



**Minutes: Executive Committee and Board of Directors Meetings  
Tuesday, April 10, 2018  
[Approved by Board of Directors on May 8, 2018]**

**EXECUTIVE COMMITTEE**

Chair (Ralph J.): The meeting was called to order at 7:00 P.M. He provided an agenda of items for discussion by the Executive Committee (see General Discussion items).

Office Administrator (Luella T.): March Calls: Total of 447 – 31 for help, 140 for WAIA Business, 38 for Literature and Chip Orders, 215 for Meeting Information, 15 for Public Information, 5 for Al-Anon, 3 “No Meeting at Location” Calls [2 were unidentified; the other, Glenarden Tuesday night, is no longer meeting and has been deleted from the Website (the Thursday night Glenarden meeting is still going)]. There were 48 walk-ins. Volunteers needed at the desk, 6 slots open: Tuesday 1:00-4:00 P.M., Wednesday 10:00 A.M.-1:00 P.M., Thursday 1:00-4:00 P.M., Friday 4:00-7:00 P.M., Friday 7:00-10:00 P.M. and Saturday 7:00-10:00 P.M. The May issue of the *New Reporter* and the *digital.New.Reporter* will go out by Monday 4/23/18.

Treasurer (Scott S.): Audit plans: Accountant pointed out the appearance of conflict if they perform this operation. WAIA has not had a Full Audit in ten years. QuickBooks performs “Review Audit” continuously. Ralph J. will confer with Scott S., Arno S. and Carlos O. regarding further plans to report in May. See attached Balance sheet and Profit/Loss report

Finance (Carlos O.): Carlos O. will present the Profile of the Finance Committee to the Board tonight.

Office Committee (Alex M.; office@aa-dc.org): Vonage phone system – Katherine R. is still working on the details of implementation. April 23 will be the decision date for going forward with Vonage alone (*i.e.*, terminate Verizon by end of May).

Old Business: None

New Business: None

General Discussion:

Ben P.: Gala – 330 attendees (344 tickets sold) \$14,045 collected; \$13,400 expenses

Luella T.: 1) Executive Committee roster – will be revised to remove home addresses before distribution to entire Board; 2) Committee Chair roster – will be distributed this evening; website version will have name with last initial, no phone number, mission statement for Committee, aa-dc.org email address; 3) Meeting-in-the-Pocket book – distributed Boston Intergroup version; asked whether a DC version would be a worthwhile undertaking; a subcommittee reporting to Clo'via C. will gather appropriate information to make a coherent motion in May

Ralph J.: 1) He had received a letter of inquiry about “Umbrella” insurance coverage for those groups being asked to provide it individually. WAIA cannot assume this responsibility; no motion tonight; Luella T. will respond to the letter on behalf of the Executive Committee; 2) Arno S. as candidate for Assistant Treasurer (to become Treasurer when Scott S. departs in the Summer); appointment approved by Executive Committee

Alex: Technology – looking for several people to review content of monthly website reports and possibly redesign/reformat the content.

The meeting of the Executive Committee adjourned at 7:42 P.M.

**BOARD OF DIRECTORS**

**OPENING ACTIVITIES**

Chair's Remarks (Ralph J.; chair@aa-dc.org): The Chair called the meeting to order at 8:00 P.M.; there was a group recitation of the Serenity Prayer. Jim S. 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 March 13, 2018 *Minutes* were approved.

Office Administrator (Luella T.; administrator@aa-dc.org): March Calls: Total of 447 – 31 for help, 140 for WAIA Business, 38 for Literature and Chip Orders, 215 for Meeting Information, 15 for Public Information, 5 for AI-Anon, 3 “No Meeting at Location” Calls [2 were unidentified; the other, Glenarden Tuesday night, is no longer meeting and has been deleted from the Website (the Thursday night Glenarden meeting is still going)]. There were 48 walk-ins. Volunteers needed at the desk, 6 slots open: Tuesday 1:00-4:00 P.M., Wednesday 10:00 A.M.-1:00 P.M., Thursday 1:00-4:00 P.M., Friday 4:00-7:00 P.M., Friday 7:00-10:00 P.M. and Saturday 7:00-10:00 P.M. The May issue of the *New Reporter* and the *digital.New.Reporter* will go out by Monday 4/23/18. Ralph J. pointed out the list compiled by Luella of Committee Chairs and the absence of a Chair for the Elections Committee.

Treasurer (Alex M for Scott S.; treasurer@aa-dc.org): Ralph J. announced the approval by the Executive Committee of Arno S. for Assistant Treasurer. See attached Balance sheet and Profit/Loss report.

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:

23 Voting Representatives,  
1 Voting Alternate,  
1 Non-Voting Alternates and  
0 Visitors/Guests,  
for a total eligible voter count: 24

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 twice in the past month, first as the 45th Annual Mini-Assembly on Saturday, April 7 and again as the monthly informational committee on Monday, April 9. At the Mini-Conference, four of the Agenda Items to be considered at the upcoming annual General Service Conference were discussed in depth and a consensus recommendation was provided to the Area 13 Delegate, based upon those discussions. At the Committee meeting, the Delegate explained the processes involved in the upcoming deliberations of the annual General Service Conference. The Archives Committee provided a background history of the Mini-Conference in Area 13. An Ad Hoc Committee on improving the monthly Committee meetings presented a set of recommendations. There was some discussion regarding a proposed Area 13 Newsletter and a motion to that effect will be placed on the agenda of the next Assembly meeting.

Upcoming Dates of Interest:

- April 22-28 (Sunday-Saturday): General Service Conference (GSC) of Alcoholics Anonymous (New York, NY)
- May 14 (Monday; 7:30-9:00 P.M.): WAGSA Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- May 25-27 (Friday-Sunday): Eastern Area Convention of Young People in AA (EACYCAA) XVI (Washington Hilton, 1919 Connecticut Avenue N.W., Washington, DC 20009)
- June 2 (Saturday): Trip to Stepping Stones National Historic Landmark, as organized by Archives Committee (62 Oak Road, Katonah, NY 10536)
- 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 (ICYCAA) (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): Chair needed

Finance Committee (Carlos O.; finance@aa-dc.org): Carlos presented the following Profile of the Finance Committee:

What we do: This committee prepares the annual budget. A budget helps the executive committee track progress toward goals. It helps us know if we are performing well or lagging behind expectations.

Timing: The budget meeting occurs in August/September. This replaces the monthly WAIA meeting in August.

Building a Budget (How it Works):

1. Analyze actual expenses over a period of time to get a starting point;
2. Identify planned revenues and expenditures requirements (*i.e.*, purchase of new equipment or perhaps contributions to WAIA are expected to increase for some reason);
3. A group of people will review and question the contents of the budget.
4. Budget is revised as result of this feedback and the budget is finalized upon approval of the Executive Committee.

Opportunities to Volunteer: We are looking for volunteers to attend the annual budget meeting and ideally bring questions to help us build a better budget, although you can just show up and ask good questions. This is part of #3 above. If you are interested in helping with #3 or any other item on the above list, contact Carlos at finance@aa-dc.org

Why it matters: Having a good budget helps us ensure that we can provide the best service to those we serve.

Office Committee (Alex M. for Katherine R.; office@aa-dc.org): Vonage phone system has been installed to replace Verizon. Technical and training issues complicated implementation. Katherine has set a transition date of April 23.

Nightwatch training is particularly important. Those with technical capabilities are encouraged to provide input.

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

Technology Committee (Alex M.; website@aa-dc.org): Still looking at the possibility of setting up a database of meetings to compile information regarding individual meetings. Audit: looking for a request for bidding on a Full Audit. Online sales – technologically savvy person needed to catalogue a mechanism of literature sales. Committee Outreach – new mission statements for all Committees – will be posted to website. The WAIA Privacy Policy is posted on the website under Technology. Alex solicited volunteers to explore requirements for publishing an AA-in-the-Pocket pamphlet; Clo'via will coordinate.

## **SERVICE COMMITTEE REPORTS**

Accessibility (formerly: Special Needs) Committee (Teresa R.; accessibility@aa-dc.org): No Report

Archives Committee (Stan S.; archives@aa-dc.org): Jeff awaits collection of new copies of WAIA Banquet cassette tapes. In the meantime, Jeff is converting five Old-timer Meeting tapes - the month of March. 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.

Anne B., (daughter of 1952 WAIA Chair William B.) called advising her absence until mid-April hence her meeting of Area 29 Archives Chair Mike M., and Victor B., the Grandson of a William-B.-era Silver Spring Group member, with the Archive Committee to discuss possible accession of Silver Spring group and WAIA archival material at our repository at 4530 Connecticut is pushed ahead. WAGSA Registrar Eric advised Stan to complete GSR form to become registered as chair of the WAIA Archives Committee so we would be in the communication's loop for GSO Archives. Prepared and occupied display for the GALA. Many Thanks to Ben for transporting our display case to and from the Banquet. Stan provided WAGSA Archive Committee Chair (1) with copies of pages from the 1974 WAIA Reporter on the First Mini-Conference and (2) with a copy of our EXCEL Locator file for our repository.

Public Information/Cooperation with the Professional Community Committee (Michael Y.; publicinfo@aa-dc.org; cpc@aa-dc.org): Cooperating with WAGSA to cover NATCON (National Conference on Behavioral Health). Needs volunteers for several upcoming events. Working with Area 1 District 2 for distributing AA pamphlets and bookmarks for display and availability in Libraries and other public sites.

Hospitals and Institutions (H&I) Committee (Sean C. for Dave B.; hni@aa-dc.org): The H&I Committee is a set of volunteers who help facilitate brings H&I meetings into hospitals, institutions, jails, and other facilities where the patients and others in need can't get out, so we bring meetings into them! Our monthly newsletter is published in the WAIA Digital New Reporter and lists facilities currently seeking meetings. We're looking for AA groups or sets of individuals to bring H&I meetings into these facilities. New this month, Washington Adventist Hospital in Takoma Park has requested additional H&I meetings on various nights of the week. We continue to seek volunteers to join the H&I Committee to help coordinate

H&I meetings in the District of Columbia. To volunteer or request additional information, please send email to hni@aa-dc.org.

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): Encouraged new Board members to pick up information packet.

### **OTHER COMMITTEE REPORTS**

Gala Committee (for Mike L., gala@aa-dc.org; 240/595-3457): 344 tickets were sold (ca. 80% through website); 334 attended; \$500 surplus; nevertheless, the event appears on the financial sheet as over budget because it was originally budgeted for only 250 attendees. Alex M. recommended a survey for future planning; he also moved to table the earlier "failsafe" budgeting motion regarding the Gala in future years until final figures are available in the next month.

Grapevine (Carlos D.; grapevine@area13aa.org; 202/607-3087): 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 Reporter Committee (Tony F.; newreporter@aa-dc.org): No Report

Old Timers Committee (Rachel W.; oldtimers@aa-dc.org): The 40<sup>th</sup> Annual Old Timer's Gratitude Meeting will be held on Friday, November 9 from 7:00-9:30 P.M. at the Oakdale Church, 3425 Church Road, Olney, MD 20832

**NEW BUSINESS:** None

### **ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE**

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

**ATTACHMENTS (2):** Balance sheet and Profit/Loss report

# Washington Area Intergroup Association, Inc

## PROFIT AND LOSS

January - March, 2018

	TOTAL	
	JAN - MAR, 2018	JAN - MAR, 2017 (PY)
<b>Income</b>		
4000 Sales of Product Income	236.70	
4030 Shipping & Handling	120.95	99.85
4060 Unapplied Cash Payment Income	8.67	0.00
4090 Interest	63.64	55.25
4100 Banquet	13,777.49	2,665.00
4110 Chips	5,020.75	4,390.75
4120 Literature	11,951.70	11,508.40
4130 New Reporter	28.00	21.50
4140 Where/When	1,485.00	1,596.00
4300 Contributions	33,330.47	41,482.59
4400 Sales Tax Rounding Difference	0.03	
<b>Total Income</b>	<b>\$66,023.40</b>	<b>\$61,819.34</b>
<b>Cost of Goods Sold</b>		
5000 Cost of Goods Sold		820.00
5010 Chips	1,623.19	1,934.19
5020 Chips - Freight Cost	81.00	95.75
5030 Literature	6,819.40	7,349.55
<b>Total 5000 Cost of Goods Sold</b>	<b>8,523.59</b>	<b>10,199.49</b>
<b>Total Cost of Goods Sold</b>	<b>\$8,523.59</b>	<b>\$10,199.49</b>
<b>GROSS PROFIT</b>	<b>\$57,499.81</b>	<b>\$51,619.85</b>
<b>Expenses</b>		
6000 Acctg/Audit	835.00	7,500.00
6010 Bank Fees	30.00	0.87
6030 Board Meeting Rent	300.00	200.00
6040 Committees		
6050 Archives	84.77	
6060 Banquet	11,068.44	2,575.00
<b>Total 6040 Committees</b>	<b>11,153.21</b>	<b>2,575.00</b>
6180 Insurance	3,434.00	2,765.00
6190 Merchant Services	603.14	
6200 Employee Compensation		
6210 Benefits		
6220 Medical	760.88	528.25
<b>Total 6210 Benefits</b>	<b>760.88</b>	<b>528.25</b>
6240 Reimbursement		
6242 Cell Phone	240.00	160.00
6243 Mileage	78.24	56.10
<b>Total 6240 Reimbursement</b>	<b>318.24</b>	<b>216.10</b>
<b>Total 6200 Employee Compensation</b>	<b>1,079.12</b>	<b>744.35</b>
6260 Payroll Expenses		

	TOTAL	
	JAN - MAR, 2018	JAN - MAR, 2017 (PY)
6261 Company Contributions		
6262 Retirement	359.28	353.97
<b>Total 6261 Company Contributions</b>	<b>359.28</b>	<b>353.97</b>
6263 Taxes	1,407.79	1,382.98
6264 Wages	15,464.07	15,167.76
<b>Total 6260 Payroll Expenses</b>	<b>17,231.14</b>	<b>16,904.71</b>
6300 Office Expense		
6305 Internet	263.97	169.98
6315 Office Rent	5,917.00	6,030.00
6320 Office Supplies	534.62	928.30
6325 Parking	855.00	420.00
6330 Postage & Delivery	447.97	247.97
6335 Repair/Maintenance	1,086.00	773.14
6340 Telephone	2,099.63	860.16
6345 Web Hosting	445.50	472.47
<b>Total 6300 Office Expense</b>	<b>11,649.69</b>	<b>9,902.02</b>
6370 QuickBooks Payments Fees	10.61	756.56
6400 Unapplied Cash Bill Payment Expense	2,414.75	0.00
6490 Sales Tax Rounding Difference - Expense	0.01	
<b>Total Expenses</b>	<b>\$48,740.67</b>	<b>\$41,348.51</b>
NET OPERATING INCOME	<b>\$8,759.14</b>	<b>\$10,271.34</b>
Other Expenses		
6420 Other Miscellaneous Expense		90.00
6600 Business Licences and Fees	80.00	
Reconciliation Discrepancies-1		3.38
<b>Total Other Expenses</b>	<b>\$80.00</b>	<b>\$93.38</b>
NET OTHER INCOME	<b>\$ -80.00</b>	<b>\$ -93.38</b>
NET INCOME	<b>\$8,679.14</b>	<b>\$10,177.96</b>

# Washington Area Intergroup Association, Inc

## BALANCE SHEET

As of March 31, 2018

	TOTAL	
	AS OF MAR 31, 2018	AS OF MAR 31, 2017 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1000 WAIA	43,390.67	68,860.33
1005 Certificate of Deposit	0.00	0.00
1010 Petty Cash	95.63	20.00
1020 WAIA Money Market	127,671.46	127,417.09
1030 other Money Market - 55-5972	0.00	0.00
<b>Total Bank Accounts</b>	<b>\$171,157.76</b>	<b>\$196,297.42</b>
Accounts Receivable		
1100 Accounts Receivable	0.00	
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets		
1200 Uncleared Funds	2,289.83	325.57
1230 Deposits	0.00	0.00
1300 Inventory Asset	5,780.76	5,780.76
1400 Payroll Corrections	0.00	0.00
<b>Total Other Current Assets</b>	<b>\$8,070.59</b>	<b>\$6,106.33</b>
<b>Total Current Assets</b>	<b>\$179,228.35</b>	<b>\$202,403.75</b>
Fixed Assets		
1700 Accumulated Depreciation	-3,840.00	-3,840.00
1800 Furniture and Fixtures	3,987.18	3,987.18
<b>Total Fixed Assets</b>	<b>\$147.18</b>	<b>\$147.18</b>
<b>TOTAL ASSETS</b>	<b>\$179,375.53</b>	<b>\$202,550.93</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Credit Cards		
2050 PNC Credit Card	0.00	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
2120 DC Unemployment Tax	324.08	282.70
2130 Federal Taxes (941/944)	1,337.35	1,202.02
2140 MD Income Tax	874.88	851.74
2150 Simple IRA Co. Match	117.99	0.00
2160 Simple IRA Emp.	-117.99	0.00
<b>Total 2100 Payroll Liabilities</b>	<b>2,536.31</b>	<b>2,336.46</b>
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 MAR 31, 2018	AS OF MAR 31, 2017 (PY)
2200 DC Payable	-10,018.00	852.04
2220 Sales Tax Agency Payable	10,744.34	10,744.34
2230 Sales Tax Payable	-740.98	
<b>Total 2220 Sales Tax Agency Payable</b>	<b>10,003.36</b>	<b>10,744.34</b>
2400 Other Current Liabilities	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$2,521.67</b>	<b>\$13,932.84</b>
<b>Total Current Liabilities</b>	<b>\$2,521.67</b>	<b>\$13,932.84</b>
<b>Total Liabilities</b>	<b>\$2,521.67</b>	<b>\$13,932.84</b>
Equity		
3000 Opening Bal Equity	-25,675.24	-25,675.24
3900 Retained Earnings	193,849.96	204,115.37
Net Income	8,679.14	10,177.96
<b>Total Equity</b>	<b>\$176,853.86</b>	<b>\$188,618.09</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$179,375.53</b>	<b>\$202,550.93</b>