**MINUTES** of the

MEETING OF OVEREATERS ANONYMOUS GREAT BRITAIN

(The National Service Board of OA in Great Britain)

**(Saturday 19th January 2019 10 for 10:30am - 4pm)**

8th Floor, Lowry House, Phoenix Street (off Fountain Street), M2 2AA

In attendance:-

|  |  |  |
| --- | --- | --- |
| Chic | Chair | NSB |
| Lisa  | Treasurer | NSB |
| Sam  | Communications Officer  | NSB |
| Juliet  | Secretary  | NSB |
|  |  |  |
|  | **Item** | **Action**  |
| 1 | **Chic 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**Chic read out a letter of apology from Catherine. She is stepping down from her Literature Liaison role with immediate effect and taking 3 months leave from NSB service. | **Sam** to set up forward for Literature Officer emails to Chair address |
| 5 | **Any Other Business** - Two items were requested to be added to the agenda: * Discontinuing Step by Step
* Using Asana
 |  |
| 6 | **Review and adopt agenda, agree ground rules**Agenda adopted and ground rules agreed:All questions through the ChairChair has a voteChair has discretion to time discussion  |  |
| 7 | **Review of last meeting’s minutes and matters arising**1. **Amendments** to the minutes were noted as- misspelling of Catherine in Point 16 and of agenda in Point 11

Board voted to accept these minutes, with agreed amendments, as a true and accurate record of the meeting | a) **Juliet** to amend minutes and save to Dropbox |
| 7 | **b. Matters arising*** From Aug 2017 minutes Point 10c) Catherine has set up Quickbooks training for Deborah but she has not booked it 10d) Still no Lit Admin job description 11) Lisa has updated the Delegate Assistance forms
* Point 8 Chic confirmed completed by Sandra
* Point 10 didn’t need as Alyson volunteered as apprentice Treasurer at end of meeting
* 11a) and b) signatory changing still in process, now to add Chic and Juliet
* Point 12 all handovers done
* Point 13a) Dropbox access given to all 13b) Alternative email system? Not required, all BM’s fine with it
* Point 15 completed
* 16a) Juliet did not get very far with this and has been working in Mac Pages then saving to Word in Dropbox. Lisa suggested it would be wise as Secretary to purchase Microsoft Office 16b) &c) completed
* 19a) & b) completed. Also discussed changing April date but decision was finally to keep original one
* Point 20 P&P was put on the back burner in the light of recent events, Sandra still supportive in offering help.
* Point 21 No handovers have been done regarding GDPR- will be addressed later in meeting
* Points 22a) updating job descriptions has been done for roles where officers were in post and being replaced b) bank signatories is still in process c) & d) completed
 | b) **Chic** to chase up Lit Admin job description and booking of QB training with Deborahc) **Julie**t to investigate Microsoft Office purchase for Mac laptop. |
| 8 | **Review of last Board call minutes and decisions made**.1a1. Lit Admin Contract now back and will be sent, recorded delivery by Chic on Monday -Deborah will have 2/52 to read, sign and return 1a2. &b Carry forward 1a.4 Submission of Lit Admin hours by 8th of the month- Did happen last month (8th Jan) awaiting Feb submission1a5. Yes QB arranged 1a6. Chic contacted Deborah and offered a compromise re: carrying holiday over at the end of the year as she has previously been asked to take the holiday due otherwise it accumulates to an unworkable level1b1. yes. Chic also sought clarification over expenses to claim for his stay in Manchester for the BM1b2. 1b3 Lisa confirmed as completed1b4. Sam confirmed as completed Board voted to accept as a true and accurate record of the meeting  | **Chic**  ongoing Updating of P&P for Literature service |
| 9 | **Confirmation of Members / Directors / Trustees details and Board Member roles**Catherine is no longer Literature Liaison OfficerAll other Officers details and roles confirmed  |  |
| 10 | **Director reports**Chair & Company Secretary- Q about Company Sec training as described in Policy manual. Chic has not arranged any. Lisa found a free online course (via Charities Commission website). Note on the policy that it might be included in the job description and be a suggestion rather than a requirement.Secretary- No questionsTreasurer & R9-Q. Why are we predicting a loss? A. Always operate at a loss, if things stay the same, this is what will happen (based on what the last few years have looked like- may not, as not sure about Board Admin role etc.)Q. Where does loss money come from? A. our savingsPrudent reserve £45,000 covers Board and Lit service (held in several places)Prices have gone up for phone line £200 rather than £130 Communications & WSBC-Board expressed thanks for all the comms work and detailed report.Q. have you booked for WSBC yet? A. No but have set alerts for flight prices going up or down. Need to book flights and then claim back. Chic suggested booking ASAP as prices will increase. Lisa said to then submit expense claim immediately for reimbursement.Literature- Chic offered to answer any questions on report although Catherine not present.Q. Can we have the new packer-Chrissie’s details to be added to our volunteer database. Juliet can obtain | a) **Juliet** to remove this policy and add it as a suggestion into the Company Sec job descriptionb) **Sam** to text Lisa when submitting WSBC flight booking expense claim for speedy reimbursement c) **Juliet** to contact Chrissie and ask for her details to add to NSB volunteer database  |
| 11 | **Bylaw updates** (from NA motions)Confirmed that these have been done by Sam and sent to WSO |  |
| 12 | **2019 budget ratified** |  |
| 13 | **Financial & business reporting*** Audited accounts - Have these been sent? Lisa said no they haven’t. Chic thinks Sandra has done her part but we need to check this. Lisa has all paperwork ready if required
* Year-end report for companies house - Sandra has done this
* Charities commission report - Sandra has done
* Bank Signatories - Currently working on this
 | **Chic** to check with Sandra that accountant has received all our info and enquire if she needs anything more  |
| 14 | **Literature**Catherine has given a handover of items which need addressingE.g. Insurance renewal for storage unit by 8th Feb. History to this is that previously, payments for Storage until rental have been made late, we have been fined for late payment twice. Lisa offered to set up a standing order to avoid this. In communication with the storage unit, they then stated that we didn’t have insurance which is also a requirement.Lit Admin pay rate also needs looking at.* Print Liaison vacancy -Sam put this out on a loop, nothing came back, individual requests usually better
* Contract for Deborah - Chic to send on Monday
* Quickbooks Update - Catherine has got it set up but Deborah needs to do the course
* Literature survey results/ discussion

WSO have an Amazon account to sell the literature. Are they on eBay? Should we be an online presence in theses places?No licence to produce e-books, can be downloaded via world service, would we just provide a link to World Service Literature Survey results were looked at and discussed and an overview can be found at: <https://www.surveymonkey.com/stories/SM-9W775TS8/>Lisa proposed that full discussion regarding the future of the Literature service requires an extraordinary meeting focused entirely on it its future, what do we need from it, its structure, whether it reflects the needs of our fellowship and how we can support those involved and move forward with this.Unanimous agreement of rest of Board | a) **Chic** to speak to Deborah about online banking Chic to forward Catherine’s handover list to the Board b) **All** to revisit Deborah’s pay rate from 2016 discussion c) **All**- to try to ask individuals re:PLO roled) **Julie**t to include link to full survey results in minutese) **Lisa** to communicate with Catherine, Pam & Deborah to ask opinions on the Lit Service- d) **Juliet** and **Lisa** to create Extra-Ordinary Lit meeting agenda  |
|  | ***LUNCH*** |  |
| 15 | **Ways of working*** Next board meeting dates / locations

Booking same venue for April meeting, Central Methodist Hall (Large room) for June meeting and Chic to book Glasgow venue for Aug * Monthly calls

These fell away due to Christmas, arranged calls for 3rd March, 28th April, 7th July, 4th Aug, 6th Oct, all for 6:30pm* Goals this year as a team

To overhaul the Literature Service so that it can serve the fellowship in the best way* Dropbox Housekeeping

Juliet has done some sorting and marking of personal data, would like to delete it, Board agreed. Much more organising and a better system would be good | a) **Sam** to book Manchester venues and Chic to book Glasgowb) **Juliet** to start deleting old data held in Dropboxc) **All** to tidy up and add useful docs to their own Officer Folders |
| 16 | **Professional Exhibits fund**- Chic emailed all IGs but no requests have been made for this fund |  |
| 17 | **Update on volunteers**See Comms report- We have a good team of volunteers and they are working well at the moment  |  |
| 18 | **Board Administrator role**Suggestion that we shelve the “paid role" and keep it in the options for use if we need more professional help when it comes to restructuring the Literature service. Board in agreement that this would be a good idea. |  |
| 19 | **National Assembly minutes** approved | **Juliet** to change minutes from draft to non-draft, save in Word & as PDF so Sam can upload to website |
| 20 | **NA 2019 update – Heart of England IG**Chic has received communication from HOE Convention Committee Chair- They met in Dec, requested timings of BM on the Sunday so they can book us a room for the Board Meeting. Confirmed as only needed until 1pmTheme is - A common Solution: Tolerance, Love and Unity with Diversity Board unanimously approved themeCommittee wish to send out flyers at the end of March, Chic to communicate that the flyer needs to be sent to the Board for approval by end of Feb for review.Request us to send a “save the date” type email including DAF info | a) **Chic** to confirm timings for BM at NA for room booking AND that we need to review flyer (sent to us by end of Feb) before it gets sent out b) **Sam** to send “NA save the date” mailing on Mail chimp  |
| 21 | **WSBC Agenda Questionnaire**- all proposed motions and bylaw amendments were briefly discussed and voted on for inclusion or not in the WSBC Agenda  |  |
| 22 | **Policy & Procedures*** P&P manual

Juliet thinks this is not very user friendly and suggested that it could be taken out of table form and perhaps remodelled on the OASEEIG Policy Manual. * Data protection (GDPR) Policy

Need to have data protection policies as part of our policy manual, Sandra offered to help Chic work on these | a) **Chic** and **Juliet** to work on updating Policy Manual to a more user friendly form b) **Chic** to work with Sandra on new policies required  |
| 23 | **Expenses policy clarification for Literature Service** What expenses can be paid to packers or those running stalls at events and who approves these? No clear guidance on this. Lit Committee historically aimed to aways run a stall at NA and the July HOE Convention. Certain expenses have previously been paid to enable a volunteer to man the stall which may not have been approved by Board.Lisa provided some background- OAGB and OAGB Literature service have 2 separate bank accounts OAGB account -expenses can be done electronically and require two approvals OAGB Literature account - expenses can’t be paid electronically as no internet banking but also haven’t needed approval by more than one person. We did not have access to this account although Catherine is now a signatory. We think there is now procedure in place to ensure that that expenses are approved by a BM.This issue is another one we could address in the extraordinary meeting. Suggestion meeting be near Deborah so that she can easily attend and to invite Pam. Previous Literature Committee meetings held in Birmingham venue, booked by Pam. | **Juliet** to contact Pam re: possible venue for meeting in Birmingham  |
| 24 | **Company Calendar Review** | a) **Lisa** to pay contributions to R9 and WSOb) **Chic** to thank NA parliamentarian c) **Sam** to reg’ for WSBC, book flights and submit expensesd) **Juliet** to ask R9 Chair if she’s willing to pencil in NA |
| 25 | **Any other business** Step by Step Newsletter- online Word docHelen manages the Step by Step inbox and agrees with Sam’s idea to scrap the newsletter and use the Facebook page to post personal stories and Website to post audio shares Asana- Sam went on a training course which used this online tool to see what needs to be done, what is in process, what’s done and what’s waiting and has found it really useful. Perhaps the whole Board could use it, set up folders for us all.Some discussion about different ways of working suiting different people. Would be helpful to see what others are working on so if there is any problem we can easily pick up what's being done. Willingness to try system although acknowledgement that it may not suit all to work this way | a) **Sam** to review Step by Step submissions, close inbox & liaise with Helen re: decision to stop producing it. Also update volunteer info on website b) **Sam** to email links for Asana to other officers All to trial this system. |
|  | Chic thanked everyone for their service and the meeting closed with the **SERENITY PRAYER** |  |