

**Overeaters Anonymous Zoom Board Meeting
16th January 2021**

Present:

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

Apologies:

Chic – Chair

Meeting start: 9:05 am

Preamble – read by Janet.

Traditions – read by Janet.

Concepts – read by Caroline.

2-minute personal shares

Draft agenda – agreed by all; Teresa appointed Chair for the meeting – agreed by all.

Minutes of AGM held 24/10/20 – Janet accepted as a true record and all matters arising have been dealt with through board calls – all agreed.

Review on progress of actions from board call held 12th December 2020.

Action	Responsible Officer	Progress
Update of Chair role	Chic	Completed
Chic to add Janet to literature bank account	Chic	Completed
Chic to arrange annual appraisal with Deborah	Chic	Completed
Chic to put literature bank statement in Dropbox	Chic	Completed
Chic to arrange access to online bank account	Chic	Completed
Janet to remove Juliet & add Teresa as signatory to OAGB bank account	Janet	Ongoing
Add Caroline to literature bank account		Ongoing

All to continue to store or to establish storage of all documents needed to perform a role in Dropbox		
Comms report: Charlotte to check where things are with regards to audio shares uploader role Caroline M or Tommy	Charlotte	Completed Caroline & Margaret have not got hold of Tommy
Janet to update budget figures as agreed	Janet	Completed
Notify intergroup chairs regard to the need for NA 2022 host	Chic/Teresa	Completed
Teresa to propose plan for reviewing OAGB policies on a yearly basis in Feb board call	Teresa	Carried over to Feb
Teresa to update petrol/ mileage costs in P&P to 45p a mile	Teresa	Completed
Caroline to forward to literature people	Caroline	Carried over
Update job description documents		Janet & Chic – outstanding
Bank	Janet	Being discussed
WSO & Region 9 contributions	Janet	Being discussed
World Service Business Conference registration	Charlotte	Carried over - Charlotte to contact WSO re competition of registration form
Intergroup Chair details	Teresa / Charlotte	Carried over - Still awaiting information from Caledonian Intergroup
3-way conversation with Deborah & Caroline and QB	Caroline	Carried over
Newcomer packs	Caroline	Completed
Printing of books	Caroline	Completed

Email from Mary to be found & forwarded	Janet	Completed
£40 to be offered to Caledonia – emailed but no reply may follow up	Janet	Carried over
Invite Chair of N.Wales intergroup to WhatsApp group	Teresa	Completed

Secretary's Report

Typing errors were commented on within report.

Caroline proposed that board members should be blind copied in to emails to see what is happening. This was agreed

Janet reported that she had been contacted by a member of Narcotics Anonymous in USA regarding tax laws possibly due to the exit from Europe so sent a link to HMRC website, but they didn't want legal advice, just strength and hope.

OA account has a number of emails with admin@ but no designated officer, if Charlotte and Chic go to the back of the account and list who receives what and gets which one.

Regular discussions are held with Sandra current chair of Caledonian Intergroup regarding the hosting of 2021 National Assembly.

Hosting of 2022 assembly is being taken to next meetings for the Intergroups chairs in June 2021.

Hybrid Investigation: Teresa is now sitting on the HOE Intergroup Tech committee. Possibly open the discussion re Hybrid Assembly to Intergroups. Some developments re hybrid meetings happening in other 12 step fellowships.

Treasurers Report

Teresa requested the amendment to the title of the file regarding the correct year. No other comments

Communications Report

Main concern – some possible miscommunication due to language barrier when sending out group Mailchimp letters, this gets published on social media, but some links appear broken so need to spend time with social media person to check.

Also, the stats show that out of around 1600 subscribers around 500 get opened. When the subscriber numbers reach 2000 the account has to be paid for. Some bounce back – any thoughts on clearing up the list?

Agreed not to delete anyone until list of subscribers reaches 1900 then take off 100 that have not opened a mailing in the last year.

9.48 am – 10-minute break.

Literature Report

Written report to be put together over the weekend and sent to Teresa.

Email from Deborah informing Caroline that one of the packers would not be going out due to COVID-19 restrictions and concerns for themselves – it was suggested to speak to her again and arrange a zoom meet with all in February.

Input requested re update on QuickBooks from Deborah with an attached document **Agreed that a meeting be held on Thursday 21st January at 7.30pm to discuss QuickBooks.**

Caroline stated that whilst getting to know the position, have been contacting people with various issues and who to liaise with about publications in USA, needs guidance on where to lodge items in Dropbox, has found a strategic publishers pack which is helpful – Teresa asked if this can be shared.

Having trouble with webmail – Charlotte advised on ‘how to open’. Janet advised that Round cube is more user friendly.

Region 9

Emails have been forwarded to all by Teresa. This is not required in the future

WSBC Delegate

Charlotte still trying to regist

WSBC Agenda Questionnaire

Caroline to look and collate her responses and send to Charlotte by end of next week

Voting noted as follows

A = 1 x yes & 2 x no

B = 2 x yes & 1 x no

C = 1 x yes & 2 x no

D = 3 x yes

E = 3 x yes

F = 3 x yes

G = 3 x yes

H = 3 x yes

I = 3 x yes

J = 3 x yes

1= 2 x yes & 1 x no
2 = 3 x yes
3 = 2 x yes & 1 x no
4 = 3 x yes
5 = 1 x yes & 3 x no
6 = 3 x yes
7 = 3 x yes
8 = 3 x yes
9 = 3 x yes
10 = 3 x yes
11 = 3 x yes
12 = 3 x yes
13 = 3 x yes
14 = 3 x yes
15 = 3 x yes
16 = 3 x yes
17 = 3 x yes

In the event of any split votes once Caroline's votes are taken we will reassess.

National Assembly 2021

Email went out on Wednesday to Sandra of Caledonian Intergroup. She will create a "save the date" flyer and information on hybrid, live or online meeting.

Contributions to R9 and WSO

Current position, as stated in bottom of the report, the agreed annual budget was to give R9 £2,000 and £1,000 to WSO. Due to increase in contributions and no need to cover rent, bank balance is more fluid and at end of December is near £30,000.

With expenses around £15,500 there is an excess of £14,000 and propose to give a third of this to WSO and two-thirds to R9 – **agreed unanimously and Janet to make the contributions.**

Volunteers

Charlotte asked if there is a proof-reader. Caroline responded 3 came forward and print liaison advised two were enough so the third was thanked. Also need to talk to other packers for another volunteer. Somebody did step up after the National Assembly to take on other service roles- Caroline to pursue

Policies and Procedures

Teresa to bring review to February's Board meeting

Literature Insurance Renewal date

Renewal date of 9th Feb 2021. **Caroline to check details of what policies we are paying. Payment to continue, Board calendar to be updated.**

Leave of absence cover.

- Discussed on 19th Jan – screen shared by Teresa with task list.
- Chairs inbox – not yet accessed by Charlotte or Teresa.
- Annual appraisal with Deborah – not checked Dropbox – board calendar says February this may have been missed last year. Dropbox to be checked again.
- Caroline found a list in Dropbox about what Chic to talk about – Teresa to find.
- Online access to bank account – Janet to do.
- Caroline's access to online bank account – to be done.
- Signing off petty cash – Caroline did let Deborah know.
- Janet will sign off on salary and sent before Christmas and to confirm Chair is on leave of absence.
- Teresa has abolished WhatsApp group.

NICE and PI

NICE consultation on weight management – the PI officer for Heart of England Intergroup. England approached and requesting if we endorse and ask members of OA to share stories. Also talking to other 12 step fellowships such as Narcotic abuse, alcohol abuse and other addictions.

Capacity to be involved queried.

Suggested take through to the WhatsApp groups and ask opinion. Teresa happy to get involved and take forward. Ask endorsement to have conversation with Ellen, Jackie and Teresa for a formal approach to find a consultation process.

Caroline more respectful to ask intergroups first before going to NICE. Teresa advised that is next step but first of all to have the three-way conversation. PowerPoint to be rehashed before sending out.

Teresa to email a plan for approval before implementing any proposals.

WSBC

Last years delegate to be involved with conversation on 30th January to see if the conference will be virtual or physical this year.

Minute taker finished at 11 am

Use of Minute Taking Service

It was unanimously agreed that this was working well on many levels (costs, speed, efficiency, effectiveness). That we will continue for this year until September 2021. Teresa to let Sara White Associates know.

**Sharon (Sara White Associates)
Teresa (NSB Secretary)
25th January 2021**

