



**Minutes: Executive Committee and Board of Directors Meetings  
 Tuesday, October 18, 2016  
 [Approval by Board of Directors on November 15, 2016]**

**EXECUTIVE COMMITTEE**

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

Office Administrator (Luella): September Calls: 509 calls, 41 for help, 57 walk-ins. 1 “No Meeting” call – 180 Degree Club which has moved recently. Caller had old Where & When. Volunteers needed at the desk, 3 slots open: Wednesday 7:00-10:00 P.M., Saturday 4:00-7:00 P.M., Saturday 7:00-10:00 P.M. The gratitude boxes will mail on Friday. A total of about 280 will be either mailed out or picked up. The November issue of the *New Reporter* and *digital.New.Reporter* will go out by early next week. Luella will be attending the annual Intergroup Manager Seminar in Kansas City, MO November 3-6.

Treasurer (Matt for David D.): We have hired the accounting firm, Murray, Johnson and White (Fairfax, VA); they are already working on rebuilding the QuickBooks files.

Finance (Karen):

	Total Income	Total Expense	Actual Net Income	Budget Net Income	% of Budget
Sept 2016	\$11,219.86	\$12,639.18	- \$1,419.32	\$ 4,993.00	28%

A vote will be taken on the 2017 Budget in November – will include new insurance, website costs beyond previous draft.

Old Business: None

New Business: See Website Committee proposal below.

General Discussion:

Website Committee (Alex M.) – RFP issued to repair/replace current website – three responses; selected an Intergroup online developer (designed websites for 20 other Intergroups) – uses WordPress and is open source; monthly contract; recommends approval to terminate current contract and accept new offer (\$4900 per annum – payable in installments of \$12,000+\$12,000+\$15,000); approval by Board will be requested in New Business.

Office Committee (Jonathan) – Lindsay led last Committee meeting – Policy/procedure review going well; no recommendations affecting Bylaws – all individual communication modifications. Performance review to be presented by Lindsay – to be conducted in November.

Archives (Jeff) – early WAIA practice was conduct ALL business prior to Committee reports. Committees considering meeting by conference call may use the WAIA Office phone facilities – under the auspices of Luella.

The meeting of the Executive Committee adjourned at 7:28 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. Pat G. read the *WAIA Preamble*. New Representatives self-introduced. New Board members were directed to Adrian for copies of the new member packet; David H. has copies of Bylaws available upon request. He raised the idea of ways to facilitate the course of the Board meeting. Members of the Executive Committee self-introduced. The September 13, 2016 *Minutes* were corrected and approved.

## EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella; administrator@aa-dc.org): September Calls: 509 calls, 41 for help, 57 walk-ins. 1 "No Meeting" call: 180 Degree Club which has moved recently. Caller had old Where & When. Volunteers needed at the desk, 3 slots open: Wednesday 7:00-10:00 P.M., Saturday 4:00-7:00 P.M., Saturday 7:00-10:00 P.M. The gratitude boxes will mail on Friday. A total of about 280 will be either mailed out or picked up. The November issue of the New Reporter and digital.New.Reporter will go out by early next week. Luella will be attending the annual Intergroup Manager Seminar in Kansas City, MO November 3-6.

Treasurer (Matt for David D.; treasurer@aa-dc.org): David is investigating current tax liabilities – now turned over to new accountant. The Executive Committee interviewed and hired Murray Johnson and White as the new accounting firm; they are currently rebuilding the QuickBooks files.

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):

	Total Income	Total Expense	Actual Net Income	Budget Net Income	% of Budget
Sept 2016	\$11,219.86	\$12,639.18	-\$1,419.32	-\$ 4,993.00	28%

Elections Committee (Matt for Ralph; elections@aa-dc.org): Preparations for December 13 Elections:

1) Elected Positions: Chairman, Vice-Chairman, At-Large Members of Executive Committee (5); 2) Nominations of intent to stand for election: opens October 18; Notifications of self-nomination from Members of the Board of Directors by telephone, mail, or in-person to Chair, Elections Committee - due December 1 (for inclusion on printed ballot): Ralph J. elections@aa-dc.org, 301/367-5774 (cell); Nominations accepted at the December 13 Board of Directors Elections meeting; 3) Registrar: registers all voting members of WAIA Group Representatives; 4) Elections Committee\*: Ralph J. (Chairman); Adrian H.; Allyson N.; Barry M.; Irving M.

\* No member of the Elections Committee shall be a candidate for election to any position in WAIA at the time of his or her service on the committee. [Bylaws Article Seven, Section 1 (b)]

Hospitals and Institutions Committee (Dave B.; hni@aa-dc.org): The Committee has been trying to place a group with Bread for the City but they have not yet responded - it may be necessary to drop it from the list; similarly, the Catholic Charity affiliated shelters have not been very responsive - so it may be necessary to drop them also. The Committee continues to need new volunteers to help coordinate meetings in DC, MC, and PGC.

*P.S.*: Several groups have been reaching out and asking for places to take meetings, but nothing to offer them. It may be time and make sense to proactively reach out to area facilities rather than waiting for them to reach out to us. This would require additional volunteers to make this happen.

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

Nightwatch Committee (Richard; nightwatch@aa-dc.org): The Committee needs more volunteers and a Co-Chair.

Office Committee (Jonathan; office@aa-dc.org): The Committee met in September, discussing phone volunteer time slots and Nightwatch phone slots; there had been queries about changing, it was decided not to change. Employee reviews of Luella and Clo'via will be conducted in November. The Committee will next meet on Wednesday, November 9. Many members of the Committee participated by phone conference; ANY committee chairs who would like to set up a meeting by teleconference can use the WAIA Office facilities following pre-arrangement with Luella.

Outreach Committee (Adrian; outreach@aa-dc.org): The Committee has received suggestions from members regarding alternative processes for reaching out to unrepresented meetings; these methods have not yet been implemented or evaluated. If you go to a meeting site and no one is there, please report it to the Office or to the Outreach Committee.

Rules Committee (David H.; rules@aa-dc.org): The Committee is continuing the inventory of the WAIA *Bylaws*

Website Committee (Alex for Margaux; website@aa-dc.org): Following the action of Board in September, the Committee approved and issued an RFP, receiving five responses after one month; three did not answer any specific questions in our RFP, their proposals were boiler plate. The fourth was from our current vendor; while it was a fine proposal, it also seemed fairly boiler plate, and proposed the full \$5,000. The fifth respondent, Josh R. has developed over two dozen

intergroup websites nationwide, including two phone apps. He is a developer with 15 years of experience. The bid is under budget, at \$4,400 for the re-building and will provide low-cost continuing maintenance support within the currently budgeted \$200 per month; a provisional website could be up within one month. He has already developed or assisted in developing over two dozen AA Intergroup and Area websites. He developed a Word Press plugin and the phone app "meeting guide" so the bulk of the work is already done and we get some premium features. Hosting will be changed, but the URL will remain the same. Meeting finder and Where-and-When functions will be available from day one. Timeline: Website committee will meet 10/19 at 9:00 P.M. by conference call to meet Josh and approve him to replace the site. Temporary site (to end hacks ASAP) will be up within a couple of weeks with a prominent notice that it is a temporary site, a downloadable Where-and-When, and the basic meeting finder with our meetings listed. We will also move the old site over to a separate server and provide a link to it if people need more than the where and when or meeting finder. Final site should be up by the next business meeting if not soon after. Questions: Visuals will be drastically different at first in the temporary site but return closer to the current sites look with the final site. Savings of \$250 per month over the \$450 currently paying actualize. The address will remain aa-dc.org. Managed hosting such as go-daddy will be used for better back end updating.

**Motion:** Authorize website committee to move forward with Josh R. to replace current website at a one-time cost of \$4400 and to terminate the contract with Actualize pending final approval of the Website Committee.

The motion was seconded and passed by acclamation. Matt congratulated Alex and Margaux for their diligent efforts.

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: 43 Voting Representatives, 0 Voting Alternates, 1 Non-Voting Alternate and 0 Guests for a total eligible voter count: 43.

OLD BUSINESS: None

NEW BUSINESS:

Alex presented the following motion on behalf of the Website Committee: Motion: Authorize website committee to move forward with Josh R. to replace current website at a one-time cost of \$4400 and to terminate the contract with Actualize pending final approval of the Website committee. The motion passed by acclamation.

AD HOC COMMITTEE REPORTS:

Archives Committee (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.-1:00 P.M. to conserve, preserve, and protect WAIA artifacts and to make information available to WAIA and its members. Archive 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. 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. Our ongoing need is for a real archivist or professional filing clerk who can be trained. The *digital.New.Reporter* continues to print, "A.A. History Corner". Sign-up for the *digital.New.Reporter* on the WAIA website today. Anyone or any 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 5th, .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!

Gala Committee (Matt for Claire, 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; 202/607-3087): Carlos explained the mechanism to commemorate any of the recently lost senior members of the area (Elinor, Carmella, Ernie) with a gift subscription to the AA Grapevine or *La Viña* in memory of that person. An online gift certificate can be purchased and forwarded through delegate@area13aa.org under the Carry-the-Message program.

Hospitality Committee (Pat M.; hospitality@aa-dc.org): Matt extended thanks to Mark and Bob D. for preparing the coffee and for providing the snacks. Three volunteers to help with cleanup were identified under the leadership of Lindsay.

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

Old Timers Committee (Bob G.; oldtimers@aa-dc.org): The 38<sup>th</sup> Annual Hospitals and Institutions publication fundraiser will be held on Friday, November 18, starting with a 7:00-8:00 P.M. Meet-and-Greet followed by a Sobriety Countdown and presentations from the stage of the 20 individuals with the most years in recovery. The site is the Oakdale Emory Methodist Church, 3425 Emory Church Road, Olney, MD 20832; a shuttle will be available from the Glenmont Metro station. It is expected to adjourn around 9:30 P.M.

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.

There were no events in September. Had to cancel 9/28 USDA Health Fair.

Upcoming Events:

- October 28 (Friday; 10:00 A.M.-1:00 P.M.): Embassy of Australia Employee Wellness Fair, NW DC
- November 3 (Thursday; 9:00 A.M.-2:00 P.M.): American University Wellness Fair, NW DC
- November 5 (Saturday; 9:00 A.M.-3:00 P.M.): Veterans Stand-down/Homeless Resource Day, PG County
- December 1 (Thursday; 1:00-4:00 P.M.): University of the District of Columbia Health Fair, NW DC

Pending Events:

- 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

Young People in AA Committee (Jason; [www.dcytaa.org](http://www.dcytaa.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 met on Monday, October 10. The meeting opened with a period of silence in mourning for the passing on October 9 of Ernest Raskauskas ("Ernie the Attorney"), Area 13 Delegate (1967-1968). The Chair discussed plans for the Fall Assembly (October 22) at which the biennial elections will be held; officers to be determined will be Delegate, Alternate Delegate, Chair, Treasurer and Secretary. The Third Legacy procedure was explained. The Delegate continued her report on the April 2016 General Service Conference, detailing the findings and recommendations of the Subcommittee on Our Future Sustainability and describing the Conference agenda process.

Upcoming Dates of Interest:

- October 22 (Saturday; 10:00 A.M.-2:00 P.M.): Area 13 Fall Assembly and Elections (Clifton Park Baptist Church, 8818 Piney Branch Road, Silver Spring, MD 20903)
- October 29 (Saturday; 12:30 P.M.): Memorial Service in honor of Ernest Raskauskas, Our Lady of Mercy Church, 9200 Kentsdale Drive, Potomac, MD 20854
- November 5 (Saturday; 9:00 A.M.-3:00 P.M.): Washington Area Founders' Day Celebration (in collaboration with WAIA); Rockville Metro Club, 12319 Washington Avenue, Rockville, MD 20852
- November 14 (Monday; 7:30-9:00 P.M.): WAGSA Committee Meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- 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); a waiting list for tickets is now accruing; \$30.00 per seat
- February 24-26, 2017 (Friday-Sunday): 26<sup>th</sup> Annual Northeast Regional AA Service Assembly (NERAASA), Sheraton Framingham Hotel and Conference Center, 1657 Worcester Road, Framingham, MA 01701

Northern Virginia Intergroup (Ralph; [rjustus@ieee.org](mailto:rjustus@ieee.org); 301/367-5774): NVI Board meetings are held 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))

October 4 Meeting Highlights:

- September calls: 137 total; meeting info 53; 7 newcomer; 2 referred to 12-stepper
- Financials: August contributions \$2.7k more than budgeted; Literature sales \$400 less than budgeted; YTD actual net income \$10,000 more than budgeted; Birthday Plan: \$1794; Gratitude Boxes: implementing new this year
- Steering Committee: Meeting Oct. 22 for budget & public issues
- Website: renewed domain name

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

- October 22 (Saturday, 5:00-7:30 P.M.): District 10 Workshop on Sponsorship, Leesburg, VA
- October 22 (Saturday, 6:00-8:30 P.M.): Manassas Group 65<sup>th</sup> Anniversary, Manassas, VA
- November 5 (Saturday, 9:00 A.M.): Cooperation with the Professional Community/Public Information (CPC/PI) Workshop, Woodbridge, VA
- November 5 (Saturday, 6:00 P.M.): Old-Timers Speaker Meeting, Burke VA
- November 13 (Sunday, 8:30 A.M.-Noon): Northern Virginia Intergroup Gratitude Breakfast; Hilton Springfield, 6550 Loisdale Road, Springfield, VA; Speaker: Mark D. (Scottsdale, AZ); \$35 (11/4/16 ticket deadline)

Hispanic Intergroup: No Report

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at 8:50 P.M.