



**Minutes: Executive Committee and Board of Directors Meetings  
Tuesday, September 13, 2016**

[Pending Approval by Board of Directors on October 18, 2016]

**[NOTE:** During the intervening month, the normal schedule of convening the Board on the Second Tuesday (October 11) was set aside by the Executive Committee to accommodate those Board members who will celebrate Yom Kippur on that date; the next meeting has been re-scheduled for Tuesday, October 18]

**EXECUTIVE COMMITTEE**

Chair (Matt): The meeting was called to order at 7:00 P.M.

Office Administrator (Luella): July Calls: 467 calls - 43 for help, 49 walk-ins. There were 2 “No Meeting” calls - 1 at the Triangle Club and 1 at the 180 Club. August Calls: 501 calls - 31 for help, 51 walk-ins. There were 3 “No Meeting” calls – 1 at Head Injury (still going), 1 at the Rockville Metro Club and 1 at Crossroads of Recovery. Volunteers are needed at the desk with 5 slots open: Monday 1:00-4:00 P.M., Wednesday 7:00-10:00 P.M., Friday 4:00-7:00 P.M., Saturday 4:00-7:00 P.M. and Saturday 7:00-10:00 P.M. The October issues of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (David D.): There was extensive discussion following his presentation of the survey he has conducted of points requiring most attention during his upcoming few months as Interim Treasurer. The lengthy Summary of that report is included in the *Minutes* of the Board meeting (*q.v.*, *infra*).

Finance (Karen): The Budget Updates for July and August are summarized in the table, below. Net income for July and August did not meet expectations by a shortfall of approximately \$500 in total.

Month	Total Income	Total Expense	Actual Net Income	Budget Net Income	% of Budget
July 2016	\$ 13,600.11	\$ 8,564.77	\$2,820.44	\$3,756.00	75.09%
Aug 2016	\$ 15,420.91	\$ 13,840.16	(\$1,829.10)	(\$2,244.00)	81.51%

The draft 2017 budget numbers (*q.v.*, attached) are supplemented by the following notes: 1) literature cost is unknown; 2) change name of “repair/maintenance” to “copier;” 3) Hospitality Chairperson suggested bringing back group contributions to offset cost of refreshments. At the October meeting, Karen and David will present an updated draft 2017 budget including revised numbers for insurance and accounting cost increases. At the November meeting, any updates on the draft 2017 WAIA budget will be presented, and a final vote will be called.

Old Business: On behalf of the Rules Committee, David H. and Jeff will present to the Board a friendly, clarifying tripartite amendment to the earlier motion on the adoption and use of the election Third Legacy process; the Executive Committee approved the clarifications.

New Business: None

General Discussion:

Jonathan (Office Committee): He is working with Luella on job descriptions for her and Clo’via. The Office Committee meeting in August focused on policies and procedures. Insurance bids are on hold, while acknowledging that estimates are needed for the 2017 Budget. Matt mentioned that a sample Policies and Procedures document is available from the Los Angeles Intergroup as a potential model.

The meeting of the Executive Committee adjourned at 7:55 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. Alec read the *WAIA Preamble*. New Representatives self-introduced. New members were directed to Adrian for copies of the new member packet. Copies of the current *Bylaws* had been placed on each chair in the meeting room for reference. Members of the Executive Committee self-introduced. The July 12, 2016 *Minutes* were approved.

### EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella; administrator@aa-dc.org): July Calls: 467 calls - 43 for help, 49 walk-ins. There were 2 “No Meeting” calls - 1 at the Triangle Club and 1 at the 180 Club. August Calls: 501 calls - 31 for help, 51 walk-ins. There were 3 “No Meeting” calls – 1 at Head Injury (still going), 1 at the Rockville Metro Club and 1 at Crossroads of Recovery. Volunteers are needed at the desk with 5 slots open: Monday 1:00-4:00 P.M., Wednesday 7:00-10:00 P.M., Friday 4:00-7:00 P.M., Saturday 4:00-7:00 P.M. and Saturday 7:00-10:00 P.M. The October issues 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): The finances are on solid ground with \$48,500.15 in the operating account as of this morning, and \$127, 287.51 in the prudent reserve account. There is no evidence of any monetary misuses; although a more detailed accounting is needed, given the cash-on-hand indicates that any impropriety is highly unlikely. Contributions are up 13.57 percent, which is still greater than 2015 YTD [\$79,387 YTD in 2016 compared to \$69,903 in 2015 YTD (excluding the \$15,000 bequest)]. Expenses appear to be down; however, it is not possible at this time to account for the reasons.

The Federal tax return for 2014 was found to been filed inaccurately and must be amended. An audit of the 2013 return for similar inaccuracy will be conducted. Filing of the 2016 quarterly DC Unemployment Insurance payment is late. WAIA currently has no Directors and Officers (D&O) Insurance, and may not be able to obtain such until the accounting and tax liabilities are resolved. There will be additional accounting costs to repair the books.

Although WAIA has collected DC Sales tax on literature and other goods since 2014, no sales tax return has been filed or payment made. The total owed in back taxes, interest and penalties to DC will depend upon the actual years of liability; nevertheless, it is possible that some or all of the penalties will be forgiven as we will be self-reporting the liability and are able to pay it in full. The accounting firm will file the 2013-2016 DC tax returns this month and open negotiations to settle the amount owed. To ensure the integrity of those negotiations, it is important to keep this information confidential and to prevent the spread of any inaccurate statements by rumor.

The current accounting firm has been fired and two firms have been asked to make final proposals both to repair the accounting problems and to handle our accounting and bookkeeping going forward. The current plan is to report at the November Board meeting the progress with DC, an accurate Profit-and-Loss (P&L) statement for 2016 and 2015, and provide both the 2015 IRS Form 990 and the amended 2014 Form 990. At the January Board meeting, you will receive a detailed Treasurer’s Report including a P&L Report and Balance Sheet, along with a report on any budget outliers. At that time, other emerging issues will be addressed (e.g., improving sales of literature and other goods, fundraising to rebuild the Prudent Reserve, and options to allow electronic basket payments, given the increasing trend away from carrying cash, especially by younger members).

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 were summarized.

Finance Committee (Karen; finance@aa-dc.org): The Budget Updates for July and August are summarized in the table, below. Net income for July and August did not meet expectations by a shortfall of approximately \$500 in total.

Month	Total Income	Total Expense	Actual Net Income	Budget Net Income	% of Budget
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The draft 2017 budget numbers (*q.v.*, attached) are supplemented by the following notes: 1) literature cost is unknown; 2) change name of “repair/maintenance” to “copier;” 3) Hospitality Chairperson suggested bringing back group contributions to offset cost of refreshments. At the October meeting, Karen and David will present an updated draft 2017 budget including revised numbers for insurance and accounting cost increases. At the November meeting, any updates on the draft 2017 WAIA budget will be presented, and a final vote will be called.

A copy of the Preliminary Draft 2017 Budget is attached.

Elections Committee (Ralph; elections@aa-dc.org): The Committee will incorporate the newly passed *Bylaws* changes and will begin work on planning the December election.

Hospitals and Institutions 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 (Jonathan; office@aa-dc.org): The Employee Performance reviews will be based on the current job descriptions; revisions to those descriptions will apply to review for the upcoming year. The next meeting of the Committee will be held on September 20 at the WAIA Office. Movement on D&O insurance is pending resolution of the sales tax issue, as described in the report from the Treasurer.

Outreach Committee (Adrian; outreach@aa-dc.org): The Committee is creating a flyer for increasing participation. Sample copies were distributed; the intent is to post a PDF to the WAIA website and thereby making it available for download and for mailing to groups; needs to be revised to emphasize support for AA as a whole. They held a joint meeting the WAGSA Outreach Committee. Given some concerns about access to the current monthly meeting site, the members of the Committee are receptive to any suggestions for a new monthly meeting site.

Rules Committee (David H.; rules@aa-dc.org): David provided a summary review of the entire election process, as revised this year. As an additional friendly amendment, the Committee recommended three clarifying insertions into the *Bylaws*. Those friendly amendments from the Committee had already been accepted by Executive Committee. A vote was taken in the Old Business section of this meeting and the changes were unanimously approved.

Website Committee (Alec for Margaux; website@aa-dc.org): The Committee has drafted a Request for Proposals (RFP) for a new website. They will hold a conference call at 4:00 P.M. on September 18 to finalize that document; anyone wishing to become involved should write to website@aa-dc.org to get a download of the RFP and access for participation in the conference call. The current contractor is working to stabilize the current website.

Registrar (David S.; 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: 46 Voting Representatives, 2 Voting Alternates, 0 Non-Voting Alternates and 1 Guest for a total eligible voters: 48

#### OLD BUSINESS:

The Rules Committee introduced a motion to clarify the adoption and use of the Third Legacy process in the *Bylaws*. The Board was reminded that any amendment to the *Bylaws* requires a 2/3 vote. The Rules Committee submitted the following motion: Be it proposed that:

- A) In Article Seven, Section 3, the following be inserted as a new paragraph i) Except in duties described in the Article Five, Section 6, or this Article Seven, Section 3, or as otherwise set forth in these *Bylaws*, the Elections Committee shall be the arbiter of any question or issue related to elections.
- B) In Article Five, Section 6, the following be inserted as a new paragraph: h) The Registrar shall: 1) determine eligibility to vote; and 2) distribute ballots.
- C) In Article Seven, Section 3 (Elections), the following be inserted as a new paragraph: j) The Elections Committee is responsible for producing, maintaining and conducting an election procedure. The election procedure is to: incorporate the Third Legacy procedure and the General Service Office (GSO) "Election of Trustee and Officer" disapproval procedure, both of which are found in the latest edition of the AA Service Manual; comply with WAIA *Bylaws*; ensure voting integrity; and follow WAIA election practices.

There was unanimous approval with no abstentions.

NEW BUSINESS: None

#### AD HOC COMMITTEE REPORTS:

Archives Committee (Matt for Barry; archives@aa-dc.org): The Archives Committee performs desk duty and conducts its committee meeting weekly at the WAIA office every Saturday from 10:00 A.M. to 1:00 P.M. to conserve, preserve, and protect WAIA artifacts and to make information available to WAIA and its members. Archives Committee membership is open to any member of AA. If you, your sponsee, or member of your home group is interested in joining the Archive Committee, join us any Saturday morning or contact us via email archives@aa-dc.org. Archives has welcomed another member to our team. Ken has been volunteering for the past few weeks and has been helping with audio conversions from tapes and CDs to MP3 format, and is cleaning up the sound quality greatly. We are blessed to have him on our

committee! Nat is currently working on data entry in preparation for the migration to the archival specific software. Stan and Linda are working on the AA History Corner. Stan also represented us at the National AA Archives Workshop in San Francisco last weekend. Jeff and Jake are working on automated AA PowerPoint presentations in preparation for the Founders' Day Celebration. Our ongoing need is for a real archivist or professional filing clerk who can be trained. The digital New Reporter continues to print, "AA History Corner". Sign-up for the *digital.New.Reporter* on the WAIA website today. Anyone or group can ask for Archives to support a group, event, celebration, or retreat. The Archives Committee will be holding the Washington area Founders Day Celebration on November 5, .at the Rockville Metro Club. Fliers are available; pick up a few and help us promote this event which is sure to be a great success. Last, the Archives Committee would like to remember Carmella C., our most recent past Delegate for Area 13 to the General Service Conference. She was a shining example of service in action, and helped countless alcoholics.

Bequest Committee (David D.): The check for the balance of the bequest has been cashed by the estate. Therefore, this issue can now be considered finally and completely resolved.

Gala Committee (Claire, [gala@aa-dc.org](mailto:gala@aa-dc.org); 240/595-3457): The venue for the 2017 Gala will be the Silver Spring Civic Building (<http://www.silverspringdowntown.com/go/silver-spring-civic-building-and-veterans-plaza>). It will be held on Saturday, April 15, 2017

Grapevine (Carlos; [grapevine@area13aa.org](mailto:grapevine@area13aa.org); 202/607-3087): He cited the availability of both a new Spanish version of the *One Day at a Time* book and an English Grapevine app. Publication of the book, The Home Group: Heartbeat of AA has been discontinued. 2017 pocket planners (\$4.75) and calendars (\$9.00) are now available.

Hospitality Committee (Pat M.; [hospitality@aa-dc.org](mailto:hospitality@aa-dc.org)): Matt extended thanks to Tom for preparing the coffee and to Bob D. for providing the snacks. Five volunteers to help with cleanup were identified.

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

Old Timers Committee (Bob G.; [oldtimers@aa-dc.org](mailto:oldtimers@aa-dc.org)): This event will again be held at Oakdale Emory Methodist Church, 3425 Emory Church Road, Olney, MD 20832. The date will be Friday, November 18, 2016.

Public Information/Cooperation with the Professional Community Committee (Pat G.; [publicinfo@aa-dc.org](mailto:publicinfo@aa-dc.org); [cpc@aa-dc.org](mailto:cpc@aa-dc.org)): Volunteers are welcome to staff/help staff any of these events.

Upcoming Events:

- September 28 (Wednesday, 10:00 A.M.-2:00 P.M.): U.S. Department of Agriculture (USDA) Employee Health Fair, Riverdale MD

Invitation-Pending Events:

- September 21 (Wednesday, Noon-2:00 P.M.) National 4-H Council Annual Health Fair, Chevy Chase MD
- September 24 (Saturday, 10:00 A.M.-2:00 P.M.) Prince Georges County District 8 Community Health Fair, Fort Washington, MD
- October 12 (Wednesday, 11:00 A.M.-1:00 P.M.): Avendra, LLC Wellness Fair, Rockville MD
- October 26 (Wednesday, 11:00 A.M.-2:00 P.M.): McDermott, Will and Emery Health Fair, NW DC
- November 17 (Thursday, 11:00 A.M.-2:00 P.M.) EEOC Health and Wellness Fair, NE DC

Special Needs Committee (Andrea; [specialneeds@aa-dc.org](mailto:specialneeds@aa-dc.org)): No Report

Survey Committee (Donald and Jeff; [survey@aa-dc.org](mailto:survey@aa-dc.org)): The Survey Committee is tasked with producing, distributing, receiving, analyzing, and reporting the results of a WAIA survey to the Board. To date, 43 surveys have been received; the analysis by the Committee is provided below.

Overall "Establishing local Public Information Committee" and "Maintain List of hospitals and recovery programs" have the most blanks, lowest average and highest standard deviation indicating that these are the areas that have issues or concerns. Blank responses were not included in the average or the standard deviation calculations. Thus, we should focus on improving these areas. There were only two comment for these areas.

Comment on "Establishing Public Information Committee": We think the Area is doing this, so WAIA should connect with them more.

Comment on "Maintain List of hospitals and recovery programs": AA doesn't show up in search for Rehab Groups without Representatives are the same except that they had a lower rate of asking for a WAIA Representative to visit (1:14 versus 1:6) and had issues with AA literature. The issue here was "There is no exact change for purchases." Groups that do not participate, generally do not want to participate. Only one of the fourteen Groups that did not have a WAIA Representative, requested a visit and said that they would elect a WAIA Representative. The other thirteen did not request a visit nor mention they would elect a rep or participate.

Other comments made were: website breaks down; office location is hard to get to; meetings are sometimes not in updated Where and When; take New Reporter to WAGSA (maybe E-mail to Area officers); cannot order on-line and often filled incorrectly; meeting changes are not reliably implemented; telephone calls to Office are fine, but E-mail not so much. Suggested Next steps:

- Contact Groups that rated these items low for more specifics.
- Improve what we can.
- Communicate information about improvements, and
- Where more Groups had blanks, communicate what WAIA does in the areas of "Establishing local Public Information Committee" and "Maintain List of hospitals and recovery programs" through Outreach.

Having completed their assignment, the members requested disbandment of this ad hoc Committee by motion; the motion was passed.

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

#### LIAISON REPORTS ABOUT RELATED GROUPS:

Washington Area General Service Assembly (Terry; [secretary@aa-dc.org](mailto:secretary@aa-dc.org)): The Washington Area General Service Assembly (WAGSA) informational Committee has met twice since the most recent WAIA Board meeting on July 12; the Assembly convened on Monday, August 8 and Monday September 12, 2016. The Area 13 Delegate provided final printed reports of the proceedings of the General Service Conference held in New York City April 17-23. She also continued her survey of the 36 principles of Alcoholics Anonymous (12 each Steps, Traditions and Concepts), discussing Concepts I and II in August and III, IV and V in September. She distributed survey information concerning the selection of the Registrar among the 93 Areas of the U.S. and Canada; 59 responding Areas described multiple mechanisms of election and appointment, with duties also varying broadly; currently, the Area 13 Registrar is appointed by the Chair. The upcoming Area 13 elections will include selection of a new Alternate Delegate position. The Assembly spent a period of reflective silence in honor of Carmella C., the Area 13 Delegate for the years 2013-2014, who died on September 1 and many of the reports by individual General Service Representatives (GSRs) included reminiscences of the ways in which she had helped develop their commitment to service.

Upcoming Dates of Interest:

- October 10 (Monday; 7:30-9:00 P.M.): WAGSA Committee Meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- October 22 (Saturday; 9:00 A.M.-1:00 P.M.): Area 13 Fall Assembly and Elections (Holy Cross Hospital, 1500 Forest Glen Road, Silver Spring, MD 20910)
- November 20 (Sunday; 8:00 A.M.-Noon): 30<sup>th</sup> Annual Gratitude Breakfast (Marriott Inn and Conference Center, 3501 University Boulevard, East, Hyattsville, MD 20783); tickets are now available online at a cost of \$30.00 per seat

Northern Virginia Intergroup (Ralph; [rjustus@ieee.org](mailto:rjustus@ieee.org); 301/367-5774): The Northern Virginia Intergroup (NVI) meets on the first Tuesday of the month.

Contacts: Pauline D., Office Manager (703-293-9757; [info@nvintergroup.org](mailto:info@nvintergroup.org))  
Steve K., Chair, Board of Directors ([chair@nvintergroup.org](mailto:chair@nvintergroup.org))

September 6 Meeting Highlights:

May calls: 154 total; 64 for meeting information; 13 from newcomers; 5 referred to 12-stepper

Financials: August contributions \$2,800 below budgeted; Literature sales \$400 above budgeted; YTD actuals net income \$3000 below budgeted; contributions to the Birthday Plan total \$1677; Gratitude Boxes will be newly implemented this year with October distribution to group Treasurers and District Committee members of NVI Board.

Where and When (W&W): the Committee is currently comparing W&W with Virginia Area Committee ([www.aavirginia.org](http://www.aavirginia.org)) databases for accuracy check. Contributions and Literature Orders: these are being conducted through an email regimen.

Upcoming Events (for details, see: [www.nvintergroup.org](http://www.nvintergroup.org))

- September 17 (Saturday): Mt. Vernon District Picnic, Alexandria, VA
- September 18 (Sunday, 11:00 A.M.-4:00 P.M.): Manassas/Centreville Joint Picnic, Nokesville, VA
- October 8 (Saturday): Manassas District Fall Workshop, Manassas, VA
- October 22 (Saturday): Manassas Group 65<sup>th</sup> Anniversary, Manassas, VA
- November 13 (Sunday, 8:30 A.M.-Noon): Northern Virginia Intergroup Gratitude Breakfast; Hilton Springfield, Springfield, VA; Speaker: Mark D. (Scottsdale, AZ); \$35 (21 of 47 tables already sold out)

Hispanic Intergroup: No Report

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at 9:35 P.M.

ATTACHMENT: Preliminary Draft 2017 Budget

## Washington Area Intergroup Association, Inc Budget Overview: 2017 Projected Budget

January - December 2017

	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Total
<b>Income</b>													
Banquet	0.00	0.00	11,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,250.00
Chips	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	22,500.00 decrease from \$25,000
Contributions	13,000.00	10,400.00	7,800.00	9,100.00	10,400.00	7,800.00	14,300.00	7,800.00	7,800.00	9,100.00	9,100.00	23,400.00	130,000.00 increase from \$120,000
Interest	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.37	100.00
Literature	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	60,000.00 decrease from \$67,000
New Reporter	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.37	100.00
Where/When	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	10,000.00
<b>Total Income</b>	<b>\$ 20,725.00</b>	<b>\$ 18,124.99</b>	<b>\$ 26,774.99</b>	<b>\$ 16,824.99</b>	<b>\$ 18,124.99</b>	<b>\$ 15,524.99</b>	<b>\$ 22,024.99</b>	<b>\$ 15,524.99</b>	<b>\$ 15,524.99</b>	<b>\$ 16,824.99</b>	<b>\$ 16,824.99</b>	<b>\$ 31,125.07</b>	<b>\$ 233,950.00</b>
<b>Gross Profit</b>	<b>\$ 20,725.00</b>	<b>\$ 18,124.99</b>	<b>\$ 26,774.99</b>	<b>\$ 16,824.99</b>	<b>\$ 18,124.99</b>	<b>\$ 15,524.99</b>	<b>\$ 22,024.99</b>	<b>\$ 15,524.99</b>	<b>\$ 15,524.99</b>	<b>\$ 16,824.99</b>	<b>\$ 16,824.99</b>	<b>\$ 31,125.07</b>	<b>\$ 233,950.00</b>
<b>Expenses</b>													
Acctg/Audit	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00 increase from \$3,710 to \$12,000
Bank Fees	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	12.00	100.00
Board Meeting Rent	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00 increase from \$600
Chips Expense	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
Committees													
Archives	0.00	400.00	0.00	50.00	50.00	0.00	0.00	0.00	50.00	400.00	0.00	50.00	1,000.00
Banquet	0.00	0.00	11,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,250.00
CPC	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000.00 decrease from \$1200
H & I	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	500.00 decrease from \$1800
Hospitality	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Lit Committee	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Nightwatch	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 decrease from \$36
Outreach	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
Rules	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Needs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Committees</b>	<b>\$ 267.00</b>	<b>\$ 667.00</b>	<b>\$ 11,517.00</b>	<b>\$ 317.00</b>	<b>\$ 267.00</b>	<b>\$ 267.00</b>	<b>\$ 267.00</b>	<b>\$ 267.00</b>	<b>\$ 317.00</b>	<b>\$ 667.00</b>	<b>\$ 267.00</b>	<b>\$ 317.00</b>	<b>\$ 15,454.00</b>
<b>Employee Compensation</b>													
Benefits													
Medical	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Retirement	120.32	120.32	120.32	120.32	120.32	120.32	120.32	120.32	120.32	120.32	120.32	120.32	1,443.83 decrease from \$2592
<b>Total Benefits</b>	<b>\$ 520.32</b>	<b>\$ 520.32</b>	<b>\$ 520.32</b>	<b>\$ 520.32</b>	<b>\$ 520.32</b>	<b>\$ 520.32</b>	<b>\$ 520.32</b>	<b>\$ 520.32</b>	<b>\$ 520.32</b>	<b>\$ 520.32</b>	<b>\$ 520.32</b>	<b>\$ 520.32</b>	<b>\$ 6,243.83</b>
Reimbursement													
Annual Intergroup Seminar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00
Cell Phone	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mileage	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	804.00
<b>Total Reimbursement</b>	<b>\$ 147.00</b>	<b>\$ 147.00</b>	<b>\$ 147.00</b>	<b>\$ 147.00</b>	<b>\$ 147.00</b>	<b>\$ 147.00</b>	<b>\$ 147.00</b>	<b>\$ 147.00</b>	<b>\$ 147.00</b>	<b>\$ 147.00</b>	<b>\$ 1,347.00</b>	<b>\$ 147.00</b>	<b>\$ 2,964.00</b>
Salaries and wages													
Payroll Process (Budget Use) (delete)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 decrease from \$48
Payroll Tax (Budget Use Only)	369.70	369.70	369.70	369.70	369.70	369.70	369.70	369.70	369.70	369.70	369.70	369.70	4,436.36 of salary
Salaries	5,281.38	5,281.38	5,281.38	5,281.38	5,281.38	5,281.38	5,281.38	5,281.38	5,281.38	5,281.38	5,281.38	5,281.38	63,376.50 decrease from \$66,500
<b>Total Salaries and wages</b>	<b>\$ 5,651.07</b>	<b>\$ 5,651.07</b>	<b>\$ 5,651.07</b>	<b>\$ 5,651.07</b>	<b>\$ 5,651.07</b>	<b>\$ 5,651.07</b>	<b>\$ 5,651.07</b>	<b>\$ 5,651.07</b>	<b>\$ 5,651.07</b>	<b>\$ 5,651.07</b>	<b>\$ 5,651.07</b>	<b>\$ 5,651.07</b>	<b>\$ 67,812.86</b>
<b>Total Employee Compensation</b>	<b>\$ 6,318.39</b>	<b>\$ 6,318.39</b>	<b>\$ 6,318.39</b>	<b>\$ 6,318.39</b>	<b>\$ 6,318.39</b>	<b>\$ 6,318.39</b>	<b>\$ 6,318.39</b>	<b>\$ 6,318.39</b>	<b>\$ 6,318.39</b>	<b>\$ 6,318.39</b>	<b>\$ 7,518.39</b>	<b>\$ 6,318.39</b>	<b>\$ 77,020.69</b>
<b>New Salaries</b>													<b>\$ 63,376.50</b>
<b>By month</b>													<b>\$ 5,281.38</b>



Insurance	7,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,750.00	increase from \$5250
Literature Expenses	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,174.00	50,000.00	
Merchant Services	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	2,000.00	decrease from \$5000
Office Expense	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	804.00	
Contract/Leasing	398.00	398.00	398.00	398.00	398.00	398.00	398.00	398.00	398.00	398.00	398.00	398.00	4,776.00	
Internet	64.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00	768.00	increase from \$612
New Equipment	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00	
Office Rent	2,121.83	2,121.83	2,121.83	2,121.83	2,121.83	2,121.83	2,121.83	2,121.83	2,121.83	2,121.83	2,121.83	2,121.83	25,462.00	3% increase from \$24,720
Office Supplies	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	2,500.00	increase from \$1,800
Parking	278.10	278.10	278.10	278.10	278.10	278.10	278.10	278.10	278.10	278.10	278.10	278.10	3,337.20	decrease from \$3,240
Postage & Delivery	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00	decrease from \$1908
Repair/Maintenance [Copier]	473.33	473.33	473.33	473.33	473.33	473.33	473.33	473.33	473.33	473.33	473.33	473.33	5,680.00	
Telephone	410.00	410.00	410.00	410.00	410.00	410.00	410.00	410.00	410.00	410.00	410.00	410.00	4,920.00	Dex Media is \$83.80, Verizon \$330
Web Hosting/Maintenance	445.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	455.00	5,350.00	3900 if web site redone
<b>Total Office Expense</b>	<b>\$ 4,690.60</b>	<b>\$ 4,690.60</b>	<b>\$ 4,690.60</b>	<b>\$ 4,690.60</b>	<b>\$ 4,690.60</b>	<b>\$ 4,690.60</b>	<b>\$ 4,690.60</b>	<b>\$ 4,690.60</b>	<b>\$ 4,690.60</b>	<b>\$ 4,690.60</b>	<b>\$ 4,690.60</b>	<b>\$ 4,700.60</b>	<b>\$ 116,047.20</b>	
Sales Tax on Goods Sold	412.50	412.50	412.50	412.50	412.50	412.50	412.50	412.50	412.50	412.50	412.50	412.50	4,950.00	
Where/When Expense	666.00	666.00	666.00	666.00	666.00	666.00	666.00	666.00	666.00	666.00	666.00	674.00	8,000.00	
<b>Total Expenses</b>	<b>\$ 26,295.16</b>	<b>\$ 18,945.16</b>	<b>\$ 29,795.16</b>	<b>\$ 18,595.16</b>	<b>\$ 18,545.16</b>	<b>\$ 18,545.16</b>	<b>\$ 18,595.16</b>	<b>\$ 18,945.16</b>	<b>\$ 19,745.16</b>	<b>\$ 18,625.16</b>	<b>\$ 18,625.16</b>	<b>\$ 243,771.89</b>		
<b>Net Operating Income</b>	<b>-\$ 5,570.16</b>	<b>-\$ 820.16</b>	<b>-\$ 3,020.16</b>	<b>-\$ 1,770.16</b>	<b>-\$ 3,020.16</b>	<b>-\$ 3,020.16</b>	<b>-\$ 3,070.16</b>	<b>-\$ 2,120.16</b>	<b>-\$ 2,920.16</b>	<b>-\$ 2,920.16</b>	<b>-\$ 12,499.92</b>	<b>-\$ 9,821.88</b>		
<b>Net Income</b>	<b>-\$ 5,570.16</b>	<b>-\$ 820.16</b>	<b>-\$ 3,020.16</b>	<b>-\$ 1,770.16</b>	<b>-\$ 3,020.16</b>	<b>-\$ 3,020.16</b>	<b>-\$ 3,070.16</b>	<b>-\$ 2,120.16</b>	<b>-\$ 2,920.16</b>	<b>-\$ 2,920.16</b>	<b>-\$ 12,499.92</b>	<b>-\$ 9,821.88</b>		

Parking Lot:

Assumptions:

- Identifying extent of sales tax obligation and explore options to fulfill them
- Relabel budget categories (repair/maintenance, accounting firm will look into this
- Phone cost might go down if Verizon VSL, and keep RCN, search is ongoing
- Add cost of bi-annual DC business permit budget
- Investigate how to increase literature sale
- Provide cost estimate for new accounting services
- Clean up categories with online QB
- Work with WAGSA to understand and streamline contribution changes to WAIA
- Any future increases to merchant service charges will be addressed by Website Committee
- WAIA employee performance will continue to be excellent as is, meriting raises and bonuses based on evaluation and funding availability
- WAIA wages will increase by \$.75/hr for C'lovia, and 3.5% for Luella
- New fundraising campaign will be launched after bookkeeping/accounting audit is complete
- Maintenance cost will decrease once new website is approved and built