

**Minutes of the**  
**MEETING OF OVEREATERS ANONYMOUS GREAT BRITAIN**  
 (The National Service Board of OA in Great Britain)  
**On Saturday 31<sup>st</sup> August 2019 Time 9:00 for 9:15am-3pm**  
**Quakers Meeting Rooms, Elmbank Crescent, Glasgow, G2 4PS**

**In attendance**

<b>Chic</b>	<b>Chair/ Company Secretary/Temp LLO</b>	<b>NSB</b>
<b>Juliet</b>	<b>Secretary</b>	<b>NSB</b>
<b>Lisa</b>	<b>Treasurer/R9 Rep</b>	<b>NSB</b>
<b>Sam</b>	<b>Communications Officer/ WSBC Rep</b>	<b>NSB</b>

	<b>Item</b>	<b>Action</b>
<b>1</b>	<b>Chic welcomed everyone and the group opened the meeting with the Serenity Prayer</b>	
<b>2</b>	<b>Preamble, Traditions and Concepts were read</b>	
<b>3</b>	<b>Brief personal shares</b>	
<b>4</b>	<b>All present, no apologies</b>	
<b>5</b>	<b>Items of AOB:</b> 1. Bylaw update regarding composition of Intergroups	
<b>6</b>	<b>Review and adopt agenda, agree ground rules</b> Agenda adopted and ground rules agreed: All questions through the Chair Chair has a vote Chair has discretion to time discussion	
<b>7</b>	<b>Review of last meeting's minutes and matters arising</b>  <b>a) Amendments</b> none noted. Board voted to accept these minutes, as a true and accurate record of the meeting.  <b>b) Matters arising</b> 7- done, 12a) & b) done, 13) Juliet started this but got confused with Board Admin role and Secretary role so got stuck – advised to just record what you are doing , 15) done, 17) Parliamentarian has changed from Sandra to Caroline, 18a)& b) done, 19) done, 20) done, 21) did contact Carol but unclear as to the exact problem, she was going to get back to him- thus ongoing. 22) Sam, Lisa and Juliet have booked rooms for NA, Chic has still to book, no double rooms available at present. Hotel liaison for HoE to get back to him about this. 23a) role now filled, 23b) done, c) done, d) to be carried over- not done	<b>a) All</b> to update job description with what they are currently doing  <b>b) Chic</b> to contact Carol from Alba regarding outdated service manual  <b>c) Chic</b> to book room and liaise with HoE that no double or twin rooms currently bookable  <b>d) Juliet</b> to remind Parliamentarian & Centre Mic to book rooms, register & claim back fees.  <b>e) Lisa</b> to recheck with HoE re: registration fees  <b>f) Lisa</b> to find out how many miles Lit service does cc. Sam in to email

8	<p><b>Review of last Board call minutes and decisions made.</b>  <b>July 7th</b>  <u>Actions</u> 1) done, 2) Deborah’s contract all sorted and saved on Dropbox, 3) done 4) started and ongoing  <b>Aug 11<sup>th</sup></b>  <u>Actions</u> 1) done, 2) booked, done, 3) done, 4) done- member in question concerned about computer literacy and doing service requiring technical skills in this area- some discussion about what roles or portions of roles are less onerous for computer work! Literature maybe? Sam would be willing to support this member into a role</p>	<p><b>Lisa</b> to go back to member who may give service and talk further about what could be possible and support we could offer if she did join the Board</p>
9	<p><b>Confirmation of Members / Directors / Trustees details and Board Member roles</b>  Officers details, roles confirmed</p>	<p><b>a) Chic</b> to bring forms for new BM to AGM   <b>b) Lisa</b> to bring mandate forms for bank in case any new applicants are to become signatories</p>
10	<p><b>Literature Service update</b>  Everything is ticking over. Very little communication with Lit Admin over last month or so, she will be involved in end of year finances – sent message this week asking for update and if we are on schedule for putting Quickbooks online, waiting to hear back.  Some issues with Lit Committee volunteers being overwhelmed by receiving large numbers of orders all at once. Communications about this helped and Lit Admin agreed to send orders in smaller numbers to be more manageable for volunteers  Issue with two Lit returns going to Lisa’s address rather than to Lit Admin, the OAGB Green Lanes mailing address is managed by Prime Secretarial, mail is forwarded to Lisa’s personal address or can be manually diverted by her (if she regularly checks the site and knows the mail relates to Literature) to Lit Admin address.  Sam had arranged returns labels for packers which just named OAGB but she has now had these updated to say OAGB Literature. If Lisa sees these in time she can have them appropriately diverted</p>	<p><b>a) Sam</b> to speak to Lit Admin re: end of year finances and Quickbooks   <b>b) Lisa</b> to send annual spreadsheet for Lit Admin for to her to add her figures   <b>c) Lisa</b> to check Prime Secretarial regularly and divert any OAGB Lit returns to Lit Admin address</p>
11	<p><b>Delegate Assistance Fund applications update</b>  All of the agreed funds have been paid. Part funding was accepted. Lisa just needs to collect paper copies of receipts at NA and has asked funded delegates to make themselves known to her as Treasurer then. Lisa staying over on Sunday night</p>	<p><b>Lisa</b> to collect expense receipts from funded delegates at NA</p>
12	<p><b>Expenses Claim Deadlines</b>  Several Board members were bit surprised by very late expenses claim being submitted recently (from last year’s National Assembly- 10 months late), some discussion over this.  Suggestion that as we are dealing with charity money, we need to be clear with our finances and have expenses submitted and paid in a timely fashion. It also makes budgeting and the Treasurer’s job easier. Proposal that we add the following policy statement to the Policy Manual: “Expenses must be claimed within 3 months of the expense being incurred otherwise they will not be paid.”</p>	<p><b>a) Juliet</b> to add to new expenses claim policy to Policy Manual   <b>b) Lisa</b> to add note about expenses claim deadline to Expense claim form and update this in Dropbox</p>

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**Financial Reports – year to date and draft budget 2020**

Lisa really wanted to tidy up things in this role (e.g. making sure expenses incurred in 2019 calendar year came out of the 2019 budget) realised that this is not possible for NA expenses because of its date in Oct but makes things really difficult to track things year by year.

Best way to track is over 2 years as expenses always come out over 2 years for a NA (our main expense-incurring event).

Q. Why does our financial year run from Sept to Aug?

A. Not sure. Maybe due to when the Charity and Ltd Co. was set up?

Q. Can we move financial year end? Run from Jan-Dec or April-Mar? Or move NA so that it is not so close to the financial year end?

A. Would make sense not to have NA near financial year end and seems easier to find out about possibility of changing financial year as first option.

Query over large figure in “Trustee Expenses other” in second quarter but it’s the Literature Insurance fees which we could pay more quickly but which were paid back to us shortly after.

Suggestion that they be put into “Sundries” row (currently totally blank) so that they are completely separate from all other expenses and easy to see and explain.

Room hire expenses -£98 for Glasgow meeting in “Trustee Expenses other” needs to move to “Room Hire” row

Suggestions re: budget

Noted that budget for World Service and R9 delegates may not be sufficient next year (R9 Assembly was in London 2018 and in Rome 2019 but if it’s in Israel for example, this may be significantly more expensive) If we can find out which country R9 might be hosted in for 2020 that will give us a better idea of the financial implications Budget for Trustee expenses etc will also be related to whether we get new BMs or not.

We have budgeted this year for employing a Board Admin and will continue to budget for that next year in case we don’t have enough BMs to cover the core roles.

May need to increase Telephone budget as annual subscription has gone up for this. Query over figures and mistake noted for Sept/Nov quarter with £200 figure being placed as expense in “Telephone” when it should be in “Post Office address”.

However, telephone costs may still need reviewing. We have two mobile numbers for Vodaphone- one is an 0700 number which has been phased out but seems to randomly appear in places and is still used to call OAGB – GCI Invomo sort out call forwarding for this which is a small monthly cost. For the OAGB physical mobile phone we pay for users to be able to listen to messages and to receive but not make calls. Could this be more cheaply arranged?

Lisa suggested that to save travel costs for OAGB the old Treasurer and new Treasurer meet up straight after NA to hand over historic files and go over some of the components of the role. Concern that directly after NA may not be the best time to absorb all this info for new Treasurer. Reassurance that mainly handover of files and Lisa would continue to carry out Treasurer duties doing gradual handover until official end of role in Jan.

**a) Chic** to talk to our accountant about the possibility of moving our financial year end

**b) Lisa** to try to find out where R9 might be held in 2020

**c) Chic** to investigate phone service costs to see if savings can be made

**d) Lisa** to tidy up figures- move Lit insurance costs room hire fees and post office address fees as discussed.

**e) Lisa** to set draft budget and send through to rest of BMs for consideration

**d) All** to note opportunity for old and new Treasurer meet up after NA and arrange if appropriate

<p><b>14</b></p>	<p><b>NA Update from hosting IG sub-committee</b>  Chic is bringing a projector as discussed  Chic/ Sam to bring laptop  Juliet will obtain the list of meetings in OAGB from R9 Chair at the start of Oct. Registration desk can be in charge of ticking off the group reps as they arrive at Assembly.  Final count on Sat morning could be done by HoE so as to reduce tasks Board have to be responsible for just before Assembly starts  Chic offered to bring ballot papers but Sam suggested that this may be a simple task for organising committee and one less thing for Board to remember when they are already bringing lots of things.</p> <p>Juliet noted that the Bylaws require a Minutes Review Committee composed of Board Secretary and at least 2 other Board members as well as two other group reps or IG reps</p>	<p><b>a) Juliet</b> to communicate with HoE NA Committee re: hiring projector screen from hotel, provision of ballot papers for all voting &amp; HoE team doing final count of voting registrants on sat (am)</p> <p><b>b) All</b> to consider Bylaw amendment to Minutes Review Committee personnel for next year</p>
<p><b>15</b></p>	<p><b>NA Pack 1 contents</b>  Final review by Board -accepted</p>	<p><b>a) Sam</b> to post on website as PDF doc and send to OAGB email list</p> <p><b>b) Juliet</b> to send PDF via email to IG Chairs</p>
<p><b>16</b></p>	<p><b>Proposed amendments to bylaws and resolutions</b>  Three bylaw amendment proposals:  A. Changing the Quorum for NA- Sam to present  B. Removal of the AA Third Legacy Procedure (Appendix II)- Lisa to present  C. Removal of the provision for non- OA Board members- Alba to present</p>	<p><b>a) Sam</b> to prepare to present motion A</p> <p><b>b) Lisa</b> to prepare to present motion B</p>
<p><b>17</b></p>	<p><b>NA - Workshops - Friday night and Saturday morning</b>  World Service workshop which Sam thought inciteful and has revamped for our purposes (OAGB- wide than worldwide).  Caroline to run Sat morning workshop, not sure if she needs any support with this or indeed what kind of thing she has in mind- ideally it would be similar to what Stella did last year.</p>	<p><b>a) Juliet</b> to ask Sue if room for Friday night workshop is the main room</p> <p><b>b) Juliet</b> to ask Caroline if she needs any support for Sat workshop plan</p>
<p><b>18</b></p>	<p><b>NA- Pack 2</b>  <b>Juliet has to do list for this in Asana</b></p> <ul style="list-style-type: none"> <li>• Edit contents page (Internal document links) Juliet</li> <li>• Check/change agenda- Chic and Juliet (some changes made during meeting to order of questions on officer reports. R9 Assembly is after NA so no report can be given, however could do short explanation regarding that and ask for any issues/questions groups wish OAGB R9 delegate to take to R9 Assembly). Timings may be open to change if we don't get any board applications or NA 2021 hosting bids for example.</li> <li>• Check service structure numbers (of IGs, groups etc) Juliet</li> <li>• Officer reports from Chic, Lisa, Sam Juliet, Deborah</li> <li>• Quotes from current members doing service at National Level -obtained</li> <li>• Update service opportunities available now -Sam (not much</li> </ul>	<p><b>a) Sam</b> to contact Deborah re: NA, is she coming? If not, Sam will answer any Lit Admin report questions, also to prompt provision of financial info to Lisa and report to Juliet (by 7<sup>th</sup> &amp; 14<sup>th</sup> Sept)</p> <p><b>b) Lisa</b> to write brief R9 Del report explaining that Assembly will be 23<sup>rd</sup>-27<sup>th</sup> Oct and asking for any suggestions of issues to take to R9</p>

	<p>available, have lots of volunteers. However always a turnover.</p> <ul style="list-style-type: none"> <li>• Add Board member applications (if any)-No PD- Juliet No real prospects at the moment.</li> <li>• Add bids for hosting NA 2021 -Juliet Doubt that SEEIG will bid this year as not on their agenda for Sept meeting (last one before NA)</li> <li>• Add IG Reports -Juliet Have so far received reports from SC, HoE, NoE, NW and D&amp;C ex-member (to explain closure of IG)</li> <li>• 2018 minutes are already in</li> <li>• Special Rules of order are in</li> <li>• Sept 25th-Pack produced by now for Board review Discussed arranging Board call at this time but difficult. Happy to liaise by email and Juliet will send pack as soon as it's ready</li> <li>• 30th-Pack to be posted on website and link mailed to IGs and groups with no IG</li> </ul>	<p><b>c) Juliet/Chic</b> to review agenda timings at end of Sept</p> <p><b>d) Juliet</b> to query NA hosting bid with SEEIG</p> <p><b>e) Juliet</b> to chase IG Chair reports from SEEIG, SW, WoE, Caledonian and Alba</p> <p><b>f) Juliet</b> to send pack to Board members for review as soon as it's ready after Sept 15th</p>
<p><b>19</b></p>	<p><b>NA- registrations and room bookings</b> A lot of confusion regarding £147 rate being per room or per person. If per person then no cheaper to share a room. Need clarity on room rate</p>	<p><b>Chic</b> to liaise with HoE about hotel room rate</p>
<p><b>20</b></p>	<p><b>Communications and website</b> Web views very slightly increased- 4500 viewings of our web page every week Audi shares- all come from two London meetings Twitter, currently one tweet a day using lots of different hashtags Likes on Facebook page have increased from 290- 412 and 456 people are following the page All mailers go out to Twitter account and Facebook account No queries about the phone since Alba have had it. Nov- Jan period it will be held by S. Wales. Email responders- two long time volunteers stood down but then two new ones came forward, Suzi is coordinating, Lisa wishes to have an email responder role when she retires from Board MailChimp Mailers- are regularly scheduled and Sam is happy to continue to prepare these. Q- docs on the OAGB website for starting a meeting- may need updating? A. Will check and see Q- Is there funding for the posting of OAGB Phone between IG members A. No because it is assumed that members will be in close enough proximity to pass it on. Sending recorded delivery is expensive and although OAGB covers this for passing between IGs it could become a much bigger expense if IG members post to one another as well.</p>	<p><b>a) Chic</b> to ask (tech-savvy) member of Caledonian IG if he'd be willing to record some audio shares for website from groups in Caledonian area</p> <p><b>b) Lisa and Sam</b> to liaise re website docs with incorrect links</p>
<p><b>21</b></p>	<p><b>Volunteer Update</b> <b>18 volunteers</b> 10 volunteers give service specifically for Communications We have a new PLO – Pam very pleased, said she is very good with her only major concern being about proof reading A proof reader/readers were requested in a mailer and we now have two new proof readers.</p>	<p><b>a) Sam</b> to prepare Phone Coordinator position job description for possible future volunteer</p> <p><b>b) Sam</b> to remove Treasurer Support from</p>

	<p>2 potential new volunteers who have also showed interest. All roles are now filled with the exception of:</p> <ul style="list-style-type: none"> <li>- Mailer/newsletter Coordinator</li> <li>- Treasurer Support</li> <li>- Policies &amp; Procedures Support</li> </ul> <p>Mailers are being done by Sam and she's happy to keep this role Treasurer support - do we still need this? Member was keen for this support role and Sam suggested she consider NSB Treasurer position. Talked to Lisa about it and was happy with all tasks but unsure she can commit to the time involved. Discussion that we really wanted an apprentice Treasurer and don't currently need support from outside the Board itself. May reconsider at a later date We don't have a Phone coordinator so this may be a position we could allocate Literature packer- we have a willing volunteer who wants to do this role but Lit Admin feels 3 packers is enough. Board would like extra packer to help in holiday periods and to spread the load further. Could she be set up with literature at National Assembly to save on postage costs?</p>	<p>list of volunteer positions</p> <p><b>c) Sam</b> to liaise with Lit Admin re: potential new packer- Pauline and possible set up at NA</p>
<p><b>22</b></p>	<p><b>GDPR Update</b> Three key policies were voted in at Chairs meeting and have been added to the Policy Manual</p> <ul style="list-style-type: none"> <li>* Data protection policy</li> <li>* Privacy policy</li> <li>* Information security policy</li> </ul> <p>Still need a Website policy and a Policy for officer roles and use of Dropbox by officers to be fully compliant - both of these have been drafted but need more work</p>	<p><b>Sam and Juliet</b> to complete Website policy and Officer roles/ use of Dropbox policy for voting on AGM in Oct</p>
<p><b>23</b></p>	<p><b>Policies and procedures</b> <b>The following Policies (with notes) are still outstanding (NB Those with an asterisk have a draft in Dropbox)</b></p> <p><u>General Policies</u></p> <ul style="list-style-type: none"> <li>*Diversity Policy-draft from 2018</li> <li>*Policy on breaks of abstinence in OAGB committee volunteers-draft from 2018</li> </ul> <p><u>Policies required by the Charities Commission</u></p> <ul style="list-style-type: none"> <li>*Risk management policy- not required by law but strongly recommended- draft begun</li> <li>- Written investment policy</li> <li>*Written safeguarding policy-drafted</li> <li>- Conflict of interest policy- Example version in DB</li> <li>- Policy for managing volunteers- Example version in DB</li> <li>*Written policies in handling complaints- drafted</li> <li>*Written policies on paying staff- "Remuneration policy..." Started but basic...should it be part of financial policy?</li> </ul> <p><u>Literature Policies</u> e.g. customer related as well as processes Employee training such as manual handling, work station assessment etc Lone working- Example version in DB Note -Do all employee ones also cover BM/volunteers?</p>	<p><b>Sam</b> to put together mailer regarding help with Policies and Procedures</p>
<p><b>24</b></p>	<p><b>Update to job roles</b> Ongoing</p>	<p><b>a) All</b> to update their roles pre- National Ass</p>

25	<p><b>Company Calendar review</b></p> <p><u>August</u>  Can't make decisions on extra R9 and WSO contributions at this stage and more likely to decide to give extra in budget next year  All other August actions done, in process or noted to be done.  Note that Aug point 4 &amp; 5 refer to Pack 2 but should read Pack 1  Note also that July point 4 -DAF deadline of 31<sup>st</sup> needs removing  Chair notes that as we have no Board Admin this needs updating to Secretary</p> <p><u>September</u>  Point 2 Needs moving to November since we now make quarterly donations to WSO and R9</p>	<p><b>b) Juliet</b> to tidy up Board Calendar and update with noted required edits</p> <p><b>c) All</b> to agree R9 and WSO contributions at AGM-</p>
26	<p><b>Any other business-</b></p> <p>Bylaw update request from WSO regarding the definition/ composition of Intergroups.  Juliet tried to address before but couldn't get clear guidance on what exactly was required to be in our bylaws in reference to it (currently have very limited detail on IGs) Proposing to update them to include the full definition and composition of both a group and an intergroup directly from the OA Inc bylaws. OK to do this as clause 7(g) says we can automatically update to be in compliance with OA. Inc.  Proposal voted on and approved unanimously by Board</p>	<p><b>Juliet</b> to add proposed update to OAGB bylaws and send to R9 Trustee for review.</p>
	<p><b>Meeting was closed with the SERENITY PRAYER</b></p>	