



**Minutes: Executive Committee and Board of Directors Meetings
Tuesday, May 8, 2018
[Approved by Board of Directors on June 12, 2018]**

EXECUTIVE COMMITTEE

Chair (Ralph J.): The meeting was called to order at 7:00 P.M.

Office Administrator (Luella T.): April Calls: total – 382: 26 for help, 74 for WAIA Business, 32 for Literature and Chip Orders, 234 for Meeting Information, 7 for Public Information, 2 for Al-Anon, 2 reporting No Meeting at Location - 1 for Crossroads of Recovery (No one showed up to open the door) and 2 for Takoma Park Necessity (Friday night meeting is still going. Door may have been locked). There were 49 walk-ins. Volunteers are needed at the desk, 8 slots open: Tuesday 10:00 A.M-1:00 P.M., Tuesday 7:00-10:00 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 1:00-4:00 P.M. 4:00-7:00 P.M. and 7:00-10:00 P.M. The June issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Arno S. for Scott S.): See attached Balance Sheet and Profit/Loss Report

Finance (Carlos O.): No Report

Office Committee (Alex M.; office@aa-dc.org): The Office Committee met on May 7. An instruction manual/user guide had been composed for Vonage use by Desk volunteers, but it has not yet been tested "live." No action taken yet to cut off Verizon service and move entirely to Vonage.

Old Business: None

New Business: None

General Discussion:

Alex M.: a) He suggested the need for separate monthly reports on current DC Sales tax payments; Luella T. will coordinate with Scott S., Arno S. and Carlos O. She reported that WAIA is current on all taxes; b) Executive Committee members do not have individual aa-dc.org E-mail accounts (like Committee Chairs); Google has a free topical discussion feature, "Google Suite," for businesses which has both common/group features and individual/personal usage.

Ralph J.: He reinforced the need for a recommendation from the Treasurer and the accountant regarding which type of audit needs to be conducted; this will be an action item for June meeting.

Sean C.: He had been successful in removing WAIA from online donations through a Facebook service he had discovered; the rationale for removal is that this violates the "outside contributions" cited in Tradition Seven.

Luella T.: There has been a surplus of the monthly cash collections from Board members; an Executive Committee subcommittee under Clo'via C. was authorized to recommend the best use of those funds to the benefit the Board overall.

The meeting of the Executive Committee adjourned at 7:50 P.M.

BOARD OF DIRECTORS

OPENING ACTIVITIES

Chair's Remarks (Ralph J.; chair@aa-dc.org): The Chair called the meeting to order at 8:01 P.M.; there was a group recitation of the Serenity Prayer. Tamara 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 April 10, 2018 *Minutes* were approved as corrected: There were two corrections to the General Discussion section of the Executive Committee meeting; in the comments by Luella T., the third point, regarding the Meeting-in-the-Pocket pamphlet should end, "undertaking a subcommittee reporting to Clo'via C. will gather appropriate information to make a coherent motion in May."; in the comments by Ralph J., first point, regarding insurance coverage should end, "Ralph J. will respond to the letter on behalf of the Executive Committee."

Office Administrator (Luella T.; administrator@aa-dc.org): April Calls: total – 382: 26 for help, 74 for WAIA Business, 32 for Literature and Chip Orders, 234 for Meeting Information, 7 for Public Information, 2 for Al-Anon, 2 reporting No Meeting at Location - 1 for Crossroads of Recovery (No one showed up to open the door) and 2 for Takoma Park Necessity (Friday night meeting is still going. Door may have been locked). There were 49 walk-ins. Volunteers are needed at the desk, 8 slots open: Tuesday 10:00 A.M.-1:00 P.M., Tuesday 7:00-10:00 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 1:00-4:00 P.M. 4:00-7:00 P.M. and 7:00-10:00 P.M. The June issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Arno S. for Scott S.; treasurer@aa-dc.org): 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: 26 Voting Representatives, 0 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) has not convened since the April 10 meeting of WAIA.

Upcoming Dates of Interest:

- 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): A Chair for this Committee is needed; the Bylaws require that that person must be WAIA Board Member (Group Representative).

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

Office Committee (Alex M. for Katherine R.; office@aa-dc.org): He provided an update on the office telephone system. As of April 23, the originally projected deadline to terminate Verizon had been passed. No action has yet been taken, despite completion of the composition of an instruction manual/user guide and much discussion. The Office Committee met on

May 7. The Committee will make final determination on May10 regarding further action on the phone system. He also discussed several reported problems regarding the website.

Rules Committee (Ben P.; rules@aa-dc.org): The Bylaws were fully updated in November 2017. He wanted to ensure that individual Board members have the current version, available online.

Technology Committee (Alex M.; website@aa-dc.org): He described the implementation of mail-merge for the *Where-and-When* data; volunteer(s) familiar with that process are needed to help Luella T. He also described the projected use of Google Suite, a free business app for WAIA E-mail; anyone with interest or experience would be welcomed as a volunteer. All recent website usage reports now available on website; the [May report](#) was distributed to the Board.

SERVICE COMMITTEE REPORTS

Accessibility (formerly: Special Needs) Committee (Teresa R.; accessibility@aa-dc.org): She summarized the new definitions, goals and mission as [recently revised](#). She then described the survey instrument, available for [download](#) or [direct fill-in](#) on the website regarding best practices.

Archives Committee (Stan S.; archives@aa-dc.org): Jeff K. awaits collection of new copies of WAIA Banquet cassette tapes. In the meantime, Jeff K. is converting Old-timer Meeting tapes, although in the month of April several technical problems have stunted our progress. Jeff K. is awaiting access to the WAIA computer system to install the purchased enhancement to effectively use the filing system Nat and Jake had installed. To date Stan S. has not linked up with WAGSA Registrar Eric 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. Stan S. visited the Georgetown Group to advise that the group's 75th anniversary will take place in March 2020 the year in which the WAIA Archives Committee wishes to host the 2020 National AA Archives Workshop in September-October 2020. Stan S. took along a copy of the January 1985 *New Reporter* article by Hugh C. on the group's history. The Silver Spring Group and the Cosmopolitan Group also celebrate their 75th anniversary that year.

Public Information/Cooperation with the Professional Community Committee (Michael Y.; publicinfo@aa-dc.org; cpc@aa-dc.org): WAIA members assisted with the AA booth at the NATCON (NATional CONference of the National Council for Behavioral Health) along with WAGSA members. PG Community College is discussing the possibility of setting up a new AA meeting there. USDA has requested AA representation in a booth for their conference in mid-June.

Hospitals and Institutions (H&I) Committee (Sean C. for Dave B.; hni@aa-dc.org): He summarized functions and current needs for volunteers (as published in the *New Reporter* and excerpted [online](#)). MedStar Montgomery General Hospital is closing their "Detox" unit. The Committee is seeking volunteers able to comply with requirements to serve as DC Jail System visitors.

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): He provided a report as the spotlighted Committee of the month (*q.v.*, below). Clo'via C. suggested including the monthly spotlight reports about individual committees in the *New Reporter*.

WAIA Outreach Committee Spotlight Report

Mission: The mission of the Washington Area Intergroup Association (WAIA) Outreach Committee is to help create awareness about WAIA among AA groups in the Washington, DC metro area. In addition, the Outreach Committee assists the WAIA office by confirming meetings and welcomes new WAIA Board members to the monthly Board meeting.

Purpose: Consistent with A.A.'s and WAIA's primary purpose of maintaining our sobriety and helping other alcoholics achieve recovery, the WAIA Outreach Committee:

- a) Welcomes new WAIA representatives;
- b) Confirms meeting locations as they appear in the WAIA meeting directory; and
- c) Informs the AA community about WAIA.

Outreach Committee Goals for 2018

- a) Add two (2) members to the committee to assist with carrying the mission.
- b) Work with the Office and Website Committees to identify groups giving to WAIA that have no Board representation to help increase group participation on the WAIA Board.
- c) Host a WAIA Traditions workshop in the fall to help create awareness of WAIA in the AA community.

OTHER COMMITTEE REPORTS

Gala Committee (Ben P. for Mike L., gala@aa-dc.org; 240/595-3457): The 2019 Gala is scheduled for Saturday, April 13 at the same site in Silver Spring as used for the past two years. The tentative plan is for a \$40 flat fee with 320 person capacity. Following the guidelines developed earlier regarding continuation of this event, he introduced a motion to approve the budget for 2019: There was a \$500 surplus for 2018. The current WAIA 2018 budget allots \$11,500 for advanced payments for 2019, to which half of the previous surplus (\$250) can be added for a total of \$11,750; this motion PASSED.

Grapevine (Carlos D.; grapevine@area13aa.org; 202/607-3087): Technically this is a WAGSA Committee; both of the current two members will retire in December, 2018; replacement volunteers are needed. He described two new publications: *AA in the Military*, and a Spanish translation of *One-on-One*; 11.50 each.

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 40th 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

Brittany C. announced that the 60th annual International Conference of Young People in AA ([ICYPAA](#)) (Brittany C) will be held in Baltimore Harbor on Labor Day weekend August 30-September 2.

The meeting of the Board of Directors was adjourned at: 9:02 P.M.

ATTACHMENTS (2): Balance Sheet; Profit/Loss Report

Washington Area Intergroup Association, Inc

BALANCE SHEET

As of April 30, 2018

	TOTAL	
	AS OF APR 30, 2018	AS OF APR 30, 2017 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1000 WAIA	42,741.69	61,021.64
1005 Certificate of Deposit	0.00	0.00
1010 Petty Cash	72.42	20.00
1020 WAIA Money Market	127,693.14	127,436.64
1030 other Money Market - 55-5972	0.00	0.00
Total Bank Accounts	\$170,507.25	\$188,478.28
Accounts Receivable		
1100 Accounts Receivable	0.00	
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1200 Uncleared Funds	2,990.35	177.39
1230 Deposits	0.00	0.00
1300 Inventory Asset	5,780.76	5,780.76
1400 Payroll Corrections	0.00	0.00
Total Other Current Assets	\$8,771.11	\$5,958.15
Total Current Assets	\$179,278.36	\$194,436.43
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	\$179,425.54	\$194,583.61
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	136.11	118.42
2130 Federal Taxes (941/944)	1,383.58	1,177.47
2140 MD Income Tax	289.79	279.19
2150 Simple IRA Co. Match	117.99	0.00
2160 Simple IRA Emp.	-117.99	0.00
Total 2100 Payroll Liabilities	1,809.48	1,575.08
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 APR 30, 2018	AS OF APR 30, 2017 (PY)
2200 DC Payable	-10,036.30	1,150.34
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	\$1,776.54	\$13,469.76
Total Current Liabilities	\$1,776.54	\$13,469.76
Total Liabilities	\$1,776.54	\$13,469.76
Equity		
3000 Opening Bal Equity	-25,675.24	-25,675.24
3900 Retained Earnings	193,849.96	204,115.37
Net Income	9,474.28	2,673.72
Total Equity	\$177,649.00	\$181,113.85
TOTAL LIABILITIES AND EQUITY	\$179,425.54	\$194,583.61

Washington Area Intergroup Association, Inc

PROFIT AND LOSS

January - April, 2018

	TOTAL	
	JAN - APR, 2018	JAN - APR, 2017 (PY)
Income		
4000 Sales of Product Income	236.70	
4010 Services	600.00	
4030 Shipping & Handling	146.94	170.48
4060 Unapplied Cash Payment Income	0.00	4.55
4090 Interest	85.32	74.80
4100 Banquet	13,907.49	7,876.00
4110 Chips	6,464.99	5,693.00
4120 Literature	15,884.53	14,782.45
4130 New Reporter	71.00	29.00
4140 Where/When	1,929.99	2,964.00
4300 Contributions	41,380.39	49,770.35
4400 Sales Tax Rounding Difference	0.06	
Total Income	\$80,707.41	\$81,364.63
Cost of Goods Sold		
5000 Cost of Goods Sold		836.00
5010 Chips	2,496.54	1,934.19
5020 Chips - Freight Cost	117.00	95.75
5030 Literature	12,295.35	10,542.46
5050 Where/When		4,988.60
Total 5000 Cost of Goods Sold	14,908.89	18,397.00
Total Cost of Goods Sold	\$14,908.89	\$18,397.00
GROSS PROFIT	\$65,798.52	\$62,967.63
Expenses		
6000 Acctg/Audit	835.00	7,500.00
6010 Bank Fees	30.00	1.16
6030 Board Meeting Rent	400.00	300.00
6040 Committees		
6050 Archives	84.77	
6060 Banquet	11,318.44	8,332.45
Total 6040 Committees	11,403.21	8,332.45
6180 Insurance	2,937.00	2,765.00
6190 Merchant Services	699.80	
6200 Employee Compensation		
6210 Benefits		
6220 Medical	924.88	832.25
Total 6210 Benefits	924.88	832.25
6240 Reimbursement		
6242 Cell Phone	320.00	320.00
6243 Mileage	106.30	83.77
Total 6240 Reimbursement	426.30	403.77

	TOTAL	
	JAN - APR, 2018	JAN - APR, 2017 (PY)
Total 6200 Employee Compensation	1,351.18	1,236.02
6260 Payroll Expenses		
6261 Company Contributions		
6262 Retirement	479.04	471.96
Total 6261 Company Contributions	479.04	471.96
6263 Taxes	1,820.87	1,784.25
6264 Wages	20,595.58	20,163.26
Total 6260 Payroll Expenses	22,895.49	22,419.47
6300 Office Expense		
6305 Internet	348.96	339.96
6315 Office Rent	7,857.00	7,970.00
6320 Office Supplies	871.03	1,039.00
6325 Parking	1,070.00	630.00
6330 Postage & Delivery	463.96	413.96
6335 Repair/Maintenance	1,086.00	1,492.24
6340 Telephone	2,359.28	1,720.90
6345 Web Hosting	465.50	2,901.96
Total 6300 Office Expense	14,521.73	16,508.02
6370 QuickBooks Payments Fees	599.77	1,027.70
6400 Unapplied Cash Bill Payment Expense	571.05	0.00
6410 Uncategorized Expense		110.71
6490 Sales Tax Rounding Difference - Expense	0.01	
Total Expenses	\$56,244.24	\$60,200.53
NET OPERATING INCOME	\$9,554.28	\$2,767.10
Other Expenses		
6420 Other Miscellaneous Expense		90.00
6600 Business Licences and Fees	80.00	
Reconciliation Discrepancies-1		3.38
Total Other Expenses	\$80.00	\$93.38
NET OTHER INCOME	\$ -80.00	\$ -93.38
NET INCOME	\$9,474.28	\$2,673.72