

MINUTES (AGM)

Saturday 12 November 2011 (1-5pm)

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

Attendees			
IG Officers	Name	Phone	Email
Chair	Caroline		chair@oasouthandeastengland.org.uk
Treasurer	Jacqueline		treasurer@oasouthandeastengland.org.uk
Recording Secretary <i>(Covering position)</i>	Perry		secretary@oasouthandeastengland.org.uk
PI Media Officer	Denise		pi@oasouthandeastengland.org.uk
PI Groups Officer	Alex		pigroups@oasouthandeastengland.org.uk
New & Existing Group Support Officer	Charlie		groupsupport@oasouthandeastengland.org.uk
Loner Support Officer	Deborah		lonersupport@oasouthandeastengland.org.uk
Website Officer	Patrick		web@oasouthandeastengland.org.uk
Region 9 Rep	Patrick		region9@oasouthandeastengland.org.uk
World Service Officer	Patrick		worldservice@oasouthandeastengland.org.uk
IG Officers Not Present	Name		Email
Vice Chair (Vacant)	-		vicechair@oasouthandeastengland.org.uk
Executive Secretary (Vacant)	-		secretary@oasouthandeastengland.org.uk
Mail Officer (Vacant)	-		mailofficer@oasouthandeastengland.org.uk
Professional Outreach Officer (Vacant)	-		outreach@oasouthandeastengland.org.uk
Telephone Officer	Angela		telephone@oasouthandeastengland.org.uk
NSB Rep	Sam		nsb@oasouthandeastengland.org.uk
NSB Rep	Angela		nsb@oasouthandeastengland.org.uk
NSB Rep	Jacqueline		nsb@oasouthandeastengland.org.uk
IG Reps	Name	Phone	Email
East Finchley / Sun 11:00	Catherine		
Chelsea & Westminster / Sun 11:00	Reshma		
Southwark / Sun 17:30	Amy		
Hinde St / Mon 12:30	Uz		
Chelsea / Mon 13:00	Nick		
Hinde St / Tues 18:00	Laurie		
Hinde St / Tues 18:30	Deborah		
Stratford / Tues 19:00	Zehra		
Hinde St / Wed 12:15	Louisa		
Putney / Wed 19:00	Mandy		
Greenwich / Sat 08:30	Ali		
Wimbledon / Sat 10:00	Alex		
Chelsea / Sat 11:00	Rosanne		
Visitors	Name	Phone	Email
-	-	-	-

Agenda items	Action points
Meeting opened: 1:00pm	
Readings:	Preamble: Patrick 12 Traditions: Deborah 12 Concepts: Catherine Purpose of Intergroup: Charlie
Apologies:	IG Officers: Sam (NSB Rep) IG Reps: Sue (Earls Court, Sun 14:00) Marilyn (Southgate, Mon 20:00) Denis (Swiss Cottage, Thurs 19:30) Jacqui (Wimbledon, Tues 19:00) Ceri (St Mary Le Bow, Thus 18:00)
7th Tradition:	£00.00
Quorum (11):	20 Voting Members present (Quorate)
Minute Approval:	
Corrections & amendments: <ul style="list-style-type: none"> Amendments made to the September minutes. Proposal: The meeting votes to accept these minutes as an accurate record of the September IG meeting. Proposed by: Perry Seconded by: To Ad Vote: Passed Matters arising: <ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Recording Secretary: <i>Update September minutes and send PDF to Web Officer</i>
Group Reports	<i>Group Reports are not minuted unless specifically requested.</i>
<ul style="list-style-type: none"> Earls Court (Sun, 14:00) Needs support Southgate (Mon, 20:00) Southgate OA are again running the workshop “Recovery Survival Guide” on Sunday 4 December. Flyer is on the OASEE IG website. 	
Officers’ Reports	<i>All Officers’ Reports appear in full in the Meeting Pack.</i>
Chair: Caroline <ul style="list-style-type: none"> No Questions Vice Chair: Vacant <ul style="list-style-type: none"> None Secretary: Vacant <ul style="list-style-type: none"> No Questions. Report Update: Perry will finish the following docs before January... OASEE IG Policy & PI Posters. Treasurer: Jacqueline <ul style="list-style-type: none"> No Questions. Report Update: Bank Account balances... - Current Account £2303.06 (<i>Prudent Reserve is £1500</i>) 	<ul style="list-style-type: none"> Perry: <i>Send OASEE IG Policy & PI Posters to Web Officer</i> Treasurer: <i>Pass on money.</i>

- Deposit Account **£1224.14** (*Prudent Reserve is £1700*)

PI Media Officer: Denise

- No Questions.

PI Groups Officer: Alex

- No Questions.
- Report Update: Groups need PI Posters

Professional Outreach Officer: Vacant

- Chair Update:
Treatment Centres we are in contact with are requesting OA members with good anorexic recovery. Please contact Caroline if you can help.

New & Existing Group Support Officer: Charlie

- No Questions.

Loner Support Officer: Deborah

- No Questions.
- Report Update: Officer receiving on average 3 requests every 2 months.

Website Officer: Patrick

- No Questions.
- Report: Meetings list page receiving decent web traffic. Patrick also reiterated that changes to the meeting list can be done at group level, there is also a helpful video on our OASEE IG website to show you how to do this. If groups continue to have problems then please contact Patrick

Mail Officer: Vacant

- None

Telephone Officer: Angela

- Not Present.

World Service Officer: Patrick

- No Questions.
- Report: Patrick this year is on the Web Technology Committee. This involves around 4 hours work and a conference call per month. The aim of the Technology Committee is the sharing of digital information pertaining to OA service body websites.

Region 9 Rep: Patrick

- Patrick has only just received the agenda for Region 9 Assembly. Most of the proposed amendments appear to be copy based (ie word changes)
- Patrick would like to discuss 2 with IG today. Added to AOB

NSB Reps: Sam/Angela/Jacqueline

- Not Present (?)

- **Perry:**
Send PI Posters to Web Officer

- **Region 9 Rep:**
Attend Region 9 Assembly & report back to OASEE IG

Agenda Items

1) Officer Elections

- **Chair**
Nomination: **Kate**
Proposed by: Kate (*Proxy*) / Seconded by: Jacqueline
Elected: **Kate**
- **Vice Chair**

- **Perry:**
Update Database with new Officer details
- **Web Officer:**
Update Officer names on OASEE

Nomination: **Reshma**

Proposed by: Reshma / Seconded by: Patrick

Elected: **Reshma**

- **Recording Secretary**

Nomination: **Catherine**

Proposed by: Catherine / Seconded by: Jacqueline

Elected: **Catherine**

- **Executive Secretary**

Nomination: **Alex**

Proposed by: Alex / Seconded by: Angela

Elected: **Alex**

- **Treasurer**

Nomination: **Ceri**

Proposed by: Ceri (*Proxy*) / Seconded by: Deborah

Elected: **Ceri**

- **PI Media Officer**

Nominations: None

- **PI Groups Officer**

Nomination: **Mary**

Proposed by: Mary / Seconded by: Reshma

Elected: **Mary**

- **Professional Outreach Officer**

Nominations: None

- **New & Existing Group Support Officer**

Nomination: **Charlie**

Proposed by: Charlie / Seconded by: Patrick

Elected: **Charlie**

- **Loner Support**

Nomination: **Uz**

Proposed by: Uz / Seconded by: Louisa

Elected: **Uz**

- **Website Officer**

Nomination: **Patrick**

Proposed by: Patrick / Seconded by: Perry

Elected: **Patrick**

- **Mail Officer**

Nomination: **Louisa**

Proposed by: Louisa / Seconded by: Patrick

Elected: **Louisa**

- **Telephone Officer**

Nominations: None

- **World Service Officer**

Nomination: **Patrick**

Proposed by: Patrick / Seconded by: Catherine

Elected: **Patrick**

2) National Assembly 2012

- **Election of the Chairperson of the National Assembly 2012 Organising Committee**

IG website

- **Executive Secretary:**

Add the following elections to the Jan agenda...

PI Media Officer

Professional Outreach Officer

Telephone Officer

- **Executive Secretary:**

Add National Assembly 2012 to

<p>Nominations: Francene Proposed by: Francene (<i>Proxy</i>) Seconded by: Jacqueline Elected: Francene</p> <ul style="list-style-type: none"> • Jacqueline updated the meeting with some extra information that was requested from questions at National Assembly... <ul style="list-style-type: none"> - There is a £10 supplement per room per night for staying 1 night - We can sleep 1 person in a twin room for the same rate as in a single eg £55 a night - There is wheelchair access to the rooms and conference rooms - We can fit 80 theatre style seats with a top table of 10 - It is possible to pay 50% upon booking and the balance on check out - It is £40 per extra microphone - 40 rooms will be held per night - It is main roads to Winnersh so is not advisable to walk • The Chair and the IG meeting would like to extend their congratulations to Jacqueline and the bid team for successfully bidding to hold the National Assembly 2012 in our region. <p>3) Christmas Meeting List</p> <ul style="list-style-type: none"> - Patrick, Catherine and Charlie will organise producing the Christmas 2011 Meeting List and adding this to the OASEE IG website <p>4) Morning Workshops</p> <ul style="list-style-type: none"> • No update 	<p><i>Jan Agenda</i></p> <ul style="list-style-type: none"> • Executive Secretary: Add to Jan Agenda
AOB	
<p>1) Bank Signatories</p> <ul style="list-style-type: none"> • Ceri (new Treasurer) & Kate (new Chair) will be added as Bank Signatories and Charlie will come off. <p>2) Region 9 Motions</p> <p>Patrick ran through 2 Bylaw Amendment proposals and asked for a meeting vote on each one...</p> <ul style="list-style-type: none"> • Proposal: Each representative should have a minimum of 6 consecutive months of abstinence. Vote: In favour (13/2/5) • New Business Motion: The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that cannot afford to fund a delegate on their own, to those with the greatest distance to travel and secondly to those attending their first Assembly. Vote: Sense of the IG meeting was that we were in favour of this wording. <p>3) OASEE IG Dropbox Account</p> <ul style="list-style-type: none"> • To allow for ease of handover between officers and a master area for all OASEE IG documents • Proposal: The Executive Secretary sets up an Intergroup Dropbox account and performs a monthly back up of all account files. Proposed by: Perry Seconded by: Louisa Vote: Passed (17/0/1) 	<ul style="list-style-type: none"> • Treasurer: Organise for Ceri & Kate to go through the Bank Checks • Region 9 Rep: Attend Region 9 Conference & Assembly • Executive Secretary (Perry): <ul style="list-style-type: none"> - Set up Dropbox account using secretary@ email address - Set up the folder structure on Dropbox with all Officers having their own folder - Email all officers with details - Perform first backup
<p>Meeting closed: 5:00pm</p>	

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 GR</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 & Middle East</i>)
TSW	Twelfth Step Within
WSO	World Service Office
WSBC	World Service Business Conference

Useful website links

www.oasouthandeastengland.org.uk (*Our IG website*)

www.oagb.org.uk (*Our national website*)

www.oaregion9.org (*Our region website*)

www.oa.org (*The WSO website*)