**MINUTES** of the

**MEETING OF OVEREATERS ANONYMOUS GREAT BRITAIN**

(The National Service Board of OA in Great Britain)

**On Saturday 15th June 2019 Time 10 for 10:30am-4pm**

Methodist Central Buildings, Central Hall, Oldham Street, Manchester M1 1JQ

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| **Chic** | **Chair/LLO** | **NSB** |
| **Sam** | **Communications Officer/LLO** | **NSB** |
| **Juliet** | **Secretary** | **NSB** |
| **Lisa** | **Treasurer** | **NSB** |
| **Darren** | **Chair** | **South & East England IG (70)** |
| **Carol** | **Chair** | **Alba IG (6)** |
| **Yvonne** | **Representative** | **Caledonian IG (19)** |
| **Hilary** | **Representative** | **Heart of England IG (18)** |
| **Caroline** | **Chair** | **North West IG (16)** |
| **Pam** | **Chair** | **North of England IG (16)** |
| **Sarah** | **Chair** | **South Coast IG (17)** |
| **Alyson** | **Chair** | **S Wales IG (4)** |
| **Gail** | **Chair** | **West of England IG (12)** |

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|  | **Item** | **Action** |
| 1 | **Chic welcomed everyone and the group opened the meeting with the Serenity Prayer** |  |
| 2 | **The Preamble, Traditions and Concepts were read** |  |
| 3 | **Brief Personal Shares** |  |
| 4 | **Apologies**- Sandra (Yvonne standing in as Caledonian rep) |  |
| 5 | **AOB items-** Listed on agenda |  |
| 6 | **The agenda was reviewed and adopted and ground rules agreed**:  All questions through the Chair  Chair has a vote  Chair has discretion to time discussion |  |
| 7 | **March 2019 Board meeting minutes reviewed**  **a) Amendments**  p2. Fights instead of flights  **b) Matters arising**  7a) done, b) ongoing, c),d), e) all done, f) P&P work ongoing  8a) done, b) done  10a) done, b) done, c) done in literature meeting,  11) done, 12) a), b), c), d) done  13) done  14) a) done, b) ongoing, c) ongoing, d) has been updated e) packer job description done, d),f) done  15a) done, b) done, c) done  16) done, 17) done, 18) ongoing, 19) ongoing,  20) a) and b) done- Literature mileage to be explored a bit later within Treasurer’s report  21) done | **Juliet** to make corrections to March minutes and save to Dropbox |
| 8 | **May Conference Call decisions reviewed**  a) Amendments- none noted  b) Matters arising- all actions completed  AOB Sam has call with Charlotte re: Twitter next week |  |
| 9 | **Members / Directors / Trustees details were confirmed** |  |
| 10 | **Director’s reports** – questions only (c. 3 minutes each):  **Chair / Company Secretary** – no questions  **Treasurer /R9** - comment from meeting that the finances look healthier than anticipated. Yes, pleased to be in this position.  Will attend R9 Assembly in Rome in Oct although will have stepped down from Board by then  Q. Do you intend to take a service position within R9 when you attend assembly? A. unsure, will decide when there, depending on personal/health situation  **Communications / WSBC**  Brief verbal report given  Q. Quite wary of Facebook page, can you send info to explain how to use it safely?  A. It’s an information only page, no interaction, people occasionally post comments. Anyone can view it. There is a post on how to maintain anonymity at the top of the page  Q. What does “unique views” mean in Comms report?  A. People looking at website who’ve never visited before.  Comment that virtual IG has lots of info available online about anonymity.  Q. In order to keep our Mailchimp mailer subscription numbers under 2000 we delete subscribers who haven’t opened the last 10 mailers. Is this outlined in the privacy policy?  A. The de-subscription is completely anonymous (it’s a function within Mailchimp so Comms officer doesn’t know/choose which individuals are unsubscribed)  **Literature Liaison**  Q. With regard to the budget side, how much dead stock will we have with the updates to literature (e.g. the definition of abstinence)?  A. None, we will continue to send out the stock we have  Q. will notes be put in the books to explain? A. No plan to  **Secretary** – no questions  **Literature Service -** No questions |  |
| 11 | **WSBC Feedback**  Sam gave a brief verbal report including info about IGs applying for funding to send a rep next year  Q. When is the sexuality & body image book coming out?  A. Currently looking for ideas for a cover, deadline is July? Then will publish. OAGB already applied for licences to print here |  |
| 12 | **Policies & Procedures**  Juliet presented OAGB policy document with an additional list of policies, that we don’t yet have, added to the first page.  Three GDPR policies for OAGB were presented:   * Data Protection Policy * Information Security Policy * Privacy Policy   and a discussion was had around the importance of data protection.  Q. Will this information be filtered down to groups?  A. When we have sorted out our own policies, we can send info to IGs/groups but SEEIG have a full set of documents and guidance for groups already done. Suggestion that these documents be adapted by other IGs to use as their own. Darren/Juliet to distribute.  Juliet proposed that these policies (adapted for OAGB from the SEEIG versions) be adopted by OAGB. Seconded, voted in unanimously | **a) Darren/Juliet** to email SEEIG GDPR policies and group guidance to other IG Chairs  **b) Juliet** to add GDPR Policies to OAGB Policy manual |
| 13 | **Job descriptions update**  **Treasurer**- Not too demanding day to day but lots in Oct, also has to prepare figures for quarterly meetings but use of spreadsheets simplifies this. Don’t need to be good at arithmetic. Previous Treasurer was an accountant so needed to make things easier to understand to make the role workable for someone who isn’t. Now can manage the role fine.  **Communications**- Looks like a big role on paper but big team of great volunteers. Role is more one of supporting, coordinating and keeping in touch with people who are doing other roles  **Secretary** - Job description needs updating as have had Board Admin who took on a lot of this role and some of the Communications role too. Basically, admin that underpins the Board  **LLO (Sam)** - learned lots about literature doing this role and would like to be more involved but would need to hand in Comms role. Flexible in terms of doing either job next year  **Chair** – In many ways the easiest role but hadn’t realised that taking on Board service meant becoming an employer (of our Literature administrator) role is also providing back up for others. | **Juliet** to update Secretary role description |
| 14 | **Volunteers update**  Sam gave a verbal report on the info provided in the agenda pack. 17 volunteers, people from all over UK, many do just 2-3 hours per month. Critical in allowing OAGB to function on so few Board members |  |
|  | **LUNCH** |  |
| 15 | **Discussion with Intergroup Chairs**   * **How many reps going to Region 9?**   HoE, Alba, Caledonian are definitely sending a rep. SEE-probably, SC- possibly  NoE, Wales no  Can apply for funding assistance until 23rd July   * **Board member applications from IGs?**   Nobody from any IG thinking of coming onto the Board.  Treasurer noted that she must step down in Oct and the Board can’t function without a Treasurer   * **Bids to host NA 2021?**   No IGs are considering this at present. Chair noted that whilst we are ahead in terms of planning because we know Caledonian will host next year, we would like to stay ahead and would ideally like a bid this year for 2021. Plenty of planning time.  Can this guidance doc go on the website? Hard to update it as it’s a working doc   * **Any bylaw amendments or resolutions?**   WoE have updated their bylaws and sent for review SC are in middle of updating bylaws. Alba have a bylaw amendment to bring to NA (will discuss later)   * **Email loop**   No more often than twice a month? Is that a suitable frequency? Yes  Everyone is getting it, positive feedback   * **Group donations / IG Finances**   OAGB doing well this year, contributions stable or even a little bit above expectations. Thanks were expressed for that. Note that a little bit of funding is available within OAGB if IG chairs have not had travel expenses to attend meeting met by their own IG. Caledonian are financially self-supporting, funding for groups to NA,  Alba OK for sending reps to NA & R9  NoE finances tricky last year but still managed R9 (as was in London) and NA. Things picking up now.  WoE solvent, will break even by Oct and sending reps to R9 and NA  SEE solvent just passed £5000 up, sent reps to R9 and NA and had funds to send a WSBC rep but nobody who met the requirements was willing to go  HoE solvent, sent WSBC rep, will send rep to R9  NW a bit up on last year, able to send R9 rep (some funding applied for) and NA, small budget to assist groups getting to NA, encouraging budget for WSBC rep but very contentious discussions at IG about this. Have facilitated getting reps from groups with no funds to pair up with groups who have funds but no rep to get reps to NA.  S Wales £500 balance at last IG, sent a NA rep last year through the Delegate assistance fund This year may be able to self-fund  SC self-supporting, late with 2019 budget as changed treasurers and then new treasurer stepped down, send regular donations to other service levels   * **OAGB phone**, Alba volunteered to take this next, Alyson to ask S Wales for the following 3 months | **Juliet** to send guidelines for hosting NA to all IG chairs |
| 16 | **Update on hosting Assembly**  18-20th Oct Hilton Birmingham Metropole  Flyer now on the OAGB website  Proceeding smoothly, hotel liaison confirms that same rate is available for staying one night only.  Q. Do you have to book and pay for hotel in advance?  A. Pay when you leave after your stay but do require a deposit  Encourage early bookings if possible |  |
| 17 | ***NA Workshops - Friday night and Saturday morning***  Workshop forum at WSBC “Each One, Reach One, Every Day”  All about common solution, diversity etc., plan is to tweak it to focus more on how we can grow the fellowship in UK?  Last year did recovery-focused workshop on Friday night which was well-received  Parliamentary procedure workshop must then be on Sat morning – Parliamentarian has agreed to run that.  Comment that last year’s one was really good and it would be good to follow similar pattern | **Chic** to feedback to Parliamentarian regarding Sat morning workshop |
| 18 | **Amendments to Bylaws and resolutions**  The Board are currently preparing two bylaw amendments for Assembly:   * reducing the quorum for NA * removing Appendix II (The Third Legacy procedure) plus references to it (there are 2)   Alba also have a bylaw amendment they would like to bring to Assembly  With regards to resolutions: Individuals, Groups and IGs can submit suggested resolutions in writing to the Secretary at least 10 weeks prior to the Assembly (that would be Aug 9th but we would request they be submitted by end of July). First, they will be considered by a committee of the Board and the proposer and may be redrafted to make sure wording is in line with the intentions of the submitter.  Then taken to NA for a vote.  E.g. resolution brought in 2015 for Board Admin post to be investigated and appointed to if feasible, 2013 for restructuring of NA  No clear guidelines on what policies/procedures need to be brought to Assembly and what can be decided by the Board. Historically it has been that anything considered to affect the Fellowship as a whole is brought to NA and anything that affects only the Board can be decided by the Board. Not always clear.  Question from the Board to the Chairs  Policy manual contains a policy (3d) regarding a 3-month leave of absence (this was read out). This policy has been detrimental to such a small Board so if we wanted to remove it, should this be taken to NA or just removed by the Board?  Discussion over Policy 3d)  Q. Why couldn’t NSB co-op someone to replace BM immediately?  A. Because she hadn’t stepped down, only taken leave of absence, OA bylaws didn’t permit it  Q. If this happened with 3 Board Members would that mean OAGB has to close immediately?  A. No, not unless the member resigns  Q. But what if BM had family bereavement or illness requiring hospital stay? Couldn’t they take a leave of absence?  A. We would obviously want to support them and discuss solutions. If very temporary issue and other BMs could cover it then leave of absence would be fine but if more involved and BM can’t cover then would need to resign.  Secretary proposed that the Leave of Absence policy (3d) be deleted from the Policy Manual  Seconded by treasurer.  Voted- Yes- unanimous | **a) Alba Chair Carol** to submit Alba’s bylaw amendment motion to Secretary  **b) Juliet** to delete Leave of Absence Policy 3d) from Policy Manual |
| 19 | **Learnings from previous National Assembly**  Majority were at NA. Feedback from Board minuted at Oct AGM was provided, additional comments below:  Well - Entertainment on Sat night was good  Not so well – NA Delegate assistance fund applications were slow, form did not request bank details for payment and deadlines for applications kept being extended after the July 31st deadline so groups had to wait to know if they would get funding. Board response- section requesting bank details now added to form and deadline date of 31st July date has been changed to 31st Aug -revised to Aug 10th see note in point 22  Q. At R9 and WSBC buddy system is arranged so someone to sit with when you arrive… new reps and new groups come each time to NA so can we pair people up with mentors? Too tricky this year as form already on website  Could still be addressed? As they arrived? Not complicated  Just red and green dots? We do that anyway  Actions for next year  Designated phone no for hotel liaison? There is a phone no on booking form, not sure it’s just for hotel liaison  Flyers were planned to be out early (Feb) which didn’t happen although not HoE fault but problems with hotel booking links. Flyers have gone out now and are on OAGB website  Just need to have communication with HoE on numbers booked so we know how bookings are going and if/when we’re quorate.  Q. Can the change in quorum proposal be applied at this years Assembly?  A. No, still need 25% of voting membership to attend this year to do business | **Chic/Juliet** to communicate with HoE NA Organising Committee re: how best to get updates on NA bookings |
| 20 | **NA Packs 1 and 2**  Key dates for the two NA packs were discussed:  Pack 1 information (included bylaw amendments and resolutions) to be received by the end of July in order to go out in August  Pack 2 information (including board member applications and IG reports) to be received by the end of August in order to go out in September.  Please can IG Chair reports be compiled and sent to the Secretary by the end of August.  Q. What should the reports include?  Strong Meeting Checklist <https://oa.org/pdfs/strongmtgchecklist1.pdf>  provides a good prompt for report content and include what members are grateful for in their IG. | **Juliet** to email IG chairs to request reports for NA pack 2 (aug 1st?) |
| 21 | **Intergroup Chairs’ shares on each Intergroup** 3 mins  **Caledonian**  7 Board members including WSBC and R9 reps  Meet every 2 months for 2 hours  Half groups attend but keen for more to come  Like doing OAGB phone service, posting phone to different IG members  Hybrid meeting started  Increase in male members noted  Excited to host NA in 2020  **Alba**  5 groups, another one opening in Cumbernauld soon,  Unity Day workshop planned but didn’t go ahead this year  Meet every 2 months  Treasurer Secretary PI officer and Chair  Hope to send rep to R9 and WSBC (but need funding for the latter)  Use service manual sometimes when running IG meetings but feel this needs updating - Chic and Carol to discuss.  **North of England**  Move location around as over a large geographical area  Encourage members to bring others along  Ilkley Retreat run successfully annually  Attended R9 Assembly last year  Website up and running again  Investigating the possibility of members phoning in to IG meeting if can’t make it.  Q. This years Ilkley retreat was brilliantly all about food! Is there an idea for next year ‘s theme? A. Being discussed but noting decided as yet  **West of England**  10 meetings  Accepted Plymouth to join when Devon & Cornwall IG closed  Attended NA and R9 Assembly  April AGM 2 members stepped down. Now have Secretary Treasurer Chair and TSW Officer but current chair would like to develop PI role  3 meetings a year, alternate venue. Format is an IG meeting, lunch, then two of the meetings include a 3-hour recovery workshop. Next one is on June 29th and another planned for Dec. Note, please email event fliers to  [events@oagb.org.uk](mailto:events@oagb.org.uk) for posting on the website. We do need written consent from anyone whose personal data appears on the flier.  Maintain an active sponsor list  Regularly provide OA panel at rehab center  **South and East England**  7 active BMs Treasurer stepped down  Workshops being planned for 60th anniversary next year  30 min sharing time ESH  **Heart of England**  6 meetings business in morning afternoon workshop  Every 2 months in. Birmingham  12-14th July HoE convention  No Primary care event this year as lots of work (got offered it a knock down price the week before but too late then as needed to apply for funding and also needed a committee)  Members involved in C4 filming next week- production on eating disorders  **South Wales**  Set up 2011, meet every 3 months in Cardiff Sat morning, 1 meeting per year to take place in valleys  Chair, Treasurer, Secretary but PI post unfilled  4 groups now as Newport group folded  Attendance – 4 regulars at IG meetings. Swansea area don’t come, trying to reach out to them  Looking at having a website, sub-committee set up to investigate  Q. Wondered about funding for this?  A. Not available from OAGB  Treasurer moving to the US soon which will be a loss  Encourage bringing other members with you.,  One workshop held this year, no more planned at present  Safeguarding issue raised by man looking for support (can only get support/numbers from women)  Response- New men’s WhatsApp meeting Wed 7:30pm Mailer coming out soon containing this info  Virtual region has speaker/sponsor list available  **South Coast**  20 groups in region  Looking at updating our bylaws. Last Sat IG met, 4 new BM voted in now Chair, Secretary, Treasurer, PI Officer, Website Officer, New group support Officer and …  Run a retreat every year  Have a static website page  GDPR policies needed so looking at using SEE’s ones  Skype and WhatsApp  **North West**  Meet every 2 months, different groups host & run workshop  Vice Chair, Secretary, Treasurer, R9 Delegate and PI Chair posts filled. 15 affiliated groups, not all send GSRs to IG  Running Noddfa retreat in Sept again. Bangor mtg now mixed Skype /face to face so more members in large area with few meetings can access OA ESH. Plan to send Delegate to R9 but will need to apply for funding | **Chic** to liaise with Carol re: outdated Service manual |
| 22 | **Company Calendar Review**  Comment that July point 3 says applications deadline for delegate assistance fund is July 31st. This needs to move to August 31st in calendar.  NOTE- This date was revised to Aug 10th post-meeting in order to allow sufficient time for applications to be reviewed and payments made within the current financial year.  Q. Does the Secretary (in the absence of a Board Admin) book all the rooms for National Assembly?  A. Can do it this way or all members can book own rooms and claim back expenses individually. Agreed that all would book own rooms  Q, What about Rooms for Center Mic and Parliamentarian?  A. Might be best if they also book own rooms and claim back. Need to communicate this to them.  Q. Do the Board have to pay registration fees?  A. Money comes back to OAGB from the planning IG anyway so can either pay fees upfront or claim back via expenses or not pay and hosting IG deducts from funds given to OAGB at the end. Agreed to communicate with HoE about this and report back to Board on the decision made | **a) Juliet** to change Board Calendar to reflect change in DAF deadline date  **b) Board Members** to book own NA rooms  **c) Juliet/Chic** to ask Centre Mic/ Parliamentarian to book their own rooms for NA and claim back  **d) Lisa** to talk to HoE to discuss reg fees and report back to Board |
| 23 | **Any other business**  **PLO role** - We need a Print Liaison officer. Requires 1 year of abstinence, Pam has been doing this role for 5 years. Skills needed include being able to read a spreadsheet and having an eye for detail but it’s not a massive amount of time/work.  Have to translate US English to UK English but not personal stories so for the new book, this would mean going through the first few paragraphs changing it to UK spelling, the rest are member stories so we don’t edit. WS have put a stop on new literature for 3 years  Q. Is there a job description available?  A. Yes, job description is on OAGB website under NSB Service opportunities, all role descriptions are in there  Q. Would there be a face to face opportunity to speak to Pam, where is she based?  A. She’s based not far from Birmingham but a telephone chat should be fine. She’ll be very supportive of a new officer  Q. Have the NSB sent out a request for help with this role on the OAGB email loop?  A. Yes, but we have found that personal approaches are more effective.  **Audio speaker release form** – Audio tab on website where we list recordings of speakers from 2 London meetings (Greenwich and Eltham). They record these on a device (not an iPhone) email to Comms address along with a speaker release form. Have posted link to share directly onto OAGB Facebook page but did not have full permission for this and when form was updated to include social media, recorded speakers declined. It seems members don’t mind the website but are very wary of social media. Shares have since stopped being sent.  Q. Should this permission form be a tick list so that members can select website and social media separately?  A. Yes, but more work for audio uploader, more scope for error  Q. Could it just be a link to the webpage- “to listen to audio shares click here” rather than a direct link to the share itself  A. Yes this is what was being done before.  Q. Could we ask members to record shares just for Facebook?  A. No because the share has to have a “home” so it has to live on the website  No issues with this area previously apart from the occasional tradition break (in which case we don’t post) We were getting 1-2 audio shares per month but now these meetings have stopped recording them.  Proposal by SC Chair that we return to how audio speakers were previously being handled- have a generic link to website from Facebook page  Seconded and voted in 11-Yes  **Mileage rates**- OAGB have mileage policy for Board member expenses of 26p per mile driven. Suggestion made at previous BM to increase this rate to the HMRC of 45p per mile. What are the IG policies on mileage?  NB Suggestion that this 26p per mile is for fuel costs not mileage so wording in policy should be changed to reflect that.  Caledonian 45p per mile, Alba use public transport so don’t have policy on petrol/mileage. NoE- Just petrol costs no policy, HoE not sure, SEE 35p per mile, SW no policy, SC 25p per mile.  Professionals get 45p per mile but can also claim at Public transport rate.  Literature Service would also need to come in line with OAGB’s mileage expenses policy so need to check what their costs are currently to see if the increase is affordable. Lisa is the only current BM who drives so won’t make a big difference to the budget at the moment  Q. Can we claim back from HMRC?  A. No, we have no revenue so we can’t claim back.  Can’t make a decision until we know the Literature Service costs involved | **a) All chairs** **and NSB Board members** to ask 3 people each about Print Liaison role  **b) Sam** to change speaker release form & communicate to meetings who have been providing audio shares and to Audio Uploader, the decision to not directly share on Facebook  **c) Juliet** -Change wording in P&P from “mileage” to “fuel”  **d) Lisa** to find out how many miles the Literature service are doing to see how much this would impact the budget cc. Sam in to email |
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|  | **Meeting closed with the Serenity Prayer** |  |