

INTERGROUP MEETING MINUTES

Saturday 7th March 2020 (2-5pm)

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

IG Officers		
IG Officer role	Name	Email
Chair	Darren	chair@oasouthandeastengland.org.uk
Treasurer	Natalie	treasurer@oasouthandeastengland.org.uk
Recording secretary	Karen	rec.secretary@oasouthandeastengland.org.uk
Telephone Officer	Kara	telephone@oasouthandeastengland.org.uk
Jacqueline	WSBC delegate & Finchley Central	oa.jacqueline@email.com
Juliet	NSB Officer - Secretary	nsb@oasouthandeastengland.org.uk

Apologies (Officers only): Anne (Executive Secretary), Janet (NSB officer)

IG Reps/Visitors				
Meeting description	Name		Meeting description	Name
Brixton serenity (Thu)	Hannah		Soho (Sat)	Charlie
Chelsea (Sun)	Melissa		VISITOR	Charlotte
Clapham (Mon)	Rosemary		VISITOR	Klaudija
Eltham (Mon)	Caro		VISITOR/OA birthday committee chair	Caroline
Hinde Street (Sat)	Julie		Wimbledon (Sat)	Lynn
Reading (Fri)	Sheila			

Ref	Notes	Action points						
01/ 02	Meeting opened: 2pm by Jacqueline, followed by the Serenity Prayer and a moment of silence for the still suffering compulsive eater							
03	<table border="1"> <thead> <tr> <th colspan="3">Readings</th> </tr> </thead> <tbody> <tr> <td>Preamble: Caroline</td> <td>12 Traditions: Charlotte</td> <td>12 Concepts: Lynn, Caro, Hannah, Juliet, Claudia, Caroline, Rosemary, Jacqueline</td> </tr> </tbody> </table>	Readings			Preamble: Caroline	12 Traditions: Charlotte	12 Concepts: Lynn, Caro, Hannah, Juliet, Claudia, Caroline, Rosemary, Jacqueline	
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	Purpose of Intergroup: Claudia	Healthy Intergroup Preamble: Kara		
04	Fellowship sharing time: the reading was from For Today: 17 th Feb.			
05	Introductions – led by Darren 7th Tradition: £67			
	Quorum: 11 voting members required, 13 voting members in attendance			
06	Minutes from January 2020 meeting – corrections and amendments			
	None			
	Minutes from January 2020 meeting – matters arising			
	Previous actions:			
	06a. Page 2	Exec Sec to ensure that the next time we do a health assessment of affiliated groups, it should be based on a general assessment by the individual meeting/rep and not on number of attendees.	Update: in progress; carry forward. Exec sec is looking at purpose and why is it useful.	06a. (carried forward) Exec Secretary to ensure that the next time we do a health assessment of affiliated groups, it should be based on a general assessment by the individual meeting/rep and not on number of attendees. 06b. (carried forward) Caroline and the telephone officer will work together to create a role description for a 'group mentor'. 06c. Chair to send the role description from the South Coast Intergroup to Kara
	07a. Page 3	Exec sec to add Rosemary to the IR email list.	Done	
	07b. Page 3	Jacqueline to work with the treasurer to confirm the budget for attendance at WSBC.	Done	
	07c. Page 3	Lynn to try to resolve the returned Wimbledon cheques with the treasurer .	Done	
	07d. Page 3	Exec committee to continue to try to solve the problem of upgrading the website software	See AOB	
	07e. Page 4	WSBC delegate to send the proposals to the Exec sec, highlighting the most important ones.	Done	
07f. Page 4	Exec sec to forward the WSBC email to all officers and reps in preparation for discussion on 8 th Feb.	Done		
10a. Page 5	Darren to check whether the current twitter account is being maintained and used or is dormant or removed.	Done Update: Darren has the login details. The account is still active but is not being used. It is on a read-only basis and can be left as is for now. No action		

		required until social media officer in role.					
11a. Page 5	60th birthday Committee to submit a proposal (including costs) for the final entertainment workshop in London at the March meeting.	Done					
11b. Page 6	60th birthday Committee to collate all the responses from Intergroup reps and send to exec secretary to update her records.	Done					
12a. Page 6	Caroline and the telephone officer will work together to create a role description for a 'group mentor'.	Update: in progress, carry forward.					
13a. Page 6	Telephone officer to decide on the best phone and purchase it.	Done					
15a. Page 6	Chair to coordinate the volunteers for hosting of the OAGB Assembly	Done					
<p>Sheila moved to accept the minutes as an accurate record of the meeting; Jacqueline seconded.</p> <p>Votes:</p> <table border="1"> <thead> <tr> <th>In favour</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>Motion approved</td> </tr> </tbody> </table>				In favour	Outcome	6	Motion approved
In favour	Outcome						
6	Motion approved						
07	Officers' reports: these appear in full in the meeting pack						
	<p>Chair Questions/comments:</p> <ul style="list-style-type: none"> Q: Is there any feedback from the initial OAGB hosting meeting? A: The 4 people on committee (Juliet, Charlotte, Darren, Hannah) have split up the Intergroup area geographically to look for venues (London, Reading/Cambridge, Luton/Milton Keynes/St Albans, Basingstoke). The South Coast Intergroup initially asked us if we were interested in co-hosting but they already have 8-9 people on their committee so they will bid to host it on their own. 						
	<p>Vice Chair Position vacant so no report submitted</p>						
	<p>Executive Secretary (not present) Questions/comments:</p> <ul style="list-style-type: none"> Q: How are we monitoring the email addresses for vacant officer positions? Sheila is monitoring the outreach chair one. A: See action 07a. Q: The info about meetings is useful but what are we doing with this info? A: Nothing as yet. See action 07b. Q: Can we have the list of meetings in alternative formats as it cannot be printed easily? A: This would be done by the website officer, but the position is vacant. 		<p>07a. Exec committee to monitor email inboxes of vacant officers.</p> <p>07b. Exec secretary to circulate the names of the meetings which aren't engaged in the next agenda pack</p>				

	<p>Treasurer Questions/comments:</p> <ul style="list-style-type: none"> Q: Do we still need the PO Box at £80 per year? Are there any alternatives to using this? A: It is used for cheques sent by post, on Public Liability insurance and on website domain hosting documentation. There are no cheaper alternatives. 	
	<p>Recording Secretary Questions/comments:</p> <ul style="list-style-type: none"> None 	
	<p>Website Officer Position vacant so no report submitted</p>	
	<p>Social Media Officer Position vacant so no report submitted</p>	
	<p>Newsletter Officer Position vacant so no report submitted</p>	
	<p>Telephone Officer Questions/comments:</p> <ul style="list-style-type: none"> Q: How is the new phone working? A: Great; WhatsApp has been used where possible to save costs. Texts are more expensive because sending links has made the texts longer. 	07c. Telephone officer to look at the costs and consider whether we should switch to a contract.
	<p>NA Delegate Position vacant so no report submitted</p>	
	<p>National Service Board Officers Questions/comments:</p> <ul style="list-style-type: none"> Q: What are the dates of the next meetings? A: 28th March, 6th June, 5th Sept. Need a volunteer for minute taking. Local travel would be paid, and a template provided. Q: What is the deadline for applications for the delegate assistance fund for the National Assembly? A: See action 07d. 	07d. National Service Board Officer (Juliet) to tell Rosemary the deadline for applications for the delegate assistance fund.
	<p>Professional Information Officer Position vacant so no report submitted</p>	
	<p>Public Outreach Officer Position vacant so no report submitted</p>	
	<p>World Service Business Conference delegate Questions/comments:</p> <ul style="list-style-type: none"> Q: Have we investigated what would happen in terms of cancellation due to coronavirus? A: Maximum loss would be £880 as flights have been booked and event registration paid. Accommodation can be cancelled up to 2 days before. The event is unlikely to be cancelled as most attendees are from North America. 	
08	WSBC update	

	<ul style="list-style-type: none"> • There were a total of 128 responses to the proposed motions. The following 3 motions will not be discussed at the conference due to a lack of support: • Tool: Pause (only 26% wanted it discussed) • Tool: Spiritual plan (only 21% wanted it discussed) • Amending the unity with diversity policy (only 48% wanted it discussed) <p>All other motions will be discussed; details are available on the OA.org website. There are 11 region 9 delegates going to WSBC.</p>													
09	Break													
10	<p>Officer Position elections – led by Darren</p> <p>Vice Chair:</p> <p>Candidates: Charlotte put themselves forward, seconded by Hannah</p> <p>Votes:</p> <table border="1"> <thead> <tr> <th>For</th> <th>Against</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>0</td> <td>Charlotte was elected</td> </tr> </tbody> </table> <p>Website Officer:</p> <p>Candidates: no willing candidates</p> <p>Votes: n/a</p> <p>Social Media Officer:</p> <p>Candidates: Charlie put themselves forward, seconded by Kara</p> <p>Votes:</p> <table border="1"> <thead> <tr> <th>For</th> <th>Against</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>0</td> <td>Charlie was elected</td> </tr> </tbody> </table> <p>Newsletter Officer:</p> <p>Candidates: no willing candidates</p> <p>Votes: n/a</p> <p>Professional Outreach Officer:</p> <p>Candidates: no willing candidates</p> <p>Votes: n/a</p> <p>Public Information Officer:</p> <p>Candidates: no willing candidates</p> <p>Votes: n/a</p>	For	Against	Outcome	13	0	Charlotte was elected	For	Against	Outcome	14	0	Charlie was elected	<p>10a. Chair to support Charlie in the role and will also ask the previous social media officer(s) if they can support.</p> <p>10b. Exec secretary to update the role description to correct the numbering.</p>
For	Against	Outcome												
13	0	Charlotte was elected												
For	Against	Outcome												
14	0	Charlie was elected												
11	<p>Budget proposals</p> <ul style="list-style-type: none"> • Q: Are we duplicating for next year’s budget for attendance at the WSBC? A: Flights and registration are paid before the event 	<p>11a. Treasurer to amend the current financial year spend to date, deducting £600</p>												

	<p>(in previous year's budget), accommodation is paid after the event (in next year's budget) so it's always split across 2 financial years. See action 11a.</p> <ul style="list-style-type: none"> • Q: What is the discrepancy in the totals? A: This was an error (the total did not include £600 mentioned above). See action 11b. • Q: What are the minus figures at the top of the budget? A: The surplus from last year that has been sent to the appropriate parties. • Q: What is the line item for workshops and future reviews? A: See action 11c. (general workshops) and future review (incl 60th birthday) • Q: What is the literature line item for? £500 seems very high when we spent less than £50 last year. A: Historically it has been used for literature for events, and for Public Information events. Any future needs e.g. supporting struggling groups would have to come to Intergroup as a proposal. Juliet proposed reducing the literature budget to £250; Rosemary seconded. See action 11d. <p>Votes:</p> <table border="1" data-bbox="336 994 1064 1070"> <tr> <th>For</th> <th>Against</th> <th>Abstained</th> <th>Outcome</th> </tr> <tr> <td>9</td> <td>0</td> <td>3</td> <td>Motion approved</td> </tr> </table> <ul style="list-style-type: none"> • Q: Are we using some of our savings? A: Yes, we have an excess so we will be using some of our savings. <p>Motion to approve the budget with agreed amendments: Votes:</p> <table border="1" data-bbox="288 1283 1016 1359"> <tr> <th>For</th> <th>Against</th> <th>Abstained</th> <th>Outcome</th> </tr> <tr> <td>10</td> <td>0</td> <td>3</td> <td>Motion approved</td> </tr> </table>	For	Against	Abstained	Outcome	9	0	3	Motion approved	For	Against	Abstained	Outcome	10	0	3	Motion approved	<p>not yet spent for WSO delegate.</p> <p>11b. Treasurer to amend the totals.</p> <p>11c. Treasurer to confirm if the £600 is just a generic workshop budget and not related to 60th birthday events.</p> <p>11d. Treasurer to reduce the literature budget to £250.</p>
For	Against	Abstained	Outcome															
9	0	3	Motion approved															
For	Against	Abstained	Outcome															
10	0	3	Motion approved															
12	<p>OA 60th Birthday Celebrations</p> <p>Caroline summarised her written report from the committee:</p> <ul style="list-style-type: none"> • Next workshop will be outside London in early summer: the committee is contacting groups. • The end of year workshop in London: we don't have the resources to put on the professional 'show' so instead of this we are looking at running a workshop with an 'open mic' at the end in November. Whether this happens, or it's just a standard workshop format, a larger venue is desired. The consensus was that the current budget of £650 is sufficient and the committee will continue to investigate venues. <p>Jacqueline asked for any more volunteers to join the committee, particularly to support the early summer workshop. Klaudija put themselves forward.</p>																	

13	12 step within committee & supporting new and struggling IG meetings (not discussed)	13a. Chair to carry forward to next Intergroup meeting.								
14	OAGB Telephone Volunteer (not discussed)	14a. Chair to carry forward to next Intergroup meeting.								
15	AOB: IT Support proposal. Karen presented a proposal to purchase 8 hours of professional IT support at a cost of £160 in order to upgrade the website software and simplify the website. Caroline offered to see if she can help do the upgrade and simplification and look at alternatives to hosting the newsletter as this is adding complexity. Jacqueline proposed a motion that Caroline should attempt to do the work; if she is unable to, we approve the budget of £160 for professional IT support. Rosemary seconded. Votes: <table border="1" data-bbox="290 898 1016 974"> <tr> <td>For</td> <td>Against</td> <td>Abstained</td> <td>Outcome</td> </tr> <tr> <td>13</td> <td>0</td> <td>0</td> <td>Motion approved</td> </tr> </table>	For	Against	Abstained	Outcome	13	0	0	Motion approved	15a. Recording secretary to provide WordPress login details to Caroline. 15b. Caroline to look at upgrading and simplifying the website software and look at alternative solutions for newsletter hosting. If this isn't possible, Recording secretary to engage IT support company.
For	Against	Abstained	Outcome							
13	0	0	Motion approved							
	Meeting closed: 5pm with the Serenity Prayer									
	Next Intergroup meeting: Saturday 2 May 2020, 2-5pm <ul style="list-style-type: none"> • Reports & agenda items due 10 April 2020 • Packs sent out 18 April 2020 									

Glossary: Common abbreviations used in our documents

AOB	Any other business	OASEE	OA South and East England
GSR	General Service Representative (same as IR)	OASEE IG	OA South and East England Intergroup
IG	Intergroup	PI	Public Information
IR	Intergroup Representative (same as GSR)	PO	Professional Outreach
MP	Meeting Pack	R9	Region 9 (Europe, Africa & Middle East)
MS	Meeting Summary	TSW	Twelfth Step Within
NSB	National Service Board	WSO	World Service Office
NA	National Assembly	WSBC	World Service Business Conference
OAGB	OA Great Britain		

Useful website links

www.oasouthandeastengland.org.uk (Our IG website)

www.oagb.org.uk (Our national website)

www.oa.org (The WSO website)