**OVEREATERS ANONYMOUS OF GREAT BRITAIN**

**(The National Service Board of OA in Great Britain)**

**BOARD MEETING MINUTES**

**Date: Saturday 15th April 2023**

**Time: 9.30 am**

**Venue: Zoom conference room**

**Attendees:**

Caroline – Chair; Robbie – Comms Officer; Mel – Treasurer; Teresa – Secretary; Sharon – minute taker.

**Agenda**

1. **Welcome**

Chair welcomed all to the meeting and opened with a serenity prayer.

1. **Preamble, Traditions and Concepts**

Read by Teresa, Robbie and Mel.

1. **Apologies**

Sarah – Literature Liaison.

1. **Brief Personal Shares**
2. **Notify Chair of any other business**

Two items were raised:

* Query on Mailchimp research by Teresa
* Administrator phone by Mel

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

All agreed with the agenda and therefore adopted.

1. **Review Minutes of January 2023 Board meeting**

*Action point 7.1 will be taken to the May board call.*

*Action point 7.2 – ongoing with Teresa & Robbie to meet and discuss.*

Action point 7.3 it was agreed these were not public facing documents and to go into board folders only – therefore closed.

Action point 7.4 is to be covered in this April meeting.

*Action point 7.5 is ongoing with Teresa & Robbie now labelled 7.3.*

All other actions points raised from the meeting were completed along with the updates at companies’ house.

All agreed the minutes were an accurate record and were approved by all.

1. **Ratify decisions of board call (February 2023)**

*Action Point 8.1: update PayPal settings*

* Item 7 is ongoing.

*Action Point 8.2: Caroline, Robbie & Sarah to send photo and address ID to Mel*

* Item 10 is on today’s agenda and Teresa has a proposal.
* Item 12 is ongoing.
* Item 9 is in the updated company calendar with item 2 being completed.

***Board decision: NA 2023 is to be held virtually – all board members agreed.***

1. **Ratify decisions of board call (March 2023)**

Only one action remains outstanding with one needing no further action, all other actions have been completed.

Item 8 – Teresa is to contact Joanna in June at her request.

*Action Point 9.1: Caroline to share links with Teresa of WS resources.*

1. **Confirm Members/Directors/Trustee details.**

*Action 10.1: Companies House, Charity Commission and NatWest business profile to be updated with Teresa’s new address.*

1. **Reports**

Chair report (Caroline) – Teresa advised the board that herself & Caroline have been meeting between board calls to keep on top of tasks. Caroline is also pulling together a timescale to prep for board calls.

Communications report (Robbie) – Robbie advised that two motions have been raised by R9 for voting but asked for help with understanding on these issues.

*Action Point 11.1: Robbie to send the two proposals to all board members for feedback.*

*Action Point 11.2: Robbie to bring a proposal to the May board call for a change is web host company.*

Literature Liaison (from Sarah & presented by Caroline) – no further questions.

A proposal for sending Richard, literature packer to the Birmingham convention to run a literature stand was discussed, it was decided that a stand would be beneficial.

*Action point 11.3: Research cost effective travel costs for Richard to attend the Birmingham convention.*

Secretary Report (Teresa) – advised she has been catching up on legacy work from 2022 and asked if she could claim back her expenses from September 2022 – all approved.

Treasurer Report (Mel) – advised new card has been received and still to apply for online banking. The template set up by Stella has been adopted by herself with an extra column added for actuals and another for commentary.

*Action Point 11.4: Teresa & Mel to meet to discuss and correct WS payments and report back in the May call.*

1. **Review of 2022-2023 budget and set budget for 2023-24.**

*Action Point 12.1: Mel to send through proposed budget before the May call to all board members so it can go to a vote of approval.*

1. **Review of stocktake and actions/priorities for literature service.**

Due to lack of time no detail was included in the stocktake, but it is evident that due to a decline in sales money is being lost.

In 2022 the service saw a £1500 deficit and cost cutting strategies were taken, Teresa has put more suggestions forward, but it has been calculated the service can only be run for another 3 years.

*Action Point 13.1: Caroline to find a mutual time for the board to have a targeted meeting to discuss this issue in detail.*

1. **Communications Calendar/Setting up an Instagram account.**

*Action Point 14.1: Teresa & Caroline to review the blue book and bring to the May call.*

Caroline & Teresa are reviewing, archiving and sorting shared drop box folders to ensure they provide a good working set.

Robbie proposed the setting up of an Instagram account that will connect to the current Facebook page to reach a wider audience – proposed and carried as all board members agreed.

*Action Point: 14.2: Robbie to bring blank template of the communications calendar to the July meeting.*

1. **National Assembly 2023**

Teresa advised that the accounts for 2022 NA are still to be reconciled and proposed that due to a significant subsidy already received from SEEIG that no further monies should be sought – all board members agreed.

*Action Point 15.1: Teresa to forward the relevant paper to Hannah to advise no further monies will be south from the SEEIG.*

Caroline advised and asked if any board members will attend the initial meeting for the 2023 NA on the 16th of April and is hoping that a committee will be formed from this but feels that she should be the Chair for this committee.

*Action Point 15.2: Robbie to put a reminder on the WhatsApp groups about the meeting.*

1. **Company Calendar Review**

March:

* Items 1,2 and 3 are in process.
* Item 4 is outstanding with Caroline to go through the IG company calendar.

April:

*Action Point 16.1: Review of by laws for any changes to be voted on at the NA and bring to the May call.*

*Action Point 16.2: Review mileage allowance at June meeting*

*Action Point 16.3: Caroline to investigate the item on a group conscience and bring to main meeting if required.*

*Action Point 16.4: Sarah to follow up the quarterly report due from Deborah and report back in May call.*

1. **AOB**

Teresa has received a request from Ellen to send out a survey designed by her own charity to send out through the OAGB group members via Mailchimp, board members were not comfortable with the design and language therefore Teresa will go back and advise.

Admin phone has been identified to be in contract in Karen’s name costing £12 per month but in the possession of Gavin, Karen has offered to buy the phone and finish off paying the contract, to date, Gavin has not responded to messages and calls.

***Proposal: Karen to buy the phone with a one-off payment of £50 – agreed by all board members.***

*Action Point 17.1: Robbie to track down second phone with the advertised number and report back in May call with all the information he can gather.*

1. **Chair ended the meeting with a serenity prayer.**

**Action Table**

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| Item | Action | By Whom | By when |
| 7.1 | Review the update on the by law and bring to the April meeting. | Teresa/  Caroline | May  meeting |
| 7.2 | Add the Intergroup and Group Treasurers to the website | Robbie/  Teresa | May  meeting |
| 7.3 | Send the WhatsApp QR code to Robbie to add to the website | Teresa/  Robbie | May  meeting |
| 8.1 | Update Pay Pal settings | Mel | May  meeting |
| 8.2 | Send Mel photo & address ID | Robbie/  Caroline/  Sarah | May  meeting |
| 9.1 | Caroline to share links to WS resources to Teresa | Caroline | Asap |
| 10.1 | Update Companies House, Charity Commission & NatWest business profile with Teresa’s new address | Mel | Asap |
| 11.1 | Send to all board members the proposals raised by R9 for feedback | Robbie | Asap |
| 11.2 | Bring a proposal for a change in website host | Robbie | May  meeting |
| 11.3 | Research more cost-effective travel plan for Richard to attend the Birmingham convention | Caroline | May  meeting |
| 11.4 | Meet & discuss WS payments and report back | Teresa/  Mel | May  meeting |
| 12.1 | Send through the proposed budget ready for voting at May call | Mel | May  meeting |
| 13.1 | Find a time for all to meeting to discuss the declining literature sales | Caroline | May  meeting |
| 14.1 | Review the blue book and bring to the May meeting | Caroline/  Teresa | May  Meeting |
| 14.2 | Provide blank communications calendar template | Robbie | July  meeting |
| 15.1 | Advise Hannah proposal that no further monies will be sought from the SEEIG | Teresa | Asap |
| 15.2 | Put a reminder on WhatsApp groups about the initial NA organisational meeting | Robbie | 16/4/23 |
| 16.1 | Review of by laws for any proposed changes that will need to be brought up at the NA | Caroline | May  meeting |
| 16.2 | Review mileage payment | All | June  meeting |
| 16.3 | Investigate calendar item on group conscience | Caroline | May  meeting |
| 17.1 | Track down and find out all information available on the second phone and report back | Robbie | May  meeting |

These minutes are a true and accurate record of the meeting.

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Chair Date