



**Minutes: Executive Committee and Board of Directors Meetings  
Tuesday, July 11, 2017**

*[Approved by Board of Directors on September 12, 2017]*

**EXECUTIVE COMMITTEE**

Chair (Matt): The meeting was called to order at 7:00 P.M. The operating plan was to end meeting by 8:45, completing all “corporate” reports and other necessary business. He announced that Ralph J. had volunteered to fill the vacant At-Large position on the Executive Committee; there was unanimous approval by the Executive Committee.

Office Administrator (Luella): June Calls: 374 calls: 27 for help, 38 walk-ins, 3 “No Meeting” calls [Investment group – no meeting was held that Tuesday at Noon; Westside Club Wednesday 7:00 P.M. - deleted; 11<sup>th</sup> Step at St. Nicholas Wednesday meeting – deleted]. Volunteers needed at the desk, 8 slots open: Tuesday 1:00-4:00 P.M., Tuesday 4:00-7:00 P.M., Tuesday 7:00-10:00 P.M., Thursday 4:00-7:00 P.M., Thursday 7:00-10:00 P.M., Saturday 1:00-4:00 P.M., Saturday 4:00-7:00 P.M., Saturday 7:00-10:00 P.M. HS Commercial Cleaning, LLC cleaned the office carpets on Saturday, June 17 at 10:00 A.M. Many thanks to Jeff and Barry for helping out. The August issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (David D.): Two payments have been made to DC for 2014 and 2015 sales tax + interest (penalties yet to be determined). All other DC sales returns have been filed, up-to-date; payments yet to be determined. IRS 990 form for 2016 is in final review by the accountant. Accounting fees have been paid (and budgeted) on an annualized basis, so they do not show up on the monthly reports.

Finance (Karen): The annual Budget Meeting is scheduled for Tuesday, August 8; the plan is to run the process as was done for the past two years; all WAIA Board members are welcome to attend as voting participants. Executive Committee attendance requested by Matt. The next quarterly report will be provided in October; still somewhat ahead of projected Budget. Quickbooks, as set up, does not provide direct report of budget-year-to-date; modifications of those settings are under consideration. Jordan has agreed to serve as Finance Committee Chair for 2018. There was a question about the future of the annual Gala; the June Board agreed that if the 2018 event does not break-even or better, that tradition will be discontinued; this issue will certainly be part of the discussion at Budget Meeting. Karen will detail to the Board the nature of the work to be conducted at the Budget Meeting to encourage active participation.

Office Committee (Jeff; office@aa-dc.org): The Office Committee meets the first Monday of the month at 7:00 P.M. at the WAIA Office. There is also a dial-in teleconference mechanism available (515/739-1020; use access Code: 617307). The Office Committee formulates the overall policy for the operation of the WAIA office; recommends personnel policies for the employed staff of the Board of Directors to the Executive Committee and to the Board of Directors; recommends the salary range for the employees of the Board of Directors to the Executive Committee; and performs other such duties from time to time that may be assigned by the Board of Directors, the Chairman of the Board of Directors, or the Executive Committee. The Office Committee advocates for and assists the office staff and desk volunteers to be the face of AA in the Washington DC, Montgomery county, and Prince George county performing the seven tasks of an Intergroup/Central Office contained in the *AA Service Manual*. Office Committee membership is open to current members of the Board of Directors (WAIA Group Representatives), current and past officers of the Board of Directors, and members of the Executive Committee. If you want to join, stop by during the monthly meeting or contact us via email office@aa-dc.org. Our current need is to improve the Office 12 step coordination process, the accuracy of volunteer list and the responsiveness of volunteers to answer the call (See Attachments 1 and 2); to fill vacant desk volunteer slots; and to improve office functions and services. WAIA Office Cleanup Day - June 17 was a success, carpets are cleaned and brighter. Much work is being accomplished by committee members. Results will include: 1) Updated 12 Step Volunteer list to improve responsive ness to calls for help. Volunteers put WAIA telephone number in your contacts (202/966-9782. Will track first time meeting calls (believe about 60 per month), 12 Step Volunteers should be advised that Desk Volunteers are handling these and in general, if called they need to offer additional time and support. 2) More focused *Where and*

*When*, removing Virginia meetings that are outside Arlington, Alexandria and Fairfax (removes over 300 meetings); this will keep the price of the next hard copy of the *Where and When* under a dollar.

Old Business: None

New Business: None

General Discussion:

Matt: There needs to be some discussion of the possible outcomes of whether to include Virginia meetings in the WAIA website search function (esp. after removed from WnW). Office and Website Committees will further consider options.

Alex: Budgetary savings on website operations and maintenance will cover the cost of his attendance at the annual National AA Technology Workshop (NAATW), Sacramento, CA, September 8-10, 2017.

The meeting of the Executive Committee adjourned at 7:43 P.M.

## **BOARD OF DIRECTORS**

The Chair (Matt; chair@aa-dc.org) called the meeting to order at 8:00 P.M., followed by a group recitation of the Serenity Prayer. Alan read the *WAIA Preamble*. New Representatives/Board Members and Alternates self-introduced and were directed to Ben for copies of the new member packet; David H., Chair of the Rules Committee, has copies of the *WAIA Bylaws* available upon request (and downloadable from the website); Matt emphasized the importance of abiding by those guidelines. Members of the Executive Committee self-introduced. Matt recommended brevity of Committee reports, as appropriate. The June 13, 2017 *Minutes* were approved. He reinforced the process of getting New Business onto the agenda by forwarding motions/ideas to chair@aa-dc.org. He noted that Ralph J. was unanimously approved by the Executive Committee to complete the unexpired At-Large Member term open on the Executive Committee. There will NOT be a Board meeting in August, but the annual Budget meeting will occur on Tuesday, August 8 at the same time and place as the regular Board meeting. There is no New Business or Old Business tonight, but corporate reports (required of a corporation) will be presented. A few announcements will be made.

### **EXECUTIVE AND CHARTERED COMMITTEE REPORTS:**

Office Administrator (Luella; administrator@aa-dc.org): June Calls: 374 calls: 27 for help, 38 walk-ins, 3 “No Meeting” calls [Investment group – no meeting was held that Tuesday at Noon; Westside Club Wednesday 7:00 P.M. - deleted; 11<sup>th</sup> Step at St. Nicholas Wednesday meeting – deleted]. Volunteers needed at the desk, 8 slots open: Tuesday 1:00-4:00 P.M., Tuesday 4:00-7:00 P.M., Tuesday 7:00-10:00 P.M., Thursday 4:00-7:00 P.M., Thursday 7:00-10:00 P.M., Saturday 1:00-4:00 P.M., Saturday 4:00-7:00 P.M., Saturday 7:00-10:00 P.M. HS Commercial Cleaning, LLC cleaned the office carpets on Saturday, June 17 at 10:00 A.M. Many thanks to Jeff and Barry for helping out. The August issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Executive Committee Meeting (Terry; secretary@aa-dc.org): Officers, Committee Chairs, Liaisons and all others providing oral reports at the meeting were requested to either write any critical elements or submit those data by E-mail to ensure their accuracy. The discussions conducted during the meeting of the Executive Committee, not already presented, were summarized.

Treasurer (David D.; treasurer@aa-dc.org): Two payments have been made to DC for 2014 and 2015 sales tax + interest (penalties yet to be determined). All other DC sales returns have been filed, up-to-date; payments yet to be determined. IRS 990 form for 2016 is in final review by the accountant. Accounting fees have been paid (and budgeted) on an annualized basis, so they do not show up on the monthly reports.

Finance Committee (Karen; finance@aa-dc.org): The annual Budget Meeting is scheduled for Tuesday, August 8; the plan is to run the process as was done for the past two years; all WAIA Board members are welcome to attend as voting participants. Executive Committee attendance requested by Matt. The next quarterly report will be provided in October; still somewhat ahead of projected Budget. Quickbooks, as set up, does not provide direct report of budget-year-to-date; modifications of those settings are under consideration. Jordan has agreed to serve as Finance Committee Chair for 2018. There was a question about the future of the annual Gala; the June Board agreed that if the 2018 event does not break-even or better, that tradition will be discontinued; this issue will certainly be part of the discussion at Budget Meeting. Karen detailed to the Board the nature of the work to be conducted at the Budget Meeting and encouraged active participation.

Elections Committee (Ralph; elections@aa-dc.org): No Report

Hospitals and Institutions (H&I) Committee (Terry for Dave B.; hni@aa-dc.org): The H&I Committee is a set of volunteers who help facilitate bringing H&I meetings into hospitals, institutions, jails, and other facilities where the patients cannot get out; we bring meetings into them. Our monthly newsletter is published in the *digital.New.Reporter* and lists facilities currently seeking meetings. We are looking for AA groups or sets of individuals to bring H&I meetings into these facilities. We thank David H. for stepping up to take a new meeting to Randolph Hills Nursing Home in Silver Spring, MD. We continue to seek additional volunteers to take meetings to hospitals and institutions, as well as volunteers to join the H&I Committee to help coordinate H&I meetings in the District of Columbia, Montgomery County, and Prince Georges County. Please send email to hni@aa-dc.org for information about meetings or to volunteer.

Literature Committee (Mike; literature@aa-dc.org): No Report

Nightwatch Committee (Richard; nightwatch@aa-dc.org): No Report

Office Committee (Jeff; office@aa-dc.org): The Office Committee meets the first Monday of the month at 7:00 P.M. at the WAIA Office. There is also a dial-in teleconference mechanism available (515/739-1020; use access Code: 617307). The Office Committee formulates the overall policy for the operation of the WAIA office; recommends personnel policies for the employed staff of the Board of Directors to the Executive Committee and to the Board of Directors; recommends the salary range for the employees of the Board of Directors to the Executive Committee; and performs other such duties from time to time that may be assigned by the Board of Directors, the Chairman of the Board of Directors, or the Executive Committee. The Office Committee advocates for and assists the office staff and desk volunteers to be the face of AA in the Washington DC, Montgomery county, and Prince George county performing the seven tasks of an Intergroup/Central Office contained in the *AA Service Manual*. Office Committee membership is open to current members of the Board of Directors (WAIA Group Representatives), current and past officers of the Board of Directors, and members of the Executive Committee. If you want to join, stop by during the monthly meeting or contact us via email office@aa-dc.org. Our current need is to improve the Office 12 step coordination process, the accuracy of volunteer list and the responsiveness of volunteers to answer the call (See Attachments 1 and 2); to fill vacant desk volunteer slots; and to improve office functions and services. WAIA Office Cleanup Day - June 17 was a success, carpets are cleaned and brighter. Much work is being accomplished by committee members. Results will include: 1) Updated 12 Step Volunteer list to improve responsive ness to calls for help. Volunteers put WAIA telephone number in your contacts (202/966-9782. Will track first time meeting calls (believe about 60 per month), 12 Step Volunteers should be advised that Desk Volunteers are handling these and in general, if called they need to offer additional time and support. 2) More focused *Where and When*, removing Virginia meetings that are outside Arlington, Alexandria and Fairfax (removes over 300 meetings); this will keep the price of the next hard copy of the *Where and When* under a dollar.

Outreach Committee (Ben; outreach@aa-dc.org): They are currently surveying which local meetings have designated WAIA Group Representatives (Board Members) and which ones have not done so.

Rules Committee (David H.; rules@aa-dc.org): No Report

Website (Technology) Committee (Alex; website@aa-dc.org): The contractor will bill "per incident" rather than the originally budgeted \$200 per month, significantly reducing costs; if any incident exceeds \$200, an estimate will be submitted for specific prior approval. Alex will attend NAATW (September 8-10, 2017), within the Committee budget. Website will have information about the 12-step volunteer process, but does not currently allow signup.

Registrar (Vittorio; registrar@aa-dc.org): Any Group Representatives or Alternates not already signed in were asked to do so and he requested that any new Representatives or Alternates fill out the appropriate forms at the Registrar table. In attendance were: 28 Voting Representatives, 3 Voting Alternates, 0 Non-Voting Alternates and 0 Visitors/Guests, for a total eligible voter count: 31.

OLD BUSINESS: None

NEW BUSINESS: None

AD HOC COMMITTEE REPORTS:

Archives Committee (Barry; archives@aa-dc.org): No Report

Gala Committee (Mike, gala@aa-dc.org; 240/595-3457): No Report

Grapevine (Carlos; grapevine@area13aa.org; 202/607-3087): He provided a brief history of the Grapevine book, *I Am Responsible: The Hand of AA*; he announced that a matching contribution permits sales at 43% discount on the remaining 40 copies on hand.

Hospitality Committee (hospitality@aa-dc.org): Matt extended thanks to the several volunteers for preparing and serving the coffee, snacks, beverages and ice cream. Five volunteers to help with cleanup were identified.

New Reporter Committee (Tony; newreporter@aa-dc.org): No Report

Old Timers Committee (Bob G.; oldtimers@aa-dc.org): The 39<sup>th</sup> Annual Old Timer's Gratitude Meeting will be held on Friday, November 10 from 7:00-9:30 P.M. at the Oakdale Church, 3425 Church Road, Olney, MD 20832.

Public Information/Cooperation with the Professional Community Committee (Pat G.; publicinfo@aa-dc.org; cpc@aa-dc.org):

Events Attended:

- June 8 (Thursday, 10:30 A.M.-2:00 P.M.): Immigration and Customs Enforcement (ICE) Health Fair; 500 12th Street, S.W., Washington, DC 20536
- July 11 (Tuesday, 10:00 A.M.-2:00 P.M.): Financial Industry Regulatory Authority, Inc. (FINRA) Health Fair; 9509 Key West Avenue, Rockville, MD

Upcoming Events:

- July 9-12 (Sunday-Wednesday): National Association of Drug Court Professionals (NADCP); Gaylord Hotel and Convention Center, 201 Waterfront Street, Oxon Hill, MD 20745 (coordinated with WAGSA)
- July 15 (Saturday; 9:00 A.M.-Noon): DC Court Services and Offender Supervision Agency, Traffic and Alcohol Offense Information Session; 910 Rhode Island Avenue, N.E., Washington, DC
- August 31 (Thursday, 11:00 A.M.-2:00 P.M.): Federal Emergency Management Agency (FEMA) Employee Wellness Fair; 500 C Street S.W., Washington, DC

Special Needs Committee (Teresa; specialneeds@aa-dc.org): No Report

Young People in AA Committee (Jason; www.dccypaa.org): No Report

#### LIAISON REPORTS ABOUT RELATED GROUPS:

Washington Area General Service Assembly (Terry; secretary@aa-dc.org):

The Washington Area General Service Assembly (WAGSA) does not hold a Committee meeting in the month of July, so there has been no meeting since the last report.

Upcoming Dates of Interest:

- July 21 (Friday; 4:00 A.M.-8:00 P.M.): Bus trip to New York City to visit the General Service Office Archives; contact: archives@area13aa.org
- September 1-3 (Friday-Sunday): XLV Convention Hispanic of AA (Hilton Baltimore, 401 West Pratt Street, Baltimore, MD 21201)
- November 19 (Sunday; 8:00 A.M.-Noon): 31st Annual Area 13 Gratitude Breakfast (College Park Marriott Inn and Conference Center, 3501 University Boulevard East, Hyattsville, MD 20783)

Northern Virginia Intergroup (Ralph; rjustus@ieee.org; 301/367-5774):

No report as NVI did not hold a meeting on July 4 (first Tuesday).

Hispanic Intergroup: No Report

#### ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at: 8:39 P.M. so that members could participate in the planned Ice Cream Social event.

ATTACHMENTS (2): Office Committee documentation for revision of Twelve-Step service

## **12 STEP NETWORK CONTACT PROCESS**

1. Each Group can have a Primary and an Alternate 12 Step Network Contact.
2. Individual calls the WAIA Office to be added as a 12 Step Network Contact. If more than 3 individuals sign up from a Group and the Primary and the alternate are active then the person will be on the waiting list.
3. The Group maintains their 12 Step Volunteer List.
4. 12 Step Network Contact can take a 12 Step call or reach out to another member of the group to make the call.
5. Desk Volunteer takes a person's call for help and fills out the Call Record form. Desk Volunteer uses the card file to call 12 Step Network Contact. Record each attempt on the 12 Step Network Contact card and record a contacted 12 Step Network Contact on the Call Record and the 12 Step Network Contact card.
6. Desk Volunteer takes calls for individuals to be added to the 12 Step Network Contact card and fills out a blank card and adds it to the review section of the card file.
7. Office Committee maintains the 12 Step Network Contact cards. It reviews and updates the active cards, making calls to individuals and group to verify, as appropriate.
8. Group is responsible to make the 12 Step call as their Group conscience guides (See GSO guidelines).
9. After contact with the person requesting help has been made the 12 Step Network Contact or the 12 Stepper calls the WAIA Office with updated information to be added to the Call Record. Desk Volunteer updates the Call Record.

## 12 Step Volunteer

Group maintains 12 Step Volunteer list, which 12 Step Volunteer uses to find 12 Stepper to respond to call. (3)

12 Step Network Contact can take a 12 Step call or reach out to another member of the group to make the call. (4)

Group is responsible to make the 12 Step call as their Group conscience guides (See GSO guidelines). (8)

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## 12 Step Network Contact

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Individual calls the WAIA Office to be added as a 12 Step Network Contact. If more than 3 individuals sign up from a Group and the Primary and the alternate are active then the person will be on the waiting list. Desk Volunteer takes calls for individuals to be added to the 12 Step Network Contact card and fills out a blank card and adds it to the review section of the card file. (2, 6)

Desk Volunteer takes a person's call for help and fills out the Call Record form. Desk Volunteer uses the card file to call 12 Step Network Contact. Record each attempt on the 12 Step Network Contact card and record a contacted 12 Step Network Contact on the Call Record and the 12 Step Network Contact card.(5)

Stepper calls the WAIA Office with updated information to be added to the Call Record. Desk Volunteer updates the Call Record. (9)

## Desk Volunteer

## Office Committee

Office Committee maintains the 12 Step Network Contact cards. It reviews and updates the active cards, making calls to individuals and group to verify, as appropriate. (7)