

OVEREATERS ANONYMOUS OF GREAT BRITAIN
(The National Service Board of OA in Great Britain)
BOARD MEETING MINUTES
Date: Sunday 18th August 2024
Time: 2pm
Venue: Zoom conference room

Attendees:

Robbie – Comms Officer; Mel – Treasurer; Teresa – Secretary & Chair for this meeting; Sarah – Literature Liaison; Sharon – minute taker.

Agenda

1. Welcome

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

2. Preamble, Traditions and Concepts

Read by Mel & Robbie.

3. Apologies

No apologies noted.

4. Brief Personal Shares

5. Notify Chair of Any Other Business

Robbie requested that the confidential matter be discussed in AOB.

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 June Board meeting.

The minutes of the June board meeting were agreed by all.

8. Ratify decisions of July board call

Point 8 – Mel & Teresa met on July 31st therefore action complete.

The annual report has been circulated to all board members.

The volunteers have not been acted on to date Robbie & Teresa will discuss further.

The resignation of Caroline as Chair was noted.

9. Confirm members/directors/trustee details.

Caroline resigned from the board effective from July 14th, 2024, and Teresa confirmed that she has been removed from Companies House, Charity Commission, bank accounts and UK Mail.

10. Reports

Chair

None submitted due to recent resignation of the Chair.

Secretary – Teresa

The report was circulated prior to the meeting in the board pack.

Teresa confirmed that the WhatsApp group is still to be set up. Also, she has registered for the R9 conference.

Communications – Robbie

Andreas, the you tube volunteer, has produced 4 audio shares from the Greenwich meeting and created graphics that will go on the website and Robbie is asking Laura for some training on this area.

New email responders are being trained and a rota will be developed.

WSBC – Robbie

No report was prepared for this meeting.

Robbie is also the co-Chair for the young people committee where there is a lot of work going on.

Robbie confirmed that he will not stand as WSBC rep this year.

Treasurer – Mel

Mel has received some queries from the accountant on the reconciliations and will go through today.

Company Secretary – Mel

Mel shared some facts and figures on the UK Mailbox. The draft of the annual report is in the Dropbox folder.

R9 – Mel

Mel is still working on the three leaflets to put as downloads onto our website. Agreed that she would get them printed for National Assembly.

PIPO – Mel

The PIPO committee have not had many joins.

The PIPO group is looking at 'Chat' magazine and taking out a quarter page advertorial as it is less expensive. They are also looking at guesting on podcasts on food addiction but remaining anonymous.

Literature Liaison – Sarah

Sarah is in communication with the printer over the quote for the journal as it is higher than anticipated and will continue to push for clarity.

Sarah thanked all for their help with the recent glitch in the shop with PayPal.

Literature Admin – Sarah

The report was submitted by Deborah which showed the net income overall of £-933.88.

Getting rid of the storage is still to be done – Action Point 10.1

Robbie will change the postage fee on the website with Deborah.

11. Review of Action List as updated from July 2024

Any outstanding actions will be added to the action tracker within the body of the minutes going forward.

July – 9.1 – Teresa to follow up with NatWest on the issue of them treating the accounts as two separate companies.

December action – now resolved.

Jan board call – 16.1 – will be covered in agenda item 17. Licences will continue to be sought.

April:

10.2 = completed

11.1 – financial policy completed; HR & volunteer policies to be reviewed

12.1 = completed

19.1= duplicate of 11.1

19.2 – Teresa to bring to the September board call

21.1 = completed

May:

Mel has been added to the PayPal accounts.

Calculations to R9, etc have been completed as per the financial policy.

Contact to IG Chairs will be raised in the September board call.

Item	Actions from June board	By Whom	Status
10.1	Teresa to send the relevant WhatsApp links to Hannah to join	Teresa	
10.2	Robbie to send the shortened WS report to Teresa for distribution.	Robbie	
10.3	Robbie to forward the 'tough questions' to Teresa as it was decided to run this as the Friday night workshop at the NA.	Robbie	See agenda item 20
10.4	add agenda item to July board call discuss how to budget for the surplus amounts to be distributed to PIPO, WS & R9.	Teresa	complete
10.5	check the legal structure to see if the budget setting needs to be public information	Mel	
11.1	Teresa & Robbie to liaise and send out copies of the minutes along with board news to the email list combining April and June	Teresa/ Robbie	
13.1	Teresa to amend the wording in the financial policy to reflect the decisions made by the board.	Teresa	complete
13.2	Teresa to delete Vodaphone as contract is now cancelled; add UK Post to list; add Zoom to the list.	Teresa	
13.3	Mel to investigate who collects £14.39 through go cardless and cancel the G4 billing.	Mel	
15.1	Caroline to design a leaflet and incorporate board member applications; Teresa to research prices on printing the leaflets.	Caroline & Teresa	

15.2	Teresa to create a message to go out to all group contacts and then a follow up when the NA site is live.	Teresa	
15.3	Mel to research and book rooms for the board members, parliamentarian, centre mic and minute taker.	Mel	complete
15.4	Teresa will place the guidance in the WhatsApp group for Chairs and ask for nominations for board members in the next week.	Teresa	
17.1	Robbie to run a WhatsApp poll to gather feedback on where meetings are being found.	Robbie	
21.1	to check on the notice period of the storage unit.	Sarah	

12. Review of Company Calendar tracker

The administration contract of employment is being moved to February so the salary increase can be agreed for April.

Action Point 12.1: Robbie to send Teresa the by-law amendments for inclusion in Pack 1 and to add to the website.

Action Point 12.2: all board members to review the annual return previously sent out via email and submit any comments to Teresa by Friday 23rd August.

13. Minutes of board meetings

Teresa proposed, that with the minutes of the board meetings being evidence of how the organization functions, that the actions to be shown in the body of the minutes rather than a separate action log.

This was seconded by Robbie.

14. Volunteers for NSB work

15 people attended the meeting for volunteers.

Action Point 14.1: Sarah to contact Jo and Kate who have volunteered for literature work.

Action Point 14.2: Robbie to advise Suzy of the new volunteers interested in being email responders to get them trained.

Action Point 14.3: Teresa to forward details of Liz from Bristol to Robbie who has volunteered to take on the newsletter.

Once positions filled and there are excess of volunteers, they can get involved with PIPO.

Action Point 14.4: Teresa to set up volunteer WhatsApp group in next 24 hours with a copy of the application form and copy of the current volunteer policy. Standing for the board will also be posted on the group.

15. Registering as a CIO

Teresa and Mel met recently and both in agreement to bring the CIO resolution to the AGM in October.

16. Contributions to WSO, R9 and PIPO

Mel talked through the proposed split of contributions:

PIPO to receive 50%

The remaining 50% to be split 3 ways – R9 40%; WSO 30%; Translation fund 30%

Mel provided all board members with the figures of the split; this was agreed by all.

Action Point 16.1: Mel to make the payments as follows: PIPO £6,844; R9 £2,754; WSO £2,065; WS Translation fund £2,065

17. National Assembly: Parliamentarian and Centre Mic

Action Point 17.1: Sarah to contact Caroline and ask if she would like to be either Parliamentarian or Centre Mic at the NA.

Action Point 17.2: Robbie to post on the 'Chair of IG' and 'Together We Can' WhatsApp groups asking for volunteers at the NA along with descriptions of the positions.

Teresa put forward suggestions for 2 resolutions to be put forward at the NA:

1. All literature to be available on license for all service boards
2. Streamline the literature to be available going for high volume on limited sales.

All agreed with these.

Action Point 17.3: Teresa and Sarah to meet in the next week to draft the two resolutions.

18. Potential Candidates for Board

Three volunteers have come forward to serve on the Board – Teresa will contact them all.

19. Quoracy

Action Point 19.1: Mel to split the affiliated meetings with the contact and draft a WhatsApp message to send requesting they send a delegate to the NA.

Teresa confirmed that there is £3k in the budget for anyone needing assistance to attend the NA which is considered on a case-by-case basis.

Sarah advised that Richard is wanting to attend and run the literature table and has requested financial help with travel costs c£160 and he has provided a breakdown. Teresa confirmed that this can come from costs of the literature service and could possibly qualify for half from the board as a voting delegate. Sarah will make the final decision.

20. Pack 1 Content and Deadline

Teresa advised that Pack 1 is sent out on September 1st and that a draft will be provided to the organising committee next Sunday to check through.

Action Point 20.1: Robbie to share the 'tough question' to the board members for the Friday evening workshop.

August Board News will include a piece on board members, who is standing down and Caroline's resignation.

21.AOB

Confidential Matter discussed

Action Point 21.2: Robbie to set up a divert from the chair@ inbox.

Action Point 21.3: Mel to monitor the chair email account and check on activity in last few months.

22. Close – Serenity Prayer

Action Table – August 2024

Item	Action	By Whom	By when
10.1	Sarah to cancel the storage facility	Sarah	Sept call
12.1	Robbie to send Teresa the by-law amendments for inclusion in Pack 1 and to add to the website.	Robbie	asap
12.2	all board members to review the emailed annual return and submit any comments to Teresa by Friday 23 rd August.	All	23/8/24
14.1	Sarah to contact Jo and Kate who have volunteered for literature work.	Sarah	Sept call
14.2	Robbie to advise Suzy of the new volunteer email responders to get them trained.	Robbie	Sept call
14.3	Teresa to forward details of Liz from Bristol to Robbie who has volunteered to take on the newsletter	Teresa	Sept call
14.4	Teresa to set up volunteer WhatsApp group in next 24 hours with a copy of the application form and copy of the current volunteer policy. Standing for the board will also be posted on the group.	Teresa	20/8/24
16.1	Mel to make the payments to the relevant bodies as agreed and set out in the meeting	Mel	Sept call
17.1	Sarah to contact Caroline and ask if she would like to be either Parliamentarian or Centre Mic at the NA	Sarah	Sept call
17.2	Robbie to post on the 'Chair of IG' and 'Together We Can' WhatsApp groups asking for volunteers at the NA along with descriptions of the positions.	Robbie	Sept call
17.3	Teresa and Sarah to meet in the next week to draft the two resolutions.	Teresa & Sarah	25/08/24
19.1	Mel to split the affiliated meetings with the contact and draft a WhatsApp message to send requesting they send a delegate to the NA.	Mel	Sept call
20.1	Robbie to share the 'tough question' to the board members for the Friday evening workshop.	Robbie	Sept call

21.1	Mel to advise Ellen & Maria that the board will have no further contact with DC and to be the main contacts for mentoring volunteers entering the committee.	Mel	Sept call
21.2	Robbie to set up a divert from the chair@ inbox.	Robbie	asap
21.3	Mel to monitor the chair email account and check on activity in last few months.	Mel	Sept call

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

Chair

Date