

MINUTES

Saturday 7th September 2013 (2-5pm)

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

Attendees			
IG Officers	Name	Phone	Email
Chair	Stuart		vicechair@oasouthandeastengland.org.uk
Executive Sec & R9	Francene		secretary@oasouthandeastengland.org.uk
TSW Committee Chair	Deborah		12thstepchair@oasouthandeastengland.org.uk
Website Officer	Alex		web@oasouthandeastengland.org.uk
Telephone Officer	Elizabeth		telephone@oasouthandeastengland.org.uk
NSB & WSO Delegate	Jacqueline		worldservice@oasouthandeastengland.org.uk
IG Reps	Name	Phone	Email
M Beaconsfield	Juliet		
M Islington	Carolyn		
M Reading	Sarah		
W Oxted	Erica		
T Swiss Cottage	Peter		
T Stevenage	Karen		
F Wembley	Holly		
S Soho	Lisa		
M Clapham	Harriet		
Visitors	Jacqueline		
	Liza		

Agenda items	Action Points
Meeting opened: 2.00pm by Stuart (Chair)	
Readings: Preamble: Erica / 12 Traditions: Sarah / 12 Concepts: Juliet / Purpose of Intergroup: Eliza	
Apologies Officers: Angela (NSB rep)	
7th Tradition: £30.97	
Quorum: Voting Members present 17. Quorum met (11)	
Minute Approval	
<p>Corrections and Amendments:</p> <ul style="list-style-type: none"> • Proposal: The meeting moves to accept these minutes as an accurate record of the September 2013 Intergroup meeting. Moved by: Francene Motion: adopted <p>Matters Arising:</p> <ul style="list-style-type: none"> • Archiving documents are now with Jackie and a new quote is being obtained. She will then proceed if the figure is less than the budget. • Web Officer has withdrawn her verbal resignation (as no formal resignation was given in writing) • 12 steps in 12 weeks has been sent to World Service 	
Officers' Reports	<i>All Officer Reports appear in full in the Meeting Pack.</i>
<p>Chair: Stuart – Clarified anonymity when being interviewed, it is not to fully identify yourself when stating that you are an OA member. The NSB has new guidelines with regard to journalists in meetings. Standing again</p> <p>Vice Chair: VACANT</p> <p>Executive Secretary: Francene – no questions, Not standing again.</p> <p>Recording Secretary: : VACANT</p> <p>Treasurer: Jackie – Jackie confirmed that she was aware that the workshop venue owes us money. Jackie questioned how to decide on split of workshop profit. We agreed to distribute profit from 12 and 12 in a 50/50 split with the NSB. Not standing again.</p> <p>Website Officer: no questions, Not standing again</p> <p>Newsletter Officer: VACANT</p> <p>Telephone Officer: Elizabeth – needed someone to take the phone while she’s on holiday. Harriet agreed to take it. Standing again</p> <p>World Service Officer: Jacqueline – request to consider online ordering for books deferred to AOB. Standing again</p> <p>Region 9 Rep: Francene – confirmed flight and roommate for Israel. Election not in November.</p>	Elizabeth: check with Greenwich GSR on this

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<p>NSB Reps: Jacqueline & Angela – Website going well and is due to launch soon. Workshop in Bristol for 12 steps in 12 weeks. 6 people will attend the National Assembly; rooms are being booked. Jacqueline and Angela are Not standing for the NSB again. Stuart not standing again as NSB rep for the National Assembly.</p>	
<p>14.20 Committee work.</p>	
<p>15.27 – 15.40 Break.</p>	
<p>Item 1: Elections</p> <ul style="list-style-type: none"> • Vice Chair job description to be updated by Stuart. – no candidates for the election • Recording secretary – no candidates • Newsletter officer – no candidates (might have someone for Nov 2013) • Executive secretary (for nov 2013) – no interested candidates • Treasurer (for nov 2013) – possible interest from Jacqueline • Web Officer (for nov 2013) – might have a candidate • NSB reps – no candidates <p>It was noted that if anyone wanted to stand for any position then forms can be found on the website or obtained by emailing Francene</p>	<p>Vice Chair will handle the IG calendar including coordination of events between committees.</p> <p>All unfilled vacancies will be added to the September agenda and advertised prior.</p>
<p>Item 2: Meeting Dates</p> <p>Motion: January meeting to be changed to 4th January</p> <ul style="list-style-type: none"> • Moved by: Elizabeth • Motion: defeated (1 votes for, 7 against) <p>Motion: February meeting to be changed to 15th February</p> <ul style="list-style-type: none"> • Moved by: Jacqueline • Motion: adopted (8 votes for, 1 against) 	
<p>Item 3: Tools workshop</p> <ul style="list-style-type: none"> • St Johns church in waterloo rent is £150. £30 literature, £30 Tea & Coffee. Total £210 for seed money. <p>Motion: £210 seed money to be given for the workshop</p> <ul style="list-style-type: none"> • Moved by: Deborah <p>Motion: adopted (unanimous)</p>	
<p>Item 4: Byelaws (BL) and Policy Manual (PM) review</p> <p>It was agreed that the committee would meet in the next few months. Committee is Francene, Stuart and Jacqueline.</p>	
<p>Item 5: Creating a culture of service within OA</p> <ul style="list-style-type: none"> • Document wasn't in the minutes pack • Deferred to January when all will have a chance to read/contribute, not in November due to elections 	
<p>Item 6: Fundraising prices</p> <ul style="list-style-type: none"> • Pens have been reduced to 50p 	

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<p>Item 7: R9 fundraisers</p> <ul style="list-style-type: none"> Selling bands for region 9. Decision needed on permission to sell what we have. <p>Motion: To give permission to sell the remaining region 9 Bands at £2 each</p> <ul style="list-style-type: none"> Moved by: Francene Motion: adopted (unanimous) 	
Committee Reports	
<p>12th Step Within Committee</p> <p>Chair: Deborah</p> <ul style="list-style-type: none"> Agreed on venue for the Tools of recovery workshop as St Johns Church in Waterloo. 23/11/13 from 10am-5pm. Request for support and help on the day. 	
<p>Outreach Committee</p> <p>Chair: Angela</p> <ul style="list-style-type: none"> Might consider changing name to the PI committee. Angela voted on as chair. Working with student counseling services. Looking at literature stock Will download and distribute OA posters 	
<p>Events Committee</p> <p>Chair: Francene</p> <ul style="list-style-type: none"> Will state our intention to bid for hosting the R9 convention in either 2015/16 according to their need. Christmas event coming up, announcement due shortly. Will start a list of venues and make available to others (to be stored on Dropbox) Next event to be Jan 25th 2014 – theme of ‘Time for Growth’. <p>Motion: £300 seed money to be provided for the January workshop</p> <ul style="list-style-type: none"> Moved by: Francene <p>Motion: adopted (unanimous)</p>	
Any Other Business	
<p>Item: Do we have committee meetings in November</p> <ul style="list-style-type: none"> Motion: To keep the normal format Moved by: Elizabeth Motion: adopted <p>Item: Possible Change of IG Venue</p> <ul style="list-style-type: none"> For the venue of Intergroup meetings, can people bring suggestions to the January meeting Jackie will go ahead and book the 2014 year anyway. Changes will be 	<p>To be added to the agenda for the September meeting</p>

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<p>processed if they happen.</p> <p>Item: Alex requested feedback on the website format</p> <p>Item: Expense claims for Intergroup attendance</p> <ul style="list-style-type: none"> Karen asked about expenses for petrol. Currently it is 35p/mile for IG officers. Groups to decide on their own policy. 	
<p>Next meeting – Saturday 2nd November, 1-5 pm, Chelsea and Westminster Hospital. Note: This is our AGM.</p>	
<p>Closing – the meeting closed at 5 pm with the Serenity Prayer.</p>	

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*)