



Minutes: Executive Committee and Board of Directors Meetings

Tuesday, January 9, 2018

[Approved by Board of Directors on February 13, 2018]

EXECUTIVE COMMITTEE

Chair (Ralph J.): The meeting was called to order at 7:00 P.M. He announced that there were still two vacancies for Members-at-Large of the Executive Committee to be filled. Corrine E. was nominated by Ralph; there was unanimous approval by the Executive Committee. One vacancy remains to be filled.

Office Administrator (Luella T.): December Calls – 374 (36 for help; 116 WAIA Business; 24 Literature and Chip Orders; 183 Meeting Information; 9 Public Information; 3 AI-Anon; 3 No Meeting at Location Calls: Humble Hooligans in Arlington, VA - called NVI – the meeting is still going; 2 had no meeting name listed); there were 54 walk-ins. Volunteers needed at the desk, 4 slots open: Tuesday 4:00-7:00 P.M., Wednesday 1:00-4:00 P.M., Saturday 1:00-4:00 P.M., Saturday 7:00-10:00 P.M. Through 1/4/2018 we received Gratitude box contributions from 120 groups for a total of \$18,142. For comparison, through the same time last year, we received from 137 groups for a total of \$17,920. The February issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Scott S.): Scott was nominated by Ralph to be Treasurer; there was unanimous approval by the Executive Committee. A new Assistant Treasurer is still needed. See the attached Balance and Profit/Loss sheets.

Finance (Carlos O.): No Report

Office Committee (Alex M.; office@aa-dc.org): Katherine working with Luella on the new Vonage telephone system; it will still be another month before it is fully operational; the design will reduce from 5 to 3 extensions. Discussions are ongoing with both daytime and Nightwatch volunteers regarding their specialized needs. QuickBooks: Ralph has access; the process is in place to add others, as appropriate. Continuing the work begun by the Office Committee in 2017, revision of the Twelve-Step contact process is ongoing; Alex will present and discuss with Board.

Old Business: None

New Business: None

General Discussion:

Ben: He plans to examine the recent records of the Registrar to see which meetings are not well-represented.

Alex: He mentioned that several mechanisms to improve Spanish outreach assistance are still being explored.

Ralph: He defined two levels of participation: 1) attendance by reps; 2) enhance committee activities/membership

Alex: He moved to table Board discussion of these potential mechanisms of expansion until February, by which time the new Committee Chairs will have more clearly defined the goals and mission statements of their respective Committees.

Alex: He suggested possible post-meeting orientation/refresher sessions to clarify the functions of WAIA; there will be a meeting of Committee chairs on February 8 at the WAIA Office to discuss goals/mission statements.

The meeting of the Executive Committee adjourned at 7:40 P.M.

BOARD OF DIRECTORS

The Chair (Ralph J.; chair@aa-dc.org) called the meeting to order at 8:00 P.M.; there was a group recitation of the Serenity Prayer. Mike L. read the *WAIA Preamble*. New Representatives/Board Members and Alternates self-introduced and were directed to Ben P., Chair of the Outreach Committee, for copies of the new member packet; Ben P., Acting Chair of the Rules Committee, has copies of the *WAIA Bylaws* available upon request (and downloadable from the website); Ralph J. emphasized the importance of abiding by those guidelines. Members of the Executive Committee self-

introduced. The December 12, 2017 *Minutes* were approved with the following corrections: the final line of the NVI Liaison Report referred to the Memorial Day weekend; that was corrected to the Labor Day weekend; under Closing Business, Vice Chair Alex M. was added to be given access to the bank accounts. A separate, full-surname version will satisfy the legal requirement of the bank. Ralph summarized several operational procedures for conducting Board business.

EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella T.; administrator@aa-dc.org): December Calls – 374 (36 for help; 116 WAIA Business; 24 Literature and Chip Orders; 183 Meeting Information; 9 Public Information; 3 AI-Anon; 3 No Meeting at Location Calls: Humble Hooligans in Arlington, VA - called NVI – the meeting is still going; 2 had no meeting name listed); there were 54 walk-ins. Volunteers needed at the desk, 4 slots open: Tuesday 4:00-7:00 P.M., Wednesday 1:00-4:00 P.M., Saturday 1:00-4:00 P.M., Saturday 7:00-10:00 P.M. Through 1/4/2018 we received Gratitude box contributions from 120 groups for a total of \$18,142. For comparison, through the same time last year, we received from 137 groups for a total of \$17,920. The February issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Scott S.; treasurer@aa-dc.org): Scott summarized the activity of the past year. See the attached Balance and Profit/Loss sheets.

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

Executive Committee Meeting (Terry H.; 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 (TBD; elections@aa-dc.org): A new Chair will be needed in advance of the election in December.

Hospitals and Institutions (H&I) Committee (Dave B.; hni@aa-dc.org): No Report

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

Nightwatch Committee (Rich R.; nightwatch@aa-dc.org): No Report

Office Committee (Alex M.; office@aa-dc.org): The installation of the new Vonage phone system under the auspices of Katherine and Luella continues; they have been looking at ways to save money, one of which is the reduction from 5 to 3 extensions; Katherine is meeting tonight (1/9/18) with the Nightwatch Committee Chair to ensure their specific needs are met. Ways to improve Spanish Outreach continue, with possible assistance through WAGSA. Ways to improve the Twelve-Step process continue to be investigated; one likely change is moving toward Group Representation and the delegation of meeting with the newcomer to a specific group.

Outreach Committee (Ben P.; outreach@aa-dc.org): He has New Member packets for new Board Members

Rules Committee (Ben P.; rules@aa-dc.org): No Report.

Technology Committee (Alex M.; website@aa-dc.org): The December Website Usage Report (https://aa-dc.org/wp-content/uploads/2018/01/DECEMBER_site_report.pdf) was discussed. The revised Frequently-Asked Questions (FAQ) page is working well, as intended

Registrar (Vittorio 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: 25 Voting Representatives, 1 Voting Alternate, 0 Non-Voting Alternates and 0 Visitors/Guests, for a total eligible voter count: 26

OLD BUSINESS: None

NEW BUSINESS:

Alex: He moved to disband the Website Committee as superfluous, given that those responsibilities have been subsumed under the purview of the Technology Committee; the motion was passed unanimously.

Alex: He moved that it be the responsibility of each Committee Chair to expand the mission statement and set specific goals for 2018. There will be an online (phone) meeting on Tuesday, January 30 at 8:00 P.M. for all Committee Chairs; he will send out a template and current text of those statements (as available). The Board agreed to the motion.

AD HOC COMMITTEE REPORTS:

Archives Committee (Stan S.; archives@aa-dc.org): Jeff has converted three WAIA Banquet cassette tapes plus a Jimmy B. and a Paul O. tape into MP3 files. The 1985 Banquet tape with Lib S. (sober in 1945 at the Euclid Street Clubhouse) as Banquet speaker has been converted. Some of these tapes took some effort to overcome tape fidelity problems. Jeff wrote an appeal, to be published in the March New Reporter, for donations of old Banquet tapes not so far converted. At the request of Clo'via, Jeff provided answers for the acronym quiz developed at WAGSA in February 2015 for possible use by the New Reporter. Jeff is awaiting access to the WAIA computer system to install the purchased enhancement to effectively use the filing system Nat and Jake had installed. Area 29 (Maryland) Archives Committee Chair Mike M. contacted the Committee concerning a relative of William B. who has archival material potentially storable in the WAIA archives repository at 4530 Connecticut. William B. served as WAIA chair in 1952 and as Area 13 Delegate in 1953-54. Jeff has purchased track lighting to replace existing poorly functioning elements which light the office's archives display. We need to contract a licensed electrician to install them.

Gala Committee (Mike L., 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. Speaker, Jerry W. from NC. Tickets will be available for purchase online for \$50 each. Incentives are being offered for purchases by table (10 @ \$40 each). See flyer on website (https://aa-dc.org/wp-content/uploads/2016/11/WAIA_2017_GALA_Flier.pdf). It has been themed as a Masquerade.

Grapevine (Carlos D.; grapevine@area13aa.org; 202/607-3087): He explained the role and history of the Committee. He is available to set up table at group celebrations upon invitation.

Hospitality Committee (Patrick F.; hospitality@aa-dc.org): Ralph J. extended thanks to Patrick F. for preparing the coffee and for providing the snacks. Three volunteers to help with cleanup were identified.

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

Old Timers Committee (Rachel W.; oldtimers@aa-dc.org): No Report

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

Special Needs Committee (Teresa R.; 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.

LIAISON REPORTS ABOUT RELATED GROUPS:

Washington Area General Service Assembly (Terry H.; secretary@aa-dc.org):

The Washington Area General Service Assembly (WAGSA) cancelled its planned committee meeting on Monday, January 8 due to inclement weather.

Upcoming Dates of Interest:

- 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 12 (Monday; 7:30-9:00 P.M.): WAGSA Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- 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: No Report

Hispanic Intergroup: No Report

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at: 9:00 P.M.

ATTACHMENTS: (2)

Washington Area Intergroup Association, Inc

BALANCE SHEET

As of December 31, 2017

	TOTAL			
	AS OF DEC 31, 2017	AS OF DEC 31, 2016 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1000 WAIA	33,688	58,428	-24,741	-42%
1005 Certificate of Deposit	0	0	0	
1010 Petty Cash	28	20	8	41%
1020 WAIA Money Market	127,608	127,365	243	0%
1030 other Money Market - 55-5972	0	0	0	
Total Bank Accounts	\$161,324	\$185,814	\$ -24,490	-13%
Accounts Receivable				
1100 Accounts Receivable	0		0	
Total Accounts Receivable	\$0	\$0	\$0	0%
Other Current Assets				
1200 Uncleared Funds	3,307	0	3,307	
1230 Deposits	0	0	0	
1300 Inventory Asset	5,781	5,709	72	1%
1400 Payroll Corrections	0	0	0	
Total Other Current Assets	\$9,088	\$5,709	\$3,379	59%
Total Current Assets	\$170,412	\$191,522	\$ -21,111	-11%
Fixed Assets				
1700 Accumulated Depreciation	-3,840	-3,840	0	0%
1800 Furniture and Fixtures	3,987	3,987	0	0%
Total Fixed Assets	\$147	\$147	\$0	0%
TOTAL ASSETS	\$170,559	\$191,670	\$ -21,111	-11%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Credit Cards				
2050 PNC Credit Card	0	0	0	
Total Credit Cards	\$0	\$0	\$0	0%
Other Current Liabilities				
2100 Payroll Liabilities	0	0	0	
2120 DC Unemployment Tax	99	16	83	509%
2130 Federal Taxes (941/944)	1,421	1,272	149	12%
2140 MD Income Tax	890	844	46	5%
2150 Simple IRA Co. Match	118	0	118	
2160 Simple IRA Emp.	-118	0	-118	
Total 2100 Payroll Liabilities	2,410	2,132	278	13%
2180 Direct Deposit Payable	0	425	-425	-100%
2190 Maryland Withholding	0	0	0	

	TOTAL			
	AS OF DEC 31, 2017	AS OF DEC 31, 2016 (PY)	CHANGE	% CHANGE
2195 Virginia taxes withheld	0	0	0	
2200 DC Payable	-10,029	0	-10,029	
2220 Sales Tax Agency Payable	10,744	10,744	0	0%
2230 Sales Tax Payable	-741		-741	
Total 2220 Sales Tax Agency Payable	10,003	10,744	-741	-7%
2400 Other Current Liabilities	0	0	0	
Total Other Current Liabilities	\$2,384	\$13,302	\$ -10,918	-82%
Total Current Liabilities	\$2,384	\$13,302	\$ -10,918	-82%
Total Liabilities	\$2,384	\$13,302	\$ -10,918	-82%
Equity				
3000 Opening Bal Equity	-25,675	-25,747	72	0%
3900 Retained Earnings	204,947	193,095	11,852	6%
Net Income	-11,097	11,020	-22,117	-201%
Total Equity	\$168,175	\$178,368	\$ -10,193	-6%
TOTAL LIABILITIES AND EQUITY	\$170,559	\$191,670	\$ -21,111	-11%

Washington Area Intergroup Association, Inc

PROFIT AND LOSS

January - December 2017

	TOTAL			
	JAN - DEC 2017	JAN - DEC 2016 (PY)	CHANGE	% CHANGE
Income				
4000 Sales of Product Income	192	240	-48	-20%
4010 Services	13	21	-8	-39%
4030 Shipping & Handling	440	680	-240	-35%
4060 Unapplied Cash Payment Income	361	-317	677	214%
4070 Uncategorized Income	99	241	-142	-59%
4090 Interest	246	315	-69	-22%
4100 Banquet	8,076	9,220	-1,144	-12%
4110 Chips	15,727	17,222	-1,495	-9%
4120 Literature	44,916	44,637	279	1%
4130 New Reporter	145	133	13	9%
4140 Where/When	7,850	9,221	-1,371	-15%
4300 Contributions	129,846	128,033	1,813	1%
4400 Sales Tax Rounding Difference	12		12	
Total Income	\$207,923	\$209,646	\$ -1,723	-1%
Cost of Goods Sold				
5000 Cost of Goods Sold	868	5,048	-4,180	-83%
5010 Chips	7,729	7,519	210	3%
5020 Chips - Freight Cost	355	402	-48	-12%
5030 Literature	35,125	19,643	15,482	79%
5040 Literature - Freight Cost		20	-20	-100%
5050 Where/When	7,547	3,413	4,133	121%
Total 5000 Cost of Goods Sold	51,623	36,045	15,579	43%
5060 Inventory Adjustment		12,797	-12,797	-100%
Total Cost of Goods Sold	\$51,623	\$48,842	\$2,781	6%
GROSS PROFIT	\$156,300	\$160,804	\$ -4,504	-3%
Expenses				
6000 Acctg/Audit	21,925	3,650	18,275	501%
6010 Bank Fees	131	21	110	512%
6030 Board Meeting Rent	1,100	1,250	-150	-12%
6040 Committees				
6050 Archives	42	304	-262	-86%
6060 Banquet	10,747	5,425	5,322	98%
6080 CPC	400		400	
6090 H & I		-466	466	100%
6095 Old-Timers	-919		-919	
Total 6090 H & I	-919	-466	-453	-97%
6100 Hospitality		384	-384	-100%
6130 Outreach		233	-233	-100%
6150 Rules		32	-32	-100%
Total 6040 Committees	10,270	5,912	4,358	74%

	TOTAL			
	JAN - DEC 2017	JAN - DEC 2016 (PY)	CHANGE	% CHANGE
6170 Depreciation		797	-797	-100%
6180 Insurance	3,867	2,819	1,048	37%
6190 Merchant Services	592	316	276	87%
6200 Employee Compensation				
6210 Benefits				
6220 Medical	4,586	4,800	-214	-4%
Total 6210 Benefits	4,586	4,800	-214	-4%
6240 Reimbursement				
6241 Annual Intergroup Seminar	484	898	-414	-46%
6242 Cell Phone	960	841	119	14%
6243 Mileage	311	199	112	56%
Total 6240 Reimbursement	1,755	1,938	-183	-9%
Total 6200 Employee Compensation	6,341	6,738	-397	-6%
6260 Payroll Expenses				
6261 Company Contributions				
6262 Retirement	1,416	1,407	9	1%
Total 6261 Company Contributions	1,416	1,407	9	1%
6263 Taxes	5,080	8,058	-2,978	-37%
6264 Wages	62,171	59,620	2,551	4%
Total 6260 Payroll Expenses	68,667	69,085	-418	-1%
6300 Office Expense	450		450	
6305 Internet	935	1,056	-121	-11%
6310 New Equipment	784	476	309	65%
6315 Office Rent	23,700	23,480	220	1%
6320 Office Supplies	3,250	3,205	44	1%
6325 Parking	1,890	2,200	-310	-14%
6330 Postage & Delivery	2,097	2,253	-156	-7%
6335 Repair/Maintenance	4,835	6,495	-1,660	-26%
6340 Telephone	6,046	6,710	-664	-10%
6345 Web Hosting	4,403	8,188	-3,785	-46%
Total 6300 Office Expense	48,389	54,063	-5,674	-10%
6350 Penalties and interest	2,916	1,480	1,436	97%
6370 QuickBooks Payments Fees	2,155	2,816	-661	-23%
6400 Unapplied Cash Bill Payment Expense	0	0	0	
6410 Uncategorized Expense	936		936	
6490 Sales Tax Rounding Difference - Expense	17		17	
Total Expenses	\$167,309	\$148,950	\$18,359	12%
NET OPERATING INCOME	\$ -11,009	\$11,854	\$ -22,864	-193%
Other Expenses				
6420 Other Miscellaneous Expense	90	814	-724	-89%
6430 Unknown writeoff of undeposited funds	-6	20	-26	-130%
Reconciliation Discrepancies-1	3		3	
Total Other Expenses	\$87	\$834	\$ -746	-90%
NET OTHER INCOME	\$ -87	\$ -834	\$746	90%
NET INCOME	\$ -11,097	\$11,020	\$ -22,117	-201%