

**INTERGROUP MINUTES**

**Saturday 6<sup>th</sup> July 2019 (2-5pm)**

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

IG Officer		Name	Email
Chair	Darren	<a href="mailto:chair@oasouthandeastengland.org.uk">chair@oasouthandeastengland.org.uk</a>	
Treasurer	Anne	<a href="mailto:treasurer@oasouthandeastengland.org.uk">treasurer@oasouthandeastengland.org.uk</a>	
Executive Secretary	Susie	<a href="mailto:secretary@oasouthandeastengland.org.uk">secretary@oasouthandeastengland.org.uk</a>	
Web Officer	Ali	<a href="mailto:web@oasouthandeastengland.org.uk">web@oasouthandeastengland.org.uk</a>	
Social Media	Charlotte	<a href="mailto:socialmedia@oasouthandeastengland.org.uk">socialmedia@oasouthandeastengland.org.uk</a>	
NSB Officer	Juliet	<a href="mailto:nsb@oasouthandeastengland.org.uk">nsb@oasouthandeastengland.org.uk</a>	
IG Reps			
Meeting Description	Name	Meeting Description	Name
Greenwich	Kate	Reading Fri	Sheila
Soho Sunday	Grace	Finchley Central Sat	Jacqueline
Ashley Green Fri	Kellie	Beaconsfield	Holly
St Albans Tue	Pauline	Visitor	Caroline
Soho Sat	Kara	Visitor	Camilla
Hampstead Hth Wed	Evie	Borehamwood	Terry
Southgate	Kate	West Hampstead	Simone

<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: Camilla ; 12 Concepts: Pauline ; Purpose of Intergroup: Grace ; Healthy Intergroup Preamble: Juliet	
<b>Introductions and timekeeper appointment –</b> Jacqueline	
<b>Fellowship sharing time (30 mins)</b>	

<b>Apologies (Officers only):</b> Linda (Vice Chair) Karen (Telephone Officer)	
<b>7<sup>th</sup> Tradition: £53.30</b>	
<b>Quorum:</b> 11 voting members required, 15 voting members in attendance	
<b>Minute Approval – Corrections and Amendments</b>	
Page 1 – Officer emails should have been included	
<b>Minute Approval – Matters Arising</b>	<b>Action points</b>
Page 3 – Exec Sec to include a list of meetings with no IG rep in future agenda packs – hard copies provided this time round, but will be in future	<b>Exec Sec</b> – to include list in future IG packs
Q. The list of meetings includes one in Brighton – isn't this area covered by South Coast Intergroup? A. Yes, however when groups register on the oa.org website they choose which IG to affiliate with. Our IG bylaws don't currently say that we cover Sussex, and they may simply not have realised that there is a South Coast IG.	<b>Exec Sec</b> - to contact group to ask if they specifically wish to be part of OASEE
Page 4 – Anne to hand over the WSBC delegate email account to Linda – this is still in progress	<b>Anne and Linda</b> - to complete handover
Page 6 – Chair/Karen to contact R9 sponsor committee regarding how to set up a GDPR compliant Chairs List and bring detailed proposal to July meeting – this is still in progress, Karen is in contact with the R9 committee	<b>Karen</b> – to bring more detailed proposal regarding a Chair List to a future IG meeting
Page 7 - Social Media Officer to set up Twitter account and start sending tweets per the motion – this decision was not communicated to the Social Media Officer after the May meeting, so the action was not taken until June	<b>Chair/Exec Sec</b> – to discuss how action points for officers not in attendance at IG can be communicated to them
Chair to review GDPR documents and report back on any necessary changes. All checked and no updates required. Officers need to be aware that they should not be keeping personal information in their email accounts or Dropbox	<b>All Officers</b> – to check email accounts and Dropbox and delete any personal information
Page 8 - Jacqueline to contact documentary producers to see if there is a way that we can be involved while respecting the Traditions - they were not able to work within the conditions of anonymity so won't be taken any further	
Juliet moved to accept the minutes as an accurate record of the meeting, Anne seconded, motion passed	

Officers' Reports: These appear in full in the meeting pack	Action Points
<p><b>Chair</b></p> <p>Additional info – OAGB provide funding to help groups to send a delegate to the National Assembly, the deadline to apply is 10<sup>th</sup> August. You can download the form from the OAGB website.</p> <p>Q. What does front cover of body image mean?</p> <p>A. There is a new book coming out regarding relationships and body image, WSO are looking for ideas for what should be on the cover. Please see IG email bulletins for more information</p>	
<p><b>Chair's Report from the NSB meeting</b></p> <p>Comment – any members of OASEE who are thinking of standing for the National Service Board would need to have their application approved at the September IG meeting</p> <p>Q. Was the point made about reducing the percentage of eligible voters needed for quorum related to voting at the National Assembly or at the Intergroup?</p> <p>A. This refers to National Assembly, where the requirement is for 25% of eligible voters to be in attendance – most other service bodies only require 10-15% attendance.</p> <p>Q. Could you clarify the information about resolutions?</p> <p>A. The Chair wasn't able to give any further information but Sheila commented that resolutions don't necessarily need to be agreed unanimously in order to be binding.</p> <p>Q. Could you clarify the paragraph about sending delegates to WSBC from other Intergroups?</p> <p>A. If we have money to send a delegate but no one able to attend, we could elect someone from another IG to represent us</p> <p>Q. Would they need to be at the extraordinary meeting in February?</p> <p>A. The Chair wasn't sure</p> <p>Q. The WSBC Delegate is a position on our IG Board – is it possible for someone from another IG to therefore be elected? Wouldn't they have to fulfil criteria such as having attended more than 2 IG meetings and also need to attend at least 4 meetings during the following year?</p> <p>A. The idea is only theoretical at present, so we would look at that if and when it comes up again. We may need to amend our bylaws in order to do this.</p>	
<p><b>Vice Chair</b> – no questions</p>	
<p><b>Treasurer</b></p> <p>Comment – the layout of the Treasurer's Report is very clear and easy to read</p> <p>Treasurer – said that reps are welcome to make suggestions regarding anything that would make the figures easier to understand</p> <p>Q. Did we make a big loss on the workshop on 22<sup>nd</sup> June?</p>	

<p>A. There was not time to include a report on the workshop in the July agenda pack, it did make a loss. Full information will be provided in the September pack</p> <p>Q. When contributions are marked 'Unknown', have we tried to find out which group has made it?</p> <p>A. When contributions are made, groups need to include location/day/time of meeting in the payment reference and also email the Treasurer. If groups don't do this, and the contribution is small we note as unknown. If it's a large contribution, we do contact the bank to try and find out where it has come from</p>	
<p><b>Executive Secretary</b></p> <p>Q. How do new reps get added on to the list to receive IG emails? What do I do if not receiving them?</p> <p>A. Please give details to the Exec Sec, and if not receiving she can double check they are correct</p>	
<p><b>Web Officer</b></p> <p>Adding spam filter (point 3 on officer report) not yet done but this will be done soon</p> <p>Q. How do people find our website? Do we know what search terms people use?</p> <p>A. Not sure, we have stats on the website but don't know any more than that</p>	
<p><b>Social Media Officer</b></p> <p>Q. What is an impression?</p> <p>A. Number of times someone has clicked and viewed the tweet</p> <p>Q. Is it two people in total who are following us?</p> <p>A. Yes, however this may be because people don't want to follow as it shows up on their account</p> <p>Q. Where are the log in details stored for the Twitter account?</p> <p>A. Stored on officer's computer at present</p> <p>Q. How do you think its going so far?</p> <p>A. No expectations, we're putting the information out there for people to find – programme of attraction not promotion</p>	<p><b>Charlotte - to email log in details for Twitter account to Ali so they can be stored in the Dropbox</b></p>
<p><b>Telephone Officer</b></p> <p>Q. Did a venue that hosts an OA meeting call us about Public Liability Insurance?</p> <p>A. (Exec Sec) No, this was an enquiry from a group</p> <p>Q. Does every OA group need to get PL insurance?</p> <p>A. Only if not covered by the meeting venue</p>	

<p><b>National Service Board Rep</b></p> <p>Q. Is there a deadline for registering for National Assembly?  A. Yes, not sure on date at the moment but will be quite near the date of the Assembly</p> <p>Q. What is the National Assembly?  A. It's the group conscience of OA as a whole in this country. We vote on things like motions to change the bylaws, or resolutions which direct the OAGB board in their work. There is a workshop day on the Sunday.</p> <p>Q. What is the deadline for submitting bylaw amendments/resolutions?  A. End of July for bylaw amendments so they can go in Pack 1, resolutions can be later</p> <p>Q. There is a question about whether we continue to have a literature service in this country, is that connected to the NSB?  A. Yes, this comes under the NSB, so the literature service can only run if OAGB continues.</p> <p>Q. There was a question about whether we still wanted to provide literature in this county, is this still being decided?  A. There was an issue regarding having enough people doing service but at present we do have enough people for it to continue</p>	
<p><b>Agenda items:</b></p>	<p><b>Action Points</b></p>
<p><b>Officer Elections</b></p> <p><b>Region 9 Delegate</b>  Darren nominated himself, Susie seconded  18 votes in favour, 0 against, 0 abstentions  Darren is elected as the Region 9 delegate</p> <p><b>National Assembly Delegate</b>  Susie nominated herself, Anne seconded  18 votes in favour, 0 against, 0 abstentions  Susie is elected National Assembly Delegate</p> <p><b>Recording Secretary – no nominations</b></p> <p><b>Newsletter Officer – no nominations</b></p>	

<p><b>OA 60<sup>th</sup> Birthday Celebrations</b></p> <p>Comments/feedback were invited on the committee report</p> <p>Q. Could we do some kind of entertainment or show? A. All ideas are welcome, please contact the committee. Our resources are finite to organize events but we can support groups to do this</p> <p>Q. Could any workshop sessions be recorded and made available online? A. This is something the committee is happy to consider</p> <p>Feedback was given on the 3 ideas for workshops, and the general consensus was to go with option A, with support of reaching out to different areas around our IG.</p> <p>Motions (made by the Committee, therefore no second is needed):</p> <p>Move that, after discussion and feedback from reps on the information provided, the OA 60th Birthday Committee go ahead with planning a workshop series to run in 2020 and bring back a more detailed proposal with provisional budget to the September Intergroup meeting – motion passed</p> <p>Move that, after discussion and feedback from reps on the information provided, the OA 60th Birthday Committee will plan and host a PI event for media and health professionals to be held in 2020, and will bring back a more detailed proposal with provisional budget to the September Intergroup meeting – motion passed</p> <p>Move that, time permitting, the OA 60th Birthday Committee will reach out to the groups who do not attend Intergroup meetings regularly to update their contact details and make sure they will receive information about the events we are planning and are able to participate – motion passed</p>	<p><b>Kate</b> – to contact committee with ideas</p> <p><b>Committee</b> – to make note of request to record workshops</p>
<p><b>Public Information</b></p> <p>Jacqueline talked about how IG used to have a PI and a PO officer, then we moved to committees. However these are no longer included at IG and we now have no officers in these roles. Most IGs within OAGB don't have a PI or a PO officer, so the culture of doing this work is lost. Jacqueline explained that she had done a talk recently at a GP surgery, and that most GPs have a weekly meeting where people come in to talk to GPs about health related topics. This led to writing an article for the British Medical Journal for a column on what your patients want to tell you. Is it possible to reinstate the PI and PO positions at Intergroup, as this is part of our primary purpose?</p> <p>Q. Is there some kind of guideline available which advises what to say and how to talk to healthcare professionals? A. Yes, there are guidebooks for PI and PO Q. Are there criteria for those wanting to do PI? A. Each service body has their own requirements, IG has their own and groups can decide if they want to do so</p> <p>Several people commented that they would be keen to see this work brought back at IG and that they would be interested to help with this.</p> <p>Q. Is there information that the individual can use to help guide a discussion with their GP?</p>	

<p>A. Yes, there's information on the oa.org website. Also, a useful guideline for speaking one to one to a GP is simply to share your own experience.</p> <p>Secretary moved that PI and PO officer roles be advertised as vacant roles, and elections to be held in September Simone seconded</p> <p>Motion passed</p>	<p><b>Exec Sec</b> to send out vacancy information in weekly bulletin and add PI/PO officer election to September agenda</p>
<p><b>Creating role of IG greeter</b></p> <p>This role has been done informally, currently by the Treasurer. Greeter would be responsible for bringing new rep packs, setting up the meeting room and welcoming new members</p> <p>The Exec Sec moved that a Greeter role description is created and brought to the next Intergroup Kate seconded</p> <p>Q. Would this be an IG officer position? A. Possibly – Exec Sec and Treasurer will bring draft version and this can be amended if necessary</p> <p>Motion passed</p>	<p><b>Exec Sec and Treasurer</b> to write job description for inclusion in agenda pack for September meeting</p>
<p><b>AOB</b></p> <p><b>Hosting National Assembly 2021</b></p> <p>Chair – it was suggested at the NSB Chair's meeting that our IG might be interested in hosting the National Assembly in 2021, as we have not hosted since 2012. Caroline gave an overview of the work that is involved. Juliet commented that last time, we held it in Reading as costs in London were prohibitive. Jacqueline commented that lots of willing volunteers are needed to host an event like this.</p> <p>Q. Would the bid need to be made this year? A. Probably yes, but does not need to be incredibly detailed</p> <p>Q. Are there financial commitments involved? A. The cost should be covered by registration fees, and usually the event finishes at a surplus</p> <p>Q. How many people usually attend the NA? A. 70-80 delegates on the Saturday, more on the Sunday</p> <p>Comment – there's a comprehensive information pack which is a step by step guide for hosting the Assembly</p> <p>Q. Is it possible for us to see the information pack to help us decide if we are interested?</p>	<p><b>Exec Sec</b> to send out info pack to all July IG attendees</p>

<p>A. Yes, we can send to everyone who is here today</p> <p><b>Bylaw amendment to allow virtual meetings to attend/participate in our IG</b></p> <p>Chair – at present, we have 2 virtual meetings affiliated with our IG but we have no provision for this in our bylaws</p> <p>Q. Are they not associated with the virtual region? A. It is possible for both virtual and F2F meetings to affiliate with either a virtual or a land-based IG/service body</p>	<p><b>Chair</b> to draft bylaw amendment for September meeting</p> <p><b>Chair</b> - to add AOB items which were not discussed today to the September agenda</p>
<b>Meeting closed:</b> 5pm with the Serenity Prayer	
<b>Next meeting:</b> Saturday 7 <sup>th</sup> September 2019	

**Deadline for Officer reports: 17<sup>th</sup> August 2019    Distribution of next agenda pack: 25<sup>th</sup> August 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)