



**Minutes: Executive Committee and Board of Directors Meetings  
Tuesday, December 13, 2016**  
[Approved by Board of Directors on January 10, 2017]

**EXECUTIVE COMMITTEE**

Chair (Jonathan for Matt): The meeting was called to order at 7:06 P.M. Matt took over at 7:16 P.M.

Office Administrator (Luella): November Calls: 491 calls, 32 for help, 49 walk-ins. No “No Meeting” calls. Volunteers needed at the desk, 5 slots open: Wednesday 7:00-10:00 P.M., Thursday 4:00-7:00 P.M., Thursday 7:00-10:00 P.M., Saturday 4:00-7:00 P.M., Saturday 7:00-10:00 P.M. Approximately 302 Gratitude Boxes were distributed; through 12/12/16, we’ve received contributions from 74 groups for a total of \$7,954.00. The January issue of the *New Reporter* and *digital.New.Reporter* will go out by early next week.

Treasurer (Matt for David D.): Matt introduced Randy Shapiro (Accountant), who reported on the current status of their financial review: 2015 IRS form 990 was filed on time; currently working on sales tax returns retroactive to January 2014 and extending to November 2016 (35 reports). He estimated that a liability payment of approximately \$15,000 will be needed (including penalty); it is unlikely that any malfeasance penalty or interest compounding has been incurred; this work is expected to be completed in December. Monthly statements of progress will be submitted to the Board thereafter (December report will be due on January 20). In regard to the Quickbooks records, they are compiling these through several different system changes. 2013 and 2014 tax returns are under review for possible amendment (report expected by mid-late January) if 2013 and 2014 require amendment, the 2015 may then need to be updated. May 15, 2017 is the due date for the 2016 IRS return. He estimated a charge of ca. \$7,000 additional for this work. He emphasized that this is NOT an audit, but an overview. He further projected fees of approximately \$5,00/year for maintaining the stabilized books and reporting, but suggested that the process will likely become so routine that it can be turned over to the office staff.

Finance (Karen): The Gross Income accounts for income minus expenses of book and chip inventory. The sales tax for 2016 still has not been paid but if it was added to the expenses, we would be on track to meet and slightly exceed expenses. According to what’s in the books right now, we anticipated losing \$2000 for November but ended gaining around \$900.

	Actual	Budget	over Budget	% of Budget
Gross Income	\$12,050.20	\$17,016.00	\$(4,965.80)	70.82%
Expense	\$11,171.71	\$19,209.00	\$(8,037.29)	58.16%
Net Income	\$878.49	-\$2,193.00	\$3,071.49	-40.06%

Old Business: None

New Business: None

General Discussion:

Lindsay - GALA – caterer arrangements in place. Need to start promoting attendance.

Elections – Ralph attended the Executive Committee meeting and summarized the ballot as of December 1; he discussed the timing for registration (at which ballots will be distributed) and voting. There was discussion of the most effective way to cut off registration so that as many eligible voters could participate as possible.

The meeting of the Executive Committee adjourned at 7:47 P.M.

## BOARD OF DIRECTORS

The Chair (Matt; chair@aa-dc.org) called the meeting to order at 8:01 P.M. followed by a group recitation of the Serenity Prayer. Jason (the incoming Area 13 Delegate) read the *WAIA Preamble*. Matt thanked the Board for their actions and service of the past year. He announced that voting registration would be closed at 8:25 P.M. and that ballots would ONLY be distributed to eligible voters following their registration. He explained that nominations from the floor would be received, as appropriate. 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. Members of the Executive Committee self-introduced. The November 15, 2016 *Minutes* were approved. During January, Jonathan and Matt will be discussing Office efficiencies with Luella and Clo'via.

### EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella; administrator@aa-dc.org): November Calls: 491 calls, 32 for help, 49 walk-ins. No "No Meeting" calls. Volunteers needed at the desk, 5 slots open: Wednesday 7:00-10:00 P.M., Thursday 4:00-7:00 P.M., Thursday 7:00-10:00 P.M., Saturday 4:00-7:00 P.M., Saturday 7:00-10:00 P.M. Approximately 302 Gratitude Boxes were distributed; through 12/12/16, we've received contributions from 74 groups for a total of \$7,954.00. The January issue of the New Reporter and digital.New.Reporter will go out by early next week.

Treasurer (David D.; treasurer@aa-dc.org): David introduced accountant Randy Shapiro, the newly-hired accountant, who reported on the current status of their financial review: 2015 IRS form 990 was filed on time; currently working on sales tax returns retroactive to January 2014 and extending to November 2016 (35 reports). He estimated that a liability payment of approximately \$15,000 will be needed (including penalty); it is unlikely that any malfeasance penalty or interest compounding has been incurred; this work is expected to be completed in December. Monthly statements of progress will be submitted to the Board thereafter (December report will be due on January 20). In regard to the Quickbooks records, they are compiling these through several different system changes. 2013 and 2014 tax returns are under review for possible amendment (report expected by mid-late January) if 2013 and 2014 require amendment, the 2015 may then need to be updated. May 15, 2017 is the due date for the 2016 IRS return. He estimated a charge of ca. \$7,000 additional for this work. He emphasized that this is NOT an audit, but an overview. He further projected fees of approximately \$5,00/year for maintaining the stabilized books and reporting, but suggested that the process will likely become so routine that it can be turned over to the office staff. He emphasized that there was no evidence of misuse of funds in any past records; merely a question of quality of reporting. One outcome of this process will be the adoption of a set of checks and balances to prevent any future problems. In clarification, he stated that Sales tax applies to books, literature and chips.

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 Gross Income accounts for income minus expenses of book and chip inventory. The sales tax for 2016 still has not been paid but if it was added to the expenses, we would be on track to meet and slightly exceed expenses. According to what's in the books right now, we anticipated losing \$2000 for Nov but ended gaining around \$900.

	Actual	Budget	over Budget	% of Budget
Gross Income	\$ 12,050.20	\$ 17,016.00	\$ (4,965.80)	70.82%
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Net Income	\$ 878.49	-\$ 2,193.00	\$ 3,071.49	-40.06%

Elections Committee (Ralph; elections@aa-dc.org): Ralph summarized the process for the annual election: 1) There is only one current nominee for Chair. If there are no floor nominations, he proposed then to skip the 3<sup>rd</sup> legacy path, and skip the need for "balloting," going to a straight show-of-hands vote. He offered the following Motion: "As we only have one candidate nominated, the Third Legacy Procedure does not apply. Further, to save time, I move that we suspend the rules requiring a "ballot" and proceed directly to a show-of-hands voting procedure. [This process would also apply to the Vice Chair election with the same scenario.]. 2) There are three current nominees for Members-At-Large. If there are only two floor nominations (reaching our required complement of five), he proposed to similarly skip the 3<sup>rd</sup> legacy process, and "balloting", with the same process [*i.e.*, suspend the rules (by Motion approval), and show of hands vote]. This "expedited procedure" appears to be permissible under the need to "facilitate," as presented by the Rules Committee September 2016 report: "During the election, the elections committee chair would facilitate and administer the process and the elections committee would adjudicate any issues. If and only if the elections committee could not reach a consensus would the executive committee make the decision. Also, he expressed the intent to use a "show of hands" method, unless the Board prefers the use of "acclamation." [FYI: the definition includes: "by acclamation, by an oral vote, often

unanimous, expressing approval by shouts, hand-clapping, etc., rather than by formal ballot.”]. 3) With an approved slate, the disapproval procedure would ensue: “Now we move to the recently-adopted step to entertain a disapproval of the elected slate, remembering that if there is to be a disapproval, we will begin voting all over again – tonight. If the body does not wish to disapprove this slate, thereby accepting these election results, then this motion should either receive no “Second”, or should be defeated; [in accordance with the Bylaws, a “Disapproval” Motion is on the floor; is there a “second”?”] The process, as described, was approved by the Board.

Hospitals and Institutions Committee (Dave B.; hni@aa-dc.org): Dave defined function of committee. He is looking for additional volunteers in all three areas (Montgomery, Prince Georges and DC). The H&I Newsletter appears in the *digital.New.Reporter* each month. He thanked the Old Timers meeting committee (and especially the Chair, Bob) for their support of H&I.

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

Nightwatch Committee (David for Richard; nightwatch@aa-dc.org): Volunteers are welcome to join this active committee.

Office Committee (Jonathan; office@aa-dc.org): No Report

Outreach Committee (Adrian; outreach@aa-dc.org): Adrian provided a draft form for “support of AA as a whole” and requested suggestions from any and all Board members.

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

Website Committee (Alex for Margaux; website@aa-dc.org): A mechanism for online donations (group or individual) will be available by the end of December. Online sale of literature and GALA tickets is expected to be in place by January. Alex asked for feedback on the proximity/location feature for meeting searches; suggestions for improvement are always welcome. There will be a teleconference committee meeting on Wednesday; those interested in participating should send their contact information to website@aa-dc.org.

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: 44 Voting Representatives, for a total eligible voter count: 44

OLD BUSINESS: None

NEW BUSINESS:

The ballot as printed on December 1 was opened for consideration. Nominations from the floor completed the full complement of candidates for the 2017 calendar year.

Candidates:	Office:
Matt B.*	Chair
Jeff K.	Vice-Chair
Jonathan W.*	At Large
Wayne N.*	At Large
Jordan E.	At Large
Lindsay S.	At Large
Alex M.	At Large

(\* currently serving in that position)

The candidates for Chair and Vice-Chair were each approved by a show of hands from the Board. The slate of At-Large candidates was approved by a show of hands from the Board. There was no disapproval of any of the candidates. The individuals listed above will serve for the one-year (2017) terms to which they were elected.

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, “AA History Corner”. Sign-up for the *digital.New.Reporter* on the WAIA website today. Anyone or any group can invite the Archives Committee to support a group, event, celebration, or retreat.

Gala Committee (Lindsay 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. Using same caterer as 2016; Lindsay and Claire tasted catered samples and are looking for additional volunteers to help with the final planning. They are also looking for means to raise more money without raising cost of ticket beyond \$45.00 (e.g., raffle). The event is budgeted at break-even for 250 attendees.

Grapevine (Carlos; grapevine@area13aa.org; 202/607-3087): No Report

Hospitality Committee (Pat M.; hospitality@aa-dc.org): Matt extended thanks to Bob D. for preparing the coffee and Tom O. 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): This annual event proved successful again; 186 people signed in. Bob thanked Lynn for serving as MC. Gary G and Jeff K. led the sobriety countdown. Fundraiser resulted in a net \$700.00 to H&I. Bob acknowledged his willingness to serve again in 2017.

Public Information/Cooperation with the Professional Community Committee (Pat G.; publicinfo@aa-dc.org; cpc@aa-dc.org): AA was represented at the following events:

- November 17 (Thursday; 11:00 A.M.-2:00 P.M.): Equal Employment Opportunity Commission Employee Health and Wellness Fair, N.E. DC
- December 1 (Thursday; 1:00-4:00 P.M.) University of the District of Columbia World AIDS Day Health and Wellness Event, N.W. DC; staffed by Carlos D.

Upcoming Events:

- December 20 (Sunday; 9:30 A.M.): WSSC regional conference
- January 30 (Monday): Five Guys Burgers and Fries regional conference; Gaylord
- May 15-17 (Monday-Wednesday): Veterans Affairs (VA) Healthcare Conference; Washington DC (specific venue TBD); WAGSA will host an information booth and organize a daily AA meeting for attendees.
- July 9-12 (Sunday-Wednesday): National Association of Drug Court Professionals (NADCP) Annual Training Conference; Gaylord National Resort and Convention Center, National Harbor, MD; WAGSA will host an information booth and organize a daily AA meeting for attendees.

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

Young People in AA Committee (Jason; www.dcyppaa.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) met as the monthly informational Committee on Monday, December 12. This was the final meeting for the elected officers of Panel 65 (2015-2016) and much of the emphasis was on the accomplishments of the Committees and the Assembly over the past two years and the planned transition to the leadership of the elected officers of Panel 67 (2017-2018). In particular, the reorganization of Area 13 into 14 geographic Districts has encouraged more participation by clusters of members where the District Committee Members have been active in organizing those groups. This process is not yet fully implemented, but has certainly moved forward during the past two years.

Upcoming Dates of Interest:

- January 10 (Monday; 7:30-9:00 P.M.): WAGSA Committee Meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- February 24-26 (Friday-Sunday): 26th Annual Northeast Regional AA Service Assembly (NERAASA), Sheraton Framingham Hotel and Conference Center, 1657 Worcester Road, Framingham, MA 01701
- May 15-17 (Monday-Wednesday): Veterans Affairs (VA) Healthcare Conference; Washington DC (specific venue TBD); WAGSA will host an information booth and organize a daily AA meeting for attendees.
- July 9-12 (Sunday-Wednesday): National Association of Drug Court Professionals (NADCP) Annual Training Conference; Gaylord National Resort and Convention Center, National Harbor, MD; WAGSA will host an information booth and organize a daily AA meeting for attendees.

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

NVI Board meetings: 1<sup>st</sup> Tuesday of the month

Contacts: Pauline D., Office Manager (703/293-9757; info@nvintergroup.org)

Steve K., Chair, Board of Directors (chair@nvintergroup.org)

December 6 Meeting Highlights:

- November calls: 162 total; meeting info 75; 9 newcomer; 6 referred to 12-stepper
- Financials: November contributions \$1,500 more than budgeted; Literature sales \$200 more than budgeted; YTD actuals net income \$13,000 more than budgeted; Birthday Plan: \$2,087; Gratitude Boxes: \$452; 2017 Budget Approved: \$102,570 (\$0 net income); Northern Virginia bid to host this event has been approved
- October 5-8 (Thursday-Sunday): 2017 Intergroup National Seminar; Hyatt Regency, Dulles Airport
- VAC Website: in transition, with some group information missing
- Elections: New Chair for 2017: Rob E. H.

Upcoming Events:

Alcathons: Christmas and New Year's: Manassas, Mt. Vernon, Woodbridge (see flyers at: [www.nvintergroup.org](http://www.nvintergroup.org))

Hispanic Intergroup: No Report

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at: 9:02 P.M.

ATTACHMENT: 2017 Budget (Final)

**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	471.00	471.00	471.00	471.00	471.00	471.00	471.00	471.00	471.00	471.00	471.00	471.00	5,652.00 increase from \$3,710 to \$5,652
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
<b>Committees</b>													
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	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 \$600
Lit Committee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00 decrease from \$600
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>\$ 233.67</b>	<b>\$ 633.67</b>	<b>\$ 11,483.67</b>	<b>\$ 283.67</b>	<b>\$ 283.67</b>	<b>\$ 233.67</b>	<b>\$ 233.67</b>	<b>\$ 233.67</b>	<b>\$ 283.67</b>	<b>\$ 633.67</b>	<b>\$ 233.67</b>	<b>\$ 283.67</b>	<b>\$ 15,054.00</b>
<b>Employee Compensation</b>													
<b>Benefits</b>													
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>
<b>Reimbursement</b>													
Annual Intergroup Seminar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00	800.00 decrease to \$800 from \$1200
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>\$ 947.00</b>	<b>\$ 147.00</b>	<b>\$ 2,564.00</b>
<b>Salaries and wages</b>													
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 decrease from \$5196, estimated 7% of salary
Payroll Tax (Budget Use Only)	360.16	360.16	360.16	360.16	360.16	360.16	360.16	360.16	360.16	360.16	360.16	360.16	4,321.98
Salaries	5,145.21	5,145.21	5,145.21	5,145.21	5,145.21	5,145.21	5,145.21	5,145.21	5,145.21	5,145.21	5,145.21	5,145.21	61,742.50 decrease from \$66,500
<b>Total Salaries and wages</b>	<b>\$ 5,505.37</b>	<b>\$ 5,505.37</b>	<b>\$ 5,505.37</b>	<b>\$ 5,505.37</b>	<b>\$ 5,505.37</b>	<b>\$ 5,505.37</b>	<b>\$ 5,505.37</b>	<b>\$ 5,505.37</b>	<b>\$ 5,505.37</b>	<b>\$ 5,505.37</b>	<b>\$ 5,505.37</b>	<b>\$ 5,505.37</b>	<b>\$ 66,064.48</b>
<b>Total Employee Compensation</b>	<b>\$ 6,172.69</b>	<b>\$ 6,172.69</b>	<b>\$ 6,172.69</b>	<b>\$ 6,172.69</b>	<b>\$ 6,172.69</b>	<b>\$ 6,172.69</b>	<b>\$ 6,172.69</b>	<b>\$ 6,172.69</b>	<b>\$ 6,172.69</b>	<b>\$ 6,172.69</b>	<b>\$ 6,972.69</b>	<b>\$ 6,172.69</b>	<b>\$ 74,872.31</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	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00	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	410.50	410.50	410.50	410.50	410.50	410.50	410.50	410.50	410.50	410.50	410.50	410.50	4,926.00	increase from \$4,788 to \$4,926 for bi-annual DCRA permit
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	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00	increase to \$2,400 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 \$1,908
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	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	3,900.00	3900 if website redone
<b>Total Office Expense</b>	<b>\$ 4,574.77</b>	<b>\$ 4,574.77</b>	<b>\$ 4,574.77</b>	<b>\$ 4,574.77</b>	<b>\$ 4,574.77</b>	<b>\$ 4,574.77</b>	<b>\$ 4,574.77</b>	<b>\$ 4,574.77</b>	<b>\$ 4,574.77</b>	<b>\$ 4,574.77</b>	<b>\$ 4,574.77</b>	<b>\$ 4,574.77</b>	<b>\$ 115,047.20</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>\$ 25,504.63</b>	<b>\$ 18,154.63</b>	<b>\$ 17,804.63</b>	<b>\$ 17,804.63</b>	<b>\$ 17,754.63</b>	<b>\$ 17,804.63</b>	<b>\$ 18,154.63</b>	<b>\$ 18,554.63</b>	<b>\$ 17,824.63</b>	<b>\$ 18,554.63</b>	<b>\$ 17,824.63</b>	<b>\$ 233,875.51</b>		
<b>Net Operating Income</b>	<b>-\$ 4,779.63</b>	<b>-\$ 29.63</b>	<b>-\$ 2,229.63</b>	<b>-\$ 979.63</b>	<b>-\$ 2,229.63</b>	<b>-\$ 4,270.37</b>	<b>-\$ 2,279.63</b>	<b>-\$ 1,329.63</b>	<b>-\$ 1,729.63</b>	<b>-\$ 1,329.63</b>	<b>-\$ 13,300.45</b>	<b>\$ 74.50</b>		
<b>Net Income</b>	<b>-\$ 4,779.63</b>	<b>-\$ 29.63</b>	<b>-\$ 2,229.63</b>	<b>-\$ 979.63</b>	<b>-\$ 2,229.63</b>	<b>-\$ 4,270.37</b>	<b>-\$ 2,279.63</b>	<b>-\$ 1,329.63</b>	<b>-\$ 1,729.63</b>	<b>-\$ 1,329.63</b>	<b>-\$ 13,300.45</b>	<b>\$ 74.50</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 \$.50/hr for C'lovia, and 2% for Luella, pending Board approval
- New fundraising campaign will be launched after bookkeeping/accounting audit is complete
- Maintenance cost will decrease once new website is approved and built
- Annual Intergroup Seminar is in Northern VA, thus reduced from \$1200 to \$800 just for this year