

Minutes of the
MEETING OF OVEREATERS ANONYMOUS GREAT BRITAIN
 (The National Service Board of OA in Great Britain)
(Saturday 30^h March 2019 10 for 10:30am - 4pm)
 8th Floor, Lowry House, Phoenix Street (off Fountain Street), M2 2AA

In attendance

Chic	Chair/ Company Secretary/Temp LLO	NSB
Juliet	Secretary	NSB
Lisa	Treasurer/R9 Rep	NSB
Sam	Communications Officer/ WSBC Rep	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	All present, no apologies	
5	No items of AOB	
6	Review and adopt agenda, agree ground rules Agenda adopted and ground rules agreed: All questions through the Chair Chair has a vote Chair has discretion to time discussion	
7	Review of last meeting's minutes and matters arising a) Amendments to the minutes were noted as- <ul style="list-style-type: none"> • "2/52" to be replaced with "2 weeks" in section 8 • Until to be replaced with unit in section 14 Board voted to accept these minutes, with agreed amendments, as a true and accurate record of the meeting b) Matters arising <ul style="list-style-type: none"> • 7a) done, 7b) to be discussed later, 7c) Juliet has purchased • 8) ongoing, Chic to meet with Sandra • 10a)-c) complete, • 13) currently in process • 14a) done, b) need to be addressed still, c)-f) complete • 15a) Sam booked Manchester venue, Chic may change Glasgow venue b) Juliet began this more to do c) ongoing Chic still to action <ul style="list-style-type: none"> • 19) completed • 20a) completed, b) NA Save the date mailing sent Feb 6th • 22a) Policy Manual Juliet got so far, ongoing action, Chic to liaise with her and Sandra to move forward with this. • 23) complete, suggested venue is St Luke's Church Centre, Great Colmore Street, Birmingham (free parking and 15-20 mins walk from Birmingham New Street station) • 24a)- c) completed, d) R9 Chair is not available for NA dates • 25a) completed, b) Juliet has started trial, Chic and Lisa not really 	a) Juliet to amend minutes and save to Dropbox b) Chic - ongoing updating of Lit P&P (no 8 of Jan mins) c) All to discuss Deborah's pay rate (14b from Jan minutes) d) Juliet to continue old data deletion in Dropbox e) Lisa to chase Catherine re: lit survey response (14e from Jan minutes) f) Juliet & Chic (and Sandra) to continue with P&P work

8	<p>Review of last Board call minutes and decisions made. March 2nd Actions 1a) complete, 1b) and c) to be discussed later, 2a) complete 2b) ongoing, 3a) Lisa has sent mail re: bank signatory to Chic and Juliet</p> <p>March 17th Actions all complete except Sam communicating with Alyson, however Lisa has an update: Lisa arranged to speak to Alyson but this did not work out and responses have been intermittent. Note that she may not be on board to take on this role in Oct. NB Alan did a full 2 years as LLO, Catherine was co-opted into the PI role when Chris stepped down and she later took on Literature</p>	<p>a) Chic and Juliet to download apt forms to get online access to bank account- see Lisa's email</p> <p>b) Lisa to talk to Alyson again in a couple of weeks regarding this role</p>
9	<p>Confirmation of Members / Directors / Trustees details and Board Member roles Companies House has been updated, Catherine has been removed All other Officers details, roles confirmed (Chic temp cover of LLO role)</p>	
10	<p>Director reports <u>Chair & Company Secretary</u>- Thanks expressed for dealing with LLO situation and literature service cover. Q Have the March item "communications with IGs" been completed? A. Ongoing to be done, will try to do ASAP <u>Secretary</u>- No questions, thanks expressed for service. <u>Treasurer & R9</u>- Thanks expressed for Treasurer service. Noted we are on target for this year's budget. Q What is the expense of £2,305 in row 4 "Other" of quarterly report A. Anonymous donation of £1,309 given but put into the wrong row, should be with row 3 "anonymous" above Q. What is the £788 in row 10 "Trustee expenses, other"? A Possibly used this row to input cost of paying for Literature insurance which was later refunded from Lit Account. No other apt row to put it. Re: WSBC, Sam has claimed for flights and registration but not hotel yet as this is not payable upfront. Q to what does s/w & h/w refer-rows 21-22? A software & hardware Q There were 2 Go cardless payments on 21/2 is that correct? A Yes , they were for consecutive months but one was late due to an admin error (not ours) <u>Communications & WSBC</u>- Thanks expressed and huge increase in web page views noted Recruited someone – Angela - to be Facebook content coordinator this week so lots of work being done by great volunteer team Q What are Audio shares? A. recordings from a chair at a meeting, usually London one like Greenwich. Board keeps release forms. Currently Caroline covering this role (one is provided every 2/3 weeks) Q How did NW IG get on with having the OAGB phone? A. Paper handover file had been compiled by volunteers but this info was not up to date or approved by us so some small hiccups but they are being resolved. Request that this file be destroyed. Q. Do we still need another email responder? A. Ideally we'd have one more as back up but we are Ok at the moment. <u>Literature</u>- Juliet would like to understand what "Stock adjustments" are in the Literature P&L and how they are calculated.</p>	<p>a) Chic to contact IG chairs with info required in March section of Board calendar</p> <p>b) Lisa to amend figures in rows 3-4 of quarterly spreadsheet</p> <p>c) Sam to raise the subject of "stock adjustments" with Deborah at an appropriate time and report back or add to Lit meeting agenda</p>

11	<p>Annual return to Charities Commission <u>Annual report</u> Extra “the” in first line of Trustees and Induction subsection Third paragraph of NSB subsection does not make sense. Reworded To be ratified subject to amendments of wording <u>Accounts</u> Chic Douglas should read Chic Doyle Dates for Charity and company set up are slightly different in accounts and report, can we check if that’s right/ok?</p>	<p>Chic to update wording, as noted, in Annual Report and liaise with Mary to address surname error and check dates in Accounts document</p>
12	<p>National Assembly</p> <ul style="list-style-type: none"> - NA hosting committee update provided, all going well, query over budgeting on how BM’s will register and pay? Lisa- Easier to get the funds from us upfront. We pay our own registration fees etc up front and reclaim from OAGB then HoE will give us the 7th tradition as a separate transaction - Review flyer- formally ratified - Discussion of Parliamentarian. Juliet asked R9 Chair but she is unavailable. Q - could we ask Sandra? She may be willing. Centre Mic, better to have someone who is not doing another role too. Jaqueline or Stella? - Approval of AGM pack (if changed), Packs 1 & 2 need to be looked at to see what needs changing for NA 2019. Decide what needs to go in them. Lisa suggested Subtitling the packs so we know what’s in them might help. Sam noted page numbering was incorrect in Pack 2 last time so requested we please check. - Suggestion we send IG chairs information on how to propose a motion at NA either bylaws or resolutions. Do we have a deadline for applications for the delegate assistance fund (DAF)? It was moved later last year due to low numbers registering but Lisa advises that ideally 31 Aug is latest date to apply please 	<p>a) Juliet to respond to Sue re: NA planning, ask date for booking form release and pass Charlotte’s number for help with Sat evening entertainment planning</p> <p>b) Chic to ask Sandra to be Parliamentarian Juliet to ask Jacqueline re: Centre Mic</p> <p>c) Juliet to produce “blank” copy of NA packs 1 & 2 (outdated info removed, up to date info we have available added)</p> <p>d) Lisa to update Delegate Assistance form to include requesting the applicant’s bank details</p>
	<p>LUNCH</p>	
13	<p>Literature Liaison vacancy Update - Chic has been covering role. We asked IGs for volunteers. John (previous Board member) expressed some interest and then withdrew his offer. Another member was approached and considered joining the Board but decided not to due to other service commitments. No other interest. Sam and Chic feel they can cover the role until NA. Chic to do admin side (pay etc) Sam to do the communications, liaison with Lit Admin worker. Note, we need to encourage the smaller pool of <u>qualified</u> members to come forward. Move from other service posts that less qualified members may be able to do.</p>	<p>Chic and Sam to liaise regarding takeover of LLO duties</p>
14	<p>Literature Administration worker Employee appraisals/ pay reviews – Chic to take on this role. Needs access to past appraisals. Nothing in Dropbox. Catherine has two files of information, Sam to obtain these in person or by post and upload to Dropbox. Pay review – proposal to keep at same level, agreed.</p>	<p>a) Sam to arrange transfer of files with Catherine</p> <p>b) Sam to gain more info</p>

	<p>Quick-Books – we know Deborah has QB on her computer via floppy disc. All data could be lost if any problems with either of these. Three packages for online QB but as management of stock is required, we need the most expensive one of these- “Quickbooks Plus” it’s £11 p/m for first 6 months, £27 p/m after that. 5 profiles can be set up with this package.</p> <p>Every PayPal transaction has 3% charge. QB can take payments so maybe this might be a more efficient and cheaper way of taking literature payments? PayPal is very easy for the customer, need to find out if another method works as well</p> <p>Banking – Chic was sent form to download but couldn’t open it, Deborah also couldn’t open it. Catherine gave Chic view only access so he can see Literature bank account but is still proceeding with trying to get full online banking access.</p> <p>Proposal that Pam is temporarily second signatory for cheques (with 2 Board approvals) until Chic is set up as a signatory. This will relieve the pressure on Catherine.</p> <p>Based on yesterday’s meeting with Lit Admin, proposal made that her weekly contracted hours be raised from 14 to 16. Voted and agreed.</p> <p>Lit Admin suggestion that expenses/ hours be paid, for any required BM attendance, via the OAGB account. Treasurer noted that extra hours would constitute overtime and should be paid through the Literature account. Proposed that:</p> <p>Expenses (travel) are paid through OAGB and overtime (inc travel time) from Literature budget. Voted and agreed</p> <p>Currently we have no Packer role job description in Dropbox</p> <p>Update on Literature volunteers – all working well, new volunteer has come forward – Wendy in Scotland and will be set up asap.</p> <p>Literature committee meeting, all BMs can make May 25th date but need to check with Deborah and others to see if they can attend as well</p>	<p>on Quickbooks+ package and negotiate rates if possible</p> <p>c) Chic to continue to pursue becoming a signatory for the OAGB Lit account</p> <p>d) Chic to update Lit Admin contract with the agreed 16 hours per week and contact Lit Admin to let her know.</p> <p>e) Sam to liaise with Catherine/Deborah re: Packer job description. If not found, Sam to create</p> <p>f) Juliet to investigate Birmingham venue for Lit meeting on May 25th & feedback to Board. Also contact Pam and Trish re: attendance.</p> <p>g) Chic to ask Deborah if she can attend a May 25th Literature meeting in Birmingham</p>
15	<p>Chairs meeting in June</p> <p>Juliet confirmed she has had attendance responses from:</p> <p>SEE IG- Darren - Yes</p> <p>HoE IG Teresa – Yes</p> <p>D&C IG Bea – No (the IG is closing due to lack of members)</p> <p>NW IG Caroline – Yes, can attend until 3pm</p> <p>No response from Alba, Caledonian, NoE, WoE or S Coast, S Wales</p> <p>Board calendar has items to be discussed at this meeting listed as:</p> <ol style="list-style-type: none"> Review OAGB bylaws, resolutions and policies Discuss WSBC bylaws and motions Review mileage allowance Hold an OAGB Group Conscience Review communication between NSB and IG Chairs across the year Review & approve Annual report and fully audited account 	<p>a) Juliet to contact the IGs who have not yet responded</p> <p>b) Chic to contact IGs with info for June meeting (this will be included in the email with the March info)</p> <p>c) Juliet to start preparing draft agenda for June meeting</p>
16	<p>WSBC bylaw motions- No time for full discussion</p>	<p>Sam to email out WSBC agenda, Board to feedback their thoughts by email</p>
17	<p>GDPR Update – Juliet drafted Privacy policy using OASEEIG’s one as a</p>	<p>Juliet to contact Sandra</p>

	template but really needs support with all of this as a lot of things to cover. Sandra may be able to offer help moving forward	regarding Privacy Policy check
18	Policies and procedures – Not much progress has been made but Chic plans to discuss with Sandra and include Juliet re: all P&P plus GDPR policies required	Chic to liaise with Sandra in the coming week regarding the P&P
19	Holidays – NSB and Volunteers	All to contact Juliet with holiday dates to be included in central spreadsheet
20	<p>Expenses Encouraged to submit expenses in a timely fashion so that they can be included in the month during which they were incurred Expenses can be claimed by chairs for chair meeting if IGs can't meet those expenses. Re: meeting on 25th for Literature – travel expenses for Literature Committee volunteers to be claimed from OAGB Query as to if we should increase the mileage from 26p to come in line with the HMRC rate of 45p per mile. Would need to have the Lit service at the same rate (it currently pays 25p per mile) Historically have paid “petrol” costs, rather than mileage. Caledonian pay 45p per mile, SEEIG 35p per mile. Can we afford to make this change? What would the costs involved be? Perhaps we could use a figure somewhere between the current rate and the HMRC rate? Need to find out the costs to see if it's a change we can afford.</p>	<p>a) All to get expenses for this meeting in before end of April</p> <p>b) Chic to contact Deborah re: full Lit expense policy, share info for Board discussion. Aim to bring Lit Committee & NSB in line with regard to expenses. Also find out what mileage expenses the Literature Service regularly incurs for consideration of realistic petrol/mileage rate</p>
21	<p>Company Calendar review Actions for March are on target but Board meeting actions for April (which is when this meeting would normally have been scheduled) are not up to date and will have to be discussed in a Board Call. Next one scheduled for April 28th. NB Sam not available for 7/7/19 Board Call.</p>	Juliet to add items from April Board meeting list to next Board call agenda
22	<p>Any other business- Time was available so the meeting decided to conduct a short group conscience Happy with venue, accessible, quiet, good facilities but not apt for June meeting as hard to find and then to access for IG Chairs Happy with running of meetings. No other issues raised.</p>	
	Meeting was closed with the SERENITY PRAYER	