

MINUTES

Saturday 10 September 2011 (2-5pm)

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

Attendees			
IG Officers	Name	Phone	Email
Chair	Caroline		chair@oasouthandeastengland.org.uk
Secretary (<i>Covering position</i>)	Perry		secretary@oasouthandeastengland.org.uk
Treasurer	Jacqueline		treasurer@oasouthandeastengland.org.uk
PI Mail & Media Officer	Denise		pi@oasouthandeastengland.org.uk
PI Groups Officer	Alex		pigroups@oasouthandeastengland.org.uk
Loner Support Officer	Deborah		lonersupport@oasouthandeastengland.org.uk
Website Officer	Patrick		web@oasouthandeastengland.org.uk
Region 9 Rep	Sabine		region9@oasouthandeastengland.org.uk
Region 9 Rep	Patrick		region9@oasouthandeastengland.org.uk
World Service Officer	Patrick		worldservice@oasouthandeastengland.org.uk
IG Officers Not Present	Name	Phone	Email
New & Existing Group Support Officer	Charlie		groupsupport@oasouthandeastengland.org.uk
Telephone Officer	Angela		telephone@oasouthandeastengland.org.uk
Mail Officer	Michelle		mailofficer@oasouthandeastengland.org.uk
NSB Rep	Sam		nsb@oasouthandeastengland.org.uk
NSB Rep	Angela		nsb@oasouthandeastengland.org.uk
IG Reps	Name	Phone	Email
East Finchley / Sun 11:00			
Chelsea & Westminster / Sun 11:00			
Southwark / Sun 17:30			
Hinde St / Mon 12:30			
Chelsea / Mon 13:00			
Hinde St / Tues 18:30			
Stratford / Tues 19:00			
Wimbledon / Tues 19:00			
Crouch End / Tues 19:30			
Putney / Wed 19:00			
Bethnal Green / Wed 19:30			
St Mary Le Bow / Thurs 18:00			
Greenwich / Sat 08:30			
Wimbledon / Sat 10:00			
Chelsea / Sat 11:00			
Visitors	Name	Phone	Email
-			

Agenda items		Action points
Meeting opened: 2:00pm		
Readings:	Preamble: Sabine 12 Traditions: Kate 12 Concepts: Ali Purpose of Intergroup: Francene	
Apologies:	IG Officers: Angela (Telephone Officer / NSB) Michelle (Mail Officer)	IG Reps: Reena (Hinde St, Tues 18:00) Louisa (Hinde St, Wed 12:15)
7th Tradition:	£37.85	
Quorum (11):	19 Voting Members present (Quorate)	
Minute Approval:		
Corrections & amendments:		<ul style="list-style-type: none"> • Secretary. Update July minutes and send to Web Officer to upload to website
<ul style="list-style-type: none"> • Amendments made to the July minutes. • Proposal: The meeting votes to accept these minutes as an accurate record of the July IG meeting. Proposed by: Deb Seconded by: Pat Vote: Passed 		
Matters arising:		
<ul style="list-style-type: none"> • IG Loop Email Address. Catherine to cover this service for 2-3 weeks. 		
Group Reports	<i>Group Reports are not minuted unless specifically requested.</i>	
<ul style="list-style-type: none"> • North Finchley (Thurs, 20:00) Moving from 29th September 2011 for 4 weeks to Finchley Memorial Hospital. Corner Granville Road and Bowes Lane Finchley N12. Closest tube is East Finchley. • Surbiton (Sun, 11:00) Meeting numbers are low and are after some support. • Southgate (Mon, 20:00) Will be running the Xmas Workshop again this year. Look out for details soon. • Chelsea & Westminster (Sat, 11:00) Service positions available. • Richmond (Sun, 18:30) Meeting numbers are low and are after some support. 		
Officers' Reports	<i>All Officers' Reports appear in full in the Meeting Pack.</i>	
Chair: Caroline <ul style="list-style-type: none"> • No Questions. Vice Chair: Vacant <ul style="list-style-type: none"> • None Secretary: Vacant <i>Perry currently covering the secretary position...</i> <ul style="list-style-type: none"> • No Questions. • September Meeting Pack details <ul style="list-style-type: none"> - 62 groups were posted the 1pp Agenda - Only 2 printed Meeting Packs posted 		

Treasurer: Jacqueline

- No Questions.
- Update. Caroline (Chair) & Charlie (New & Existing Group Support Officer) have passed the bank check and are now officially signatories on our OASEE IG Bank Account.
- Update: Bank Account balances...
 - Current Account **£2312.95** (*Prudent Reserve is £1500*)
 - Deposit Account **£1700.42** (*Prudent Reserve is £1700*)

PI Mail & Media Officer: Denise

- No Questions.
- Update. Will contact Sue at OAGB about Public Information.

PI Groups Officer: Alex

- No Questions.
- Update. Has been continuing to visit groups. Had some feedback that some groups details were out of date on the OA websites but informed that this was a group issue to update their own details now.

Professional Outreach Officer: Vacant

- Chair Update. Recently we had received 2 sets of contacts from the Eating Disorders Conference in March and the Primary Care Conference in June.
- **Eating Disorders Conference**
 - Caroline had received the list of contacts from the Eating Disorders Conference in June. Typed up the list, separated out contacts from abroad or other areas of the country and passed them on to the relevant intergroups or national boards.
 - Passed the contacts for the South and East area on to intergroup volunteers and waiting to hear about their responses.
- **Primary Care Conference**
 - IG have contacted the Health Care Professionals that were based in our region and have to date received 1 request back for literature.

New & Existing Group Support Officer: Charlie

- Officer Not Present.

Loner Support Officer: Deborah

- No Questions.

Website Officer: Patrick

- No Questions.
- Update. Website statistics are consistent with past months. Any announcements can be added to our website by emailing Pat on web@oasouthandeastengland.org.uk

Mail Officer: Michelle

- Officer Not Present.

Telephone Officer: Angela

- Officer Not Present.
- Chair Update: We are now able to transfer to mobile phones. Please contact Angela if you are able help on telephone@oasouthandeastengland.org.uk

World Service Officer: Patrick

- No Questions.
- Patrick has received the final report from WSBC 2011.

- **Treasurer:** Will pass on money.

- **PI Mail & Media:** Contact Sue.

- He is serving on the Web Tech committee and they are currently working on a survey that will be distributed that will ask how local groups / IGs are using the web to carry message.

Region 9 Reps: Sabine & Patrick

- No Questions
- Update. Region 9 Assembly runs from 23-25 November in Belgium this year and all OA members are welcome but do not have a vote. The Convention runs from 25-27 November and again is open to all OA members.
- R9 Motions are expected out in next 14 days. Last year we trialed sending them out to group reps but we received very little feedback. We will however do that again this year.

NSB Reps: Sam/Angela

- NSB Reps Not Present

- **Sabine & Pat:** Simplify Region 9 motions. Then send out via loop & IG Reps & website for feedback & discussion.
- **Secretary:** Add to Nov Agenda.
- **Secretary:** Add R9 Motions to Meeting Pack.

Agenda Items

1) Bylaw Amendments x11

- Bylaw Amendment A | Public Information Groups Officer
- Bylaw Amendment B | New & Existing Group Support Officer
- Bylaw Amendment C | Secretary
- Bylaw Amendment D | Mail Officer
- Bylaw Amendment E | Meetings List Officer
- Bylaw Amendment F | PI Officer (Mail & Media)
- Bylaw Amendment G | Voting Membership
- Bylaw Amendment H | Voting Membership
- Bylaw Amendment I | Responsibilities of IG Board
- Bylaw Amendment J | Responsibilities of IG Board
- Bylaw Amendment K | Vacancies & Resignations

- **Proposal:** That Bylaw Amendments A, B, C, D, F & H are placed on the Consent Agenda.
Proposed by: Caroline | **Seconded by:** Kerry
Consent Agenda Vote: Passed (21/0/1)
- **Bylaw Amendment A / Public Information Groups Officer**
Amendment to: Article IV Section 6
Current Wording: Public Information Groups Officer
Visits groups and encourages them to do PI work in their areas and also encourages contributions from groups to Intergroup and greater involvement of groups at all levels of the service structure.
Proposed Wording: Public Information Groups Officer
Visits groups and encourages them to do PI work in their areas.
- **Bylaw Amendment B / New & Existing Group Support Officer**
Amendment to: Article IV Section 6
Current Wording: New & Existing Group Support Officer
Helps groups with the information and support they need to establish a new group and to maintain existing groups, using guidelines as published by WSO Handbook.
Proposed Wording: New & Existing Group Support Officer
Helps groups with the information and support they need to establish a new group and to maintain existing groups, using guidelines as published by WSO Handbook. Encourages contributions from groups to Intergroup and greater involvement of groups at all levels of the service structure.

- **Secretary:** Update Bylaws.

- **Bylaw Amendment C / Secretary**

Amendment to: Article IV Section 6

Current Wording:

C. Secretary

1) Shall see that the minutes are kept of all Intergroup and Intergroup Board meetings and that a copy of the Intergroup minutes is printed and mailed to each IR. As a co-operative gesture, a copy of the minutes may be sent to the regional trustee and to the NSB Chair.

2) Shall maintain a file of all minutes of past meetings.

3) Shall liaise with the meetings list officer where necessary to update Intergroup contact list and meeting details.

4) Shall perform all other duties as prescribed in Intergroup meetings or as stated in job descriptions.

Proposed Wording:

C. Recording Secretary

1. Shall see that the minutes are kept of all Intergroup and Intergroup Board meetings.

2. Will keep a hard copy of the Intergroup minutes and organise for a PDF copy to be posted online.

3. Shall maintain a file of all minutes of past meetings.

4. As a co-operative gesture, a copy of the minutes may be sent to the regional trustee and to the NSB Chair.

5. Shall distribute via email an IG Summary report after each IG to all IG attendees, IG Reps and the OASEE IG Email Loop.

D. Executive Secretary

1. Shall assemble and distribute to all IG Officers and IR's the IG Meeting Pack to include the meeting agenda and all officers reports.

2. Shall maintain the OASEE IG database.

3. Shall update the IG Bylaws, IG Policy and other IG documents as required and electronically backup all essential IG documents.

4. Shall perform all other duties as prescribed in Intergroup meetings.

- **Bylaw Amendment D / Mail Officer**

Amendment to: Article IV Section 6

Current Wording: Mail Officer

The Mail Officer sets up and maintains a PO Box and an electronic mail box and sends mail onto other officers and to the National Service Board.

Proposed Wording: Mail Officer

The Mail Officer sets up and maintains a PO Box and an electronic mail box and sends mail onto other officers and to the National Service Board.

Maintains an intergroup email list and forwards announcements and information to the list as requested by members of the intergroup.

- **Bylaw Amendment F / PI Officer (Media & Mail)**

Amendment to: Article IV Section 6

Current Wording: PI Officer (Media & Mail)

Responsible for dealing with all media queries - press, radio and television either from direct approaches or indirectly through groups. All media enquiries should be passed on to this officer who will liaise with National Service Board (Media) officer regarding national media enquiries. Also receives letters from professionals and students and responds in an appropriate manner, including arranging for PI talks and panels for interested groups and professionals.

Proposed Wording: PI Officer (Media & Mail)

Responsible for dealing with all media queries - press, radio and television either from direct approaches or indirectly through groups. All media enquiries should be passed on to this officer who will liaise with National

Service Board (Media) officer regarding national media enquiries.

- **Bylaw Amendment H / Voting Membership**

Amendment to: Article III Section 1

Current Wording:

Voting Membership of the Intergroup shall consist of the following:

A. The Intergroup Board of Officers:

1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer
5. Meetings List Officer
6. Public Information Officers (Mail & Media and Groups)
7. Mail Officer
8. Support Officers (New & Existing Group and Loner Support)
9. Telephone Officers (National Helpline and South & East of England Helpline)
10. Delegates (Region 9 and World Service Conference)
11. Any additional Officers considered necessary by Intergroup.

Proposed Wording:

Voting Membership of the Intergroup shall consist of the following:

A. The Intergroup Board of Officers:

1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer
5. Public Information Officers (Media and Groups)
6. Mail Officer
7. Support Officers (New & Existing Group and Loner Support)
8. Telephone Officers (National Helpline and South & East of England Helpline)
9. Delegates (Region 9 and World Service Conference)
10. Any additional Officers considered necessary by Intergroup.

Not on Consent Agenda

- **Proposal: To amend Bylaw Amendment E / Meetings List Officer**

Proposed by: Caroline | **Seconded by:** Ceri

Amendment to: Article IV Section 6

Current Wording: Meetings List Officer

Updates the current meetings, which is then sent out to groups, NSB, WSO and Region 9 Trustee on a regular basis, and also maintains a current contact list which is used for all relevant OA mailings, including those from NSB where requested.

Proposed Wording: To remove Meetings List Officer from Section 6.

Vote: Passed (20/1/1)

- **Proposal: To amend Bylaw Amendment G / Voting Membership**

Proposed by: Caroline | **Seconded by:** Pat

Amendment to: Article III Section 1

Current Wording:

Voting Membership of the Intergroup shall consist of the following:

A. The Intergroup Board of Officers:

1. Chair
2. Vice-Chair

3. Secretary
4. Treasurer
5. Meetings List Officer
6. Public Information Officers (Mail & Media and Groups)
7. Mail Officer
8. Support Officers (New & Existing Group and Loner Support)
9. Telephone Officers (National Helpline and South & East of England Helpline)
10. Delegates (Region 9 and World Service Conference)
11. Any additional Officers considered necessary by Intergroup.

Proposed Wording:

Voting Membership of the Intergroup shall consist of the following:

A. The Intergroup Board of Officers:

1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer
5. Public Information Officers (Mail & Media and Groups)
6. Mail Officer
7. Support Officers (New & Existing Group and Loner Support)
8. Telephone Officers (National Helpline and South & East of England Helpline)
9. Delegates (Region 9 and World Service Conference)
10. Any additional Officers considered necessary by Intergroup.

Vote: Passed (19/1/1)

- **Proposal: To amend Bylaw Amendment I / Responsibilities of IG Board**

Proposed by: Caroline | **Seconded by:** Perry

Amendment to: Article IV Section 6

Current Wording:

Section 6 – Responsibilities of the Intergroup Board

- A. Chair...
- B. Vice Chair...
- C. Secretary...
- D. Treasurer...
- E. The Intergroup Board shall provide a means of conducting the Intergroup business in the case of emergencies and/or between meetings of the Intergroup.

Proposed Wording:

Section 6 – Responsibilities of the Intergroup Board

- A. Chair...
- B. Vice Chair...
- C. Secretary...
- D. Treasurer...
- E. The Intergroup Board shall provide a means of conducting the Intergroup business in the case of emergencies and/or between meetings of the Intergroup.
- F. All Intergroup Board members must attend at least 4 Intergroup meetings a year, exclusive of the special meeting designated for discussion of WSBC motions.

Vote: Passed (18/2/1)

- **Proposal: To amend Bylaw Amendment J / Responsibilities of IG Board**

Proposed by: Caroline | **Seconded by:** Sabine

Amendment to: Article IV Section 6

Current Wording:

Section 6 – Responsibilities of the Intergroup Board

F. Other Board positions:

1. Mail Officer...
2. Meetings List Officer...
3. Public Information Groups Officer...
4. PI Officer (Media & Mail)...
5. Website Officer...
6. Entertainment Officer...
7. Professional Outreach Officer...
8. Loner Support Officer...
9. New & Existing Group Support Officer...
10. Telephone Helplines
 - i. Telephone Officer (1. Intergroup Area)...
 - ii. Telephone Officer (2. National)...
11. World Service & Region 9 Officer(s)...
12. National Service Board Representative...

Proposed Wording:

Section 6 – Responsibilities of the Intergroup Board

F. Other Board positions:

1. Mail Officer...
2. Meetings List Officer...
3. Public Information Groups Officer...
4. PI Officer (Media & Mail)...
5. Website Officer...
6. Entertainment Officer...
7. Professional Outreach Officer...
8. Loner Support Officer...
9. New & Existing Group Support Officer...
10. Telephone Helplines
 - i. Telephone Officer (1. Intergroup Area)...
 - ii. Telephone Officer (2. National)...
11. World Service & Region 9 Officer(s)...
12. National Service Board Representative...

G. All Intergroup Officers, excepting NSB officers, must attend at least 3 intergroup meetings a year, exclusive of the special meeting designated for discussion of WSBC motions.

Vote: Passed (20/1/1)

• **Proposal: To amend Bylaw Amendment K / Vacancies & Resignations**

Proposed by: Caroline | **Seconded by:** Alex

Amendment to: Article IV Section 7

Current Wording:

Section 7 – Vacancies & Resignations

A. If a member of the Intergroup Board fails to attend 2 consecutive meetings without prior notice, his/her office may be declared vacant by a majority of those members present and voting. The Chair will be responsible to contact any Board member on the first occasion that he/she fails to attend any Intergroup meeting without prior notice.

B. Any Board member may resign at any time for any reason by giving the Chair of the Intergroup written notice.

C. Any Board member of this Intergroup may be removed from office for due cause by a 2/3 majority vote of the IRs at a special meeting announced for

that purpose.

Proposed Wording:

Section 7 – Vacancies & Resignations

A. If a member of the Intergroup Board fails to attend 2 consecutive meetings without prior notice, or fails to attend the required number of meetings a year, his/her office may be declared vacant by a majority of those members present and voting. The Chair will be responsible to contact any Board member on the first occasion that he/she fails to attend any Intergroup meeting without prior notice.

B. Any Board member may resign at any time for any reason by giving the Chair of the Intergroup written notice.

C. Any Board member of this Intergroup may be removed from office for due cause by a 2/3 majority vote of the IRs at a special meeting announced for that purpose.

Vote: Passed (19/2/1)

2) IG Elections

• **Vice Chair / Secretary / Professional Outreach**

Nominations: None Received

- All IG Officer positions are open for election at the November AGM

3) National Assembly 2013 Bid

Jacqueline updated the meeting that the hotel we are proposing is the Best Western Reading Moat House.

• **Conference Rooms**

- The main conference room can hold 80 people theatre style plus a top table of 12. There is a credenza at the back of the room for Literature and CD sales.
- Some natural light and a doorway onto a terrace which can be opened.
- Air conditioning which is controlled by the delegates. Seats are very comfortable.
- The OA meeting room can fit around 50 in a tight circle.
- NSB meeting room for Sunday can fit 12 on a boardroom table plus there are extra chairs around for visitors. Natural light.
- They would lease us a PA system, mic and projector for £450.

• **Bedrooms**

- 129 rooms in all, 100 standard and 29 executive all with tea and coffee facilities.
- Executive bedrooms are available with flat screen TVs and fridges in the room for an extra £25 a night.

• **Travel**

- Train: The nearest station is Winnersh. The hotel operates a free shuttle bus there on weekdays, a 5 minute drive. There is a regular train service from Reading to Winnersh which takes 10 minutes.
- Road: 1 mile from the M4, Junction 10. Lots of free parking on site.
- Air: Heathrow is 20 miles away and a taxi is between £40 and £50. There is also a coach service from Heathrow to Reading for £22 return.

• **Food**

- Chef can cater for food requests of no sugar and no white flour.
- Meals would be buffet style. Dining room can be block booked for us for certain times which means other guests would not be eating at the same time.

• **Booking**

- Would hold rooms we option on a 1 month release date eg a month before the assembly they would start releasing rooms to other people who wanted to stay. Delegates can book on phone only for our rate, money deducted on

booking. Rooms can be cancelled up to two weeks before the event for no charge.

- **Pricing (estimated)**

- Day delegate rate for visitors on the Saturday or Sunday which would include lunch, tea and coffee, and conference facilities = £16
- Dinner, bed and breakfast in a single or double room. Per night = £55
- Two night stay, conference and convention including all meals = £142

- **Proposal:** That OASEE IG will bid to host the National Assembly in October 2012 using the Best Western Reading Moat House.

Proposed by: Jacqueline | **Seconded by:** Alex

Vote: Carried (17/0/3)

4) IG Nominations for NSB

- **Nominations:** Jacqueline

Proposed by: Jacqueline | **Seconded by:** Sabine

Endorsed: Jacqueline

- **Reminder:** The 26th Annual National Assembly is being held from Friday 21st to Sunday 23rd October at the Hilton Metropole Hotel, NEC, Birmingham.

5) OASEE Rep to National Assembly 2011

- **Nominations:** Francene

Proposed by: Francene | **Seconded by:** Kate

Elected: Francene

6) Eating Disorders Conference

- See Professional Outreach Officer update.

7) IG November Elections / Nominations Committee

- **Nominations:** Alex

Proposed by: Alex | **Seconded by:** Deb

Elected: Alex

- Committee: Perry, Kate, Sabine, Francene.

8) Region 9 Motions

- See Region 9 Rep update.

9) Website Meetings List update

- Jacqueline has actioned the update.

10) IG Agenda Review

- Not yet prepared.

11) Morning Workshops

- Kate updated the meeting that she is keen to run a workshop on 12 Traditions but this is not going to happen in November as we have a lot of time restrictions due to the AGM.

- **Chair:** Send paperwork to OAGB Chair.

- **Francene:** To report back to IG from National Assembly 2011.

- **Secretary:** Add to Nov Agenda.

- **Secretary:** Add to Nov Agenda.

AOB

None

Meeting closed: 5:00pm

Glossary:

Common abbreviations used in our documents

AOB	Any other business
GSR	General Service Representative (<i>same as IR</i>)
IG	Intergroup
IR	Intergroup Representative (<i>same as GR</i>)
MP	Meeting Pack
MS	Meeting Summary
NSB	National Service Board
NA	National Assembly
OAGB	OA Great Britain
OASEE	OA South and East England
OASEE IG	OA South and East England Intergroup
PI	Public Information
PO	Professional Outreach
R9	Region 9 (<i>Europe, Africa & Middle East</i>)
TSW	Twelfth Step Within
WSO	World Service Office
WSBC	World Service Business Conference

Useful website links

www.oasouthandeastengland.org.uk (*Our IG website*)

www.oagb.org.uk (*Our national website*)

www.oaregion9.org (*Our region website*)

www.oa.org (*The WSO website*)