

MINUTES

Saturday 4th May 2013 (2-5pm)

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

Attendees			
IG Officers	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
Events Committee Chair	Francene		eventschair@oasouthandeastengland.org.uk
TSW Committee Chair	Deborah		12thstepchair@oasouthandeastengland.org.uk
Outreach Committee Chair	Sheila		outreachchair@oasouthandeastengland.org.uk
Newsletter Officer	Deborah		newsletter@oasouthandeastengland.org.uk
Telephone Officer	Elizabeth		telephone@oasouthandeastengland.org.uk
NSB Representatives	Angela		nsb@oasouthandeastengland.org.uk
IG Reps	Name	Phone	Email
East Finchley, Sunday	John		
Chelsea, Sunday	Charlotte		
Hinde St, Monday 6.30pm	Dennis		
Southgate, Monday	Jill		
Reading, Monday	Sarah		
Wimbledon, Tuesday	Christy		
Swiss Cottage, Thursday	Peter		
Reading, Friday	Sheila		
Hinde St, Saturday	Harriet		
Crouch End, Tuesday	Kim		
Visitors			
Hinde St Men's Focus	Alastair		

Agenda items	Action Points
Meeting opened: 2.00pm by Stuart (Vice Chair)	
Readings Preamble: Jill / 12 Traditions: Deborah / 12 Concepts: Kim / Purpose of Intergroup: Alastair	
Apologies Officers: Alex (Website Officer) / Jacqueline (World Service Officer, NSB Rep)	
7th Tradition: £44.65	
Quorum: Voting Members present 17. Quorum met (11)	
2.20 – 3.00pm Committee work.	
Minute Approval	
Corrections and Amendments: <ul style="list-style-type: none"> • Proposal: The meeting moves to accept these minutes as an accurate record of the March 2013 Intergroup meeting. Moved by: John. Seconded by: Sarah. For 11. Against 0 Motion: adopted. Matters Arising: <ul style="list-style-type: none"> • Question: Sheila asked what action is being taken regarding the Committee Chair job descriptions. <ul style="list-style-type: none"> • Stuart responded: Nothing at this meeting, but he will be bringing potential revisions to the July IG meeting. 	
Officers' Reports	<i>All Officer Reports appear in full in the Meeting Pack.</i>
Chair: Caroline. <ul style="list-style-type: none"> • Caroline resigned as Chair. • The Intergroup expresses their thanks to Caroline for her service as Chair. Vice Chair: Stuart No questions. Executive Secretary: Francene <ul style="list-style-type: none"> • Elizabeth asked: The Executive Secretary report lists the next IG meeting as being on 6 June; should that be 6 July? <ul style="list-style-type: none"> • Francene responded yes. • Francene needs proofreaders for a message about updating contact information with IG as well as WSO. <ul style="list-style-type: none"> • If the address listing is not correct it will cost us money because WSO will be mailing things to incorrect addresses. • John, Kim and Charlotte volunteered. • This IG now has contact details for all meetings. 	All: Ask at meetings whether anyone can take on the OASEE IG mobile phone at the end of June and beginning of July for approximately 2 weeks. Interested parties should contact the Telephone Officer directly.

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<p>Recording Secretary: Ceri No questions.</p> <p>Treasurer: Jackie No questions.</p> <p>Website Officer: Alex No questions.</p> <p>Newsletter Officer: Deborah</p> <ul style="list-style-type: none"> • 157 of the 400 subscribers to the OASEE Newsletter haven't opened the Email. We're only allowed 500 subscribers before we have to pay more for the service. • There may be some duplication of addresses (i.e. some people may be receiving the Email to more than one address). • Deborah will send an Email asking people to confirm if they still want to receive it and delete from the subscribers list those who don't respond. • We need another proofreader. Email Newsletter@oasouthandeastengland.org.uk if you can help. <p>Telephone Officer: Elizabeth</p> <ul style="list-style-type: none"> • A volunteer is needed to take the OA mobile for 2 weeks at end of June/beginning of July. <p>World Service Officer: No questions.</p> <p>Region 9 Rep: No questions.</p> <p>NSB Reps: Angela, Jacqueline</p> <ul style="list-style-type: none"> • 29th June is next NSB meeting at the MIC centre 5 minutes from Euston. The meeting runs from 10.30am – 4.00pm.. Chairs of all the IGs round the country will be there. A volunteer is needed to take minutes. If you can take on this service, please let Angela know. • NSB needs a website volunteer. You can be co-opted if you're thinking of standing for NSB next year. 	
3.25 – 3.40pm Break.	
<p>Item 1: Officer Elections.</p> <p>Angela read the requirements which are common to all Officer positions. Francene read the job description for each position from the Policy Manual. Harriet and Elizabeth volunteered as tellers.</p> <ul style="list-style-type: none"> • Motion: Stuart for Chair. Moved by: Francene. Seconded by: Jackie. For 17. Against 0. Motion: adopted. • Motion: Francene for Region 9 representative. Moved by: Francene. Seconded by: Harriet. For 17. Against 0. Motion: adopted. 	<p>Francene: Add agenda item for next time for Vice Chair election.</p>

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<p>Item 2: Election of fundraiser.</p> <p>Fundraiser would not be an officer.</p> <p>Nobody stood for this service position.</p> <p>Stuart is keeping the fundraising items until the next IG meeting. He will ensure that items are taken to any IG-hosted events.</p> <p>Groups organizing workshops can request fundraising items through Stuart.</p>	
<p>Item 3: Problems with PO Box.</p> <p>There has been a breakdown in communications between us and the provider of our PO Box service. We have not received any post for several months. Test letters have been sent but not received. The treasurer feels that this breakdown is now irresolvable.</p> <ul style="list-style-type: none"> • Motion: Jackie will find another company to provide this service in the same price bracket and switch our service to them as soon as possible. <p>Moved by: Jackie.</p> <p>Seconded by: Francene</p> <p>For 17. Against 0.</p> <p>Motion: adopted.</p>	<p>Alex: Remove our address from the website as soon as feasible. Post a message on the website explaining the problem and to contact OASEE IG by email and contribute by electronic bank transfer rather than cheque.</p> <p>Francene: Notify WSO and OAGB.</p> <p>All IG reps: Take this information to your groups so that no further post to IG is lost.</p>
<p>Item 4: WSBC Delegate Expenses.</p> <p>Current WSBC Delegate did not wish to share a room at the conference. The precedent is unclear as to whether a delegate must pay half the room expenses if they are not willing to share.</p> <ul style="list-style-type: none"> • Motion: On this occasion only, the IG will cover our WSBC delegate's entire room expenses. <p>Moved by: Francene.</p> <p>Seconded by: Kim.</p> <p>For 15. Against 0.</p> <p>Motion: adopted.</p> <p>Per diem meal expenses are currently set at a limit of £10. OAGB have recently set their limit at £20 per day to reflect the increase in cost of living.</p> <ul style="list-style-type: none"> • Motion: Per diem meal expenses to be raised to a £15 limit. <p>Moved by: Harriet.</p> <p>Motion: not adopted.</p> <ul style="list-style-type: none"> • Motion: On this occasion only, the IG will cover our WSBC delegate's per diem meal expenses to a limit of £20. <p>Moved by: Francene.</p> <p>Seconded by: Sarah.</p> <p>For 11. Against 2.</p> <p>Motion: adopted.</p>	<p>Francene: Add item to a future agenda to clarify in policy whether a delegate who does not wish to share a room must pay half the room cost.</p> <p>Francene: Add item to a future agenda to propose that the per diem meal expenses limit be increased to £20.</p>

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<p>Item 5: OAGB Website Feedback Request.</p> <p>In preparation for a re-design of the oagb.org.uk website, NSB has requested that all members please provide feedback about what they like about the OAGB website. Constructive suggestions are also welcome. Suggestions should be sent to our NSB reps at nsb@oasouthandeastengland.org.uk by 18th May.</p>	<p>All: Feed back to OAGB by 18 May.</p>
<p>Item 5: Men's Focus group request for suggestions.</p> <p>The Men's Focus group are experiencing a conflict: while they sincerely want to abide by traditions, they need to find a way to serve the needs of some of their members who find it very difficult to share in mixed company. Suggestions and feedback offered included:</p> <ul style="list-style-type: none"> • Groups have liberty to deal with bad behaviour in any way they see fit, as long as they don't breach traditions or damage OA as a whole. • Circulate a flyer at meetings requesting that people respect the need of members of the group to have a safe place to share. • Set up a women's meeting at same time in another room. • Read a specially written passage referencing tradition 3 and say that women are respectfully asked to stay away. • There's a pamphlet about dealing with disruptive behaviour which may have further suggestions. 	
Committee Reports	
<p>12th Step Within Committee</p> <p>Chair: Deborah.</p> <ul style="list-style-type: none"> • Discussed arrangements for the 12 steps in 12 weeks workshops. • Looking for step 5 volunteers and people to give step chairs. • Started to plan workshop on Tools of Recovery in Autumn. 	<p>All: Circulate fliers for the 12th Step Within committee.</p>
<p>Outreach Committee</p> <p>Chair: Sheila (temporary).</p> <ul style="list-style-type: none"> • This committee needs a chair. • Lucy wanted to approach universities about student support, and prepared a letter but now doesn't know what address to put on letter given our problems with PO Box. • Asked where emails to pi@ email address - where do they go? <ul style="list-style-type: none"> • Francene: responded that the pi@ address has been deleted and replaced with the outreach chair address. • Would like to find people suitable to give talks/presentations 	<p>All: Request people come forward to chair this committee. Request people come forward who would be willing and able to give talks/presentations as part of OASEE's outreach work.</p>
<p>Events Committee</p> <p>Chair: Francene (temporary)</p> <ul style="list-style-type: none"> • Ask in meetings if anyone is willing to stand on committee to put together proposal for this IG to host the Region 9 convention in 2014. 	<p>Jackie: To provide funds.</p>

Agenda items	Action Points
<p>Francene suggested approaching people directly because this approach is usually more effective. The IG would need to know whether this proposal was to be made by 6th July IG meeting.</p> <ul style="list-style-type: none"> Request £250 seed money for event on strengthening your recovery. Unanimously accepted. 	
Any Other Business	
None	

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*)