

**OVEREATERS ANONYMOUS GREAT BRITAIN  
BOARD MEETING MINUTES**

**Saturday 18<sup>th</sup> June 2022**

**10.00 am – 15.30 pm**

**Collier Room, Central Methodist Church, Oldham Street, Manchester M1 1JQ**

**Attendees:**

Teresa

Stella

Jill

Hannah - Intergroup Chair, South and East of England

Joyce – Intergroup Chair, Alba

**AGENDA**

**1. Welcome**

Chair welcomed all to the meeting and led the Serenity Prayer.

**2. Preamble, Traditions, Concepts**

Preamble read by Hannah; Traditions read by Stella; Concepts read by Jill

**3. Apologies**

Charlotte – Communications/WSBC Rep,

Intergroup Chairs: South Coast, West of England, Caledonia, Heart of England, Red Dragon, North of England

**4. Brief personal shares**

**5. Notify Chair of any other business**

Teresa notified of items relating to Region 9 meeting NSBs: updating expenses policy, bid for PI funding and acceptance of Region 9 Trustee to attend NA.

Hannah notified of two items relating to PayPal and OA.org 'find a meeting' feature on the website.

Stella and Jill notified two items relating to the Service Workshop and how to use the meetings tool on the OA website. Stella notified one item relating to a group conscience/survey about this particular meeting.

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

Draft Agenda had been circulated prior to the meeting start and agreed by all plus the AOB above.

**7. Review minutes of 7<sup>th</sup> April 2022 Board meeting**

**Accuracy**

Pg 1 Item 7 apostrophe around the word 'traditions'

Pg 3 Item 33 health professional webinar to be put on OAGB website.

Pg 3 Item 44 Job description for OAGB Secretary  
Pg 4 Item 12 Position of OAGB Secretary

**Minutes agreed as true and accurate.**

Board admin to update April 2022 minutes to reflect the above and post on the OAGB website.

**Matters arising**

Pg 1 Action Table Item 3a: Bank debit card applied for twice, Ongoing.

Pg 2 Action Table Item 9 , Have an agreed process for expenses for packers and literature admin.

**Action Table**

	Action	Responsible officer	Outcome
1	Remove Janet from accounts when Stella has access	Stella	Ongoing
2	Advertise for admin worker and interview in Feb – advert out interviews end April	All	Completed
3	Visit NatWest with passport and find out the signatories on the Literature bank account	Teresa	Ongoing
4	Discuss spec for a website refresh to send out to tender to 3 companies.	All	Ongoing
5	Debit card to be ordered	Stella	Ongoing
6	Companies House – amend Stella's profession and add Jill	Teresa	Completed
7	Flyer to go out via Whatsapp as a reminder for applications to the board	Stella	Completed
8	Amend Jan minutes – Treasurer report item 17 change 'breach of rules' to traditions	Stella	Completed
9	Compile a comparable document with invoice for website quotation	Charlotte	Ongoing
10	Suggestions from CW Verdant email of 4 <sup>th</sup> Feb	Teresa	Completed
11	PI forms for discussion/approval – draft has been sent out	Stella	Completed

12	Possibilities to consider - change of NA date & possible slot for service workshop at the convention	Teresa	Completed
13	WSBC Agenda Questionnaire	All	Completed
14	Link to be shared again and added to front page of the website for webinar	Teresa/Charlotte	Ongoing
15	HMRC access information to be added to Dropbox & previous week emails to be reviewed and forwarded to the NSB Inbox	Stella	Ongoing
16	Updating policies & risk assessment	Teresa	Ongoing
17	Trustee annual report to be drafted and an email conversation to be started	Teresa	Completed
18	PI budget request flyer to be made up and sent out	Teresa/Charlotte	Completed
19	Health professional leaflets – charge IG that have received 10p per leaflet	Stella	Completed
20	Query on the IG becoming a charity – unable to access the original email	Teresa	Ongoing
21	R9 collaboration	Teresa	Completed
22	Motion H notes to be drafted	Teresa/Charlotte	Completed
23	Job description for OAGB Secretary to be sent & access to the secretary email account to be sent to Jill	Charlotte	Completed
24	Contact Darren for updates on National Assembly	Teresa	Ongoing
25	Investigate accessing the literature shop landing page and separating the lit website	Charlotte	Ongoing
26	Investigate mileage allowance for electric vehicles	Jill	Completed
27	Investigate on holding a group conscience	Teresa	Ongoing
28	Co-ordinate service workshop for 11 <sup>th</sup> June	Stella	Ongoing
29	Formal consultation process re hours of literature admin	Board	Ongoing

30	Literature admin BT Account to be cancelled by 30th June	Deborah	Ongoing
31	Draft TAR to be sent to accountants	Stella	Completed
32	National Assembly and HOE Convention flyers to be posted on website	Charlotte	Completed
33	Review of Filing system in Dropbox	Jill	Completed
34	Paypal Settings need updating	Teresa and Charlotte	Ongoing
35	Board News to go out re Jill joining the board and National Assembly and Heart of England Convention	Charlotte	Ongoing
36	Board to review proposal of Deborah to purchase Coins	Board	Completed

## 8. Ratify Decisions of Board Zoom Call 11th May 2022

All actions from this meeting are contained in the action table and reviewed accordingly.

## 9. Confirm Directors and Trustees

Teresa needs to check with Charlotte her new address. Jill is now a trustee and director

## 10. Reports

Chair:

Report distributed to the Board prior to the meeting. Note that the report sent to the intergroup Chairs was the wrong one.

**Bylaw amendments agreed to propose for National Assembly in October.**

- **If a member is elected to the board of OAGB they cannot be a member of another service board.**
- **Candidates to the NSB need to have knowledge of the Concepts of Service and the principles behind them.**

## **Resolution re meetings with National NSB's as part of Region 9 to be discussed at OAGB NA**

Report accepted Proposed by Stella, agreed and accepted

### Company Secretary Report:

Circulated prior and agreed

### Secretary Report:

Circulated prior and agreed. Secretary was thanked for her report.

### **Agreed that Jill would review the filing system in dropbox**

### Treasurer Report

Report was circulated prior to the meeting and agreed.

### **Agreed that the treasurer will propose a revised budget in the next couple of months.**

### Communications Report

Report was circulated prior to the meeting.

Hannah asked what the email was that gets sent out. Teresa advised it was the Mail Chimp

### **Agreed that Jill would discuss with Charlotte the presentation of Mailchimp and spam in OAGB mailboxes**

### Literature Liaison

Report circulated prior to the meeting

### **The following was agreed**

- Literature sales breakdown of customer base new people/existing Teresa
- Cost of living increase of literature - keep in mind in for future projections Stella
- Check Storage costs - Teresa
- Write to groups and Intergroups regarding issues regarding sharing literature electronically - Charlotte
- Teresa to send volunteer Alison ( print liaison) a thank you card
- Print liaison and packer ad

### WSBC Rep

Report circulated prior to the meeting

**The following was agreed;**

- **Request that Charlotte do a breakdown of what literature was passed at WSBC**

#### Professional Outreach

Report circulated prior to the meeting

Heart of England PI officer has agreed to take over the chairing of that committee. Awaiting minutes.

### **11. Approval of Draft Trustees Annual Return 2021/202**

Document circulated prior to the meeting

Legal requirement for set of authorised accounts

Teresa recommended that the Board approve the report. This was unanimously agreed.

**The following was agreed**

- **Send draft TAR to Accountants - Stella**
- **File with Companies House and the Charities Commission- Teresa**

### **12. Possible Motions and Bylaws Amendments to NA 2022**

Proposal Candidates to the NSB need to have knowledge of the Concepts of Service and the principles behind them.- Stella submitted a con regarding the requirement of knowledge of Concepts for candidates to serve on NSB. Hannah proposed the wording 'be familiar with the Concepts'. Jill gave her opinion on wording. Stella commented on Intergroup experience of when Concepts are used and read.

**The following was agreed:** The current wording in the Candidate Pro-forma is:

In addition to his/her previous record of service to the Fellowship, and faithful adherence to the Twelve Steps and Twelve Traditions of OA, the Assembly will consider each candidates particular skills and background knowledge and experience, in order to ensure that the best qualities available for Board service are selected.

Should be replaced with

In addition to his/her previous record of service to the Fellowship, and faithful adherence to the Twelve Steps and Twelve Traditions, **and a familiarity with the Twelve concepts** of OA, the Assembly will consider each candidates 'particular skills and background

knowledge and experience, in order to ensure that the best qualities available for Board service are selected.

Proposal which is a bylaw amendment : If a member is elected to the board of OAGB they cannot be a member of another service board.

**This was agreed**

Proposal to go to R9 assembly ( if passed by NA). That the National Service Boards within Region 9 should meet at intervals throughout the year to share their experience, strength and hope.

**This was agreed**

Proposal; That the treasurers guidelines and motion as circulated prior to the meeting by Stella should go on the OAGB website as advice for Intergroups.

**This was agreed**

### **13. National Assembly 2022**

#### **Update from Darren via Hannah**

As a result of the NA report we note that the fact that the bookings are quite low is to be expected at this time of year. We note that D has resigned and this will be acknowledged in communications. We recommend that S&E Intergroup distribute new flyers and service flyers through OA Intergroup Chairs WhatsApp group.

No Intergroup has expressed interest in hosting 2023 NA.

**The following was agreed:**

- **Look at the issues raised of having to put upfront costs as a specific reserve. Stella**
- **Decision regarding a workshop on service at/prior to NA ALL**
- **Share SEEIG Treasurer PayPal experience to put on OAGB website Hannah**
- **Start conversation with R9 re meeting half the cost of NA attendance by Trustee Teresa**

### **14. OAGB Service Positions**

Charlotte will be stepping down either in October or before. Her address needs to be updated at the Charities Commission and Companies House- **Agreed Teresa to Action**

Teresa happy to stand again.

Stella in first year of 2 – happy to continue

Jill unsure – will make decision by Oct

## **15. Role of OAGB**

There was a discussion and a request for a Group Conscience about the future of an NSB in GB, how to promote service benefits to members, general awareness of its functions and the impact of a drop in use of literature service and other use of Intergroup WhatsApp, Mail Chimp, Website hits.

Further conversation regarding sharing of resources between NSB and the Intergroups eg workshops, bearing in mind Tradition 4 and post-COVID landscape.

We note that because charities can get cheaper rates for rooms, the organisation can be used as the charity and the groups that are affiliated are able to use charity rates for rooms.

Hannah suggested a Jargon Buster for Intergroup; **Agreed Board to Investigate and publish such.**

**Agreed Teresa to check with NCVO the legitimacy of groups and intergroup who are not charities using the charity status of OAGB re room hire.**

## **16. Intergroup reports**

### **Alba**

Joyce presented her report Alba is very small with limited capacity. The benefits of coming to NSB are ability to lead better and deal with drift. Bylaws in place. Intend to send 2 people to NA. They are holding a retreat in December .

**Agreed: Teresa to get Risk Assessment document from NCVO and send to Alba for retreat.**

### **South East England**

Report circulated prior to the meeting. Question about Tradition 7 and groups being self supporting. Group service officer (new role) helping tidy up meetings list. Survey went out to all groups about hosting IG face to face/virtually, stimulated interesting debate particularly around accessibility. Agreed to have 1 Hybrid meeting per year. Agreed to have something more social for committee members.

Written reports also received from, **Red Dragon, South Coast, Heart of England North of England** and **Caledonian** received and circulated prior to the meeting. – small number of groups going back to face to face, finances ok but issues with service.



Hannah asked where information could be found for IG accounts on the OA website. Teresa signposted under NSB Useful information – needs to be updated. Intergroup news can include newsletters, useful information etc.

Stella has looked at having website revised – financial implication – if IGs have ESH this is where it could be shared

**From the discussion the following points were agreed:**

- **OAGB to consider implications of virtual physical and hybrid groups in relation to Intergroups and OAGB-Teresa to Action**
- **Investigate workshop around processes - Stella to Action**
- **Board will arrange a 1hr Zoom with Hannah and Joyce in next month other OA Intergroup chairs to look at starting the debate around service structure and what does the NSB do for us and reality of OAGB - Teresa to Action**
- **Ask Charlotte to look at the menu under service and look at creating IG tab to include reports, advice and support for IG and groups as a separate tab. Under NSB menu 'what does NSB do for you?' - Teresa to action**

#### **17. Literature Admin Report**

It was questioned the accuracy of the statements in the report, particularly the issue of sales increasing latterly. This contradicted the information contained within the report from the treasurer.

- **Agreed that Teresa to raise issues of accuracy of the document with Deborah**

#### **18. Company Calendar Review**

**June** - Board Meeting done. WSO and Region 9 Contribution Due to be discussed as part of budget planning in July zoom call. NSB members to book rooms for NA themselves and reclaim.

#### **19. Policy and Procedures**

**Agreed to update the photocopying cost up to 11p a sheet. Jill to amend policy and expenses form**

#### **20. AOB**

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**Region 9 Trustee** has accepted invitation to NA. No Parliamentarian or Centre Mike secured as yet

**PI Initiative** Red Dragon and HoE Posters have submitted a proposal for posters at 8 service stations across UK twice a year funding request £5000.

**Agreed in principle Stella to request where the posters will be displayed and consult with IG Chairs**

**PayPal** SEEIG treasurer working on guidance for treasurers on the website for PayPal. To be shared on OAGB website.

**Find a meeting on oa.org**

Ongoing issues with difficulties finding meetings, unaffiliated groups on OA.org. S&E IG to submit a motion to WSO.

**Agreed that Teresa to send Hannah a motion pro forma for NA so that we can formerly ask WSO to review the Find a Meeting Function**

**Leaflet on traditions, steps and concepts linked – with principles.** Stella to draft an NSB leaflet to give out at NA and put on website. Will ask on region 9 WhatsApp. Can approve wording at august board meeting.

**Agreed that Stella to draft a leaflet to be confirmed at August Board meeting and distributed at NA and put on the OAGB website**

**Timing of Chairs Meeting**

NSB were asked to consider whether the meeting is held at the right time of year or whether a meeting around April, 6 months before NA might be more appropriate. Stella to canvass IG Chairs.

**Agreed Stella to draft a survey for IG chairs regarding the timing of the IG meetings with the NSB**

Teresa formally thanked everyone for attending particularly Karen on her second day working.

**Date of next meeting – zoom call July, Board meeting Saturday 13<sup>th</sup> August 9.00am - 1.00pm venue TBC**

Meeting closed with the OA Promise at 15.35pm