

MINUTES for the
 AGM OF OVEREATERS ANONYMOUS GREAT BRITAIN
 (The National Service Board of OA in Great Britain)
 On Sunday 25th October 2020, 9am-1pm
 Virtually via Zoom

Present		
Chic	Board	Vote
Janet	Board	Vote
Sam	Board	Vote
Juliet	Board	Vote
Charlotte	Board	Vote
Teresa	Board	Vote
Caroline	Board	Vote

Item		Action
1	Chic welcomed everyone and the meeting opened with the Serenity Prayer	
2	Steps, Traditions, Concepts were read	
3	Brief Personal Shares	
4	Apologies- None received	
5	Notify Chair of Any Other Business None was brought	
6	Review and adopt agenda, agree ground rules Agenda adopted and ground rules agreed	
7	Review minutes of last meeting (6th June 2020) The minutes were reviewed for accuracy. The Board voted to accept these minutes as an accurate record of the June 6 th meeting	Juliet/Teresa to save as “final” copy
8	Matters arising from minutes 7a) and b) c-o, c) d) done, e) f) g) will be addressed later in point 26) P&P. Points h) i) done, j) and k) carried over, m) Deborah’s contract is sorted but annual appraisal needs to be done, n) is complete. 8a) done, b) Chic still needs to store Lit Account bank statements in Dropbox 10a), b) done 11) all done 14), 16), 17) all points done	a) Chic to update Chair role description in Dropbox c-o b) Chic to claim expense for annual return submission fees c-o c) Chic to add Janet to Literature bank account c-o d) Chic to submit expenses for Jan meeting c-o e) Chic to arrange annual appraisal with Deborah c-o d) Chic to put Lit’ account bank statements in Dropbox c-o

9	<p>Confirm Members / Directors / Trustees details and ensure company secretary finalises documentation for new board members/trustees Chic emailed paperwork for new Board members to complete and return. We 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 Caroline and Teresa have been elected to the Board</p>	
11	<p>Job role allocation for next year Chair – Chic put himself forward Secretary –Teresa put herself forward Treasurer – Janet put herself forward Literature – Caroline put herself forward Communications – Charlotte put herself forward WSBC Delegate – Charlotte put herself forward Comp Secretary – Chic put himself forward R9 Delegate – Teresa put herself forward The Board voted unanimously in favour of each of the above elections</p>	<p>Teresa/Juliet to update current Board member information on Dropbox</p>
12	<p>Bank Signatories Janet and Juliet are currently the only signatories on the account. Teresa volunteered to become one. Chic has been accepted as a signatory but needs to action getting access online.</p>	<p>a) Chic to arrange online access to the OAGB bank account b) Janet to remove Juliet and add Teresa as signatory on OAGB bank account</p>
13	<p>Support for new officers/handovers Outgoing Board Members to conduct handover of their roles from Oct to Jan 2020. Both sets of incoming/outgoing officers have already been in communication regarding handovers. Sam needs to spend some time with Charlotte first, before she does further handover to Caroline, in order to finish handing over parts of the Comms role.</p>	<p>a) Sam & Charlotte to liaise re: final handover of Comms role Sam & Juliet to continue handover of their roles to Caroline and Teresa so all is complete by Jan. b) Chic to proceed with adding Caroline as signatory on Lit Bank Account</p>
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 and delete non-essential emails regularly. Email is not a paid-for service so we are limited on our storage space. Anything important should be stored in Dropbox, not email. Charlotte has admin access. Teresa is having problems with email access; emails being sent in plain text – to liaise with Charlotte</p>	<p>a) All to continue to store, or to establish storage of, all documents needed to perform role in Dropbox</p> <p>b) Charlotte and Teresa to liaise regarding emails</p>
15	<p>Members / Directors Reports – questions only</p>	

<p>• Chair / Company Secretary Q. Are there minutes of the numerous Zoom meetings the Board has held and should they be reviewed? A. They are all in Dropbox and they were reviewed before the meeting for action points to be added to the agenda</p>	
<p>• Treasurer Q. Can we clarify what contributions were agreed and made in Sept, prior to NA? A. Yes, Board call with Chic, Janet and Juliet on Sept 20th to discuss the large excess of funds accumulated due to COVID. It was agreed that £11,000 be given to R9, £5,500 to WSO and £5,000 be put into our savings account to increase our prudent reserve to cover one year of running costs. These decisions have now been actioned.</p>	
<p>• Communications /R9 Delegate Q. Report was written in August so please can we have an update since then including the new volunteer wanting to be Twitter Coordinator? A. Had a call with Laura the potential Twitter volunteer on Tuesday. Good understanding of anonymity requirements here. She is going to come up with a 2-weekly plan for tweets (one per day) and use graphics she has made herself or taken from our website. Board agreed that OAGB Twitter account cannot like, follow or retweet others including other fellowships with the exception of other specifically OA groups (e.g. SEEIG). Second volunteer came forward following NA, will try to encourage her into another position. No new volunteers for email responders. Planning a general mailer re: service. Q. Is Caroline M still passing the Audio Shares Uploader service to Tommy from Caledonian IG? A. Not sure, will find out</p>	<p>a) Charlotte to update volunteer contact list in Dropbox, removing Kathryn as proof-reader and adding Laura as Twitter Coordinator</p> <p>b) Charlotte to prepare mailer to advertise service positions and encourage service</p> <p>c) Charlotte to check on where things are with regards Audio Shares Uploader role, Caroline M or Tommy</p>
<p>• Literature Q. Are you aware that the downloadable literature order form on the website does not have the Body Image book on it? A. No, we were not aware. Deborah would update this so will pass that info on. Q. Can we have an update re: Quickbooks please? A. Chic responded on this. Deborah was preparing for this pre-NA and said she was almost ready. We agreed a Nov 6th deadline with her. Chic to chase up this week Q. Have we asked how QB will be funded and whether OAGB will need to cover its cost? A. Agreed previously that this should come from the Literature account although funding should not be a barrier to this being implemented so suggestion was only that we offer to cover it temporarily in the event the Lit Service can't afford to/ until it can.</p>	<p>a) Caroline to liaise with Deborah regarding the Body Image book being on the literature order form</p> <p>b) Chic to liaise with Deborah regarding Quickbooks update and remind of Nov 6th deadline. Board call to be arranged, if needed, in the event of the deadline not being met</p>

	<p>• Secretary No questions</p>	
16	<p>Update on Literature Service/Lit Administrator New Board members are aware of Literature Service challenges. Relevant documentation is stored in Dropbox</p>	
17	<p>Financial Report/Budget Update/Surplus proposal Q. Now we have a new year-end, is the proposed budget from Aug 20 to Aug 21 or Aug 20 to Feb 21? A. It is from Aug to Aug but we will look at it again in February and ratify in March. Q. Have Companies House and the Charities Commission been informed re: the new year-end? A. Yes. Budget is just an idea of expected income and expenditure and these haven't always matched but we are predicting a deficit this year. Historically we have ring-fenced money for specific things e.g. IT software and hardware but maybe we don't need to keep those sums set aside. Suggestion to remove £1000 set aside for IT hardware. Also, in light of the continuing situation of groups meeting virtually so not paying rent, to increase the predicted income from groups by £1000. Board unanimously agreed the amended budget figures. Q. Do we need a budget line for any expenses which might be involved in the hybrid NA investigation? A. No, this should not be needed Q. We now have a monthly payment for our Zoom account, where would this be accounted for? A. In Board meeting expenses. Q. Do we need a Board Administrator this year? A. Board Admin took on minute-taking at meetings as well as some other Secretary/Chair admin tasks and some of Comms role. Advised that although have had previous positive experience with this position, there also challenges of recruitment and management of an employee. Tried to find volunteer minute-taker but to no avail. If we continue to recruit volunteers to help with comms, that should still be manageable. Re: minute-taking, suggestion that we use a recruitment agency to find someone we can pay just to do this service for us on specific dates. Can still work in line with anonymity tradition.</p>	<p>a) Janet to update budget figures as agreed b) Charlotte to include volunteer minute-taker role in mailer request for volunteers c) Teresa to investigate recruitment of minute-taker for Board meetings and report back at next meeting</p>

18	<p>Matters arising from National Assembly</p> <ul style="list-style-type: none"> • Ratify changes to the Bylaws Bylaw change Motion A was ratified by Board • Ratify any other decisions made at Assembly None were made • Assign new resolutions to Board members Teresa volunteered to host a scoping meeting on Zoom to look at the HoE motion on a hybrid assembly. The Tuesday night Cumbernauld meeting is a hybrid meeting once a month. They may have helpful info. 	<p>a) Charlotte to upload updated bylaws PDF to website b) Teresa to liaise with Chic and then set up a Zoom meeting re: hybrid National Assembly by Jan meeting c) Chic to pass info to Teresa on the GC decisions around the monthly hybrid meeting of the Tuesday night Cumbernauld group</p>
19	<p>National Assembly Hosts 2021 and 2022</p> <p>2021 - Caledonian IG 2022 – no volunteers to host so far Caledonian still responsible for updating (or maybe just writing as this was our first virtual Assembly) the NA hosting guidelines</p>	<p>a) Chic to notify IG Chairs with regard to the need for a NA 2022 host b) Teresa to liaise with Sandra from Caledonian IG regarding update of the NA hosting guidelines/ production of new guidelines in relation to a virtual NA</p>
20	<p>Review and learning points from Assembly</p> <p>Francene our Centre Mic had provided some feedback on her role and the Board discussed this. <u>What went well?</u> Came across very smoothly, beyond expectations. Amendments to motions felt very straightforward. Lots of organisation and planning beforehand was so helpful. Having “qualified” members to do roles such as Centre Mic. <u>What didn't go so well?</u> Nobody to answer general questions so CMM was asked everything (not just questions to the Chair) Couldn't talk as a Board in responding to questions. Challenging that the poll results for Board member elections were shown on the screen. Confusion over ENBMs, who could bring them and how they should be brought <u>Actions for next year</u> Having someone to answer general questions/ filter to Centre Mic. Suggest buddying up new delegates with more experienced members within their IG. Use of Webinar to have a Q&A facility. Emergency new business motions info into Pack 2, including that only reps can bring ENBMs.</p>	<p>Teresa to add EMBM info into Pack 2 next year (add to guidance notes on NA packs stored in the Secretary Officer folder of Dropbox)</p>

21	<p>Dates, timings, frequency (& locations) for NSB meetings 2021 Jan 16th, April 24th, June 12th, Aug 14th, Propose all these meetings be on Zoom for now. Provisional timings 9am-1pm except for June Chairs' meeting which will be 10-4. NB Aug meeting may need to be longer to discuss the Delegate Assistance Fund applications Monthly Board calls (1 hour per meeting) Nov 12th (Thurs) 6-7pm Dec 12th (Sat) 9-10am Feb 11th (Thurs) 7-8pm March 20th (Sat) 9-10am May 13th (Thurs) 7-8pm July 17th (Sat) 9-10am Sept 16th (Thurs) 7-8pm</p>	<p>Teresa to send timetable out to all Board members regarding dates for getting things onto the agenda and into the agenda pack for the meetings</p>
22	<p>Recording Board meetings in the absence of a minute taker volunteer Previously discussed in point 17 but Board agreed we can audio-record Zoom meetings until such time as we can sort the minute-taking issue</p>	<p>Chic/Teresa to ensure audio recording of Jan Board meeting in the absence of a minute-taker</p>
23	<p>Keeping the website up to date Charlotte is responsible for this. Needs to have final handover session with Sam to cover all areas. For any major changes needed we have Samsang as paid web support</p>	
24	<p>Communications plan for emails, Facebook and Twitter Addressed in questions during Comms Officer report. Q. The mailers use the US date system of MM/DD/YY, can we change to UK system? A. As Mailchimp is a US company, unfortunately this can't be changed</p>	
25	<p>Charity Commission returns and Trustees Lisa Douglas is still listed as a Trustee on the Charity Commission website along with Chic, none of the other Trustees. This has not been updated and contradicts our annual return which lists all Trustees. How do we rectify that? Chic to investigate</p>	<p>Chic to update Trustees on Charity Commission website and rectify errors.</p>
26	<p>Policies and Procedures- Brief update given on where we are with regards our Policy document. Draft policies in Dropbox but work was put on hold when COVID hit meaning temporary closure of Lit Service and virtual National Assembly decision. Review of GDPR policies. Board agreed that no changes were required and will review again in 2021</p>	<p>a) Teresa to propose plan for reviewing OAGB policies on a yearly basis in Feb Board call b) Teresa to update the GDPR policy review dates to Oct 2021</p>

27	<p>Mileage/petrol expenses Discussed at AGM last year, agreed to raise from 25p- 35p per mile. Whilst keen to keep costs down, need to be self-supporting and HMRC guideline of 45p per mile fully covers costs involved. Discussion of previous agreement that expenses must be submitted within 3 months or they won't be paid. Chic has unclaimed expenses from more than 3 months ago. Board voted on proposal to pay these expenses to Chic, if he gets his receipts in speedily, as an exception this time - 3 yes, 2 abstention, 1 no. Motion carried.</p>	<p>a) Teresa to update petrol/mileage cost in P&P document b) Caroline to inform Deborah of update to OAGB mileage rate to 45p per mile so that the Lit Service can update to be in line with this c) Chic to submit outstanding expense claims asap for payment</p>
28	<p>Company Calendar Review All items for <u>September</u> calendar completed except: 2. The Chair, Literature, Treasurer and Comms Officer job descriptions need updating <u>October</u> - items 1-2 complete Chic to check deadline dates for points 3 and 4. Need to add "and the Charities Commission" into point 5. Point 6. Caroline has arranged call with Deborah this week Items outstanding (and due by end of month) are: 3. Deadline for Annual Return and fee to Companies House submitted online- normally paid 22nd Oct 4. Notify Companies House <i>and the Charities Commission</i> of appointment and termination of Directors (addressed in Point 9 of agenda) 7. Complete process to remove old and add new Board members to bank signatory list 8. Draft AGM minutes and send to NSB for review 9. Update service body contact details with WSO Board also reviewed November actions. Then checked through and accepted alterations made previously by Janet and Juliet in the light of the year-end change.</p>	<p>a) Sam, Chic, Janet and Charlotte to update their job description document. b) Chic to check dates re: submission of annual return. c) Teresa/Juliet to add extra wording to October point 4. re: notifying Charities Commissions of Director changes and to update Calendar. d) All to aim for completion of October actions by end of month.</p>
29	<p>AOB Jacqueline has been doing bits of PI work for the Board and has sent an email regarding her recent attendance at the APPG (All Party Parliamentary Group). Janet suggested we extend thanks to Jaqueline for this service on our behalf</p>	<p>Chic to include Jaqueline on his list to receive an email "thank you" from the Board</p>
	<p><u>Expressions of thanks</u> Were offered to Sam and Juliet for all the service they have given to the Board the past 2 years. Gratitude was expressed by new Board members for the warm welcome and support they have been given on joining the Board</p>	
30	<p>CLOSE - SERENITY PRAYER</p>	
<p>NEXT BOARD CALL: Thursday 12th Nov</p>		
<p>NEXT BOARD MEETING: Saturday January 16th 2021</p>		