

INTERGROUP AND AGM MINUTES

Saturday 7 November 2015 (1-5pm)

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

IG Officers		
IG Officer	Name	Email
Vice Chair	Rosemary	vicechair@oasouthandeastengland.org.uk
Executive Secretary	Holly	secretary@oasouthandeastengland.org.uk
Recording Secretary	Laurie	rec.secretary@oasouthandeastengland.org.uk
12th Step Within Committee Chair	Juliet	12thstepchair@oasouthandeastengland.org.uk
Outreach Committee Chair	Angela	outreachchair@oasouthandeastengland.org.uk
Website Officer	Alex	web@oasouthandeastengland.org.uk
Newsletter Officer	Emma	newsletter@oasouthandeastengland.org.uk
Telephone Officer (Acting)	Caroline	telephone@oasouthandeastengland.org.uk
Region 9 Officers	Francene	region9@oasouthandeastengland.org.uk
	Holly	-
World Service Delegate	Caroline	worldservice@oasouthandeastengland.org.uk
	Francene	-
IG Reps		
Meeting Description	Name	
London (Soho) W1D 3HZ; SUN; 10.30	Denise	
London (Swiss Cottage) NW3 3NR; SUN; 11.00	Sonya	
Stevenage, The Living Room, SG2 0DJ; SUN; 14.30	Nita	
Reading, Theale, Berkshire RG7 5AS; SUN; 19.00	Shelley	
Norwich, Norfolk NR3 1AZ; MON; 18.15	Trevor	
Beaconsfield HP9 2JW; MON; 19.30	Sarah	
Reading, Berkshire RG1 4BW; MON; 20.00	Kathleen	
St Albans, AL3 6DJ; TUE; 19.30	Claire	
London (Barbican) EC1Y 8PN; TUE; 19.30	Gill	
London (Tooting Bec) SW17 7RH; THUR; 19.00	Emma	
Reading, Berkshire RG2 7PW; FRI; 19.45	Linda	
London (Wimbledon) SW19 1SB; SAT; 10.00	Danielle	

IG Visitors

Sheila
Mayu
Rachael

Agenda items	Action Points
Meeting opened: 1.00pm by Rosemary (Acting Chair) followed by the serenity prayer and a moment of silence for the still suffering compulsive eater	
Readings Preamble: Holly; 12 Traditions: Sarah; 12 Concepts: Sheila; Purpose of Intergroup: Caroline; Healthy Intergroup: Laurie	

Agenda items	Action Points
Apologies Stuart, Chair-. Covered by Rosemary (Vice Chair) Barnaby, Treasurer	
7th Tradition: £49.71 by Treasurer	
Quorum: Quorum met (21).	
Committee work: 13.15 – 14.00	
Reading: Healthy Intergroup by Rosemary (Acting Chair)	
Minute Approval	
Corrections and Amendments noted The meeting moves to accept these minutes as an accurate record of the 5 September 2015 SEE Intergroup meeting. Moved by: Francene Seconded: Caroline Motion: Adopted Matters Arising: Page 1: NSB should be NA representative Page 2: Caroline, member of web committee, has made the downloadable London list and added to the website Page 3: Update from Francene that issue in item 5 wasn't raised at region 9 Page 4: Meeting raised that the notes on the prudent reserve and discussion at last meeting on this topic were not clear and request that the next treasurer clarifies prudent reserve	Rec. Sec: Make agreed edits to September IG minutes New treasurer to resolve prudent reserve issue
Officers' Reports	<i>All Officer Reports appear in full in the Meeting Pack.</i>
Chair: Absent. No questions. No additions. Vice Chair: No additions. Question: has Vice Chair completed the calendar? Response: The plug-in has not been added yet but the fellow able to do this is still available and Vice Chair will liaise to organise with them. Web Officer has put a calendar on home page in the interim. Executive Secretary: No questions. No additions. Recording Secretary: Made apology for absence and thanked Sheila for covering. No questions. Treasurer: Absent. Point raised that the way treasurer has presented budget makes IG look hugely in deficit and that the budget reports are not clear accessible. Request that new treasurer present budgets in a different and clearer format. Website Officer: In Officer absence, Francene circulated instructions for downloading meeting lists from OA.org website. Caroline suggested asking the web officer to provide a list of London meetings in downloadable format; Newsletter Officer: No additions. No questions. Acting Telephone Officer: Addition: we are receiving a call a day, sometimes 2 or 3 and that the Radio 4 Women's Hour show seemed to impact call numbers. Request for web committee to look at possibility of putting the OA interview section of the Radio 4 show on the IG website World Service Officer: No additions. No questions. Region 9 Rep: No questions. Additions: a UK based banker was found and Francene was elected for chair of region 9. NSA Reps: Absent. No questions. Addition (by Francene): clarification of a point from NSA that when OA literature is bought electronically the monies go to World Service but when we buy paper literature the monies go to OAGB.	New treasurer to adapt the budget reports to make them clearer and more accessible to IG members Web committee to look at possibility of putting the OA interview section of the Radio 4 show on the IG website
Item 1: Officer Elections	

Agenda items	Action Points
<p>Introductions: Exec Secretary clarified that all officer positions being elected with exception of NSA representative; Region 9 representative; Committee Chairs Question: how long are officer positions held and is the same for committee chairs? Response: Executive Officers 1 year; WSR 3 years and that positions start from the IG after the election (January 2016). Exec Secretary read IG officer responsibilities and board member responsibilities</p> <p>Elections: Each elected by this process: 1) Exec Secretary reads responsibilities and qualifications for position; 2) nominations made; 3) nominees give service history; 4) voting by ballot; 5) votes reported by Chair</p> <p>Chair Nominee: Caroline Seconded by: Francene Votes: Yes 18 No 1 Result: Caroline elected Chair</p> <p>Vice Chair Nominee: Rosemary Seconded by: Laurie Votes: Yes 21 No 0 Result: Rosemary elected Vice Chair for second term</p> <p>Executive Secretary Nominee: Rachael Seconded by: Sarah Questions: 1) This is a big role, has the nominee considered all aspects? Response: Yes and has been offered support with learning and handover. 2) Does the nominee have practical experience of this kind of work. Response: Yes and examples given Votes: Yes 21 No 0 Result: Rachael elected Executive Secretary</p> <p>Recording Secretary Nominee: Laurie Seconded by: Caroline Questions: None Votes: Yes 20 No 0 Result: Laurie elected Recording Secretary for second term</p> <p>Treasurer Nominee: Mayu Seconded by: Angela Questions: 1) Can an officer be elected temporarily? Response: No but any officer can resign with immediate effect without giving a reason. 2) How quickly can a treasurer handover given they are the signatory on the account? Response: There are multiple signatories. 3) Does the nominee feel able to present the accounts in a more accessible way than to date? Response: Yes. Votes: Yes 19 No: 1 Result: Mayu elected Treasurer</p> <p>Website Officer No nominees Result: Website committee will continue to maintain the website</p> <p>Newsletter Officer Nominee: Emma Seconded by: Caroline</p>	<p>All newly elected officers to assume positions from January IG and to undertake any required handover and preparation for this prior to the meeting</p> <p>Treasurer to review and update the way IG budget is presented to make it clearer</p>

Agenda items	Action Points
<p>Questions: 1) How often is the newsletter sent? Response: Roughly quarterly but there are no guidelines on this. 2) Would a newsletter committee be useful? Response: Yes.</p> <p>Votes: Yes: 18 No 0 Result: Emma elected Newsletter Officer for second term</p>	
Break 15.20 to 15.35	
<p>Elections continue</p> <p>Telephone Officer</p> <p>Nominee 1: Odele (by proxy via Angela) Seconded by: Angela Nominee 2: Alex Seconded by: Francene Nominee 3: Juliet Seconded by: Emma Votes: Juliet: 15 Odele: 4 Alex: 1 Result: Juliet elected Telephone Officer</p> <p>World Service Business Conference delegate</p> <p>Nominee 1: Caroline Seconded by: Francene Nominee 2: Holly Seconded by: Laurie</p> <p>Questions: Clarity was sought regarding how many delegates we were electing. It was clarified and agreed by the meeting that we were electing one delegate and one alternate delegate to attend in the place of the delegate in the event they cannot attend WSBC. It was further clarified and agreed that at the January IG meeting when the IG budget is reviewed, IG may then determine to send both the delegate and alternate delegate if budget allows, but this will be determined at January IG.</p> <p>Votes: Caroline Yes: 16 N: 2 Result: Caroline elected WSBC delegate Holly Yes: 17 N: 1 Result: Holly elected alternate WSBC delegate</p>	<p>Exec Secretary to ensure issue of sending both the delegate and alternate delegate to WSBC is on agenda for January IG</p>
<p>Item 2: Abstinance requirements for IG</p> <p>Rosemary brought a proposal regrading abstinance requirements for IG committee members to the agenda. However, the IG bylaws require a proposal that would change the byelaws as this would to be given with thirty days notice. Therefore, as the proposal was not submitted in this timeframe it could not formally be voted upon. IG had a discussion about the principles of the proposal.</p> <p>The executive secretary reminded the meeting that the current abstinance requirements related to committees at IG were six months for committee chairs and six months for PO committee members undertaking public outreach.</p> <p>There was a consideration throughout the discussions that there are two separate issues at hand: 1) abstinance requirements for IG reps (GSRs) which are currently left to conscience of individual OA groups and 2) abstinance requirements for IG committee members. It was clarified that IG members are not required to participate in a committee and therefore different abstinance guidelines could be sent for IG reps and committee members.</p> <p>Points were raised on both sides, for and against changes to abstinance requirements and it was agreed two new proposals would be brought forwards separately addressing abstinance for IG reps and IG committee members.</p> <p>To meet the required deadline this proposal must be submitted and circulated to reps by 10 December 2015.</p>	<p>Angela to draft new abstinance proposals- liaising with other officers and IG members as useful and to circulate by 10 December</p>

Agenda items	Action Points
<p>Item 3: Pleshey Retreat</p> <p>Proposal for OA SEEIG to endorse the Pleshey Retreat</p> <p>Amendment submitted by Francene: OA SEEIG to endorse Pleshey Retreat and to make a request for retreat organisers to consider splitting any excess monies made from the retreat between SEE IG and NSB to be in line with the OA suggested guidelines to donate to two service levels higher (rather than just NSB as they currently do)</p> <p>Vote on proposal with amendment: Yes: 16 No: 0 Result: proposal passed with amendment</p>	<p>Exec Sec to request for retreat organisers to consider splitting any excess monies made from the retreat between SEE IG and NSB to be in line with the OA suggested guidelines to donate to two service levels higher (rather than just NSB as they currently do)</p>
Committee Reports	
<p>12th Step Within Committee</p> <p>Chair: Rachael (acting chair)</p> <p>A sub-committee has been set up to support struggling meetings.</p> <p>Workshop plans are continuing.</p> <p>12th step within day in OA worldwide is 12 December and the committee will be sending a flyer to groups in IG region with a theme around contacting twelve fellows on this day to offer support and fellowship.</p>	
<p>Outreach Committee</p> <p>Chair: Angela</p> <p>Committee now has a recording secretary (Caroline) and keeping track of actions is really valuable and supporting positive progress forwards,</p> <p>Committee has developed an information sheet on how to post adverts about local groups on Gumtree</p> <p>Committee is developing a template PI pack to enable groups to undertake PI</p> <p>Committee agreed not to participate in EDC 2016 due to concerns about value for IG in the previous year</p> <p>Committee is organising a committee meeting in December between IG meetings</p>	
Any Other Business	
None	
Next meeting: Saturday 9 January 2016	

Deadline for Officer reports: 15 December 2015: **Distribution of next agenda pack:** 19 December 2015

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*)