

**INTERGROUP MINUTES**

**Saturday 7th July 2018 (2-5pm)**

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

IG Officers			
IG Officer	Name	Email	
Treasurer	Margaret	<a href="mailto:treasurer@oasouthandeastengland.org.uk">treasurer@oasouthandeastengland.org.uk</a>	
Recording Secretary/ NA Delegate	Juliet	<a href="mailto:rec.secretary@oasouthandeastengland.org.uk">rec.secretary@oasouthandeastengland.org.uk</a>	
Social Media Officer	Lea	<a href="mailto:socialmedia@oasouthandeastengland.org.uk">socialmedia@oasouthandeastengland.org.uk</a>	
IG Reps			
Meeting Description	Name	Meeting Description	Name
East Finchley (Sun)	Alex	Kingston (Wed)	Anne
Greenwich (Sat)	Leila	St Albans (Tues)	Cathy
Sutton (Wed)	Ali	Reading (Fri)	Sheila
Chelsea (Sun)	Yesh	Leiston, Suffolk	Cathie
Greenwich (Visitor)	Judy		

<b>Meeting opened:</b> 2.00pm by the Chair, followed by the Serenity Prayer and a moment of silence for the still suffering compulsive eater	
<b>Readings</b> Preamble: Anne ;12 Traditions: Cathie ;12 Concepts: Alex ; Purpose of Intergroup: Leila ; Healthy Intergroup: Anne	
<b>Introductions</b>	
<b>Apologies:</b> Linda (Chair), Nicky (Newsletter Officer-resigned), Rachael (Web Officer-resigned), John (Exec Secretary-resigned), Caroline (NSB rep) Darren (R9 Rep)	
<b>7<sup>th</sup> Tradition:</b> £47.01	
<b>Quorum:</b> Quorum(11) <u>not</u> met - 10 voting members only	
<b>Minute Approval</b>	<b>Action points</b>
<b><u>Corrections and Amendments:</u></b> Pg 1 Juliet not Linda as Rec Secretary Unable to vote to approve minutes as not quorate.	<b>1.Rec. Sec: Make agreed amendment to minutes 2.Chair: to add May minutes approval to Sept agenda</b>

<p><b>Timekeeper:</b> Alex</p> <p><b>Matters Arising:</b></p> <p>All actions have been completed except the GDPR Data Protection Policy being added to the Policy Manual</p> <p>Two members raised the issue of the Meeting list PDF and queried whether it could be created without contact info. A. Yes, it could be someone would need to do that and we currently have no Web Officer and no Exec Sec.</p>	<p><b>3.Exec Com:</b> to update the Policy Manual to include the GDPR Data Protection Policy</p>
<p><b>Officers' Reports:</b> These appear in full in the meeting pack</p>	<p><b>Action Points</b></p>
<p><b>Chair:</b> No questions, additional information given with regard to</p> <p>a) Constant Contact (Newsletter distribution provider). In the absence of a Newsletter Officer the Exec Committee decided to suspend the current contract temporarily which reduces our monthly subscription from £18 to £5. When the vacancy is filled the account can be restored without any loss of data.</p> <p>b) GDPR Privacy Breach - The July agenda packet was accidentally sent out without using BCC which was a data breach. The Chair contacted our GDPR Lead who advised that an apology plus a replacement email requesting deletion of the original non BCC version be sent which it duly was on July 1st. She further advised that it did not require reporting to the ICO. The Chair will be entering this into our GDPR record and looking at how we can avoid this happening again.</p> <p><b>Vice Chair:</b> Position vacant, no questions</p> <p><b>Executive Secretary:</b> John ( -since resigned) Q: Who do we contact if our meeting is struggling and needs support? A: email the Exec Sec email address, it is still active and the inbox should be being monitored.</p> <p><b>Treasurer:</b> Q: Why are some items highlighted? A: Difficulty in manipulating bank statements and anonymising for the report. Comment: Would be good to have all the R9 money highlighted as it's separate to the IG money.</p> <p>Q: how are group contributions? A: Given in report, they are down, only £909.35 this year so far which is 18.19% of our estimate expected for the year.</p> <p>Q: Are any groups still sending cheques? No not really, 1 group has set up a monthly direct debit though!</p> <p>Q: What are expenses to run IG? Mostly rent which is £75 per meeting and public liability.</p> <p><b>Website Officer:</b> Officer not present, no questions</p> <p><b>Newsletter Officer:</b> Position vacant Q: can someone who is not here apply for the position? A: Give Exec Committee their details and we will contact them.</p> <p><b>Telephone Officer:</b> Position vacant, previous Officer explained to group about her stepping down and encouraged all to consider taking up the post. Thanked for her service and her detailed reports.</p> <p><b>National Assembly Delegate:</b> Position vacant, no questions</p> <p><b>National Service Board Officer:</b> Officer not present. Request it be minuted that there are major concerns for OAGB as 3 of 4 officers due to stand down in the autumn.</p> <p><b>Region 9 Rep:</b> Officer not present, no report, no questions</p> <p><b>World Service Delegate:</b> Position vacant, no questions</p>	<p><b>4.Exec Com:</b> <b>Obtain contact details for member interested in Newsletter Officer position and get in touch.</b></p>
<p><b>Agenda items:</b></p>	<p><b>Action Points</b></p>
<p><b>Officer Elections</b></p> <p><b>Executive Secretary</b> - No expressions of interest. Exec Sec email box needs monitoring in the absence of an Officer and Officer reports need requesting/gathering for the Sept Agenda Pack, nobody present willing to offer service in either area.</p> <p><b>Website Officer</b> - No expressions of interest so we will need to put a notice on the Website to say that we do not have an Officer in post and therefore the site is not being updated.</p> <p><b>National Assembly Delegate</b> - Anne (Kingston) put herself forward but the meeting was unable to proceed further with an election as a quorum had not been reached. Q: When is final registration date for NA? Will it be too late for her to register if she gets voted in at the Sept meeting? A: Not sure, need to check</p>	<p><b>5.Exec Com:</b> to liaise regarding cover for basic Exec Sec duties and liaise with outgoing Web Officer to post "no updates" notice on website</p>

Agenda items continued:	Action Points
<p><b>Newsletter Officer</b> - Interest expressed, via a 3rd party, by Umoja from Kingston meeting (not present). Exec Committee to contact her (See previous action point)</p> <p><b>Telephone Officer</b> - Q: what do you do with it when you go on holiday? Find a fellow to answer it for you. Q: Is there a sheet of answers to use? A: No but info on OABG, <a href="http://OA.org">OA.org</a> sites and can ask other fellows and officers. Can't vote on an Officer today but we must choose between a member taking it and answering it for 2 months until next meeting OR recording a vote message saying we have no Officer in post and hence nobody to answer it at the moment. Alex offered to have the phone and cover the service until the Sept meeting.</p> <p>Expressions from those present about urgently needing to tell more fellows that IG need help. Email entirely about vacancies should be sent (Not lost in big agenda packet) . Notice should be posted on the Website (except we have nobody to do that).</p> <p><b>Website Officer back up service position</b> - as we were not quorate, we do not have a Web Officer and there were no questions about this item, no further action was taken at this time.</p> <p><b>WSBC Delegate inbox monitoring volunteer</b>- Anne put herself forward.</p>	<p><b>6.Exec Com: Check on Assembly registration and room booking dates</b></p> <p><b>7.Exec Com: to discuss sending Rep email regarding IG vacancies, add them to Sept agenda</b></p> <p><b>8.Exec Com: To contact Anne re WSBC inbox access and monitoring</b></p>
<p><b><u>R9 Assembly and Convention Committee Update</u></b></p> <p>Committee last met on July 1st and the Committee Treasurer has provided a financial report in the Agenda Packet. Update is that currently 25 registrants for the Assembly, 23 staying for the Convention (Only 16 have so far paid). There are 6 Assembly visitors (3 have paid)</p> <p>For the Convention we have 55 Convention only bookings (34 have paid)  28 for the Full Convention (12 with Elm Grove Accommodation)  21 for Sat&amp;Sun  5 for Sat only  1 for Sun only  86 Total (including the Assembly delegates )</p> <p>Spaces are limited to 120 only so please book soon if you want to come.</p> <p>Four groups have offered to give service at the Convention by leading a Workshop. The Committee is very grateful for that.</p> <p>Also need some help running the evening social time. Suggestions made included Karaoke, Bollywood dancing (hire a teacher) Having a DJ and dancing. Need to check on PA Systems, Performing rights? Playing of music in a Retreat Centre?</p> <p>The Volunteer Coordinator and Venue Liaison have both stepped down so a bit short of Committee members. Anne put herself forward as Venue Liaison and Alex put herself forward as Volunteers Coordinator</p>	<p><b>9. R9 A&amp;C Committee Chair: To liaise with those willing to give service on Committee and to find out about any potential music related issues at the venue</b></p>
<p><b>Changes at Intergroup</b>- topic introduced by acting Chair</p> <p>WhatsApp group suggested by Social Media Officer (to keep in touch between meetings for Officers and reps) Discussion: wonderful way to keep in touch if used in the right way, some meeting use for service position cover etc. Emails less intrusive than lots of WhatsApp messages, response that notifications can be muted for WhatsApp.</p> <p>First time rep at IG (who is not able to come again) noted that 6 meetings a year is too many and they are too long. She also had an expectation that there would be even a short check-in share. Some IGs have less meetings per year but they are longer and they and run a workshop afterwards or before.</p> <p>The idea of individual shares was appealing, suggestion also that reps could come and talk about how their meeting was doing (as happened in the past) as a way to get everyone connecting</p>	

Agenda items continued:	Action Points
<p><b>Changes at Intergroup continued:</b></p> <p>Further discussion-the Purpose of IG is to move OA forward- would doing any of the suggested things move it forward?</p> <p>Geographically we are too big an area, response from another member was that other IG areas are larger. Heart of England has less than 20 meetings but runs an annual convention and a PI event</p> <p>Our Primary Purpose is to carry the message- used to do this by arranging workshops, retreats, PI work etc. Q: Why does this no longer happen? A: In the past we had 3 standing Committees, which were then reduced to 2- Twelfth Step Within and Public Information/Professional Outreach. Met within the IG meeting time and sometimes between meetings and that worked really well for a few years. Committee chairs then moved on or left IG and no new ones came forward. Committees then struggled</p> <p>Meeting venue in Chelsea is very difficult to get to. Q Why can't we meet somewhere more central? Soho recovery centre suggested, Previous treasurer investigated this but expensive (We only pay £25 per hour) and difficult because we only want the room every 2 months on a Saturday afternoon. 10 Years ago IG met at St Columba's church of Scotland near Victoria , Kings Cross venue called ISATS suggested as rent is cheap. Ultimately the IG can move and meet anywhere but someone needs to be willing to research a new venue.If we had internet access people could participate via Skype which might increase attendance. Would need to check about that in Bylaws. Zoom the meeting app suggested.</p> <p>Info needed to feedback to meetings and ask their opinion.</p>	
<p><b>Proposal to change the Preamble- (Social Media Officer)</b></p> <p>Presented and explained as to want to give newcomers the hope and the understanding that it is possible to recover, to be recovered. The Big Book only uses "recovering" a few times but "recovered" lots more and we should be using it in our Preamble. State of being recovered is contingent on spiritual condition from moment to moment but it is "recovered". Reason why there are such low rates of recovery in the fellowship, we are just promoting it as a journey to go on that never finishes that we are never recovered.</p> <p>Responses- Other fellowships talk in terms of being in recovery, not recovered, it's not just OA. Not sure that changing the Preamble will make a difference to that. Agreement that we can be recovered and that gives hope to the newcomer. It is important. Quote read out from 12 and 12 that "repetition is the only form of permanence that nature can achieve". Query that there is no cost involved in changing the wording because it appears in the front of the 12&amp;12 which has only just been revised. Query on exact wording she wants to change it to</p> <p>Officer looking for support in producing a proper proposal- new rep to IG volunteered to support her in that.</p> <p><b>Social Media Officer Update</b></p> <p>Been looking into a lot of things, OA on Facebook, Twitter, Instagram. Investigating OASEEIG having an online presence. Been trying to find suitable content.</p> <p>Q: Been in post since Nov 2017, has not produced any Officer Reports at all, what is stopping her from doing that? A: Not very good at admin, can write one if that is what's required but finds that hard to do and not sure what is wanted. Comment for two members present that a written report to read beforehand would have really helped to understand what's being presented in the meeting.</p> <p>Job description was to research OA Guidelines and policies relating to social media and the Traditions, particularly as they relate to anonymity. Also to investigate opportunities for OA to use Social Media to carry the OA message and present these to IG for consideration. Seemed like we need to do this first? Officer has contacted the Social media marketing person for the WSO. Mentioned Search Engine Optimisation. Officer suggested we could populate with meeting PDFs animated videos to make it interesting. Showed short animated video to get feedback from IG.</p> <p><a href="https://www.youtube.com/watch?v=H89QQfXtc-k">https://www.youtube.com/watch?v=H89QQfXtc-k</a></p>	<p><b>10.Social Media officer: Work on proposal to change the Preamble to be brought to the Sept IG meeting</b></p> <p><b>11.Social Media Officer to work on producing a report for Sept IG meeting detailing her work so far</b></p>

Agenda items continued:	Action Points
<p>Comments were that it was “engaging” and “really good” but that it couldn’t be used because it was not OA approved. Could we get around that in some way as other groups have done? Maybe not wise, want to be in line with the Traditions.</p> <p>Out of time but suggestion that the Social Media Officer communicate with the IG via written Officer Report and that a member of the Exec Committee support her in doing so. Suggestion that because we are using volunteers we have an obligation to support them in their duties. Note that we are not using/employing volunteers because we are all volunteers.</p>	
<b>AOB:</b>	
<p><b>Support in setting up a generic email address for meetings (St Albans meeting rep)</b> It always asks for names and dates of birth etc how do we get around that? Suggestion to use birth date of meeting or make one up that would be old enough (ie over 16?18?) to own an email account.</p> <p><b>Website links (St Albans meeting rep)</b> Note that website links are not up to date but this has been answered with the knowledge that the Website Officer has stepped down</p> <p><b>National Assembly IG Representation (Shelia)</b> Shelia wanted it noted that she is booking for National Assembly anyway but would be happy to represent IG and have her expenses paid should we end up not having a NA Delegate for whatever reason.</p>	
<b>Meeting closed:</b> 5pm with the Serenity Prayer	
<b>Next meeting:</b> Saturday Sept 1st 2018	

**Deadline for Officer reports:** 4th Aug 2018      **Distribution of next agenda pack:** 18th Aug 2018

**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)