

**Minutes for the Meeting of  
OVEREATERS ANONYMOUS GREAT BRITAIN**  
(The National Service Board of OA in Great Britain)  
**on Saturday 9<sup>th</sup> April 2016**  
**at St Luke's Church Centre, Great Colmore Street, Birmingham B15 2AT**

1	Welcome	Serenity Prayer	
2	Preamble Traditions Concepts	...read by Linda. ...read by Hilary. ...read by Rachel.	
3	Brief Personal Shares	...from all those present.	
4	Present	Linda – Chair Elena – Treasurer, Company Secretary, WSBC delegate. Rachel – Communications officer, R9 delegate. Hilary – Secretary. Alan – Literature Liaison officer: Apologies.	
5	Notify Chair of Any Other Business	Hilary requested to add the request from the Jerusalem Intergroup for a guest speaker. Hilary: whether Children and young people in meetings and sponsorship policy should be in the restricted area of the website. Rachel: request for a skype meeting between face-to-face ones.	
6	Review and Adopt Agenda.	The Agenda was agreed and adopted.	
7	Review (for accuracy) and Approve Minutes from AGM 30/1/16.	Minutes approved subject to alteration and adopted as accurate record of NSB meeting 30.01.16.	
8	Matters Arising from Minutes (not covered in reports/agenda)	<u>8: Item 21:</u> re 'Application for Funds' forms for NA and PI; both updated by Elena, emailed to Rachel. This item should read NA, PI and R9. Rachel has not uploaded them: Elena to re-send. Elena to send PI form to Sue D for HOE Primary Care Convention.  <u>13:</u> Rachel has not engaged with new volunteers for Step by Step. The previous committee has now reached the end of their term and there is insufficient energy/capacity to revive SBS. Consensus not to pursue this and inform volunteers.  <u>16:</u> Rachel will send the newly updated file for the R9 PI leaflet to Linda	Elena, Rachel Elena   Rachel   Rachel
9	Confirm Members, Directors, Trustees Details	No changes since recent updates. Elena requested that any changes be forwarded to her as soon as is feasible.	All, when appropriate.
10	Members, Directors reports – queries only	<u>Chair:</u> no questions.  <u>Co. Secretary, Treasurer:</u> No questions  <u>Communications, R9 delegate:</u> Linda: If some delays are unavoidably arising in Comms due to personal	

		<p>circumstances, can the tasks be reassigned? See 15 below</p> <p><u>Secretary: Elena:</u> How is the tech stuff progressing?  Hilary: Still slow, very grateful for Board Buddy assistance, some tasks still beyond her capabilities. Linda and Rachel offered help with NA packs as necessary.</p>	Linda, Rachel
11	Financial Report	<p>Accounts spreadsheet circulated prior to meeting. Income is sufficient; however, it is essential to notify Elena in advance of any anticipated extra expenses /projects especially amounts over £100.</p> <p>The external examiner was very happy with the accounts and understanding when the literature account was not fully up to date.</p> <p>Linda: Are we not responding fast enough?  Elena accepts that the packers' last-minute expenses and perhaps other factors made Deborah's report late this time, although year-end was fine. Rachel: make due dates for packers' payments earlier? Linda: this is important: she will speak to Alan to ask him to see what can be done.</p> <p>Elena requested we use very specific headings in emails to enable her to pick out NSB items from the hundreds she gets. Also, that any completed expenses forms be handed to her by lunchtime today.</p>	<p>All</p> <p>Linda, Alan</p> <p>All</p>
12	Expenses for non-delegate NSB applicants	<p>Hilary: It would be very helpful if the website had a page on how to become a Board Member, including application deadlines and options for non-delegates to seek to cover expenses by asking the NSB, Intergroup, becoming a GSR, etc. Agreed this would be useful: Hilary to draft.</p>	Hilary
13	Review Flyer for National Assembly 2016	<p>Agreed flyer is great; approved. Linda will confirm to committee. The venue is near Dalmuir station, which can be reached from Central or Queen St Stations. It is attached to a big hospital which has its own café which attendees can use. National Assembly has been held there in the past.</p>	Linda
14	Template for Job descriptions	<p>Linda's aim is to demystify Board service and present roles positively. Elena and Rachel felt that their job descriptions (JDs) in the Blue book were up to date. Some jobs like PI and Comms can be split up different ways.</p> <p>Hilary could include a This is my Job blog in Board News.</p> <p>Linda may be able to bring in some volunteers to work on the website including Jacqueline who is moving from her previous service role.</p>	<p>Hilary</p> <p>Linda</p>
15	Should sub-committee Chairs have standing invitation to the Chairs' meeting?	<p>Linda's aim is to say what is/is not working for them; to get to know each other, and also to bring energy to the meeting...though we would need to set limits on what we can undertake. Agreed by all.</p> <p>This would be Pam from Literature, someone on behalf of</p>	

		Comms; email responders and someone from the website: Justine... Suggestions were that if a group does not have a clear Chair then members would elect someone to attend, or it can be delegated.	
16	Pay Review for Literature Admin worker Deborah	Alan had prepared quotes for two options: a 2% or 2.5% increase. Rachel and Elena suggested 2.5%; this was proposed by Linda and agreed unanimously.	Alan
17	<b>LUNCH</b>		
18	Board Updates	Hilary asked for feedback on the format; originally designed in equal-sized boxes of information, but uploaded as one long article. Rachel said it may be awkward to reproduce boxes in the email loop. But if possible that would be the preferred layout. Two emails appreciating Updates had been received. Someone suggested a Board Updates slot at Intergroup meetings, for them to be read out.	Rachel discuss with Karen
19	Company Calendar Review	<ul style="list-style-type: none"> <li>• <b>February and March goals completed.</b></li> <li>• <b>Communication with IG Chairs.</b> Linda has the list of current IG chairs and will request updates from them on their IGs for the database, then circulate at next meeting, and meanwhile send it to Hilary. Elena said apart from this the database works well to select groups eg Treasurers, as needed.</li> </ul> <p>April:</p> <ul style="list-style-type: none"> <li>• <b>Review OAGB bylaws, resolutions and policies:</b> Rachel and Elena confirmed there were no new Bylaws at NA, R9 or WSBC last time. Linda will email Chairs to ask if they have any new Amendments, and check if Bylaws Committee will be required.</li> </ul> <p>May:</p> <ul style="list-style-type: none"> <li>• <b>Board Updates:</b> In early May Hilary circulate the proposed amendments for response to NSB by 30<sup>th</sup> July.</li> <li>• Linda will email Chairs regarding <b>new members</b> to join the Board this year</li> </ul> <p>June:</p> <ul style="list-style-type: none"> <li>• <b>Charity Commission returns:</b> Completed already by Elena</li> <li>• <b>Booking Rooms etc for National Assembly:</b> Linda said that really single rooms are essential to maintain health while doing intensive service. This to be on June agenda. All present agreed – and that this applies to service at R9 and WSCB too. For NA this year this can be treated as “exceptional circumstances” but for the future will require a Bylaw amendment to the NA. Linda to draft. Also to contact the NA organizers with members’ requirements covered by expenses.</li> <li>• <b>Trustee:</b> Linda will check if Stella is going to attend; she is invited.</li> <li>• <b>Parliamentarian/centre mike/Minutes secretary:</b> Elena will discuss with Linda list of ex-Board candidates to ask. Linda will email them to ask and</li> </ul>	<p>Linda Linda</p> <p>Linda Linda</p> <p>Linda</p> <p>Hilary</p> <p>Linda Linda</p> <p>Linda</p> <p>Elena, Linda</p>

		<p>will choose from those willing, the two with lowest travel costs. Saturday's Minutes Secretary job involves working with the Minutes Review Committee.</p> <p>A challenging aspect of the Centre Mike job is to refuse to let some questions be asked.</p> <p>Sunday's minute-taker is a volunteer.</p> <ul style="list-style-type: none"> <li>• <b>Items to review with IG Chairs:</b> Add to Chairs' meeting agenda.</li> <li>• <b>Filling Board Vacancies:</b> A number of names were put forward. All to consider and ask candidates.</li> </ul>	<p>Linda</p> <p>Linda</p> <p>Hilary All</p>
20	Filling Board vacancies in October	A number of names were put forward. All to consider and ask candidates.	All
21	Documentary enquiry	Discussion re TV company asking for members to be in film on overeating including full face, full personal details, food addiction – everything except naming OA. Linda to email Jacqueline and ask her to reply. Any individual members who choose to be involved do so as personal decision.	Linda
22	Heart of England Convention session	Elena, Hil and Rachel intend to be there; Linda not. Suggestions seemed promising: to be followed up by email. Hilary do initial email with summary of discussion rather than include it here. Elena to ask Deborah cost of literature to be used.	Elena, Rachel, Hilary Elena
23	Agenda for Chairs' Meeting	See 18, above, Board Updates: suggestion to be read at IG meetings. Also 19, Company Calendar Review above, April: have they any new bylaw amendments? May: Have they any new Board member candidates? June: What is their response to Board's single rooms proposed bylaw amendment? Any other business they wish to raise. (Added later: New section of website)	
24	How can we implement Communications with Nominating IGs, (policies/Resolutions 1.5 p2)?	Hilary doubted that we are really maintaining a means for members groups and IGs to contribute to policy of OAGB; but accepted that this is purely because we are a small Board. We are carrying out the essential tasks and everyone is accessible by email. We have the Chairs' Meeting next, which promotes good communication.	
25	Board Administrator subcommittee	No progress yet. Hilary raised a suggestion made to her, that the paid employee take the main Treasurer job on, and the Board member be a less complex one. However, this would then be a Finance job, not an Admin one. The job description needs clarity. Elena's Board term ends in October: she is willing to offer plenty of support and a period of overlap with her successor. If necessary she would serve on a subcommittee until January. Many thanks for this offer.	

26	PI phone and email responder	Jacqueline has asked to stand down from this post but is willing to move to another post that doesn't involve being in contact with the public regularly. We are looking into a replacement for this and will consider Jacqueline for other jobs she may feel willing to do.	Linda
27	Any other business: a) Speaker for Jerusalem	Hilary said Board had not concluded by email how to deal with this topic: suggested she write to those members who had already been suggested, give a deadline for reply and pass on the result to Jerusalem IG. Agreed.	Hilary
28	b) Policy on children and young people in meetings and sponsorship	Hilary suggested that this should be displayed on the open part of the website as the issue regularly crops up and groups would have the chance to discuss it in advance. However, it was agreed that perhaps the way forward is a passworded medium level of website access for members doing service; this could include Board minutes and other documents, and a forum for discussion. Add to Chairs agenda to seek their views.	Hilary
29	c) Skype meeting between Board meetings	Rachel proposed this but following discussion it was agreed that ad hoc calls as needed probably work better.	
30	<b>SERENITY PRAYER</b>		
		<b>Date of next meeting: Saturday 18<sup>TH</sup> June 2016</b>	