



## INTERGROUP MINUTES

Saturday 3rd March 2018 (2-5pm)

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

IG Officers			
IG Officer	Name	Phone	Email
Chair	Linda		<a href="mailto:worldservice@oasouthandeastengland.org.uk">worldservice@oasouthandeastengland.org.uk</a>
Treasurer	Margaret		<a href="mailto:treasurer@oasouthandeastengland.org.uk">treasurer@oasouthandeastengland.org.uk</a>
Executive Secretary	John		<a href="mailto:secretary@oasouthandeastengland.org.uk">secretary@oasouthandeastengland.org.uk</a>
Recording Secretary/ NA Delegate	Juliet		<a href="mailto:rec.secretary@oasouthandeastengland.org.uk">rec.secretary@oasouthandeastengland.org.uk</a>
Telephone Officer	Judy		<a href="mailto:telephone@oasouthandeastengland.org.uk">telephone@oasouthandeastengland.org.uk</a>
Social Media Officer	Lea		<a href="mailto:socialmedia@oasouthandeastengland.org.uk">socialmedia@oasouthandeastengland.org.uk</a>
NSB Representative	Caroline		<a href="mailto:nsb@oasouthandeastengland.org.uk">nsb@oasouthandeastengland.org.uk</a>
IG Reps			
Meeting Description	Name	Phone	Email
Visitor (E London Mtgs)	Lucy		
Reading (Friday)	Sheila		
Sutton (Wednesday)	Ali		
Soho (Saturday)	Kara		
Southgate	Darren		
Kingston	Mo		

<b>Meeting opened:</b> 2.00pm by the Chair, followed by the Serenity Prayer and a moment of silence for the still suffering compulsive eater	
<b>Readings</b> Preamble: Sheila ;12 Traditions: Mo ;12 Concepts: Kara ; Purpose of Intergroup: Ali ; Healthy Intergroup: Darren	
<b>Introductions</b>	
<b>Apologies:</b> Rachael (Web Officer), Nicky (Newsletter Officer)	
<b>7<sup>th</sup> Tradition:</b> £45	
<b>Quorum:</b> Quorum(11) met - 11 voting members	
<b>Minute Approval</b>	<b>Action points</b>



• **Vice Chair vacancy**

Chair read out the job description and qualifications.  
No candidates came forward

• **Policy amendment proposal- printing costs**

Presented by Treasurer. New policy needed for officer costs of printing documentation for IG meetings (Policy Manual only details costs for photocopying).

NSB Rep noted that OAGB Board members are only paid 5p per copy although proposal was based on OAGB Literature committee packers being paid 7p per copy.

Some discussion around that. Also a question to clarify if this is expense claiming for Officers printing of extra documents to bring to the meeting or if it included their own documents for the IG meeting. It covers both.

The meeting moves that the Policy Manual of OA South and East England Intergroup regarding Officer Expenses be updated with the following wording:

4. Actual photocopying/printing expenses or a rate of 7 pence per page for printing at home, for the production of the IG pack and documents for the IG meetings

**Moved by:** Treasurer

**Seconded:** Telephone Officer

Motion adopted (unanimous)

• **Budget planning 2018/19**

**Treasurer went through Budget proposal notes**

NSB Rep noted that WSBC falls at the end of April so if the IG sends a Rep in 2019 some costs (eg booking of flights) would need to be met before the end of the 2018/19 fiscal year therefore would need to be included in the budget. Hotel costs are not payable on booking so get reimbursed after the conference and would therefore fall into the 2019/20 fiscal year. £1,500 was allocated for this previously.

Social Media Officer queried why the IG are not passing along to other service levels in the accepted 7th Tradition split of 60:30:10. These ratios refer to groups rather than Intergroup but also we have a National Service Board as an extra level to consider. Current IG ratios for passing along contributions (OAGB-37%, Region 9-19% and WSO-44%) have been calculated based on the operating budget for each service body.

NSB Rep proposed adding an additional £1000 to the budget to cover the WSBC delegate upfront expenses.

Meeting moved to a vote

The meeting moves to accept the Treasurer's Budget Proposal A. Current FY2017/18 regarding excess funds being sent to other service bodies at the end of the fiscal year

**Moved by:** Treasurer

**Seconded:** Exec Sec

Motion adopted (unanimous)

The Meeting moves to accept the Treasurer's Budget Proposal B. Next FY 2018/19 with an amended annual budget amount of £5,900 for operating costs

**Moved by:** Treasurer

**Seconded:** Exec Sec

Motion adopted (unanimous)

• **R9 Assembly and Convention Committee Update**

The documentation (registration forms and information pack) were prepared by the committee, sent to the R9 Board for approval and have now been returned to us for amendments. They must be finalised ready for R9 Board to send out to R9 Reps on March 19th. Our Convention information will be released in mid April. The Programme planning has started and the full Committee are due to meet again March 24th. We will then release a flyer detailing how groups can give service at the convention.

Question re: accommodation- would there be information on the forms about what is available in the area? Limited rooms reserved in nearby university but also location details and links to accommodation websites will be provided.

Member noted that info available on OAGB site does not give location of the event.

**Exec Sec:  
Update Policy  
Manual with  
new wording**

**Treasurer: To  
update Budget  
figures as  
voted to  
include WSBC  
2019 upfront  
expenses**

Agenda items continued:	Action Points
<p><b>• General Data Protection Regulations</b></p> <p>Presenting member explained information succinctly regarding these new regulations. Data protection is in accordance with our principles as a 12 step fellowship. Personal data is anything which can identify an individual i.e. full name, phone number, email address, mailing address. It includes information on the <a href="http://OA.org">OA.org</a> site, some documentation on our website, our newsletter lists, info stored in Dropbox etc. We must comply with privacy notices, we must tell people why they are giving us their data and what we intend on doing with it.</p> <p>Need to conduct a data audit to find out what exactly we hold, what format it is being held in, what the retention period is for that data and how we are getting consent. Data must be held in a secure way, not on piles of paper in boxes or unencrypted USB sticks!</p> <p>Who has access to the data we hold? Eg previous officers? Passwords and access codes may not have been changed regularly.</p> <p>This is a significant and detailed piece of work and also involves our relationships with third parties. Constant Contact hold our mailing lists and Dropbox our files. Are they compliant? A contract needs to be in place to ensure this.</p> <p>Q. How much of this needs to be done by May 25th? A. Everything!</p> <p>Q. How do we fit into the service structure of OA in this regard? What are other bodies doing? A. OAGB are working on the issue within the service body but also in order to get information out to groups/Intergroups.</p> <p>Q. Does each group have to comply? A. Yes although groups are autonomous so we can give them the information but they are responsible for taking compliance action.</p> <p>Q Does each group need it's own licence? A. May be a red herring for now as licence structure is changing so not something we need to focus on at present. "Pinned" for later down the line</p> <p>Q Can we employ a special worker to do this job? We need a lead/committee within the IG to take responsibility. Someone outside our fellowship will not know about its structure or have access to the data etc. an inside person is best placed.</p> <p>Q Can we employ a specialist to write up policies and procedures? This will be done down the line so we can see then whether we do or don't need specialist help with it. Most important to identify lead/committee at this meeting</p> <p>Q Do we need some money set aside in the budget for this? A. Suggestion that we use the prudent reserve/"rainy day" fund if the need arises. Exec Committee can make decisions between IG meetings if required</p> <p>Q Should we decide an amount of money that it's acceptable for the Exec Committee to go up to with this? Some discussion but general feeling that the group conscience of the Exec Committee decide as they know budget etc. No vote possible as one member had left the meeting</p> <p>Q So is this two roles 1) Lead for work within IG, 2) Committee member for the R9 committee? Yes but it could be one person does both.</p> <p>Q Do we need a Data Protection Officer? A. Maybe yes but that can also be considered later.</p> <p>Lucy willing to lead on this Committee as is familiar with this area. Darren also volunteered plus Exec Sec and Rec Sec. Other willing members may also join going forward</p> <p>Darren further offered to be the IG member involved with the R9 GDPR Committee</p>	<p><b>GDPR Committee members to liaise and arrange conference call to discuss next action</b></p> <p><b>Chair: to liaise with R9 Chair and provide named contact for their GDPR Committee</b></p>
<p><b>AOB:</b></p>	
<p><b>Item 1. WSBC</b></p> <p>The matter of giving feedback on various items for the Conference via a representative attending for another service body was raised. Also how the completion of the Agenda Questionnaire could have taken a limited degree of IG representation to WSBC but because we did not schedule a special meeting in February to do this, it's now too late. NSB Rep responded that other service body reps would not necessarily be able to take into consideration all the opinions from our groups just because we don't have anyone willing to represent us.</p>	<p><b>Chair to note information for future reference</b></p>

<b>AOB continued:</b>	
<p>Suggested that we trust the group conscience of those present to make the decisions</p> <p>Chair noted that none present at the Jan meeting were aware of the Consent Agenda or the idea that a special meeting could have been scheduled in spite of us having no willing Representative to go to the Conference. We made a decision based on what we knew at the time.</p> <p>Hopefully a candidate for this role will come forward for next year</p> <p>Item 2. PO/PI Literature Fund</p> <p>Telephone Officer explained how an NHS Service member called the IG's helpline number asking about OA and whether she could refer clients to it. Officer provided verbal information and sent through some leaflets but would like to have a proper plan in place for next time so that action can be taken quickly.</p> <p>Chair suggested the contents of a literature pack for this type of enquiry be:</p> <p>1 X 15 Questions leaflet  25 X About OA leaflet  50 X OAGB new prospect cards  1 X Introducing OA to the Healthcare Professional leaflet</p> <p>Q. Did we not just vote on the inclusion of a £500 Literature fund for PO/PI? A. Yes</p> <p>Note from previous Telephone Officer that during a year of service she had not received any calls from Healthcare professionals requesting information.</p> <p>Exec Sec has a stock of PO/PI leaflets and will liaise with Telephone Officer regarding these.</p> <p>Social Media Officer requested that Public Information and what our plan is for it, be on the agenda for the next meeting</p>	<p><b>Exec. Sec:</b> liaise with Telephone Officer regarding stock of PI/PO leaflets</p> <p><b>Chair:</b> liaise with Social Media Officer regarding PI agenda item for May meeting</p>
<b>Meeting closed:</b> 5pm with the Serenity Prayer	
<b>Next meeting:</b> Saturday May 5th 2018	

**Deadline for Officer reports:** 14th April 2018      **Distribution of next agenda pack:** 21st April 2018

**Glossary: Common abbreviations used in our documents**

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

**Useful website links**

[www.oasouthandeastengland.org.uk](http://www.oasouthandeastengland.org.uk) (Our IG website)      [www.oagb.org.uk](http://www.oagb.org.uk) (Our national website)  
[www.oa.org](http://www.oa.org) (The WSO website)