

Agenda items	Action Points
Meeting opened: 2.00pm by the Chair, followed by the serenity prayer and a moment of silence for the still suffering compulsive eater	
Readings Preamble: Anna; 12 Traditions: Kai; 12 Concepts: Nita ; Purpose of Intergroup: Alan ; Healthy Intergroup: Holly	
Introductions	
Apologies Dee – Recording Secretary	
7th Tradition: £55.70	
Quorum: Quorum met (20).	
Minute Approval	
<p>Corrections and Amendments:</p> <p>Page 1. Email addresses for Vice Chair/NA Delegate missing Question: Do we have the list of IG reps who attended the meeting? No, apologies from Stacey</p> <p>Page 2. Apologies – should read Nita not Anita for Telephone Officer, Rachael spelt wrong, can remove Cathy from apologies as reps are not noted in the minutes. Vicky was timekeeper, not Nita Freya’s name misspelled 7th Tradition was £65.50</p> <p>Page 3. NSB Rep Juliet – should be NA delegate Should read 12 Step Workshop and Study Guide now available, and New Beginnings: Stories of Recovery from Relapse is being discontinued. 3.04 should be to leave sufficient time Decapitalize MAP and SPAM</p> <p>Page 4. Take out question mark for public liability</p> <p>Page 5. Pleshey is misspelled. Next IG meeting – 4th March</p> <p>The meeting moves to accept these minutes as an accurate record of the January 2017 SEE Intergroup meeting.</p> <p>Moved by: Stacey Seconded: Mayu Motion adopted. Timekeeper: Vicky</p> <p>Matters Arising: Page 5: Caroline to arrange for transfer of OA literature, banners etc to be transferred to John from Canterbury – this has been done.</p>	Rec. Sec: Make agreed edits to January IG minutes
Officers' Reports	<i>All Officer Reports appear in full in the Meeting Pack.</i>
<p>Chair: No questions</p> <p>Vice Chair: No questions</p> <p>Question: Can you tell us about the service database? Flyer is now circulated, will be sent out again. Those who sign up will receive monthly updates</p> <p>Executive Secretary: Question: Could you confirm how many meetings do not have an IG contact? Only 3 meetings needing contact details, not 6 as mentioned in officer report. Stacey’s Dropbox not updating properly, please let her know if there are any errors or updates that need to be made.</p>	

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<p>Thanks was given to Stacey for her work on this month's pack</p> <p>Recording Secretary: Not present</p> <p>Treasurer:</p> <p>Question: Can you explain the figures for last year's contributions to other service bodies, as the figures do not seem to add up?</p> <p>The extra funds were left from the previous year, and were paid in this financial year which is why they show on the budget but are not part of this year's allocated payment.</p> <p>Question: Does the income for this year include money from groups which will need to be sent on to other service levels?</p> <p>No, this is accounted separately, please see page 10 of the agenda pack.</p> <p>Website Officer: No questions</p> <p>Newsletter Officer: No questions</p> <p>National Assembly Delegate: No questions.</p> <p>Update on issue of OAGB literature service being asked to pay increased royalty payments to WSO. This decision was appealed and has now been rescinded.</p> <p>National Service Board Officer: No questions</p> <p>World Service Officer: No questions.</p> <p>Agenda questionnaire now returned to WSO. Sponsorship Marathon – international dial in codes available to call in from the UK.</p> <p>Region 9 Rep: No questions.</p> <p>Our current rep will not be standing for the position again in May, and asked for people to consider whether they would be interested in this service.</p> <p>Telephone Officer: No questions.</p> <p>44 calls and 3 texts received, mostly checking about locations of meetings and whether they are on. A meeting was in financial arrears, the officer passed on details of new IG policy. Lots of requests from outside IG area</p>	
<p>Item 1: IG Tasks for 2017</p> <p>Mayu explained the project charter template.</p> <p>The three project charters were presented and explained</p> <p>Questions/comments on tasks:</p> <ul style="list-style-type: none"> • Could we work together to achieve a certain number of cards in the community challenge rather than competing? • On the website, there are OA posters that could be condensed into card size. Could we print these out on card/paper/laminate? Professionally printed leaflets – could be affordable, this has been done by groups previously. • We aren't doing any general recovery events this year, how would we attract people who aren't doing service? By using contacts from service database, hopefully reaching new members. • Can we incorporate this with going to visit meetings and share about service and Intergroup? Could be added to Grassroots, would you like someone to come and visit your group and talk about service, eg a chair on service? • Problems accessing the website, as saying that it's not a secure site? • Grassroots – it says that some groups are unwilling or unable to help, we really need to emphasise how this work is to benefit groups, not just for our benefit. • Emphasise service as a tool when promoting the service workshops. • Roehampton meeting are planning a workshop based on the 12 Step Workshop and Study Guide, the topic that most interests people is 	<p>Project volunteers: To include comments in their plans for the tasks</p>

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<p>sponsorship, could we link that in as an aspect of service?</p> <p>Public Information tasks</p> <p>The PI ideas were presented and explained.</p> <p>Comments:</p> <ul style="list-style-type: none"> • If we decided to work with teenagers, the legal obligations would be huge in terms of designated safeguarding officer, reporting system for any concerns etc. • Eating Disorders Conference – looking at the schedule, it is very heavily focused on anorexia, could we find an event which is more general? • An officer said they are working currently with Samaritans, to enable the volunteers to refer callers to OA, at present they do not endorse any 12 Step programmes but this may change in future. • Gaining professional endorsement helps us with credibility. GP forums are a good way to target lots of GPs at once. • Conferences – there are many conferences for a variety of health conditions related to aspects of compulsive eating, could we target a different audience eg a conference on obesity, heart disease, diabetes? • Conferences cost a lot of money in return for a few good conversations with professionals, is this good value for money, could we spend money more wisely? Reports following on from previous conferences are fairly ambivalent. • Uneasy about revisiting TV screens as was a huge expenditure of time and energy. <p>It was suggested that the Social Media officer was less a project and more an operational issue, that it could be worked on alongside another project.</p> <p>Motion: That the Executive Committee write a job description for a Social Media officer, and we vote at the next meeting on whether to create this role.</p> <p>Proposed by: Caroline</p> <p>Seconded: Vicky</p> <p>Vote on which PI idea to progress:</p> <p>Suggestion 3: Other professionals was selected.</p> <p>Volunteers to work on projects:</p> <p>Grassroots project: Mayu to lead, other volunteers were Linda, Rachael, Juliet, Denise</p> <p>Public Information (Other professionals): No volunteer to lead, volunteers to participate were Emma, Holly, Linda, Freya, Zoe</p> <p>Service Workshops: No volunteer to lead, volunteers to participate were Nita, Caroline, Anna and Vicky</p> <p>Card in the Community: No volunteer to lead, volunteers to participate were Stacey, Peter, Emma, Kai, Kathy, Zoe</p> <p>Suggestion – discuss project leaders again at next meeting</p> <p>The volunteers for each project will be sent the contact details for everyone in their group</p>	<p>Exec. Committee/IG rep Sheila: Write a job description for a Social Media Officer, and bring for discussion and vote to May IG meeting</p> <p>Exec Sec: Send out contact details of group members</p>
<p>Item 2: Retreat – review of wrap up report</p> <p>Question: Do you feel that the IG has a lot on and perhaps would be better to put retreat on hold for this year?</p> <p>Juliet, chair of last year's retreat committee – we are focusing already on Region 9 Assembly and Convention, if retreat would have been running this</p>	

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<p>year, planning would already be underway.</p> <p>Comments:</p> <ul style="list-style-type: none"> • Suggested that it could be looked again for next year. • Perhaps suggest that if a group would like to run the retreat, they could take it on and IG could endorse it? • Perhaps a lesson for next year to think about how we ensure our projects for the year meet our aims as an IG especially to help the still-suffering overeater or average OA fellow, and whether we have got the balance right this year. • We can get a sense from Grassroots what groups really feel they need and adjust our plans for later this year or for next year. 	<p>Grassroots project: To include questions about what activities they would most like IG to focus on, what they feel would benefit them most</p>
Break 15.35 to 15.50	
<p>Item 3: Replacing the IG telephone</p> <p>Question: Why a contract? To ensure we are self supporting as an IG and can return calls and texts.</p> <p>Comment: Giff Gaff offer rolling contracts, flexible from month to month. The £10 contract includes 500 minutes of calls and unlimited texts.</p> <p>Question: Would the contract be in Telephone Officer's name or IG's name? It would be set up using the Telephone Officer email address and IG bank account details.</p> <p>Motion: For the Intergroup to buy a Binatone M312 phone and set up a £10 monthly account with Giff Gaff using the Telephone Officer email and IG bank account.</p> <p>Proposed by: Vicky</p> <p>Seconded: Emma</p> <p>Adopted</p>	<p>Telephone Officer: To purchase phone and set up contract</p>
<p>Item 4: Public Liability Insurance</p> <p>Question: Is this against 7th tradition? No, we are not paying anything for groups, we are simply bulk buying to bring down costs and each group would pay their share.</p> <p>Question: Do groups really need this? Don't most have insurance included in room hire? No, there are a significant number of groups that are asked to provide their own.</p> <p>Question: How many recent enquiries have we had from groups about insurance? 2 to Chair, 2 to Telephone Officer</p> <p>Comments:</p> <ul style="list-style-type: none"> • We would ask for groups to pay in advance if they wanted to be included • An example was given of a group who are currently paying £120 so this would be a very good saving, eg 5 groups would be only £76.11 per group. • Would also benefit IG as our cost would go down • Once the policy is in place, more groups could be added throughout the year as their own polices finish • The idea had been mentioned to look at combining with Heart of England Intergroup to get an even better deal – the Treasurer recommended we work on our own policy first, work out how many groups involved etc and then perhaps move forward to national level. <p>Question: Are any groups in danger of folding if we wait until September? Not according to current information</p>	

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<p>Options suggested by Treasurer:</p> <p>Option 1: Stay as we are</p> <p>Option 2: Start small and recharge costs to groups</p> <p>Option 3: Agree to offer this service to groups, wait for Grassroots project survey results and revisit in September</p> <p>Option 4: Join with Heart of England and recharge costs</p> <p>Option 5: IG cover costs of the local groups</p> <p>Option 3 was adopted</p>	<p>Grassroots Project: To add a question about PL Insurance</p> <p>Exec Sec: To add agenda item of PL Insurance to September agenda</p>
<p>Item 5: IG Officer email accounts</p> <p>Summary of research into our options was given.</p> <p>Question: Could we forward each address to a Gmail account to filter the spam?</p> <p>Possible, but then the actual account when email address is handed over to new officer cannot be used to track old emails as it is still full of spam</p> <p>Motion: To pay £70 for Global Gold spam filter</p> <p>Proposed by: Rachael</p> <p>Seconded: Holly</p> <p>Adopted</p>	<p>Website Officer: To make arrangements for spam filter to be added to officer accounts.</p>
<p>Item 6: Making Decisions at IG document</p> <p>Document on using Roberts' Rules was introduced.</p> <p>Question: Is there a safeguard for making sure we always discuss motions if people want to?</p> <p>Yes, the Chair's script has been changed so that when asking if a motion should be debated, even one vote in favour will mean that the motion is debated</p> <p>Comment: The order of questions and debate have been reversed in this version</p> <p>Amendment: To change the order of actions when debating so that questions come after debate</p> <p>Proposed by: Holly</p> <p>Seconded: Rachael</p> <p>Amendment adopted</p> <p>Motion adopted as amended</p>	<p>Exec Committee: To make amendment to document and circulate. Print and laminate copies for use in the meeting.</p>
<p>Item 7: Children at IG meetings</p> <p>Move that for a 2 meeting trial period, the Intergroup allows children to be present at Intergroup meetings, if this will allow a rep/officer to be present who could not otherwise attend the meeting. After the trial period, the IG would be asked to vote on adding the following to our policy manual::</p> <p>"Intergroup representatives or officers attending the Intergroup meeting are permitted to be accompanied by a child in the event that childcare is unavailable and they would otherwise be unable to attend. This permission is given on the condition that there is no disruption caused to the running of the meeting. If disruption does occur, the representative or officer would be requested to take appropriate action to address this, which may include leaving the meeting if necessary."</p> <p>Proposed by: Caroline</p> <p>Seconded: Denise</p> <p>3 pro and 3 con speakers</p>	

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<p>Amendment: To amend to 'children of school age'</p> <p>Proposed by: Stacey</p> <p>Seconded: Freya</p> <p>Amendment failed</p> <p>Motion failed</p>	
<p>Item 8: Update on Region 9 Assembly/Convention and review of Project Charter</p> <p>Juliet gave an update, informed the group that the committee are considering an alternative option to Imperial which is Kairos Centre in Roehampton. Main reason is financial, a more prudent use of OA funds. May not be able to accommodate as many people as Imperial, however significant saving and a very helpful venue. Also would require date change: 26th -30th September.</p> <p>We would need to pay deposit of £1000 by end of March to secure venue.</p> <p>Question: What are the comparable costs?</p> <p>Imperial £3900 excluding room for Sat evening, Kairos £2500.</p> <p>Question: Will there be a crèche?</p> <p>We haven't decided on detail yet</p> <p>Question: is there usually a crèche?</p> <p>No, and we are not required to provide this service.</p> <p>Question: Can we consider this in order to make the event accessible to all?</p> <p>We have inclusivity statements, are we not bound to explore this?</p> <p>It would make logistical planning difficult. The Assembly is a business meeting. For the Convention, it is down to each individual to make arrangements. At present, resources for childcare are not available but could be considered for future.</p> <p>Request for extra volunteers to join the organising committee: Zoe</p>	
<p>Item 9: Budget for 2017/18</p> <p>The Treasurer presented her recommendations for the budget:</p> <p>Current FY2016/17</p> <ol style="list-style-type: none"> 1. Decide at the next SEEIG additional contributions to other services boards. We will have finished FY2016/17 budget year. We can then see what excess funds in the current fiscal year we have to then send to other service boards. <p>Next FY2017/18</p> <ol style="list-style-type: none"> 1. Maintain a prudent reserve of £1000. 2. Increase convention project budget from £2500 to £3000 based on revised cost estimates. Please note it is expected that this is for cash flow only, as ultimately we expect the costs to be recouped for delegate fees. 3. Assume that contributions from individual groups will be £6000. 4. Set an annual budget of £8,000 for operating costs, projects and contributions as per the split provided (See Section 2). The figures for projects will be amended during the live March meeting discussions based on outcome of projects agreed to be performed. Although contributions have lowered, very few project costs were incurred so we can leverage surplus from FY2016/17. <p>Recommendation 2: Withdrawn based on change of location for Assembly/Convention</p> <p>Recommendation 4: Project budget reduced to £2600 based on projects voted in at the meeting, therefore total budget of £7000</p> <p>Proposed by: Mayu</p>	<p>Exec. Sec. Add agenda topic for May: Budget Surplus 2016/17</p>

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Seconded: Vicky Adopted	
Any Other Business	
<ul style="list-style-type: none"> Cambridge Sunday evening meeting is changing location and moving to Saturday lunchtime Region 9 rep – can all who are eligible please consider standing for this position, as the hosts for next year it would be good to be represented Could we consider a retreat for later in the year? We have the money, it's a matter of finding those willing to take on the service. Could be brought back for the next meeting following on from launch of service database. Can we all commit to having an open mind at the meeting and listening respectfully to each other? Do we need to think about having more space for people to talk and new member have equal value and opportunity to contribute to the meeting? 	<p>Exec Sec to add retreat to May agenda</p> <p>Exec committee to address for next meeting</p> <p>Exec committee to address for next meeting</p>
Next meeting: Saturday 6th May	

Deadline for Officer reports: 15th April **Distribution of next agenda pack:** 22nd April

Glossary: Common abbreviations used in our documents

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

Useful website links

www.oasouthandeastengland.org.uk (Our IG website) www.oagb.org.uk (Our national website)
www.oa.org (The WSO website)