



Minutes: Executive Committee and Board of Directors Meetings
Tuesday, December 12, 2017
[Pending Approval by Board of Directors on January 9, 2018]

EXECUTIVE COMMITTEE

Chair (Matt): The meeting was called to order at 7:00 P.M. Executive Committee approved Scott S. as Assistant Treasurer and Carlos O. as Chair of Finance Committee. After closed discussion the Committee approved a \$500 end-of-year bonus for Luella and a \$100 bonus for Clo'via. Matt thanked Executive Committee for their service.

Office Administrator (Luella): November Calls – 406 total: 47 for help, 95 for WAIA Business, 45 for Literature and Chip Orders, 201 for Meeting Information, 13 for Public Information, 5 for Al-Anon, 3 for No meeting at location, 2 were unidentified and the other was at SE Community Hospital (Luella has a contact at the hospital who is going to return her call). There were 64 walk-ins. Volunteers are needed at the desk, with 5 slots open: Monday 10:00 A.M.-1:00 P.M., Tuesday 4:00-7:00 P.M., Wednesday 10:00 A.M.-1:00 P.M., Saturday 1:00-4:00 P.M., and Saturday 7:00-10:00 P.M. Over 300 Gratitude boxes were distributed at the end of October. To date, we received 78 for a total of \$10,760.00. The January issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (David D.): See attached Balance Sheet and Profit-and-Loss table.

Finance (Karen): No Report

Office Committee (Alex; office@aa-dc.org): The Vonage telephone system is not yet functional; full activation may be delayed into January, requiring payment of one additional Verizon bill for the month of December; Katherine will oversee that changeover. The development of an FAQ page on the website is in progress

Old Business: None

New Business: The major focus of the meeting will be the Election. David H. explained that the ballots will be distributed by the Registrar to registrants after each checks in. Matt will define to the Board the slots open for nomination from the floor.

General Discussion:

Alex: QuickBooks categories still need to be re-defined/updated

The meeting of the Executive Committee adjourned at 7:33 P.M.

BOARD OF DIRECTORS

The Chair (Matt; chair@aa-dc.org) called the meeting to order at 8:00 P.M.; there was a group recitation of the Serenity Prayer. Ben 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 November 14, 2017 *Minutes* were approved. Matt explained the eligibility criteria for voting in the Election. He introduced the new Assistant Treasurer, Scott S. and the Finance Chair, Carlos O. He mentioned the end-of-year bonuses to be awarded to Luella (\$500) and Clo'via (\$100). He explained that he and David D. will be removed from the bank account as of 12/31/17 and they will be replaced by the new Chair and Treasurer. He thanked the group for the past two years during which he has led and reviewed some of the progress of those years.

EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella; administrator@aa-dc.org): November Calls – 406 total: 47 for help, 95 for WAIA Business, 45 for Literature and Chip Orders, 201 for Meeting Information, 13 for Public Information, 5 for AI-Anon, 3 for No meeting at location, 2 were unidentified and the other was at SE Community Hospital (Luella has a contact at the hospital who is going to return her call). There were 64 walk-ins. Volunteers are needed at the desk, with 5 slots open: Monday 10:00 A.M.-1:00 P.M., Tuesday 4:00-7:00 P.M., Wednesday 10:00 A.M.-1:00 P.M., Saturday 1:00-4:00 P.M., and Saturday 7:00-10:00 P.M. Over 300 Gratitude boxes were distributed at the end of October. To date, we received 78 for a total of \$10,760.00. The January issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (David D.; treasurer@aa-dc.org): See attached Balance sheet and Profit-and-Loss table.

Finance Committee (Karen; finance@aa-dc.org): No Report

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): See New Business, *infra*.

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 (Katherine and Alex; office@aa-dc.org): The new Vonage phone system is not yet fully integrated. December phone service will still be under Verizon, but training on the Voice-over-Internet-Protocol (VOIP/Vonage) system is in progress for all office volunteers. Katherine (co-Chair) has been analyzing incoming phone calls and composing a uniform reporting sheet for calls and uniform scripting for specific problems. There is a need for better Spanish coverage of phone answering; communication with Area Hispanic Intergroups is in progress.

Outreach Committee (Ben; outreach@aa-dc.org): The Committee, in cooperation with Office Committee, is exploring plans for improving integration with the Hispanic community. In order to broaden representation, they are conducting an analysis of “dark groups” and donating groups who do not send a Representative to Board meetings.

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

Website (Technology) Committee (Alex; website@aa-dc.org): Alex reported that the Information link on individual meeting listings had been re-directing inappropriately to a Help site; this has now been rephrased for the FAQ page and installation is in progress. He provided a summary analysis of website utilization during November 2017: https://aa-dc.org/wp-content/uploads/2017/12/november_site_report.pdf

Registrar (Vittorio; registrar@aa-dc.org): Any Group Representatives or Alternates not already signed in were asked to do so and he requested that any new Representatives or Alternates fill out the appropriate forms at the Registrar table. In attendance were: 25 Voting Representatives, 2 Voting Alternates, 0 Non-Voting Alternates and 0 Visitors/Guests, for a total eligible voter count: 27

OLD BUSINESS: None

NEW BUSINESS:

ELECTION:

David H. explained the process. The following individuals were elected: Chair – Ralph J.; Vice-Chair – Alex M.; Members-at-Large: Ben P., Sean C. and Patrick F. This left vacant two Member-at-Large positions, to be appointed by the Executive Committee.

AD HOC COMMITTEE REPORTS:

Archives Committee (Stan; archives@aa-dc.org): The December 2017 issue of the *New Reporter* marks the completion of three years for the Archives Committee’s 75-50-25-years-ago monthly series covering 1940-42, 1965-1967 and 1990-92.

Already, the sequence for January 2018 has been sent to the *New Reporter* Editor Tony, and that for February is in process. Jeff is engaged in converting WAIA Banquet cassette tapes into MP3 files. Jeff purchased for the Committee a software manual for accessing the new filing system Nat and Jake installed a guide to effectively using its features. A CD in MP3 format of the 1988 WAIA Banquet with Clancy I as speaker was provided to satisfy the monthly Board meeting door prize drawing. The Committee located a clean copy of an acronym quiz developed at WAGSA in February 2015, as requested by Clo'via for possible use by the *New Reporter*. Claire and Stan met to discuss the Convention Center accommodations as part of the bid for hosting the 2020 National AA Archives Workshop.

Gala Committee (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): No Report

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 (Rachel; oldtimers@aa-dc.org): No Report

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

Special Needs Committee (Teresa; specialneeds@aa-dc.org): Some groups are already making meetings more accessible; the Committee is attempting to compile these "best practices" to make them available to other groups.

Young People in AA Committee (Jason; www.dcpaa.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 on Monday, December 11 as a special business Assembly rather than as the scheduled monthly informational Committee in order to complete business still pending from the October Assembly meeting. The Delegate reported that the General Service Office has requested that court in New York dismiss the legal suit regarding the ownership of the printer's proof copy of the Big Book. The Budget and Finance Committee explained that the 2018 Budget would be considered at the January 21 Assembly meeting. The main item of business was consideration of the motion introduced by District 2 at the October Assembly meeting: "that we reduce the number of Area Committee Meetings from eleven (11) times per year to four (4) times per year." Several amendments were introduced and considered; one was approved. The amended motion was tabled for further consideration at the January 8 Committee meeting, which will convene as a business Assembly for that purpose.

Upcoming Dates of Interest:

- January 8 (Monday; 7:30-9:00 P.M.): WAGSA Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- January 21 (Sunday; 9:00 A.M.-2:30 P.M.): WAGSA Winter Assembly meeting (Holy Cross Hospital, Auditoria A-C, 1500 Forest Glen Road, Silver Spring, MD 20910)
- February 23-25 (Friday-Sunday): North East Regional AA Service Assembly (NERAASA) (Radisson Hotel, 100 Berlin Road, Cromwell, CT 06416)
- April 14 (Saturday; 9:30 A.M.-2:30 P.M.): WAGSA Spring Assembly/Delegate Report-Back (location TBD)
- April 22-28 (Sunday-Saturday): General Service Conference (GSC) of Alcoholics Anonymous (New York, NY)
- August 30-September 2 (Thursday-Sunday): 60th International Conference of Young People in AA (ICYPAA) (Baltimore, MD)

Northern Virginia Intergroup (Ralph; rjustus@ieeee.org; 301/367-5774): NVI Board meetings are held on the first Tuesday of the month in Fairfax, VA. Contacts are:

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

Mike G. (Chair, Board of Directors): chair@nvintergroup.org)

December 5 NVI Board Meeting Highlights:

- November calls: 178 total: 70 meeting information; 12 newcomer; 68 other
- November Financials: contributions \$3,000 above budget; Net Income: \$3,900 (\$1,900 above budget ytd); Prudent reserve: 6.7 months

- Public Information Committee: considering distributing public service announcements (PSAs) for local radio/TV stations.
- Corrections Committee: Prince William County/Manassas County Jail – needs Spanish-speaking volunteers to participate in 3 meetings/week already established

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

- December 16 (Saturday): Winter Dance (Leesburg)
- December 24 (Sunday): Alcothon (Leesburg)
- December 24-25 (Sunday-Monday): Soberthon (Herndon)
- December 24-26 (Sunday-Tuesday): Alcothon (Woodbridge)
- December 31-January 1 (Sunday-Monday): Alcothons (Manassas, Leesburg, Alexandria)
- January 5-6 (Friday-Saturday): VAC Winter Meeting (Woodbridge); www.aavirginia.org (Area 71)
- January 13 (Saturday): Centreville Holiday Party (Centreville) (moved from December conflict)
- February 25 (Sunday): Pancake Breakfast (Fairfax)
- August 30-September 2 (Thursday-Sunday; Labor Day Weekend): 60th ICYPAA (Baltimore, MD)

Hispanic Intergroup: No Report

Closing Business: Matt B. clarified that effective December 31, 2017, both his name and that of David D. will be removed from access to the WAIA bank accounts. The names of the new Chair, Ralph J., the new Vice Chair, Alex M. and the new Treasurer, Scott S. will be added and given access to those accounts.

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at: 8:53 P.M.

ATTACHMENTS: Treasurer Balance sheet and Profit-and-Loss table

Washington Area Intergroup Association, Inc

BALANCE SHEET

As of November 30, 2017

| | TOTAL | | | |
|---------------------------------------|---------------------|----------------------------|----------------------|-----------------|
| | AS OF NOV 30, 2017 | AS OF NOV 30, 2016 (PY) | CHANGE | % CHANGE |
| ASSETS | | | | |
| Current Assets | | | | |
| Bank Accounts | | | | |
| 1000 WAIA | 13,890.30 | 41,560.54 | -27,670.24 | -66.58 % |
| 1005 Certificate of Deposit | 0.00 | 0.00 | 0.00 | |
| 1010 Petty Cash | 28.11 | 20.00 | 8.11 | 40.55 % |
| 1020 WAIA Money Market | 127,587.54 | 127,347.48 | 240.06 | 0.19 % |
| 1030 other Money Market - 55-5972 | 0.00 | 0.00 | 0.00 | |
| Total Bank Accounts | \$141,505.95 | \$168,928.02 | \$ -27,422.07 | -16.23 % |
| Accounts Receivable | | | | |
| 1100 Accounts Receivable | 0.00 | | 0.00 | |
| Total Accounts Receivable | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Other Current Assets | | | | |
| 1200 Uncleared Funds | 6,668.12 | 2,662.63 | 4,005.49 | 150.43 % |
| 1230 Deposits | 0.00 | 0.00 | 0.00 | |
| 1300 Inventory Asset | 5,780.76 | 5,708.76 | 72.00 | 1.26 % |
| 1400 Payroll Corrections | 0.00 | 0.00 | 0.00 | |
| Total Other Current Assets | \$12,448.88 | \$8,371.39 | \$4,077.49 | 48.71 % |
| Total Current Assets | \$153,954.83 | \$177,299.41 | \$ -23,344.58 | -13.17 % |
| Fixed Assets | | | | |
| 1700 Accumulated Depreciation | -3,840.00 | -3,043.00 | -797.00 | -26.19 % |
| 1800 Furniture and Fixtures | 3,987.18 | 3,987.18 | 0.00 | 0.00 % |
| Total Fixed Assets | \$147.18 | \$944.18 | \$ -797.00 | -84.41 % |
| TOTAL ASSETS | \$154,102.01 | \$178,243.59 | \$ -24,141.58 | -13.54 % |
| LIABILITIES AND EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Credit Cards | | | | |
| 2050 PNC Credit Card | 0.00 | 0.00 | 0.00 | |
| Total Credit Cards | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Other Current Liabilities | | | | |
| 2100 Payroll Liabilities | 0.00 | 0.00 | 0.00 | |
| 2120 DC Unemployment Tax | 99.29 | -500.25 | 599.54 | 119.85 % |
| 2130 Federal Taxes (941/944) | 1,190.17 | 1,155.30 | 34.87 | 3.02 % |
| 2140 MD Income Tax | 577.84 | 546.33 | 31.51 | 5.77 % |
| 2150 Simple IRA Co. Match | 117.99 | 0.00 | 117.99 | |
| 2160 Simple IRA Emp. | -117.99 | 0.00 | -117.99 | |
| Total 2100 Payroll Liabilities | 1,867.30 | 1,201.38 | 665.92 | 55.43 % |
| 2180 Direct Deposit Payable | 0.00 | 0.00 | 0.00 | |
| 2190 Maryland Withholding | 0.00 | 0.00 | 0.00 | |

| | TOTAL | | | |
|--|---------------------|----------------------------|----------------------|-----------------|
| | AS OF NOV 30, 2017 | AS OF NOV 30, 2016 (PY) | CHANGE | % CHANGE |
| 2195 Virginia taxes withheld | 0.00 | 0.00 | 0.00 | |
| 2200 DC Payable | -10,021.75 | 3,072.58 | -13,094.33 | -426.17 % |
| 2220 Sales Tax Agency Payable | 10,744.34 | 7,373.22 | 3,371.12 | 45.72 % |
| 2230 Sales Tax Payable | -740.98 | | -740.98 | |
| Total 2220 Sales Tax Agency Payable | 10,003.36 | 7,373.22 | 2,630.14 | 35.67 % |
| 2400 Other Current Liabilities | 0.00 | 0.00 | 0.00 | |
| Total Other Current Liabilities | \$1,848.91 | \$11,647.18 | \$ -9,798.27 | -84.13 % |
| Total Current Liabilities | \$1,848.91 | \$11,647.18 | \$ -9,798.27 | -84.13 % |
| Total Liabilities | \$1,848.91 | \$11,647.18 | \$ -9,798.27 | -84.13 % |
| Equity | | | | |
| 3000 Opening Bal Equity | -25,675.24 | -4,186.56 | -21,488.68 | -513.28 % |
| 3900 Retained Earnings | 204,946.80 | 175,283.68 | 29,663.12 | 16.92 % |
| Net Income | -27,018.46 | -4,500.71 | -22,517.75 | -500.32 % |
| Total Equity | \$152,253.10 | \$166,596.41 | \$ -14,343.31 | -8.61 % |
| TOTAL LIABILITIES AND EQUITY | \$154,102.01 | \$178,243.59 | \$ -24,141.58 | -13.54 % |

Washington Area Intergroup Association, Inc

PROFIT AND LOSS

January - November, 2017

| | TOTAL | |
|--------------------------------------|---------------------|----------------------|
| | JAN - NOV, 2017 | JAN - NOV, 2016 (PY) |
| INCOME | | |
| 4000 Sales of Product Income | 191.85 | 240.00 |
| 4010 Services | | 21.20 |
| 4030 Shipping & Handling | 379.46 | 624.48 |
| 4060 Unapplied Cash Payment Income | 360.62 | 144.27 |
| 4070 Uncategorized Income | 99.46 | 241.40 |
| 4090 Interest | 225.70 | 296.77 |
| 4100 Banquet | 8,076.00 | 9,220.00 |
| 4110 Chips | 14,821.50 | 16,027.17 |
| 4120 Literature | 40,214.90 | 40,941.57 |
| 4130 New Reporter | 139.00 | 126.50 |
| 4140 Where/When | 7,198.00 | 8,589.09 |
| 4300 Contributions | 99,869.00 | 100,212.73 |
| 4400 Sales Tax Rounding Difference | 12.24 | |
| Total Income | \$171,587.73 | \$176,685.18 |
| COST OF GOODS SOLD | | |
| 5000 Cost of Goods Sold | 868.00 | 5,031.54 |
| 5010 Chips | 7,081.15 | 6,575.52 |
| 5020 Chips - Freight Cost | 326.00 | 357.78 |
| 5030 Literature | 28,755.68 | 15,511.28 |
| 5040 Literature - Freight Cost | | 20.00 |
| 5050 Where/When | 7,546.60 | 3,413.13 |
| Total 5000 Cost of Goods Sold | 44,577.43 | 30,909.25 |
| 5060 Inventory Adjustment | | 12,797.27 |
| Total Cost of Goods Sold | \$44,577.43 | \$43,706.52 |
| GROSS PROFIT | \$127,010.30 | \$132,978.66 |
| EXPENSES | | |
| 6000 Acctg/Audit | 21,925.00 | 1,200.00 |
| 6010 Bank Fees | 131.49 | 21.19 |
| 6030 Board Meeting Rent | 1,000.00 | 1,150.00 |
| 6040 Committees | | |
| 6050 Archives | | 304.32 |
| 6060 Banquet | 10,746.90 | 5,425.32 |
| 6080 CPC | 400.17 | |
| 6090 H & I | | 233.60 |
| 6095 Old-Timers | -919.00 | |
| Total 6090 H & I | -919.00 | 233.60 |
| 6100 Hospitality | | 384.12 |
| 6130 Outreach | | 233.25 |
| 6150 Rules | | 31.69 |
| Total 6040 Committees | 10,228.07 | 6,612.30 |
| 6180 Insurance | 2,765.00 | 2,819.00 |

| | TOTAL | |
|--|----------------------|----------------------|
| | JAN - NOV, 2017 | JAN - NOV, 2016 (PY) |
| 6190 Merchant Services | 450.20 | 316.08 |
| 6200 Employee Compensation | | |
| 6210 Benefits | | |
| 6220 Medical | 4,360.58 | 4,382.52 |
| Total 6210 Benefits | 4,360.58 | 4,382.52 |
| 6240 Reimbursement | | |
| 6241 Annual Intergroup Seminar | 484.36 | 898.20 |
| 6242 Cell Phone | 880.00 | 761.41 |
| 6243 Mileage | 288.50 | 178.58 |
| Total 6240 Reimbursement | 1,652.86 | 1,838.19 |
| Total 6200 Employee Compensation | 6,013.44 | 6,220.71 |
| 6260 Payroll Expenses | | |
| 6261 Company Contributions | | |
| 6262 Retirement | 1,297.89 | 1,290.37 |
| Total 6261 Company Contributions | 1,297.89 | 1,290.37 |
| 6263 Taxes | 4,604.94 | 4,469.87 |
| 6264 Wages | 55,959.92 | 54,194.40 |
| Total 6260 Payroll Expenses | 61,862.75 | 59,954.64 |
| 6300 Office Expense | 450.00 | |
| 6305 Internet | 849.90 | 885.92 |
| 6310 New Equipment | 784.38 | 475.87 |
| 6315 Office Rent | 21,760.00 | 21,540.00 |
| 6320 Office Supplies | 2,944.22 | 2,956.40 |
| 6325 Parking | 1,890.00 | 2,000.00 |
| 6330 Postage & Delivery | 1,980.86 | 2,037.33 |
| 6335 Repair/Maintenance | 4,494.95 | 6,372.58 |
| 6340 Telephone | 4,393.37 | 5,848.38 |
| 6345 Web Hosting | 4,393.59 | 6,558.36 |
| Total 6300 Office Expense | 43,941.27 | 48,674.84 |
| 6350 Penalties and interest | 2,916.48 | 4,137.28 |
| 6370 QuickBooks Payments Fees | 1,990.85 | 2,206.11 |
| 6400 Unapplied Cash Bill Payment Expense | 0.00 | 0.00 |
| 6410 Uncategorized Expense | 699.56 | |
| 6490 Sales Tax Rounding Difference - Expense | 17.22 | |
| Total Expenses | \$153,941.33 | \$133,312.15 |
| NET OPERATING INCOME | \$ -26,931.03 | \$ -333.49 |
| OTHER EXPENSES | | |
| 6420 Other Miscellaneous Expense | 90.00 | 373.12 |
| 6430 Unknown writeoff of undeposited funds | -5.95 | 3,794.10 |
| Reconciliation Discrepancies-1 | 3.38 | |
| Total Other Expenses | \$87.43 | \$4,167.22 |
| NET OTHER INCOME | \$ -87.43 | \$ -4,167.22 |
| NET INCOME | \$ -27,018.46 | \$ -4,500.71 |