

Present		
Catherine	Board	Vote
Caroline	Board	Vote
Deborah	Literature Officer (via telephone)	No vote
Sandra	Board	Vote
Sarah (minute taker)	Board Administrator	No vote

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.	Apologies Lisa, Treasurer.	
5.	Notify Chair of AOB No items were requested to be added under AOB.	
6.	Review and adopt agenda. Agree ground rules. The group adopted the agenda and agreed the ground rules.	
7.	Review minutes of last meeting 16/06/2018 and any matters arising Pages 1-4, Item 7: Review of last minutes, any matters arising Page 1, Point 7 e): Literature insurance. Catherine confirmed that the insurers had emailed and provided a full copy of the insurance. Page 2, Point 7 f): Literature account signatory. Catherine confirmed that she was now a signatory for the Literature account. Page 2, Point 7 k): Royalties. Agenda item 10 Page 2, Point 9 d): OAGB donations options. Caroline confirmed that this was an outstanding action for her to complete. Page 3, Points 13 a) and 13 b): Update policies and procedures manual. Sarah confirmed that these were outstanding actions for her to complete.	9 d) Caroline to include OAGB donations options in future Board News and to circulate. 13 a) and b) Sarah to update policies and procedures manual to reflect that the mileage rate and printing costs had been reviewed and approved by the Board.

<p>Page 3, Point 16 b): Sending emails to groups with IGs. Sarah confirmed that she now undertook this as part of her role as Board Administrator.</p> <p>Page 3, Point 20 a): Blue Book review. Please see Agenda item 21.</p> <p>Page 4, Point 21 a): 12 Step Fellowship contact: Catherine confirmed that she continued to contact other 12 Step Fellowship and would update the Board when she had news.</p> <p>Page 4, Item 8: Ratify decisions of Board call</p> <p>Point 8 b): Update policies and procedures manual. Sarah confirmed that this was an outstanding action for her to complete.</p> <p>Page 4, Item 10: Reports</p> <p>Point 10 a): Details of Trustee expenses Other. Sandra confirmed that Lisa had actioned this item.</p> <p>Page 4, Point 10 b): Please see Agenda item 10.</p> <p>Page 6, Item 13: GDPR</p> <p>Caroline confirmed that guidelines in relation to GDPR had been sent to everyone on the mailing list and to IG Chairs and investigation into Literature Service information was ongoing.</p> <p>Page 7, Item 15: Updates to job descriptions</p> <p>Page 7, Item 17 Discussion with IG chairs</p> <p>Point 17 a): R9 funding link. Sarah confirmed that this was not actioned as the minutes were sent out after the funding application deadline.</p> <p>Page 12, Item 22: NA packs 1 and 2</p> <p>Sarah confirmed that she had sent out the Strong Meeting Checklist with the minutes that went to the Chairs.</p> <p>Page 14, Item: 25 AOB</p> <p>Point 3: Chair expenses</p> <p>Point 4: Literature service: Agenda item 10</p> <p>Point 6: Contact details of the Board</p>	<p>8 b) Sarah to update policies and procedures manual to amend wording in relation to abstinence.</p> <p>15. Sandra to add this to the September agenda of Board call.</p> <p>25 Point 3: Sandra to create an invite template for Chairs to apply in advance if they wished their expenses to be paid.</p> <p>25 Point 6: Caroline to send out a reminder link to Chairs of the Board contact details.</p>
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8.	<p>Ratify decisions of Conference call July 2018</p> <p>a) Conference call decisions ratified.</p>	<p>Sarah to continue to look into the cost of a printer and discuss with Line Manager.</p>
9.	<p>Confirm Member/Director/Trustee details</p> <p>There were no changes to any details.</p>	
10.	<p>Literature Service</p> <p>a) Royalties General discussion regarding royalties. Points raised: Bob was to meet with the WSO BoT to push OAGB's case forward regarding payment of royalties. WSO originally wanted 50%. Catherine provided WSO with details of Literature accounts as well as a letter putting their case forward that they could not afford this amount; the figures supported this principle. This was done in April 2018. WSO reviewed the situation and reduced the percentage to 25% which was still too much.</p> <p>b) Bank account signatories and electronic banking Catherine informed that Deborah had sent her an online form. There was some uncertainty about exactly who the signatories were and the status of Pam as a signatory as she should no longer be one.</p> <p>c) Quickbooks General discussion by Board. Points raised: Caroline informed that Quickbooks cost £7.50 for the first six months and then £15.00/month after that. The package provided for 3 users. The Board approved the purchase of Quickbooks for the Literature Service and to be paid for from the Literature account.</p> <p>d) Pensions General discussion by Board. Points raised: Due to increased hours of work, Deborah was no longer below the threshold for pension so auto-enrolment was now compulsory. Sandra wrote to Deborah in June for required information to progress with the enrolment. Deborah's contract had been reviewed in 2015. Some discussion exploring the possibility of the position of Board Administrator providing support to the Literature Service.</p> <p>e) Approval process General discussion by Board. Points raised: Board required more figures and suggestions from Deborah regarding the ordering of literature so that they could make a better-informed decision.</p> <p>f) Other: extra hours General discussion by Board. Points raised: Deborah's contracted hours were for 14 hours, but</p>	<p>10 a) Catherine to check with R9 Trustee (Bob) that they have sufficient information regarding the Royalties issue to take to the WSO BoT.</p> <p>10 b) Catherine to confirm with Deborah and Lisa who the signatories are for the Literature Service.</p> <p>10 c) Catherine and Deborah to procure Quickbooks.</p> <p>10 d) i) Deborah to provide Sandra with the necessary information in order to set up the workplace pension. ii) All - to review Deborah's contract of employment and to draft a new one.</p> <p>10 e) Catherine to send Deborah clear guidance regarding approvals process for Literature expenditure.</p> <p>10 f) Board approved in principle the extra 2 hours for</p>

	<p>she had been working 16 hours for a considerable length of time by previous approval of the Board. Deborah had accrued a considerable number of extra hours and requested assistance so that she could take holidays. She had accepted that any hours carried forward would be taken in lieu and not financially reimbursed.</p>	<p>Deborah until the end of the financial year when the accounts would be finalised.</p> <p>Thereafter, Deborah to make a formal request for the extra 2 hours on a week by week basis to Catherine and Sandra. Sandra and Catherine would make a decision based on what impact it would have on the Literature Service if those 2 hours were not worked.</p> <p>Sandra to query holiday period in June regarding Deborah's annual leave.</p>
11.	<p>Delegate Assistance Fund applications</p> <p>General discussion by Board. Points raised: Lisa was happy to approve all 4 applications. £1,500.00 had been put aside for the DAF and, to date, £900.00 had been spent, leaving £600.00 remaining. Board approved to keep the money for the DAF and let members know about the continued funding. Some lack of clarity regarding contributions from groups and a suggestion was made to review the application form to include this.</p> <p>Application 1: Ebbw Vale. Amount requested: £155.00 Amount approved by Board: £155.00</p> <p>Application 2: Kingston, London Amount requested: £259.00 Amount approved by Board: £247.00</p> <p>Application 3: Reading Amount requested: £190.000 Amount approved by Board: £190.00</p> <p>Application 4: Sutton Amount requested: £284.90 Amount approved by Board: £284.90</p>	<p>Caroline to contact everyone on the email list that there was still funding available for the DAF.</p> <p>Sandra to email IG Chairs that there was still funding available for the DAF and to ask Chairs to give an indication of number of delegates attending the NA.</p> <p>Lisa to review the DAF forms with a view to updating the guidelines to include information about contributions made from groups.</p>
12.	<p>Financial Report</p> <p>Deferred to Board call, Sunday 12 August 2018, 18:30.</p>	<p>Lisa to have budget ready to discuss.</p>
13.	<p>NA – Update from hosting IG</p> <p>Board confirmed that they had not heard anything to date.</p>	<p>Sandra to contact hosting NA regarding the number of registrations to date.</p>
14.	<p>NA – Pack 1 contents</p> <p>General discussion by Board. Points raised: to clarify exactly what information needs to be taken to groups.</p>	

15.	<p>NA – Proposed amendments to bylaws and resolutions</p> <p>Motion A General discussion by Board. Motion A approved in principle.</p> <p>Motion B General discussion by Board. Motion B approved in principle.</p>	<p>Sandra to make necessary amendments to the proposed motions A and B.</p>
16.	<p>NA - Workshops – Friday night, Saturday morning</p> <p>General discussion by Board. Stella had agreed to discuss parliamentary procedures on the Saturday morning. Discussion about topics for Friday night. Board agreed to discuss this further at the Board call on the 12/08/2018</p>	<p>All – Board to discuss possible topics and how to run the workshops on Friday evening at the next Board call, 12/08/2018.</p>
17.	<p>NA - Pack 2</p> <p>General discussion by Board. Points raised: deadline for contents was the 28/08/2018. All Board reports to be in by the end of August.</p>	<p>All – Board reports to finalised and sent to Board Administrator by the end of August, except Treasurer's Report.</p>
18.	<p>NA – Registrations and room bookings</p>	<p>ALL – Board to send any requirements for hotel bookings to Board Administrator as well completed NA registration forms</p>
19.	<p>Communications/Website</p> <p>Caroline presented her report:</p> <ul style="list-style-type: none"> • Steady numbers using website • 450 on the email list: 50% of sent emails are currently being opened, but Caroline expected that to drop back down to 30-35% • Find a Meeting page the most popular • Volunteer reviewing and updating the Events page • Virtual meetings page being reviewed in order to make it work more effectively • New volunteer for Shares page • Clarification being sought regarding telephone. West IG had it but unsure whether it was going to South Coast or SSE. 	<p>Caroline to include Events in the OAGB email regarding DAF. June minutes to be included in the email reminding the deadline for donations in August.</p>
20.	<p>Volunteer update</p> <p>Caroline presented her report:</p> <ul style="list-style-type: none"> • Not much change in volunteers • Email responders an issue: 2 email responders with Board Administrator covering the other weeks. 	<p>Caroline to send out an email calling for volunteers and reminding members of the different roles available.</p>
21.	<p>Blue Book on website</p> <p>General discussion by the Board about what aspect of the Blue Book should be available on the website. Points raised: transparency; having a link to</p>	<p>Sandra and Caroline to identify, review and upload appropriate documents from the Blue Book on to the OAGB website.</p>

	<p>Companies' House, but would that promote rather than attract? Furthermore, personal details of the Board were on this website and it was agreed that this would contravene anonymity.</p> <p>Board approved what sections could be uploaded on to the OAGB website once completed: Section 1, Principles, Bylaws and Policies – approved Section 2, Job Descriptions – approved Section 3, Personnel, Calendar, Committees and Activities – already on the website Section 4, Annual Legal Returns – this information was available on the Companies' House website which was open to the public. Section 5, Budgets and Finances – Board agreed there was no need for this to be on the website Section 6, Groups and Intergroups – Board agreed there was no need for this to be on the website Section 7, Other Documents and Forms – Board agreed there was no need for this to be on the website Section 8, National Assembly – this information was already on the website.</p>	<p>ALL – further discussion of job descriptions to take place at the next Board call 12/08/2018.</p>
22.	<p>GDPR update</p> <p>Caroline informed that R9 had sent out a 2-page document relating to GDPR to service bodies and how it affects them. Example documents were available on the R9 website.</p>	<p>ALL – to finalise GDPR process.</p> <p>ALL – to create and action plan for GDPR so OAGB are fully compliant and for it to be completed for the handover at NA October 2018.</p>
23.	<p>Policies and Procedures</p> <p>Sandra informed of the policies that were required for OAGB and that were yet to be drafted and implemented:</p> <ul style="list-style-type: none"> - Risk Management Policy - Managing Volunteers Policy - Handling Complaints Policy - Paying Staff Policy <p>It was agreed that the current Board would start the process and discuss which aspects could be handed over to the new Board.</p>	<p>Sandra to add Policies and Procedures as an agenda item for the Board call on the 12/08/2018.</p> <p>ALL – to create, review and collate policies with a view to handing over a complete Policies and Procedures manual to the new Board.</p>
24	<p>Update to job roles</p> <p>This item was discussed in Item 21.</p>	
25.	<p>Company Calendar Review</p> <ul style="list-style-type: none"> a) WSO/R9 donations. A second instalment of £250.00 each was due to be paid to both WSO and R9 b) Motion C. To bring the definition of Group in line with WSO. 	<p>25 a) Lisa to make second payment of £250.00 each to WSO and R9.</p> <p>25 b) Caroline to draft a third proposal for OAGB bylaw amendment, Motion C.</p> <p>25 b) Sandra to review Motion C.</p>

26	Any Other Business	
	No other business was raised.	
	CLOSE – Serenity Prayer	
NEXT BOARD CALL: SUNDAY, 12 AUGUST 2018 18:30		
NEXT BOARD MEETING: SUNDAY, 28 OCTOBER 2018 (AGM)		