



Minutes: Executive Committee and Board of Directors Meetings
Tuesday, September 12, 2017
[Approved by Board of Directors on October 10, 2017]

EXECUTIVE COMMITTEE

Chair (Matt): The meeting was called to order at 7:05 P.M.

Office Administrator (Luella): July Calls: 478 calls, 41 for help, 58 walk-ins, 3 “No Meeting at Location” calls: Count Me In – probably no meeting on Labor Day; Buy Time meeting in VA - Correct time online; Gay Group moved from St. James Church to St. Mark’s. August Calls: 467 calls, 30 for help, 45 walk-ins, 5 “No Meeting at Location” calls: 180 degree Club, Monday 8:30 P.M. – no one showed up to unlock door; SW Renewal – New location correct on website; UMD Young People, Thursday 7:30 P.M., Damsel in Success, Friday 8:30 P.M. and Latinos de Maryland, Sunday noon all need to be checked out; information will be forwarded to the Outreach Committee. Volunteers needed at the desk, 4 slots open: Monday 10:00 A.M.-1:00 P.M., Tuesday 4:00-7:00 P.M., Thursday 4:00-7:00 P.M., Saturday 7:00-10:00 P.M. The October issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (David D.): [see attachment]

Year to Date Profit and Loss for Second Quarter of 2017

- Year to Date, we had a total gross profit of \$82,614.80 and \$87,546.36 in expenses.
- Our expenses included \$15,250 in accounting expenses, of which \$12,250 was a one-time expense to address our past accounting deficiencies.
- Our net profit for the first half of the year was -\$5,024.94.

IRS 990 Update: Our IRS 990 is due on November 15, 2017 (extension date). I have reviewed the report and a copy is attached, which I will sign with the approval of the Executive Committee. Any objections to be submitted to him by September 19.

Sales Tax Update: All of our Sales Tax returns are up to date and paid in full with one exception for April 2016, which we are waiting for the District reply. We have paid a total of \$9,990.10 in taxes and interest for sales tax due since 2014. All penalties have been waived. As of today, we have a credit of \$0.87.

Total cost of Accounting work

2016 = \$2,450 (for sales tax and bookkeeping)
2017 = \$12,750 (for sales tax and bookkeeping)
 \$2,500 (for 2015 990)
 \$2,500 (for 2016 990, bill coming)
 \$4,175 (for sales tax and bookkeeping, bill coming)
 \$480 (estimate for Q4 sales tax and bookkeeping)
\$24,855 Total, \$20,405 in 2017

Of the total expected accounting costs in 2017 of \$20,405, \$5,500 is for usual and customary expenses that we expect to continue to have in 2018 and \$14,905 for one-time expenses due to our accounting deficiencies.

Our total accounting costs for repairing our past accounting failures is less than the amount we would have paid had we employed a competent accountant since 2014 (\$21,600 for 48 months).

Our initial estimates were that we would owe over \$17,000 in sales tax for 2014-2016, with penalties over \$7,000 and interest over \$27,255 for a total liability of more than \$50,000.

Our accountants were able to get this figure down to \$10,060 in sales tax, \$2,840 in interest and no penalties; a total liability of \$12,905. DC has waived all sales tax penalties from 2014-present.

Initial Estimate of Sales Tax Liability (2014-2016)

<u>Year</u>	<u>Estimated Basis</u>	<u>Estimated Tax</u>	<u>Estimated Penalty</u>	<u>Estimated Tax and Penalty</u>	<u>Estimated Interest</u>	<u>Estimated Tax, Interest and Penalty</u>	<u>Source</u>
2016	\$ 68,469.00	\$ 3,936.97	\$ -	\$ 3,936.97	\$ -	\$ 3,936.97	2016 990
2015	\$ 133,517.00	\$ 7,677.23	\$ 4,222.48	\$ 11,899.70	\$ 12,946.90	\$ 24,846.60	2015 990
2014	\$ 100,000.00	\$ 5,750.00	\$ 3,162.50	\$ 8,912.50	\$ 14,308.30	\$ 23,220.80	2014 990
		\$ 17,364.20	\$ 7,384.98	\$ 24,749.17	\$ 27,255.20	\$ 52,004.37	\$ -

Actual Sales Tax Liability (2014-2016)

<u>Year</u>	<u>Tax</u>	<u>Interest</u>	<u>Penalty</u>	<u>Payment</u>
2014	\$ 3,679.90	\$ 1,605.18	\$ -	\$ 5,285.08
2016	\$ 2,984.10	\$ 386.76	\$ -	\$ 3,370.86
2015	\$ 3,347.55	\$ 860.03	\$ 4.38	\$ 4,211.96
	\$ 10,011.55	\$ 2,851.97	\$ 4.38	\$ 12,867.90

2018 Budget: Sales tax returns need to be done monthly. 990's annually. QuickBooks support will require a quarterly review of up to 4 hours. Any additional changes to our categories and accounts will be billed at \$80.00 per hour.

Sales tax return prep is about \$100 per month.

990 = \$2500 per year.

Sales Tax Returns = \$1200 per month

Bookkeeping support = \$1280

Total = \$4,980 (\$415/month)

Recommended Budget of \$450/month or \$5500/year.

Finance (Karen): [see attachment]: After a productive and efficient budget meeting in August, the 2018 proposed budget came in at -\$ 3,056.32. Matt proposed that we increase the contributions by that amount for a balanced budget. Hopefully we can vote on and get this approval tonight. On a separate but related topic, the budget meeting included a lively discussion on 2019 budget for the banquet. This will be a separate vote since the banquet approval is always months ahead of our usual budget meeting. I asked Jordan to elaborate on this plan. Last but not least, I will give the quarterly update for October WAIA meeting as my last task as Finance Chair.

Office Committee (Jeff; office@aa-dc.org): The Office Committee usually meets the first Monday of the month at 7pm at the WAIA Office; however, the meeting will be held on October 9th. There is also a dial in number, 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 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 needs are to improve the Office 12 step coordination process, the accuracy of volunteer list and the responsiveness of volunteers to answer the call (See handouts); to fill vacant desk volunteer slots; and to improve office functions and services. The function and service focus is on the *Where and When*. Size reduction is necessary to keep the price at \$1.00. Therefore, meetings in outlying counties are being removed and a link to Area 71 Virginia with their meeting locator has been added in the WAIA website. Another primary driver is that we want to make sure that meeting information is not outdated when it's just as easy to provide a connection to the primary/original source of information. The final driver is to reduce the amount of work that goes into trying to verify the data that we don't get directly from the groups/meetings that are not part of Area 13. There will be a Desk Volunteer Workshop/ Appreciation Day at the Westside Club in the afternoon on October 28th.

Old Business: None

New Business: GALA proposal from Jordan (see General Discussion)

General Discussion:

Jordan: Motion to continue GALA in 2019 as a calculated function of cost/income of 2018; budget scaled to reality.

[Motion: The 2019 GALA budget will be determined by the gross 2018 experience, such that: a) if a deficit, deduct that from the 2018; OR b) if a surplus, add 50% of surplus to the 2018 budget.]

Matt: Jeff resigned as Vice Chair; will continue as Member-at-Large for remainder of term; proposed Ralph as Vice Chair of the Board of Directors. Katherine R. will Co-Chair Office Committee with Alex. Jeff as Chair of Elections Committee. Approved by Executive Committee.

David H. (Rules): Will introduce summary of inventory and clarifying bylaws changes – to be reviewed by Executive Committee at special meeting and draft distributed to Board in November then voted by Board in December.

The meeting of the Executive Committee adjourned at 7:45 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. Patrick 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. The July 11, 2017 *Minutes* were approved. He reinforced the process of getting New Business onto the agenda by forwarding motions/ideas to chair@aa-dc.org. There was no meeting in August, but rather a Budget meeting was convened instead. He asked the courtesy of brevity and non-interruption during presentations and discussions. The changes in the Executive Committee as approved by Executive Committee were outlined. He asked Board members to consider running for 2018 offices, particularly as Executive Committee members and Committee Chairs; the election will be held in December.

EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella; administrator@aa-dc.org): July Calls: 478 calls, 41 for help, 58 walk-ins, 3 “No Meeting at Location” calls: Count Me In – probably no meeting on Labor Day; Buy Time meeting in VA - Correct time online; Gay Group moved from St. James Church to St. Mark’s. August Calls: 467 calls, 30 for help, 45 walk-ins, 5 “No Meeting at Location” calls: 180 degree Club, Monday 8:30 P.M. – no one showed up to unlock door; SW Renewal – New location correct on website; UMD Young People, Thursday 7:30 P.M., Damsel in Success, Friday 8:30 P.M. and Latinos de Maryland, Sunday noon all need to be checked out; information will be forwarded to the Outreach Committee. Volunteers needed at the desk, 4 slots open: Monday 10:00 A.M.-1:00 P.M., Tuesday 4:00-7:00 P.M., Thursday 4:00-7:00 P.M., Saturday 7:00-10:00 P.M. The October issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (David D.; treasurer@aa-dc.org): [see attachments (3)] David announced that he will be leaving the Committee after two years of service – a new Chair will be needed.

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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.

Elections Committee (Jeff; elections@aa-dc.org): Board members are encouraged to consider making themselves available for elected positions and for service on Committees or as Committee Chairs.

Hospitals and Institutions (H&I) Committee (Dave B.; hni@aa-dc.org): No Report

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

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

Office Committee + Website Committee (Katherine + Alex; office@aa-dc.org + website@aa-dc.org): The Office Committee usually meets the first Monday of the month at 7pm at the WAIA Office; however, the meeting will be held on October 9th. There is also a dial in number, 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 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 needs are to improve the Office 12 step coordination process, the accuracy of volunteer list and the responsiveness of volunteers to answer the call (See handouts); to fill vacant desk volunteer slots; and to improve office functions and services. The function and service focus is on the *Where and When*. Size reduction is necessary to keep the price at \$1.00. Therefore,

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The focus of the Office Committee under Katherine will be on providing what is necessary for volunteers to do their work as effectively as possible. A current (September-November) change is the conversion of the phone to Vonage from Verizon; this will be completed in November (full change-over), with number unchanged. Seeking ASL-talented members to advise on better serving hearing-impaired, recovering alcoholics. Loudon, Prince William, Stafford counties of Virginia are currently in WAIA *Where and When* – will be removed in next issue. Alex thanked the Board for sending him to the National AA Technology Workshop (NAATW). He mentioned that the most popular Meeting Guide app among the Intergroups represented at that Workshop was the one developed by our website contractor.

Outreach Committee (Ben; outreach@aa-dc.org): This Committee is responsible for welcoming new members of the Board and ascertaining validity of meetings listed in the Where-and-When/Online database, but reported as vacant. He expressed the wish to have the Board members encourage contributing groups to all have WAIA Representatives. The Committee is considering a Traditions Workshop in Spring 2018.

Rules Committee (David H.; rules@aa-dc.org): The Rules inventory is nearly completed; it will be ready for Board consideration in December.

Website (Technology) Committee (Alex; website@aa-dc.org): See combined report with Office Committee.

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: 27 Voting Representatives, 2 Voting Alternates, 4 Non-Voting Alternates and 0 Visitors/Guests, for a total eligible voter count: 29

OLD BUSINESS: None

NEW BUSINESS:

Alex (Executive Committee): Motion to approve 2018 Budget as provided by Finance Committee – unanimous approval

Jordan (Gala Committee): Motion: The 2019 GALA budget will be determined by the 2018 gross revenue experience, such that: a) if a deficit, deduct that from the 2018 gross revenue; or b) if a surplus, add 50% of surplus to the 2018 Budget; or c) if there is a break-even, no change will be made. The Motion passed.

AD HOC COMMITTEE REPORTS:

Archives Committee (Barry; archives@aa-dc.org): The DC Founders day celebration has been CANCELLED

Gala Committee (Mike, gala@aa-dc.org; 240/595-3457): Plan to guide scope of future years: Motion: The 2019 GALA budget will be determined by the 2018 gross revenue experience, such that: a) if a deficit, deduct that from the 2018 gross revenue; or b) if a surplus, add 50% of surplus to the 2018 Budget; or c) if there is a break-even, no change will be made. [March 24, 2018 is the date for the upcoming event; ticket sales will be available online]

Grapevine (Carlos; grapevine@area13aa.org; 202/607-3087): He announced a special sale, limited to availability of copies of the books *I Am Responsible: The Hand of AA* and *The Home Group: Heartbeat of AA* for \$6.50 each. AA Grapevine has published a new collection, entitled *Voices of Women in AA*, which sells for \$11.50.

Hospitality Committee (hospitality@aa-dc.org): Matt extended thanks to Patrick for preparing the coffee and for providing the snacks. 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 39th 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. Rachel has agreed to be 2018 Chair with Bob remaining on the Committee to ease the transition.

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

Events:

- August 18 (Friday; 1:00-4:00 P.M.): Housing UP Community Fair (Galen Terrace, 1649 Galen Street, SE, DC). A selection of AA pamphlets and *Where and When's* were given to the organizers to display at the event.
- August 31 (Thursday; 11:00 A.M.-2:00 P.M.): Federal Emergency Management Agency (FEMA) Employee Wellness Fair (500 C Street SW, DC) - CANCELLED DUE TO NEED FOR HEADQUARTERS EMPLOYEES TO RESPOND TO HURRICANE HARVEY
- October 12 (Thursday; 11:00 A.M.-1:00 P.M.): Government Publishing Office (GPO) Health Fair, 732 North Capital Street, DC 20401 – 10/12/17, - CANCELLED UNTIL FURTHER NOTICE.

Upcoming Events:

- September 20 (Wednesday; 11:00 A.M.-1:00 P.M.): AAAS (American Association for the Advancement of Science) Health & Wellness Fair (1200 New York Avenue, NW, DC)
- November 9 (Thursday; 10:00 A.M.-1:30 P.M.) American University Health Fair (4400 Massachusetts Avenue, NW, DC)

Sharon F. has agreed to serve as Co-Chair (still need an additional, new Co-Chair, since Pat has stepped down)

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): Since our last Board meeting, the Washington Area General Service Assembly (WAGSA) convened twice as an informational committee meeting, on both Monday, August 14 and Monday, September 11. At each session, the Delegate provided what limited information was permissible about the litigation regarding ownership of the printer's copy of the first edition of the Big Book. He also provided information about and copies of the new, yellow "Safety Card for AA Groups." The many who attended the XLV Convention Hispanic of AA on September 1-3 at the Hilton Baltimore reported on the success of that event. Several of the Districts have become quite active, holding not only organizational meetings, but social and recovery-themed events. Separate committees are working on plans for the Eastern Area Conference of Young People in AA (EACYPAA) and the International Conference of Young People in AA (ICYPAA) both of which will hold meetings in Maryland in 2018. Although no formal business is finalized at Area Committee meetings, two topics, which will be discussed and voted on at the Fall Assembly meeting were introduced: 1) reduce the number of Area Committee meetings from eleven per year in favor of more direct communication at the District levels; three Assembly meetings per year are required by the corporate Bylaws; and 2) distribute draft Minutes of each Area Committee and Assembly meeting by E-mail to all registered Assembly participants within fourteen days after each meeting, so that they can be read and considered prior to the call for their approval at the next session. Other planned activities reported are reflected in the listing of events below.

Upcoming Dates of Interest:

- October 9 (Monday; 7:30-9:00 P.M.): WAGSA Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- October 21 (Saturday; 9:30 A.M.-2:30 P.M.): WAGSA Fall Assembly (Holy Cross Hospital, Auditoria A and C, 1500 Forest Glen Road, Silver Spring, MD 20910)
- 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)
- November 28-December 1 (Tuesday-Friday): Association of Military Surgeons of the United States (AMSUS) Annual Meeting (Gaylord National Resort and Convention Center, 201 Waterfront Street, National Harbor MD 20745); WAGSA will host a booth and arrange daily onsite meetings
- April 14 (Saturday; 9:30 A.M.-2:30 P.M.): WAGSA Spring Assembly/Delegate Report-Back (location TBD)

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

NVI Board meetings: 1st Tuesday of the month

Contacts: Pauline D., Office Manager (703-293-9757; info@nvintergroup.org) and Mike G., Chair, Board of Directors (chair@nvintergroup.org)

August 1 NVI Board Meeting Highlights:

- April calls: 181 total: 83 meeting info; 15 newcomer; 58 other
- Financials: April contributions \$2,600 less than budgeted

Prudent reserve: 6.6 months

- Net income: -\$2,000; Year To Date: +\$6,700
- September 5 Board meeting – cancelled.
- 32nd Annual Intergroup/Central Office/AAWS/AAGV Seminar in October 2017

Monthly NVI-Host planning meetings at NVI HQ (10400 Eaton Place Suite 140 Fairfax VA 22030)

Upcoming Events (see flyers at: www.nvintergroup.org)

- September 16 (Saturday): Mount Vernon District #11 Picnic (Alexandria, VA)
- September 16 (Saturday; 12:30 P.M.): Falls Church District #6 Celebration of Service (Falls Church, VA)
- September 17 (Sunday; 11:00 A.M.): Manassas and Centreville Districts Picnic (Nokesville, VA)
- September 30 (Saturday; 9:00 A.M.): VAC Corrections Workshop (Leesburg, VA)
- October 7 (Saturday; 8:00 A.M.): Manassas District #33 Fall Workshop (Manassas, VA)
- November 4 (Saturday; 6:30 P.M.): Old Timers' Speaker Meeting (Burke, VA)
- November 4 (Saturday; 6:00 P.M.): Manassas District #33 66th Anniversary (Manassas, VA)
- November 12 (Sunday; 8:30 A.M.): 12 NVI Gratitude Breakfast (Springfield, VA)

Hispanic Intergroup: No Report

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at: 9:40 P.M.

ATTACHMENTS: (2)
Year-to-Date Profit and Loss – Second Quarter 2017
Approved 2018 Budget