

OVEREATERS ANONYMOUS OF GREAT BRITAIN
(The National Service Board of OA in Great Britain)
BOARD MEETING MINUTES
Date: Saturday 13th April 2024
Time: 9.30 am
Venue: Zoom conference room

Attendees:

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

Agenda

1. Welcome

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

2. Preamble, Traditions and Concepts

Read by Mel, Robbie, and Teresa.

3. Apologies

No apologies.

4. Brief Personal Shares

5. Notify Chair of Any Other Business

AOB items raised:

- Approval of minutes from January meeting should have been on the agenda – the board voted to adopt the January meeting minutes as previously discussed and updated on the February board call
- Email responders raised a concern about the Find a Meeting page on oa.org not functioning correctly – item not added to AOB, it was agreed that Robbie would raise this with the Board/WSO staff when attending WSBC
- Email from OALAIG Birthday Party committee regarding their surplus funds from this year's event and asking if OAGB have any projects or funds that they could contribute to – item added to AOB
- Quote from printing company for printing copies of two OA books needed for the literature shop – item not added to AOB, agreed to discuss as part of the Literature Liaison report

6. Review and adopt agenda, agree ground rules.

The agenda was shared prior to the meeting and that along with the ground rules were agreed by all.

7. Review and approve minutes of March board call.

These minutes were agreed by the board.

8. Ratify decisions of board calls in February and March

The board voted to ratify two decisions from the February call regarding WSBC.

There were no decisions taken in the March call.

9. Confirm members/directors/trustee details.

There were no changes to personal details.

10. Reports

Chair – Caroline

The report was shared on screen with no further questions raised. Teresa requested to attend the R9 meeting in May, and this was agreed.

Action Point 10.1: Caroline to forward the details of the R9 meeting to Teresa.

Secretary – Teresa

The report was shared on screen with no further questions raised.

Action Point 10.2: Relevant board members to send Teresa copies of each individual email received regarding the disruptive behaviour as this will show the To and CC fields for each email

Treasurer – Mel

The report was shared on screen including provisional financial figures for 2023-2024 and a draft budget for 2024-2025. Figures from last financial year show them to be down against the budget, but there are healthy cash balances in the main account of around £25,000 in addition to the prudent reserve.

4 items of post have been received in the last quarter. Monies have been received from West of England following them folding, but South East England is still outstanding.

Action Point 10.3: Mel to propose dates, within the next month, to the other board members to have a separate call regarding the budget for 24/25.

Company Secretary – Mel

Action Point 10.4: Caroline & Teresa to read through the draft version of the company secretary job description to bring to board for agreement and finalisation.

R9 – Mel

Mel is handing this over to Teresa and both will attend the regional assembly, Teresa as the delegate from the NSB and Mel as banker for R9.

Action Point 10.5: Add an agenda item for June meeting to update the board on R9 leaflets that can be printed by OAGB.

PIPO – Mel

PIPO have received funds directly from groups and Intergroups that will be used to pay for more service station advertising and the committee are looking at nationwide publications as future initiatives.

Communications – Robbie

The report was shared onscreen. highlights were that the literature shop has successfully been copied over to the draft version of the new website with work on uniformity and photography quotes.

Action Point 10.6: Robbie to work with Hannah to add a redirection URL to the South and East England website to the OAGB website

Action Point 10.7: Robbie to feedback on outcomes of the Rainbow Service body emergency meeting on the May board call.

Literature Liaison – Sarah

Sarah advised that the annual stocktake is almost complete and that they are waiting on a packer to submit their stocktake before finalising. This packer will be stepping down so need to transfer the stock. Another packer is being onboarded.

The board agreed to accept the printer quote that has been received as the preferred supplier.

Literature Admin – Sarah

Sales are down £6k partly due to National Assembly being online last year, but with it being in person for 2024, Robbie bringing back some stock back when attending WSBC to reduce postage costs and with a better website it is hoped this will improve sales and profitability.

Deborah feels the storage facility can be scrapped making a saving.

Postage is being subsidised month on month, and all agreed this needs to be remedied as soon as possible. Caroline offered to help Sarah put together a proposal for the board to review.

Action Point 10.8: Sarah to investigate the pros and cons of the storage facility and the savings it could make if scrapped.

Action Point 10.9: Sarah to develop a new postage pricing structure with initial discussion at the May board call and a final decision to be made at the June board meeting.

11. Review Company Calendar

The Company Calendar Tracker was shared on screen, discussed and updated as required.

Action Point 11.1: Caroline & Teresa to look at the policy manual and identify any that need to be updated, decommissioned, or added.

12. Review Actions Log

The Actions Log was shared on screen, discussed and updated as required.

Action Point 12.1: Caroline to look into whether it is necessary for updates to the Company Calendar Tracker and Action Log to be included within the body of the

board meeting minutes, rather than the minutes making reference to them as a separate document

13. Draft budget for March 2024-February 2025

A separate budget meeting will be held and therefore not covered in this meeting.

14. Delegate Assistance Fund for National Assembly 2024

The application form for the delegate assistance fund will be sent out alongside the National Assembly flyer and registration form. Caroline has updated the version of the form used in 2022.

Action Point 15.1: Caroline to send Mel the updated version of the delegate assistance application form

15. OAGB Group Conscience

Caroline did some research into what might be included in an OAGB Group Conscience process and put forward a proposed format which focused on:

1. How is the Board fulfilling its purpose as outlined in the OAGB bylaws?
2. How well are the Board working together as a team and how are we supporting each other in our roles?

All members agreed the format of the initial document and to conduct the group conscience process during the May board call.

16. Bylaw Amendments

Caroline gave a summary of the work that has been done so far on a set of bylaw amendments to go to National Assembly this year. The aim of these amendments would be to streamline and simplify the bylaws with the hope that most items would be passed via a consent agenda.

It was suggested that this set of bylaw amendments should go out as a separate document alongside National Assembly pack 1.

Action Point 17.1: Teresa to review the bylaw amendments and discuss with Caroline

17. Participation for non-affiliated groups at National Assembly

Caroline had prepared a document with background information on how groups or Intergroups unaffiliated to OAGB are able to send a voting delegate to the National Assembly with permission, and included a suggested process for how any such requests might be handled by the board.

The board discussed the information provided, and decided that further thought and discussion would be helpful before making any decisions.

Robbie left the meeting.

18. Risk Assessment documentation.

Teresa undertook the task of creating a Risk Register as a legal requirement by charity law. A template was used and covers the following headings:

- Governance
- External Risks
- Regulatory & Compliance Risks
- Financial risks
- Operational risks

Action Point 19.1: Teresa to review the current set of policies regarding staff and volunteers and bring the draft documents to the June meeting.

Action Point 19.2: Caroline & Teresa to work through the Risk Register and add more detail and identify any red flag issues.

Action Point 19.3: Teresa to add the review of the risk register every January to the company calendar and to keep it as a dynamic document.

19. Changing company/charity status of OAGB

Teresa has received solicitor quotes for change in status which were provided in the board papers.

It was agreed by the board to accept the quote favoured by Teresa to action the change to the new company structure as voted on at ~~the NA~~. the January (?) board meeting.

Action Point 20.1: Teresa to advise the appointed solicitor to start the process of the status change for the OAGB.

20. Template for emails to mailing list.

Caroline had prepared a template and shared the document with the board members.

Action Point 21.1: Caroline/Robbie to find a suitable place to save the template in Dropbox for easy access and use for all board members

21. AOB

Mel has received an email from the organisers of the OALAIG Birthday Party to say they are offering a donation of their excess funds to various other OA service bodies. Due diligence has been done to confirm it is a genuine offer.

Action Point 22.1: Mel to reply to the funder and ask if the donation could be for the legal costs for the change in the organisations structure as it will make it more robust for the future, or could be towards the delegate assistance fund for OAGB.

22. Close – serenity prayer

Action Table

Item	Action	By Whom	By when
10.1	Caroline to forward the details of the R9 meeting to Teresa.	Caroline	Asap
10.2	Relevant board members to send Teresa copies of each individual email received regarding the disruptive behaviour as this will show the To and CC fields for each email	All	Asap
10.3	Mel to propose dates, within the next month, to the other board members to have a separate call regarding the budget for 24/25.	Mel	13/5/24
10.4	Caroline & Teresa to read through the draft version of the company secretary job description to bring to board for agreement and finalisation.	Caroline & Teresa	May board
10.5	Add an agenda item for June meeting to update the board on R9 leaflets that can be printed by the OAGB.	Teresa	June board
10.6	Robbie to work with Hannah to add a redirection URL to the South and East England website to the OAGB website	Robbie	May board
10.7	Robbie to feedback on outcomes of the Rainbow Service body emergency meeting on the May board call.	Robbie	May board
10.8	Sarah to investigate the pros and cons of the storage facility and the savings it could make if scrapped.	Sarah	May/June board
10.9	Sarah to develop a new postage pricing structure with initial discussion at the May board call and a final decision to be made at the June board meeting.	Sarah	May board
11.1	Caroline & Teresa to look at the policy manuals and identify any that need to be updated, decommissioned, or added.	Caroline & Teresa	May/June board
12.1	Caroline to look into whether it is necessary for updates to the Company Calendar Tracker and Action Log to be included within the body of the	Caroline	June board

	board meeting minutes, rather than the minutes making reference to them as a separate document		
15.1	Caroline to send Mel the updated version of the delegate assistance application form	Caroline	May board
17.1	Teresa to review the bylaw amendments and provide feedback in a separate meeting.	Teresa	May board
19.1	Teresa to review the current set of policies regarding staff and volunteers and bring the draft documents to the June meeting.	Teresa	June board
19.2	Caroline & Teresa to work through the Risk Register and add more detail and identify any red flag issues.	Caroline & Teresa	May/June board
19.3	Teresa to add the review of the risk register every January to the company calendar and to keep it as a dynamic document.	Teresa	May board
20.1	Teresa to advise the chosen solicitor to start the process of the status change for the OAGB.	Teresa	Asap
21.1	Find a suitable place to save the mail chimp template in Dropbox for easy access and use of all board members	Caroline/ Robbie	May board
22.1	Mel to reply to the OALAIG Birthday Party committee chair and ask if the donation could be for the legal costs for the change in the organisations structure as it will make it more robust for the future, or could be a contribution to the delegate assistance fund for National Assembly	Mel	May board

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

Chair

Date