

**OAGB Board Meeting
(The National Service Board of OA in Great Britain)
Sunday 15th August 2021
14:00 hrs to 17:00 hrs
Held via Zoom conference room**

Attendees:

Sandra (Chair)
Teresa (Secretary)
Caroline (Literature Liaison)
Janet (Treasurer)
Charlotte (Communications)
Sharon – minute taker

- 1. Welcome & Serenity prayer**
- 2. Brief personal shares**
- 3. Concept 8** – excluded from meeting
- 4. Notify chair of AOB & adopt agenda**

No other business was added, and agenda was adopted by all.

5. Ratify decisions of board calls since last meeting:

- 2nd August 2021

All action points are detailed in the action table.

- 17th July 2021

All action points are detailed in the action table, with other items being picked up later in the meeting.

- 1st July 2021

Items 1 – 4 = completed.
Item 5 = confirmed nothing to change and marked as completed.
Item 6 = business motions to be discussed later in meeting.

There was a discussion around finding a solution to the phone service, 5 people have volunteered to take on the service and this was agreed to be a stop gap until NA.

Decision: to discuss this at Board level and not an agenda item at National Assembly.

It was noted that no one had had contact with the Chair of the Virtual IG who had been invited to this meeting.

Action table

Action	Responsible officer	Outcome
Subscription of support to National Council for voluntary organisation	Teresa	Ongoing
Liaise with new accountant for an audit on accounts	Janet	Completed
Previous job advert & interview questions for Board Administrator to be sent to Teresa & Caroline	Sandra	Ongoing
Check & liaise with Deborah on progress of new packers	Caroline	Ongoing
Previous packer float outstanding monies due back	Teresa	Completed
Discrepancies in QuickBooks & bank account to be investigated	Teresa	Ongoing
National Assembly mailer to be resent with missing link	Charlotte	Completed
Removal of personal data from website	Charlotte	Ongoing
Quote for additional website support from existing web developer & obtain quotes from other developers	Charlotte	Ongoing
Approval of wording in certain policies & procedures	Teresa	Ongoing
NA Flyer and registration form	Teresa	Completed
PayPal issue – Teresa & Caroline to be signatories	Teresa	Completed
Annual report for 2018-19 not in drop box, charities commission to be contacted for a copy	Sandra	Ongoing
PO comms to be forwarded and signed off	Teresa	Completed
Amendments submitted to the lit bank account	Janet	Completed
Add the virtual meetings to the website	Charlotte	Ongoing
Contact each IG for a geographical description with all meetings under their umbrella for the website	Teresa	Ongoing
Update job descriptions for Janet & Sandra		Ongoing
Add ENBM info to the pack	Teresa	Completed
Update current Board member information	Teresa	Ongoing
Annual report for National Assembly pack – email to Deborah for 09/20 – 02/21 report	Caroline	Ongoing
Review the board mailers for circulation		Completed
Talk to IG chairs for subcommittee re event flyers	Charlotte/Sandra	Completed
Create a summary of job role re event flyers to advertise and recruit	Sandra	Completed
Action the costs and work needed to reduce spam	Charlotte	Ongoing
Send out invitation to the fellowship inviting members to join a new subcommittee for literature service	Caroline	Ongoing
Send literature service accounts to Janet	Teresa	Completed
Investigation on packing issues	Janet/Teresa/Sandra	Completed
Check on Teresa's marital status at companies' house	Sandra	Ongoing
Review the board calendar for new deadline for Charities commission	Janet	Completed

Volunteers for social media to be considered as an item at the NA	Sandra	Ongoing
Consideration of impact of by law amendments at WSO	Sandra/Teresa	Completed
Update Sharlotte of Caledonian IG with uni information	Teresa	Completed
Look in drop box for guidance on how to deal with phone queries	Charlotte	Ongoing
8a Forward report of NA preps from the host IG	Sandra	Ongoing
8e Add an agenda item to switch off zoom upgrade after the NA		Ongoing
9 Source more demographic details from Mailchimp	Charlotte	Ongoing
9a Organisation of a meeting with all packers	Caroline	Ongoing
12 Follow up with bank on status of online banking application	Janet	Ongoing
13 contact volunteers to determine their eligibility for taking up the phone answering service	Charlotte	Ongoing

6. Review minutes of last meeting – 12th June 2021

Three amendments were reported;

- i. amendment in the treasurer report
- ii. the HOE is 'active information group' not nostalgia
- iii. last sentence in paragraph 15 before the HOE convention to be amended.

These were then proposed and seconded and accepted by the Board.

7. Confirm members/directors/trustee details

Completed and accepted.

8. National Assembly Preparations:

a. Update on hosting intergroup

Sandra has a report from the well organised hosts and will pass on to other Board members.

b. Review submitted motions

5 motions have been submitted.

Motion 1 – had unclear wording. Sandra will take back to Caledonian IG to amend and a deadline for resubmission of 20th August.

Motion 2 – approved to go out with pack 1.

Motion 3 – approved to go out in pack 2.

Motion 4 – had unclear wording. Teresa to send back to HOE IG to amend and a deadline of 20th August for resubmission.

Motion 5 was approved for submission.

c. Update on pack 1 & comms

d. Friday night workshop

Teresa volunteered to create some workshops based around the concepts, Charlotte has the concepts for R9 and will send on to Teresa.

It was agreed to have a Board call before pack 2 is circulated in early September.

e. Zoom account

Ownership of the Zoom account was established along with payment details.

Decision: all agreed with cost to upgrade for one month to run the National Assembly

f. Board meeting – virtual/face-to-face

Teresa proposed that the new Board should meet face-to-face within 3 weeks of the NA taking place. A vote took place; **yes** = 3 and **not sure** = 2.

Decision: new board is to meet virtually after the NA, but a date for a physical meeting is to be decided between Teresa and Caroline and to be put out in advance, so nominees are aware. The expenses this will incur were all agreed on.

9. Reports

- **Chair/Company Secretary**

Shared on screen and wording was added under points 2 and 3.

- **Communications/WSBC Rep**

Shared on screen. Demographic examples from Mailchimp were provided and it was decided to pull more stats to help with a decision on social media channels to attract a wider audience.

- **Literature Liaison**

Shared on screen. Caroline is to organise a meeting with the packers as only 2 are established currently.

- **Secretary/Professional outreach/Region 9 rep**

Literature orders are being processed within the agreed 24-hour period of receipt and the Board agreed content will be at Board level.

A proposal will be brought to the November meeting to investigate the reporting structure for the literature service.

PayPal account is connected to QuickBooks and has provided an interesting account to show new and returning customers.

- **Treasurer**

Proposal – following the accrual of £20k+ in the current account. £4k to be sent to world service and approx. £8k to R9 = all agreed.

Proposal – following a misunderstanding the fee for Verdant accountants is now £975 for 18 months cover, continue with their services as still cheaper than the previous accountant.

Vote = all agreed to proceed with Verdant Accountants.

10. Board Administrator recruitment

Sandra to send out information as covered earlier in the meeting.

11. QuickBooks/financials

No further discussion was needed.

12. Literature account signatories

Application for online banking is now required following the change in signatories

Proposal: *Teresa to be added to the literature bank account = all agreed.*

13. Telephone volunteers

Charlotte has emailed all 3 volunteers to check they meet the requirements and will sort who to have this next with the support of their IG.

14. Company calendar review

July – WSO update received and all compliant. Item 2 completed and sent out in board news. August – items 1-5 had been covered with comments to be back by the 28th. Item 6 has been confirmed, item 7 needs updating, and item 8 has been covered.

September – has the job descriptions outstanding; pack 2 to be produced and circulated; Teresa is to register for R9.

15. AOB

Next Board call agreed for Weds 1st Sept at 3.30pm.

Closed with serenity prayer.