



**Minutes: Executive Committee and Board of Directors Meetings
Tuesday, March 13, 2018
[Approved by Board of Directors on April 10, 2018]**

EXECUTIVE COMMITTEE

Chair (Ralph J.): The meeting was called to order at 7:05 P.M. Ralph nominated Sharon F. as a new Member-at-Large of Executive Committee to complete the roster; the appointment was approved by Executive Committee. Scott will be moving from the DC area in the Summer, so a new Treasurer will be needed. The first Committee Profile will be presented tonight by Dave B., Chair of the Hospitals and Institutions Committee. There was discussion of which Committees should present in upcoming months; tentatively, those Committee Profiles will be: Special Needs (April), Outreach (May) and Office (June). Ralph also reminded all that there will be no meeting of the Board in August, but there will be the annual Budget meeting in that time slot.

Office Administrator (Luella T.): February Calls – 396: 44 for help, 79 for WAIA Business, 37 for Literature and Chip Orders, 220 for Meeting Information, 9 for Public Information, 7 for AI-Anon, 3 No Meeting at Location Calls (2 were for the same meeting DC 12x12 - Will have Outreach look into it. The 3rd was Rosedale - The meeting is still going but the person with the key didn't show up). There were 66 walk-ins. Volunteers needed at the desk, 5 slots open: Tuesday 1:00-4:00 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. The April issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Carlos O. for Scott S.): WAIA has engaged Murray, Jonson, White & Associates, Ltd., P.C. to perform a clean up of the WAIA books. Items such as sales account liability accounts and set up of new accounting fee expense accounts; clean up of accounts receivable and payable; un-cleared funds; and resolve issues with un-cleared sales tax payments will be addressed. Funds for this activity are allocated in the budget and will be sufficient to cover the expense. There was also discussion of the need for conducting an audit – need to determine cost; estimate of 2018 – Alex will present a plan on April 10. The monthly Balance Sheet is attached at the end of these *Minutes*.

Finance (Carlos O.): No Report

Office Committee (Alex M.: office@aa-dc.org): Alex reviewed the online website usage table (not yet posted online). Katherine has taken no further action regarding full conversion to the new phone system (currently both Verizon and Vonage both active); Ralph will follow-up.

Old Business: None

New Business: None

General Discussion:

Ben P.: 375 Gala tickets sold to date (Fire Code maximum is 500); 20 "scholarship" tickets available; 209 bought through website. Volunteers needed for service (coffee, room setup/decorations)

The meeting of the Executive Committee adjourned at 7:41 P.M.

BOARD OF DIRECTORS

OPENING ACTIVITIES

Chair's Remarks (Ralph J.: chair@aa-dc.org): The Chair called the meeting to order at 8:03 P.M.; there was a group recitation of the Serenity Prayer. Tom B. 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. He introduced Shaaron F. as new Member at Large of Executive Committee. Members of the Executive Committee self-introduced. Scott S. (Treasurer) will be leaving area in the Summer; recommendations for replacement welcomed. The February 13, 2018 *Minutes* were approved, as amended; the changes, both on the top of page 2, included: in New Business, replacement of “group names” by “meeting descriptions on the website” and in General Discussion, consolidation of the two comments by Ralph J. together.

Office Administrator (Luella T.; administrator@aa-dc.org): February Calls – 396: 44 for help, 79 for WAIA Business, 37 for Literature and Chip Orders, 220 for Meeting Information, 9 for Public Information, 7 for Al-Anon, 3 No Meeting at Location Calls (2 were for the same meeting DC 12x12 - Will have Outreach look into it. The 3rd was Rosedale - The meeting is still going but the person with the key didn't show up). There were 66 walk-ins. Volunteers needed at the desk, 5 slots open: Tuesday 1:00-4:00 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. The April issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Alex M for Scott S.; treasurer@aa-dc.org): WAIA has engaged Murray, Jonson, White & Associates, Ltd., P.C. to perform a clean up of the WAIA books. Items such as sales account liability accounts and set up of new accounting fee expense accounts; clean up of accounts receivable and payable; un-cleared funds; and resolve issues with un-cleared sales tax payments will be addressed. Funds for this activity are allocated in the budget and will be sufficient to cover the expense. There was also discussion of the need for conducting an audit – need to determine cost; estimate of 2018 – Alex will present a plan on April 10. The monthly Balance Sheet is attached at the end of these *Minutes*.

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: 27 Voting Representatives, 1 Voting Alternate, 2 Non-Voting Alternates and 0 Visitors/Guests, for a total eligible voter count: 28.

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) convened as the monthly informational committee on Monday, March 12, 2018. The Chair, the Alternate Delegate and the Delegate reported on their recent attendance at the North East Regional AA Service Assembly (NERAASA) and the North East Regional Delegates (NERD) Conference; the 2019 NERAASA will be hosted by Area 29 in Hunt Valley, MD. The General Service Office (GSO) in New York will soon be releasing for broad user testing a set of four apps to more effectively carry the message. Preparations are in full swing for the annual Mini Conference to advise the Delegate of Area consensus on several of the agenda items to be discussed at the annual General Service Conference. The litigation regarding the printer's proof copy of the original Big Book has been discontinued.

Upcoming Dates of Interest:

- 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 9 (Monday; 7:30-9:00 P.M.): WAGSA Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- April 22-28 (Sunday-Saturday): General Service Conference (GSC) of Alcoholics Anonymous (New York, NY)
- May 25-27 (Friday-Sunday): Eastern Area Convention of Young People in AA (EACYPAA) XVI (Washington Hilton, 1919 Connecticut Avenue N.W., Washington, DC 20009)
- June 16 (Saturday; 9:30 A.M.-2:30 P.M.): WAGSA Delegate's Report Back (Holy Cross Hospital, 1500 Forest Glen Road, Silver Spring, MD 20910)
- August 30-September 2 (Thursday-Sunday): 60th International Conference of Young People in AA (ICYPAA) (Hilton Baltimore, 401 West Pratt Street, Baltimore MD 21201)
- November 18 (Sunday; 8:00 A.M.-Noon): 32nd Annual Gratitude Breakfast (College Park Marriott Hotel and Conference Center 3501 University Boulevard East, Hyattsville, Maryland 20783)

Northern Virginia Intergroup (Dan G.): No Report

Hispanic Intergroup (TBD): No Report

CORPORATE COMMITTEE REPORTS

Elections Committee (TBD; elections@aa-dc.org): Chairmanship of this Committee is currently vacant; a new Chair will be needed before Summer; must be a Board Member, not running for office.

Finance Committee (Carlos O.; finance@aa-dc.org): Additional Committee members are needed. The August meeting, to be held in place of the monthly Board meeting, will be devoted to the 2019 Budget formulation.

Office Committee (Alex M.; office@aa-dc.org): There was no meeting of the Committee in the past month. The new phone system is installed (concurrent with the old system); training is needed for those who regularly use the office phones. The planned database inventory is currently on hold.

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

Technology Committee (Alex M.; website@aa-dc.org): Site usage report was discussed. Software for link to bank purchased for another year. The Archives and Special Needs Committees have updated their webpages.

SERVICE COMMITTEE REPORTS

Archives Committee (Stan S.; archives@aa-dc.org): We sadly report that WAIA BOD's entitled Archivist Emeritus Marvin L. passed on to the Big Meeting in the Sky on March 6, 2018. Jeff awaits collection of new copies of WAIA Banquet cassette tapes. In the meantime, Jeff is converting Old-timer Meeting tapes, two this month. 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. Stan S. called Anne B., (daughter of 1952 WAIA Chair William B.), Area 29 Archives Chair Mike M., and the William B. era Silver Spring Group member's Grandson Victor B. as a prelude to a meeting with the Archives Committee to discuss possible accession of Silver Spring group and WAIA archival material at our repository at 4530 Connecticut. In answer to a request for a recording of Mark L. in the mid-90s, Stan called DeWayne B. to see if he knew of any such recording; Stan could locate none in the WAIA archives. A recording was available which was made at the Stepping Stones Club in Alexandria in 1994. To date, we have not confirmed Stepping Stones has any available for purchase. It is in WAIA's Archives without the authority to distribute. Stan requested that WAGSA Registrar Eric register Stan as Chair of the WAIA Archives Committee, so we would be in the communications loop for GSO Archives. GSO Archives could not supply our archives with the month in 1943 that the pamphlet we have entitled "AA" was published and advised that we contact Rutgers to secure the month that the Yale Summer School on Alcoholic Studies was inaugurated.

Public Information/Cooperation with the Professional Community Committee (Michael Y.; publicinfo@aa-dc.org; cpc@aa-dc.org): Michael reported that he has received materials from Pat G. (previous Chair). Additionally, he is exploring the possibilities for working more synchronously with WAGSA.

Hospitals and Institutions (H&I) Committee (Dave B.; hni@aa-dc.org): The content of the Committee Profile presented by Dave B. is attached at the end of these Minutes. In addition, Dave. cited the following as goals for the upcoming future: Fyi, here's the list of future activities I mentioned:

- Reconstitute H&I committee (mostly done!)
- Vet and update H&I meeting list (in process)
- Revamp H&I web page (work w/ Alex)
- Revamp H&I newsletter
- Convert meeting list from Google doc to database (work w/ Alex)
- Create H&I "Where & When"
- Recruit and train new H&I committee chair

Finally, Dave would like to phase out as Chair after more than five years.

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): No Report

Special Needs Committee (Alex M. for Teresa R.; accessibility@aa-dc.org): Their report has been posted on the website. The Committee has been renamed: Accessibility Committee.

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. 375 Gala tickets sold to date (Fire Code maximum is 500); 20 “scholarship” tickets available; 209 bought through website. Volunteers needed for service (coffee, room setup/decorations).

Grapevine (Carlos D.; grapevine@area13aa.org; 202/607-3087): Final year as Committee members – need replacements

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: 9:09 P.M.

ATTACHMENTS (2): Balance Sheet; Hospitals and Institutions Committee Profile

Washington Area Intergroup Association, Inc

BALANCE SHEET

As of February 28, 2018

	TOTAL	
	AS OF FEB 28, 2018	AS OF FEB 28, 2017 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1000 WAIA	41,560.41	63,717.35
1005 Certificate of Deposit	0.00	0.00
1010 Petty Cash	28.11	20.00
1020 WAIA Money Market	127,650.47	127,397.44
1030 other Money Market - 55-5972	0.00	0.00
Total Bank Accounts	\$169,238.99	\$191,134.79
Accounts Receivable		
1100 Accounts Receivable	0.00	
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1200 Uncleared Funds	1,970.90	758.99
1230 Deposits	0.00	0.00
1300 Inventory Asset	5,780.76	5,708.76
1400 Payroll Corrections	0.00	0.00
Total Other Current Assets	\$7,751.66	\$6,467.75
Total Current Assets	\$176,990.65	\$197,602.54
Fixed Assets		
1700 Accumulated Depreciation	-3,840.00	-3,840.00
1800 Furniture and Fixtures	3,987.18	3,987.18
Total Fixed Assets	\$147.18	\$147.18
TOTAL ASSETS	\$177,137.83	\$197,749.72
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
2050 PNC Credit Card	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
2120 DC Unemployment Tax	284.68	181.36
2130 Federal Taxes (941/944)	1,127.91	1,191.74
2140 MD Income Tax	582.46	564.93
2150 Simple IRA Co. Match	117.99	0.00
2160 Simple IRA Emp.	-117.99	0.00
Total 2100 Payroll Liabilities	1,995.05	1,938.03
2180 Direct Deposit Payable	0.00	0.00
2190 Maryland Withholding	0.00	0.00
2195 Virginia taxes withheld	0.00	0.00

	TOTAL	
	AS OF FEB 28, 2018	AS OF FEB 28, 2017 (PY)
2200 DC Payable	-10,063.52	587.91
2220 Sales Tax Agency Payable	10,744.34	10,744.34
2230 Sales Tax Payable	-740.98	
Total 2220 Sales Tax Agency Payable	10,003.36	10,744.34
2400 Other Current Liabilities	0.00	0.00
Total Other Current Liabilities	\$1,934.89	\$13,270.28
Total Current Liabilities	\$1,934.89	\$13,270.28
Total Liabilities	\$1,934.89	\$13,270.28
Equity		
3000 Opening Bal Equity	-25,675.24	-25,747.24
3900 Retained Earnings	193,849.96	204,115.37
Net Income	7,028.22	6,111.31
Total Equity	\$175,202.94	\$184,479.44
TOTAL LIABILITIES AND EQUITY	\$177,137.83	\$197,749.72

H&I REPORT FOR WAIA BOARD

Tuesday, March 13, 2018

H&I MISSION

The WAIA Hospitals and Institutions Committee (H&I) serves to coordinate with local area hospitals and institutions to ensure that the hand of AA is always available when needed.

H&I ACTIVITIES

- Communicate with hospitals and institutions (including shelters, halfway houses, rehabs, and jails) to assess how WAIA can help further their mission,
- Locate AA groups that are able to bring meetings in to requesting hospitals and institutions,
- Help local AA groups find opportunities for their members to get involved in 12th step work with area hospitals and institutions, and
- Provide groups with literature for hospitals and institutions. We provide soft-cover Big Books and pamphlets. We also have a box of donated literature that AA groups can help themselves to at the WAIA office. Funds for H&I literature are collected via donations at the Annual Older Timers Meeting held each November.

CURRENT H&I MEETINGS

Washington, DC (~68 meetings)

Adam's Place Men's Shelter (NE)
Central Union Mission (NW)
Clean and Sober Rehab (NW)
DC Dept Correction RSAT Unit (SE)
Efforts Half-Way House (NW)
Father McKennis Center (NW)
Medstar Georgetown University Hosp (NW)
Greater Southeast Community Hospital (SE)
Harriet Tubman Woman's Shelter (SE)
Hope Apartments (SE)
Howard University Hospital (NW)
Leland House (NW)
Nativity Women's Shelter (NW)
New York Avenue Men's Shelter (NE)
Salvation Army – Harbor Lights (NE)
Samaritan Inns (NW)
Scott Harper House (NW)
Second Genesis (NW)
Seton House Psychiatric (NE)
St. Elizabeth's Allison Bldg (SE)
Transitional Recovery Rehab (SE)
VA Medical Center (NW)
VETS Center (NW)

Montgomery County, MD (~48 meetings)

Avery House (Rockville)
Avery Road Combined Care (Rockville)
Avery Road Treatment Center (Rockville)
Chase Partnership House (Rockville)
Dorothy Day Place (Rockville)
Journeys (Rockville)
Lawrence Court (Rockville)
Montgomery County Correctional Facility (MCCF) (Clarksburg)
Montgomery County Coalition for Homeless (Rockville)
Medstar Montgomery Medical Center (Olney)
Potomac Valley Nursing Home (Rockville)
Pre-Release Center (Rockville)
Suburban Hospital (Bethesda)
Washington Adventist Hosp (Takoma Park)
Walter Reed (Bethesda)

PG County, MD (~13 meetings)

Children & Parents Program (Capitol Heights)
Hope House Treatment Center (Laurel)
IAFF Center (Marlboro)

Laurel Hospital (Laurel)
PG County Health Dept (Laurel)
Salvation Army ARC (Hyattsville)
Thomas J S Water Center (Laurel)
Upper Marlboro Jail (Upper Marlboro)

MONTHLY NEWSLETTER

The H&I Newsletter appears each month in the Digital New Reporter. It describes what we do and lists hospitals and institutions that are currently seeking AA groups or sets of individuals to commit to leading H&I meetings at these facilities.

FOR MORE INFORMATION

Email: hni@aa-dc.org

David B, 301-943-3802

We are happy to speak to groups (upon request) to talk about the committee's mission, service, and opportunities for groups to get involved.

H&I COMMITTEE

David B - Chair and Meeting List
Kerry C - Newsletter
OPEN - DC Coordinator
Chrissy M - MoCo Women's Coordinator
Sean C - MoCo Men's Coordinator
Eryn C - PG Co Coordinator

Sherri N - Avery Road
Gary G - MCCF - JAS Men's
Nancy W - MCCF - JAS Women's
Roy D - MCCF - GenPop
Blair J - MCCF - GenPop

WAIA H&I Newsletter: February 2018

What We Do

The WAIA Hospitals and Institutions Committee (H&I) serves to coordinate with local area hospitals and institutions to ensure that the hand of AA is always available when needed. Specifically, we:

1. Communicate with hospitals and institutions to assess whether there are any ways that WAIA can help further their mission,
2. Locate AA groups that are able to bring meetings in to requesting hospitals and institutions,
3. Help local AA groups find opportunities for their members to get involved in 12th step work with area hospitals and institutions, and
4. Provide groups with literature for hospitals and institutions. We provide soft-cover Big Books and pamphlets. We also have a box of donated literature that AA groups can help themselves to at the WAIA office.

News

We are happy to speak to groups (upon request) to talk about the committee's mission, service, and opportunities for groups to get involved. Please email us if you'd like a representative from the H&I committee to come talk to your group.

We are looking for volunteers to help coordinate H&I meetings in the District of Columbia, Montgomery County, and Prince George's County.

Open Area Meetings: Looking for Groups or Individuals to Be of Service!

We are looking for AA groups that can commit to bringing meetings to these institutions. Where days or times are missing, the institution is open to scheduling at a time that works for the AA group. Interested groups can contact us at: hni@aa-dc.org.

District of Columbia

- DC Dept. Corrections Central Detention Facility, SE; days and times flexible, requires background check, drug test, and TB test
- DC Dept. of Youth Rehabilitation Services (DYRS) Youth Services Center, NE; Every other Tuesday 6pm
- Greater Southeast Community Hospital, SE; days and times TBD
- Leland House, North Capitol St NW; day and time TBD
- Transitional Recovery Program (Men's Rehab), SE; Saturdays 8pm
- VA Hospital, Substance Abuse Recovery Program, NW; Mondays 11am

Montgomery County

- Avery Road Treatment Center, Rockville; 3rd Sunday, 8pm (men only)
- Montgomery County Correctional Facility (MCCF) General Population, Clarksburg; 5th Tuesday 7:30pm
- Groups and individuals for the MCCF Men's JAS program, Clarksburg; one or more sessions per month, MWF 7:30pm. Regulars require application and orientation; guests can go with regulars with just application.
- Shady Grove Nursing Home, Rockville; day and time TBD

Prince George's County

- IAFF Center of Excellence, Upper Marlboro; Weeknights, 7pm
- St. Thomas Moore Nursing Home, Hyattsville; Weeknights 7pm
- Vesta Mental Health Services, Forestville, Tue-Fri, 11am, 1-2 times per month