



**Minutes: Executive Committee and Board of Directors Meetings
Tuesday, November 14, 2017**

[Approved by Board of Directors on December 12, 2017]

EXECUTIVE COMMITTEE

Chair (Matt): The meeting was called to order at 7:00 P.M. There is a motion on the floor from October to accept the revised *Bylaws*; if seconded, discussion, limited to ten minutes will be opened; if there are no objections, they will be passed; if there are any objections, action will be tabled until a December 2 special Board meeting, as agreed in October.

Office Administrator (Luella): October Calls: 445 total, composed of: 51 for help, 119 WAIA Business, 37 Literature/Chip Orders, 215 Meeting Information, 17 Public Information, 2 Al-Anon; 4 reporting no meeting at location - 1 was unidentified, 1 was for the South Arlington, Tuesday night (checking with Northern Virginia Intergroup), 1 was for Rolling in Recovery (no longer meeting), 1 was for Triangle Club, Friday noon (no one there). There were 40 walk-ins. Volunteers are needed at the desk, 5 slots open: Monday 10:00 A.M.-1:00 P.M., Tuesday 4:00-7:00 P.M., Wednesday 10 A.M.-1:00 P.M., Friday 7:00-10:00 P.M., Saturday 1:00-4:00 P.M. and Saturday 7:00-10:00 P.M. Gratitude boxes were distributed or mailed by October 25, 2017. About 250 were mailed and 50 picked up here or at the office. She brought a few to the Board meeting if anyone still needs one. Copies of the new, Fall 2017 *Where-and-When* are available in the office. The December issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (David D.): In consultation with the accountants, he is reviewing the current use of the accrual method of reporting in QuickBooks – simplification of categories is in progress. See Handouts (2)

Finance (Karen): No Report

Office Committee (Katherine and Alex; office@aa-dc.org): On Sunday, October 15, there was a Roundtable meeting at the WAIA Office to bring together Desk and Nightwatch phone Volunteers to discuss ideas for improving/updating the tools, resources, and procedures for working on the desk/phones and 12th step calls. There were about 20 participants and the consensus recommendation was to formulate a new process for 12th step call distribution. At the November 14 Board meeting, creation of an *ad hoc* Committee to create call guidelines was approved - please participate. Luella made contact with adjoining area intergroup/district offices and is in the process of confirming meetings listed on our site in those areas. The Committee answered the question, "Should WAIA only add meetings to the website and the *Where-and-When* once they are registered with GSO?" The Committee recommendation was no; the recommendation was affirmed by the Executive Committee. There was also support for maintaining the "Must be in existence for 6 months" rule, with the stipulation that when a request to add a meeting is made, the Office Committee will forward the contact information to the Outreach Committee, which will delegate someone to attend the meeting to provide the new members with information about WAIA; if the meeting has been in existence for 6 months, the Outreach Committee can make a recommendation to add it to website sooner. The VOIP (Voice-Over Internet Protocol) phone transition is proceeding deliberately slowly. Training will be scheduled with Vonage, then with volunteers, both in-office and for Nightwatch. There was also discussion of adequate coverage (at least two people) in the office; a larger volunteer pool is needed. See the Website/Technology Committee report for information on the creation of a "Frequently Asked Questions" (FAQ) page to which basic WAIA and meeting attendance questions can be directed. Also, see the Website/Technology Committee report for changes to the goal for online literature sales.

Old Business: The motion to accept the revised *Bylaws* will be conducted as discussed by Matt in his opening remarks.

New Business: None

General Discussion: Jeff K., the Chair of the Elections Committee cannot be present for the December election; Jeff recommended David H. as his replacement. David H. was unanimously approved by the Executive Committee as Chair of the Elections Committee so that he can conduct the process in December.

The meeting of the Executive Committee adjourned at 7:38 P.M.

BOARD OF DIRECTORS

The Chair (Matt; chair@aa-dc.org) called the meeting to order at 8:00 P.M.; Ben served as temporary Registrar; there was a group recitation of the Serenity Prayer. Jackie read the *WAIA Preamble*. New Representatives/Board Members and Alternates self-introduced and were directed to Ben, Chair of the Outreach Committee, 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 October 10, 2017 *Minutes* were amended to clarify the Archives Committee report that the Cosmopolitan group was the first integrated group locally; the revised *Minutes* were approved.

EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella; administrator@aa-dc.org): October Calls: 445 total, composed of: 51 for help, 119 WAIA Business, 37 Literature/Chip Orders, 215 Meeting Information, 17 Public Information, 2 AI-Anon; 4 reporting no meeting at location - 1 was unidentified, 1 was for the South Arlington, Tuesday night (checking with Northern Virginia Intergroup), 1 was for Rolling in Recovery (no longer meeting), 1 was for Triangle Club, Friday noon (no one there). There were 40 walk-ins. Volunteers are needed at the desk, 5 slots open: Monday 10:00 A.M.-1:00 P.M., Tuesday 4:00-7:00 P.M., Wednesday 10 A.M.-1:00 P.M., Friday 7:00-10:00 P.M., Saturday 1:00-4:00 P.M. and Saturday 7:00-10:00 P.M. Gratitude boxes were distributed or mailed by October 25, 2017. About 250 were mailed and 50 picked up here or at the office. She brought a few to the Board meeting if anyone still needs one. Copies of the new, Fall 2017 *Where-and-When* are available in the office. The December 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): In consultation with the accountants, he is reviewing the current use of the accrual method of reporting in QuickBooks – simplification of categories is in progress. See Handouts (2)

Finance Committee (Karen; finance@aa-dc.org): No report, but Matt announced the need for a new Chair in 2018.

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 (David H. for Jeff; elections@aa-dc.org): The elections committee meets the first Wednesday of the month at 7pm at the WAIA office. There is also a dial in number, (515) 739-1020 use access code: 617307. Elections 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. No member of the elections committee shall be a candidate. The elections committee needs at least two members. If you want to join stop by during the monthly meeting or contact via email. Current needs include: a) Having a minimum of two election committee members to prepare for and conduct the December 2017 elections; and b) Filling each of the elected positions.

Candidate Qualifications (according to *Bylaws*, Section 4): a) Every member of the Board of Directors (this does not include alternate reps) is qualified to be a candidate for Chairman of the Board of Directors except the incumbent Chairman (unless running for a consecutive term immediately following their first term of service), and any previous chairman. An incumbent chairman who has served fewer than six months is not considered to have served a one-year term and may stand for election to their first term of service. b) Every member of the Board of Directors is qualified to be a candidate for Vice-Chairman of the Board of Directors except the incumbent Chairman and incumbent Vice-Chairman (unless running for a consecutive term immediately following their first term of service), any previous Vice-Chairman, and any previous Chairman. An incumbent Vice-Chairman has served fewer than six months is not considered to have served a one-year term and may stand for election to their first term of service. c) Every member of the Board of Directors is qualified to be a candidate for the Executive Committee except the incumbent Chairman, incumbent Vice-Chairman, or a current member of the Executive Committee who is serving his second consecutive term.

The Chair of the Elections Committee accepts nominations for WAIA positions. Candidates nominated by self-nomination or by others and confirmed by the individual nominated by December 1 will be on printed ballots for the December WAIA meeting. Self-nominations will be accepted at the December meeting; however, the candidate's name will not be printed on the ballot. Current Nominations: Chair: Ralph J.; Vice-Chair: open; Member-at-Large: Jordon E., Alex M., 3 open

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 and Alex; office@aa-dc.org): On Sunday, October 15, there was a Roundtable meeting at the WAIA Office to bring together Desk and Nightwatch phone Volunteers to discuss ideas for improving/updating the tools, resources, and procedures for working on the desk/phones and 12th step calls. There were about 20 participants and the consensus recommendation was to formulate a new process for 12th step call distribution. At the November 14 Board meeting, creation of an ad hoc Committee to create call guidelines was approved - please participate. Luella made contact with adjoining area intergroup/district offices and is in the process of confirming meetings listed on our site in those areas. The Committee answered the question, "Should WAIA only add meetings to the website and the Where-and-When once they are registered with GSO?" The Committee recommendation was no; the recommendation was affirmed by the Executive Committee. There was also support for maintaining the "Must be in existence for 6 months" rule, with the stipulation that when a request to add a meeting is made, the Office Committee will forward the contact information to the Outreach Committee, which will delegate someone to attend the meeting to provide the new members with information about WAIA; if the meeting has been in existence for 6 months, the Outreach Committee can make a recommendation to add it to website sooner. The VOIP (Voice-Over Internet Protocol) phone transition is proceeding deliberately slowly. Training will be scheduled with Vonage, then with volunteers, both in-office and for Nightwatch. There was also discussion of adequate coverage (at least two people) in the office; a larger volunteer pool is needed. See the Website/Technology Committee report for information on the creation of a "Frequently Asked Questions" (FAQ) page to which basic WAIA and meeting attendance questions can be directed. Also, see the Website/Technology Committee report for changes to the goal for online literature sales.

Outreach Committee (Ben; outreach@aa-dc.org): The Committee, in cooperation with Office Committee, is exploring plans for improving integration with the Hispanic community.

Rules Committee (David H.; rules@aa-dc.org): Motion to accept the revised version of the *Bylaws*. See Old Business

Website (Technology) Committee (Alex; website@aa-dc.org): With the adoption of the amended *Bylaws*, the Website Committee will henceforth be known as the Technology Committee. Alex M. continues as Chairperson. The Committee, now being a Chartered Committee of the Corporation, will have monthly meetings, the first of which will be combined with the regular Office Committee meeting on December 4; future regular-meeting dates TBA. The new Email address will be: tech@aa-dc.org

There have been many questions from the public coming in through the link meant to take changes to meetings; therefore, the Website Committee created a "Frequently Asked Questions" (FAQ) page to which to direct these questions; wording on the link will be adjusted to keep those questions from not getting answered. That page will become live within the month of November, accessible from the homepage and each meeting's page.

The Technology and Office Committees have made a decision to move away from Amazon-like full-service literature sales online. The working plan is to provide a shopping basket style service for people to create and total their orders; they can print and bring in the list of items or submit it to the office. Luella will call them to take credit card information and confirm the order, assembling it for them before they arrive. No sales transactions will occur through the site.

Participation by more volunteers for the Technology Committee is requested. Topics for the next year will include the online shopping basket, creation of a chat capability through the site and establishing better and more frequently updated content for the site.

Registrar (Ben reporting for 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, 0 Voting Alternates, 0 Non-Voting Alternates and 0 Visitors/Guests, for a total eligible voter count: 27

OLD BUSINESS:

The Rules Committee has offered a revised version of the *Bylaws*; the motion to accept this document was introduced at the October Board meeting. It was seconded at this meeting. Discussion was limited to ten minutes. The motion passed.

NEW BUSINESS: None

AD HOC COMMITTEE REPORTS:

Archives Committee (Stan reporting for Barry; archives@aa-dc.org): The Committee is organizing to submit bid for 2020 conference/workshop, as discussed at the October Board meeting.

Gala Committee (Ben reporting for Mike, gala@aa-dc.org; 240/595-3457): The event will be held on Saturday, March 24 at the Silver Spring Civic Building, 1 Veterans Place, Silver Spring, MD 20910. Tickets will be available for purchase online for \$50 each. Incentives are being offered for purchases by table (10 @ \$40 each) or half-table (5 @ \$45 each)

Grapevine (Carlos; grapevine@area13aa.org; 202/607-3087): Grapevine is offering free shipping from November 1 through December 31 on all Grapevine products. Carlos announced a special sale for specific items on hand for books - \$6.50, and CDs - \$5.50.

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 event was a great success. There were 22 oldtimers on stage, ranging from 36 to 47 years sober; there were 260-270 attendees. The net donation to the Hospitals and Institutions Committee is approximately \$900. Rachel W. will be 2018 Chair; Bob G. will assist and advise.

Public Information/Cooperation with the Professional Community Committee (Pat G.; publicinfo@aa-dc.org; cpc@aa-dc.org): This is the final report from Pat, who is seeking a new Chair for 2018.

Events Attended:

- November 4 (Saturday; 9:00 A.M.-3:00 P.M.): Veteran Stand-down/Homeless Resource Day (Wayne K. Curry Sports and Learning Complex, 8001 Sheriff Road, Landover MD)
- November 9 (Thursday; 9:00 A.M.-1:30 P.M.) American University Health Fair (4400 Massachusetts Avenue, NW, DC)

Upcoming Events:

- November 27-29 (Monday-Wednesday): Annual Meeting of the Association of Military Surgeons of the United States (AMSUS), Gaylord National Hotel and Resort [in collaboration with WAGSA - Contact: cpc@area13aa.org]

Special Needs Committee (Teresa; 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) convened twice in the past month, first on Saturday, October 21 for the Fall Assembly (business meeting) and then on Monday, November 13 for the monthly informational Committee meeting. At the Assembly, a new Treasurer was elected to fill the unexpired term left vacant by the resignation of the Treasurer. The Bylaws were amended to include a summary report by the Secretary of each meeting no more than fourteen days thereafter. There was extended discussion of several plans to change the schedule of Committee and Assembly meetings; the discussion was discontinued in favor of devoting the scheduled December 11 Committee meeting to be a business Assembly to finalize a plan. The Assembly concluded with an extended discussion of a list of Inventory Questions to evaluate the current work of the organization and consider future areas of improvement. At the Committee meeting, the Delegate distributed copies of the revised contribution form for groups to support GSO, WAIA, WAGSA, and WAGSA Districts. The vote on the proposed 2018 Budget, distributed at the October/Fall Assembly, will be conducted at the January Assembly. The Gratitude Breakfast Committee announced that they had successfully sold out all of the tickets and had collected all of the payments for that November 19 event.

Upcoming Dates of Interest:

- 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 recovery meetings
- April 14 (Saturday; 9:30 A.M.-2:30 P.M.): WAGSA Spring Assembly/Delegate Report-Back (location TBD)
- December 11 (Monday; 7:30-9:00 P.M.): WAGSA Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901); this session will convene as a special Assembly
- February 23-25, 2018 (Friday-Sunday): North East Regional AA Service Assembly (NERAASA) (Radisson Hotel, 100 Berlin Road, Cromwell, CT 06416)
- April 22-28, 2018 (Sunday-Saturday): General Service Conference (GSC) of Alcoholics Anonymous (New York, NY)

- August 30-September 2, 2018 (Thursday-Sunday): 60th International Conference of Young People in AA (ICYPAA) (Baltimore, MD)

Northern Virginia Intergroup (Ralph; rjustus@ieee.org; 301/367-5774): NVI Board meetings: 1st Tuesday of the month in Fairfax, VA; Contacts: Pauline D., Office Manager (703/293-9757; info@nviintergroup.org) and Mike G., Chair, Board of Directors (chair@nvintergroup.org)

November 7 NVI Board Meeting Highlights:

October calls: 202 total: 95 meeting information; 4 newcomer; 71 other

Financials: October contributions - \$3,000 above Budget; literature and chips \$1,000 below Budget; Net Income: \$4,200 (+\$5,800 above Budget); Prudent Reserve: 6.7 months

Gratitude Boxes: distributed

New Where-and-When: available on Monday, November 13

Gratitude Breakfast: Sunday, November 12 [sold out – 47 tables] (Springfield Hilton)

Corrections: Prince William County – needs Spanish-speaking volunteers

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

- November 18 (Saturday; 9:30 A.M.-12:30 P.M.): Mt. Vernon District 11 Workshop on Anonymity
- November 23 (Thursday): Thanksgiving Alcahons in Manassas, Springfield, Old-Town Alexandria and Woodbridge

Hispanic Intergroup: No Report

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at: 8:49 P.M.

ATTACHMENTS:
Treasurer Report (2)