



**Minutes: Executive Committee and Board of Directors Meetings
Tuesday, February 13, 2018**

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

EXECUTIVE COMMITTEE

Chair (Ralph J.): The meeting was called to order at 7:02 P.M. Still one vacancy for an at-large executive committee member; will announce at meeting tonight.

Office Administrator (Luella T.): January Calls (419): 47 for help, 108 WAIA Business, 45 Literature and Chip Orders, 207 Meeting Information, 5 Public Information, 3 AI-Anon, 4 No Meeting at Location Calls (2 were listed on the same shift with no meeting names listed: probably a recording error; the 3rd was Reston Speakers Meeting which has moved; we were also notified via the website that the meeting moved and so the change was made. The 4th was a Tuesday meeting at Crossroads of Recovery in Laurel). There were 39 walk-ins. Volunteers needed at the desk, 5 slots open: Tuesday 4:00-7:00 P.M., Thursday 1:00-4:00 P.M., Saturday 1:00-4:00 P.M., Saturday 4:00-7:00 P.M. and Saturday 7:00-10:00 P.M. Through 1/31/2018 we received Gratitude box contributions for a total of \$20,530.00. Through the same time last year, we had received a total of \$20,609.00. The March 2018 Board meeting will be moved to the Fellowship Hall, downstairs in The Church in Bethesda. The March issues of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Scott S.): See attached Balance Sheet; the Profit-and-Loss report will be provided quarterly.

Finance (Carlos O.): No Report

Office Committee (Alex M.; office@aa-dc.org): Alex M. convened by teleconference from the Office a "Committee Mission" meeting on January 30. at Office. He reported the following: Stan from the Archives Committee presented a great mission statement, list of purposes and requests for assistance. Their webpage has been updated: <https://aa-dc.org/archives>. These ideas for archives were brought up during the meeting: Link Archives and Rules to craft amendment to get the sign-in sheet archived; also link to registrar to get recent sign-in sheets to Archives. Ben P. attending for the Outreach Committee, discussed recruitment for participation in WAIA, asked for a workshop on the Traditions to be supported by the Board; he will develop that concept further. Ben P. also represented the Rules Committee; he asked for access to the final editable version of the current Bylaws document; the Technology Committee will grant him access to the shared drive for original documents. Teresa R. attended for the Special Needs Committee. She Shared a Mission statement from the toolkit by Area 46 "Good to Go"; her revision thereof will be available online soon. She addressed the following: 1) Raise awareness and build capacity, possibly by compiling a Best Practices for this; 2) Distribute a pamphlet for groups to fill out, that she had found, to see if the site is truly accessible; she will forward a copy to the Technology Committee for reformatting and it will be handed out at next Board meeting and made available online. Alex M. will receive, re-digitize and ask Office Staff to print and bring. and 3) Transportation was discussed with the goal of sidewalk-to-message, getting to the meetings. Most disabled already know about Metro Access buses, etc.; however, a greater outreach regarding help getting to meetings for everyone could be usefully discussed. There was also a brief general discussion about the differences in missions between the CPC/PI and the H&I Committees. More information is needed regarding where the Area/District is doing a great job and where they are falling short. Where can we find a way to carry out our primary purpose? Michael Y (at that time considering becoming Chair for PI/CPC) was not able to attend, but e-mailed a flyer for "AA Outreach" now available here: <https://aa-dc.org/wp-content/uploads/2016/10/Outreach-Flyer-Draft-021417.pdf> There is a workshop held every 2nd Saturday for PI/CPC outreach. Check it out on the website. Finance also submitted a mission/process statement by email - will be available soon. CPC/PI coordination is needed with WAGSA. Alex will bring a proposed relational database plan at the March meeting (centralize compilation of data about meetings)

Old Business: None

New Business: A recommendation from outside the DC area that the phrasing Atheist/Agnostic be replaced by Secular for meeting descriptions on the website. This currently affects only two groups in the DC area and there has been no request from those groups for change. No action was taken or recommended.

General Discussion:

Ralph J.: He suggested adding a "Committee Profiles" section to the monthly meeting to educate Board members. Ralph J., Alex M., Scott S. and Ralph J. are now signatories on the WAIA bank account; the bank required FULL NAME and APPROVED MINUTES to effect that changeover.

Sean: Budget includes support for a "Traditions Workshop" – Sean willing to bring forth a more detailed proposal.

The meeting of the Executive Committee adjourned at 7:48 P.M.

BOARD OF DIRECTORS

OPENING ACTIVITIES

Chair's Remarks (Ralph J.; chair@aa-dc.org): The Chair called the meeting to order at 8:02 P.M.; there was a group recitation of the Serenity Prayer. Liz 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., 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 January 9, 2018 *Minutes* were approved. The Executive Committee is looking at Committee structures and the services they are providing for alcoholics. There will be presentations by Committee Leadership each month to improve understanding and potentially increase participation.

Office Administrator (Luella T.; administrator@aa-dc.org): January Calls (419): 47 for help, 108 WAIA Business, 45 Literature and Chip Orders, 207 Meeting Information, 5 Public Information, 3 AI-Anon, 4 No Meeting at Location Calls (2 were listed on the same shift with no meeting names listed: probably a recording error; the 3rd was Reston Speakers Meeting which has moved; we were also notified via the website that the meeting moved and so the change was made. The 4th was a Tuesday meeting at Crossroads of Recovery in Laurel). There were 39 walk-ins. Volunteers needed at the desk, 5 slots open: Tuesday 4:00-7:00 P.M., Thursday 1:00-4:00 P.M., Saturday 1:00-4:00 P.M., Saturday 4:00-7:00 P.M. and Saturday 7:00-10:00 P.M. Through 1/31/2018 we received Gratitude box contributions for a total of \$20, 530.00. Through the same time last year, we had received a total of \$20, 609.00. The March 2018 Board meeting will be moved to the Fellowship Hall, downstairs in The Church in Bethesda. The March issues 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): See attached Balance Sheet

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

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.

OLD BUSINESS: None

LIAISON REPORTS:

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

The Washington Area General Service Assembly (WAGSA) has convened twice since our last meeting, first on Sunday, January 21 for the annual Winter Assembly and second on Tuesday, February 12 as a special Assembly to complete business unfinished after the Winter Assembly. The major business completed at the Winter Assembly was the approval of the 2018 Budget. Incomplete was final action on the motion to reduce the number of monthly committee meetings. At the special assembly, an amendment to the motion was considered and passed, but the main motion failed. Therefore, WAGSA will continue to meet as a committee on the second Monday for eleven months of the year

Upcoming Dates of Interest:

- February 23-25 (Friday-Sunday): North East Regional AA Service Assembly (NERAASA) (Radisson Hotel, 100 Berlin Road, Cromwell, CT 06416)
- March 12 (Monday; 7:30-9:00 P.M.): WAGSA Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- April 7 (Saturday; 9:30 A.M.-3:30 P.M.): WAGSA Mini Conference (Holy Cross Hospital, 1500 Forest Glen Road, Silver Spring, MD 20910)
- 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 (Dan): No Report

Hispanic Intergroup (TBD): No Report

CORPORATE COMMITTEE REPORTS

Elections Committee (TBD; elections@aa-dc.org): No Report – Chair is vacant – new Chair needed before Summer

Finance Committee (Carlos O.; finance@aa-dc.org): No Report – Additional committee members needed

Office Committee (Alex M.; office@aa-dc.org): Mission Statements of Committees – telephone meeting in January on Corporate/Service/*Ad Hoc* levels of Committees. Revised Mission Statements are now posted on website. Of particular note were Archives and Special Needs. Looking for ways to better interface with WAGSA. Encouraged other Chairs to revise their documentation. There was no monthly meeting of Committee in January. He is seeking a single unified database of meetings – improved use by Office, Outreach, Technology; more details will be presented in March.

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

Technology Committee (Alex M.; website@aa-dc.org): The January usage report is not yet accessible on the website. “Contacts and Contributions” item on website working well. Gala ticket sales working well

SERVICE COMMITTEE REPORTS

Archives Committee (Stan S.; archives@aa-dc.org): Jeff continues to convert WAIA Banquet cassette tapes. Some of these tapes require some effort to overcome tape fidelity problems. 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. The track lighting that we purchased to replace existing poorly functioning elements illuminating the office’s archives display has been installed with pleasing results. Stan made a rough recording transcription of the CD made at the Cosmopolitan Group’s April 1968 Anniversary Celebration. Excerpts from that were refined for use in the 50-years-ago segment of the New Reporter’s “History Corner” - yes, a baseball notable recounting over 75 years-ago! Stan contacted Area 29’s Archives Chair, Mike M. and Bob M - of the Cleveland area, Past Area 54 Delegate and active in the National AA Archives Workshop - to ascertain some facts regarding the recorded speaker - Rollie H. Stan participated in a tele-conference with WAIA Committee Chairs to discuss each of our committee’s mission statements and current goals. Jeff and Stan had earlier in the month hammered out those for the Archives Committee. The February National AA Archives Workshop (NAAAW) Board of Directors’ Meeting scheduled for February 12 has been postponed tentatively until February 26. Stan contacted Perry F. (WAIA Chair-part of 1993) about an oral interview particularly concerning “The WAIA Renewal Day” in May 1993 - 25-years ago this coming May. Stan has begun to evaluate the accommodations offered in our area as potential sites for the 2020 NAAAW. To date we have not been able to secure the requisite NAAAW Bid Chair for this proposed bid by the WAIA Archives Committee. Stan called former GSO Director Harold G. of Annapolis (who interviewed Vy S., wife of Cosmopolitan Group’s Founder, Jim S.) to sound him out on participation in 2020. Stan requested GSO Archives in New York research the month in 1943: 1) that AA published a booklet entitled AA containing Marty M.’s story, “Women Suffer Too,” twelve years before the Big Book’s second edition and; 2) that the Yale Summer School on Alcohol Studies was inaugurated. Unfortunately, New York could not pin down the 1943 date to a month.

Public Information/Cooperation with the Professional Community Committee (Michael Y.; publicinfo@aa-dc.org; cpc@aa-dc.org): Chair Needed – Michael Y. was nominated and approved.

Hospitals and Institutions (H&I) Committee (Dave B.; hni@aa-dc.org): He summarized the Committee functions and promised more details in the first monthly Committee presentation in March. Dave is currently acting alone, so volunteers to serve as coordinators are welcome.

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

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

Outreach Committee (Ben P.; outreach@aa-dc.org): New Board Members should see Ben P. for new member packet.

Special Needs Committee (Teresa R.; specialneeds@aa-dc.org): Motion to change name to "Accessibility" Committee to conform to WAGSA action - Approved. E-mail address will also be changed. Where-and-when "HA" (Handicap Accessible) designation outdated in many cases; composed a one-page survey to update data – also available through website.

OTHER COMMITTEE REPORTS

Gala Committee (Ben P. for 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. 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): A committee of WAGSA. Sale (\$5.00 off) on books and CDs; Calendars 20% off.

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

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

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 BUSINESS: None

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at: 8:55 P.M.

ATTACHMENTS: Balance Sheet

Washington Area Intergroup Association, Inc

BALANCE SHEET

As of January 31, 2018

	TOTAL	
	AS OF JAN 31, 2018	AS OF JAN 31, 2017 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1000 WAIA	39,703	70,036
1005 Certificate of Deposit	0	0
1010 Petty Cash	28	20
1020 WAIA Money Market	127,631	127,384
1030 other Money Market - 55-5972	0	0
Total Bank Accounts	\$167,362	\$197,440
Accounts Receivable		
1100 Accounts Receivable	0	
Total Accounts Receivable	\$0	\$0
Other Current Assets		
1200 Uncleared Funds	4,093	558
1230 Deposits	0	0
1300 Inventory Asset	5,781	5,709
1400 Payroll Corrections	0	0
Total Other Current Assets	\$9,874	\$6,267
Total Current Assets	\$177,236	\$203,707
Fixed Assets		
1700 Accumulated Depreciation	-3,840	-3,840
1800 Furniture and Fixtures	3,987	3,987
Total Fixed Assets	\$147	\$147
TOTAL ASSETS	\$177,383	\$203,854
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
2050 PNC Credit Card	0	0
Total Credit Cards	\$0	\$0
Other Current Liabilities		
2100 Payroll Liabilities	0	0
2120 DC Unemployment Tax	193	90
2130 Federal Taxes (941/944)	1,225	1,185
2140 MD Income Tax	295	281
2150 Simple IRA Co. Match	118	0
2160 Simple IRA Emp.	-118	0
Total 2100 Payroll Liabilities	1,713	1,556
2180 Direct Deposit Payable	0	0
2190 Maryland Withholding	0	0
2195 Virginia taxes withheld	0	0

	TOTAL	
	AS OF JAN 31, 2018	AS OF JAN 31, 2017 (PY)
2200 DC Payable	-10,051	271
2220 Sales Tax Agency Payable	10,744	10,744
2230 Sales Tax Payable	-741	
Total 2220 Sales Tax Agency Payable	10,003	10,744
2400 Other Current Liabilities	0	0
Total Other Current Liabilities	\$1,665	\$12,571
Total Current Liabilities	\$1,665	\$12,571
Total Liabilities	\$1,665	\$12,571
Equity		
3000 Opening Bal Equity	-25,675	-25,747
3900 Retained Earnings	193,850	204,115
Net Income	7,544	12,914
Total Equity	\$175,718	\$191,282
TOTAL LIABILITIES AND EQUITY	\$177,383	\$203,854