

AGENDA

Saturday 7 January 2012 (2-5pm)

The Boardroom, Lower Ground Floor, Chelsea & Westminster Hospital, Fulham Road, London SW10 9NH

- 2:00pm Meeting opens (*Sign-in*)
- 2:01pm Chair welcome
- 2:10pm Readings:
Preamble • 12 Traditions • 12 Concepts • Purpose of Intergroup
- 2:15pm Apologies and 7th Tradition
- 2:20pm November IG Meeting, Minutes:
- Approval of minutes
- Matters arising
- 2:40pm Officers' reports (*Questions to Officers*)
- Chair (*Kate*)
- Vice Chair (*Reshma*)
- Executive Secretary (*Alex*)
- Recording Secretary (*Catherine*)
- Treasurer (*Ceri*)
- PI Media Officer (*Vacant*)
- PI Groups Officer (*Mary*)
- Professional Outreach Officer (*Vacant*)
- New & Existing Group Support Officer (*Charlie*)
- Loner Support Officer (*Uz*)
- Website Officer (*Patrick*)
- Mail Officer (*Louisa*)
- Telephone Officer (*Vacant*)
- World Service Officer (*Patrick*)
- Region 9 Officer (*Patrick*)
- NSB Representatives (*Angela / Jacqueline / Sam*)
- 3.00pm National Assembly Hosting 2012 (*Francene*)
- 3:10pm Break
- 3:25pm Group reports (*Maximum 1 minute each or 'Nothing to Report'*)
- 3:40pm Agenda items (*See p2 for Notes*)
- Officer Elections (*PI Media / Professional Outreach / Telephone*)
- WSBC 2011 Motions & Feb meeting (*Patrick*)
- Dropbox (*Executive Secretary*)
- the concept of supporting struggling groups financially, and the Fri 1.30pm Hinde St HOW meeting in particular. (*Charlie*)
AOB
- 4:00pm Strategic Plan Committees (*Reshma*)
- 5:00pm Meeting closes

AGENDA ITEMS: PRE-MEETING NOTES

Intergroup Elections:

- Elections for our 3 vacant intergroup positions, Public Information Media Officer / Professional Outreach and Telephone Officer will take place. Please ask at your groups if anyone would like to come and stand for these positions.
- **PI Media:** Add details & responsibilities
- **Telephone Officer:** Add details & responsibilities
- **Professional Outreach:** Add details & responsibilities

National Assembly 2012 Update

- We have won the right to host the National Assembly in 2012. The dates are **19-21** October 2012.
- Report from National Assembly Committee Chair
- What are our next steps?

Intergroup agenda change

- We agreed in the December 2010 meeting to look into changing the structure of our IG meeting agenda to focus our meeting on OA's 5 Year Strategic Plan 2008-13. For more information on the Strategic Plan read OA's document http://www.oa.org/pdfs/sp_opsplan08_13_web.pdf

World Service Business Conference (WSBC) 2011 Motions & February Meeting

- We have an extra IG meeting in February 2012, 2-5pm to discuss the WSBC motions. Exact date TBA

Dropbox

- We've implemented a Dropbox account for IG Officers. A chance to review... any problems?

IG OFFICERS' REPORTS

Chair: Kate

- I have completed a fact to face handover with the outgoing chairman. I acted as a second opinion reviewing the hotel contract for the hosting of the national assembly (NA).
- I met with the Vice Chairman, Executive Secretary, Recording Secretary and spoke to the Treasurer to discuss our goals for the IG in the forth coming year.
- I have filled out the paperwork that enables me to become a signatory for our bank account.

Vice Chair: Reshma

- No report

Executive Secretary: Alex

- Perry produced the draft November minutes which will be distributed the intergroup
- Met with Perry for a handover with Catherine (Reporting Secretary)
- Worked on agenda with Kate (Chair) and Catherine (Reporting Secretary) and sent finalised version to Patrick (Website) for the internet and sent copies to Intergroup Officers and Intergroup Representatives and Catherine sent the one page agenda to groups without IG Rep.
- Sent Patrick (Website) the new IG Officer's list to be placed on the website.

Recording Secretary: Catherine

- November minutes produced by Perry

- Had handover with Perry (out-going secretary) and Alex (new Executive secretary)
- Worked on agenda with Kate (Chair) and Alex (Executive secretary)
- Updated IG sign-in sheet
- Prepared Agenda 1pp sheet sent via post to groups without IG Rep
- Next IG meeting: Saturday 3 March 2012 (2-5pm)
- Deadlines: Agenda Items & Officer Reports for Saturday 3 March Meeting - To the Executive Secretary (Alex) by 11 February 2012
- Meeting Packs: Sent out by email/post 18 February 2012.

Treasurer – Ceri

Treasurer's Report for 2011

- Jacqueline handed over the Treasurer post to Ceri in November.
- Ceri filled out the paperwork to become a signatory on the OASSE accounts and received confirmation in December that she and Kate are now signatories and that Charles and Caroline are no longer signatories.

Current Account

Date	Debit	Credit	Balance
Opening Balance			£1574.69
January	£530	£636.33	£1,681.02
February	£216.68	£961.33	£2,425.67
March	£1,067.01	£2,570.62	£3,929.28
April	£1,450.69	£1,052.48	£3,531.07
May	£1,768.89	£3,322.31	£5,084.49
June	£3,765.47	£649.38	£1,968.40
July	£595.14	£1,030.90	£2,404.16
August	£200.00	£737.00	£2,941.16
September	£845.47	£412.00	£2,507.69
October	£1,353.74	£473.85	£1,627.80
November	£338.19	£738.45	£2,028.06
Closing Balance			£2,028.06

Delegate Account

Date	Debit	Credit	Balance
Opening Balance			£1700.10
January	£0.00	£0.10	£1,700.20
February	£66.68	£0.12	£1,633.64
March	£704.00	£0.11	£929.75
April	£0.00	£770.34	£1,700.09
May	£676.40	£0.20	£1,023.89
June	£0.00	£676.20	£1,700.09
July	£0.00	£0.11	£1,700.20
August	£0.00	£0.11	£1,700.31
September	£0.00	£0.11	£1,700.42
October	£0.00	£0.11	£1,700.53
November	£476.50	£0.11	£1,224.14
Closing Balance			£1,224.14

Figures for 2011	Amount
Total Donations to OAGB	£3,661.00
Total Donations to Region 9	£775.00
Total Donations to WSO	£1,682.00

Group Contribution Comparison 2007-11	Amount
Group Contributions 2011	£10,777.45
Group Contributions 2010	£7619.81
Group Contributions 2009	£8047.06
Group Contributions 2008	£8809.10
Group Contributions 2007	£10641.82

Loner Support Report - Deborah

- Have received one request for a sponsor for a Loner.
- Have provided support to two Loners and answered Loner Support queries around sponsorship.
- Have commenced handover of Loner Support Job description and information to new Loner Support Officer
- Have volunteered services to OA for CD recordings at OA UK conventions - am awaiting a response from OAGB officer

PI Media Officer: Vacant

- No report.

PI Groups Officer: Mary

- No report.

Professional Outreach Officer: Vacant

- No report.

New & Existing Group Support Officer: Charlie

- I have been in contact with the person who has been left responsible for the Friday 1.30pm Hinde St HOW meeting. She estimates the meeting is in arrears to the tune of £73.80.
- Also the Sunday morning Surbiton meeting is struggling for membership and welcomes all OA members. They have changed their meeting format from one which had a newcomer focus to a step and tradition focus.

Loner Support Officer: Uz

- Have received one request for a sponsor for a Loner.
- Have provided support to two Loners and answered Loner Support queries around sponsorship.
- Have commenced handover of Loner Support Job description and information to new Loner Support Officer
- Have volunteered services to OA for CD recordings at OA UK conventions - am awaiting a response from OAGB officer.

Website Officer: Pat

- No report.

Mail Officer: Louisa

- No report.

Telephone Officer: Vacant

Our telephone service answered the following number of calls:

October 2011: **00** –. November 2011: **00**

- Please see below tables which show a detailed outline of the calls answered.

PHONE RECORDS / OCTOBER 2011				
Day	Date/Time	Prefix	Location	Dur.
Sun	03/10/2010 20:50	7872		02:20
Mon	04/10/2010 11:40	7811		01:23
Mon	04/10/2010 12:33	1432	Hereford	00:42
Mon	04/10/2010 15:00	2088	London	03:20
Tues	05/10/2010 09:53	1525	Leighton Bzard	02:17
Tues	05/10/2010 19:21	7751		01:39
Tues	05/10/2010 19:23	7751		01:27
Wed	06/10/2010 15:45	2079	London	01:41
Wed	06/10/2010 17:44	2077	London	02:18
Wed	06/10/2010 17:47	2077	London	00:09
Thurs	07/10/2010 14:49	2089	London	00:49
Thurs	07/10/2010 18:09	7946		01:43
Fri	08/10/2010 09:41	7901		02:12
Fri	08/10/2010 09:43	7901		01:42
Fri	08/10/2010 09:45	7901		00:15

PHONE RECORDS / NOVEMBER 2011				
Day	Date/Time	Prefix	Location	Dur.
Tues	02/11/2010 12:40	2089	London	01:47
Fri	05/11/2010 12:11	7894		00:22
Fri	05/11/2010 15:31	2077	London	00:02
Sat	06/11/2010 09:18	7775		02:18
Mon	08/11/2010 19:31	2075	London	02:15
Mon	08/11/2010 21:40	1189	Reading	00:04
Wed	17/11/2010 10:50	1483	Guildford	01:47
Fri	19/11/2010 12:51	2082	London	01:23
Fri	19/11/2010 18:24	2089	London	02:18
Fri	19/11/2010 18:27	2089	London	01:24
Fri	19/11/2010 18:29	2089	London	01:18
Sun	21/11/2010 12:29	7883		00:13
Sun	21/11/2010 12:29	7883		00:05
Tues	23/11/2010 15:25	2087	London	02:21
Tues	23/11/2010 15:28	2087	London	01:21

- OAGB have had contact from the Diabetes department at the Whittington Hospital as a result of the Swiss Cottage PI initiative. Two or three OA members will be giving a talk there to the staff on 7 February.
- The NSB are next meeting on January 28th 10-4 in the Marylebone room at the MIC Centre, 81-103 Euston Street, London NW1 2EZ – visitors are welcome.

GLOSSARY

Common abbreviations used in our documents

AOB	Any other business
GSR	General Service Representative (<i>same as IR</i>)
IG	Intergroup
IR	Intergroup Representative (<i>same as GSR</i>)
MP	Meeting Pack
MS	Meeting Summary
NSB	National Service Board
NA	National Assembly
OAGB	OA Great Britain
OASEE	OA South and East England
OASEE IG	OA South and East England Intergroup
PI	Public Information
PO	Professional Outreach
R9	Region 9 (<i>Europe, Africa and the Middle East</i>)
TSW	Twelfth Step Within
WSO	World Service Office
WSBC	World Service Business Conference

Useful website links

- www.oasouthandeastengland.org.uk (*Our OASEE IG website*)
- www.oagb.org.uk (*Our national website*)
- www.oaregion9.org (*Region 9 website*)
- www.oa.org (*The World Service Office website*)