**Minutes of Board Meeting of Overeaters Anonymous Great Britain National Service Board Held 10.30am 1st April 2017, at Methodist Central Buildings, Central Hall, Oldham St, Manchester M1 1JQ**

**Present:**

Alan J (AJ) - Literature

Sandra M (SM) - Chair

Hilary C (HC) - Secretary

Caroline M (CM) - Communications

Lisa D (LD) - Treasurer

**Apologies:**

Chris L-P (CLP) - PI Officer

* Preamble, traditions and concepts read.
* Agenda reviewed and adopted
* Matters arising: - minutes of last meeting reviewed – point 16 discussed regarding cost to each delegate at 2017 NA to increase from £20 to £22. SM to check with instruction pack, guidelines and policy documents and decision to be postponed until after this.
* Brief discussion regarding CLP resignation, noted that he had been offered a pause or extra support but it became apparent that his situation was unlikely to change, so his resignation as PI Officer will go ahead.
* Discussion regarding virtual groups to be moved to AOB

Minutes agreed as true record.

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| **Discussion** | **Action** | **Done Y/N** |
| CM noted still awaiting contact details of Caledonian Group. Donna contact details to be forwarded  HC requested information from NA 2016 survey to be resent.  SM already invited Stella (R9) to 2017 NA, and will invite Bob (WS) when visiting Toronto later in the year  CM asked whether PL insurance issue been resolved for groups. Consensus was that next issue of Board News to include instruction to groups that they must check with their venues if they are covered  Clarification required as to boundaries of new roles for LD and SM regarding financial reporting. LD suggested doing internal reporting, SM external reporting and both to collaborate on budget planning. Call to be set up  LD report had error of missing £489.70 but assured that this was a problem with Excel, not a real issue as original spreadsheet correct. New report to be created and forwarded with minutes  Requested that separate expenses be kept on separate forms as this made it easier to divide up sources of expenditure.  Groups should show their information more clearly when making deposit as sometimes difficult to trace and send receipt. Board News to clarify this  CM and HC realised a duplication of effort in keeping contact details up to date. CM agreed to manage from now on  HC asked if ‘step by step’ could be simplified for ease of printing. CM explained that editor’s role currently changing so may be possible in future. Will update  LD to put reminder in Board News to ask for contributions  LD asked if illustrations in Step by Step could show more variety of physical types, for identification. CM to note and pass on  SM asks who supervises Deborah. AJ acts as line manager to Deborah. SM to pick up with AJ and Deborah regarding responses to WS Office | SM  LD  LD  LD  **ALL**  LD  CM  CM  LD  CM  SM |  |
| Creation of ‘Professional Outreach’ tab on website to be postponed until details of CLP role clarified. HC to add to procedures | **ALL** |  |
| CLP to be removed from trustees list | SM |  |
| Review of board roles. Two options available;   1. LD to continue with banking role, internal reporting, minutes and board news. SM to pick up Company Secretary and external reporting 2. CM and LD to make direct role swap   Option 1 agreed with 4 votes and 1 abstention, with suggestion that SM delegates some minor chair tasks to others. | SM |  |
| PI role. SM proposed two options:   1. Board advertise to IG chairs in order to co-opt someone to cover role long term, and NSB to take up immediate tasks 2. NSB to divide role among members and cover long term   Option 1 agreed unanimously. In short term, LD to respond to emails and divide up any incoming tasks among board members if unable to be dealt with quickly. Emails to be forwarded to LD.  Phone number to be changed back to dedicated mobile.  CLP to be contacted to forward phone on | SM  LD  CM  LD |  |
| CLP also R9 rep. Role to be taken up by another board member. Both LD and SM put forward arguments to adopt role, but after consideration LD withdrew application, leaving SM unanimously voted as R9 rep. Registration to be updated. | SM |  |
| AJ discussed pay review for Deborah. Historically raised by 2-3% pa. Agreed that this was the upper end of average and suggested that rise should be roughly in line with inflation at 1.5%.  Agreed 3 votes | AJ |  |
| Budget. £6k had been ringfenced for new Board Admin role for 2017. Since it was clear that we would not use all that in the time remaining this year, that it be dropped to £3K. Agreed. Subject to this change, the Budget was approved. There is no surplus this year so no decision required about donating it on.  NA delegate support fund seems arbitrary and needs clarification but will remain unchanged for now. Also need clarity about who pays for travel for IG Chairs’ meeting. Elena needs contacting regarding this.  LD suggested that budget be presented in line with categories as listed in R9 codes. To liaise with SM to discuss | SM  SM  LD / SM |  |
| Board admin role. Three options presented:   1. Using a recruitment agency to oversee whole process and to take off approx. 20% of salary 2. Ask for volunteer(s) to do the role 3. Ask for experienced board member   Unanimous vote to request volunteer for now (option 2)  If no suitable volunteer comes forward then the role will be advertised so either an agency will do it, or NSB do it internally and advertise first within OA as discussed at NA.  3 votes that CM takes it forward and advertises within OA first | CM |  |
| NA packs. LD asks that they be renamed to something more informative as ‘Pre-pack’ says little about content or relevance for example. HC suggests making it less wordy and CM suggested omitting all detail about interest in bidding to host. Discussions need to be had regarding rest of content and presentation of packs. | SM  LD and HC |  |
| Byelaws:  All revisions approved and to be shared with IG chairs. The third one needs re-drafting to simplify it. | HC |  |
| WSBC voting:  All in favour of [H] and [L], and all agreed with suggestion to split the question which addresses references to geographical spread  [3] regarding omitting ‘religious groups’ from beneficiaries, 2 in favour, 2 against, 1 abstention so no decision. CM to explore this further and has confidence of NSB to make the best choice on the day.  Issue of virtual groups needs further discussion at conference. CM will explore more and has confidence of NSB to vote appropriately on the day | CM |  |
| Sponsorship day currently in August. Should the day be continued and if so should it remain in August? All in favour of keeping the day, but amending the month | CM |  |
| Proposed 30 day contract for telephone – all approved | CM |  |
| Proposed guidelines regarding submission of audio files for podcasts. All approved | CM |  |
| Proposed abstinence requirements for roles – all approved. SM suggested similar list for chairs and sub-committees | CM |  |
| HC suggests that perspective board members should have their NA expenses met if they travel with the express purpose of joining the board and are not funded by their intergroup. SM suggested ringfencing £2500. All agreed some assistance should be available. Details to be discussed at next board call. CM also suggests combining roles. | SM |  |
| Subcommittees:  12 step within – disbanded  Professional outreach – CLP looking for new chair but no further news available  Newsletter committee disbanded in its current form, but may still function if new chair can be found  Electronic Communications – now become essentially e-mail responders and this system is working well  Literature committee – disbanded, needs SM to contact chairs to have her email used instead  Agreed that next meeting needs an agenda item regarding the future of sub-committees. | CM  SM  HC |  |
| HC contacted West of England IG to ask for a list of group contacts if re-starting the IG is still at an early stage, but having received no reply, it is all a bit unclear. There are various communications that need sharing. HC to email Lorie to obtain list through WS | HC |  |
| Review of current mileage rate: Currently 25p per mile, but agreed to increase to 26p. LD to change claim form to reflect, and CM to update Blue Book | LD  CM |  |
| SM brought draft National Assembly forms and requested board fill them in and report back ease of use and effectiveness at next board call. | **ALL** |  |
| Group Conscience:  CM suggests monthly board call become ad hoc to respond to arising needs. All agreed  LD requests that during the meeting, once a topic is agreed upon, it is not revisited but that discussion moves on. All agreed  LD requested that the Board Meeting Pack comes out at least one week prior to the meeting. It was agreed that a good format is to send it as one email with every necessary document as an attachment, rather than packs of separate Word and Excel documents |  |  |
| AOB:  National Assembly has time slots of Friday pm and Saturday am. All to consider what we do in that time and bring ideas to next board meeting. | **ALL** |  |

Date and place of next meeting:

**Chair’s meeting, 17th June, Methodist Centre, Manchester**