

Great Britain

**Minutes** of the **Meeting** of

**OVEREATERS ANONYMOUS GREAT BRITAIN**

(The National Service Board of OA in Great Britain)

**Held on Saturday 28th January 2017**

**at Methodist Central Hall, Oldham Street, Manchester**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Welcome | Sandra |  |
| 2 | Preamble  Traditions  Concepts | Caroline  Lisa  Alan |  |
| 3 | Brief Personal Shares | All present |  |
| 4 | Present and Apologies | All Board members plus Dan, volunteer minute taker. No apologies |  |
| 5 | Notify Chair of Any Other Business | Housekeeping |  |
| 6 | Review and adopt Agenda, agree Ground Rules | The committee adopted the agenda; and ground rules: keep it simple – hands up to speak: all questions through the chair: democratic in spirit. |  |
| 7 | Review (for accuracy) of our meetings – August, October and November Conference Call | Item 14 – see matters arising  Overall, the minutes are an accurate reflection of the meetings. August minutes approved.  (October ones will be approved at the October meeting.) |  |
| 8 | Matters Arising from Minutes (not covered in Reports/agenda) | Re: August minutes, single rooms decision: Hilary has updated the website to reaffirm August decision that Board member expenses are normally for shared rooms. |  |
| 9 | Ratify decisions of Conference Call (Nov 2016) | Item 8 (re: Professional Outreach tab on website) will carry forward to the next meeting.  All decisions ratified | Chris, Caroline |
| 10 | Confirm Members/ Directors/Trustees Details | No changes.  Elena has updated Companies House |  |
| 11 | Members’/ Directors’ – questions only (c. 3 minutes each)  Chair  Treasurer/Company Secretary  Secretary  Communications/ WSO  Literature Liaison  Professional Outreach/ PI/ R9 Delegate | Sandra contacted WSO re: insurance and received guidance for Treasurers. Board does not require its own Public Liability Insurance.  Also has put together the responses to the questionnaire at NA.  Bank signatories not yet updated. Lisa can’t sign cheques or change details. Sandra has the form which needs amending. Sandra, Lisa and Hilary to check progress with bank individually.    Caroline has the Intergroups Contact List and will explore who’s willing to share their details so that IG Board members doing the same roles can communicate.  No questions.  Lisa and Alan will discuss with Deborah to ensure flow of necessary information about the Literature accounts to Treasurer for her Board reports.  An enquiry from Channel 5 may possibly materialise. Chris is updating the list of National PI volunteers. | Sandra, Lisa  Hilary  Caroline  Alan, Lisa  Chris |
| 12 | Review Board Positions, roles and handover process | Lisa felt the challenge of the Treasurer’s role. ‘It feels like standing under a cement mixer and having cement poured on you’. The amount of detail and systems is daunting. Sandra will assist. The Company Secretary aspect is fine.  Sandra and Caroline feel things are coming together.  Hilary still very challenged with office skills and a current computer fault. Dan and Caroline offered input  Chris asked for input re R9. Sandra will do this | Sandra  Dan, Caroline  Sandra |
| 13 | Financial Report, finalise Budget, surplus proposal | (Hilary only subsequently realised that as the Board’s Meeting Pack had not contained the AGM financial report it was not possible to review the budget. Many apologies!)  Lisa’s report documents all payments received and made. We are solvent.  Sandra will assist Lisa in picking up this role, in time to do anything needed for the Charity Commission report due at the end of March.  Hilary and Lisa to sort rent payments for today | (Hilary has asked Elena to send this document)  Sandra  Hilary, Lisa |
| 14 | Board Admin Paid Employee update | Sandra and Caroline’s analysis of the realistic time required for completing the recruitment was so high that it was agreed to put it on hold. Sandra, Lisa and Caroline will review a number of alternative options. These can be further discussed by conference call. | Sandra, Lisa, Caroline.  All |
| 15 | Lunch |  |  |
| 16 | Review of Packs 1 and 2, proposal for a pre-pack 1 in February-March | Sandra is in discussion with Hosting Committee at NWIG. A question about finance needs to be resolved.  Sandra’s idea of a pre-pack was welcomed as an opportunity to build enthusiasm and share information, sending it out via the email loop. | Sandra  Sandra and Chris. Lisa and Alan to support. Hilary to a lesser extent |
| 17 | Review of Bylaws, proposed amendments | Hilary raised the issue that some of OAs bylaws are not congruent with current practice. We need an update for virtual groups and several other points. Hilary to liaise with Board and Virtual services Trustee with a draft statement on which to base proposed bylaw change. Agreed to review bylaws for essential updates only.  Bylaw Committee – Hilary, Caroline, Sandra. Chris to a lesser extent | Hilary, Caroline, Sandra. Chris to a lesser extent |
| 18 | WSO Agenda Questionnaire | Caroline led the discussion and recorded the points raised for her WSO rep role. | Caroline |
| 19 | Email etiquette, reducing numbers of emails. | Sandra summarized the policies and procedures: one topic per thread. Board decisions can be made by email: head them DECISION REQUESTED. Other useful habits: add ACTION; READ AND RESPOND, FYI (for your info). Lisa requested that routine expenses be claimed together, preferably in advance and as early as possible. | All |
| 20 | Adding audio files of Chairs to the website | Caroline has checked these and before they could be used they need reviewing for traditions breaks and to improve the quality, as well as needing written approval from speakers. Chris to generate criteria and liaise with Caroline. | Chris and Caroline |
| 21 | Request from general@ to change email provider | Caroline explained that this is at the limit of her knowledge and feels we should ask the wider fellowship for expertise. Sandra to look into this | Sandra |
| 22 | The 07000 number: changes proposed | Caroline has tracked usage and it was agreed it needs to be kept, but technical limitations make it not very satisfactory. Agreed: put out request to wider fellowship for a volunteer or IG to hold and answer a phone to which these calls are diverted | Caroline |
| 24 | The survey at National Assembly: Actions proposed | Sandra’s survey: general agreement that this is a good way to evaluate NA but that a website survey would be more accurate to track OA trends.  It showed that nearly 10% did not know there is an online literature service.  Some appreciative quotes about service can go into pre-pack  Sandra - People are put off board service by the perceived time commitment. Action: all members to log our time spent monthly, preferably under headings to show where roles could be shared or split.  There have been enquiries about difficulty finding Skype and phone meetings. Hilary to follow up with Caroline about changes to website. | Alan?  Sandra  All  Hilary/Caroline |
| 25 | Should we invite R9 Trustee or Chair to NA | Action – Sandra to invite R9 Chair, also Bob a former trustee and parliamentarian who would only need accommodation expenses; also to check out if R9 trustee would wish to attend | Sandra |
| 26 | Approve convention theme | The proposed theme of ‘Together We Can’ received unanimous approval. | Sandra |
| 27 | New Board member expenses, proposed change of wording | Hilary and Chris will redraft update to the policy and bring back. Caroline to support | Hilary  Chris,  Caroline |
| 28 | Board Subcommittees update | Newsletter Committee: Caroline said:  Committee chair Emily is editing material for the final copy, to be approved by NSB, and for distribution in March.  Caroline and Electronic Communications  Committee are working on requirements for doing email responder service to include having been in Fellowship for at least a year. This will apply to all new volunteers. More volunteers for the committee will be sought.  Committee have requested a Captcha system to prevent email spam coming through the contact form on the website – Caroline has requested information on cost from website designer.  Literature Committee, Alan: nothing to report  PI/Professional Outreach: Chris. The tab on the website is not yet available: in process. Caroline to discuss with group member taking on PO Chair role, as Chair has stepped down. Hilary had undertaken to distribute information to the group but not done; will resend the PO Info and list of PO Committee Members to Chris  Sandra to talk with 12th Step Within Committee Chair. | All  Chris  Caroline  Hilary  Sandra |
| 29 | Proposal to use Dropbox to share documents | Caroline explained that Dropbox is useful for sharing with each other and new post-holders taking over; and for amending documents  Agreed: keep the Board log-in on the website and trial Dropbox til next meeting | Caroline  All |
| 30 | Board updates, review | Hilary – Are they read? Any feedback?  Caroline – 25% of 2,000 open them: a good number. Maybe a new title..?  Volunteers for me and my job? Chris | Hilary  Chris |
| 31 | Company Calendar Review | Action – Sandra to notify all Intergroup Chairs of Chairs’ meeting on 17th June.  Conference Call – 2nd Saturday of the month at 2pm, up to one hour. Next call 11th February | Sandra  All members who are available |
| 32 | Any Other Business | To invite committee chairs as well as IG Chairs to June meeting? Agreed  Policy and Procedure – Travel Expenses to be updated from 20p on website to 25p (as on expenses form) per mile.  Hilary asked for input on filing systems for emails and documents. Dan offered to assist | Sandra  Hilary  Dan |
| 33 | **Serenity Prayer** |  | All |
|  |  | **Date and place of next meeting:**  **Saturday 1st April, 10 for 10.30am-4pm**  **Methodist Central Buildings , Oldham Street, Manchester M1 1JQ** |  |