

OVEREATERS ANONYMOUS GREAT BRITAIN
BOARD MEETING MINUTES
Thursday 7th April 2022
9.30 am – 12.30 pm
Held via Zoom conference room

Attendees:

Teresa – Chair/Company Secretary
Stella – Treasurer
Charlotte – Communications/WSBC Rep
Jill – Trustee/Board member

AGENDA

1. Welcome

Chair welcomed all to the meeting and lead the serenity prayer.

2. Preamble, Traditions, Concepts

Traditions read by Stella; Concepts read by Charlotte

3. Apologies

None received.

4. Brief personal shares

5. Notify Chair of any other business

Teresa notified of two items relating to changes in by-laws. Stella notified one relating to the service workshop.

6. Review and adopt agenda, agree ground rules

Agenda had been circulated prior to the meeting start and agreed by all along with ground rules.

7. Review minutes of January 2022

Held on 15th January 22. One issue raised where it stated 'rules' this is to be changed to 'traditions'.

Action Table

	Action	Responsible officer	Outcome
1	Contact each IG for a geographical description with all meetings under their umbrella for the website	Teresa	Completed
2	Update current Board member information – need to check companies house website	Teresa	Completed
3	Follow up with bank on status of online banking application	Teresa/Stella	Completed
4	Job description for world service delegate to be completed	Charlotte	Completed
5	Actively co-opt two new board members for next board meeting	All	Completed

6	PO Committee animated video to be shared when completed with NICE	Teresa	Completed
7	Invite to food addiction international conference & request further details	Teresa	Completed
8	Remove Janet from accounts when Stella has access	Stella	Ongoing
9	Process to be agreed with literature admin & packers – agreed in principle	Teresa	Ongoing
10	Stella to investigate if previous chair will be charged for zoom fee	Stella	Completed
11	Annual report to be published on website	Charlotte	Completed
12	Continue conversations with Redbox	Charlotte	Completed
13	Advertise for admin worker and interview in Feb – advert out interviews end April	All	Ongoing
14	Agreement of expenses for board members	All	Completed
15	Editorial for education magazine/website	All	Completed
16	Check companies house for correct listing of directors	Teresa	Completed
17	Discuss financial implication due to drop in literature sales	Teresa/Stella	Completed
18	Search for a cheaper insurance quote for literature service and transportation	Stella	Completed
19	Visit NatWest and find out the signatories on the Literature bank account	Teresa	Ongoing
20	Discuss spec for a website refresh to send out to tender to 3 companies	All	Ongoing
21	Debit card to be ordered	Stella	Ongoing
22	Stella to investigate if previous chair will be charged for zoom fee	Stella	Completed
23	Companies House – amend Stella’s profession and add Jill	Teresa	Ongoing
24	Flyer to go out via Whatsapp as a reminder for applications to the board	Stella	Ongoing
25	Amend Jan minutes – Treasurer report item 17 change ‘breach of rules’ to traditions	Stella	Ongoing
26	Compile a comparable document with invoice for website quotation	Charlotte	Ongoing
27	WSBC payment and delegate form	Stella	Completed
28	OAGB payment by SMC and to be claimed back	Stella	Completed
29	Suggestions from CW Verdant email of 4 th Feb	Teresa	Ongoing
30	PI forms for discussion/approval – draft has been sent out	Stella	Ongoing
31	Possibilities to consider - change of NA date & possible slot for service workshop at the convention	Teresa	Ongoing
32	WSBC Agenda Questionnaire	All	Ongoing

33	Health Professional Webinar to be put on OAGB website	Charlotte	Completed
34	Link to be shared again and added to front page of the website	Teresa/Charlotte	Ongoing
35	HMRC access information to be added to Dropbox & previous week emails to be reviewed and forwarded to the NSB Inbox	Stella	Ongoing
36	Chairs meeting in June 22 – book venue & send invites	Teresa	Completed
37	Updating policies & risk assessment	Teresa	Ongoing
38	Access to main account & savings account	Teresa/Stella	Completed
39	Trustee annual report to be drafted and an email conversation to be started	Teresa	Ongoing
40	PI budget request flyer to be made up and sent out	Teresa/Charlotte	Ongoing
41	Health professional leaflets – charge IG that have received 10p per leaflet	Stella	Ongoing
42	Query on the IG becoming a charity – unable to access the original email	Stella/Teresa	Ongoing
42	R9 collaboration	Teresa	Ongoing
43	Motion H notes to be drafted	Teresa/Charlotte	Ongoing
44	Job description for OAGB Secretary to be sent & access to the secretary email account to be sent to Jill	Charlotte	Ongoing
45	Contact Darren for updates on National Assembly	Teresa	Ongoing
46	Investigate accessing the literature shop landing page and separating the lit website	Charlotte	Ongoing
47	Investigate mileage allowance for electric vehicles	Jill	Ongoing
48	Investigate on holding a group conscience	Teresa	Ongoing
49	Co-ordinate service workshop for 11 th June	Stella	Ongoing

8. Ratify decision of board calls (10th and 16th Feb 2022)

All action points have been recorded in the action table.

Teresa's meeting with Deborah on 4th Feb has been discussed.

Storage unit has its own insurance policy so does not affect the stock levels for the other policy.

9. Ratify decisions of board call (10th March 2022)

All action points have been recorded in the action table.

Stocktaking to be dealt with separately.

10. Ratify decisions of board call (21st March 2022)

All action points have been recorded in the action table.

Website and email errors is an ongoing investigation.

Stella found she is now unable to access some files in Dropbox as they were recorded as links and unable to open.

Banking queries have been recorded as previous action points.

11. Confirm members/directors/trustee details

All details remained the same.

12. Co-option of Board Member Jill

Jill was officially co-opted to the OAGB board and accepted the position of OAGB Secretary until October 2022 and was welcomed by all board members.

13. Reports

Chair:

Report distributed to the board prior to the meeting, one action point added to the table.
No questions raised.

Communications:

Website troubles were noted, and board advised of a glitch with the Mailchimp account but with some housekeeping subscribers were now at 1398.
Charlotte talked through the statistical report on the website.
One action point was raised and added to the action table.
WSBC report was not discussed.

Literature Liaison:

Professional Outreach:

Report was circulated prior to the meeting and is on the website landing page.

Treasurer:

Report was circulated prior to the meeting. A proposal was requested to change the name of spreadsheet 'monthly tracker' to 'bank details' – all agreed.
Financial implications have been reported across 3 years as previous 2 included the pandemic and no comparison could be made.
For a benchmark in literature sales 2020 was seen as 100% and sales in 2021 dropped to 64% and the surplus is now a deficit.
Proposed contribution to R9 = £3,800; World Service = £1,000; remainder to be sent to the translations fund – agreed by all
Proposal: CD's held in storage to be given to HOE or NA – all agreed

PI/PO Funding applications:

Flyer and form are on the website and to be sent out as a mailing.

14. Voting on WSBC agenda

Board members to email Charlotte by 25th April on their thoughts on this item.

15. Implications from stock taking

16. Speaking to Motion H at WSBC

Email conversation to be started with board members for thoughts on this.
Sitting in on a reference committee was suggested.

17. Company Calendar Review

April:

Review by-laws – an item around this has been raised for AOB.

Fuel allowance – proposal was made to increase to 50p per mile for a period of 6 months due the increasing fuel prices

Allowance for electric vehicles was raised and will be investigated and an internal policy document will be raised when investigation complete.

Group conscience – it was noted that one had not been held before so the concept will be investigated.

Budgets will be ready for the May board zoom call.

18.AOB

The updating of two by-laws were raised.

Proposal: in terms of appointments to board roles the candidate must have knowledge of the concepts and principles behind them – all agreed.

Proposal: if a member becomes a member of the board, they cannot be a member of any other service board – all agreed.

Service workshop – Stella saw a presentation from R9 which is now on their website and due to lack of members coming forward to give service suggested doing a similar workshop.

Proposal: Co-ordinate and put together a service workshop on Saturday 11th June – all agreed.

April mailings will include a welcome of Jill to the board.

Meeting closed with a serenity prayer at 12.31pm