

MINUTES

Saturday 11th January 2014 (2-5pm)

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

Attendees			
<u>IG Officers</u>	Name	Phone	Email
Chair	Stuart		chair@oasouthandeastengland.org.uk
Vice-Chair	Jill		Vice-chair@oasouthandeastengland.org.uk
Executive Secretary (Acting)	Holly		secretary@oasouthandeastengland.org.uk
Recording Secretary	Alex F		rec.secretary@oasouthandeastengland.org.uk
Treasurer (acting)	Jackie		treasurer@oasouthandeastengland.org.uk
TSW Chair (acting)	Francene		12thstepchair@oasouthandeastengland.org.uk
Outreach Chair	Angela		outreachchair@oasouthandeastengland.org.uk
Website Officer	Alex		web@oasouthandeastengland.org.uk
Region 9 Officers	Francene		region9@oasouthandeastengland.org.uk
World Service Officer	Jacqueline		worldservice@oasouthandeastengland.org.uk
<u>IG Reps</u>	Name	Phone	Email
London (Clapham) SW4 0QZ	Harriet		
Beaconsfield HP9 2JW	Juliet		
London (Southgate) N14 6RA	Alex F		
Purley, CR8 3BA	Stephen		
London (Bank) EC2V 6AU	Emma		
London (Swiss Cottage) NW3 3NR	Peter		
London (Woodside Park) N12 8RZ	Katie		
Wembley, Middlesex, HA9 8EW	Holly		
London (Soho) W1D 3HZ	Lisa		
Reading, Berkshire RG1 4BW	Sheila		
<u>Visitors</u>	Name	Phone	Email

Agenda items	Action Points
Meeting opened: 2.00pm by Stuart (Chair)	
Readings: Preamble: Alex / 12 Traditions: Juliette / 12 Concepts: Juliet / Purpose of Intergroup: Jill	
Apologies Officers:	
7th Tradition: £39.40	
Quorum: Voting Members present 16. 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 November 2013 Intergroup meeting. Moved by: Jill Motion: adopted <p>Matters Arising:</p> <p>Proposal to reduce the time allocated for committee meetings by 10minutes 13 for 1 against and 2 abstentions By Laws Policy – the committee need this available by the end of March ready for intergroup meeting in May</p>	
Officers' Reports	<i>All Officer Reports appear in full in the Meeting Pack.</i>
<p>Chair: Stuart – no questions Vice Chair: No report Executive Secretary: Vacant Recording Secretary: : VACANT Treasurer: Jackie – Question – why have we got so much money? Clarified expenses for budget purposes Website Officer: Acting officer Alex W Newsletter Officer: VACANT Telephone Officer: Elizabeth – absent World Service Officer: Jacqueline motions sent out to world service. Region 9 Rep: Francene – Treasurer asked are there more expenses? Response was NSB Reps: Vacant</p>	
14.20 Committee work.	
15.25 – 15.40 Break.	
<p>Item 1: Structure of Committee meetings Motion to reduce the number of committees</p>	Vice Chair will handle the IG calendar including coordination of events

Agenda items	Action Points
<ul style="list-style-type: none"> Motion - that committee meetings should be reduced from 3 to 2, i.e. outreach meetings and 12 and 12 meetings Vote - 14 for and 1 abstention <p>2 Discussion regarding the timings of the committee meetings. Proposals were to increase the timings from 45 minutes to 1 hour votes were 7 for and 5 against A vote was carried out to reduce the timings from 45 minutes to 30 minutes vote - 6 for, 8 against and 3 abstentions Adopted that the timings should remain the same</p>	between committees.
<p>Item 2: Budget</p> <ul style="list-style-type: none"> Outreach committee requested a proposal for a budget targeting outreach 	
<p>Item 3: Byelaws (BL) and Policy Manual (PM) review By Laws meet to be reviewed and presented to Intergroup in May</p>	
<p>Item 4: Venue for Intergroup meetings</p> <ul style="list-style-type: none"> Discussion regarding a proposal to rotate venue for inter group meetings It was agreed that a committee would be set up to investigate other venues Bid to host inter groups in March 	
<p>Item 5: Officer vacancies</p> <ul style="list-style-type: none"> Executive secretary Holly was voted as acting executive secretary 15 for and 1 abstention Web officer Alex W was voted as acting vote 14 for and 1 against Treasurer it was agreed that Chair and Vice Chair should oversee this and that Jill is not a signatory but Stuart and Jacqueline will be. Jacqueline will be acting treasurer until March Vote 15 for 1 against 	
<p>Item 6: Inter group land line phone number Proposal to remove phone number Agreed by the meeting – unanimous</p>	
Committee Reports	
<p>12th Step Within Committee Chair:</p> <ul style="list-style-type: none"> To run another 12 step workshop Obtain information from other members so that we can move forward with this 	
<p>Outreach Committee Chair: Angela</p> <ul style="list-style-type: none"> Bought 100 leaflets 	

Agenda items	Action Points
<ul style="list-style-type: none"> Produced a template leaflet for groups Go ahead with future conferences Budget – how much does the outreach group have available to spend World service policy regarding facebook 	
Events Committee Chair: <ul style="list-style-type: none"> Proposal that workshop due to take place on Saturday 25th January at Hinde Street to be changed to either Saturday 15th or 29th March 	
Any Other Business	
<ul style="list-style-type: none"> No time for this 	To be added to the agenda for the September meeting
Next meeting – Saturday 1 March, 2-5 pm, Chelsea and Westminster Hospital.	
Closing – the meeting closed at 5 pm with the Serenity Prayer.	

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*)