

**OAGB Zoom Board Meeting
Saturday 24th April 2021**

Present:

Sandra – Chair
Teresa – Secretary
Janet – Treasurer
Charlotte – Communications
Caroline – Literature Liaison
Sharon – Minute taker

Meeting start 9 am

1. Welcome

Sandra welcomed all to the meeting and invited everyone to do a personal share.

2. Adoption of draft agenda

Agenda adopted and agreed by all a screen share of all documents to be discussed was agreed.

3. Approval of notes of Board zoom call on 20th March 2021.

Notes were approved by all.

4. Matters arising from Board Zoom call on 20th March 2021.

Action table:

Action	Responsible officer	Progress
Amendments to literature bank account signatories	Janet	Ongoing
Request copies of notes in word format to Sandra to distribute in pdf	Teresa	Completed
Zoom board call notes	Sandra	Addressed in April meet
Update on Board call		Ongoing
Add virtual meetings to website	Charlotte	Ongoing
Set up meeting to transfer work to QB online for Caroline to attend	Teresa	Ongoing
Professional outreach		Completed
Quarterly Zoom Board call dates on website	Charlotte	Completed

IG Chair update	Charlotte/Teresa	Completed
OAGB Policy reviews	Teresa	Ongoing
Investigation on email addresses and auto forward to relevant person	Charlotte	Completed
Communications to go out regarding Chic's resignation	Teresa/Sandra	Ongoing
Possibility of hybrid meetings		Addressed in May meeting
Notification letters to IG Chairs	Teresa	Ongoing
Removal of Juliet & add Teresa to OAGB bank account	Janet	Completed
Caroline to forward to literature people	Caroline	Completed
Update job descriptions for Janet & Sandra		Ongoing
WSO & Region 9 contributions	Janet	Completed
£40 donation to Caledonia – to be kept	Janet	Completed
Plan regarding NICE and PI	Teresa	Completed
Annual appraisal with Deborah	Sandra/Teresa	Ongoing
Literature bank account to Dropbox		Completed
Storage of documents in Dropbox	All	Completed
Comms report with audio shares	Charlotte	Completed
Update budget figures	Janet	Completed
Notify IG chairs for 2022 host	Teresa	Completed
Add EMBM info into the pack	Teresa	Ongoing
Update petrol & mileage costs in P&P	Teresa	Completed
Email from Mary Asfour to be found and forwarded	Janet	Completed
Register for WSBC	Charlotte	Completed
Invite Chair of NW IG to WhatsApp	Teresa	Completed
Update current Board member info in Dropbox	Teresa	Ongoing
Ensure recoding of Jan Board meeting in absence of minute taker	Teresa	Ongoing

Engage VA for minute taking for Board calls agreed	All	Completed
Draft safeguarding policy circulated	Teresa	Completed
Deadline for return to charities commission		Completed
Update Service Body contact details with WSO	Teresa	Completed
Caroline to proofread emails drafted for Board	Caroline	Completed

There was a discussion around whether all Zoom Board call dates should be on the website. Teresa advised Sandra that this was agreed in the February meeting for transparency and accountability. Sandra thought that only the quarterly meets should be advertised, and the hourly meets in between should be kept for Board members only.

Proposal to make the hourly meetings part informal and part business with bullet point captures – all agreed.

5. Approval of notes from Zoom Board call 11th February 2021

Points from this meeting are integrated into the action table.

It was agreed that the wording regarding Chic's resignation will be done as a template and Sandra to proofread.

Notes approved.

6. Approval of notes of Zoom Board call 16th January 2021

Points from this meeting are integrated into the action table.

Notes approved.

7. Approval of notes from Zoom Board call 12th December 2021

Points from this meeting are integrated into the action table.

Notes approved.

8. Approval of notes from Zoom Board call 12th November 2021

Points from this meeting are integrated into the action table.

Notes approved.

9. Ratify Board positions

Following the March call, it was agreed to appoint Sandra as Chair and Company Secretary.

Proposal to formalise Teresa as Professional Outreach Worker and Secretary – agreed by all.

10. Company calendar for March – May

Accounts have been made up until 28th February 2021 by Treasurer (Janet).

Action: Teresa to follow up with Deborah on Assembly pack.

Budget to be set for next year – outstanding and Janet to action with proposals made via email.

Janet reported she is unable to close the draft annual report due to no accountant in situ yet so will be prepared minus numbers until then and distributed to Board members for approval.

Invites to the June Board meeting to go to the IG's and Group's have been drafted but not sent – Teresa and Sandra to liaise on this.

April:

Review of OAGB bylaws and resolutions – thoughts on amendments were asked for. WSBC Bylaws and motions to be picked up on a less formal call.

Review of mileage and fuel allowance has been actioned.

OAGB group conscience to be carried forward to next call.

Review communications between NSB and IG Chairs – Teresa is to use WhatsApp as a quick and easy tool to and able to see if messages have been read.

The review and approval of the annual report – carried over.

Delegate assistance budget – this is dependant on the format of the meeting – hybrid, virtual or face to face. Action – survey monkey out to members before June for a decision on preference.

Draft BM minutes to NSB for review – ongoing.

WSO and R9 contributions – completed.

May:

Draft and send out board news in a mailer – ***action: Sandra and Teresa to liaise with Charlotte to review before circulation.***

11. Update from Chair/Co Secretary

Sandra had little to report as new in post. An update with her position has been done with Companies House and the Charity Commission.

There were no questions for Sandra.

12. Update from Communications

Charlotte reported she continues to monitor inboxes and had responded to some communications from outreach from the public.

There are few events to be uploaded to the events page on the website and concerned there is nothing for new members. Also continuing to update contacts and Laura is managing the Twitter account.

Teresa brought up that a phone liaison person is required as Sarah from HoE has stepped down – ***ACTION: ask via WhatsApp group for willing volunteer to cover for 3 months.***

Caroline asked if the flyers on events that go out on WhatsApp can be captured and put onto the website. Charlotte confirmed this can be done if the flyer is supplied in a jpeg format and the details of the organiser if they are happy to be on a public forum.

ACTION: investigate the access of the NSB Canva account and professional Adobe software and costs.

Teresa suggested that as event flyers are abundant if it can be fed down through the IG's that the organisers need to contact the Board to add to website. ***ACTION: Charlotte to speak to IG chairs and to qualify a person on the sub committee to help with collation.***

Proposal – Sandra to create a summary of the role to advertise and recruit into that position.

13. Update from Literature Liaison

Caroline reported that she had a request from an outgoing packer last year, and it had been agreed by the Board, that she would arrange for 'return postage' stickers at a cost of £15.48 for 2,100 and wanted to ensure it was in hand and approved.

Vote = to agree in principle subject to satisfaction on need and understanding their purpose – 1 x abstain & 4 x yes

Caroline posed a suggestion that packers expenses to be increased to £100 from £50 as they have been using own monies. Teresa is still to update the expenses policy and discuss with Debora.

Sandra proposed – expenses set at £100 for two current packers and review in June, vote result = 5 x yes.

14. Update on Professional Outreach

Teresa reported that the minutes from the meeting on April 13th with NICE are still to be sent out. 15 people attended with 5 more wanting to be more involved. Ground rules were created along with a WhatsApp group and email loop.

Teresa asked for permission to add to the OAGB Dropbox with the subgroup only have access to those files. Sandra agreed providing that is the only file they have access to. This was confirmed and all board members agreed.

Next meetings have been scheduled for 27th April and 4th May and Teresa asked Board if they were happy for her to sign off the final document or would anyone like to, see? Sandra asked to see for content, Teresa agreed to circulation for Board approval.

ACTION: Teresa to send out on 5th May with any comments to be made within 24 hours to meet the 7th of May deadline for submission – all agreed.

15. Update from Secretary

Teresa is to send audio shares to Charlotte.

Charity commission return – to liaise with Sandra directly.

Policy work and hybrid meetings are ongoing.

16. Update from Treasurer

Janet reported that the quarterly reports are not updated as input is required from Deborah.

Back up to Dropbox is still to be done.

March transactions are to be tidied-up and transferred to the spreadsheet, so they flow through to the annual report as it was reported in the last AGM National Assembly that they were not clear, and a monthly tracker is to be started with March and April to be input.

With no expertise on accountant companies, quotes have been received from Verdant at £450 and VAT not applicable, this was considered cheap as the previous firm charged £675. The other response was from Warner Wilde, with Frances Wilde quoting £900-1100 with VAT applicable, they also advised that the companies act is not conducive for large charities which led to the OAGB situation of being a limited company and having the burden of dual regulations as directors and beholden to the companies act and the charities act. They suggested OAGB convert to charitable corporation to simplify and account to receipts and expenses rather than accrual and the quote to do this work is £550 + VAT.

ACTION – Teresa to share quotes and suggestions with Stella, although retired is still a registered accountant – all agreed.

A query was raised regarding the deadline to companies' house which needs to be checked and Sandra will pick this up as Company Secretary.

17. Update from WSBC


Charlotte reported that this is still ongoing and will be able to give a better report at the next Board meeting.

18. Update on QuickBooks

It was reported that March has been input with 95-96 entries and all is working well. March expenses will be added next week with the addition of payroll.

With QBO the bank accounts can be connected which will speed up the order process.

Sandra thanked Teresa for her work and effort with this project. Teresa clarified that the desktop version is no longer being used and will hand over to Janet and Caroline

by the end of May. 

19. Intergroup Chairs meeting prep

Sandra asked the Board members to think of any amendments they propose to the bylaws. One suggestion from the Chair was to increase minimum Board membership from 5 to 6 as some roles are doubled up.

Members agreed this was a good idea.

Teresa suggested that the preference of a virtual or face to face June meeting to be put out and a survey monkey was agreed upon and the link will be put on the website, WhatsApp, Facebook and Twitter.

20. National Assembly

Sandra advised that as point of liaison attended the Caledonian IG meeting who are meeting monthly in the short-term pending the decision in June on whether it will be online or face to face. It was noted that come October something could happen out of their control and the need to pivot will occur. A flyer with a 'hold the date' registration form is the only action that can be taken at present.

Caroline asked if there was any information relevant for her role in this if she could be directed so not working to short deadlines. Teresa directed her to the Board calendar.

Charlotte reported that the save the date flyer was not on the website, Sandra is to make a change, and this will be provided to be added with the survey link combined with the mailer to the fellowship.

21. Issue of spam email

Sandra added this due to a huge amount of spam being created from the email addresses on the website. A suggestion was made that a contact form could be created for the website instead with the type of request that will go to the correct inbox and eliminate the spam.

ACTION: Costs for this to be gathered by Charlotte – all agreed by Board.

22. AOB

23. Date of next meeting

Next Board zoom calls set for 13th May 2021 and 12th June 2021.

Meeting ended 11.53am