

**INTERGROUP AND AGM MINUTES**

**Saturday 5 March 2016 (2-5pm)**

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

IG Officers		
IG Officer	Name	Email
Chair	Caroline	<a href="mailto:chair@oasouthandeastengland.org.uk">chair@oasouthandeastengland.org.uk</a>
Executive Secretary	Rachael	<a href="mailto:secretary@oasouthandeastengland.org.uk">secretary@oasouthandeastengland.org.uk</a>
Recording Secretary	Laurie	<a href="mailto:rec.secretary@oasouthandeastengland.org.uk">rec.secretary@oasouthandeastengland.org.uk</a>
Outreach Committee Chair	Sheila (acting)	<a href="mailto:outreachchair@oasouthandeastengland.org.uk">outreachchair@oasouthandeastengland.org.uk</a>
Newsletter Officer	Emma	<a href="mailto:newsletter@oasouthandeastengland.org.uk">newsletter@oasouthandeastengland.org.uk</a>
Region 9 Officers	Francene	<a href="mailto:region9@oasouthandeastengland.org.uk">region9@oasouthandeastengland.org.uk</a>
Treasurer (by phone)	Mayu	<a href="mailto:treasurer@oasouthandeastengland.org.uk">treasurer@oasouthandeastengland.org.uk</a>
World Service Delegate	Holly	<a href="mailto:worldservice@oasouthandeastengland.org.uk">worldservice@oasouthandeastengland.org.uk</a>
IG Reps		
Meeting Description	Name	
London (Earls Court) (OA How) SW5 9JF, Sun, 14.00	Melissa	
Stevenage, The Living Room, SG2 0DJ, Sun, 14.30	Nita	
Cambridge CB1 2RG, Sun, 19.00	Corrina	
London (Clapham) SW4 0QZ, Mon, 19.00	Venetia	
Reading, Berkshire RG1 4BW, Mon, 19.00	Kathleen	
London (Spitalfields), E1 5JQ, Tues, 07.30	Lea	
London (Hinde St) W1U 2QJ, Tues, 11.30	Caroline	
Cranham RM14 1RG, Weds, 20.00	Linda	
Borehamwood, Hertfordshire WD6 3PJ, Weds, 20.00	Gregory	
London (Tooting Bec) SW17 7RH, Thurs, 19.00	Becky	
Cheshunt, Thurs, 19.00	Judith	
Cambridge CB1 2LW, Thurs, 19.15	Corrina	
Reading, Berkshire RG2 7PW, Fri, 19.45	Linda	
London(Spitalfields) E1 5JQ, Fri, 18.00	Lesley	
London (Hendon) NW4 2AA, Sat, 10.00	Vicky	

**IG Visitors**

Reading, Friday - Lucy

**Agenda items**

**Action Points**

Agenda items	Action Points
<p><b>Meeting opened</b> 2.00pm by Chair with a moment of silence for the still suffering compulsive eater followed by the serenity prayer</p> <p>Chair welcomed IRs attending for the first time and Exec Sec ensured they had a newcomer pack.</p>	
<p><b>Readings</b> Preamble: Sheila; 12 Traditions: Holly; 12 Concepts: Corinna; Purpose of Intergroup: Caroline; Healthy Intergroup: Emma.</p>	
<p><b>Introductions</b> All IG members present introduced themselves.</p> <p><b>Apologies</b> Rosemary, Vice Chair Angela, World Service Officer Juliet, Telephone Officer Mayu, Treasurer</p>	
<p><b>7<sup>th</sup> Tradition</b> £46.07 by Treasurer</p>	
<p><b>Committee work 14.15 – 15.00</b></p>	
<p>The committees and their purpose were introduced by Caroline (Chair) and then the meeting moved into the committee meetings.</p>	
<p><b>Agenda resumes 15.00</b></p>	
<p><b>Reading</b> Healthy Intergroup</p>	
<p><b>Quorum</b> (IG quorum is 11 voting members) 17 voting members- quorum met</p>	
<p><b>Minute Approval 15.00</b></p>	
<p><b>Corrections and Amendments noted</b> The meeting moves to accept these minutes (with agreed amendments) as an accurate record of the 7 November 2015 SEEIG meeting. <b>Moved by:</b> Rachael <b>Seconded:</b> Linda <b>Proposal:</b> Adopted <b>Matters Arising:</b> None Chair asked for someone to act as timekeeper for the meeting, Emma assumed this role.</p>	<p>Rec. Sec. to make agreed edits to January 2016 IG minutes</p>
<p><b>Officers' Reports 15.10</b></p>	<p><i>All Officer Reports appear in full in the Meeting Pack.</i></p>
<p><b>Chair:</b> No additions. Question: did we hear anything from the meetings in Kent and Essex whose region has now been added to SEEIG due to their IG closing? Six meetings were contacted. Three have responded. One has sent an IR today. <b>Vice Chair:</b> Absent. No additions. No questions. <b>Executive Secretary:</b> Addition: we have lost the contact details for an IR for Monday, Hinde Street. If anyone attends any of the meetings where we don't have IR contact details can we be proactive in trying to find IR information and passing to the Exec Sec. No questions. <b>Treasurer:</b> No additions. Question: One of the entries for 19 January, £100 was for Beaconsfield Wednesday but it should be Beaconsfield Monday. <b>Website Officer:</b> Position vacant. Question: can we make a separate website for meeting details as it's very difficult to find information, especially for newcomers? Chair: we don't have a Website Officer so we are aware website needs more regular updating. Anyone keen to help with this can join the website committee. Chair clarified purpose of the web committee. Exec. Sec.</p>	<p>Chair to ask Treasurer to make amendment in finance report regarding Beaconsfield payment</p>

Agenda items	Action Points
<p>reminded IG of the downloadable pdf of meetings in the region.</p> <p><b>Newsletter Officer:</b> Additions: still looking for submissions. Deadline is 10 March. No questions.</p> <p><b>Telephone Officer:</b> No additions. No questions</p> <p><b>Region 9 Rep:</b> Additions: Region 9 rep clarified what region 9 is. Region 9 rep Francene announced she is stepping down from this role. Question: what are region 9 fundraisers? They are things made and sold by region 9 to raise funds e.g. bookmarks.</p> <p><b>Outreach Committee Chair:</b> No additions. Question: what are abstinence requirements for speakers list? In policy there are requirements set out for undertaking PI. Policies are on the OASEEIG website.</p> <p><b>World Service Officer:</b> No additions. No questions.</p> <p><b>12<sup>th</sup> step within committee chair:</b> No additions. No questions.</p> <p>Question: where are the details for abstinence requirements for roles and committees? Chair: in byelaw and policy documents on OASEEIG website</p>	<p>Deadline for newsletter submission is 10 March so anyone keen to make a contribution please send to Newsletter Officer</p>
<b>Break 15.30 to 15.45</b>	
<b>Agenda Items 15.45</b>	
<p><b>Item 1: Web Officer</b></p> <p><b>Nominee:</b> Lesley <b>Seconded:</b> Rachael</p> <p>Nominee gave overview of how she meets requirements.</p> <p>Question: what is nominee's knowledge of the traditions? Nominee responded.</p> <p>Question: As web officer you would be working with a web committee. Could you tell us about your experience of working with a committee or team? Nominee responded.</p> <p>Question: could anyone offer mentoring around traditions to the nominee? Chair: the web committee could provide this support and experience.</p> <p><b>Yes: 17 No: 2</b></p> <p><b>Nominee:</b> Elected</p>	
<p><b>Item 2: Tent card</b></p> <p>Region 9 rep introduced purpose of the tent card as per the meeting notes. R9 rep explained that every OA meeting in our region receives services from OASEEIG; region 9 and WSO and invited anyone unclear about what those services are to speak to the Region 9 reps after the meeting. R9 rep explained that money for all of those levels of service comes predominantly from meetings. Purpose of tent card is to clarify for meetings how much they would need to give weekly to different levels of service so that each service body meets their budget requirements. R9 rep explained this information is to provide clarity for meetings and that IG appreciates not all groups can actually afford to make donations currently. Region 9 rep invited IRs to take an interest in budgets for different service levels to understand how their meeting's 7<sup>th</sup> tradition is being used. Region 9 rep explained there is a lot of OA literature available on 7<sup>th</sup> tradition.</p> <p><b>Question:</b> how do we send money to region 9? Region 9 rep: there will be a follow up communication after IG to provide step by step instructions on how groups can contribute to region 9.</p> <p><b>Point of clarification from Exec Sec:</b> It would be acceptable for meetings to send all money to the OASEEIG treasurer and explain to them how they want the 7<sup>th</sup> tradition to be split between OASEE, region 9 and WS. The treasurer will then action this.</p> <p><b>Question:</b> do we need a new treasury process to handle this? Region 9 rep: this has already been discussed with the Treasurer and a process agreed.</p>	
<b>Item 3: Budget</b>	

Agenda items	Action Points
<p><b>Questions and clarifications</b></p> <p><b>Clarification:</b> we are voting on proposed budget for financial year 2016-17</p> <p><b>Question:</b> if we are spending more on sending delegates- why are we not spending more on outreach to implement ideas gained at World Service?</p> <p>Treasurer: In previous years the decisions to send two reps has been voted for but not budgeted for in advance so this is to anticipate a likely decision being made this year and enable better financial planning for it. The PI committee can request an increased budget and it is recommended this is based on planned projects. We could increase the PI budget either by moving funds from other line items or taking money from surplus.</p> <p>PI Committee Acting Chair: the original budget for PI was based on cost of undertaking the EDC which is a substantial cost, however the committee have decided not to undertake the event again resulting in underspend of PI budget for 2015-16 and reduction in PI budget for 2016-17.</p> <p>Question: Does anybody else from UK attend WSBC? Region 9 Rep: every IG (there are 10 in the UK) is allowed to send 1 delegate per 15 meetings. OASEEIG would therefore qualify for around 6 reps. About 3 IGs send WS delegates. OAGB sends one delegate to represent the IGs that do not send delegates.</p> <p>Comment: thank you to treasurer for such a comprehensive and accessible report</p> <p><b>Proposals</b></p> <p>Region 9 Rep: proposal to change the percentages of the £550 total service contributions to the following configuration:</p> <p>OAGB: 37%</p> <p>Region 9: 19%</p> <p>WS: 44%</p> <p>Question: how would the new percentages change from the current distribution percentages? Region 9 rep: This is still being clarified and a formal proposal will be brought when guidance from other service levels is clarified.</p> <p><b>Vote</b></p> <p>IG agreed to vote for the whole budget proposal collectively.</p> <p><b>Treasurer proposes budget. Seconded: Francene</b></p> <p><b>Yes: 16 No: 0</b></p> <p><b>Proposal: Carried</b></p> <p>Distribution of 7<sup>th</sup> tradition to service levels</p> <p>Region 9 rep explained current distribution levels and new proposed distribution levels which are:</p> <ul style="list-style-type: none"> <li>• 203.50 to OAGB -37%</li> <li>• 242.50- 44%</li> <li>• 104.50 to Region 9- 19%</li> </ul> <p><b>Proposal:</b> to change percentages of distribution to service bodies to above percentages.</p> <p><b>Brought by: Francene. Seconded by: Holly</b></p> <p><b>Yes: 13 No: 0</b></p> <p><b>Motion: Carried</b></p>	
<p><b>Item 5: Proposals to change way we undertake OASEEIG business</b></p> <p>Chair introduced this item and explained rationale for this item being brought to the agenda by the IG Exec Board, which is to make the best use of IG meeting time and enable the best quality discussions possible at IG.</p> <p><b>Questions and clarifications</b></p> <p>Question: regarding motion 4- who would feedback on agenda items go to?</p>	<p>Any IR to send any further suggestions to change IG business to the Exec Board</p> <p>Any amendments to current proposals to be sent to Exec</p>

Agenda items	Action Points
<p>Chair: whoever proposed the agenda item. Their contact details would be provided.</p> <p>Question: regarding the proposal for the two committees being removed from the agenda, what was the rationale for them meeting within IG time? Chair: to encourage IRs to get involved in those aspects of IG business i.e. PI and 12<sup>th</sup> step within.</p> <p>Question: are there any other committees? Chair: there are three standing committees: PI, Web committee, 12<sup>th</sup> step within committee. Periodically time bound ad hoc committees are set up to address specific projects.</p> <p>Question: would a hybrid of the proposals be considered? Chair: Yes, these are just suggestions, more are welcome</p> <p>Clarification by Exec Sec: the rationale for proposal on officer reports is because these reports are fact based not items for discussion and therefore if there is no questions on officer reports we can save time for the agenda items</p> <p><b>Vote on whether to progress motions for further discussion on May agenda</b></p> <p>Motion: meeting time extension <b>Yes: 8 No: 5 Motion:</b> taken forwards</p> <p>Motion: removal of committee meetings <b>Yes: 11 No: 3 Motion:</b> taken forwards</p> <p>Motion: advance submission of questions for officer reports <b>Yes: 10 No: 3 Motion:</b> taken forwards</p> <p>Motion: input on agenda items <b>Yes: 7 No: 5 Motion:</b> taken forwards</p>	Board
<b>Any Other Business</b>	
None	
<b>Meeting closes: 5 pm</b>	
Chair closes meeting with the serenity prayer.	
<b>Next meeting</b>	
Next scheduled IG meeting: Saturday 7 May 2016 2-5pm	

#### 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)