MINUTES OF THE BOARD MEETING OF OVEREATERS ANONYMOUS GREAT BRITAIN

(The National Service Board of OA in Great Britain)

Held on Saturday 20th August 2016 at St Luke’s Church Centre, Great Colmore Street, Birmingham B15 2AT

Present - Emma - Acting Chair: Alan, Literature; Hilary, Secretary;

Elena, Treasurer, Company Secretary, World Service Representative, Naomi, Volunteer Minutes Taker

Apologies - Linda (Chair)

Preamble: read by Alan

Traditions: read by Emma

Concepts: read by Hilary

Brief personal shares

Agreement of Ground Rules:

Hilary had clarified the ground rules for NSB meetings as Emma had queried this. She contacted Sue J to ask and Sue had picked something out of the Bylaws and combined it with Roberts Rules to find what worked for them: Put hands up if you want to speak, any questions come through the chair. The chair votes if it’s a tie-vote. Being democratic in spirit. No cross talk.

The ground rules were agreed.

Changes to minutes from last meeting?

Item 7 - single rooms for board members - this was met with negative feedback from Intergroup chairs present, from Hilary’s memory. She thought she remembered them using the word ‘elitist’. The majority of the IG chairs were not in favour of this.

Emma - not present when that decision was made. In her memory, board members paid the extra cost for a single room. She remembered that an informal agreement was made that a single room could be had and paid for by OAGB if it was not otherwise affordable and if it was required by the board member. It would be looked at in a case-by-case basis

This item put aside to revisit with other board business later in meeting, and the minutes were then accepted as an accurate record.

Matters Arising:

To re-cap: NA in October - roles assigned:

Caroline will be centre mike, Sam will be Minutes Secretary, Stella (R9 trustee) will tell us about parliamentary procedure. She will give 2 x workshops - one Fri pm and one Sat am - about the concepts - making them fun.

Item 13 - Caroline South East Intergroup sent an updated bylaw amendment: IGs with more than 15 groups can send another IG rep to NA (this already applies at R9 and WSBC.) and asked for financial support for the second group to attend. Elena - If a group needs support, doesn’t it apply to IG first rather than going straight to NSB? She knows that Caledonian IG offer support to help groups directly.

Item 17 and 18 - Karen North of England Intergroup sends out Board Updates and occasionally other things, via the email loop.

Emma - we need a committee of people for Communications and someone to instruct Samsang about what input is required from her. The website needs developing and more regular updating than in recent times. At the NA, we need to get that sorted. ACTION: EMMA

Members’ details: Elena - We have been waiting for Linda take the forms with her application to become a signatory on the OAGB Ltd. NatWest bank account to the Glasgow branch, to become a signatory. Hilary’s details were on the same form so Hilary isn’t currently a signatory either. Elena is currently a signatory, but when she steps down in October - January, this lack of active signatories will become a problem. Is there any point having Linda as a signatory if she decides to step down in October? What will she decide to do?

(Alan is currently a signatory on the OAGB Literature Service bank account.)

Decision - Hilary will get a new form from NatWest and add herself. Elena will get Linda to send the forms back. Pam and Sue can sign if Linda is not able to. Elena will need to sign too. Hilary can get the ball rolling here. ACTION: HILARY, ELENA

Jacqueline’s report on Board Administrator post :

 Emma- what tasks are needed? Certainly to update the website (using wordpress); she will include this in the draft a job description.

(Hilary - as the secretary she has to keep records, but hers became corrupt – including all her copies of all the minutes from last year. Elena will send them to Hilary. ACTION: ELENA)

Emma: to book tickets for board members - flights and accommodation for reps to R9 or WSB meetings, which can be very time-consuming?

Hilary - some people prefer to do this themselves? Elena: that involves very sensitive information.

Emma - in creating this job specification, best to start small and have the option of developing the role further in the future.

Will the person take minutes at an OAGB literature meeting? Alan – in Birmingham last year, and at convention this year. Once a year only is the aim.

Emma - Best to have someone in OA or not? General agreement to start internally before looking elsewhere.

Questions to consider: Emma – willing help with choosing the person.

1. No legal requirement to advertise outside the fellowship
2. Hilary – Any preference for location of worker? Emma - no. It should be the best candidate for the job.

4.Timing - recruiting when? Agreed to wait until the new board is in place, and the finalised job description is approved by the Board.

Emma - being a line-manager takes time and creates extra work for the board. Training Deborah and furnishing her with work - 4 hours Answering her questions. There needs to be a strong board in place for this, to support and make the most of the paid worker.

Elena - it is a legal issue employing someone. Legal documents need to be read and understood and everyone needs to feel happy in their new roles. It isn’t long before the NA to get this in place.

Timing - Hilary - who needs to be the one to line-manage the person? Emma - anyone on the board really.

Elena - the contract of employment could be finalised by the committee - that’s the next step.

Pay: Elena - They should earn an amount which reflects that this is a narrow set of skills - writing well and having IT skills.

Following extensive discussion a vote was taken and £9.50 per hour voted in, to be reviewed annually by the Board.

Four hours per week as a starting point? This would amount to just under £2,000 per year. Alan: it may not require National insurance contributions.

It was agreed that for Board meetings, travel costs but not travel time would be paid.

If board meeting one month, then these extra hours would average out over the month, i.e. extra hours accrued would be PLUS - overtime as opposed to part of basic 4 hours per week guideline.

Hilary- In a quiet month, maybe some hours within the 20 hours per month left unused could be carried over if required? Emma - It’s likely that with a smaller board there will be less to do/fewer roles filled on board = less happening/less required for admin person to do. Part of the job role requirement would be to give weekly or twice weekly updates to the board.

The committee are now required to look over the contract of employment for admin role and give feedback on what has been decided about the wage and hours.

Length of contract: Agreed: two-year contract with a probationary period of 6 months.

Would they need equipment? Elena – If equipment such as a laptop is needed they could put in a claim to OAGB to cover the cost. Emma -discussion and review of possible other costs will be needed- i.e. they may need to claim for phone-calls, printing… It may require an expenses policy, as with the board members expenses.

Hilary: Could they have an admin person’s OAGB email address and use it, so that content can be passed on to the next person in the role. Emma - it’d be great if the person to be employed could document what they do and how they do it, for the purposes of training the new person into the role after they leave it.

Emma - best to have someone within the fellowship - the principle of anonymity could be hard to convey otherwise.

This will all need to be reported on at NA and time given to questions and feedback. The report will include the committee meeting in September. Alan will do the report for Pack 2 in conjunction with Jacqueline, who will not be at NA, and Alan to present it and take questions at NA. ACTION: ALAN

Alan - please pass on thanks to the committee for doing such a great job. Sometimes committees enthusiasm can get lost - not so this time.

Item 10 on agenda:

NA committee organisers haven’t given any updates, so assumed it’s all going fine with the organising of NA.

Item 13 on agenda: Minutes review committee: Bylaws state - 2 x NSB members, and 2 x Intergroup or group Reps are required. Emma will ask for the latter on the day. Hilary will be one of the Board members. Sam will send the committee the minutes she takes for members to read through for accuracy. ACTION: EMMA

Hilary requested a “Me and my job” contribution to Board Updates from Emma and Elena by 1st September. ACTION: EMMA, ELENA

14) Pack 1 and Pack 2:

Emma will send Pack 1 to Hilary by 28th August to send out to IG secretaries and Chairs who can send to individual members. Please could each Chair reply to say they have them. Could Hilary check with them and make sure each chair confirms they have them and have circulated them.

For Pack 2 Hilary requested reports by 12th September. WSO report from Elena already received. Emma - spreadsheets can be added separately if necessary. ACTION: ALL

Proposed resolution: Catherine from Heart of England had wanted to change the words Public Information to Public Relations. Emma created a new form for proposed resolutions. Catherine has not followed it up so this will not be pursued.

Emma - Bylaw amendment on virtual groups in line with WSO decision to be inclusive of virtual meetings happening outside of real time. This should be included in Pack 1 and go on the NA agenda, but if Emma unable to include it this year, it needs to be done it next year. (Meetings happen by Whatsapp, WeChat, snapchat - OA needs to be more inclusive in its definition of groups now, to keep abreast with these changes.) ACTION: EMMA OR SECRETARY 2017

Pack 2 – includes applications for Board membership. Hilary to copy in all IG chairs and send out reminders to get any applications in by Sept 12th at the latest, so that the applications can be included in the pack.

Jacqueline’s PI report is in Pack 2, as are the board reports, IG reports and nominations. Hilary to request all these. ACTION: HILARY

Emma - not asking for verbal IG reports this year, because asking for committee sessions in that time instead - an experiment.

Item 15:

Room bookings: Caroline will be sharing with Sarah, otherwise nobody sharing this year. Hilary will write to Board volunteers and Stella to see if anyone’s willing to share. ACTION: HILARY

Linda has to tell us if she is coming before balance becomes non-refundable after October 7th.

Expenses for board members - claiming for lunch? Emma, yes but only if necessary in personal circumstances.

In Feb 2013 it was decided that Board members would share rooms where possible, and that exceptions would be made under special circumstances. Linda made a case against this, saying that board members should have their own rooms: she said “single rooms are essential during intensive service”. This could be changed internally - it wouldn’t need to go to assembly in order for this to change. What should we do - change it? Board decided to leave wording as is and for members to have single rooms and decided individually whether to pay the difference between this and a shared room. Hilary to update polies and procedures page. ACTION: HILARY

Elena - how will paying work - are Caroline, Sam and Stella paying for the hotel and then putting in a claim, showing receipts? All need to pay by Sept 30th. All will need to call hotel and give card details personally. Linda needs to do this too, if she’s going. Kirsten Burke in events is the person to speak to - her details on flyer.

Hilary - made a mistake, saying lunch £20 when it’s £12 - she’ll write to people to amend. ACTION: HILARY

16: Communications: How is Comms working in the absence of a Board member? Several members at Heart of England Convention offered service as volunteers. Emma: Carol-Ann G has this level of skill and Rachel is giving her some training. Emails sent to Comms are being picked up. Justine is answering enquiries. Karen has been doing updates to the website, sending things round by Mailchimp and has served as a subcommittee volunteer for 4 years; she is now keen to hand this role on. We need to recruit more volunteers at NA.

Emma - SE England IG asked for a link to their own website to go on OAGB site. Emma can ask Carol-Ann to do this. ACTION; EMMA

Hilary to contact WS to ask for electronic list of all meetings within OAGB to establish quorum at NA. ACTION: HILARY.

Mailchimp list:

Emma: this was set up in 2013: free emails for up to 2000 subscribers. Since them the list has increased and no-one has been deleted Each can unsubscribe through any message received. 25 - 30% of people only are opening the messages (Karen provided stats). Only 4% are opening and downloading the board news.

Current costs are £38.75 p/month for over 5000 subscribers, £25.00 p/month - 2001 - 5000 subscribers.

Emma and Karen propose a cull of subscribers who are not opening their email loop communications, (possibly they have left OA or have newer email addresses) to get subscribers below the 2000 limit and then it will be free again. Agreed. ACTION: EMMA, KAREN

Hilary- to produce Board Updates by Sept 1st and then bring this up at NA too. Hil to give everyone the message that we’re going to do an email cull and warn people that if they find they aren’t receiving these messages afterwards, and they want to, then they will need to resubscribe. ACTION: HILARY

18: Financial support for GSRs to attend NA:

Elena - report on delegate assistance for this year’s NA: 13-15 applications received and 10 agreed so far.

19: Company calendar:

Hilary requested all Board reports for NA and NSB by 12th September.

Everyone to review job descriptions. Secretary job will change once board admin person employed.

All Board members current and new attend the October meeting; Oct-Jan will be ‘hand-over’ time. Jan is the official leaving time.

Hil to get in touch with Deborah re/ the Copyright logo license.

ACTION: HILARY

Item 20: Who will host NA next year?

North West intend to bid. HOE IG and Devon and Cornwall may bid. Hilary will write to Alison and Chris to check. ACTION HILARY

ITEM 12: NA committee sessions:

Stuart SE England wanted NA to be more like at R9, to have committee sessions involving all members and continuing to work during the year. Emma sent round 6 x ideas for committees - each person on board to ‘own’ one committee. We can galvanise enthusiasm for this at NA, as well as finding people who have the skills. In order to find out which committee each OA member will join, each should sign up for a workshop at the NA, and can have the opportunity to join a committee from here. People will then meet one another at NA.

1. x committees:
2. Electronic communications, inc. website development
3. Literature committee NOT literature committee that currently exists - what would come up? To be discussed and brainstormed
4. Professional outreach.
5. Public Information
6. 12th Step within
7. Step-by-step - this could be more sustainable if we are able to gather a list of names and article titles at NA - more concrete. Having a committee form at NA gives a better chance of SBS getting resurrected.

Who will take which committee, of current board members?

Elena - will take 12th Step Within

Emma - electronic communications

Alan can take ‘literature’. But what will he talk about? Elena - people have strong opinions about certain pieces of literature. Emma - formats - do leaflets still work? Do people buy/read them? Alan - we could give leaflets aways. Emma - no. We shouldn’t be doing that. 7th trad. states we should be fully self-supporting - each individual should buy and value each item. Should leaflets be available as a pdf to download? Should it be for sale or for free in this format?

Elena to send Alan last WS literature committee pack for inspiration.

ACTION; ELENA

Hilary – Professional Outreach

Elena can use the template from WS committees on the aim of sub-committees and amend to suit our needs. Elena was on Literature Committee. The Board members then appoint a chair of each committee, so that we are not depended upon for the successful running of the committee. That person would then become a channel of communication with the board.

Two other people to head the committees? Emma to ask Caroline and Lisa about Pub info and SBS left to choose. ACTION: EMMA.

Each workshop will last for 1.5 hours and the last 30 mins of this will be feedback from the group with ideas to share. These ideas will be written and minuted so that people know what every group discussed.

1 year commitments will be asked for. - Hilary to make this clear by including it in Pack 2, warning people so that they know in advance and are not simply told at the registration desk. It could be phrased as a ‘new initiative’, a ‘way of making NA more relevant and the fellowship more dynamic and connected throughout the years between assemblies..’ Pack 2 will prepare people to commit and give them a chance to think about the options available to be involved in OA.

Emma - could info get ‘lost’ in the packs and not get noticed? Could board members please write a bit about what each committee is for the pack? Emma will put in red ‘Everyone in NA will be asked to choose a committee workshop which will relate to the opportunity to do ongoing service work throughout the year’. ACTION: ELENA, ALAN, HILARY, EMMA

AOB?

Ask Rachel to put minutes of June meeting on website and these ones too when they’re approved.

Stella only wants a room at the hotel for one night, because she’s leaving on Saturday at 3pm.

Next meeting will be Sunday after National Assembly, 9.30am till 1pm. On Saturday the roles will be discussed and then slept on and then on Sunday they will be formalised. Alan doesn’t feel he fully understands his role, so he will stay in it for another year.

Minutes written by Naomi

with input from Hilary, NSB secretary