

## MINUTES

**Saturday 7 May 2011. 2-5pm**

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

Attendees			
<b>IG Officers</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Chair	Caroline		<a href="mailto:chair@oasouthandeastengland.org.uk">chair@oasouthandeastengland.org.uk</a>
Secretary ( <i>Covering position</i> )	Perry		<a href="mailto:secretary@oasouthandeastengland.org.uk">secretary@oasouthandeastengland.org.uk</a>
Treasurer	Jacqueline		<a href="mailto:treasurer@oasouthandeastengland.org.uk">treasurer@oasouthandeastengland.org.uk</a>
PI Mail & Media Officer	Denise		<a href="mailto:pi@oasouthandeastengland.org.uk">pi@oasouthandeastengland.org.uk</a>
PI Groups	Alex		<a href="mailto:pigroups@oasouthandeastengland.org.uk">pigroups@oasouthandeastengland.org.uk</a>
Professional Outreach Officer	Reena		<a href="mailto:outreach@oasouthandeastengland.org.uk">outreach@oasouthandeastengland.org.uk</a>
New & Existing Group Support	Charlie		<a href="mailto:groupsupport@oasouthandeastengland.org.uk">groupsupport@oasouthandeastengland.org.uk</a>
Telephone Officer	Angela		<a href="mailto:telephone@oasouthandeastengland.org.uk">telephone@oasouthandeastengland.org.uk</a>
Region 9	Sabine		<a href="mailto:region9@oasouthandeastengland.org.uk">region9@oasouthandeastengland.org.uk</a>
NSB Reps	Sam		<a href="mailto:nsb@oasouthandeastengland.org.uk">nsb@oasouthandeastengland.org.uk</a>
	Angela		
<b>IG Reps</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Notting Hill / Mon 19:00			
Southgate / Mon 20:00			
Reading / Mon 20:00			
Crouch End / Tues 19:30			
Hinde St / Wed 12:15			
St Mary Le Bow / Thurs 18:00			
North Finchley / Thurs 20:00			
Stevenage, Herts / Thurs 20:00			
Chelsea / Sat 11:00			

Agenda items		Action points
<b>Meeting opened: 1:00pm</b>		
<b>Readings:</b>	Preamble: <b>Ceri</b> 12 Traditions: <b>Jacqueline</b> 12 Concepts: <b>Sam</b> Purpose of Intergroup: <b>John (NSB)</b>	
<b>Apologies:</b>	<b>IG Officers:</b> <b>Michelle</b> (Mail Officer) <b>Deborah</b> (Loner Support Officer) <b>Pat</b> (Website Officer)	<b>IG Reps:</b> <b>Mary</b> (Chelsea & Westminster, Sun 11:00) <b>Catherine</b> (East Finchley, Sun 11:00) <b>Lyn</b> (Reading, Fri 19:45)
<b>7<sup>th</sup> Tradition:</b>	£32.24	
<b>Quorum (11):</b>	13 Voting Members present	
<b>Minute Approval:</b>		
<b>Corrections &amp; amendments:</b>		<ul style="list-style-type: none"> <li>• <b>Secretary.</b> Update March minutes and send to Web Officer to upload to website (&amp; January minutes)</li> </ul>
<ul style="list-style-type: none"> <li>• Minor amends to be made to the March minutes. If Proposers/Seconders are not originally recorded, it's ok to record name as 'Not Recorded'.</li> <li>• <b>Proposal:</b> The meeting votes to accept these minutes as an accurate record of the March IG meeting. Proposed by: Ceri   Seconded by: Alex <b>Vote:</b> Passed (7/0/6)</li> </ul>		
<b>Matters arising:</b>		
<ul style="list-style-type: none"> <li>• P2. Perry not yet sent minutes to Patrick to upload to website.</li> <li>• P3. Ceri not yet looked into the domain name issue.</li> </ul>		
<b>Group Reports</b>	<i>Group Reports are not minuted unless specifically requested.</i>	
<ul style="list-style-type: none"> <li>• No group reports minuted.</li> </ul>		
<b>Officers' Reports</b>	<i>All Officers' Reports appear in full in the Meeting Pack.</i>	
<b>Chair: Caroline</b> <ul style="list-style-type: none"> <li>• No Questions.</li> </ul> <b>Vice Chair: Vacant</b> <ul style="list-style-type: none"> <li>• Vacant.</li> </ul> <b>Secretary: Vacant</b> <i>Perry currently covering the secretary position...</i> <ul style="list-style-type: none"> <li>• As per March minutes... We are aiming to have the updated Bylaw amendments sent round to all groups 30 days before the Sat 2 July meeting.</li> </ul> <b>Treasurer: Jacqueline</b> <ul style="list-style-type: none"> <li>• <b>Finance update.</b> Bank Account balances... - Current Account <b>£5052.25</b> (Prudent Reserve is £1500) - Deposit Account <b>£1023.89</b> (Prudent Reserve is £1700)</li> <li>• Once the expenses have been paid for items such as Eating Disorders Conference and WSBC delegate expenses, and the Deposit Account's Prudent Reserve topped up then funds will be contributed up to OAGB/R9/WSO.</li> </ul> <b>PI Mail &amp; Media Officer: Denise</b> <ul style="list-style-type: none"> <li>• No Questions.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Secretary:</b> Bylaw Amendments to be sent around to all groups 30 days prior to July mtg.</li> <li>• <b>Treasurer:</b> To top up Prudent Reserve in Deposit Account.</li> <li>• <b>Denise.</b> To purchase the PI Manual.</li> </ul>

**PI Groups Officer: Alex**

- Alex has ordered the PI Manual.

**Professional Outreach Officer: Reena**

- Reena arranged for 2 OA members to talk at Kairos (Halfway House) in Peckham and for OA to hopefully attend and talk on a regular basis.

**New & Existing Group Support Officer: Charlie**

- Looking into ways of splitting the effort into contacting meetings not attending Intergroup.

**Loner Support Officer: Deborah**

- Officer not present.
- *Clarification: Recent emails have been distributed with regard to Sponsorship within Region 9. The Region 9 Sponsor list has been created for Region 9 OA members who live in countries where it is hard to find more experienced members who can sponsor. However, it would be great if members from our Intergroup could make themselves available and go on the R9 Sponsor list as we are English-speakers and someone might need us.*

**Website Officer: Patrick**

- Officer not present.

**Mail Officer: Michelle**

- Officer not present.

**Telephone Officer: Angela**

- No Questions.

**World Service Officer: Patrick**

- Officer not present.
- *Point of Information: The WSBC feedback session will take place on Saturday 11 June at Chelsea & Westminster. Time TBC.*

**Region 9 Rep: Sabine**

- A reminder of this year's Assembly being held in 'La Foresta', Vaalbeek near Leuven, Belgium from 23-25 November 2011 (in English) The Convention follows from 25-27 November 2011 (in English, Dutch and French).
- All OA members are welcome.

**NSB Reps: Sam/Angela**

Sam (OAGB Chair) updated the meeting...

- **Board Members:** Sue & Angela (OASEE IG) were both co-opted onto the Board this year and will serve until the National Assembly. Both Sue & Angela, and current Board Members Sam (Chair) & John (Treasurer) are currently intending on standing again for the Board.
- **Step by Step:** OAGB's publication, Step by Step has been picked up by OA members in the North of England and the first issue is planned to be distributed in June (online distribution only).

- **Reena:** *To liaise with Mark with regard to the contact database from the EDC.*

- **Secretary:** *Send Loner Support form to Patrick to upload.*

- **Secretary:** *Note from March minutes... To send Poster pdf's to Patrick.*

**NSB Finance Workshop**

- John (*NSB Treasurer*) presented a 1hr OAGB finance workshop and started with the following two statement of accounts.

- 1) The financial statement for the OAGB Board – Year to 31 August 2011
  - This showed the filed accounts at Companies House from 2007 – 2010 and the forecast to 31/8/2011
  - This statement combined the OAGB accounts and the Literature Service accounts
- 2) A separate financial statement for the Literature Service.

#### Notes from the workshop

- On 31/08/07 Total Net Assets were £36, 927
- For a number of reasons, including the increase in contributions, Total Net Assets had risen to £57,836 by 31/08/09
- In 2010, the Board made the following financial decisions...
  - One off contributions to WSO (£10k) and Region 9 (£2k)
  - Ongoing quarterly contributions over 2 years of £250/qtr to WSO and £500/qtr to Region 9
  - Free Post & Packaging for online literature orders
  - Hired a PR company for 10 months (£1000 + VAT per month)
- By 31/08/10, Total Net Assets were £43,033
- The forecast for the end of this financial year 31/08/11 is Total Net Assets of £35,627... approximately the same figure as per 2007
- This year the National Delegate Assembly fund will continue. It's noted that OAGB have seen direct contributions increase from those groups who received financial assistance to last year's National Assembly.
- **Literature Service**
  - Although not the the goal, profits were made during 2007-09. With the decision in 2010 to not charge P&P for online literature sales, a yearly deficit was made in 2010, although Total Net Assets remained healthy.
  - Free P&P will be looked at when the price list is updated in January 2012. It is felt that literature sales have not really increased, rather that sales have moved from mail to online.
  - Please continue to place literature orders through the OAGB website and John encouraged individuals to order as part of a bulk group order

#### Agenda Items

##### Elections

- **Vice Chair**

Nominations: **None**

- **Region 9 Representative**

Nomination: **Pat** (Proxy)

Proposed by: Pat | Seconded by: Sam

Elected: **Pat**

- **Region 9 Representative**

Nomination: **Sabine**

Proposed by: Sabine | Seconded by: Sam

Elected: **Sabine**

##### Region 9 alternate

- We discussed whether we elect an alternate for the Region 9 Representative in 2011 but no decision reached.
- A Sub-Committee was set up to report back at the July IG meeting...
  - Committee Chair: Sabine
  - Committee: Alex & Ceri

- **Secretary:** Add Vice Chair election to July Agenda.

- **Secretary:** Add to July Agenda.

<p><b>Report: Eating Disorders Conference 2011</b></p> <ul style="list-style-type: none"> <li>• Mark not present and report not received.</li> </ul> <p><b>Feedback: Telephone Service Committee</b></p> <ul style="list-style-type: none"> <li>• Angela reported back. The current situation is that our Intergroup as well as OAGB have a telephone line and a Sub-Committee, on behalf of the NSB, looked into this situation.</li> <li>• The Sub-Committee contacted other IG to enquire how their telephone lines were operating and considered what is practical to achieve. The ideal is obviously providing live cover but very often calls go through to answerphones.</li> <li>• The final recommendation however was to carry on with the current set up.</li> </ul> <p><b>Report: National Assembly Bid Committee</b></p> <ul style="list-style-type: none"> <li>• Jacqueline who is chairing the Sub-Committee that is looking into the possibility of bidding to host the NA in 2013, requested some help.</li> <li>• She presented costs from four hotels and her feeling that their costs may prohibit a central London location for the National Assembly.</li> <li>• If we are expecting to bid at the National Assembly this October (<i>to host the National Assembly in our region in 2013</i>) we would need to let the OAGB Chair know at the Chair's meeting on Sat 25 June.</li> <li>• Additional members joined the Sub-Committee, which now comprises... Committee Chair: Jacqueline Committee: Alex, Kester, Louisa, Ceri &amp; Charlie.</li> </ul> <p><b>Meetings List Online</b></p> <ul style="list-style-type: none"> <li>• Discussion took place on how our London meetings appear on the Meetings List page. For example... - London / or London (Meeting) / or just Meeting</li> <li>• There was no general feeling of the right course of action.</li> </ul> <p><b>NSB Officer Elections in October</b></p> <ul style="list-style-type: none"> <li>• Not discussed. <i>To be elected onto the NSB in October, our IG first has to endorse your application which would take place during our 10th September IG meeting. The qualification to stand is 1 years abstinence by your own definition and 2 years service above group level. You are elected to the NSB and then roles are assigned, unlike standing for an officer position at Intergroup.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chair / Secretary:</b> Contact Mark for report for July meeting</li> <li>• <b>Angela:</b> Enquire into the cost of transferring calls to mobiles for our IG phonenumber.</li> <li>• <b>Sub Committee:</b> Report back in July.</li> <li>• <b>Secretary:</b> Add to July Agenda.</li> <li>• <b>Sec:</b> Add to July Agenda.</li> </ul>
<b>AOB</b>	
<p><b>Bank co-signatories</b></p> <ul style="list-style-type: none"> <li>• The current co-signatories are Jacqueline, Caroline &amp; Antje. Our Bylaws prohibit Antje being a co-signatory if she is no longer an IG Rep / Officer.</li> <li>• <b>Proposal:</b> Charlie to replace Antje as a bank co-signatory. Proposed by: Charlie   Seconded by: Sabine <b>Vote:</b> Passed (<i>Charlie will have to pass the Bank Credit Check</i>)</li> </ul>	
<p><b>Agenda items not discussed during the meeting</b></p> <ul style="list-style-type: none"> <li>• Requirement for officers to attend IG meetings</li> <li>• IG Agenda Review</li> <li>• Morning Workshops (AOB)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Secretary:</b> Add to July Agenda.</li> </ul>
<p><b>Meeting closed: 5:00pm</b></p>	

## Glossary:

### Common abbreviations used in our documents

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

### 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*)