

## OASEEIG Officer Reports – September 2019

### Chair – Darren

Since the last meeting I have:

- Chaired a conference call to review the minutes of the previous meeting
- Chaired a conference call with the executive committee to discuss and plan agenda items for this meeting
- Answered email queries for new member enquiries
- Answered a number of queries from group representatives

### Vice Chair – Linda

Since the last intergroup meeting I have:

- Monitored and managed the Vice Chair inbox
- Attended exec committee meeting to discuss action points from the September meeting
- Monitored the WSBC delegate inbox
- Supported Exec committee in actions raised from September meeting and helped to prepare the agenda for November meeting

### Treasurer – Anne (see separate document)

### Executive Secretary – Susie

Tasks carried out since last report:-

- Attended executive meeting
- Sent out weekly digests
- Archived / deleted old material to be compliant with GDPR from Dropbox and e-mail
- Responded to queries about OA meetings etc
- Helped prepare a draft position description for the new Greeter role
- Collated the agenda pack and sent out to the distribution lists
- Printed spare copies of the agenda pack and agenda for the meeting

Group Reporting:-

Key code:

Green – 12 or more members, Amber – 6-12 members, Red – less than 6 members

<b>Meeting</b>	<b>Status</b>	<b>Notes</b>
Finchley Central	Amber	Sending someone to National Assembly
East Finchley	Green	No Intergroup Rep
West Hampstead Mon PM	Red/Amber	Covering rent but unable to donate to Intergroup
Swiss Cottage Sun AM	Red/Amber	Rent high. No extra for Intergroup.
Huntingdon Tues PM	Amber	Running an additional step work meeting
Soho Sun	Green	

### Recording Secretary – Vacant

## **Telephone Officer – Karen**

### **15 Jun 2019 - 14 Aug 2019**

During this period there were a total of 7 texts and calls taken on the Intergroup phone (excluding EE service messages and wrong numbers), broken down as follows:

- 1 general enquiry/missed calls
- 6 Requests for specific meeting information including the following locations
  - London (child-friendly)
  - London (Clapham Common)
  - London (Hampstead)
  - Maidstone
  - Oxted
  - Stevenage

There were very few calls during the whole period.

Top-ups during this period: £0

Current balance (in credit): £7.82

## **Web Officer – Ali**

Tasks carried out since last report:-

- Gathered information to present to the group regarding WordPress upgrade
- Answered email query from a newcomer re pamphlets
- Uploaded IG May 2019 minutes
- Uploaded IG September agenda pack
- Uploaded various OA newsletters including: A Step Head, Virtual Newsletter, WSO News Bulletin
- Updated spam mail filter
- Uploaded Current Meetings List on a monthly basis
- Ran necessary updates for Plugins
- Ran monthly backups

### **In last couple months:**

Page views	1,588
Visitors	202
New visitors	173

### **Most popular pages over last 10 days:**

Meetings	144
Home Page	126
Current Meetings List	37

### **Traffic Sources:**

Search referrals	57%
Direct traffic	39%
Referring websites	4%

## **Social Media Officer – Charlotte**

- Maintained SEEIG OA Twitter account : **@OASEEIG**

- Liaised with OAGB Communications officer, opened and got up and running a twitter account for OAGB: **@OAGreatBritain**
- Tried "TWITTMER" which is a programme you can use to schedule tweets. Half did not send. Investigated and started using TWEETDECK. This is a programme where you can type the tweet you want to send and programme them to send at a specific time and date. I have stuck with this one as I can switch easily between the 2 accounts

I currently have 14 tweets which I am using on a 2 weekly rolling basis for OASEEIG. For 2 weeks I programmed them to send very early morning (between 6-7am) For two weeks I programmed them later (between 8-9pm). For two weeks I programmed them to send mid-afternoon (between 2-4pm).

Tweet from 14/08 was liked twice and seen 65 times. The tweet is as follows:

Do you have a disordered relationship with #food ? We have#12step meetings throughout South and East England. Meetings today include #London #AshleyGreen #Kingston and #Borehamwood Everyone welcome #OASEEIG #oa #recovery

We still have 2 followers.

Over the past 2 weeks (01-14/08) each tweet has been seen between 50-60 times. Over the past 28 days (July 19-August 15<sup>th</sup>) The most popular tweet was sent on July 25 and was seen by 1,261 people. The tweet is as follows:

Do you have a disordered relationship with #food? We have#12step meetings throughout South and East England. Meetings today include #London #AshleyGreen #Kingston and #Borehamwood Everyone welcome #OASEEIG #oa #recovery

The tweets I send out are detailed in the attached excel spreadsheet. You can also see how many people clicked on our url, hashtags etc. I am happy and open to any suggestions people may have.

### **Newsletter Officer – Vacant**

### **National Service Board Representative – Juliet**

Since my last report I have attended and minuted several Board calls plus a very productive OAGB Annual Chairs' meeting on June 15<sup>th</sup> in Manchester to which all the current Intergrups sent a representative.

I have prepared first drafts of Pack 1 and Pack 2 (the two large information packs) for National Assembly in Oct and have been working on the bylaw amendment proposals which go in the first pack (along with one proposing Intergrup). I have requested and started to gather the up to date information required for Pack 2. Pack 1 will be released on Aug 31<sup>st</sup> and Pack 2 on Sept 30<sup>th</sup>. N.B. National Assembly is the annual group conscience meeting of OA in Great Britain to which all groups can send a representative. It will be held in Birmingham this year, hosted by the Heart of England IG. For more information see the website: <https://www.oagb.org.uk/national-assembly/>

Along with the Board, I have reviewed all the National Assembly delegate assistance fund applications from groups unable to fund or fully fund their delegate's place at Assembly. I continue to liaise with the NA organising Committee intermittently regarding details for the event and continue to proof-read regular OAGB email communications.

Currently, the four National Service Board officers are covering the core Board roles with fewer members than would be optimal. As one member will definitely step down from her position this year and another may be relocating abroad, we are again seeking new applicants for the Board. OAGB cannot legally function without a minimum of 3 Board members. If you meet the requirements (2 year's service above group level and 1 year of abstinence) please consider whether you could join us. Do email me on [secretary@oagb.org.uk](mailto:secretary@oagb.org.uk) if you want to find out more or have an informal chat.

**NA Delegate – Susie**

- Booked hotel and registered for National Assembly as delegate for OASEEIG

**Region 9 Delegate – Darren**

- Flights and accommodation booked