does your prospect line-up look like?
8. How are you managing/tracking your time?
	1. This is such a CONFRONTING issue for us in UA. We note that there are many ways to address time-tracking, and encourage members to use a method that suits their ability to be successful at any given time.
9. Would you characterize yourself as productive?
10. How are your action meetings going? Are you taking the actions recommended in your weekly action meeting? If not, why?
11. Are you looking at ways to generate income that are outside your “core” activities, but that might break through the impasse?
12. What resentments are you holding towards the team, team members, program, yourself, God?\*

**\*A resentment towards even one team member can adversely affect the recipient’s ability to be both vulnerable and receptive to team recommendations and feedback. The purpose of acknowledging resentments from the beginning is relevant to the diagnostic process of the Huddle. If the recipient does not feel safe enough in the presence of the antagonizing member, the team may determine that the focus of this time is to address the conflict, and reschedule the Huddle at a later date. If this occurs, one option is the conflict resolution process offered as part of this package of documents, as a means of addressing the matter. (14 - Resolving Conflict)**

**HUDDLE INVENTORY MEETING AGENDA**

 **Identify Roles for today’s meeting:**

* **Leader -** Keeps meeting Agenda moving through questions.
* **Time Keeper -** Keeps track of Team Member timed shares
* **Note Taker** - May be the Recipient, depending upon preference of Recipient

**All: Serenity Prayer**

**Receiver Reads: Set aside prayer**

God, Please help us set aside Everything we think we know About ourselves, our disease, These steps, and especially You; For an open mind And a new experience With myself, my disease, These steps and especially You.

**Leader:** Asks if everyone has read the responses to the Inventory. IF NOT - time is allotted for everyone to read the responses, so everyone is familiar with the issues being addressed. [After everyone has read the document …]

**Leader:**  Let’s begin with a “go around.” Each person shares for 2 minutes. (Recipient goes LAST). Usually this begins with an expression of appreciation for the person’s willingness to address these matters. This creates a safe container for all subsequent feedback. This allows recipient to be as open as possible, for receiving feedback which may be painful.

**Leader:** On second round, let’s identify issues of deepest concern. Each person shares for 2-3 minutes, focusing on deeper issues that are at the heart of the dis-ease.

[Info may be brought in from Weekly Action Meeting team members that have not been identified or addressed, or maybe private conversation, outside of Team meeting processes, given permission from the recipient. This portion of the meeting is usually the space for breakthrough from character defects, barriers, denial, or lack of awareness.]

**Leader:** Huddle recipient receives a well-being status check-in every 30 min. during the meeting (The Huddle process can be intense and overwhelming; we check in to make sure recipient is taking in info in a constructive manner)

**Leader**: On final round, we **identify and review actions** resulting from the Huddle process, thus far. Each member shares for 2 minutes to help clarify where the Huddle recipient’s time and energy needs to go from here, to resolve the issues getting in the way of success. This is also a time to affirm the recipient for the courage and strength to move forward, both in today’s meeting and in the near future.

**Serenity Prayer**