

**INTERGROUP MINUTES**

**Saturday 2<sup>nd</sup> Mar 2019 (2-4:45pm)**

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

IG Officers			
IG Officer	Name	Email	
Chair	Darren	<a href="mailto:chair@oasouthandeastengland.org.uk">chair@oasouthandeastengland.org.uk</a>	
Treasurer	Margaret	<a href="mailto:treasurer@oasouthandeastengland.org.uk">treasurer@oasouthandeastengland.org.uk</a>	
NA Delegate	Sheila	<a href="mailto:nadelegate@oasouthandeastengland.org.uk">nadelegate@oasouthandeastengland.org.uk</a>	
NSB Officer	Juliet	<a href="mailto:nsb@southandeastengland.org.uk">nsb@southandeastengland.org.uk</a>	
Telephone Officer	Karen	<a href="mailto:telephone@oasouthandeastengland.org.uk">telephone@oasouthandeastengland.org.uk</a>	
Website Officer	Ali	<a href="mailto:web@oasouthandeastengland.org.uk">web@oasouthandeastengland.org.uk</a>	
IG Reps			
Meeting Description	Name	Meeting Description	Name
East Finchley (Sun)	Alex	Leiston	Cathie
Beaconsfield (Mon)	Charlotte	Kingston	Anne
Borehamwood	Debbie	Reading	Sheila
Soho (Sat)	Kara	Visitor	Robbie
Kingsgate	Eileen	Visitor	Caroline

<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: Charlotte; 12 Traditions: Alex; 12 Concepts: Cathie; Purpose of Intergroup: Robbie; Healthy Intergroup Preamble: Sheila	
<b>Introductions and timekeeper appointment</b> - Juliet volunteered	
<b>Fellowship sharing time (30 mins)</b>	
<b>Apologies:</b> Linda (Vice Chair), Susie (Exec Sec)	

<b>7<sup>th</sup> Tradition:</b> £61.60	
<b>Quorum:</b> Reached with 12 voting members	
<b>Minute Approval</b>	<b>Action points</b>
<p><b>Corrections and Amendments:</b></p> <p>Page 1 – Cathie from Leiston, not Heiston  Not an AGM, attendance spelled wrong  Kings...? Should be changed to Kingsgate, Eileen and Simone represented Swiss Cottage  Visitor's name should be Maylee  Page 2 – Readings – Cathie, not Cathy. Apologies – treasurer spelled wrong  Page 4 – The usual ending for the minutes is missing</p>	1.
<b>Minute Approval continued</b>	<b>Action points</b>
<p><b>Matters Arising:</b></p> <p>Page 2  <b>Anne</b> - to create sign for sign-in table to let people know about the WhatsApp group</p> <p>Not done as Anne had been told she would get access to Dropbox but this has not happened – before this is done, the Chair needs to check policies to see if those other than OASEE officers can be given access to Dropbox</p> <p>Page 4</p> <p><b>Karen</b> – to send Darren a request for this (an ideation session to discuss possible projects or events) to be added to March agenda</p> <p>This was not done as Karen is not able to run this session</p> <p><b>Chair</b> – to send out information about the motions to all group reps</p> <p>Question - has our feedback from the WSBC meeting to discuss the motions been sent to WSO, and have we had any response to the fact that we were not quorate at the meeting? Chair has not yet been able to go over the meeting notes with Exec Committee, but will do this and send in before the closing date of 7<sup>th</sup> March.</p> <p><b>Website Officer</b> – to set up either free or paid separate Dropbox account for web backups, and to report back in March regarding how to manage this going forward</p> <p>Resolved – wasn't aware that backups already being saved into secret folder in Dropbox, so this was being duplicated – having resolved that, we now have plenty of storage</p> <p>Anne proposed that the minutes be accepted as an accurate record of the January meeting. Eileen seconded. Motion passed.</p>	<p><b>Chair – to clarify policy</b></p> <p><b>Darren to check – was this from previous minutes</b></p> <p><b>Chair – to send our agenda questionnaire responses to WSO</b></p>

<b>Officers' Reports:</b> These appear in full in the meeting pack	<b>Action Points</b>
<p><b>Chair:</b> No questions</p> <p><b>Vice Chair:</b> No questions</p> <p><b>Executive Secretary:</b>  Q. The chair asked if anyone has any contact with the Monday St Neots group, as the Exec Sec has been struggling to get in touch with contact.  A. A couple of members said they felt it had shut down a while ago.</p> <p>Q. Is it easier for officer reports to be submitted in PDF or Word?  A. Word, however this can still be problematic – try using old version of Word</p> <p><b>Treasurer:</b>  Q. Where can we find copies of the flyers that we've been asked to share with groups?  A. Paper copies available at the IG meeting, and electronic copies available on <a href="http://www.oasouthandeastengland.org.uk">www.oasouthandeastengland.org.uk</a></p> <p>Q. The report says that 61.46% of our budget has not been not spent – is this an annual budget, or for the financial year?  A. This is for the financial year, so we have a month of that year left. We have underspent so much because we anticipated the R9 Convention being a cost, but in fact we made a profit from hosting the event.</p> <p><b>Website Officer:</b>  Q. What is difference between Meetings Page and the Current Meetings List? One gets a lot more traffic than the other.  A. One of them is a link to the meetings list on oa.org, and one is our meetings list pdf document</p> <p><b>Newsletter Officer:</b> Vacant, no questions</p> <p><b>Telephone Officer:</b>  Q. How did you deal with a non-member complaining that we don't promote OA enough?  A, Explained that we are all volunteers and that we are doing our best to promote it</p> <p>Q. Do we have a mobile phone that we use for this? There is a service called EVoice that sends any messages left by callers as email attachments, would this be better?  A. It's good to have a phone as at times it's possible to answer the calls directly, this seems to be of most help to callers. Also, sometimes people send text messages instead.</p> <p>Q. Is this a phone number that anyone can call?  A. Yes, the number is available on the IG website, and is listed by each meeting on the oa.org meetings list</p> <p><b>National Assembly Delegate:</b> No questions</p>	<p><b>Caroline:</b> to make contact with someone she knows in that area and pass on any information to Exec Sec/Web Officer</p>

<p><b>National Service Officer:</b>  Q. Could you talk a bit more about the vacancy on the NSB?  A. An officer has left their position on the Board, and when someone leaves mid-term we are able to co-opt someone to replace them until the next National Assembly. There is currently a vacancy as the Literature Liaison Officer, the role would focus on helping bring the service up to date and to help it serve the fellowship even more than it currently does.</p> <p><b>World Service Delegate:</b> Position vacant, no questions</p> <p><b>Social Media Officer:</b> No questions</p> <p><b>Region 9 Delegate:</b>  Update - R9 is working on a sponsor list, you'll be able to select language/country, it is being worked on by a committee and will be well supported. There is also a new meeting letter that has been translated into 15 languages, it gives information on where to find all the information you might need, eg meeting formats etc. When a new meeting is registered, they will receive this by email.</p> <p>Q, If there isn't a GDPR issue with R9 having a sponsor list, does this mean that it's possible for us to have a list of people able to do chairs which is compliant with GDPR?  A. This is being addressed later in the agenda, but useful point.</p>	
<p><b>Agenda items:</b></p>	<p><b>Action Points</b></p>
<p><b>Officer Elections</b>  Recording Secretary – No nominations  WSBC Delegate – No nominations for this year, but some interest for next year.  Newsletter Officer – No nominations</p>	<p><b>Exec Sec – To add elections for Recording Secretary and Newsletter Officer to May agenda</b></p>
<p><b>Workshop Update</b>  A venue has been found, and some volunteers have come forward to join committee.  Total cost – room hire, travel expenses and stationery is £450.  Suggested 7th Tradition cost of £7.50 which would allow us to break even if 60 people attend.  Question – could we just say 7th Tradition will be observed, rather than price it with the aim of breaking even, as we have a fair amount of money in the Intergruop account.  All proposed by Anne, seconded by Alex</p> <ol style="list-style-type: none"> <li>1. Vote on budget for event at £450 – motion passed</li> <li>2. Vote on proceeding with publicising the event via OA websites and emails to all SEEIG meeting reps – motion passed</li> <li>3. Suggested attendance fee of £7.50 – changed to 'Suggested contribution of £7.50 or whatever you can afford' – amendment passed.</li> </ol>	

Agenda items continued:	Action Points
<p><b>Budget proposal</b> Correction to figures in the Agenda pack – total of suggested spending is £4300 rather than £3800</p> <p><b><u>A. Current FY2018/19</u></b></p> <p>Proposal to decide at the next SEEIG meeting in May what additional contributions we might make to other service boards. We will have finished FY2018/19 budget year. We can then see what excess funds in the current FY we have.</p> <p>Proposed by Margaret, seconded by Anne. Motion passed.</p> <p><b><u>B. Next FY 2019/20</u></b></p> <p>Allocate £1000 for WSBC delegate. Proposed by Margaret, seconded by Anne. Motion passed.</p> <p>Allocate £450 for June workshop. Proposed by Margaret, seconded by Anne. Motion passed.</p> <p>No allocation of funds for other projects</p> <p>Set an annual budget of £5750 for 2019/20. Proposed by Margaret, seconded by Anne. Motion passed.</p>	
<p><b>Bank Mandate</b></p> <p>The operators (those who can do transactions on our account) and the listed committee members for our account are out of date.</p> <p>Proposal to do the following:</p> <p><b>Operators to be removed</b> Rachael Jacqueline Caroline</p> <p><b>Operator to be added</b> Darren - Chair</p> <p><b>Committee members to be removed</b> John Juliet</p> <p><b>Committee Members to be added</b> Darren - Chair Susie – Secretary</p>	<p><b>Treasurer – to make these changes with the bank</b></p>

<p>Q. Should the Vice Chair be added? A. She is already listed</p> <p>Q. Do we need two operators to approve any transactions, ie would we really need to have three operators? A. No, each operator can take action independently.</p> <p>Motion proposed by Margaret, seconded by Cathie. Motion passed.</p>	
<p>Agenda items not covered:</p> <ul style="list-style-type: none"> <li>• Social Media update</li> <li>• Chair List and GDPR</li> </ul>	<p><b>Chair - to add these items to May agenda</b></p> <p><b>Exec Sec – to include Social Media officer report from March in May agenda pack</b></p>
<b>AOB</b>	<b>Action Points</b>
None	
<b>Meeting closed:</b> 4.45pm with the Serenity Prayer	
<b>Next meeting:</b> Saturday 5 <sup>th</sup> May 2019	

**Deadline for Officer reports:** 6<sup>th</sup> April 2019 **Distribution of next agenda pack:** 20<sup>th</sup> April, 2019

## 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)