

MINUTES of the SATURDAY 16TH JUNE 2018 QUARTERLY MEETING of OVEREATERS ANONYMOUS GREAT BRITAIN (The National Service Board of OA in Great Britain) held at Methodist Church, Central Buildings, Oldham Street, Manchester, M1 1JQ

Present		
Catherine	Literature Liaison Officer	NSB
Caroline	Communications Officer	NSB
Lisa	Treasurer	NSB
Sandra	Chair	NSB
Sarah	Board Administrator	NSB
Alison	Chair	South Wales IG
Ana	Chair	West of England
Bea	Chair	Devon and Cornwall IG
Carol	Visitor	Alba IG
Caroline	Chair	North West IG
Chic	Chair	Caledonian IG
Juliet	Visitor	South & East England IG
Linda	Chair	South & East England IG
Pam	Chair	North of England IG
Veronica	Chair	Alba IG
Teresa	Vice Chair	Heart of England

Item		Action
1.	Sandra welcomed everyone, and the group opened the meeting with the Serenity Prayer.	
2.	Preamble, Traditions and Concepts were read.	
3.	Brief Personal shares.	
4.	South Coast IG; Deborah, Literature Service.	
5.	No items were requested to be added under AOB.	
6.	The group adopted the agenda. Sandra extended a warm welcome to all in attendance. The suggested ground rule of raising hands to input via Sandra as the Chair was agreed, and it was explained that questions could be asked by observers but only Board members were able to vote, including the Chair given the small size of the Board.	
7.	<p>Review of last minutes (14/04/2018) and any matters arising.</p> <p>7 a) Laura had updated the minutes with the appropriate amendments.</p> <p>7 b) Laura had updated the copy of the aforementioned minutes on the OAGB website.</p> <p>7 d) Laura confirmed that she was happy to remain as signatory even though she was stepping down from her position as Board Administrator.</p> <p>7 e) Catherine confirmed that payment had been made but she had not heard back from the insurers and was not confident about pursuing them.</p>	7 e) Catherine to chase up insurers and update Board.

	7 f) Catherine confirmed that she had visited the bank to add herself as signatory for the Literature account.	7 f) Catherine to update the Board at next Board meeting.
	7 g) Caroline confirmed that she had sent all Literature volunteer information to Deborah to confirm as accurate. 7 h) Sandra confirmed that Lisa was now in receipt of the bank statements. 7 i) Catherine confirmed that the appraisal with Deborah had taken place. 7 j) Sandra confirmed that she had provided Pension information to Deborah and this topic was still under discussion. 7 k) Catherine confirmed that they are awaiting a response from WSO regarding royalties. 7 l) Lisa confirmed that she had contacted Kate but had received no response to date. She suggested putting the request for volunteers out again for wider circulation. 7 m) Sandra confirmed that the new rolling agenda item of Job Descriptions had been done.	7 k) Catherine to provide update on WSO and royalties.
	9 a) Lisa confirmed that she had booked for Region 9 assembly and spoken to Sandra regarding handover. 9 b) Lisa confirmed that she had updated the accounts to provide a truer reflection of the second quarter. 9 d) This item was about groups having clear knowledge of how and where to send donations to OAGB and was still to be actioned. 9 f) Catherine confirmed that Literature news was ready to go; the aim was to circulate quarterly and go out on an email loop. 9 g) Sandra confirmed that the Literature report and accounts had been circulated by Deborah.	9 d) Caroline/Sarah to include OAGB donations options in future Board news. Caroline to circulate.
	10 c) Sandra confirmed that she had shared the template for Accountant audit with Lisa. 10 d) Sandra confirmed that the Board had reviewed the Annual Report and that she had submitted this to Companies' House. It was asked if it would be a good idea to have Annual Reports available on the OAGB website. Sandra replied that the Annual Reports were available to be seen on the Companies House website because it was public record so did not feel the need to have it on the OAGB website as well.	
	11 b) Caroline confirmed that she had updated the NA webpage and provided D&C with the page address to add to the flyer. Sandra confirmed that the OAGB website address for the NA flyer had been added and she had requested to D&C that they have the booking form ready to issue at the same time as the flyer. 11 n) Sandra confirmed that Stella had agreed to be Parliamentarian at National Assembly this year.	

	11 o) All confirmed that NA hosting packs had been reviewed and any comments had been sent to Laura.	
	<p>13 a) Mileage. This was approved by the Board call in June and ratified at the Board meeting. No changes to be made - to remain at 26p per mile.</p> <p>13 b) Printing costs. This was approved by the Board call in June and it was agreed that there would be one rate for printing costs which would be 7p per copy.</p> <p>13 c) Sandra confirmed that Laura had updated the policy manual with the voting process and this procedure would continue to be done from now on.</p> <p>13 d) Sandra confirmed that Delegate Assistance policy and forms had been reviewed and finalised. Sandra still to review Group and IG contributions split.</p> <p>Sandra confirmed that she had reviewed the employee training required and asked for the work station assessment to be rolled over as an agenda item.</p> <p>13 e) Sandra confirmed that Laura had included Policies on the June Board meeting to review progress and next steps.</p> <p>13 f) Sandra confirmed that some updates to the P&P had been done, but there were still more updates to do.</p>	<p>13 a) Sarah to update policy manual to reflect that the mileage rate had been reviewed and approved.</p> <p>13 b) Sarah to update policy manual to reflect that the printing costs had been reviewed and approved.</p>
	14 a) Sandra/Caroline to update on next steps regarding GDPR.	
	15 b) Sandra confirmed that Laura had updated Company Calendar with financial assistance to be offered to IG Chairs.	
	<p>16 a) Caroline confirmed she had drafted and issued the key messages to the email loop.</p> <p>16 b) Sandra confirmed that Laura had started to send all key emails to Groups without IGs.</p>	16 b) Sarah to take over.
	17 a) Sandra confirmed that payroll had been updated to reflect salary changes.	
	18 a) Sandra confirmed that all holiday dates had been sent to Laura.	
	<p>19 a) Caroline confirmed that she had sent service opportunities to previous volunteers and then cleared their details from the database.</p> <p>19 b) Caroline confirmed that she had added General Email Box Responders service to the website.</p> <p>19 c) Sandra to have this item as part of the agenda.</p>	
	20 a) Sandra confirmed that Laura had updated the Company Calendar in the Blue Book. Some questions were asked about the Blue Book - what it was and was it accessible on the website. Sandra replied that, currently, it was not accessible. Not all the information was relevant for the website, so	20 a) Sandra to review the Blue Book to see what could be put on OAGB website.

	<p>it was herself and another volunteer. Catherine stated that it would be desirable to have shares from other regions with different accents as the bulk of the recordings tended to be from Greenwich and Eltham.</p> <p>Catherine informed that the Literature Department was printing leaflets rather than buying them as this reduced cost. The Department still had old editions of OA's 12&12, but there was now a new edition. There was a desire to print this in the UK but there was an issue regarding royalties. Originally, the UK paid 10% royalties. The US now wanted 25%. This would have financial ramifications on the UK and there were still negotiations taking place regarding this topic. The Literature had requested for the royalty payments to remain at 10% and had sent the last set of accounts to support this. This was a complex issue as there were possible repercussions with other countries. The UK was the first country to set up a printing service outside the US. As things stood, the second edition could still be purchased but it was more expensive. The content differed from the first edition - the gist was the same, but the language was more modern.</p> <p>A question was asked if the Board was advising that members now use this newer edition. Sandra replied that it was not the role of the Board to advise.</p> <p>Some questions were asked around this issue: Is the old version of the 12&12 not being printed anymore? Is there old stock available?</p> <p>To conclude, both editions are available to purchase, the second edition was more expensive.</p> <p>Sandra confirmed that Laura had officially stepped down from her role as Board Administrator and she thanked Laura for her contribution and dedication to her work and the Board. She also confirmed that Laura would remain as signatory. A question was asked if there were any requirements to be a signatory. Sandra confirmed that she had checked the Bylaws and there were no requirements. A question was asked whether 6 hours was sufficient. Sandra replied that it was about utilising the time as efficiently as possible and prioritising when needed.</p>	
11.	<p>WSBC Feedback</p> <p>Caroline presented a report from her attendance at WSBC this year. She informed that there was less IG representation than last year. She confirmed that every IG could send a representative to WSBC</p>	

	<p>and that finances should not be a barrier to this as there was funding available. Region 9 were going through records to see who had attended WSBC twice to see if there was anyone willing to fill available roles on the Board of Trustees as this was one of the requirements. Some motions did not appear either because they did not achieve the required 50% vote or because they were withdrawn. There was some discussion regarding a motion in relation to the word 'he' in the Twelve Steps of OA. Sandra confirmed that the Steps should be compliant as it is currently stated worldwide and there should be no deviation. The only way to change the wording of the Steps was to go through the WSBC, following the appropriate procedure.</p>	
12.	<p>Board Administrator Update</p> <p>Sandra confirmed that appointment of the new Board Administrator, Sarah, and officially welcomed her to the role.</p>	
13.	<p>GDPR</p> <p>Caroline provided an update on the GDPR. She emphasised two main points:</p> <ol style="list-style-type: none"> 1. There was now guidance for groups which had been done in collaboration with R9. R9 had sent the guidance out. Caroline confirmed that next course of action would be to send the guidance out to all the Chairs and everyone on the mailing list. 2. Assistance for IGs was more involved because IGs tend to hold more information. <p>Sandra confirmed that the deadline to implement the guidelines had now passed; however, it was important to note that the deadline related to starting the process, not completing it. NSB had begun the process and that was what was important. Literature Service needed to be looked at as information was held there.</p> <p>Sandra confirmed that the guidance was just that, and there was no definitive version or rules to adhere to. She reminded everyone that OA was an anonymous organisation, so members should be sensitive to this issue anyway.</p>	<p>13. Caroline to send GDPR guidelines to Chairs and everyone on the mailing list and to investigate Literature Service information.</p>
14.	<p>Updates to Policies and Procedures</p> <p>Sandra made a proposal to take item 14 offline and update the P&P by liaising with Sarah so that the Board could move forward with this item. A suggestion was made to put pertinent policies on the website. Caroline informed that if members are considering joining the Board, it would be a good idea to look at the P&P.</p>	

15.	<p>Updates to job descriptions</p> <p>Sandra informed that the Board felt it important to have up-to-date job descriptions in the event of Trustees stepping down. The rationale of this was to strengthen the foundations of what was required for a Board member. Sandra confirmed that she had not updated her role. Catherine and Lisa confirmed the same. Caroline confirmed that she was continuing to update her role.</p>	15. Board to continue to update roles.
16.	<p>Volunteers update</p> <p>Caroline explained that the aim of these roles was to give people a way to do service at the national level without being on the Board. The number of email responders has now gone down from 6 to 3, with one of the 3 finishing at the end of June. Sandra suggested that it would be a good idea to promote volunteering at the IG and NSB level at the forthcoming NA and to promote Board membership at IGs. The Literature Service needed looking at and an action plan was being drafted.</p> <p>Some discussion was had regarding the telephone service and how rewarding that service was for members. It was confirmed that West of England had the mobile currently.</p> <p>Some discussion was had regarding Public Information (PI). Currently, there were only 4 IGs who had a PI Officer (North West, Devon and Cornwall, West of England and South Wales). NSB did not have one. It was felt that this was an important role to be missing. Sandra suggested that the Chairs of the IGs with PI Officers could suggest a possible link up between them.</p>	16. Chairs to promote volunteering at IG and NSB level.
17.	<p>Discussion with IG Chairs</p> <p>17 a) How many representatives going to R9? Sandra asked how many representatives were attending R9. The following 7 Groups confirmed: Devon and Cornwall Heart of England North West North England Caledonian West of England South East England</p> <p>Sandra confirmed that there was funding available from Region 9 and a link providing information about this would be sent along with the minutes. Juliet asked all delegates to book and pay as soon as possible. The deadline for financial assistance was</p>	17 a) Sarah to send R9 funding link with minutes.

<p>the 26/06/2018 and the deadline for the booking rooms was the 12/07/2018.</p> <p>17 b) Board Member applications from IGs? NW confirmed that there had been informal interest and that this topic was an agenda item for the next NWIG meeting. Sandra also informed that 3 of the terms of Board members were due up and Catherine was the only one going forward on the Board. Sandra herself had mixed feelings about standing again as Chair due to changes in personal circumstances.</p> <p>Juliet expressed that that knowledge created a different feeling. Caroline replied that the more people, the lighter the load. She said it was important to let people know that 3 members of the Board were planning to rotate off, but not for pressurising people into coming forward. She also said people might feel they have to have high levels of business skills to apply for the Board, but this was not the case.</p> <p>Chic asked how long a wind up would need to take should the situation arise. Sandra replied that the Board had never been in that position before and so could not give an immediate answer. There was also a responsibility to the employees.</p> <p>Caroline (NW) suggested mentioning things that would disappear if OAGB disappeared. Sandra took this suggestion and asked the Chairs to think about the benefits OAGB provided and to share them with their IGs.</p> <p>Veronica mentioned previous NA where members voted yes to the continuation of OAGB. There are other countries in R9 with National Service Boards, but none are registered charities or limited companies.</p> <p>Chic suggested looking at former Board members and contacting them. Sandra replied that the legalities of holding such data would need to be investigated as well as the OAGB bylaws.</p> <p>17 c) Bids to host NA It was confirmed that 2019 NA would be hosted by Heart of England. A theme was to be agreed and costs were the same as 2018 plus 2%.</p> <p>Sandra asked if there were any IGs who wished to host for 2020. There were no takers. Catherine suggested providing a list of previous of NA hosts. Off the top of her head, Heart of England had hosted</p>	<p>17 b) Chairs to go back to their IGs and discuss the benefits of having an OAGB.</p> <p>17 c) Chairs to go back to their IGs and discuss hosting NA 2020.</p>
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<p>more than anyone. Were there regions that had not offered or not hosted for some time? Caledonian had hosted twice in the last 10 years.</p> <p>Caroline (NW) shared that hosting NA last year strengthened Group relationships. Ana informed that West of England had stepped up to help the convention, so it was possible for other regions and IGs to help and assist.</p> <p>Chic offered assistance and guidance for those hosting for the first time.</p> <p>17 d) Any bylaw amendments or resolutions? Chic asked whether the criteria for a Board member could be made easier.</p> <p>Caroline explained that any group or IG could bring a resolution to the National Assembly. By using a Resolution, a member would be asking the Board to consider an issue rather than to formally amend the Bylaws.</p> <p>The criteria to be a Board member was discussed. Sandra informed that members might have misunderstood the criteria and be put off from putting themselves forward. For example, part of the criteria was to have given service above group level. That meant that any member who gave service outside of their Group would be working above group level.</p> <p>It was suggested that it might be helpful to put bylaws from other IGs on the website in case IGs wished to review their own - that way, they would not have to re-invent the wheel.</p> <p>17 e) GDPR This part of the item had already been covered in the agenda.</p> <p>17 f) Email loop The Board asked the Chairs to go back to their members to re-subscribe if they had not already done so.</p> <p>17 g) Group donations/IG Finances Sandra informed that donations from IG were strong but donations from Groups were down. Sandra asked for possible reason why this was the case.</p> <p>Caroline (NW) informed that from her region, members were waiting to see how much it would cost to send members to NA before donating.</p>	<p>17 f) Chairs to go back to IGs and Groups and remind members to sign up to the email loop at OAGB.</p>
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	<p>Sandra asked that if any donations were to be made, could they be made before the end of the financial year which was August.</p> <p>Ana informed that her group had made the decision to be self-supporting rather than to access funding from OAGB. Veronica also confirmed that her group was self-supporting and made donations to IG. Lisa informed that, historically, there hadn't always been IGs.</p> <p>Catherine asked if Groups had clear guidance about donations. Caroline replied that it is on the OAGB website under Service. In the US donations ratios were as follows: 60% (IGs), 30% (WSO), 10% (R9). Teresa mentioned that it was her understanding that for Groups 2/3 of donations go to IG and 1/3 to OAGB and for IGs 2/3 go to OAGB and 1/3 goes to R9.</p> <p>17 h) PI An enquiry was made as to which IGs had PI Officers and some discussion was had regarding sharing knowledge and best practice.</p>	<p>17 h) Chairs with PI Officers to discuss a possible link up to share best practice.</p>
<p>18.</p>	<p>Update on hosting National Assembly</p> <p>Bea from Devon and Cornwall gave an update on the progress of hosting NA this year. She informed that at the bidding stage, there were 9 members who had set up a sub-committee in order to do this. After bidding was successful, this then went down to 3 members. The remaining members were still appealing for help. Booking was now open on the OAGB website. There was more to do on the publicity. Bea had brought flyers for the Chairs to take back to their IGs and Groups. D&C and appealed to their neighbour IG West of England and they had agreed to assist. This could set a precedent for IGs to help neighbouring IGs not just for NAs but retreats, conventions, etc. Booking registration was covered. Bea asked Chairs to encourage members to tick that they would be available to give service at the NA.</p>	
<p>19.</p>	<p>NA workshops, Friday night and Saturday morning</p> <p>It was suggested that the Friday night workshop at this year's NA would be entitled 'Service is its Own Reward'. The theme of NA would be 'An Attitude of Gratitude'. Service was a consequence of gratitude and a tool to stay abstinent. The Board asked if an explanation of the parliamentary procedure that took place at last year's NA was helpful. It was generally agreed that it was. Someone suggested that having a mock debate would be helpful.</p>	

20.	<p>Amendments to Bylaws and resolutions</p> <p>Sandra explained that, currently, Board members are elected at NA. If a Board member stepped down, it was possible to co-opt a member to fill a position. A possibility could be that if the Board is below the required legal minimum of members, they could co-opt up to that number outside NA, possibly up to 6. Sandra again requested that Chairs go back to their IGs and ask members to step forward. If a member put themselves forward for the next Board meeting, that member could be co-opted. If more than one member put themselves forward for a position, they would have to pitch. This co-opting would last only until the next NA. If that co-opted member still wished to continue in the position, they would have to stand and make it formal. OAGB Bylaws stated that members could only be elected at NA, like WSO. The possibility of co-opting was inspired by WSO also.</p> <p>Board positions could be made more relevant. For example, having a Volunteer Co-ordinator might be more relevant than Telephone Operation. Catherine stated that PI was a role that was very important and needed to be filled. Caroline stated that this did not mean reducing Board members as such but rather relevant positions. Sandra explained that a member may be elected on to the Board but may not be given the role that they had wished for. Giving service was not necessarily to do what you wanted but help out. However, that could be looked at and changed if a member was prepared to make a proposal to change the bylaws.</p> <p>Sandra informed that 3 NAs ago, a budget was allowed for a Board Administrator. She would like to see that continue. She mentioned this as she felt that she wasn't sure that the budget was clear enough and wanted it to be transparent. The Board had proposed this by showing the Board Administrator position in the budget. It was suggested that it was important to formalise this position as the role was important to the Board and the running of OAGB. Sandra confirmed that it was not a permanent position, but as the role was in existence, the Board felt that it needed to be transparent with this.</p>	
21.	<p>Learnings from previous NAs</p> <ul style="list-style-type: none"> • Ask if there are any newcomers to the room - green dot first. 	

	<ul style="list-style-type: none"> • Suggestion was made that we don't have an abstinence countdown • Board members to mingle on Friday night with members. • Keep anonymity and confidentiality with members/candidates. • Anonymity of candidates for the Board – could applications be given out on Friday of NA rather than sent out in the pack? Most people would rather receive in advance. We could anonymise the forms by removing the name and the IG of candidates • Content can be intimidating for a member considering applying to the Board. • Members need to be seated at a specific time for meals; however, buffet style this year, so that point moot. • Responsibility of the Board as to how the day runs. • Density and volume of packs could be reduced, or if not, have Essentials and Options. • Bylaws not needed all the time - electronic copy for everyone to see could be projected. • Have a designated role for someone to give service to project the bylaws information. • Sandra asked the Chairs to discuss this with the IGs. Any suggestions would need to be received before the end of July. 	
22.	<p>NA Packs 1 and 2</p> <p>Sandra discussed the key dates for the 2 NA packs: Pack 1 information is to be received by the end of July in order to go out in August Pack 2 information is to be received by the end of August in order to go out in September.</p> <p>Sandra asked if Chair reports could be compiled and sent to the Board by the end of July. It was generally agreed that Chairs could do this. It was asked if there were any questions or prompts that the reports should include. It was suggested that if Chairs went through the Strong Meeting Checklist, it would provide a good prompt for the content of reports. Also suggested was to include what members were grateful for in their IG.</p>	22. Sarah to circulate Strong Meeting Checklist information with minutes.
23.	<p>Intergroup Chairs' shares on their Intergroup</p> <p>Devon and Cornwall</p> <p>11 groups, some meetings have opened, and some have closed. Only 50% have Group Reps. The Intergroup is struggling to fill service positions but service is being done. The National phone line was successful and whilst there are only 3 members on the National Assembly Organising Committee progress is being made. The Saturday Evening</p>	

entertainment is yet to be organised but members of the West of England Intergroup have agreed to organise the Convention on Sunday.

Heart of England

14-16 Groups. Oxford disbanded, and Stratford-upon-Avon started. Had a stand at the PCT Conference. Convention to take place 13-15 July 2018. There will be no shortfall to this as all hotel rooms have been filled. Vibrant IG meetings but workshops not so vibrant in the afternoon.

North West

A recent turnover of roles such as Secretary, Communications Officer and R9 Rep. The new role of Events Officer was created. Active PI committee with a newsletter being produced. Small profit not including prudent reserve. Lively IG meetings especially when discussing finances. Rotating venues for IG meetings with workshops in the afternoon. Chair had visited Caledonian and other IG meetings.

North of England

16 Groups. Better attendance. Self-supporting. Rotating venues for IG meetings. Held Ilkley retreat last year. Sending a delegate to R9 convention this year.

Alba

4 Groups which have been running for the last 4-5 years. Traditionally, IG meetings held bi-monthly but not in the last year. Strong workshops held on Traditions and Concepts.

Caledonian

19 Groups. 4 Board members. A new 12 Steps Within meeting had been set which was held every third Sunday. 12-18 members at this group. Originally, the meeting focussed on relapse but now included general recovery. Funding available to send 2 delegates to R9 although not filled to date. Self-funding.

West of England

11 Groups. Bylaws had been reviewed and updated and wording now being finalised. Skype meetings were held between Board members. IG meets 3 times a year, 2 of those meeting include a workshop.

South East England

70-80 Groups. Committee of 4. A lot of work had been done on GDPR and that work had been shared with R9 and OAGB. Hosting R9 Convention

	<p>with a committee. IG met every 6 weeks and they were hoping to make the meetings more engaging.</p> <p>South Wales 5 Groups. 2 Groups from Cardiff not sending IG Reps. All 3 Board positions were up for rotation and they had been held by the last Board members for 6 years. These positions were now filled, and the new Board members were hoping to be proactive and progress from there.</p> <p>Sandra suggested IG buddies and asked if there was any desire to that and encouraged the Chairs to have an informal discussion about that. It was pointed out that Heart of England had a strong sense of service and they put this down to the fact that they held two big events every year. Some questions were presented for Chairs to reflect on: What can you do to make IG more inviting? What do I need to do for my programme, to remain abstinent? What can I do to make it healthy? Tour meetings and host. Refund expenses to attend IG.</p>	
24	<p>Company Calendar Review</p> <p>There was a new application form on the OAGB website. Groups were to approach their IG first for funding.</p>	24. Chairs to inform their IG of the new application form on the OAGB website.
25.	<p>AOB</p> <ol style="list-style-type: none"> 1. Caroline (NW) asked how to make proposals at WSBC. Caroline (Comms) informed that proposals had to be submitted to the World Service Office, and the deadline for this year was 10/12/18. All the proposals are then sent to service bodies and need to be approved by 50% to be included on the agenda for WSBC. 2. Carol (Alba) asked about the paid positions at OAGB. Sandra confirmed that the paid position of Board Administrator had already been discussed but there was another position, Graphic Designer, that had also been filled. This role was not done by an employee, but on an as-and-when-required basis. 3. Lisa (Treasurer) Expenses could be submitted on paper or electronically. Sandra would confirm if Chairs could claim expenses from OAGB but advised Chairs to approach IGs first. 	3. Sandra to investigate expenses for Chairs from OAGB.

	<p>4. Literature Service was discussed. The literature service employee deals with payroll admin for the Board Administrator – usually the finances for the literature service are kept separate, so the time/expense for doing this work shouldn't come out of the literature budget.</p> <p>5. Vacancy available for a third packer.</p> <p>6. A request was made for contact details of the Board.</p>	<p>4. Catherine to check with Deborah how much time this takes – if substantial, we might consider reimbursing this from the main account to the literature account.</p> <p>6. Caroline to send out a reminder link to circulate Board contact details.</p>
CLOSE – Serenity Prayer		