

MINUTES for the
 AGM OF OVEREATERS ANONYMOUS GREAT BRITAIN
 (The National Service Board of OA in Great Britain)
 On Sunday 20th October 2019, 9am-1pm
 Hilton Birmingham Metropole, Birmingham, B40

Present		
Chic	Board	Vote
Lisa	Board	Vote
Sam	Board	Vote
Juliet	Board	Vote
Janet	Board	Vote
Charlotte	Board	Vote

Item		Action
1	Chic welcomed everyone and the meeting opened with the Serenity Prayer	
2	Preamble, Traditions, Concepts were read	
3	Brief Personal Shares	
4	Apologies- None received	
5	Notify Chair of Any Other Business One item was requested to be added to the agenda: <ul style="list-style-type: none"> • Names of potential Board members being given on the NSB application forms 	
6	Review and adopt agenda, agree ground rules Agenda adopted and ground rules agreed	
7	Review minutes of last meeting (31st August '19) The minutes were reviewed for accuracy. The Board voted to accept these minutes as an accurate record of the Aug 31 st meeting	Juliet to save as "final" copy
8	Matters arising from minutes 7a) All JD updates done except Chair's, b)-f) all done 8) done 9a), b) done 10a), b) done, Discussion regarding whether Prime Secretarial will be in the sole charge of Treasurer or whether LLO can have access as some returns for Literature 11) ongoing- collection of NAD expense receipts 12a), b) done	a) Chic to update Chair role description in Dropbox b) Lisa/Janet/Sam- to liaise re: Prime Secretarial as we now have a new provider- UK postbox.com c) Janet/Lisa to liaise regarding Treasurer email account

	<p>13a) to be discussed later, b) done, still tbc c) not done- phone service costs investigation d), e), f) all done 14a), b) done 15a) and b) done 16a) and b) done 17a) and b) done 18a)-f) done 19) done 20a) and b) done 21a) not done- Phone Coordinator JD, b),c) done 22) done to be discussed later 23) done 24) Chair updated job description still outstanding 25a)-done, b) to be discussed today 26) Bylaws not sent to Trustee for update as thought waiting until after NA seemed sensible</p> <p>Sam mentioned setting Janet and Charlotte up on Asana to keep track of their things to do.</p>	<p>d) Chic to investigate phone service costs to see if savings can be made</p> <p>e) Sam to prepare Phone Coordinator position job description for possible future volunteer</p> <p>f) Juliet to update OAGB bylaws and send to R9 Trustee for review</p> <p>g) Sam to set up Janet and Charlotte with Asana and access to Dropbox and emails</p>
9	<p>Confirm Members / Directors / Trustees details and ensure company secretary finalises documentation for new board members/trustees Chic provided paperwork for new Board member to complete during the meeting and confirmed that existing members information has not changed</p>	<p>Chic to notify Companies House of appointment and termination of Board members/ Directors</p>
10	<p>Ratify new board members Ratification that Janet and Charlotte have been elected to the Board</p>	
11	<p>Job role allocation for next year Chair - Chic put himself forward Secretary – Juliet put herself forward Treasurer – Janet put herself forward Literature – Sam put herself forward Communications – Charlotte put herself forward WSBC Delegate – Sam put herself forward Comp Secretary – Chic put himself forward R9 Delegate – Charlotte put herself forward The Board voted unanimously in favour of each of the above elections</p>	<p>Juliet to update current Board member information on Dropbox</p>
12	<p>Bank Signatories Lisa supplied Janet with the forms for bank access.</p>	<p>Janet to go to bank and proceed with mandates for access to OAGB bank account</p>
13	<p>Support for new officers/handovers Outgoing Board Members to conduct handover of their roles from Oct to Jan 2019. Charlotte will be working abroad from 20th Nov ‘19- 20thJan 2020, Sam can cover as necessary</p>	<p>a) ALL- to liaise re: handover</p> <p>b) Sam & Charlotte to work out a handover/ cover plan for mid Nov- mid Jan</p>

	Sam needs to liaise with Deborah regarding access to the Literature Bank account and possibly go to the bank with her.	c) Sam to liaise with Deborah regarding access to the Literature Bank account
14	<p>Dropbox/ email etiquette Dropbox contains all the Policies & Procedures and documents that we use. All officers need to store documents required for their role in Dropbox so that any other officer could access if needed</p> <p>Email etiquette - always reply via your OAGB Officer email account. For reading purposes it is possible to have your Officer email forwarded to your personal account but do not respond from that. Don't cc everyone in to everything</p>	All to continue to store, or to establish storage of, all documents needed to perform role in Dropbox
15	Members / Directors Reports – questions only	
	<p>• Chair / Company Secretary Q What is the situation with our Literature insurance? A. Some difficulty last time we renewed. Currently insured until end of Nov, may need to change storage company</p>	a) Chic & Sam to liaise on Literature insurance
	<p>• Treasurer / R9 Delegate Q. Have we got a copy of the budget? A. In Dropbox but also listed in the figures given in NA Pack 2 report Budget will be discussed later</p>	
	<p>• Communications / WSBC Delegate- Volunteer audio-shares uploader has just stepped down as she no longer meets the requirements, previous Board member will cover this role until Jan. Need to recruit someone with a good understanding of the Traditions by Jan Q Is the telephone helpline a physical phone? A. Yes, it is, and it gets posted to the next IG who volunteer Q. Is it hard to get people to take it? A. Doesn't seem to be, they volunteer. We could create a role of telephone coordinator but it's generally easy to organise</p>	b) Charlotte/ Sam to recruit ongoing audio-shares uploader to take over from Caroline in Jan
	<p>• Literature Sam gave a verbal update and said that sales of the new newcomer leaflet at NA have been good so far. We do not have plans to discontinue the Newcomer packs, we'll see how demand goes. Quickbooks issue – the online version may not be suitable for our needs so this needs further investigation</p>	c) Sam & Deborah to research the viability of Quickbooks online

	<p>• Secretary Q. Do you need any help? A. Local volunteer minutes taker for meetings would be really useful Need to establish where we are meeting for our 2020 Board meetings then ask for local volunteers</p>	d) Juliet to produce role description for volunteer meeting minute-taker
16	<p>Financial Report/Budget Update/Surplus proposal Presented in the same style as R9. Lisa gave a brief overview of the proposed budget The Board discussed the figures Query regarding prudent reserve. Stock and savings and money for running costs are part of our prudent reserve Proposal to increase R9 and WSBC Delegate costs to £2,500 £3,200 set aside for Board Admin, if not used this year this money will be passed on to R9 and WSO Proposal to increase budget contributions to R9 and WSO from £500 to £750 The Board agreed the proposed adjusted budget for 2020</p>	Lisa to update 2020 budget figures as agreed
17	<p>Matters arising from National Assembly • Ratify changes to the Bylaws Bylaw changes Motion B & C were ratified by Board • Ratify any other decisions made at Assembly None were made • Assign new resolutions to Board members None brought to Assembly</p>	<p>a) Juliet to update bylaws and make notes to prepare deferred Motion A for NA 2020 b) Lisa to enquire at R9 regarding quorum figures for other European service boards</p>
18	<p>National Assembly Hosts 2020 and 2021 2020 - Caledonian IG 2021 – Two interested IGs but nothing prepared</p>	Chic to follow up SEEIG and SCIG with regard to hosting NA 2021
19	<p>Review and learning points from Assembly <u>What went well?</u></p> <ul style="list-style-type: none"> • Interactive workshop in afternoon lead by Lisa, nice way to end the day • Green dot ceremony was good • Centre Mic and Parliamentarian did a great job • Good not to have Parliamentary procedure on Friday • Venue food was good <p><u>What didn't go so well?</u></p> <ul style="list-style-type: none"> • Hiccups with registration • Badges not clearly differentiated for voting members • Assembly info hard to gather, some on IG website and some on the OAGB one • More of a preamble needed to 60th B'day Workshop/interacting over recovery ideas 	<p>19a) Chic to communicate with next year's hosting committee about badges, one site for info and timetable in advance 19b) Juliet to note for NA 2020 Ensure comfort break before workshop session in Assembly if we have one and consider how to mix people up Request shorter reports from officers (1 page) and IG chairs (half page)</p>

	<ul style="list-style-type: none"> • Fri workshop- mixing people up needs more careful planning • Sugar-containing yoghurts were mislabelled as sugar-free by hotel <p><u>Actions for next year</u> Aim for shorter reports and shorter packs overall Liaise with Caledonian re: feedback</p>	
20	<p>Dates and Location for NSB meetings 2020 As Board are geographically spread throughout country but 3 based to west of London, plan to research costs before deciding on location Proposed dates: Jan – 25th March – 28th June – 6th Manchester TBC (Chairs meeting) Sept – 5th (N.B. last w/e in Aug is BH so may be expensive) Oct – 18th Glasgow (AGM at NA)</p>	All to research meeting venues and transport costs
21	<p>Changing OAGB's accounting reference date Board discussed the possibility of changing our accounting reference date as year-end being 31st August splits the expenses for NA over two years. Previously discussed moving to 31st Dec or 31st March but Deborah (Lit Admin) suggested end of Feb as away from Christmas and Easter and keeps our quarters comparable going forward. WSBC expenses will straddle 2 years though. Board voted unanimously in favour of changing OAGB accounting reference date to 28th February</p>	<p>a) Chic to send Janet forms for this proposed change b) Sam to liaise with Deborah regarding change</p>
22	<p>Policies and Procedures- GDPR Juliet gave an overview of the Website policy and Officer Roles policy and the Board discussed them. We think these are the final two needed for OAGB to be GDPR compliant. Board voted unanimously in favour of both policies</p>	Juliet to add Website policy and Officer roles policy to OAGB Policy Manual
23	<p>Mileage/petrol expenses Board discussed a possible increase in expenses payments for mileage costs Proposal that mileage expenses be increased to 35p per mile from Nov 1st 2019 - Board voted unanimously in favour</p>	<p>a) Juliet to update fuel expenses payment to 35p in Policy Manual b) Sam to let Deborah know so she can update Literature mileage expenses</p>

24	<p>Company Calendar Review</p> <p>All items for <u>September</u> calendar completed except:</p> <p>2. The Chair job description needs updating</p> <p><u>October</u> items 1-3 complete plus 5 and 6.</p> <p>Items outstanding (and due by end of month) are:</p> <p>3. Deadline for Annual Return and fee to Companies House submitted online- normally paid 22nd Oct</p> <p>4. Notify companies House of appointment and termination of Directors (addressed in Point 8 of agenda)</p> <p>7. Complete banking forms to remove old and add new Board members to bank signatory list</p> <p>8. Draft AGM minutes and send to NSB for review</p> <p>9. Update service body contact details with WSO</p>	<p>a) Chic to check with Sandra how the fees are paid to Companies House (due 22nd Oct)</p> <p>b) Juliet to update Board Calendar with “Mailer” instead of “Board News” and swap over Nov points 4 & 5</p> <p>c) Juliet to give Jacqueline’s email to Chic</p>
25	<p>AOB</p> <ul style="list-style-type: none"> • Candidate names on NSB application forms <p>This was raised by a member who felt that a first name rather than just a letter should be given on the application forms circulated to the fellowship or the Assembly so that the applicants would be more “known” and could potentially be approached and questioned individually prior to the election.</p> <p>The board discussed this fully and the following points were raised:</p> <ul style="list-style-type: none"> • Using a letter not a first name, increases the anonymity of the applicant • Tradition 12 reminds us of anonymity and placing principles before personalities. All the information required by the applicant has been supplied in the form, there is an open time of questions so there is no need for their name • Applicants are open to being questioned about their application in front of the whole Assembly, there should be no questions that need to be asked by individuals on a one-to-one basis to help them make their decision. • It keeps the anonymity of those who may have to withdraw their application. <p>Proposal made that all applications are anonymised in the same way going forward as Candidate A, B, C, D etc - Agreed unanimously</p>	<p>a) Chic to email the member who raised the concern and inform her of the Board decision</p> <p>b) Juliet to note this decision in NA notes for next year</p>
	<p><u>Expressions of thanks</u></p> <p>Were given to Lisa for all the passionate and dedicated service she has given to the Board the past 3 years</p>	
26	<p>CLOSE - SERENITY PRAYER</p>	
<p>NEXT BOARD CALL: Sunday 17th Nov 2019, 6:30pm.</p> <p>NEXT BOARD MEETING: Saturday 25th January 2019</p>		