

**OVEREATERS ANONYMOUS OF GREAT BRITAIN
(The National Service Board of OA in Great Britain)
BOARD MEETING MINUTES**

Date: Saturday 22nd June 2024

Time: 10.30 am

Venue: The Priory Rooms, 40 Bull Street, Birmingham, B4 6AF

Attendees:

Caroline – Chair; Robbie – Comms Officer; Mel – Treasurer; Teresa – Secretary; Sarah – Literature Liaison; Sharon – minute taker; Hannah – North of England IG; Richard – Alba IG; Maria – Red Dragon IG.

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 Hannah.

3. Apologies

Frankie – HOE IG.

4. Brief Personal Shares

5. Notify Chair of Any Other Business

None notified.

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 April Board meeting.

The minutes were agreed as accurate. These minutes were reviewed in the May board call where edits were made and therefore, they were agreed by those present at the meeting.

8. Ratify decisions of board call in May.

There were 3 items were discussed and requiring formal ratification:

- 1) The draft budget for the financial year 1st March – 28th February was discussed and reviewed. With adjustments made all voted and approved the budget with a unanimous vote.
- 2) The following financial policies were agreed: Nat West, Pay Pal, Quick Books Online, HMRC, Pensions Regulator, Sum Up. Unanimously Agreed and updated and saved to Dropbox
- 3) Travel expenses for today's board meeting are to be paid by the OAGB – clarified and agreed by all members.

9. Confirm members/directors/trustee details.

There were no changes to personal details.

10. Reports

Chair – Caroline

The report was shared prior to the meeting.

One question raised by Teresa on the outcome of the R9 Chairs meeting. Caroline advised that it was more about connecting and checking-in and felt grateful with the UK having the biggest board and not having to seek approval for the translation of documents.

Secretary – Teresa

The report was shared prior to the meeting.

Action Point 10.1: Teresa to send the WhatsApp link to Hannah.

Communications – Robbie

The report was shared prior to the meeting.

Robbie invited the IG chairs to send any announcements they have for posting on the group chat.

The new You Tube volunteer will be creating a new channel and it is in the pipeline for the old channel to be moved across, the new channel is connected to a new Gmail address. It will then be connected to the new website when live, there is no date yet for that due to capacity issues.

Robbie was made aware that the wording of the postings is to be double checked before going live.

WSBC – Robbie

A full report was written for the board, but a bridged version has also been done and added to the Dropbox folder.

Action Point 10.2: Robbie to send the shortened report to Teresa for distribution.

Action Point 10.3: Robbie to forward the 'tough questions' workshop notes to Teresa as it was decided to run this as the Friday night workshop at the NA.

Treasurer – Mel

The report was shared prior to the meeting.

Mel advised that in 10e all had been sent to the accountant apart from 10 receipts.

Action Point 10.4: add agenda item to July board call discuss how to budget for the surplus amounts to be distributed to PIPO, WS & R9.

Action Point 10.5: check if the budget needs to be public information in the new legal structure

Company Secretary – Mel

Teresa advised that if the change goes ahead to a CIO the company secretary role will not be needed.

R9 – Mel

Mel will be attending the R9 assembly in Athens virtually. Teresa is to go in person as the NSB delegate. Mel confirmed that it is in the budget for her to do so.

PIPO – Mel

Mel advised that with donations from IG's going straight to the poster campaign has left a surplus of £4,720 for PIPO in this financial year.

There was an attendee at the internal food addiction conference who confirmed that work is being done on getting food addiction classified by the WHO and recognised as a disease.

Literature Liaison – Sarah

Sarah confirmed that an printing order has been placed and expecting delivery in approximately 2 weeks. The delay was due to some leaflets cited being out of date and having to wait on the World Service Offices for the changes.

Literature Admin – Sarah

The report was shared prior to the meeting.

Hannah asked if the financial situation with the literature service has improved or will be improved. Sarah advised that some of the issues was due to unavailable stock, and rectifying this is a prime focus currently.

11. Review Company Calendar

The actions on the company calendar were updated as discussed in the meeting as this is a live document.

Action Point 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.

12. Review Actions List

The actions were discussed and updated during the meeting as this is a live document.

13. Review and approve remaining financial policies and other updates to policy manual.

As per document 13, the following amendments were sought for agreement:

- Amend owner of PayPal account to be the Treasurer and for Sum Up to be the Literature Liaison Officer – agreed by all.
- Prudent reserves – amend the sentence to say the literature shop has a separate bank account – agreed by all.
- Donations to WS & R9 – reword to say contributions will be sent annually and surplus funds will be split 50/50 between PIPO and WS & R9 – agreed by all.
- For PIPO add 'shown in the example above' and remove EG underneath – agreed by all.

- Contracts – amend that all contracts should be reviewed at least every 10 years.

Action Point 13.1: Teresa to amend the wording in the financial policy to reflect the decisions made by the board.

Action Point 13.2: Teresa to delete Vodaphone as contract is now cancelled; add UK Post to list; add Zoom to the list.

Action Point 13.3: Mel to investigate who collects £14.39 through go cardless and cancel the G4 billing.

14. Change of legal status

Teresa gave an overview and context of the change to CIO.

The application raised 3 queries:

- 1) Trustees can be aged 16 and over – this cannot be included for the OAGB due to current legislation.
- 2) Different forms of membership – this again does not apply as the only members of the OAGB are the board members.
- 3) Query on minimum number of people on the board, our bylaws state a minimum of 3 and maximum of 10 & they have a copy of our bylaws.

During the discussion there were some queries raised by the board members:

- 1) What would the change-over date be and how long does it take and who does the transfer?
- 2) Would it mean a change in bank accounts and accounting procedures?
- 3) Does it mean a change in the way formal reporting is made to HMRC?

Teresa will take legal advice on the transfer date and confirmed that the solicitors will deal with communications to the relevant authorities on the transfer when done.

Teresa will also contact the business profile at NatWest to get an answer on the bank account but confirmed that with the accounts being processed through QuickBooks online this will not change.

It was suggested that a vote for an agreement in principle be taken with clarification and final approval be done electronically through WhatsApp.

A vote was taken to an agreement in principle with a window that will close on July 6th, 2024, for any further queries be raised – this was agreed with a majority vote of 4:1.

15. National Assembly 2024

Caroline highlighted the need for nominations for new board members this year.

Action Point 15.1: Caroline to design a leaflet and incorporate board member applications; Teresa to research prices on printing the leaflets.

Sarah, Robbie & Teresa agreed to staff a stand on the Saturday.

Action Point 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.

Caroline asked for feedback on the new form created for the board member application as this now includes extra cover for GDPR.

Action Point 15.3: Mel to research and book rooms for the board members, parliamentarian, centre mic and minute taker.

Action Point 15.4: Teresa will place the guidance ire Centre Mike in the WhatsApp group for Chairs and ask for nominations in the next week.

16. Updating on the printing and selling R9 leaflets through the OAGB literature shop.

This agenda item was not discussed due to time constraints and will be added to the July agenda.

17. Intergroup Reports

Alba IG – Richard

Richard's election into post was recent and is still to investigate all the multi meetings in the area.

Caroline advised Richard to apply for discretionary funding for travel expenses to the board meeting.

North of England – Hannah

They are getting a good take up for face-to-face meetings in Leeds and supporting new groups with £75 'starter loans' which are being paid back when self-supporting.

Action Point 17.1: Robbie to run a WhatsApp poll to gather feedback on where meetings are being found.

Red Dragon – Maria

They have been approached by groups in Cardiff and Bridgend to join and the bylaws were changed in the last AGM to cover groups in Wales and within 50 miles of the border, so it includes Merseyside.

On the back of hosting the R9 assembly in October 2023, they are hosting the NA in October 2024. They are holding a retreat soon on the joy of service.

A representative was sent to WS and Wales was recognised as a country for the first time.

All were impressed with the funding idea initiated by North of England and are taking it back to their groups and IGs.

18. Participation for non-affiliated groups at National Assembly

This agenda item was not covered due to time constraints.

19. Approval of Company Secretary Job Description

This was updated by Mel & Teresa and circulated prior to the meeting for approval.

The updated job description was approved with a unanimous vote.

20. Bylaw amendments for NA 2024

Caroline put forward a proposal for bylaw reviews going forward. It was suggested by Caroline that we do not put forward bylaw amendments from the board this year.

The proposal was agreed by all with a unanimous vote.

21. Proposals for Literature Service

- **New postage costs for orders from online shop**
- **Ending usage of rented storage facility**

Sarah put forward 2 proposals for new postage costs for online shop orders.

Proposal 1 – increase postage charge to a flat fee of £1.99

It was suggested that this flat fee be £2 to all orders – this was agreed by all with a unanimous vote.

Sarah advised that the only items kept in the current storage facility are old and archived materials and some shelving.

Teresa confirmed who donated the shelving and confirmed it does not need to be returned.

Sarah confirmed that Deborah agrees to dispose of the archived materials securely and stop the rental of the storage facility.

Action Point 21.1: to check on the notice period of the storage unit.

Teresa reminded that there is a limit of £2k of stock per packer covered under the insurance which is to be kept in mind when distributing new stock.

The ceasing of storage rental was agreed by all in a unanimous vote.

22. Recording decisions in meeting minutes – our legal obligations

This agenda item was rolled over to be addressed in the July board call.

23. AOB

Robbie advised that one of the email responders is stepping down and highlighted the need for more volunteers.

Maria asked if anyone knows of anyone that has reversed their diabetes in the fellowship – Teresa will put this out on WhatsApp.

24. Close

Meeting closed with a serenity prayer.

Action Table

Item	Action	By Whom	By when
10.1	Teresa to send the relevant WhatsApp links to Hannah to join	Teresa	asap

10.2	Robbie to send the shortened WS report to Teresa for distribution.	Robbie	July board
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	July board
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	July board
10.5	check the legal structure to see if the budget setting needs to be public information	Mel	July board
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	July board
13.1	Teresa to amend the wording in the financial policy to reflect the decisions made by the board.	Teresa	July board
13.2	Teresa to delete Vodaphone as contract is now cancelled; add UK Post to list; add Zoom to the list.	Teresa	July board
13.3	Mel to investigate who collects £14.39 through go cardless and cancel the G4 billing.	Mel	July board
15.1	Caroline to design a leaflet and incorporate board member applications; Teresa to research prices on printing the leaflets.	Caroline & Teresa	July board
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	July board
15.3	Mel to research and book rooms for the board members, parliamentarian, centre mic and minute taker.	Mel	July board
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	July 1st
17.1	Robbie to run a WhatsApp poll to gather feedback on where meetings are being found.	Robbie	July board
21.1	to check on the notice period of the storage unit.	Sarah	July board

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

Chair

Date