

MINUTES

Saturday 5 May 2012 (2-5pm)

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

Attendees			
IG Officers	Name	Phone	Email
Chair	Kate		chair@oasouthandeastengland.org.uk
Vice Chair	Reshma		vicechair@oasouthandeastengland.org.uk
Executive Secretary	Alex		secretary@oasouthandeastengland.org.uk
Recording Secretary	Catherine		secretary@oasouthandeastengland.org.uk
Treasurer	Ceri		treasurer@oasouthandeastengland.org.uk
Professional Outreach Officer	VACANT		outreach@oasouthandeastengland.org.uk
New & Existing Group Support Officer	Charlie		groupsupport@oasouthandeastengland.org.uk
National Assembly Chair	Francene		spiralingspirit@gmail.com
NSB Representatives	Angela		nsb@oasouthandeastengland.org.uk
IG Reps	Name	Phone	Email
East Finchley / Sun 11:00	Catherine		
Earls Court/ Sun 14:00 (HOW)	Laura		
Kennington/ Sun 17:30	Amy		
Chelsea/Mon 13:00	Nick		
London W1/ Tue 18:30	Claire		
Wimbledon/Tue 19:00	Christy		
Chelsea/ Thu 19:00	Matt		
Eltham/ Thu 20:00	Caroline		
Woodside Park/ Thu 20:00	Jonathan		
London W1/ Fri 18:30	Mansoureh		
Reading/ Fri 19:45	Sheila		
Greenwich/ Sat 08:30	Ali		
Chelsea/ Sat 11:00	Michelle		
London W1 / Sat 12:45			
VISITORS			
Elizabeth			
Mayu			
Deborah			
Rebekah			

Agenda items	Action points
Meeting opened: 2:00pm	
Readings Preamble: Rebekah • 12 Traditions: Ceri • 12 Concepts: Angela Purpose of Intergroup: Matt	
Apologies Officers: Sam (NSB Chair)/ Jacqueline (NSB Rep)/ Mary (PI)/ Uz (Loner Support) Reps: Zehra (Stratford/ Tue 7pm) / Ali (Greenwich /Sat 8.30am)	
7th Tradition: £39.33 collection	
Quorum: Voting Members present 18. Quorum met (11)	
Minute Approval	
March 2012 Corrections & amendments: <ul style="list-style-type: none"> • March minutes updated. • Proposal: The meeting votes to accept these minutes as an accurate record of the November IG meeting. Proposed by: Caroline Seconded by: Matt Vote: Passed Matters arising: <ul style="list-style-type: none"> • P2 IG Rep Amy still listed as Southwark. Should be Southwark. • P3 Volunteers for PI work is needed. People with experience in PI/PO to help with production of manual by NSB. • P5 Details of meeting need to be added. Men’s Meeting at Hinde Street, Mon 6.15pm. Still open? 	<p>Rec Sec. Update March minutes & send to Web Officer to upload.</p> <p>Rec Sec. To check.</p>
Officers’ Reports	<i>All Officer Reports appear in full in the Meeting Pack.</i>
Chair: Kate <ul style="list-style-type: none"> • Clarified Bylaw Group who would work on OASEE Bylaws. Caroline & Catherine would join Kate on group. • Clarified use of AA Literature use in OA meetings. Refer to page 4 of <i>A Step Ahead</i> Fourth Quarter 2011 (see link below) http://www.oa.org/pdfs/asa_q4_11_bw.pdf Vice Chair: Reshma <ul style="list-style-type: none"> • No questions Executive Secretary: Alex <ul style="list-style-type: none"> • Officer’s Reports: Please send! Recording Secretary: Catherine <ul style="list-style-type: none"> • No questions Treasurer: Ceri <ul style="list-style-type: none"> • Hinde Street Tue Meeting Debt This has been settled. Paid £63. • It was suggested that it would be helpful to know what money is left in bank account. 	<p>Kate to include progress update in chair report July</p> <ul style="list-style-type: none"> • All Officers. Please send to Ex Sec. (Alex) by 16 June. • Ceri To add running total of money in OASEE bank account.

PI Media Officer: VACANT

PI Groups Officer: Mary

- Potential flyer (that will be sent to groups) will be discussed by PIPO tribe.

Professional Outreach Officer: Vacant

New & Existing Group Support Officer: Charlie

- **New meeting:** Henley-on-Thames Wed 7.30pm
- Support has been given to new meetings.

Mail Officer: VACANT

Telephone Officer: VACANT

World Service Officer: Patrick away at WSBC

Region 9 Rep: VACANT

- Invitation received for Region 9 Assembly & Convention. Anyone can go to Convention.

NSB Reps: Angela

- Jacqueline (NSB PI Officer) needs volunteers for PI work. 1 year abstinence needed, working 12 steps & knowledge of 12 traditions needed.
- Please consider standing for NSB in October. Needed: 2 years of experience at IG level & 2 years abstinence.

National Assembly 2012: Francene

- Flyer is finished. Waiting for NSB approval.
- *An Early Bird Registration Rate* had been approved. Register before 21 August for £7.50 registration fee instead of £10.
- Volunteers needed! A list will be emailed out with job description.
- There will be National Assembly Committee meeting before next IG meeting at 1pm near Costa in Chelsea & Westminster Hospital. All welcome.

Agenda Items:

Communication with Meetings

- Committed Service Bodies Tribe has ensured that a list with contact (email address) for all OASEE meetings has been produced. (Only 5 meetings missing.)
- **Proposal:** All communication comes from ONE SOURCE which is maintained & updated by Committed Service Bodies Tribe. **This proposal was adopted.** (OA Mail Loop will be incorporated into this communication/ mailing list. Communication list will include OASEE IG Reps, OA Loop, group contact person and any interested parties. Anyone interested can be added to list.)

Role of Mail Officer

- With ONE SOURCE of Communication being handled by Committed Service Bodies, it was suggested by Chair that the role/title of Mail Officer be changed. This would be a temporary position until September & when OASEE Bylaws regarding this has been changed.

Sec to place NSB nominations on the July and Sept IG agenda

- **Committed Service Bodies:** To email all groups to clarify how communication has changed.

- **PROPOSAL: Dissolve Mail Officer position. Create Newsletter Officer.** (Temporary position) This officer will receive incoming emails & create a user-friendly newsletter digest that will be sent out via a predetermined mailing list, no more than once a week
- Proposed by: Reshma | Seconded: Ceri **Vote: Passed** 16 Votes

Break: 3:15-3:30pm

Group Reports: Group Reports are not minuted unless specifically requested.

- **Kennington** (Sunday 5.30pm) Needs abstinent members as have a lot of newcomers.
- If groups are interested in Writing Format Meeting, please contact Caroline.
- Meetings needing support:
Eltham Mon 8pm
Putney Bridge Wed 7pm

Agenda Items

Officer Elections:

- **Region 9 Officer**
Nominated: Catherine by Herself | Seconded: Reshma **Elected**
VACANT: One (more) Region 9 Officer.
- **Telephone Officer**
Nominated: Elizabeth by Herself | Seconded: Alex **Elected**
- **Newsletter Officer (Temporary)**
Nominated: Deborah by Francene | Seconded: Ceri **Elected**
- **PI Media: VACANT**
- **Professional Outreach: VACANT**

- **4 – 5pm OA Strategic Plan Work.**
- IG Reps worked in their tribes: Strong meetings, Financial Health, PIPO Awareness, and Committed Services Bodies.
- See attached notes from each group.
- **All flyers produced by tribes must be approved by OASEE Board.**
- **Date to note: SPONSORSHIP WORKSHOP will be held on Sat 15 Sept 2-5pm at Hinde St Methodist Church, in Hall. Flyer out end of month.**
- **IG approved for £55 to be given to Committed Service Bodies for production of tent card for groups.**

Meeting closed: 5:00pm

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.oagb.org.uk (Our national website)

www.oa.org (The WSO website)

Meeting of Committed Service Bodies Tribe 28 May 2012

Attending: Alex, Nick, Francene

Attachments: OA Operations plan pertaining to CSB (Strong Meetings Checklist items (highlighted) pertaining to CSB)

Items Completed:

1. The "mailing listing" will be completed and posted to the dropbox by Catherine this Thursday. The CSB tribe will continue to monitor for updates. Catherine will be responsible for adding/updating Reps after IG meeting and saving a version each month for backup. The CSB committee will continue to check to make sure we have a contact per meeting, but will only actively work on updates every six months.
2. Alex will check the listing after the next IG meeting to ensure there is an e-contact for each meeting so that the Bylaws Committee will have a complete listing for purposes of notifying all groups about the upcoming Bylaws changes. Alex will secure temporary contacts for any meetings who do not have a permanent contact following the July IG meeting.
3. We determined our process for distribution of the "Get Connected" laminated handout to be as follows:
 - A. Distribute at the July IG meeting asking everyone to take to any and all meeting they attend. Nick will have a "checklist" (copy of the sign in sheet) so we know which meeting have been covered.
 - B. The tribe will target remaining handouts and take to any close meetings - or call contacts to see if we can connect in person and get to them.
 - C. Alex will take the list and remaining handouts to see if there is a rep at the NA in October and deliver them there.
 - D. Committee to then discuss distribution in November of any remaining.
4. The IG inventory is scheduled for July. This item is "completed" as far as this committee is concerned. (Note: If there are follow up items from the IG inventory, we may become involved again.)
5. Discussed our only pending action item of "brainstorming how we get Reps to IG meetings." We discussed a "briefing sheet" which lists positive points for meeting visitations. We discussed possibly holding a marathon. We talked about the overlap between "committed service bodies" and "strong meetings" in an effort to clarify what our committee would like to focus on next. It was decided this will be the topic of discussion at the next IG meeting. We were not clear on our direction on this goal yet.
6. We discussed securing more members for our tribe. Alex has someone who may be interested. We were also hopeful that Deborah would be with us still if her group re-elected her as a rep.
7. We went to Ryman's to obtain paper, ink, and laminating sheets for the "Get Connected" handouts. We applied for a discount (10%) card with the charity number. It will be mailed to the IG address. (Alex to check she gave the correct address in the application.)

Pending Items:(Please use as our 'agenda' for our next meeting.)

1. Check the OA quarterly report against our listing when received. Monitor in the future to determine if our "Get Connected" handout is having an effect on the currency of the listing.
2. Action: Secure listing; compare to our list; reconcile; determine any actions.
3. Complete distribution of "Get Connected" and periodically remind meetings via the newsletter to update their info via the OA website. Action: See 3A-D above.
4. Determine what vehicle will be used for the "newsletter" weekly bulletin so we can monitor "updates" and "new sign ups" to make sure our listing is updated accordingly. This may require us sending a "confirmation" e-mail to clarify when people sign onto the listing. Action: Monitor with Deborah, Newsletter Officer, to determine process; then discuss what we need to do.
5. Brainstorm more ideas for encouraging IG attendance and participation. (Current ideas: survey, briefing sheet, visiting meetings, holding an IG "party", day long workshop.) Action: Discuss at July IG meeting. Meet in September before Sept IG meeting to determine what our next goals will be.

Respectfully submitted: Francene

III. COMMITTED SERVICE BODIES

All service positions filled; active rotation of service; operates within the spirit of the 12 Traditions and 12 Concepts; involved in carrying the message locally, regionally, internationally

MAIN GOAL OBJECTIVE TASKS

By 2013, at least 50% of registered service bodies will be represented at WSBC and region assemblies.

By end of 2012, increase by 5% attendance of registered service bodies at Conference and Region Assemblies	Review 2011 WSBC and Region Assembly evaluation results; develop action plan to address financial barriers	Increase awareness of Delegate Support Fund (DSF). Review DSF contribution letter to service bodies.
	Review 2011 WSBC and Region Assembly evaluation results; develop action plan to address personal barriers and apathy/negative perception barriers	Create podcast/handbook (podcast transcript) for members to share positive experiences at WSBC and region assemblies.

ONGOING

By end of 2012, increase by 5% attendance of registered service bodies at Conference and Region Assemblies	At WS and region, increase available funds to attend WSBC/assemblies and advertise it. Train all region board members/trustees to do STC Workshops and provide with manual	Encourage cooperation between SBs in regions to attend WSBC ("Fund a Friend"). Contact service bodies to schedule them (start with intergroups who have not attended)
	Personally invite and encourage service bodies to attend region assemblies and WSBC	Promote assemblies at region conventions. At STC Workshops, talk about the importance of attending WSBC and assemblies. Phone calls to service bodies not represented at WSBC (by Aug. of each year).

3-4-2012

The *Strong Meeting Checklist* is part of OA's 2008–2013 Strategic Plan. It is not enough to make the public aware that OA exists and can be a solution to compulsive eating; meetings have to be strong and must function effectively for people to "stay for the miracle" and for OA to continue to grow and be there for those who need it in the future. Consider doing an inventory of your OA meeting using the checklist.

1. Does the meeting start and end on time?
2. Are all attending, including newcomers, greeted and made to feel welcome and accepted?
3. Does the meeting focus on OA recovery through the Twelve Steps and Twelve Traditions?
4. Do we offer our own experience, strength and hope, sharing the solution we have found?
5. Is the group contributing financially to all levels of OA service as per our Seventh Tradition?
6. Are sponsors available and identified at the meeting?
7. Does the group practice anonymity by reminding members not to repeat who is seen or what personal sharing is heard at a meeting?
8. Does the group follow a meeting format?
9. Is only OA-approved literature on display and for sale?
10. Are group conscience meetings held regularly?
11. Are all service positions filled, and is rotation of service practiced?
12. Is the meeting information readily available and the WSO informed of all meeting details and changes so that newcomers and visitors can find our meeting?
13. Are cross talk and advice-giving avoided?

Financial Tribe Notes

Worked on making Sunday Convention a fund-raiser.

- Established where funds go
-
-

- Gathered prices for possible merchandise items
- Committed to work between meetings on this item as a team

Strong Meetings Notes

FLYER : How to Find a Sponsor

Update: Flyer produced.

Next steps

- Send out for feedback
- Approval at next IG
- Uses – Sponsorship Workshop; Website; Newsletter

Caroline: Sponsorship Workshop

Update: Date confirmed – 15 September. Flyer produced.

Next steps

- Corrections to flyer, then circulate to IG, OAGB & website. Send out end of May & repeat 6 weeks later.
- Formulate programme for the day
- Find volunteers: speakers, refreshments, treasurer.

Lead: Charlie

Send out SMCL to groups. Have you considered ...

If you are not sure how, we can send someone to help your group to carry this out.

Next steps

- Contact Catherine & see what progress has been made
- Draft an email to send to groups & get feedback from rest of group
- Proposal for distribution

Communication

Disband google group, use email w/reply all.

PIPO Tribe Notes

Group felt the following PI Flyer Wording 2 was a good one to use, although perhaps needed expanding (?):

Raising awareness of PI at Group Level

Public Information- Opportunities for Service at Group Level: "Attraction rather than promotion"

Interested in carrying the message of recovery in OA to still suffering compulsive eaters outside of the program?

We can attract newcomers by:-

Informing the general public about the existence of OA and our programme

Telling healthcare professionals and others who work with compulsive-eaters about OA (see pamphlet "introducing OA to healthcare professionals" available from literature.

The following traditions are important in PI activities:

Attraction rather than promotion (tradition 11)

Cooperation, not affiliation with outside facilities (tradition 6)

OA should remain non-professional (tradition 8)

Anonymity (tradition 11)

Principles before personalities (tradition 12)

If you would like more details about how to get involved with PI initiatives generally at the OA South and East England intergroup level, please email the PI Officer at pigroups@oasouthandeastengland.org.uk

All group members would be emailed copy of notes from all meetings the tribe had had so far.