

**Minutes of the**  
**MEETING OF OVEREATERS ANONYMOUS GREAT BRITAIN**  
 (The National Service Board of OA in Great Britain)  
**(Saturday 28<sup>th</sup> March 2020 8:30am – 2:30pm)**  
 Virtual via Zoom due to COVID 19 pandemic

**In attendance**

<b>Chic</b>	<b>Chair/ Company Secretary</b>	<b>NSB</b>
<b>Juliet</b>	<b>Secretary</b>	<b>NSB</b>
<b>Janet</b>	<b>Treasurer</b>	<b>NSB</b>
<b>Sam</b>	<b>Literature Liaison/WSBC Rep</b>	<b>NSB</b>
<b>Charlotte</b>	<b>Communications Officer/ R9 Rep</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>All present, no apologies</b>	
5	<b>No items of AOB</b> 1) OA in soap operas enquiry 2) Reg fee for WSBC	
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 (Jan 25<sup>th</sup>) and matters arising</b> <b>a) Amendments</b> -none noted. <b>b) Matters arising</b> - 7a), done, b) to be carried over, c), d) done, e) Sam now has forms- further discussion later in meeting, f) Caroline & Tommy still to liaise re: handover, g) ongoing, h) ongoing, i) further discussion later, j) done, k) not done yet 8) a) not done yet, b) not done yet c) Not sure if done? To be checked, d) done- Suzi B said yes to minute-taking at June meeting and later revised her response to a "no" unfortunately 10) a) done, b) R9 flights etc booked, reg and accommodation will need to be paid nearer the time, c) done- Sam has thanked Chrissie for her service 14 a) stuck with same insurance co for Lit Service, b) Quickbooks package for Lit Service is ongoing issue, c) still to be done, d) &e) face to face meetings with Deborah have been postponed due to COVID 19 15) a) St Marylebone church Undercroft meeting room booking has been cancelled for March (with no charge) but we still have a booking for Sept. b) June meeting venue booked by Sam, c) Chairs invite to June meeting not sent yet, d) Chair email contact info incomplete e) New DAF date in Board calendar but other dates need updating too- can discuss further when we review the Board Calendar at end of meeting. Mailer including	<b>"c-o" denotes carried over from last meeting's actions</b> <b>a) Chic</b> to update Chair JD c-o <b>b) Chic</b> to claim expense for annual return submission fees c-o <b>c) Sam &amp; Janet</b> to liaise about moving files in Dropbox c-o <b>d) Chic</b> to prepare Word doc for Companies House log-on details and save to Dropbox so that all have access c-o <b>d) Janet</b> to check if she's put Cert of Incorporation into Dropbox and created new folder named Companies House c-o <b>e) Chic</b> to check what version of Windows Deborah is working with c-o <b>f) Chic</b> to email chairs re: June meeting c-o <b>g) Juliet</b> to note which chair

	<p>DAF applications information not sent yet.</p> <p>f) Sam did Dropbox backup, still need to delete old unwanted files, g) done- Safeguarding Policy drafted, h) Safeguarding Policy discussed at Board Call</p> <p>17) done, 19) done, 20) a) Caledonian IG have not prepared and sent over the NA flyer, probably due to the current health crisis with COVID 19, the Board has received no communications about this recently so no flyer can be released , b) No save the date mailer sent yet , c) Chairs of the SC and SEE IG have yet to be contacted re: NA hosting in 2021 but they have both discussed doing so at IG level. SC IG say they have a strong committee and are hoping to host in 2021 so SEEIG may plan for 2022</p> <p>21) Sam submitted OAGB's agenda questionnaire responses</p> <p>22) a) done, b) done, c) to be completed, d) to be completed, e) Juliet looked into investment policies but (as other members suggested during previous Board meeting), doesn't think OAGB need one as they do not invest in anything, f) complete</p> <p>23) a) &amp; b) to be done</p>	<p>emails may change pre-June c-o</p> <p><b>h) Charlotte</b> to include the details and deadlines for NA DAF in an upcoming mailer</p> <p><b>i) All</b> to delete old files in Dropbox c-o</p> <p><b>j) Chic</b> to enquire re NA flyers at next Caledonian IG mtg</p> <p><b>k) Chic</b> to email both SC and SEE IGs about hosting NA in the next two years c-o</p> <p><b>l) All</b> to read through Sam's draft Diversity policy ready to discuss/vote at next meeting, <b>Juliet</b> to add to next meeting agenda</p> <p><b>m) Janet</b> to assess complaints policy and risk management policy c-o</p> <p><b>n) Chic</b> to look at policy on paying staff c-o</p> <p><b>o) Chic</b> to contact and invite R9 Chair &amp; Trustee to NA c-o</p> <p><b>p) Charlotte</b> to find out about R9 motions for discussion pre-R9 Assembly c-o</p>
8	<p><b>Review of minutes from last Board call (March 1<sup>st</sup>) and decisions made.</b></p> <p>2a) and b) are ongoing- Chic to chase Deborah re: Literature account signatories and Janet to be being added as signatory</p> <p>3a) Juliet still to check with IG Chairs who is in post and if there are any changes. Chic noted that Veronica B is back to being Alba IG chair. Sam has sent info to Juliet for Deborah, new NoE IG Chair</p> <p>5) a) &amp; b) &amp; c) done, d) still to be done by Juliet</p>	<p><b>a) Chic</b> to contact Deborah to chase up about bank account signatories</p> <p><b>b) Janet</b> to be added to Literature bank account</p> <p><b>c) Juliet</b> to check with IG chairs who is still in post and send copy of chair contact info we currently have</p> <p><b>d) Juliet</b> to add Breaks in Abstinence policy to Policy Manual c-o</p>
9	<p><b>Confirmation of Members / Directors / Trustees details and Board Member roles</b></p> <p>Companies House has been updated, All other Officers details, roles confirmed</p>	
10	<p><b>Director reports</b></p> <p><u>Chair &amp; Company Secretary</u>- just been keeping on top of things as able in current circumstances, no questions</p> <p><u>Secretary</u>- As above. No questions</p> <p><u>Treasurer</u>- Believe bank is sorted out, thanks to Sec for covering until new card reader came. Aware some items are outstanding eg contributions to R9 and WSO, also needs to pay hall for Jan meeting. Just trying to juggle everything.</p> <p><u>Communications &amp; R9</u>- has put together 2 mailers, not had</p>	<p><b>a) Janet</b> to email St Marylebone church re: payment for Jan meeting</p> <p><b>b) Chic and Juliet</b> to submit expenses for Jan meeting</p>

	<p>much time with work but has been checking emails, forwarding info as needed, keeping in touch with people. What do we need to include in mailers going forward? Will need to notify the Fellowship about the Literature Service suspension (to be discussed later in meeting) also the importance of 7<sup>th</sup> tradition going forward as many meetings are now virtual.</p> <p><u>Need to send a current updated info mailer out which we could all check over before sending</u></p> <p><u>Literature Liaison</u>- no report (further discussion later in meeting)</p> <p><u>Lit Admin worker</u>- no report, but P&amp;L statements and balance were sent to Treasurer, sent balance sheet too. Chair asked for breakdown of costs involved in Lit Service but they have not been provided.</p>	
11	<p><b>Annual return to Charities Commission</b></p> <p>31/8/19 account are due at Companies House by 31<sup>st</sup> May 2020, will be submitted by email after we have checked</p> <p>Confirmation statement is due at Companies House by 22nd oct</p>	<p><b>Janet</b> to contact Mary Asfour re: when accounts will be ready for our approval.</p>
12	<p>Meetings going forward this year in light of current situation</p> <p><u>June Chairs meeting</u> -(communication with chairs)</p> <p>Situation may change quickly, government have advised 12-week isolation, June very close if not within that time period.</p> <p>Board discussed and agreed on a virtual meeting for that date</p> <p><u>Sept Board meeting</u>- plan to go ahead in London if possible but will review nearer the time and check on final date we can cancel the venue without being charged</p>	<p><b>a) Chic</b> to email chairs explaining virtual meeting situation for June.</p> <p><b>b) Sam</b> to cancel booking at Methodist church</p> <p><b>c) Juliet</b> to check date when St Marylebone booking needs to be cancelled without charge</p>
13	<p><b>National Assembly</b></p> <p>NA hosting committee have not provided any update on the current situation. No flyer has been provided as yet. Chic has called the IG chair but no response so far. IG will meet virtually next week and Chic will attend this meeting, then report back to the Board by email</p>	<p><b>Chic</b> to let Board know about NA situation after next Saturday's virtual IG meeting</p>
14	<p><b>Literature Service</b></p> <p><u>Suspension during the current health crisis</u>- taken decision to suspend Literature service to reduce risk to Lit Admin and Lit volunteers and help people to stay at home. Premier Print have also temporarily closed. Need to communicate this on OAGB website. Chic has messaged Deborah about closing the shop or marking all the shop "out of stock" but the shop is still active and he has received no response so far. No returns will currently be accepted.</p> <p><u>Plan with Employee</u>- Suggested we can furlough Lit Admin and claim 80% of her salary from HMRC. Unsure as to whether this is within our tradition of being self-supporting. Seeking advice from R9 was suggested but they don't actually employ anyone.</p> <p>Q. How much money is involved? A. approx. £2000 for the 3 months that the crisis is predicted to be at its peak. Q. Can we pay her full time, full salary? Q. Is there an expectation that we should pay full wages for 3 months if not working? Next claim for wages comes Mon/Tues so need to decide going forward.</p>	<p><b>a) Chic</b> to call Deborah re: suspending the ability to order literature on website</p> <p><b>b) Sam</b> to email literature volunteers about temporary suspension of the Literature Service</p> <p><b>c) Sam &amp; Charlotte</b> to liaise re: Literature Service mailer to the Fellowship</p> <p><b>d) Chic</b> to call Deborah to inform her of the Board's decision to furlough her. He will email us the information regarding the process and how we apply to HMRC for 80% payment of her wages</p> <p><b>e) Chic</b> to find out if OAGB owns the computer used by</p>

<p>Some discussion was had.          Proposal to furlough Lit Admin for 3 months as of April 1<sup>st</sup> and to apply for 80% of wages from HMRC. Need to have telephone call to her and follow that up with written confirmation.          If Deborah cannot do any work for us whilst furloughed, we need to check that a direct debit has been set up for storage unit payments and all other payments due in the next 3 months are paid or set to be paid on time.          QuickBooks- no update as planned meet-up had to be cancelled. Plan was to see how Lit service works, then call Quickbooks whilst with Lit Admin to discuss packages and requirements. Q. Can we pick up the Quickbooks package we have from Lit Admin and update it during furlough period? A. No, one of the issues is that we have no accessibility. Q. Could we get the Quickbooks disc sent to us so we can look at it? A. Would involve unnecessary trip to Post Office and if we then have it, we don't know anything about it using it. Will have to postpone this.</p> <p><u>Banking signatories</u>- previous OAGB Directors/Trustees are still signatories on the Literature Account but have not been in post for some while. Therefore, we need to update this situation.</p> <p><b>Proposal one by Juliet that we remove Pam Langley and Catherine Ream (who are no longer serving as OAGB Trustees/Directors) as signatories on the OAGB Literature bank account.          Secoded by Sam.          Unanimously approved.</b></p> <p><b>Proposal two by Charlotte that Chair- Charles Doyle, Literature Liaison Officer -Samantha Ntatalikas and Treasurer-Janet Deal be added as signatories on the OAGB Literature bank account.          Secoded by Juliet.          Unanimously approved.</b></p>	<p>the Lit Admin and what version of Windows is being used.</p>
<p>15 <b>WSBC Update</b>          Currently WSBC is scheduled to go ahead- WSO waiting to see if New Mexico state extend the ban on large gatherings beyond April, if so, they may receive a refund on their booking from the hotel          The "Plan B" if conference does not go ahead, will be to vote in Trustees at least by some virtual method to be decided.          Sam proposes that she does not cancel and does not request a refund of \$140 dollars for the registration fee even if WSBC is cancelled but let WSO keep it.          Secoded by Juliet          Unanimously voted in          Q. What about flights? A. These are still going ahead at present. As there is no travel ban for those dates, we won't get money back if cancelling now. Need to check on the excesses for claiming via personal travel insurance but can't claim until 5 days before the flights are due to go anyway</p>	<p><b>Sam</b> to monitor WSBC situation and apply for flight refund nearer the time if possible</p>
<p>16 <b>Policies and procedures</b> – Safeguarding Policy draft is done. We believe we don't need an investment policy as OAGB</p>	<p><b>Juliet</b> to add safeguarding policy to next meeting agenda</p>

	<p>doesn't have any investments Lone working policy is needed- Janet volunteered to draft this</p>	<p>and remind all to read and be ready to vote on it</p>
17	<p><b>Company Calendar review</b> Actions for Feb have all been done except Lit Admin review. Propose we postpone this until Lit Service resumes. March- DAF form and process has not been finalised...need to update the calendar dates for this too. Annual report and audited accounts have not been fully prepared yet. To be reviewed in a Board Call. Proposal to work out timings for this year's NA delegate applications at next Board call as may need to be later. Other items yet to be done: -Mailing IG chairs re: June meeting -Holding an OAGB Group Conscience- Happy with Zoom, gratitude expressed for support and inclusiveness of Board, discussion re: use of Janet's Zoom account, she is happy for that to be part of her giving as has account anyway -Reviewing communication between NSB and IG Chairs across the year- fairly infrequent generally was the feeling</p>	<p><b>a) Chic</b> to speak to Deborah about contract and annual appraisal. <b>b) Janet</b> to find DA form and update, <b>Juliet</b> to delete old applications from last year. <b>c) Juliet</b> to add DAF process to May board call. <b>d) All</b> to review bylaws and make suggestions for NA business motions</p>
18	<p><b>Any other business-</b> 1) Email received from Daniella- she can no longer be our events uploader - Sam offered to temporarily take over 2) OA in soap operas enquiry- Sheffield Wednesday group wish to contact ITV about including an OA story in one of their soap operas but they use a specific TV personality as an example of someone who talked openly on a TV chat show about their membership of OA. Extensive Board discussion on this topic, points raised were: Great 12<sup>th</sup> step message carrying idea Awareness of Traditions e.g. not mentioning specific names Media interactions can be complicated There is limited Board support because OAGB have no PI Officer 3) 7<sup>th</sup> tradition for face to face meetings which are now virtual- want to encourage them to keep being self-supporting even if they don't currently have rent to pay. Could be a problem for OAGB/ the fellowship/meetings, both directly and in saving for attendance at NA? A small proportion of meetings really contribute to the financial stability of the fellowship though. R9 virtual meetings use PayPal accounts and pay using a unique number. A meeting treasurer could set up a separate savings account for 7<sup>th</sup> Tradition contributions We have a Dropbox doc suggesting considering setting up a regular standing order to OAGB so could use this in mailer? Just want to encourage meetings to carry on with 7<sup>th</sup> Tradition to all service levels, not just OAGB. 4) Will there be a delay in Deborah getting paid the 80% salary from HMRC? Do we need to consider some kind of hardship fund? – maybe, process not formalised as yet so we'll see.</p>	<p><b>a) Sam</b> to temporarily take on website event uploader role and remove previous volunteer access to website <b>b) Charlotte</b> to update volunteer spreadsheet <b>c) Charlotte</b> to draft a response to the Wednesday Sheffield group and rest of Board to review <b>d) Charlotte</b> to draft 7<sup>th</sup> Tradition mailer and rest of Board to review <b>e) Charlotte</b> to draft mailer regarding Literature and rest of Board to review <b>f) Board</b> to review Lit Admin pay situation as more info on the process becomes available.</p>
<p><b>Chic thanked everyone for their service and the meeting closed at 1pm with the Serenity Prayer</b></p>		
<p><b>Next Board call Sun 3<sup>rd</sup> May 6:30-7:30pm, next meeting June 6<sup>th</sup> via Zoom, timing tbc</b></p>		