

**MINUTES**

**03.09.2016> (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		<a href="mailto:chair@oasouthandeastengland.org.uk">chair@oasouthandeastengland.org.uk</a>
Executive Secretary	Rachael		<a href="mailto:secretary@oasouthandeastengland.org.uk">secretary@oasouthandeastengland.org.uk</a>
Treasurer and acting Recording Secretary	Mayu		<a href="mailto:treasurer@oasouthandeastengland.org.uk">treasurer@oasouthandeastengland.org.uk</a>
Outreach Committee Chair (temporary)	Sheila		<a href="mailto:outreachchair@oasouthandeastengland.org.uk">outreachchair@oasouthandeastengland.org.uk</a>
Telephone Officer	Juliet		<a href="mailto:telephone@oasouthandeastengland.org.uk">telephone@oasouthandeastengland.org.uk</a>
Region 9 Officer, World Service Delegate	Holly		<a href="mailto:region9@oasouthandeastengland.org.uk">region9@oasouthandeastengland.org.uk</a>
<b><u>IG Reps</u></b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Sunday 14.30: Stevenage, The Living Room SG2 0DJ	Nita		
Sunday 19.00: Reading, Theale, Berkshire RG7 5AS	Shelley		
Monday 20.00: Reading, Berkshire, RG1 4BW	Kathleen		
Tuesday 07.30: London Spitalfields, E1 5JQ	Lea		
Tuesday 19.30: St Albans, AL3 6DJ	Kai		
Tuesday 20.00: London Roehampton, Priory, W15 5JJ	Denise		
Wednesday 19.00: Sutton SM4 6BH	Linda		
Thursday 19.00: London Tooting Bec, SW17 7RH	Peter		
Thursday 20.00: London Eltham SE9 2SD	Stacey		
Saturday 10.00: London Wimbledon SW19 1SB	Danielle		
Saturday 10.00: London Hendon NW4 2AA	Vicky		

Agenda items	Action Points
<p><b>Meeting opened: 2.00pm</b> Chair, Caroline, opened the meeting.</p>	
<p><b>Readings: 2.05pm</b> Preamble: Sheila, 12 Traditions: Peter, 12 Concepts: Vicky, Purpose of Intergroup: Linda, Healthy Intergroup: Nita</p>	
<p><b>Introductions and 7<sup>th</sup> tradition: 2.10pm</b> Apologies from Rosemary (Vice Chair), Dee (Recording Secretary), Lesley (Web Officer). 7<sup>th</sup> tradition collated: £55.36. Voting Members present 16 therefore quorum met (11).</p>	
<p><b>Minute approval 2.15pm</b> Corrections and amendments</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Page 1 - remove surnames and correct telephone number for Acting Outreach Committee Chair.</li> <li><input type="checkbox"/> Minutes approval – correct approvals – moved by Mayu, seconded by Dee</li> <li><input type="checkbox"/> Item 4 - remove the additional text with “???”.</li> <li><input type="checkbox"/> Region 9 - correct approval – moved by Vicky, seconded by Rachael.</li> <li><input type="checkbox"/> Item 6 - correct approval – moved by Mayu, seconded by Vicky.</li> <li><input type="checkbox"/> Item 9 – correct approval – moved by Rachael, seconded by Mayu.</li> </ul> <p>Proposal – The meeting moves to accept these minutes as an accurate record of the 2 July 2016 Intergroup meeting. Moved by Juliet, seconded by Vicky. Motion: adopted. Matters arising. None. Time keeper – Nita volunteered.</p>	<p>Mayu to liaise with Recording Secretary to update wording (Done).</p>
<p><b>Officer reports 2.20pm</b> Chair - No additions, no questions raised. Vice Chair - Chair updated the group to communicate the Vice Chair had to resign their service position due to ill health. No questions raised. Executive Secretary - Woodside Park, North London 8pm Thursday meeting is struggling and support requested to help communicate need for more attendees. Reminder given of meetings that do not have contact points currently for intergroup to be sought. No questions. Recording Secretary: Mayu stepping in as acting role whilst officer is away. No questions raised. Treasurer - No additions, no questions raised. Website officer - Sheila mentioned items relating to the website came up in the</p>	

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<p>Public outreach meeting. Caroline mentioned we can bring up this content in Committee updates. Mayu mentioned budget request for web work raised by web officer. No additional funds are available from the original budget and so existing unspent funds will need to be reallocated by IG if formally presented.</p> <p>Newsletter officer – Currently vacant position.</p> <p>Telephone officer - No additions, no questions raised.</p> <p>Region 9 and WSO - No additions, no questions raised.</p> <p>NSB representative – Currently vacant position.</p>	
<p><b>Committee chair updates 2.40pm</b></p> <p>Outreach committee - Further update from Sheila. Intergroup now need to approve the pack, now that the OA WSO have approved. PI is becoming more and more digital. Google search paying for adverts suggested. Other suggestion was Twitter feeds but requires time to invest in regular posting. Consider setting up a new position for social media officer. Sheila requested input to the suggestions. Chair provided a reminder that committee work occurs outside IG meetings and anyone with interest should participate.</p> <p>12th step within - Update by Rachael. Venue for the Region 9 committee hosting will be Imperial College. Will need final set of details from the venue and then will pass this onto Holly to give to Region 9 formally. This will require a lot of volunteers if we are selected as hosts.</p>	
<p><b>Agenda items: 2.50pm</b></p>	
<p><b>Item 1 - Bylaw/Policy Manual review</b></p> <p>Chair gave introduction on purpose of the byelaw and policy manual review. Chair suggested use of consent agenda to aid speed of review.</p> <p>All the Bylaws and Policies were run through and the following marked for approval separately</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bylaw #7 – requested by Mayu</li> <li><input type="checkbox"/> Bylaw #17 – requested by Nita</li> <li><input type="checkbox"/> Policy #4 – requested by Sheila</li> <li><input type="checkbox"/> Policy #14 – requested by Rachael</li> </ul> <p>Chair suggested that we see if the new proposals can also be added to the consent agenda – National Delegate included. Agreed to be discuss separately:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Document 7a - Recommended contributions by groups</li> <li><input type="checkbox"/> Document 8 - Financial support for groups for debt cover,</li> <li><input type="checkbox"/> Document 9a - Groups reporting during IG meetings.</li> </ul> <p>Proposal for use of approval by consent agenda. Agreed by all to move to vote. Moved by Holly and seconded by Rachael. Vote Yes: 16. Amendments carried.</p>	<p>Executive Secretary to organize update of Byelaw and Policy Manual (Done).</p> <p>Executive Secretary to liaise with Web Officer on amendments to role description.</p>

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<p>Byelaw #7 – Query raised by Mayu on purpose of why renamed wording was selected. Question addressed by Vicky and Holly on selection and consistency with the other OA bodies. Agreed by all to move to vote. Vote Yes: 14, No: 1, Abstention: 1. Amendment carried.</p> <p>Byelaw #17 – Nita requested clarification on why there was a limit. Chair explained that this relates to other service bodies and not SEEIG. Holly also reinforced this explanation. Agreed by all to move to vote. Vote Yes: 16, No: 0, Abstention: 0. Amendment carried.</p> <p>Policy #4 – Sheila suggested wording regarding visa costs are covered should be moved from clause 5 to clause 4. Holly provided clarifying information. Suggestion clause 7 strike visa costs from point 5, insert instead in clause 7. Agreed by all to move to vote. Vote: Sheila moved, and Rachael seconded. Vote Yes: 16, No: 0, Abstention: 0. Amendment carried.</p> <p>Policy #14 – Rachael provided information that current Web Officer role description is not to maintain email accounts as this is currently done by the Executive Secretary. Clarification confirmed that this is the role of the new Website Officer and a discussion should be held with them to ask them to take this on. Agreed by all to move to vote. Yes: 16, No: 0, Abstention: 0. Amendment carried.</p>	
<p><b>Item 2 - Amendment to National Assembly delegate role</b></p> <p>This topic incorporated into the consent agenda under Item 1. No further discussion required.</p>	
<p><b>Item 3 - Election of Newsletter Officer and National Assembly delegate</b></p> <p>Newsletter Officer role introduced by the Chair. Rachael nominated and Holly seconded for Vicky. Lea nominated and Mayu seconded for Denise. Introductions given by both nominees. Queries raised to nominees on their approach with the newsletter should they be nominated and how they would balance existing service commitments. Vote conducted – Denise: 8, Vicky: 6, Abstentions: 2. Denise agreed to be selected for Newsletter officer.</p> <p>National Assembly Delegate role introduced by the Chair. Rachael nominated and Mayu seconded for Juliet. Juliet provided introduction on her nomination and confirmed she would look to stand down as current Telephone officer. Vote conducted - Yes: 16, No: 0, Abstention: 0. Juliet elected as new National Assembly Delegate.</p>	<p>Denise to liaise with previous Newsletter officer to start handover.</p> <p>Juliet to prepare for new National Delegate role and liaise with the Treasurer to access budget (Done).</p>
<p><b>Item 4 – National Service Board nomination</b></p> <p>Chair provided information on the role and her own request to be nominated. Mayu nominated and seconded by Nita for Caroline. Caroline handed out the candidate nomination form for information to the group. Question raised as to</p>	<p>Caroline to commence preparations for new role (Done).</p>

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<p>whether the nominee would stand down as SEEIG chair and if the travel requirements could be met which was confirmed by the nominee. Vote conducted - Yes: 16, No: 0, Abstention: 0. Caroline elected as National Service Board representative.</p>	
<p><b>Item 5 - Intergroup Officer elections in November</b></p> <p>Chair explained the purpose of this topic was to encourage service positions to be filled for the upcoming meeting in November.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chair - current chair standing down. Reminder that the role is critical to ensure IG can run.</li> <li><input type="checkbox"/> Vice Chair - current open position.</li> <li><input type="checkbox"/> Exec secretary - Rachael willing to do another year. No other attendees expressed interest.</li> <li><input type="checkbox"/> Recording Secretary - Dee intending to stand again.</li> <li><input type="checkbox"/> Treasurer - Intending to stand again in the current role or take on a new service position.</li> <li><input type="checkbox"/> Website officer – Not known.</li> <li><input type="checkbox"/> Newsletter officer – Just elected and we have another candidate interested.</li> <li><input type="checkbox"/> Telephone officer – Juliet would stand down as they are the new National Service delegate. One potential candidate from the region.</li> <li><input type="checkbox"/> Region 9 – will be determined later in the year.</li> <li><input type="checkbox"/> WSO – Holly in a new job that may have limits on being available for meetings. Currently under consideration. Chair reminded that we do nominate alternates.</li> <li><input type="checkbox"/> Sheila provided a reminder of the committee chairs being available too.</li> </ul>	<p>All attendees to consider if they could volunteer for service positions or help find other members in the region.</p>
<p><b>Item 6 - National Assembly group attendance</b></p> <p>Chair provided introduction on the topic and asked attendees if their groups were sending delegates.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approximately 7 attendees confirmed sending delegates</li> <li><input type="checkbox"/> One group requesting financial assistance</li> <li><input type="checkbox"/> One group were not aware of the event</li> <li><input type="checkbox"/> Two groups had no people available to attend.</li> <li><input type="checkbox"/> Other groups were discussing attendance.</li> </ul> <p>Treasurer asked about briefing and debriefing of the event. Executive Secretary mentioned that the briefing pack provides this and that the IG National Assembly delegate role will then provide a full report on their return.</p>	<p>National Assembly Delegate to report on event at upcoming IG meeting.</p>
<p><b>Item 7 - Changes to committee structure</b></p> <p>The Chair opened open the topic to explain at this stage it is not a formal proposal but a collection of ideas. If the concepts are considered favorable, then they will be voted on at the next meeting.</p> <p>Comments raised on the draft paper:</p>	<p>Executive Secretary to take input given and to create a formal proposal for review in the</p>

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<ul style="list-style-type: none"> <li>□ Juliet liked the idea of “S.M.A.R.T” goals so it is clear and what we are signing up for. Appears more structured and provides the ability to do both projects.</li> <li>□ Staci commented that it will be useful to enlist people’s time in the resources, so it is clear what is available.</li> <li>□ Sheila added it was a good way of getting things done. Weakest point is whether people will come forward. Danger if projects do not come forward so we neglect our primary purpose to support the person that still suffers. We may want to consider reappointing officers for Twelfth Step Within and Public Information as per prior years.</li> <li>□ Rachael agreed regarding the concerns raised that someone who proposes an idea may feel they get the burden of then bringing it to action.</li> <li>□ Lea recommended bringing officer positions into the paper.</li> <li>□ Holly mentioned it was worth noting that both committees do not have chairs. Most work was done within specific sub-committees. We should consider not needing potential bureaucracy of the layers.</li> <li>□ Kathy mentioned that the paper appeared disjointed.</li> </ul> <p>Chair mentioned we would like to vote on this at the meeting in November. If people have suggestions to improve this, we should all pass these to Rachael, Executive Secretary. The Executive Secretary reinforced the need for solutions to be suggested when comments were passed across to help progress the topic.</p>	<p>November meeting (Done).</p> <p>All attendees to send any additional feedback to Executive Secretary.</p>
<p><b>Item 8 - Policy proposal on recommended contributions from groups</b></p> <p>Chair introduced the topic as an extension of the previous topic regarding contributions from groups. This proposal provided a mechanism for groups to send in their funds to be passed across to other service bodies.</p> <p>Proposal put forward by Mayu and seconded by Rachael. Vote conducted - Yes: 16, No: 0, Abstention: 0. Motion carried.</p>	<p>Treasurer to draft a communication to be sent out to all groups to inform of new payment method.</p>
<p><b>Item 9 - Attracting members to service at IG</b></p> <p>Chair introduced the topic and mentioned we were seeking initial feedback. Further supporting information provided by the Treasurer on the purpose of this topic.</p> <p>Comments raised:</p> <ul style="list-style-type: none"> <li>□ Holly commented positively regarding the benefits of IG service and how it has helped her own recovery.</li> <li>□ Rachael informed the group that a fellow can come to an IG meeting without being an IG representative and that many people may not know this. We need people to serve on these projects and it is fun.</li> <li>□ Kathy raised concerns about travel expenses. The Chair clarified that currently officers are funded. However this could be amended if a</li> </ul>	<p>Treasurer to write a draft proposal for review in the November meeting regarding setting up a service database (Done).</p> <p>All IG attendees to continue to network for</p>

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<p>proposal was put forward.</p> <ul style="list-style-type: none"> <li>□ Vicky mentioned that there are a lot of fellows with child commitments who would still like to get involved with OA activities. Suggestion made to create a database with service positions.</li> <li>□ Juliet provided information on the Retreat committee. It was made up of approximately half of people in IG and remainder of non-IG attendees. This has evolved through people knowing each other by networking and bringing them on board.</li> <li>□ Lea commented that administration can sometimes put off some people and can appear intimidating.</li> <li>□ Mayu suggested the service database idea could be given to Vice Chair to lead and the list of positions posted on the website and in the newsletters.</li> </ul>	<p>resources to support IG activities on an ongoing basis.</p>
<p><b>Item 10 - IG policy on financial help for groups</b></p> <p>The Chair provided opening comments on the proposal followed by supporting information by the Treasurer.</p> <p>Comments raised:</p> <ul style="list-style-type: none"> <li>□ Many attendees commented on the need to ensure we don't allow groups to neglectfully raise debt expecting it to be paid by IG.</li> <li>□ Additional comments raised by attendees on the concern in breaking Tradition 10 to ensure we do not cause public controversy.</li> <li>□ Treasurer clarified that in the one recent instance where IG had offered to repay the debt, the venue supplier had been surprised that the debt would be reimbursed.</li> </ul>	<p>Treasurer to update the draft proposal based on comments heard. (Done)</p> <p>All attendees to send any additional feedback on the draft proposal to the Treasurer.</p>
<p><b>Item 11 - Group reports during IG meeting</b></p> <p>The Chair provided opening comments on the proposal followed by supporting information by the Executive Secretary.</p> <p>Comments raised:</p> <ul style="list-style-type: none"> <li>□ Kathy commented that the dynamic is lost if we don't have live discussion and input is solely given via documentation in the pre-read package.</li> <li>□ Stacey added as a member who has recently returned to IG the ideas put forward in the proposal seemed a more favorable approach to what had been seen in the past.</li> <li>□ Rachael commented that the write up was based on the consensus and direction from the prior IG meeting. Mayu added concerns on this occurring on other topics requiring unnecessary rework.</li> </ul> <p>Proposal put forward by Rachael and seconded by Juliet. Vote conducted - Yes: 16, No: 0, Abstention: 0. Motion carried.</p>	<p>Executive Secretary to add Group Reporting to the next meeting agenda pack (Done).</p>

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<b>Any Other Business 4.50pm</b>	
<p><b>Item 12 - Start-up literature pack support</b></p> <p>The Chair provided opening comments on the topic stating this was not an official policy being proposed but was an idea for early input and consideration based on suggestion made by St. Albans IG rep.</p> <p>Comments raised</p> <ul style="list-style-type: none"> <li>□ Lea mentioned her group thought this was a great idea. The suggestion could be built on further into a loan format idea, to support Tradition 7 for groups to be self-supporting.</li> <li>□ Juliet suggested the For Today book would not be considered vital literature for start-up of a meeting but liked the other books listed. Newcomer packs could also be a good suggestion to add.</li> <li>□ Lea added importance of having Big Books for setting up meetings.</li> <li>□ Rachael commented that this current suggestion could contravene groups being self-supporting. All of the literature is available from OAGB centrally and individuals could purchase them from there rather than from local meetings.</li> </ul>	<p>Mayu to send comments raised to St. Albans IG representative for them to then consider for input into a formal proposal at a future IG meeting. (Done).</p>
<p><b>Item 13 – OA literature wording change suggestion</b></p> <p>Topic brought up by Lea from her local meeting on request to change OA literature for wording to “We are a group of recovered” rather than “recovering”.</p> <p>Guidance provided by the Chair on how to bring suggestions forward to future IG meetings. Vicky volunteered to liaise with Lea to bring draft proposal forward at a future meeting.</p>	<p>Lea to liaise with Vicky on progressing to formal proposal (Done).</p>
<p><b>Meeting Closes 5.00pm</b></p> <p>Next meeting to be held on Saturday 5 November.</p>	

#### 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)