

**MINUTES**

**Saturday 2<sup>nd</sup> March 2013 (2-5pm)**

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

<b>Attendees</b>			
<b><u>IG Officers</u></b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Chair	Caroline		chair@oasouthandeastengland.org.uk
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
Events Chair	Stuart		eventschair@oasouthandeastengland.org.uk
TSW Chair	Deborah		12thstepchair@oasouthandeastengland.org.uk
Outreach Chair	Lucy		outreachchair@oasouthandeastengland.org.uk
Website Officer	Alex		web@oasouthandeastengland.org.uk
Newsletter Officer	Deborah		newsletter@oasouthandeastengland.org.uk
Telephone Officer	Elizabeth		telephone@oasouthandeastengland.org.uk
Region 9 Officers	VACANT		region9@oasouthandeastengland.org.uk
World Service Officer	Jacqueline		worldservice@oasouthandeastengland.org.uk
NSB Representatives	Wendy		
	Jacqueline		nsb@oasouthandeastengland.org.uk
	Angela		nsb@oasouthandeastengland.org.uk
<b><u>IG Reps</u></b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Sun 11am E. Finchley	John		
Sun 11am Chelsea	Charlotte		
Mon 8pm Southgate	Jill		
Mon 8pm Reading	Sarah		
Thur 6pm Bank	Emma		
Fri 6.30pm Hinde St	Mansoureh		
Fri 7.45pm Reading	Sheila		
Sat 11am Soho	Sarah		
Sat 6pm Godmanchester	Deb		
<b><u>Visitors</u></b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
	Kim		

Agenda items	Action Points
<b>Meeting opened: 2.00pm by Caroline (Chair)</b>	
<b>Readings</b> Preamble: <b>Jacqueline</b> / 12 Traditions: <b>Angela</b> / 12 Concepts: <b>Kim</b> / Purpose of Intergroup: <b>Jackie</b>	
<b>Apologies</b> <b>Officers: Stuart</b> (Vice Chair) / <b>Ceri</b> (Recording Secretary) / <b>Elizabeth</b> (Telephone Officer)	
<b>7<sup>th</sup> Tradition: £35.82</b>	
<b>Quorum:</b> Voting Members present 14. Quorum met (11)	
<b>Minute Approval</b>	
<b>Corrections and Ammendments:</b> <ul style="list-style-type: none"> <li>• <b>Proposal:</b> The meeting moves to accept these minutes as an accurate record of the January 2013 Intergroup meeting.</li> </ul> <b>Moved by:</b> Alex. <b>Motion: adopted.</b> <b>Matters Arrising:</b> <ul style="list-style-type: none"> <li>• Treasurer confirmed that profit from National Assembly was contributed to OAGB, as moved at January IG meeting.</li> </ul>	
<b>Officers' Reports</b>	<i>All Officer Reports appear in full in the Meeting Pack.</i>
<b>Chair: Caroline</b> - No questions. <b>Vice Chair: Stuart</b> - No questions. <b>Executive Secretary: Francene</b> – Further to report: <ul style="list-style-type: none"> <li>• WSO is going to survey groups in June.</li> <li>• There is a vacancy for Virtual Service Trustee at World Service level</li> <li>• We still do not have contacts for the following meetings. If you attend any of these meetings, or know someone who does, please request that they submit contact information to OASEE intergroup by emailing <a href="mailto:secretary@oasouthandeastengland.org.uk">secretary@oasouthandeastengland.org.uk</a> <ul style="list-style-type: none"> <li>▪ Tuesday 8pm – Priory SW15</li> <li>▪ Thursday 12.15pm – Hinde Street W1</li> <li>▪ Friday 12.15pm – Hinde Street W1</li> <li>▪ Saturday 12.45pm – Hinde Street W1</li> </ul> </li> </ul> <b>Recording Secretary: Ceri</b> - No questions. <b>Treasurer: Jackie</b> – Further to report: <ul style="list-style-type: none"> <li>• PO Box problem. <ul style="list-style-type: none"> <li>▪ A miscommunication meant that we were unaware that we had not paid for the service for the whole of last year.</li> <li>▪ As a consequence, we lost two letters with cheques enclosed.</li> <li>▪ Jackie sent a test letter to the PO Box but has not yet received it, which suggests the problem persists. We may need to review</li> </ul> </li> </ul>	

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<p>the service.</p> <ul style="list-style-type: none"> <li>▪ In the mean time we recommend that contributions to OASEE IG should be made electronically.</li> </ul> <p><b>Website Officer: Alex</b> – Further to report:</p> <ul style="list-style-type: none"> <li>• WSO is sending materials for website, including opportunity to subscribe to Lifeline Weekly (which is free and we are encouraged to pass it round)</li> </ul> <p><b>Newsletter Officer: Deborah</b> – Further to report:</p> <ul style="list-style-type: none"> <li>• Still seeking a second proofreader.</li> <li>• Newsletter archives now available on website.</li> </ul> <p><b>Telephone Officer: Elizabeth</b></p> <p>Q: Who receives calls to the OASEEIG number? A: Only one person – the Telephone Officer</p> <p><b>World Service Officer: Jacqueline</b> - No questions.</p> <p><b>Region 9 Rep: VACANT</b> – Election to be held at May IG meeting.</p> <p><b>NSB Reps: Jacqueline, Angela, Wendy</b> – Further to report: OAGB Website is being improved, but at the moment it is in an interim state. Next NSB meeting is 20 April 10am-4pm at MIC Centre, Euston Road.</p>	
<b>2.15-3.00 Committee work.</b>	
<b>3.30-3.45 Break.</b>	
<p><b>Item 1: Committee Chair Job Descriptions (Policy Manual amendment).</b></p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> To amend the job descriptions of the committee chairs to include: <ul style="list-style-type: none"> <li>▪ Produce a set of minutes and an agenda for each committee meeting.</li> <li>▪ To review and agree the minutes of the previous meeting at each meeting.</li> <li>▪ To attempt to have agreed and well defined actions from each meeting.</li> </ul> </li> <li>• <b>Moved by:</b> Jackie on behalf of Stuart.</li> <li>• <b>Motion: not adopted.</b></li> </ul>	<p><b>Francene, Jackie:</b> To communicate suggested amendments to Stuart that: meetings need not produce formal minutes; restrict meetings for which minutes are produced to those held during IG time.</p>
<p><b>Item 2: Committee Chair requirements.</b></p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> To reduce requirements for committee chairs to encourage people to come forward for these service positions.</li> <li>• <b>Moved by:</b> Francene on behalf of Stuart.</li> <li>• <b>Motion: not adopted.</b></li> </ul>	
<p><b>Item 3: Resolution for OAGB.</b></p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> To make a proposal to NSB to conduct a review of the National Assembly and Convention structure.</li> <li>• <b>Moved by:</b> Francene.</li> <li>• <b>Motion: adopted.</b></li> </ul>	

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<p><b>Item 4: Proposal to change Newsletter Provider.</b></p> <ul style="list-style-type: none"> <li>• <b>Motion 1:</b> To switch from using Clever Elements to Constant Contact.</li> <li>• <b>Moved by:</b> Deborah.</li> <li>• Motion: <b>adopted.</b></li> <li>• <b>Motion 2:</b> To pay for six months' subscription to Constant Contact (£54) now and review this provider in six months' time.</li> <li>• <b>Moved by:</b> Deborah.</li> <li>• Motion: <b>adopted.</b></li> </ul>	<p><b>Newsletter Officer:</b> To request a review of Constant Contact to September IG agenda.</p>
<p><b>Item 5: Donation in lieu of room hire for Christmas Workshop.</b></p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> To make a donation of £40 to Chelsea and Westminster Hospital in lieu of Room Hire for the Christmas Workshop.</li> <li>• <b>Moved by:</b> Francene.</li> <li>• Motion: <b>adopted.</b></li> </ul>	<p><b>Treasurer:</b> Make donation of £40 to Chelsea and Westminster Hospital.</p>
<p><b>Item 6: To supply start up funds for 12 Steps in 12 Weeks Workshop.</b></p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> The NSB officer should approach the NSB for the £260 initial funding costs for the 12 Steps in 12 Weeks Workshop. If they are unable to provide the funds, this IG will fund the event up to the amount of £260.</li> <li>• <b>Moved by:</b> Charlotte.</li> <li>• Motion: <b>adopted.</b></li> </ul>	
Committee Reports	
<p><b>12<sup>th</sup> Step Within Committee</b></p> <p>Chair: <b>Deborah.</b></p> <ul style="list-style-type: none"> <li>• 12 Steps in 12 Weeks Workshop <ul style="list-style-type: none"> <li>▪ To be held every Sunday between 5 May and 21 July, 2-5pm. Venue is 7 minutes walk from Kentish Town tube station. Flyer will be produced within a fortnight.</li> <li>▪ Costs are £260, which includes £210 rent.</li> <li>▪ The workshop will be fully self supporting from Tradition 7 contributions, but needs financial support for start up.</li> <li>▪ Proposed to ask NSB to fund this workshop, otherwise OASEEIG will fund it up to £260.</li> </ul> </li> <li>• Tools of Recovery workshop in September.</li> <li>• Also want a list of speakers to be circulated to groups to choose speakers.</li> <li>• Intend to produce flyer containing suggestions for carrying the message to the still suffering compulsive eater.</li> <li>• Deborah was voted chair of the committee until November.</li> </ul>	

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<b>Events Committee</b> Chair: <b>Francene.</b> <ul style="list-style-type: none"> <li>• Feedback from Christmas Event and Sponsorship workshop so not necessary to do a survey to find out what people want.</li> <li>• Hosting region 9 assembly – agreed that a manual from R9 be distributed to the committee members.</li> <li>• Seeking a chair of the committee before committing to run R9 assembly</li> <li>• Another suggestion for workshop followed by informal social event.</li> </ul>	
<b>Outreach Committee</b> Chair: <b>Lucy.</b> <ul style="list-style-type: none"> <li>• To write an item for Newsletter encouraging members to contact press and TV in response to thematic programmes or articles.</li> <li>• Liason with Royal College of Nursing on OA input into seminars for nurses.</li> <li>• Also lucy will contact health training organizers</li> <li>• University outreach – for groups to consider.</li> <li>• Outreach pack with links to online posters to be emailed round.</li> </ul>	
<b>Any Other Business</b>	
None.	

#### 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*)