

INTERGROUP MEETING MINUTES

Saturday 5th May 2020 (2-5pm)

Virtual meeting using Zoom

IG Officers		
IG Officer role	Name	Email
Chair	Darren	chair@oasouthandeastengland.org.uk
Vice chair	Charlotte	vicechair@oasouthandeastengland.org.uk
Executive Secretary	Anne	secretary@oasouthandeastengland.org.uk
Treasurer	Natalie	treasurer@oasouthandeastengland.org.uk
Recording secretary	Karen	rec.secretary@oasouthandeastengland.org.uk
Telephone Officer	Kara	telephone@oasouthandeastengland.org.uk
Social Media Officer	Charlie	socialmedia@oasouthandeastengland.org.uk
NSB Officer – Treasurer	Janet	NSB@oasouthandeastengland.org.uk

Apologies (Officers only): Jacqueline (WSBC delegate)

IG Reps/Visitors				
Meeting description	Name		Meeting description	Name
Beaconsfield	Tina		Queens Park	Jo
Borehamwood Weds	Nik		Reading Sunday	Nicky
Brixton serenity (Thu)	Hannah		Sunday Skype	Isobella (Belle)
Clapham (Mon)	Rosemary		Sunday Soho	Seemab
Eltham (Mon)	Caro (left early)		Soho Sat	Robbie
Hinde Street Sat	Julie		VISITOR/OA birthday committee chair	Caroline
Kingston	Sharon		VISITOR	Klaudija
Monday Reading	Pam		VISITOR	Sheila

Ref	Notes	Action points
01/ 02	Meeting opened: 2pm by Darren, followed by a few moments of silence for the still suffering compulsive eater	

03	Readings			
	Preamble: Charlie	12 Traditions: Anne	12 Concepts: Charlotte	
	Purpose of Intergroup: Sheila	Healthy Intergroup Preamble: Natalie		
04	Fellowship sharing time: the reading was the Serenity prayer.			
05	Introductions – led by Darren 7th Tradition: £45.50			
	Quorum: 11 voting members required, 19 voting members in attendance (reduced to 18 during the meeting)			
06	Minutes from March 2020 meeting – corrections and amendments			06a. Recording secretary to work with the incoming Website officer to see if they can do the website upgrade and simplification without outside help; if not, they will engage the external IT company.
	None			
	Minutes from March 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.	This is currently on hold, so no further action required.	
	06b. Page 2	Caroline and the telephone officer will work together to create a role description for a 'group mentor'.	Incorporated into 12 th step within committee. See item 14.	
	06c. Page 2	Chair to send the role description from the South Coast Intergroup to Kara	Done	
	07a. Page 3	Exec committee to monitor email inboxes of vacant officers.	Done	
	07b. Page 3	Exec secretary to circulate the names of the meetings which aren't engaged in the next agenda pack	Done	
	07c. Page 4	Telephone officer to look at the costs and consider whether we should switch to a contract.	Done, telephone officer to review periodically	
07d. Page 4	National Service Board Officer (Juliet) to tell Rosemary the deadline for applications for the delegate assistance fund.	The Delegate Assistance Fund Deadline for applications is 21 st August 20. It's unclear whether this has changed due to the lockdown.		

10a. Page 5	Chair to support Charlie in the role and will also ask the previous social media officer(s) if they can support.	Done
10b. Page 5	Exec secretary to update the role description to correct the numbering.	Done
11a. Page 5	Treasurer to amend the current financial year spend to date, deducting £600 not yet spent for WSO delegate.	Done
11b. Page 6	Treasurer to amend the totals.	Done
11c. Page 6	Treasurer to confirm if the £600 is just a generic workshop budget and not related to 60 th birthday events.	Confirmed, it is a separate budget
11d. Page 6	Treasurer to reduce the literature budget to £250.	Done
13a. Page 7	Chair to carry forward '12 step within committee' to next Intergroup meeting.	Done
14a. Page 7	Chair to carry forward ' OAGB Telephone Volunteer ' to next Intergroup meeting.	Added to this meeting as AOB
15a. Page 7	Recording secretary to provide WordPress login details to Caroline.	Done
15b. Page 7	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.	Caroline has not had chance to do this; handing the back action to the exec committee.

Natalie moved to accept the minutes as an accurate record of the meeting; Charlie seconded.

Votes:

In favour	Outcome
8	Motion approved

07

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

Chair - Darren

Questions/comments:

- None

Vice Chair - Charlotte

Questions/comments:

- None

Executive Secretary - Anne

Questions/comments:

- A fellow expressed appreciation for the work done by the secretary and rest of the exec committee over the last few weeks.
- Q: What can we do about contacting those meetings listed as 'No contact'? A: The list comes from meetings that are listed on oa.org

07a. **Treasurer** to send contact details for the Spitalfields meeting to the **Exec secretary**

<p>that are showing as affiliated with SEEIG. The Exec secretary has been working through the list checking emails and also trying to contact groups using the published phone number, but this is taking time.</p> <p>This is likely to be taken forward by the 12th step within committee.</p>	<p>07b. Sharon to send contact details for the Shepherds Bush & Kingston meetings to the Exec secretary</p> <p>07c. Julie (as meeting contact) to send her contact details for Hinde Street Sat 1pm meeting to the Exec secretary</p> <p>See item 14 for actions to be taken under the 12th step within committee</p>
<p>Treasurer - Natalie Questions/comments:</p> <ul style="list-style-type: none"> Q: In section 6 Contributions for next fiscal year, should the 'Receipts sent to service bodies' be £58 rather than £0? A: No, as none have been sent yet 	
<p>Recording Secretary - Karen Questions/comments:</p> <ul style="list-style-type: none"> None 	
<p>Website Officer – vacant position Position vacant so no report submitted</p>	
<p>Social Media Officer - Charlie No report submitted as nothing to report</p>	
<p>Newsletter Officer – vacant position Position vacant so no report submitted</p>	
<p>Telephone Officer – Kara (report submitted after deadline so not included in agenda pack) Questions/comments:</p> <ul style="list-style-type: none"> Q: Which meetings list are you sending? A: the one that has all the virtual meetings on it that we publish on the SEEIG website: https://tinyurl.com/OALondonCOVID-19meetingupdates Natalie confirmed that 7th traditions for IG workshops are received by bank transfer into the SEEIG bank account 	
<p>NA Delegate – vacant position Position vacant so no report submitted</p>	
<p>National Service Board Officers – Juliet (absent), Charlotte (absent), Janet. Questions/comments:</p>	

	<ul style="list-style-type: none"> Q: Is there anything we can do to give financial support to help OAGB or WSO for literature service out of our £250 budget? After a short discussion, the question was withdrawn 	
	Region 9 Representative - Darren Nothing to report so no report submitted	
	World Service Business Conference delegate - Jacqueline (absent) Questions/comments: <ul style="list-style-type: none"> None 	
	Professional Information Officer – vacant position Position vacant so no report submitted	
	Public Outreach Officer – vacant position Position vacant so no report submitted	
	OA 60th Birthday Committee Chair (Caroline) Questions/comments: <ul style="list-style-type: none"> Q: Can the recordings that are on the OAGB website also be uploaded to the SEEIG website? A: This is due to technical problems; in the meantime, a link can be added to the ones on the OAGB website. See www.oagb.org.uk/audio-shares Q: How does committee decide the themes? Can people suggest/nominate? A: The Committee are decided the themes by a Group Conscience. Suggestions are welcome; please send to oaseeworkshops@gmail.com. 	07d. Caroline to add a link on the SEEIG website to the workshop audio shares on the OAGB website 07e. Website officer to investigate the technical issues with uploading audio shares on the SEEIG website
08	Chair update Darren gave a verbal report on the extraordinary decisions and actions that the Exec committee have taken since the lockdown was imposed because waiting for the next Intergroup meeting would have caused too much delay: Video conferencing software licence <ul style="list-style-type: none"> The 60th Birthday committee started with a ‘Pro’ licence (£14.39/month inc VAT), but when it was realised that the number of attendees was likely to exceed the limit of 100, they accepted the offer from the Eltham meeting to use their ‘Large meeting’ software licence for the first workshop. Subsequently, the Exec committee approved a ‘Large meeting’ upgrade to allow up to 500 attendees. With the upgrade, the monthly cost is £62.39 inc VAT. The licence is a rolling monthly one and can be cancelled at any time. It was hoped that the extra upgrade costs of £48/month would be covered by tradition 7 contributions from the workshops. Q: How many people are attending the workshops? A: We have run 5-6 workshops and all but 1 of them exceeded 100 attendees. Does the cost of the software licence vary depending on how many people attend? A: No, there are 3 tiers that you can sign 	08a. OA 60th Birthday Committee Chair to include the no of workshop attendees in future reports so that it can be discussed at Intergroup meetings under the report section. 08b. Treasurer to include income from the workshops in future reports.

up for: 100, 500 or 1000 attendees. It does not matter how many people actually attend; once the limit is reached, no one else can join the meeting.

- Q: How/when is the software licence being reviewed? A: Natalie proposed (seconded by Hannah) that future birthday committee reports should include the number of workshop attendees so that it can be discussed as at future Intergroup meetings.

Votes:

For	Against	Outcome
18	0	The motion was passed

- Q: How are 7th traditions being collected? A: For the first workshop, they went to Eltham group as we used their software licence. They are now being sent directly to Intergroup via the bank account and can be reported by the Treasurer.
- Q: Do we know how much has been contributed yet? A: As expected, the newcomer workshop did not have many contributions. The 1st one covered the cost of the extra software licence. They are averaging approx. £30-£40 per workshop. Actual contributions will be reported in future Treasurer reports.
- Q: Are the workshops going to continue on an ongoing basis? A: The committee will look at this after restrictions are eased.

Virtual meetings

- Darren expressed thanks to groups for moving to virtual meetings so quickly and to Robbie and the team for maintaining the google sheet that is published on the SEEIG website: <https://tinyurl.com/OALondonCOVID-19meetingupdates>

09	Break							
10	Officer Position elections – led by Darren							
	<p>Website Officer: Candidates: Robbie put themselves forward, seconded by Anne</p> <p>Votes:</p> <table border="1"> <thead> <tr> <th>For</th> <th>Against</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>0</td> <td>Robbie was elected</td> </tr> </tbody> </table>	For	Against	Outcome	17	0	Robbie was elected	
For	Against	Outcome						
17	0	Robbie was elected						
	<p>Newsletter Officer: Candidates: no willing candidates</p>							
	<p>National Assembly Representative: Candidates: Sheila put themselves forward, seconded by Nicky</p> <p>Votes:</p> <table border="1"> <thead> <tr> <th>For</th> <th>Against</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	For	Against	Outcome				
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	17	1	Sheila was elected									
	Region 9 Representative: Candidates: no willing candidates											
	Professional Outreach Officer: Candidates: no willing candidates											
	Public Information Officer: Candidates: no willing candidates											
11	<p>OA 60th Birthday Celebrations</p> <p>Caroline gave a verbal report about how the virtual workshops have been going. There have been a good number of volunteers for leading, greeting and as chairs but more help would be welcome. Newcomer greeters (who share their contact details in the workshop and stay online afterwards) are particularly busy afterwards and there are many requests for sponsors. Fellows are asked to share the flyers at meetings and with other fellows. The Committee itself also needs more volunteers. The generic email address is also being used for sponsoring requests/offers. The committee has considered maintaining a list to connect people but really need an admin volunteer to do this and would have to take into account GDPR regulations.</p> <p>Any questions/suggestions/offers of service for the workshops, please contact oaseeworkshops@gmail.com.</p>											
12	Zoom licence: no further discussion; covered in the Chair update											
13	<p>Treasurers budget</p> <ul style="list-style-type: none"> Q: What was the actual income for previous financial year? Has it been included or do have more than we expected? A: see action. Q: Is the budget analysis for 2019/20 correct? Should the remaining budget be higher? A: see action. Natalie proposed that we send £1,500 to other service bodies to be allocated as follows: <ul style="list-style-type: none"> OAGB 37% £555 Region 9 19% £285 WSO 44% £660 <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>16</td> <td>0</td> <td>2</td> <td>The motion was passed</td> </tr> </tbody> </table>			For	Against	Abstain	Outcome	16	0	2	The motion was passed	<p>13a. Treasurer 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.</p>
For	Against	Abstain	Outcome									
16	0	2	The motion was passed									
14	<p>12 step within committee & supporting new and struggling meetings</p> <p>Kara gave a verbal report: she has been doing research and has some suggestions for the way forward. She asked for volunteers to join the committee which would involve an initial 15 min meeting via video conference followed by a 1 hr meeting. Volunteers should contact Kara on: kara.recovery1000@gmail.com, tel: 07921 521956.</p> <p>Rosemary and Sharon volunteered to be involved in outreaching to meetings with no contact details, either by phone or video conference.</p>			<p>14a. Exec Secretary to review the material that the Telephone officer has produced.</p> <p>14b. (carried forward) Telephone officer create a role description for a 'group mentor'.</p>								

15	AOB:	
	<p>OAGB telephone volunteer rota. We have been asked to hold the OAGB phone either from Aug – Oct 20 or Nov 20 to Jan 21.</p> <p>The volunteers can be shared by one or more groups, an Intergroup or individuals. Volunteers are given an information pack to help answer calls. Volunteer requirements: 3 months abstinence, must be working steps with a sponsor, have an understanding of the traditions, and have been in OA for more than 1 year.</p> <p>Charlie and Rosemary on behalf of Soho (Saturday) and Clapham (Monday) volunteered to hold the phone.</p>	
	<p>The Social media officer proposed starting an Instagram account. However, there were some concerns that it might not be possible as the accounts should be set up as a personal account rather than an organisation.</p> <p>Twitter is getting some attention but due to anonymity, as expected, there aren't many followers.</p>	15a. Social media officer to look into whether an Instagram account can be set up for an organisation rather than an individual
	Meeting closed: 5pm with the Serenity Prayer, led by Caroline	
	<p>Next Intergroup meeting: Saturday 4 July 2020, 2-5pm</p> <ul style="list-style-type: none"> • Reports & agenda items due 12 June 2020 • Packs sent out 20 June 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)