

**MEMPHIS AREA INTERGROUP ASSOCIATION**

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TO: Groups comprising MAIA  
FROM: M.A.I.A. Information Committee  
SUBJECT: Email Distribution List

In an effort to increase communication within the groups composing the Memphis Area Intergroup Association community we're asking for the following information from each group. Any group/meeting that wishes to opt out of this distribution list would simply not return the list. We would appreciate you also letting us know that you wish to opt out of this informational email system so we stop trying to include your group against your wishes.

This list will be simply used to update the groups of upcoming MAIA events and MAIA newsletter, finance reports, meeting minutes and such. It would also include member's birthdays, assuming your group will let us know who is celebrating birthdays a few months in advance. We'd also like to include the first name, last initial, and sobriety date of our group members who has recently passed on. That will be in the "Things we cannot change" section.

**GROUP NAME:**

	First Name. Last init	email address	Phone number
	<b>Please print</b>	<b>please print</b>	
Intergroup rep	_____	_____	_____
Alt IG rep	_____	_____	_____
Active group member 1	_____	_____	_____
Active group member 2	_____	_____	_____
Active group member 3	_____	_____	_____

We're basically asking for 5 contact people per group, first name and last initial; so that information can be more easily distributed with assurance it will hit the group quickly. We will send all emails out in a bcc format, (blind carbon copy), so that nobody's email addresses will be revealed to the other recipients.