

MINUTES

Saturday 12th January 2013 (2-5pm)

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

Attendees			
<u>IG Officers</u>	Name	Phone	Email
Vice Chair	Stuart		vicechair@oasouthandeastengland.org.uk
Executive Secretary	Francene		secretary@oasouthandeastengland.org.uk
Recording Secretary	Ceri		rec.secretary@oasouthandeastengland.org.uk
Treasurer	Jackie		treasurer@oasouthandeastengland.org.uk
Newsletter Officer	Deborah		newsletter@oasouthandeastengland.org.uk
PI/PO Officer	Lucy		outreachchair@oasouthandeastengland.org.uk
Web Officer	Alex		web@oasouthandeastengland.org.uk
NSB Officer	Angela		nsb@oasouthandeastengland.org.uk
<u>IG Reps</u>	Name	Phone	Email
East Finchley, Sunday	John		
Chelsea, Sunday	Charlotte		
Clapham, Monday	Rosie		
Islington, Monday	Florence		
Reading, Monday	Sarah		
Hinde St Tuesday 11.30am	Caroline		
Hinde St Tuesday 6.30pm	Deborah		
Wimbledon, Tuesday	Christy		
Crouch End, Tuesday	Stuart		
Bethnal Green, Wednesday	Lyn		
St Mary Le Bow, Wednesday	Emma		
Woodside Park, Wednesday	Angelo		
Stevenage, Wednesday	Clarie		
Hinde St, Friday 12.15pm	Kim		
Hinde St, Friday 6.30pm	Mansoureh		
Reading, Friday	Sheila		
Greenwich, Saturday	Brenda		
Hinde St, Saturday	Lucy		

Agenda items	Action points
Meeting opened: 2:00pm by Stuart (Vice Chair)	
Readings Preamble: Sheila • 12 Traditions: Angelo • 12 Concepts: Mansoureh • Purpose of Intergroup: Christy	
Apologies Officers: Caroline (Chair) / Elizabeth (Telephone Officer) / Jacqueline (World Service Officer) / Catherine (Region 9)	
7th Tradition: £42.20	
Quorum: Voting Members present 19. Quorum met (11)	
Minute Approval	
Corrections and Ammendments: <ul style="list-style-type: none"> • Proposal: The meeting votes to accept these minutes as an accurate record of the November 2012 IG meeting. Moved by: Ceri. Motion adopted. Matters Arising: <ul style="list-style-type: none"> • Proposal: To hold elections at either the March or May IG meeting to elect a new Region 9 rep. Moved by: Stuart. Motion adopted. 	Executive Secretary: To add this item to the Agenda for the March IG Meeting.
Officers' Reports	<i>All Officer Reports appear in full in the Meeting Pack.</i>
Chair: Caroline - No questions Vice Chair: Stuart - No questions Executive Secretary: Francene <ul style="list-style-type: none"> • 1. Dates: <ul style="list-style-type: none"> Next IG meeting, 16 February: WSBC motions (2-5pm in the Boardroom of Chelsea & Westminster Hospital) 19 January: OA 53rd Birthday 23 February: OA Unity Day • 2. Logo: <ul style="list-style-type: none"> Your flyer or event must be IG approved to use our logo permission. Groups can apply on a one time basis to use the logo from WSO. • 3. Check that your meeting is getting A Step Ahead from WSO • 4. This is "The Year Of Abstinence Awareness" - details in A Step Ahead • 5. There is a new suggested meeting format on OA.org. Emphasis on Abstinent Sponsors and Lifeline • 6. Please use the 'check in' sheet to make additions/corrections to contact information for IG, rather than the separate form until further notice. Please use additional space at the bottom of last page if necessary. 	

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<p>Recording Secretary: Ceri - No questions</p> <p>Treasurer: Jackie</p> <ul style="list-style-type: none"> • Are bank statements now going to new treasurer? Forms have been filled in so new address should kick in soon. <p>Website officer: Alex</p> <ul style="list-style-type: none"> • Hand-over imminent, in the mean time Alex and Patrick still working together closely. • Who should we contact? Best solution is to email web@oasouthandeastengland.org.uk since that routes to both. <p>Newsletter officer: Deborah</p> <ul style="list-style-type: none"> • How can people sign up to get the newsletter? There's a sign-up page on the OASEE website (http://www.oasouthandeastengland.org.uk/newsletter/) If having problems, email Newsletter@oasouthandeastengland.org.uk for help/info. • How often is the newsletter sent? Normally monthly, but there wasn't one in December 2012 and won't be one in February 2013. • Will be researching another newsletter software and will report findings at March IG meeting. <p>Telephone officer: Elizabeth</p> <ul style="list-style-type: none"> • Telephone number has been changed to the new number on the website and everyone relevant has been notified of the new mobile number (OAGB, OA Worldwide etc) <p>World Service Officer: Jacqueline - No questions</p> <p>Region 9 Rep: Vacant</p> <p>NSB Reps: Angela, Jacqueline, Wendy - No questions</p>	
<p>2.15 – 3.00 Committee work.</p>	
<p>Break: 3.30-3.45</p>	
<p>Agenda Items</p>	
<p>Item 1: Profit from National Assembly</p> <ul style="list-style-type: none"> • Proposal: OASEE IG should contribute the profit from the National Assembly to OAGB. • Moved by: Francene. Motion adopted. 	<p>Treasurer: Make the contribution.</p>
<p>Item 2: Officer Job Descriptions for Policy Manual</p> <ul style="list-style-type: none"> • Proposal: To include the job descriptions for Intergroup Officer positions in the policy manual. <ul style="list-style-type: none"> • Amendment: Add an extra point to the description of the Web Officer's description that The Website officer will forward general enquiries which come into the Web@ email address to other officers as necessary. <ul style="list-style-type: none"> ▪ Amendment adopted. • Also, several editorial changes were accepted and reflected in the final motion. • Moved by: Executive Committee. Motion adopted 	

Agenda items	Action points
<p>Item 3: Digitising our Archived documents.</p> <ul style="list-style-type: none"> • Proposal: OASEEIG will allocate up to £400 to cover the costs of scanning OASEE Archive documents for electronic storage. • Moved by: Jackie. Motion adopted. 	
<p>Item 4: Officers Handling Multiple Roles.</p> <ul style="list-style-type: none"> • Proposal: Members elected to intergroup executive board shall no longer serve as Intergroup Representative for a meeting. Members elected to other Officer posts may also serve as Intergroup Representative for a meeting, but are encouraged to vacate the IR position. If a current officer is nominated for a second officer role, they shall carefully consider whether serving in two roles simultaneously best supports IG. • Moved by: Executive Committee. Motion adopted. 	
<p>Item 5: Proposals for OAGB</p> <ul style="list-style-type: none"> • Proposal 1: For OASEEIG to form a committee to draft a proposal to OAGB for an amendment to OAGB Bylaws regarding the "Third Legacy" election procedure. • Moved by: Francene. Motion lost. • Proposal 2. OASEEIG will submit a Resolution to OAGB for 2013 requesting a review of the structure of the assembly to include more time for committees, recovery workshops etc.. • Moved by: Francene. Motion adopted. 	
<p>Item 6: Storage of fundraising items.</p> <ul style="list-style-type: none"> • Proposal: A member of this intergroup should take the fundraising items that we have from the National Assembly (including 7th Tradition bags, book covers, pens) to store them. This person should bring the items to future events, workshops etc. for sale to raise funds for the Intergroup. • Moved by: Charlotte. Motion adopted 	<p>Deborah: To take the items and bring them back to the next meeting as she is unable to store them long term.</p>
Agenda items	Action points
<p>Committee Reports</p>	

<p>12th Step Within Committee Chair: Deborah (temporary, until March IG meeting).</p> <ul style="list-style-type: none"> • Agreed the existing purposes (To carry OA's message of recovery to those who suffer within the OA fellowship. To deal with relapse and issues of membership retention, offering the message of hope. To encourage OA members to maintain recovery and prevent relapse.) • Added an extra purpose: To support the NSB's 12 Step Within Officer (currently Angela). • Decided on some possible actions for the coming year: <ol style="list-style-type: none"> 1. Plan and run a series of Twelve Step workshops covering each step over 1 or 2 weeks, working with the NSB 12 Step Within Officer. 2. Plan and run a workshop on Strong Meetings. 3. Plan and run a workshop on The Tools of OA. 4. Maintain a list of members willing to chair on recovering from relapse, maintaining recovery and preventing relapse. 	<p>Executive Secretary: To add an item to the agenda for March to elect permanent chairs for each of the committees.</p> <p>All OA fellows in South and East England: To discuss at your meetings whether anyone can commit to chairing a committee. To come to IG meeting in March to stand for election.</p>
<p>Outreach Committee Chair Lucy (temporary, until March IG meeting).</p> <ul style="list-style-type: none"> • Discussed targetting South East England's student population via the press, churches, health food shops etc.. • Discussed putting together some guidelines for maintaining anonymity on the internet, particularly when participating in Social networks. 	
<p>Events Committee Chair Stuart (temporary, until March IG meeting).</p> <ul style="list-style-type: none"> • Decided on a more concise statement of purpose. Initial Goals <ol style="list-style-type: none"> 1. To investigate what would be involved in running a Region 9 assembly. 2. To support meetings who want to organise an event. 3. To plan and run fun events 4. To find out what people want from events by creating a survey to be sent to OA fellows. • Resolved to vote on questions for that survey at March IG meeting. • Resolved to decide at March IG meeting whether to put a formal bid together for hosting the Region 9 assembly (probably for 2015). 	

Agenda items	Action points
<p>AOB:</p>	
<p>Item 1: Chelsea and Westminster's recent Christmas Workshop experienced a glitch with room hire. The solution reached at the time was that the room hire was waived by Chelsea and Westminster Hospital, but concerns have been voiced that this breaches our Seventh Tradition. The funds raised from the event have already been contributed to OASEE IG.</p> <ul style="list-style-type: none"> • Proposal: A member of the group who ran the event will get in touch with Chelsea and Westminster Hospital to find out how much the room hire would normally be charged at and Intergroup will make a Donation of that figure on behalf of the group. <p>Moved by: Ceri.</p> <ul style="list-style-type: none"> • Motion adopted. 	<p>Charlotte: To find out what the room hire cost would have been and to report back in March.</p> <p>Executive Secretary: To add agenda item for March IG meeting to vote to donate a suitable figure to Chelsea and Westminster Hospital in lieu of room hire for Christmas Workshop.</p>

Glossary: Common abbreviations used in our documents

AOB	Any other business	OASEE	OA South and East England
GSR	General Service Representative (<i>same as IR</i>)	OASEE IG	OA South and East England Intergroup
IG	Intergroup	PI	Public Information
IR	Intergroup Representative (<i>same as GSR</i>)	PO	Professional Outreach
MP	Meeting Pack	R9	Region 9 (<i>Europe, Africa & Middle East</i>)
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.oa.org (*The WSO website*)

www.oagb.org.uk (*Our national website*)