

**INTERGROUP MINUTES**

07.03.15 (2-5pm)

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

<b>IG Officer</b>	<b>Name</b>
Chair	Stuart
Vice Chair	Rosemary
Executive Secretary	Holly
Recording Secretary	Laurie
Treasurer	Barnaby
12th Step Within Comm Chair	Juliet
Outreach Committee Chair	Angela
Website Officer	Alex
Newsletter Officer	Emma
Telephone Officer	Deborah
Region 9 Officers	Francene
World Service Delegate	Caroline
	Francene

<b>MEETING</b>	<b>DAY</b>	<b>TIME</b>	<b>REP</b>
London (East Finchley) N2 8LT	SUN	11:00	Paul
London (Chelsea) SW10 9NH	SUN	11:00	Devra
Stevenage, SG2 0DJ	SUN	14:30	Nita
London (Clapham) SW4 0QZ	MON	19:00	Bianca
Beaconsfield HP9 2JW	MON	19:30	Sarah
London (Islington) N1 9UL	MON	19:00	Carolin
London (Southgate) N14 6RA	MON	20:00	Julie
Reading, Berkshire RG1 4BW	MON	20:00	Jean
London (Crouch End) N8 9TA	TUE	19:30	Angela
London (Barbican) EC1Y 8PN	TUE	19:30	Andrew
London (Brixton) SW2 3LU	WED	19:30	Odele
London (Balham) SW17 7BQ	THUR	19:00	Charlotte
Wembley, Middlesex HA9 8EW	FRI	19:30	Caroline
Reading, Berkshire RG2 7PW	FRI	19:45	Linda
London (Soho) W1D 3HZ	SAT	11:00	Caitlin

**IG Visitors**

Sheila  
Rachael

Agenda items	Action Points
<b>Meeting opened:</b> 2.00pm by Stuart (Chair)	
<b>Readings</b> Preamble: Sheila/ 12 Traditions: Caroline / 12 Concepts: Sarah/ Purpose of Intergroup: Caroline/Healthy Intergroup: Rachel	
<b>Apologies</b> None received	
<b>7<sup>th</sup> Tradition:</b> £Treasurer to confirm	
<b>Quorum:</b> Voting Members present 23. Quorum met (11)	
Minute Approval	
<p><b>Corrections and Amendments:</b></p> <ul style="list-style-type: none"> <li>• <b>Proposal:</b> The meeting moves to accept these minutes as an accurate record of the 10 Jan 2015 Intergroup meeting. <b>Moved by:</b> Caroline <b>Motion:</b> Adopted</li> <li>• <b>Matters Arising:</b></li> </ul> <p><b>Anonymity of IG minutes:</b> it was clarified that the recording secretary will continue to produce an anonymised and non-anonymised version of the minutes. Neither should include member's surnames. The anonymised version will have members emails and phone numbers removed. Any members who do not want their first name and email to appear on any version of the minutes should remove them from the meetings list.</p> <p><b>Proposal re: grants to new groups:</b> The exec committee clarified this item which was due to be added to the meeting agenda had been carried to the next IG agenda due to lack of time at this meeting (this will now be on the July agenda as May's IG is dedicated to the inventory).</p> <p><b>Purchase of new IG phone:</b> This was completed by the treasurer and cost £89.95 (budget agreed was £80). Phone officer has confirmed this phone is much more efficient than the old one.</p>	<p>Rec. Sec: Make agreed edits to January IG minutes</p>
<b>Officers' Reports</b>	<i>All Officer Reports appear in full in the Meeting Pack.</i>
<p><b>Chair:</b> Stuart. No additions. No questions.</p> <p><b>Vice Chair:</b> Rosemary. Addition: Rosemary has looked into 'Google Docs' for the IG calendar and has sent a test to Officers. She will continue looking into this. No questions.</p> <p><b>Executive Secretary:</b> Holly. No additions. No questions.</p> <p><b>Recording Secretary:</b> Laurie. No additions. No questions.</p> <p><b>Treasurer:</b> Barnaby. No additions. No questions.</p> <p><b>Website Officer: Alex.</b> Addition: The IG Website Committee is continuing</p>	

Agenda items	Action Points
<p>to look into the issues with the world service website and meetings list. Francene is leading communications with WS about this and WS have committed to updating all as soon as there is any news/fixes. In the interim Barnaby created a pdf meeting list. No questions.</p> <p><b>Newsletter Officer:</b> Emma. Addition: Emma has updated the email subscription list so it only includes active readers of the newsletter in its distribution.</p> <p>Question: How often does it go out?</p> <p>Answer: About every two months. There are no specific guidelines on how often it should go out.</p> <p>Question: Would the Newsletter Officer like a wider committee to help generate content?</p> <p>Answer: Yes. As a consequence of this answer, the vice-chair volunteered to work with the Newsletter Officer.</p> <p><b>Telephone Officer:</b> Deborah. Addition: Deborah didn't know to submit a report. The Exec Sec will make sure Deborah gets future emails about officer reports. There have been 30+ calls to the phone, mostly regarding meeting information due to the broken meetings list. Deborah now able to direct people to the pdf meeting list.</p> <p><b>World Service Officer:</b> Francene &amp; Caroline. Addition: Apologies given for next meeting as both will be at WSBC. They will provide an estimate of day to day expenses at the conference to the treasurer before they leave for the WSBC.</p> <p><b>Region 9 Rep:</b> Francene. No additions. No questions.</p> <p><b>NSB Reps:</b> Vacant</p>	<p>Francene- update IG members when WSO provide further information about WS website</p> <p>Rosemary- liaise with Newsletter Officer outside of IG to support with Newsletter</p> <p>Holly- ensure Deborah has info about what needs to be included in her officer report and when she needs to submit it</p>
<p><b>Committee work:</b> 14.15</p>	
<p><b>Break:</b> 15.20</p>	
<p><b>Item 1: IG Inventory</b></p> <ul style="list-style-type: none"> <li>• <b>Proposal 1:</b> Holding an extraordinary meeting (i.e. an additional meeting – not our regular bi-monthly meeting) to carry out the inventory. Anticipated length – 3 hours. Possibility of holding a workshop on the same day, and opportunity for fellowship.</li> <li>• <b>Proposal 2:</b> Dedicating May's Intergroup meeting exclusively to the Intergroup inventory. This would mean no committee meetings, and no other business to be discussed. Any business would need to be carried over to July's Intergroup meeting.</li> <li>• <b>Notes:</b> Discussed idea of inventory being added to consecutive IG agendas, dealing with a couple of points at a time whilst others suggested the inventory was so important it should be addressed as one item so a full discussion could be had, therefore a third proposal was not made.</li> <li>• It was agreed however that the exec committee would complete some of the more 'administrative' inventory items prior to May meeting to save time.</li> </ul>	<p>Exec committee to complete some of the inventory prior to May IG</p> <p>Entire May IG agenda will be dedicated to IG inventory</p>

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<ul style="list-style-type: none"> <li>Motion 1: 6 votes. Motion 2: 17. <b>Motion 2: Adopted</b></li> </ul>	
<p><b>Item 2: Edits to Vice Chair Role Description</b></p> <ul style="list-style-type: none"> <li><b>Motion:</b> To insert into the Vice Chair role description the following addition 'To assist the Chair in maintaining conduct, order and timings at IG meetings.'</li> <li><b>Moved by:</b> Rosemary</li> <li><b>Notes:</b> Discussion and agreement that the Vice-Chair had already assumed this role within the current IG meeting and it was working well and tackling many of the challenges around process and behavior arising at the January IG meeting. Therefore, there was a feeling that it was assumed this was already part of the Vice Chair role and did not need to be formally added and that the Vice Chair should continue in this function without changing the role description.</li> <li><b>Motion:</b> Not adopted</li> </ul>	<p>Vice Chair to continue supporting Chair in running of meeting</p>
<p><b>Item 3: Draft IG budget</b></p> <ul style="list-style-type: none"> <li><b>Notes:</b> Points made during the budget discussion were: The 7th tradition leaflet says that IG/groups are not self-supporting if they are not contributing to the service structures Concern that 40% of budget is going towards WSBC attendance and on the other hand guidance from OAWSB that groups/IGs that are financially struggling should avoid temptation to reduce investment in service structure involvement as this supports development of strong groups The need to clarify IGs plans and priorities before we can vote on a budget so that we should wait until we finish inventory before agreeing a budget</li> <li><b>Motion:</b> Exec committee will put in place an interim budget to determine what is appropriate expenditure. This is to be presented to the IG for approval at the July IG.</li> <li><b>Moved by:</b> Barnaby</li> <li><b>Motion:</b> Adopted</li> </ul>	<p>Treasurer to work with exec committee to create draft IG budget</p>
Committee Reports	
<p><b>12<sup>th</sup> Step Within Committee</b> Chair: Juliet</p> <ul style="list-style-type: none"> <li>They have produced flyers for the retreat</li> <li>9 of 30 spaces are filled</li> <li>Reiterated that the aim is to be self-supporting. The last workshop the committee ran was actually profit making and raised money for IG</li> <li>Committee has referred to an OA guide on running workshops</li> <li>November and June workshops are also in the pipeline</li> </ul>	
<p><b>Outreach Committee</b></p>	

Agenda items	Action Points
Chair: <b>Angela</b> <ul style="list-style-type: none"> <li>• Preparations are on track for the Eating Disorder Conference on 18-20 March</li> <li>• Rota of volunteers is filled for this</li> </ul>	
Any Other Business	
None	

**14 April:** deadline for Officer reports

**18 April:** distribution of next agenda pack

**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.oa.org](http://www.oa.org) (*The WSO website*)

[www.oagb.org.uk](http://www.oagb.org.uk) (*Our national website*)