

MINUTES for the
MEETING OF OVEREATERS ANONYMOUS GREAT BRITAIN
 (The National Service Board of OA in Great Britain)
Via "Zoom" On Saturday 6th June 2020
Timing 10:00 - 15:30 (meeting open from 09:45)

Chic	Chair/Company Secretary	NSB
Sam	LLO/WSBC Communications	NSB
Juliet	Secretary	NSB
Janet	Treasurer	NSB
Veronica	Chair	Alba (5)
Sandra	Chair	Caledonian IG (19)
Teresa	Chair	Heart of England IG (21)
Deborah	Chair	North of England IG (14)
Caroline	Chair	North West IG (17)
Yashoda	Chair	South Coast IG (21)
Darren	Chair	South & East England IG (68)
Mel	Representative (IG Secretary)	West of England IG (8)
Rachel	Visitor	Heart of England IG
Kirstin	Visitor	North West IG

	Item	Action
1	Chic welcomed everyone and the group opened the meeting with the Serenity Prayer	
2	The Preamble, Traditions and Concepts were read	
3	Brief personal shares	
4	Apologies- none received.	
5	AOB items- None	
6	The agenda was reviewed and adopted and ground rules agreed: All questions through the Chair, virtual hands raised to ask them Videos off if eating, otherwise please keep them on Chair has a vote Chair has discretion to time discussion Darren appointed as timekeeper	

7	<p>March 28th Board meeting minutes reviewed:</p> <p>a) Amendments- none noted b) Matters arising 7a-b & d) need to be carried over, c, d- (extra one!) and e-g) all done , h) NA mailer needs carrying over, i-k) done, l) Diversity Policy fell off agenda so to be looked at next Board call, m-p) need to be carried over 8a-d) complete, 10a) complete, b) Chic still to submit expenses 11) done 12a-c) done, 13) done, 14a-e) done, 15) Sam applied for WSBC flight refund (£900) will be refunded but may take up 100 days. 16a) Safeguarding Policy- fell of agenda and needs to be carried over to next meeting 17a) Deborah's appraisal not done as she was on furlough so action carried over, b-d) done or not needed now in light of virtual assembly decision. 18a) done, b) unsure whether Charlotte updated volunteer spreadsheet and Sam cannot easily access Dropbox to check- Juliet will email her the spreadsheet to check, c-f) done</p>	<p>a) Chic to update Chair JD c-o b) Chic to claim expense for annual return submission fees c-o c) Chic to prepare Word doc for Companies House log-on details and save to Dropbox c-o d) Sam to prepare NA info mailer e) All to read through Sam's draft Diversity policy ready to discuss/ vote on next board call Juliet to add to next call agenda c-o f) Janet to assess complaints policy & risk management policy c-o g) Chic to look at policy on paying staff c-o h) Chic to contact and invite R9 Chair & Trustee to virtual NA c-o i) Charlotte to find out about R9 motions for discussion pre-R9 Assembly (if she returns to Board service after July 4th) c-o j) Chic to add Janet to Literature bank account c-o k) Chic to submit expenses for Jan meeting c-o l) Juliet to add safe-guarding policy to next meeting agenda c-o m) Chic to speak to Deborah about contract and annual appraisal c-c n) Juliet to email Sam volunteer spreadsheet for updates c-o</p>
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8	<p>May 3rd and 31st conference calls reviewed:</p> <p>a) 3rd-Amendments- none noted b) 3rd- Matters arising 1a- b) complete, 2a) complete, 2b)- to carry over- 3a-b) done, 4a- b) complete, 5a- b) done, 6) 7) done c) 31st Amendments- none noted d) 31st Matters arising 1a) in process, 1b-d) all complete, WSBC mailer to go out 2 weeks later 2a- f) complete 2g)- sent a message not replied yet... 3a)- done, 3b)- ongoing</p>	<p>a) Juliet to cancel St Marylebone room booking by Fri 28th Aug if not needed for Sept 12th meeting b) Chic to send lit' account bank statements to Juliet to store them in Dropbox c-o c) Chic to find out how long employment records need to be kept and let Board know c-o</p>
9	Members/ Directors Trustees details were confirmed	
	Comfort Break	
10	<p>Director's reports- each officer gave a brief verbal report Chair/ Company Secretary- No questions Treasurer- Q. Where are the funds sent up from HoE following NA in Oct? A. Not broken down specifically but we know the approx. £300 7th Tradition arrived OK. Another larger sum should also have arrived in our account in Nov. Janet and Teresa to liaise further outside of meeting to check this has been received WoE have £800 to give to OAGB so have emailed Janet re: that. Communications (cover) 10 volunteers this time last year, now down to 7. Looking for Events Web Page Uploader and Twitter Coordinator HoE enquiry regarding Facebook, Sam happy to discuss further and put HoE in contact with OAGB Facebook coordinator Literature Liaison – Q. Should we encourage groups to get rid of old leaflets that are being replaced? A. Yes but wait until new leaflets are actually published as we don't know how long WSO will take to do this. Q. Do we have a date for WSO to produce them? A. No, no date has been released as yet. Note- on the reopening of the Literature Service we have agreed a £1.50 p&p charge for orders under £10 WSBC- Note-WSO offered to part refund the registration fee but OAGB decided not to claim this back. Didn't incur any expenses for hotel and flight refund claim is in process Secretary- No questions Literature Service (Deborah not in attendance)- Q. Has the new leaflet "Where do I start?" replaced the Newcomer Pack? A. No, we made a decision to have both and be guided by sales, currently we sell more of the Newcomer packs</p>	<p>a) Janet to liaise with Teresa regarding NA/ convention payments from HoE b) Sam to liaise with Rachael from HoE re Facebook page.</p>

<p>11</p>	<p>National Assembly 2020</p> <p>Current info from Caledonian IG as hosts- disappointed not to be able to host face to face.</p> <p>Have paid £200 deposit. Hotel has offered to move the date but is looking to open its doors from 1st Oct in some form so have also offered to support a face to face meeting with social distancing in place or some kind of hybrid - Caledonian IG met and majority would prefer a fully virtual rather than a hybrid meeting.</p> <p>Q. Would Caledonian lose the £200 deposit if we cancel? A. Not sure, still to be discussed. Q. Would Caledonian consider deferring for a year to 2021? A. Yes but this will be discussed more fully later</p> <p>Into breakout rooms to discuss the possibility of a virtual/hybrid assembly. Points raised were:</p> <ul style="list-style-type: none"> • Virtual would be better than hybrid • IGs have had good attendance at virtual meetings so we may get increased attendance at a virtual Assembly • A virtual assembly would be possible but needs lots of organisation. Discussion and debate can all happen virtually • Centre Mic has the biggest capacity to go wrong therefore a practise run of some kind would be really useful • Emphasis on needing more regular breaks in virtual meetings (1.5 hours for a session is too long. Virtual workshops have 1-hour session then 15 min break. Need careful attention to timing • Breakout rooms could be useful. How many people can be in a breakout room? • Could this open to door to virtual participation (ie hybrid) Assemblies in the future? • Virtual region has Assemblies twice a year where business motions are debated etc. Could be a good source of experience and advice • Increased need for a Saturday morning workshop on procedure (almost need one on how parliamentary procedure works and one on how it works via Zoom!) • Could use virtual backgrounds/virtual badges to designate voting members • Could we have a “tech help” room you could message for assistance if needed • Idea of buddying up “green dots” with more experienced delegates and putting them in touch 1 month/6 weeks beforehand • Need to consider GDPR and getting consent in registration form to share buddy details in this way, also in helping delegates understand what they will be involved in (eg we cannot guarantee full privacy as cannot control things virtually in the same way as face to face, therefore please be mindful of that in your sharing) • Consider use of cameras and consent to this in some form? • Can business and questions about it be prepared better beforehand? Can pros and cons info be collated beforehand? This may not leave room for spontaneity and may frighten off inexperienced delegates. • Need to be OK with it not being a perfect event <p>Teresa proposed that we hold a fully virtual National Assembly this year and Sam seconded the proposal. Unanimously agreed</p>	<p>a) Chic to attend virtual assembly of American IG taking place next weekend to get some ideas on how it might be run</p> <p>b) IG Chairs to let their groups know that we will be having a virtual NA this year</p> <p>c) Sam to prepare virtual NA notice for mailer</p>
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	LUNCH	
11	<p>National Assembly 2020 – further discussion re: Caledonian running a convention and its content</p> <ul style="list-style-type: none"> • Wider spread of shares possible if virtual and more IGs could get involved in organising parts of convention • Potentially a large number of participants so need a Zoom account with the option of paying for larger capacity. Need to consider how shares from the floor would be managed • Whole w/e on Zoom calls is a long stretch, maybe business could be done on Saturday of one w/e and convention on Sunday the following w/e to break it up? OK to be AWAY at NA but hard to be at home, perhaps with others around and try to commit those hours to it, need to be aware that this will present challenges for some • Suggestion to keep it simple, keep to the weekend we've already chosen that people have in their diaries, some will take the w/e off work for it and not want to break it up • Registration form should flag up green dots • Registration fee should be applied even though its virtual as there will be costs involved. • Early Bird/Night Owl meetings could just be a clear space to sit with other members of the fellowship • People will be missing chats over tea and coffee and meals • Want to make sure it's an inclusive event as some folk may not be able to access Zoom. Could we also have voting by email? Suggestion that those potential delegates might seek support with this from their IG • 35th Birthday of OAGB, could wear party hats and have balloons, have virtual party backgrounds • Could invite long time members to share what recovery was like in those early days. Also newcomers who found OA just before lockdown • Could have a "press release" prior to NA • Top table shares and then breakout sessions to discuss/share in small groups • Discussion around putting members on virtual "tables" (breakout rooms) for the w/e, How do we decide? Good to meet other members but also good to be with people you know. Could members say one other person they'd like to be with so they know someone in the group? Same groups all weekend or different? Zoom has a random breakout room allocation function which might leave it more in the hands of HP <p>A vote requested on splitting the weekend or on using the same dates as already earmarked. Obviously, Caledonian as hosts would need to agree with decision and would have final say Majority in favour (7 votes to 4 votes) of keeping it all in the one weekend.</p>	<p>All Board to liaise with Caledonian IG regarding organisation of and administration for the virtual NA</p>
12	OAGB Literature Service - update-already covered	

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Intergroup Chairs – brief shares on each Intergroup

Alba – 5 meetings- Small IG (2 are now doing virtual meetings, 3 are not.) Financially stable. Very few qualified members within the IG, rotation of service roles is between limited people. Had a Unity Day convention just before lockdown which was a very positive event

Caledonian- 19 meetings, 5 people on Board, currently no chair of NA hosting committee. Now having monthly hour-long meetings for IG, working well. Communicating with others between meetings. Most groups have moved to Zoom. New Early Bird meeting- 50-70 attendees. Seeing a lot of past members re-joining, perhaps it's easier to come back via Zoom than a physical room door. Issues to work out with getting Treasurer onto bank account. Main focus is Assembly. V Keen to host face to face another year. Hosting R9 in 2021 so not keen to do both in one year. Ask to be considered for future year depending on when R9 hosting will be

Heart of England- 21 meetings, 16 are meeting virtually or by telephone. Virtual IG meeting on May 16th, 12 meetings participated. 5 mtgs send reg donations. IG contributes to OAGB and R9 regularly. Last 3-4 months had dilemma over the July convention. £5,700 liability if they cancel (same situation as with WSBC) , trying since March to get hold of Hilton Hotel but they are closed. Usually participate in Primary Care Business Conference but it was cancelled in May due to COVID, now planned for Sept. Hope to have R9 Service day. Request to consider advertising in BMJ following article about OA which was favourably received. SEEIG member wrote this article and Darren offered to liaise with HoE about this.

North of England– 14 meetings, all but 2 (which are not meeting) are meeting via Zoom. One area of meetings is hard to engage. Used to use different locations for IG meeting but now stay fairly central. Meeting quarterly. New to IG Chair but also need a new Treasurer and Vice Chair. IG finances good as currently no travel expenses. No rep for R9 at the moment. No potential Board member applicants. Had OAGB phone for 4 months, really good service. Website has not been renewed as IG felt it wasn't needed.

North West- 17 meetings. 12 have gone to virtual platforms. 3 meetings meet every 2 months, rotating location of IG with different groups hosting prior to lock down, solvent and finances healthy, saving to send rep to WSBC next year. 3 Board positions not filled. Best attendance ever had at May virtual IG. Ran Noddfa retreat Sept and Jan. Sponsorship workshop day planned. Trying to get Zoom business account for IG and ask if meetings want to use it between IG meetings. Not bidding to host NA in 2021

South Coast- 21 groups, researching how many are now meeting online. More vice positions than ever had before (eg Vice chair and Vice Treasurer) very empowered Board, much more shared responsibility than before when weight or responsibility seemed to fall on Chair. Some officer vacancies -no WSBC rep, only a temp website person, a couple of others stepping down. Quarterly Ig meeting, workshop in the afternoon at some of those meetings. Finances healthy although struggling with contributions during lockdown. Rep for NA and R9, no applicants coming forward for Board. Looking to host NA in 2021 but not got much set up as yet. SEE- 68 meetings. In a strong position financially, group

14	<p>Learnings from previous National Assembly</p> <p>Majority were at NA. Feedback from Board minuted at Oct AGM was provided, plus some comments HoE received. Breakout room discussion (focussed on feedback in relation to a virtual assembly this year) raised the additional comments below:</p> <ul style="list-style-type: none"> • Should consider how to be inclusive (not have “visitors around the edge” as it were!) • Identifying voting members was hard last year face to face so needs careful consideration virtually (renaming will be required eg Sarah HoE IG) • Registration issues last year, this virtual assembly has the potential for <u>very</u> late registration so Board need to decide what the cut-off date will be. Lots of last-minute registrations will be very hard administratively • Need members to feel safe so must consider security, have password protection, videos on? Need guidance beforehand • Tick to understanding the terms and conditions on registration to keep everyone protected. • Could provide regular updates on finding the NA information. Have buddies identified ahead of time and get in touch • Centre Mic issues... have volunteers, not BMs do admin around vote counting, timing and poll administrating • In event of tech failure, have a back-up or vice Chair/ Treasurer/Secretary • Register to vote by email if person can’t attend. • Pre- mortem suggested by Sandra- committee to look at all the things that could go wrong before they go wrong- Rachel and Veronica both keen to participate • Re last year’s workshop issue, could we have guidelines for workshops? NSB have a duty of care. Health warnings? Workshop had been approved by hosting committee but hadn’t be looked into deeply enough, would be more thorough next time. • Packs have a lot of required/obligatory info in them so can’t be easily shortened. Could change formatting to make them more user friendly and easier to read. 	<p>Juliet to liaise with Sandra, Rachel and Veronica regarding a pre-mortem of NA</p>
	<p>Comfort Break</p>	

15	<p>Job descriptions update</p> <p>Treasurer- Took on in Oct, most challenging to get bank to change signatories, did a lot of sorting of historic paper files, now deals with regular/ monthly payments etc. Have changed year end so next year end is Feb 21 (must be logged by Nov 20)</p> <p>Communications- Loved serving on Board, very little conflict at Board level. Expected NSB to take much more time but everyone has a life outside of this service and we all just do what we can. Lots of people happy to give service and help out. Enjoyed Comms role, learned a lot and well-supported by previous Comms Officer.</p> <p>Secretary - Job description has been updated as previously we had a Board Admin who took on a chunk of this role. Basically, admin that underpins the Board, maintaining Dropbox, preparing meeting documentation, minuting meetings, admin and communications in between, updating bylaws etc.</p> <p>LLO -Literature is much slower paced but has also been interesting/good.</p> <p>Chair/Company Secretary- Thoroughly enjoy role. Wanted to do Board service from the start. Learned so much. Don't need to have all the answers</p>	
16	<p>NA Packs 1 and 2 – Key dates for the two NA packs were discussed: Individuals, Groups and IGs can submit suggested bylaw amendments and resolutions in writing to the Secretary at least <u>10 weeks</u> prior to the Assembly (that would be <u>Aug 7th</u> but we would request they be submitted <u>by end of July</u>). First, they will be considered by a committee of the Board and the proposer and may be redrafted to make sure wording is in line with the intentions of the submitter. Then taken to NA for a vote.</p> <p>Pack 1 information (included bylaw amendments and resolutions) <u>to be received by the end of July in order to go out in August</u></p> <p>Pack 2 information (including board member applications, NA hosting bids and IG reports) <u>to be received by the end of August in order to go out in September.</u></p> <p>Please can IG Chair reports be compiled and sent to the Secretary by the end of August. Half a page max in Arial point 11. Content should be similar to what has been given in the report today. A reminder will be sent by Secretary</p>	<p>a) Juliet to send reminder early August to IG Chairs to submit reports for NA pack 2.</p> <p>b) Sam to include info on how to submit bylaw amendments and resolutions to the Assembly in a NA mailer</p>
17	<p>Update on Policies and Procedures</p> <p>NSB has a Policy Document to tell us what and how things get done. Last June at this meeting we voted in three of the required GDPR policies and at subsequent meetings we finished off and voted in the final policies we needed to be fully GDPR compliant. We still have some required policies outstanding, notably a written one on safeguarding which seems to be a minefield. Also risk management, volunteer management, complaints-handling policy, diversity etc which dry and just take time to prepare and agree when there are other things which become more pressing. So, we are doing what we can when we can and would welcome help from anyone with experience or knowledge in this area. Teresa volunteered to help with safeguarding policy Darren keen to discuss this in wanting to put together a resolution for NA.</p>	<p>Juliet to send Teresa draft NSB safeguarding documents and copy in Darren</p>

18	Company Calendar Review All April and May actions completed, June actions (unless not needed, eg NA room booking) will be completed by end of month.	
19	Any other business- none was notified Teresa offered to set up a WhatsApp group for those IG Chairs who are interested (and NSB if they'd like to join)	
20	Meeting closed with the Serenity Prayer	