

**MINUTES of the**  
**MEETING OF OVEREATERS ANONYMOUS GREAT BRITAIN**  
 (The National Service Board of OA in Great Britain)  
**(Saturday 25<sup>th</sup> January 2020 9:00 for 9:30am start – 3pm)**  
 St. Marylebone Parish Church, 17 Marylebone Road, London, NW1 5LT

In attendance:

<b>Chic</b>	<b>Chair</b>	<b>NSB</b>
<b>Janet</b>	<b>Treasurer</b>	<b>NSB</b>
<b>Sam</b>	<b>Literature Liaison/ WSBC</b>	<b>NSB</b>
<b>Charlotte</b>	<b>Communications/ R9</b>	<b>NSB</b>
<b>Juliet</b>	<b>Secretary</b>	<b>NSB</b>

  

	<b>Item</b>	<b>Action</b>
1	<b>Chic welcomed everyone and the group opened the meeting with the Serenity Prayer</b>	
2	<b>Preamble, Traditions and Concepts were read</b>	
3	<b>Brief personal shares</b>	
4	<b>Apologies – None received</b>	
5	<b>Any Other Business -</b> <ul style="list-style-type: none"> <li>• September meeting date</li> </ul>	
6	<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	
7	<b>Review of last meeting's minutes (Oct 20<sup>th</sup> 2019) and matters arising</b> <b>a. Amendments</b> to the minutes- none needed. Board voted to accept these minutes as a true and accurate record of the meeting <b>b. Matters arising</b> 7) done, 8a) not done, b) done- Literature returns should go to Deborah but Janet needs to manually log on to select the parcel being delivered to her, c) done d) not done- decided we do not need, e) had already been done, f) done, g) done 9) Companies House notified 11) Not sure if done- Will check 12) Bank mandates process has been very complicated- still not finalised as bank problem back in Sept 19 that they are still dealing with the backlog from it. 13)a) done, b) ongoing – carried forward c) ongoing- carried forward 15a) To be discussed later, b) Tommy will be audio-shares uploader, c) ongoing, d) done 16) done	<b>a) Juliet</b> to amend minutes and save to Dropbox <b>b) Chic</b> to update Chair job description on Dropbox <b>c) Juliet</b> to check on current Board member info in Dropbox <b>d) Sam &amp; Charlotte</b> to continue with handover e.g website <b>e) Sam</b> to continue liaise with Deborah regarding access to the Literature Bank account <b>f) Charlotte</b> to sort audio-shares handover- Caroline to Tommy <b>g) Sam &amp; Deborah</b> to continue to research the viability of Quickbooks online

7	<p>17a) done b) ongoing- figures are not comparable, would be better to get figures from the American regions which might be more comparable</p> <p>19a) -ongoing b) done</p> <p>20) done</p> <p>21) Janet has sent forms off (initially made mistake with name of company – used Ltd by mistake), 21b)</p> <p>22) done</p> <p>23a) done b) not sure if definitely done so will check</p> <p>24a) Chic paid using personal card- still needs to claim fees b) and c) done</p> <p>25a) done b) done</p>	<p><b>h) Juliet</b> to find out quorum figures from American regions</p> <p><b>i) Chic</b> to communicate with this year’s hosting committee about badges, one site for info and timetable in advance</p> <p><b>j) Janet</b> to let all know (also Mary) when new accounting reference date accepted</p> <p><b>k) Chic</b> to claim annual return fee expenses</p>
8	<p><b>Review of last Board call minutes and decisions made.</b></p> <p>Spelling error noted at bottom of p. 1, subsequently amended</p> <p><u>Actions-</u></p> <p>1. Janet has been moving Treasurer files to NSB Dropbox some has been unable to move to different folders within it</p> <p>2. Mary said we have to hold a copy of everything for 6 years but it can be a soft copy.</p> <p>3. Documents were accepted for UK Postbox and all actions involved in this have now been completed by Board between them NB Document saying how to download Certificate of Incorporation is now in Dropbox- Accounts and Annual Reports</p> <p>4. Change of Accounting date is in progress – to 28<sup>th</sup> Feb</p> <p>5. Sam and Chic now liaising re: insurance renewal</p> <p>6. Sam handed over OAGB journal artwork/ permissions to Netherlands</p> <p>7. done, 8, All done except Juliet still to ask Suzi B re: June minute taker role, AOB done</p>	<p><b>a) Sam/Janet</b> to arrange call re: moving files in Dropbox</p> <p><b>b) Chic</b> to prepare Word doc for Companies House log-on details and save to Dropbox so that all have access.</p> <p><b>c) Janet</b> to put Certificate of Incorporation into Dropbox and create new folder named Companies House</p> <p><b>d) Juliet</b> to ask Suzi B re: minute taker role for June meeting</p>
9	<p><b>Confirmation of Members / Directors / Trustees details and Board Member roles</b></p> <p>All Officers details and roles confirmed</p>	
10	<p><b>Director reports</b></p> <p><u>Chair &amp; Company Secretary-</u> No questions</p> <p><u>Secretary-</u> No questions</p> <p><u>Treasurer-</u> Janet noted our prudent reserve is not shown on our quarterly reporting sheet and suggested it should be included going forward (in other assets and liabilities row)</p> <p><u>Communications &amp; R9-</u></p> <p>Q. How are you feeling about handover you’ve received so far?</p> <p>A. Pretty good apart from inserting links on mailers and still need to do handover re: website</p> <p>Note that these reports are quarterly so that all info for the whole quarter can be included (not just since last Board Call)</p> <p>Q. Can flights for R9 2020 Assembly be booked now? It’s be to held 28<sup>th</sup> Oct-1<sup>st</sup> Nov in Ireland (between Dublin and Belfast)</p> <p>A. Yes!</p> <p><u>Literature &amp; WSBC</u></p> <p>Sam gave a report overview, no questions, more discussion later</p>	<p><b>a) Janet</b> to include prudent reserve in the quarterly reporting</p> <p><b>b) Charlotte</b> to book R9 flights and accommodation etc for 2020</p> <p><b>c) Sam</b> to contact Chrissie to thank her for a service as Literature Packer</p>
11	<p><b>Bylaw updates</b> (from NA motions)</p> <p>Confirmed that these have been done by Juliet and sent to R9 Trustee</p>	
12	<p><b>2020 budget ratified</b></p>	

13	<p><b>Financial &amp; business reporting</b></p> <ul style="list-style-type: none"> <li>- Companies House approval next year will be 28/2/2021</li> <li>- When Mary does the accounts, we also send a Charities Commission report</li> </ul>	
14	<p><b>Literature</b></p> <p><u>Literature insurance</u>- have storage facility in Stoke on Trent, insured by Towergate which has been fine for years. Last year the storage facility changed its policy and asked for cover to include water damage and vermin damage Towergate policy doesn't cover this so we need a new policy so we pay £10 a month for that cover via the Storage facility. Only have until the 8<sup>th</sup> of Feb to sort out otherwise it automatically updates and we have to pay to make any changes within the year period.</p> <p>Towergate policy without this cover is £723.90 and we can't add on any additional cover.</p> <p>Chic is investigating Broker One as a different option</p> <p><u>Quickbooks Update</u>- need this to run Lit service, have used it for years but Deborah's version is desktop and not accessible by anyone else. Suggested the online version would be better to give others accessibility but it is apparently not appropriate for our business needs.</p> <p>Deborah is suggesting the newer desktop version but it sounds complicated e.g. <i>"I would back up and send/email a file to the other person and they could then access Q/Book software and our accounts, so if I was on holiday I would send a file across to whoever they would restore it to their computer, work on it and on my return would back up and send the file back to me to resume"</i></p> <p>To get to this position has taken a long time already but we are sceptical about its suitability going forward.</p>	<p><b>a) Chic</b> to pursue new insurance policy for Literature Service and confirm before 8<sup>th</sup> Feb</p> <p><b>b) Sam</b> to investigate Quickbooks packages again</p> <p><b>c) Chic</b> to check what version of Windows Deborah is working with</p> <p><b>d) Sam</b> to arrange a face to face catch-up with Deborah</p> <p><b>e) Sam and Chic</b> to arrange a further face to face meeting with Deborah</p>
15	<p><b>Ways of working</b></p> <ul style="list-style-type: none"> <li>- <u>Next board meeting dates / locations</u> Sat 28<sup>th</sup> March for next meeting, Chair's June meeting is Sat 6<sup>th</sup> in Manchester, agreed Aug meeting will move to Sept 12<sup>th</sup> in London again, AGM 18<sup>th</sup> Oct in Glasgow</li> <li>- <u>Bi-monthly calls</u> 1<sup>st</sup> March 5-6pm, 3<sup>rd</sup> May 6:30-7:30pm, 9<sup>th</sup> Aug 6:30-7:30pm, 23<sup>rd</sup> Aug 6:30-7:30pm to discuss the DAF applications, 4<sup>th</sup> Oct 6:30-7:30pm</li> <li>- <u>Goals this year as a team</u> Further mitigate risk to Lit Service Clean up Dropbox further Produce Safeguarding Policy for OAGB</li> <li>- <u>Dropbox Housekeeping</u> We are nearly at our limit for storage so need to delete unwanted items to continue using it or pay for service with increased storage capacity.</li> </ul>	<p><b>a) Juliet</b> to book St Marylebone Undercroft room again for Mar &amp; Sept meetings</p> <p><b>b) Sam</b> to book Central Methodist church for June mtg</p> <p><b>c) Chic</b> to email chairs with invitation to June meeting</p> <p><b>d) Juliet</b> to note which chair emails may change before June</p> <p><b>e) Juliet</b> to update Board Calendar with 21<sup>st</sup> Aug as new date for deadline of DAF applications and <b>Charlotte</b> to include in mailer nearer date</p> <p><b>f) All</b> to clear away old files in Dropbox and <b>Sam</b> to create Dropbox backup</p> <p><b>g) Charlotte</b> to have drafted Safeguarding Policy for next Board call</p> <p><b>h) Juliet</b> to add Safeguarding Policy to agenda for Board Call</p>
<b>LUNCH</b>		
16	<p><b>Professional Exhibits fund</b>- Chic emailed all IGs but no requests have been made for this fund</p>	

17	<p><b>Update on volunteers</b>  We have a good team of volunteers and they are still working well  Twitter volunteer has stepped down- member has come forward who wants to replace her but use Instagram instead of Twitter and also won't meet the service requirements until March  Lost one literature packer and our newcomer packs packer will be resuming service soon having been temporarily out of action  No willing volunteers for the minute-taker role.</p>	<p><b>Charlotte</b> to include Twitter volunteer and volunteer minute-taker role in next mailer to fellowship</p>
18	<p><b>Board Administrator role</b>  Board agreed that we continue to budget for this "paid role" and keep it in the options for use if we need more help in Oct after NA.</p>	
19	<p><b>National Assembly minutes</b> approved</p>	<p><b>Juliet</b> to save final minutes as Word doc &amp; PDF so <b>Charlotte</b> can upload to website</p>
20	<p><b>NA 2020a) update – Caledonian IG</b>  First meeting of the organising committee on Monday 27<sup>th</sup> Jan, flyer will be on the agenda for production and theme (Maybe OA Birthday? 35<sup>th</sup> NA for OAGB) but hotel has already been booked</p>	<p><b>a) Chic</b> to confirm that we need flyer for review by Feb 28<sup>th</sup> before it gets released in March  <b>b) Charlotte</b> to send "NA save the date" mailing on Mailchimp  <b>c) Chic</b> to email SC and SEEIG to confirm if they will bid for 2021</p>
21	<p><b>WSBC Agenda Questionnaire</b>- all proposed motions and bylaw amendments were briefly discussed and voted on for inclusion or not in the WSBC Agenda</p>	<p>Sam to submit OAGB agenda questionnaire response</p>
22	<p><b>Policy &amp; Procedures</b> - We are still missing the following:  <u>General Policies</u>  *Diversity policy-draft ideas from 2018  *Policy on breaks of abstinence in OAGB committee volunteers  <u>Policies required by the Charities Commission</u>  *Risk management policy- not required by law but v recommended  Written investment policy  *Written safeguarding policy-drafted  Conflict of interest policy- Example version in DB  Policy for managing volunteers- Example version in DB  *Written policies in handling complaints- drafted  Written policies on paying staff- "Remuneration policy"  <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</p>	<p><b>a) Juliet</b> to mail draft breaks in abstinence policy to all for review before next board call and add to agenda  <b>b) Sam</b> to redraft diversity policy  <b>c) Janet</b> to assess complaints policy and risk management policy  <b>d) Chic</b> to look at policy on paying staff  <b>e) Juliet</b> to address investment policy  <b>f) Juliet</b> to add P&amp;P to March agenda</p>
23	<p><b>Company Calendar Review</b></p>	<p><b>a) Chic</b> to contact and invite R9 Chair and Trustee to NA  <b>b) Charlotte</b> to find out about R9 motions for discussion pre-R9 Assembly</p>
24	<p><b>Any other business</b>  None- Item put forward had been discussed earlier</p>	
<p>Chic thanked everyone for their service and the meeting closed with the <b>SERENITY PRAYER</b></p>		
<p><b>Next Board call Sun 1<sup>st</sup> March 5-6pm. Next meeting Sat 28<sup>th</sup> March 2020</b></p>		