

## INTERGROUP MEETING MINUTES

Saturday 4<sup>th</sup> July 2020 (2-5pm)

Virtual meeting using Zoom

IG Officers		
IG Officer role	Name	Email
Chair	Darren	<a href="mailto:chair@oasouthandeastengland.org.uk">chair@oasouthandeastengland.org.uk</a>
Vice chair	Charlotte	<a href="mailto:vicechair@oasouthandeastengland.org.uk">vicechair@oasouthandeastengland.org.uk</a>
Executive Secretary	Anne	<a href="mailto:secretary@oasouthandeastengland.org.uk">secretary@oasouthandeastengland.org.uk</a>
Treasurer	Natalie	<a href="mailto:treasurer@oasouthandeastengland.org.uk">treasurer@oasouthandeastengland.org.uk</a>
Recording secretary	Karen	<a href="mailto:rec.secretary@oasouthandeastengland.org.uk">rec.secretary@oasouthandeastengland.org.uk</a>
Telephone Officer	Kara	<a href="mailto:telephone@oasouthandeastengland.org.uk">telephone@oasouthandeastengland.org.uk</a>
Social Media Officer	Charlie	<a href="mailto:socialmedia@oasouthandeastengland.org.uk">socialmedia@oasouthandeastengland.org.uk</a>
NSB Officer – Secretary	Juliet	<a href="mailto:NSB@oasouthandeastengland.org.uk">NSB@oasouthandeastengland.org.uk</a>
WSBC delegate	Jacqueline	<a href="mailto:worldservice@oasouthandeastengland.org.uk">worldservice@oasouthandeastengland.org.uk</a>
NA representative	Sheila	<a href="mailto:nadelegate@oasouthandeastengland.org.uk">nadelegate@oasouthandeastengland.org.uk</a>
Website officer	Robbie	<a href="mailto:web@oasouthandeastengland.org.uk">web@oasouthandeastengland.org.uk</a>

**Apologies (Officers only):** none

IG Reps/Visitors				
Meeting description	Name		Meeting description	Name
Beaconsfield	Tina		Milton Keynes (Tue)	Rachael
Borehamwood (Weds)	Nik		Reading (Mon)	Pam
Brixton serenity (Thu)	Hannah		Skype (Sun)	Belle
Clapham (Mon)	Rosemary		Soho (Sun)	Seemab
East Finchley (Sun)	Gemma		Southgate (Mon)	Felicity
Eltham (Mon)	Klaudija		VISITOR	Francene
Greenwich	Amanda		VISITOR	Julie
Hinde Street (Sat)	Julie		VISITOR	Sarah
Milton Keynes (Fri)	Nir			

Ref	Notes	Action points																					
01/ 02	<b>Meeting opened:</b> 2pm by Darren, followed by a few moments of silence for the still suffering compulsive eater																						
03	<p><b>Readings</b></p> <table border="1"> <tr> <td>Preamble: Tina</td> <td>12 Traditions: Juliet</td> <td>12 Concepts: Sheila</td> </tr> <tr> <td>Purpose of Intergroup: Karen</td> <td>Healthy Intergroup Preamble: Nik</td> <td></td> </tr> </table>	Preamble: Tina	12 Traditions: Juliet	12 Concepts: Sheila	Purpose of Intergroup: Karen	Healthy Intergroup Preamble: Nik																	
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04	<b>Fellowship sharing time:</b> the reading was an excerpt from the Step 10 promises.																						
05	<b>Introductions</b> – led by Darren <b>7<sup>th</sup> Tradition: £67</b>																						
	<b>Quorum:</b> 11 voting members required, 25 voting members in attendance																						
06	<b>Minutes from May 2020 meeting – corrections and amendments</b>																						
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	future reports so that it can be discussed at Intergroup meetings under the report section.	
08b. Page 5	<b>Treasurer</b> to include income from the workshops in future reports	Done
13a. Page 7	<b>Treasurer</b> to check the figures with Anne's support and report at the next Intergroup meeting to explain whether the actual income and budget analysis were reported correctly.	Done
14a. Page 7	14a. <b>Exec Secretary</b> to review the material that the Telephone officer has produced.	In progress, carry forward
14b. Page 7	<b>Telephone officer</b> create a role description for a 'group mentor'.	In progress, carry forward
15a. Page 8	<b>Social media officer</b> to look into whether an Instagram account can be set up for an organisation rather than an individual	See agenda item 12

Hannah moved to accept the minutes as an accurate record of the meeting; Robbie seconded.

Votes:

In favour	Outcome
22	<b>Motion approved</b>

07 **Officers' reports:** these appear in full in the meeting pack

**Chair – Darren**

Questions/comments:

- Q: At the Chairs meeting, was there any discussion of the financial effect of the closure of the OAGB literature service on the WSO literature service? A: (Juliet) This wasn't discussed.
- Q: Please clarify whether the safeguarding resolution was a question or a statement as the wording wasn't clear A: It was a request from the fellow so the correct wording should have been 'could we do a resolution'.

**Vice Chair - Charlotte**

Questions/comments:

- None

**Executive Secretary - Anne**

Questions/comments:

- Jacqueline confirmed that she is the Intergroup rep for Finchley central and requested that the meeting list be updated
- Q: What is the difference between a representative and email contact on the list? A: Representatives attend the Intergroup meeting on behalf of that group; email contacts are just sent regular email updates. Any corrections to list should be sent to the Exec secretary.

07a. **Exec secretary** to update the meetings list to show that Finchley have an IG rep

<p><b>Treasurer - Natalie</b></p> <p>Questions/comments:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p><b>Recording Secretary - Karen</b></p> <p>Questions/comments:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p><b>Website Officer – Robbie</b></p> <p>Questions/comments:</p> <ul style="list-style-type: none"> <li>• Q: Was the website downtime to do with the upgrade; how did the upgrade go? A: There was an unexpected 2-day downtime during the upgrade. It is now complete and running well.</li> <li>• Q: Do you still need answers to the questions at the end of the report? A: No, as part of the upgrade, outdated plugins have been updated and inactive ones have been removed.</li> </ul>	
<p><b>Social Media Officer – Charlie</b></p> <p>Questions/comments:</p> <ul style="list-style-type: none"> <li>• Charlie gave an update: she has been working with Sam who is covering the OAGB Comms officer role and has been given permission to use the OAGB ‘rainbow’ logo in the Instagram account. Sam offered continuing support if required.</li> <li>• Q: What is the rainbow logo? A: This is the OAGB multi-coloured logo that we currently use on our twitter account. The logo image was shared during the meeting.</li> </ul>	
<p><b>OA 60th Birthday Committee Chair (represented by Klaudija)</b></p> <p>Questions/comments:</p> <ul style="list-style-type: none"> <li>• Q: Are only 2 workshops being planned for July? A: Yes, only 2 are planned because they are short of volunteers to run/host them. There was a general request for volunteers; please contact the committee on <a href="mailto:oaseeworkshops@gmail.com">oaseeworkshops@gmail.com</a>. The committee will monitor attendance and review the frequency.</li> </ul>	
<p><b>Newsletter Officer – vacant position</b></p> <p>Position vacant so no report submitted</p>	
<p><b>Telephone Officer – Kara</b></p> <p>Questions/comments:</p> <ul style="list-style-type: none"> <li>• Q: Can anyone give service by answering newcomer telephone queries? A: The SEEIG telephone officer holds the SEEIG phone and is usually just the first point of contact for enquiries. It was suggested that the OAGB telephone rota might give more opportunities for this type of service as it is a rotating role.</li> </ul>	
<p><b>NA Representative – Sheila</b></p> <p>No report submitted</p>	
<p><b>National Service Board Officers – Juliet, Charlotte (absent), Janet (absent).</b></p> <p>Questions/comments:</p>	

	<ul style="list-style-type: none"> <li>• Q: Is Charlotte back in her role as communications officer? A: She has a meeting with Chic on Monday to discuss her role.</li> <li>• Q: Is the National Assembly going to be virtual and if so, how is the planning going for this? A: Yes, it's going to be virtual and there is still a lot to do. The Caledonian Intergroup volunteered to run it on the basis of it being face-to-face rather than virtually. The NSB will need help to do this.</li> </ul>	
	<b>Region 9 Representative - Darren</b> No report submitted	
	<b>World Service Business Conference delegate - Jacqueline</b> Questions/comments: <ul style="list-style-type: none"> <li>• Jacqueline gave an update: she has now received the refund for the cancelled flights and has transferred it back to Intergroup. On the literature committee, a number of other pamphlets are being reworked this year as part of the 10-year cycle, including the Dignity of Choice pamphlet which is being renamed.</li> <li>• Q: If someone has an idea for a pamphlet, how do they put this suggestion forward? A: The process isn't easy; it's best to talk to the literature service. Francene has experience of this and is willing to share it.</li> <li>• Q: Given that the Dignity of Choice pamphlet is mentioned by name in the Tools of Recovery literature, will this also be updated? A: This is being reworked this year anyway so any changes would include this.</li> </ul>	
	<b>Professional Information Officer – vacant position</b> Position vacant so no report submitted	
	<b>Public Outreach Officer – vacant position</b> Position vacant so no report submitted	
	<b>12<sup>th</sup> Step Within Committee - Kara</b> Questions/comments: <ul style="list-style-type: none"> <li>• Update: Kara has gathered relevant documents from previous 12<sup>th</sup> step committees and other similar fellowships. She requested for 2 other fellows to join the committee. The commitment would be to join a virtual call 30 mins every other week to review the material to prepare the proposal for the next IG meeting in September. Interested fellows should contact Kara (post meeting note: Kara can be contacted via her email address: <a href="mailto:telephone@oasouthandeastengland.org.uk">telephone@oasouthandeastengland.org.uk</a>).</li> </ul>	
08	<b>Break</b>	
09	<b>Officer Position elections – led by Darren</b>	
	<b>Newsletter Officer:</b> Candidates: no willing candidates	
	<b>Region 9 Representative:</b>	

There were a number of questions about the R9 byelaws and the R9 Assembly; these should be directed to R9. It was confirmed that only Intergroups and service bodies can send a representative, not individual meetings.

Darren explained that because our Intergroup represents more than 50 meetings, R9 byelaws state that we are entitled to send up to 3 representatives to the R9 assembly. It will be held virtually this year, so no travel costs will be incurred. This means that we are in a financial position to send more than one rep. Darren proposed sending up to 3 representatives to the R9 Assembly, seconded by Robbie.

Votes:

For	Against	Abstain	Outcome
Significant majority	0	0	The proposal was approved

Candidates for region 9 representative(s): Darren put themselves forward, seconded by Anne

Votes:

For	Against	Abstain	Outcome
23	0	1	Darren was elected

There was a discussion about what it meant to have 'service beyond the group level' following a fellow putting themselves forward for the role. It was agreed that this meant having a formal service position at Intergroup or above rather than just representing an individual group at the National Assembly.

Professional Outreach Officer:

Candidates: Hannah put themselves forward, seconded by Charlie

Votes:

For	Against	Abstain	Outcome
23	0	1	Hannah was elected

Public Information Officer:

Candidates: no willing candidates

**10 What will returning to face to face meetings look like?**

Darren summarised the issue: Are we as Intergroup going to issue any guidance to meetings? Other 12 step fellowships are doing this.

There were some questions about hybrid meetings; whether and how they can be run. A: The Group Conscience of each meeting will decide whether it will be a face-to-face, virtual or hybrid meeting. A fellow

10a. **Nik** to create a committee to issue guidance to groups about returning to face-to-face meetings

	<p>shared their experience of some of the logistics, e.g. purchasing and storing equipment (laptop, projector), extra set up time at the start of the meeting. Chic (OAGB Chair) has experience of running hybrid meetings and can answer questions.</p> <p>There was a discussion about the difficulty of offering guidance when there is no formal advice from the government yet and some types of venues aren't open, regional differences in lockdown rules, autonomy of groups, constantly changing rules about social distancing, etc.</p> <p>Nik proposed a sub-committee to look at creating guidance, which may include hybrid meetings. This was seconded by Klaudija.</p> <p>Votes:</p> <table border="1" data-bbox="240 658 1064 768"> <thead> <tr> <th>For</th> <th>Against</th> <th>Abstain</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>Significant majority</td> <td>1</td> <td>0</td> <td>The proposal was approved</td> </tr> </tbody> </table> <p>Anyone interested in joining the committee should contact Nik using the contact details provided during the meeting.</p>	For	Against	Abstain	Outcome	Significant majority	1	0	The proposal was approved	
For	Against	Abstain	Outcome							
Significant majority	1	0	The proposal was approved							
11	<p><b>Zoom licence</b></p> <p>Charlotte presented the proposal to share the SEEIG zoom licence.</p> <p>Q: What would happen if multiple meetings wanted to use it at the same time? A: We believe it is possible to arrange this by having another zoom licence at an extra cost.</p> <p>There was a suggestion that we can issue a 'FAQ' on how to solve some of these problems rather than sharing our Zoom licence.</p> <p>Q: Can meetings be autonomous in their security settings? A: We have not looked into these in detail but will do so if the proposal is passed.</p> <p>Q: When will the licence be made available? A: If the proposal is passed, we will work out the details (and answer the outstanding questions) and then implement it as soon as possible.</p> <p>The following things were noted</p> <ul style="list-style-type: none"> <li>• some groups that are in close physical proximity are already sharing Zoom account details</li> <li>• it is possible to share a 'host key' which will allow others to start and host the meeting but still protect the account details</li> <li>• Zoom waiting rooms will be mandatory soon unless there is a password</li> </ul> <p>There was a discussion about whether we can vote on the proposal based on not having the answers to the outstanding questions. Hannah proposed an amendment by adding point 3, seconded by Charlie:</p>	<p><b>11a. Vice chair and Recording secretary</b> to take the proposal forward for sharing the zoom licence with groups.</p>								

	<p>3. Approval is pending further investigation and clarification that to do so will be safe for the Zoom account and Intergroup.</p> <p>Votes:</p> <table border="1"> <thead> <tr> <th>For</th> <th>Against</th> <th>Abstain</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>Significant majority</td> <td>0</td> <td>1</td> <td>The amendment was approved</td> </tr> </tbody> </table> <p>The amended proposal was put to the group.</p> <p>Votes:</p> <table border="1"> <thead> <tr> <th>For</th> <th>Against</th> <th>Abstain</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>Significant majority</td> <td>1</td> <td>0</td> <td>The amended proposal was approved</td> </tr> </tbody> </table>	For	Against	Abstain	Outcome	Significant majority	0	1	The amendment was approved	For	Against	Abstain	Outcome	Significant majority	1	0	The amended proposal was approved	
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12	<p><b>Instagram</b></p> <p>This was not discussed due to time constraints</p>	12a. <b>Chair</b> to add this to the agenda of the next Intergroup meeting																
13	<p><b>Resolution proposal for NSB to review Children, young persons information guide</b></p> <p>Darren provided an update: Theresa has been rewriting the proposals and is actively working on this, so it was removed from the agenda.</p>																	
14	<p><b>AOB: None</b></p>																	
	<p><b>Meeting closed:</b> 5pm with the Serenity Prayer, led by Darren</p>																	
	<p><b>Next Intergroup meeting:</b> Saturday 5 September 2020, 2-5pm</p> <ul style="list-style-type: none"> <li>• Reports &amp; agenda items due <b>15 August 2020</b></li> <li>• Packs sent out <b>22 August 2020</b></li> </ul>																	

#### 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)