

**OVEREATERS ANONYMOUS FOR GREAT BRITAIN – AGM MINUTES**  
**(The National Service Board of OA in Great Britain)**  
**Date: Sunday 17<sup>th</sup> October 2021**  
**Time: 9 am to 1 pm**  
**Held: Online via Zoom conference room**

**Attendees:**

Sandra (Chair)  
Teresa (Secretary)  
Janet (Treasurer)  
Charlotte (Comms Officer)  
Stella (newly elected Board member)  
Sharon (minute taker)  
Visitors: Ellen; Francene; Caroline M; Phyll B

**Agenda**

**1. Welcome**

Sandra welcomed all board members and visitors who will not be involved in discussions unless asked for input.

**2. Preamble, Traditions, Concepts**

Preamble read by Charlotte; Traditions read by Teresa; Concepts read by Stella.

**3. Brief Personal shares**

**4. Apologies**

None.

**5. Notify Chair of Any Other Business**

Only one item raised which was already on the agenda.

**6. Review and adopt agenda, agree ground rules**

Housekeeping from the NA was adopted with the raising of virtual hands in voting. Agenda was agreed with no changes and adopted by the Board.

**7. Review minutes of last meeting (15<sup>th</sup> August 2021)**

**Action Table:**

	<b>Action</b>	<b>Responsible Officer</b>	<b>Outcome</b>
1	Subscription of support to National Council for voluntary organisation	Teresa	Ongoing
2	Previous job advert & interview questions for Board Administrator to be sent to Teresa	Sandra	Completed
3	Check & liaise with Deborah on progress of new packers	Caroline/Teresa	Completed
4	Discrepancies in QuickBooks and bank account to be investigated – auditor has been asked to do and is progressing	Teresa	Ongoing

5	Removal of personal data from website – tutorial videos on ‘how to’ have been received	Charlotte	Ongoing
6	Quote for additional website support from existing web developer & obtain quote from others	Charlotte	Completed
7	Approval of wording in certain policies & procedures – covering in AOB today	Teresa	Completed
8	Annual report for 2018-19 not in drop box, charities commission to be contacted for a copy	Sandra	Completed
9	Add the virtual meetings to the website – decided not a viable action	Charlotte	Closed
10	Contact each IG for a geographical description with all meetings under their umbrella for the website	Teresa	Ongoing
11	Update job descriptions for Janet & Sandra		Completed
12	Update current Board member information	Teresa	Ongoing
13	Annual report for National Assembly pack – email to Deborah for 09/20 – 02/21	Caroline	Completed
14	Action the costs and work needed to reduce spam	Charlotte	Completed
15	Send out invitation to the fellowship inviting members to join a new subcommittee for literature service	Teresa	Ongoing
16	Check on Teresa’s marital status at companies’ house	Teresa	Ongoing
17	Volunteers for social media to be considered as an item at the NA	Sandra	Completed
18	Look in drop box for guidance on how to deal with phone queries	Charlotte	Ongoing
19	8a Forward report of NA preps from the host IG	Sandra	Completed
20	8e Add an agenda item to switch off zoom upgrade after the NA – Janet to check only one month paid for	Janet	Completed
21	Source more demographic details from Mailchimp	Charlotte	Completed
22	9a Organisation of a meeting with all packers		Ongoing
23	Follow up with bank on status of online banking application	Teresa	Ongoing
24	Contact volunteers to determine their eligibility for taking up the phone answering service	Charlotte	Completed
25	Caledonian IG		Completed
26	NA actions raised		Completed
27	Teresa to be registered for R9	Teresa	Completed
28	Teresa to be added to the literature bank account	Janet	Completed
29	Update records at companies’ house & Stella to sign relevant documents	Sandra	Ongoing
30	Job description for world service delegate to be completed	Charlotte	Ongoing
31	Obtain a quote for the addition of a GB map to the website marking out each region in different colours	Charlotte	Ongoing

32	Actively co-opt two new board members for next board meeting	All	Ongoing
33	Stella to be added to main and literature bank accounts	Teresa	Ongoing
34	Stella to have access to QuickBooks	Teresa	Ongoing
35	Stella to get access to PayPal and another member to get access & will gather info needed to implement	Stella	Ongoing
36	Train Stella on drop box and email	Teresa	Ongoing
37	Set Stella up with treasurer email account	Charlotte	Ongoing
38	Log ins to be shared with Stella	Janet	Ongoing
39	Advise Deborah of her line manager	Teresa	Ongoing
40	Make up a flyer using the 'bubble' as per the NA pack for recruiting in co-opting board members		Ongoing
41	Plan of action to update budget for PI	Stella	Ongoing
42	Update by laws with virtual meetings as agreed in Motion A of the NA	Teresa	Ongoing
43	Update website with hosts for 2022 NA	Charlotte	Ongoing
44	Contact Caledonian IG for feedback on hosting the NA virtually and extend thanks for being hosts	Teresa	Ongoing
45	Action all amendments at companies' house & submit expenses claim	Sandra	Ongoing
46	Draft minutes of NA to be circulated with committee	Teresa	Ongoing
47	Board new to go out in comms and board meeting dates to be added to website	Charlotte	Ongoing
48	Thank yous to be given to all those listed in board calendar following NA	Teresa	Ongoing
49	Draft annual report to be discussed for filing	Sandra/Teresa	Ongoing
50	Details of Red Box, Stafford to be sent to Charlotte for potential new website host	Teresa	Ongoing
51	Minutes of 2020 NA to be added to website and all 2021 board meetings	Teresa/Charlotte	Ongoing
52	Discuss spec for a website refresh to send out to tender to 3 companies	All	Ongoing
53	Teresa to send all contact details of IG's to Charlotte for updating on website	Teresa/Charlotte	Ongoing

#### **8. Confirm members/directors/trustee details and ensure company secretary finalises documentation for new board members/trustees**

Stella to sign documents for companies' house.

**Action Point 29:** Sandra to update records at companies' house

#### **9. Ratify new board members**

Charlotte voted to stay on and Stella to join. Janet to conduct a 2-month handover period.

#### **10. Job role allocation for next year**

There are only 3 board members going forward, the following positions were voted on:

**Chair** - Teresa = won with a majority vote

**Treasurer** - Stella = won with a majority vote

**Secretary** = vacant position

**Communications** - Charlotte = won with a majority vote

**Company Secretary** - Teresa = won with a majority vote

**WSBC** ~ Charlotte (Stella withdrew her interest) = won by majority vote

**Action Point 30:** *a job description on world service position to be completed with more information*

**R9 delegate** - Stella (Teresa withdrew her interest) = won by majority vote

**Literature Liaison** = vacant position, with new Chair taking on responsibility as line manager for the literature admin.

With 3 Board members as per the by laws and able to co-opt with 5 members.

**Action Point 32:** *Actively co-opt 2 more members for the next Board meeting*

Charlotte offered to keep in touch with volunteers and agreed by Teresa. Teresa will keep in contact with packers only.

### **11. Bank & PayPal Signatories**

Stella to be added to the main and literature bank accounts and Teresa to arrange for her access to QuickBooks.

**Action Point 35:** *Stella to get access with another member and to collate information needed to process.*

### **12. Support for new officers/handovers**

Janet & Stella to work over next 3 months on handover. Charlotte will work on handover when the time comes.

### **13. Dropbox/email etiquette**

Following actions have been added to the action table:

- Teresa to train Stella on drop box and email
- Charlotte to set Stella up with Treasurer email account
- Janet to share log ins with Stella
- Charlotte to keep the email regarding volunteers
- Teresa to advise Deborah that she will her line manager for next 12 months

### **14. Members/Directors Reports (questions only)**

Chair/Company Secretary – Sandra

No questions.

Communications/R9/WSBC – Charlotte

No questions.

Literature/Secretary/PO – Teresa

No questions on literature or secretary reports.

Teresa asked if anyone objected to her finding a volunteer to access and help with the PO inbox? No objections received.

Janet asked a question around PO and that NICE were adamant that food was not an addiction. Teresa asked Ellen (visitor) to respond who advised it is a contentious area and a review is imminent around this subject and the conclusions if in our favour can be presented to NICE.

Treasurer – Janet

No questions.

### **15. Financial Report/Budget update**

Janet explained the end of financial year was changed to the end of February so that expenses can be reported at NA in the same financial year.

The report from Verdant Accountants is expected in November who have queries on the literature side, Deborah will be emailed, and Teresa copied in.

Following the motions agreed at NA a proposal for a change in budget was proposed, Stella proposed the budget is set at year end and £5k for GB and another £5k as a prudent reserve with clear wording on the PI and policies.

Teresa suggested a special board meeting to ratify the budget and agreement in the WhatsApp group.

Janet advised the reserves in the savings account at 30/9/21 were £15,272 and current account £15,560. Teresa advised current balance on the literature account £23,954.65.

Sandra as Chair formally thanked Janet for her service.

**Action Point 40:** *to use the 'bubbles' in the NA packs as part of a flyer for recruitment in co-opting new board members.*

### **16. Matters arising from NA**

Motion A – went through and the virtual option to be added to the bylaws.

Motion B – failed

Motion D – went through and the budget to be updated

Motion E – failed

**Action Point 41:** *Stella to take ownership of plan of action on new budget for motion D*

**Action Point 42:** *Teresa to update the by laws and to check WSO changes for Charlotte to circulate when done*

### **17. National Assembly Hosts 2022**

Sandra has messaged Darren of SEE IG with congratulations. Teresa has also congratulated via WhatsApp and will make contact about taking it forward.

**Action Point 43:** *Charlotte to update website with hosts for 2022*

### **18. Review and learning points from Assembly**

All were invited for input and recorded all points on a word doc by Charlotte which will be added to the drop box files.

**Action Point 44:** Contact Caledonian IG for any feedback on hosting the NA virtually and extend thanks for hosting.

### **19. Dates and location for NSB meetings 2021/22**

Teresa advised new board that board calls had been held monthly with official board meetings in January, April, June, August and October.

Board calls were agreed for 11<sup>th</sup> November; 9<sup>th</sup> December at 6pm.

Board meetings for 2022 dates were agreed for:

15<sup>th</sup> January 22 9 – 1 (physical meet venue to be decided)

9<sup>th</sup> April 22 9 – 1

18<sup>th</sup> June 9 – 1 with IG chairs (physical meet venue to be decided)

13<sup>th</sup> August 22 9 – 1

### **20. Company Calendar review**

October: points 1 & 2 have been done. Item 5 to be done by Sandra as outgoing Chair.

Item 6 already allocated to Teresa. Item 7 for Janet to take forward. Item 8 to be done by Teresa. Item 9 to be addressed in future meetings. Item 10 has been done recently. Item 11 already actioned for Teresa. Item 12 already action pointed.

**Action Point 45:** Sandra to action amendments at companies' house and put in expenses claim

November calendar raised the following action points:

- Draft minutes from NA to be with Teresa by Thursday am and circulated to the committee
- Board news to go out in comms and board meeting dates to be added to website
- Thank yous to be done as per items in calendar
- Item 4 notes already sent
- Separate section on hosting guidelines from physical to virtual
- Item 6 Teresa to update by laws already in action table
- Sandra to go over draft annual report with Teresa for filing

### **21. Update on website**

Charlotte advised current webmaster is retiring and can no longer host. Teresa advised board that HOE IG uses red Box in Stafford and happy with the service. A suggestion of updating the email system to be more user friendly would be a good time when changing web hosts.

**Action Point 52:** to discuss and do research on a spec for a new look website and put out to tender to 3 companies

Stella advised board a member in her fellowship may be happy to input with her website expertise and Sandra added she is happy to join in and review quotes and answer technical questions.

### **22. AOB**

The recruitment of a Board Admin person to be taken forward by the new board.

Information for GDPR purposes is still to be removed from the website. The quote from Samsung web was approved and the work has been completed.

The ratification of decisions made on the last board call were done.

Teresa volunteered to go back to the convention to advise decisions made at the AGM.

Caroline stepped down as Literature Liaison Officer.

Following a discussion with adding details of the virtual IG to the website and if Ireland IG's should have links to the OAGB website a proposal was raised and voted on:

**Proposal:** do we seek a conversation with OAUk virtual and OAUk and R9 to see if they want a link on our website?

For = 2

Against = 3

Therefore, the proposal was defeated.

***Action Point 53: update all IG contacts on the website when received***

Stella suggested a survey to go out to delegates asking to share ideas and Ellen offered to help with this and attend board meets to discuss further.

Teresa thanked the outgoing board members and expressed her joy in working with new board – Stella seconded.

Meeting ended with a serenity prayer.