



**Minutes: Executive Committee and Board of Directors Meetings**  
**Tuesday, June 12, 2018**  
*[Approved by Board of Directors on July 10, 2018]*

**EXECUTIVE COMMITTEE**

Chair (Ralph J.): The meeting was called to order at 7:04 P.M.

Office Administrator (Luella T.): This presentation was deferred until the Board meeting.

Treasurer (Arno S.): [See attached Balance Sheet and Profit-and-Loss Report.]

Finance (Carlos O.): No Report

Office Committee (Alex M.; office@aa-dc.org): The report was encompassed in the discussion of the status of the pending Vonage telephone system for the office (*q.v.*, General Discussion, *infra*).

Old Business: None

New Business: None

General Discussion:

- Given the move of the Treasurer, Scott S. from the DC area, the Assistant Treasurer, Arno S., needs to have the approval of the Executive Committee to become Treasurer; approved unanimously.
- Sean C. has volunteered to serve as Chair of the H&I Committee. This appointment is an executive action of the Chair. Informational only.
- Ralph J. requested approval of a waiver of the requirement that the Chair, Nightwatch Committee must to be a Group representative; Turpy S. has been selected to fill that role, but is not a group representative; the bylaws require concurrence of the Board for a waiver. Executive appointment by Ralph J. will go into effect subsequent to Board approval of this waiver.
- Ralph J. addressed the issue of Financial Audit Options: Full Audit; Review; Compilation Report. Background: Bylaws, Article 5, Section 2 (Chair), Item G: The Chair, with the assistance of the Treasurer, shall arrange for an annual independent audit of the Corporation's financial records by a Certified Public Accountant (CPA). The annual audit may be one of three types: full audit, review, or compilation report. [Process: Chair Recommendation with Board of Directors affirming vote]. The type of audit will be determined by mutual agreement among the Chair, the Treasurer, and the CPA and be conducted to generally accepted accounting principles. A compilation review may be conducted no more than 3 years in a row. Alex and Luella will review the recent history and provide a plan on which to vote at the July meeting of the Board. The Board of Directors may vote by simple majority to request a change of the audit type whenever that is deemed appropriate.
- There have been some concerns regarding the flexibility of phone forwarding using the Vonage system, in contrast to the current Verizon system. Vonage requires both a compatible computer and smart phone for forwarding to be functional. Ralph J. proposed to place transfer process on hold, at least until the end of 2018. The cost savings of transfer is approximately \$300 per month and most of the technical issues in the office have been completed already; nevertheless, there is at least one final problem to be resolved, which might preclude consideration of adoption of the new system. The login feature of Vonage reduces the likelihood of periods when calls would not be answered. Several experiences during the trial period have still left concerns about the utility of Vonage by the full range of Nightwatch volunteers. The consensus of the Executive Committee was to continue testing until July 1 at which point the Technology Committee will formulate a recommendation to be presented to the July 10 Board meeting.

The meeting of the Executive Committee adjourned at 7:43 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. Carol E. 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., as 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 May 8, 2018 *Minutes* were approved with the following change: the final entry of the General Discussion section of the Executive Committee proceedings should read: 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 earlier version identified Corinn E. rather than Clo'via C. Clo'via C. has accepted responsibility for the ice cream social at the end of the July Board meeting. Ralph requested a waiver for the requirement that Committee Chairs be group representative in order allow the appointment of Turpy S. to serve as Chair of the Nightwatch Committee; that specific waiver would be in effect to end of 2019; it was unanimously approved.

Office Administrator (Luella T.; administrator@aa-dc.org): May Calls - 395: 32 for help, 100 for WAIA Business, 43 for Literature and Chip Orders, 208 for Meeting Information, 4 for Public Information, 4 for Al-Anon, 4 for "No Meeting at Location" calls (one about Crossroads of Recovery - no one showed up to open the door), one about Southwest Renewal on Monday 5/14/18, and two were unidentified). There were 57 walk-ins to the office. Volunteers needed at the desk, 7 slots open: Monday 1:00-4:00 PM, 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. Saturday 4:00-7:00 P.M., and 7:00-10:00 P.M. The July issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Carlos O. for Arno S.; treasurer@aa-dc.org): [See attached Balance Sheet and Profit-and-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: 21 Voting Representatives, 1 Voting Alternate, 1 Non-Voting Alternate and 0 Visitors/Guests, for a total eligible voter count: 23

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 the May 8 meeting of WAIA, on Mondays, May 14 and June 11. At the May meeting, the Alternate-Delegate reported on the annual Mini-Conference, attended this year by approximately 75 people. The Delegate spoke briefly about spending ten days at the General Service Conference at the end of April. He will be compiling a summary of the proceedings and will report those actions to the Assembly on June 16. There was extensive discussion of the current activities of Districts within Area 13 and ways to encourage more participation in District-level events. At the June meeting, the Chair reminded the group that there would be no WAGSA Committee meeting in July and encouraged interested parties to begin to give serious consideration to run for Area offices, for which elections will be held at the October Assembly. The Archives Committee reported the cancellation of the planned trip to Stepping Stones the home of Bill W. and Lois in Westchester County, NY, due to undersubscription. The Cooperation with the Professional Community (CPC) Chair announced that the staff of the International Association of Fire Fighters (IAFF) Center of Excellence in Upper Marlboro, MD have asked for help in identifying individuals or groups of individuals, experienced in Hospitals and Institutions service, who might be willing to volunteer one night per week to take meetings to that facility. There was further discussion of a motion to be considered at the Assembly regarding the publication of a WAGSA newsletter.

Upcoming Dates of Interest:

- June 16 (Saturday; 9:30 A.M.-2:30 P.M.): Area 13 Delegate's Report Back (Holy Cross Hospital, Auditoria A-D, 1500 Forest Glen Road, Silver Spring, MD 20910)
- WAGSA does NOT meet during the month of July.

- July 7-10 (Saturday-Tuesday): *UNIDOS U.S.* (formerly *La Raza*, the Latino Civil Rights and Advocacy Association) (Walter E. Washington Convention Center, 801 Mt. Vernon Place, N.W., Washington, DC 20001); WAGSA will host a booth at this bilingual event.
- August 30-September 2 (Thursday-Sunday): 60th International Conference of Young People in AA (ICYPAA) (Hilton Baltimore, 401 West Pratt Street, Baltimore MD 21201)
- October 20 (Saturday; 10:00 A.M.-2:30 P.M.): WAGSA Fall Assembly and Area 13 Elections (Holy Cross Hospital, Auditoria A-D, 1500 Forest Glen Road, Silver Spring, MD 20910)
- 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 – Liaison needed.

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). Corinn E. volunteered to serve – she will not run for re-election to Member at Large for 2019 and thus, is eligible. Election is held in December; nominations in November.

Finance Committee (Carlos O.; finance@aa-dc.org): There was a brief review of a provisional Budget vs. Actual report for 2016-2018 (year-to-date); a more detailed discussion is planned for the July meeting. Ben, Arno and Carlos comprise the current Finance Committee. The annual Budget meeting will be on August 14 (full Board does not meet that night). All Committees need to submit proposed budgets; otherwise, the average of the past three years will be used as the planning guideline.

Office Committee (Alex M. for Katherine R.; office@aa-dc.org): He reviewed the current status of the Verizon -> Vonage conversion. If the problem of the system not-working on some smart phones is not resolved by July 1, conversion will be terminated. If resolved, a proposal for full conversion will be brought to July Board meeting.

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

Technology Committee (Alex M.; website@aa-dc.org): The May technology report ([https://aa-dc.org/wp-content/uploads/2018/06/MAY\\_2018\\_site\\_report.pdf](https://aa-dc.org/wp-content/uploads/2018/06/MAY_2018_site_report.pdf)) was discussed briefly. Clo'via C. had provided a recommendation regarding names/text at the bottom of the website screen falling off field; those changes were made and incorporated into the website on June 12. Alex M. posed a motion to have a link to ICYPAA on the WAIA website – approved.

### **SERVICE COMMITTEE REPORTS**

Accessibility (formerly: Special Needs) Committee (Teresa R.; accessibility@aa-dc.org): She reviewed survey results (27 submitted to date). This is currently a Committee of two and they welcome additional volunteers. There was a question about transportation issues; those are outside of the purview of this Committee and they recommend MetroAccess as the best form of transportation.

Archives Committee (Stan S.; archives@aa-dc.org): Jeff K. has converted to mp3 files all of the WAIA Banquet and Old-timer Meeting cassette tapes which had been donated to WAIA. He has also installed the purchased enhancement to the museum archives software to more effectively use the filing system Nat and Jake had installed. More recently, he has begun to catalogue and file donated archive material which had accumulated in the back storage room of the WAIA office. The Archives Committee fully supports the 60<sup>th</sup> International Conference of Young People in AA (ICYPAA) in Baltimore MD this September for which Jeff is serving as the Archive Committee Chair. Both Jeff and Stan plan to attend ICYPAA. Stan has filled out the GSR form provided by WAGSA Registrar Eric to become registered as chair of the WAIA Archives Committee so the Committee can be in the communication loop for the General Service Office (GSO) Archives.

Public Information/Cooperation with the Professional Community Committee (Michael Y.; publicinfo@aa-dc.org; cpc@aa-dc.org): No Report

Hospitals and Institutions (H&I) Committee (Dave B.; hni@aa-dc.org): This was the final report by Dave B. before Sean C. takes over. He reviewed functions and resources available. He has served for 5-6 years. Volunteers are needed. Montgomery General Hospital will NOT be closing their Detox unit as previously announced; that decision will be made in a few months. Other AA meetings held at Montgomery General will NOT be affected.

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

Night Watch Committee (Turpy S.; nightwatch@aa-dc.org): They are looking for additional volunteers; planning to meet with each of the current volunteers to determine a consensus on best procedures. Currently, two volunteers cover the 10:00 P.M.-6:00 A.M. and 6:00 A.M.-10 A.M. shifts each day.

Outreach Committee (Ben P.; outreach@aa-dc.org): No Report

### **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 (Silver Spring Civic Building, 1 Veterans Place, Silver Spring, MD 20910). Looking for a female speaker. Food plans are already contracted. The plan is to sell a maximum of 310 tickets at \$40 each, with sales likely to begin in the Fall. The event will again be themed as a masquerade ball.

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 presented 25 past copies of the *AA Grapevine* to the new Chair of the Hospitals and Institutions Committee.

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:**

Ralph J. recommended that auditors compose a compilation report of 2018 and that the Board should budget for and have conducted a full audit by June 2019 – passed unanimously.

[See also motion by Alex M. as part of Technology Committee report and motion by Ralph J. for waiver of Bylaws as part of the Chair's Remarks]

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

Tom O. pointed out that the Al-Anon International Convention (once every 5 years) will convene in Baltimore from Friday, July 6 through Sunday, July 8 (<https://al-anon.org/al-anon-international-conventions/>)

The meeting of the Board of Directors was adjourned at: 9:07 P.M.

**ATTACHMENTS (2): Balance Sheet, Profit-and-Loss Report**

# Washington Area Intergroup Association, Inc

## BALANCE SHEET

As of May 31, 2018

	TOTAL	
	AS OF MAY 31, 2018	AS OF MAY 31, 2017 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1000 WAIA	43,597	61,199
1005 Certificate of Deposit	0	0
1010 Petty Cash	30	20
1020 WAIA Money Market	127,715	127,460
1030 other Money Market - 55-5972	0	0
<b>Total Bank Accounts</b>	<b>\$171,342</b>	<b>\$188,678</b>
Accounts Receivable		
1100 Accounts Receivable	0	
<b>Total Accounts Receivable</b>	<b>\$0</b>	<b>\$0</b>
Other Current Assets		
1200 Uncleared Funds	2,934	2,693
1230 Deposits	0	0
1300 Inventory Asset	5,781	5,781
1400 Payroll Corrections	0	0
<b>Total Other Current Assets</b>	<b>\$8,715</b>	<b>\$8,474</b>
<b>Total Current Assets</b>	<b>\$180,057</b>	<b>\$197,152</b>
Fixed Assets		
1700 Accumulated Depreciation	-3,840	-3,840
1800 Furniture and Fixtures	3,987	3,987
<b>Total Fixed Assets</b>	<b>\$147</b>	<b>\$147</b>
<b>TOTAL ASSETS</b>	<b>\$180,204</b>	<b>\$197,300</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Credit Cards		
2050 PNC Credit Card	0	0
<b>Total Credit Cards</b>	<b>\$0</b>	<b>\$0</b>
Other Current Liabilities		
2100 Payroll Liabilities	0	0
2120 DC Unemployment Tax	156	139
2130 Federal Taxes (941/944)	1,432	1,191
2140 MD Income Tax	578	563
2150 Simple IRA Co. Match	118	0
2160 Simple IRA Emp.	-118	0
<b>Total 2100 Payroll Liabilities</b>	<b>2,166</b>	<b>1,892</b>
2180 Direct Deposit Payable	0	0
2190 Maryland Withholding	0	0
2195 Virginia taxes withheld	0	0

	TOTAL	
	AS OF MAY 31, 2018	AS OF MAY 31, 2017 (PY)
2200 DC Payable	-10,089	1,393
2220 Sales Tax Agency Payable	10,744	10,744
2230 Sales Tax Payable	-741	
<b>Total 2220 Sales Tax Agency Payable</b>	<b>10,003</b>	<b>10,744</b>
2400 Other Current Liabilities	0	0
<b>Total Other Current Liabilities</b>	<b>\$2,080</b>	<b>\$14,029</b>
<b>Total Current Liabilities</b>	<b>\$2,080</b>	<b>\$14,029</b>
<b>Total Liabilities</b>	<b>\$2,080</b>	<b>\$14,029</b>
Equity		
3000 Opening Bal Equity	-25,675	-25,675
3900 Retained Earnings	193,622	204,947
Net Income	10,177	3,999
<b>Total Equity</b>	<b>\$178,123</b>	<b>\$183,270</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$180,204</b>	<b>\$197,300</b>

# Washington Area Intergroup Association, Inc

## PROFIT AND LOSS

January - May, 2018

	TOTAL	
	JAN - MAY, 2018	JAN - MAY, 2017 (PY)
<b>Income</b>		
4000 Sales of Product Income	237	
4030 Shipping & Handling	193	206
4060 Unapplied Cash Payment Income	0	0
4090 Interest	107	98
4100 Banquet	13,907	8,076
4110 Chips	8,047	7,022
4120 Literature	18,583	17,820
4130 New Reporter	71	85
4140 Where/When	2,654	3,492
4300 Contributions	51,456	58,225
4400 Sales Tax Rounding Difference	0	
<b>Total Income</b>	<b>\$95,256</b>	<b>\$95,024</b>
<b>Cost of Goods Sold</b>		
5000 Cost of Goods Sold		852
5010 Chips	3,829	2,941
5020 Chips - Freight Cost	203	136
5030 Literature	13,676	12,322
5050 Where/When		4,989
<b>Total 5000 Cost of Goods Sold</b>	<b>17,708</b>	<b>21,240</b>
<b>Total Cost of Goods Sold</b>	<b>\$17,708</b>	<b>\$21,240</b>
<b>GROSS PROFIT</b>	<b>\$77,547</b>	<b>\$73,785</b>
<b>Expenses</b>		
6000 Acctg/Audit	835	7,500
6010 Bank Fees	30	1
6030 Board Meeting Rent	500	400
6040 Committees		
6050 Archives	127	
6060 Banquet	12,563	8,332
<b>Total 6040 Committees</b>	<b>12,691</b>	<b>8,332</b>
6180 Insurance	2,937	2,765
6190 Merchant Services	771	20
6200 Employee Compensation		
6210 Benefits		
6220 Medical	1,089	984
<b>Total 6210 Benefits</b>	<b>1,089</b>	<b>984</b>
6240 Reimbursement		
6242 Cell Phone	400	400
6243 Mileage	134	107
<b>Total 6240 Reimbursement</b>	<b>534</b>	<b>507</b>
<b>Total 6200 Employee Compensation</b>	<b>1,623</b>	<b>1,491</b>

	TOTAL	
	JAN - MAY, 2018	JAN - MAY, 2017 (PY)
6260 Payroll Expenses		
6261 Company Contributions		
6262 Retirement	599	590
<b>Total 6261 Company Contributions</b>	<b>599</b>	<b>590</b>
6263 Taxes	2,232	2,191
6264 Wages	25,707	25,212
<b>Total 6260 Payroll Expenses</b>	<b>28,538</b>	<b>27,992</b>
6300 Office Expense		
6305 Internet	519	340
6310 New Equipment		784
6315 Office Rent	9,797	9,910
6320 Office Supplies	1,125	1,311
6325 Parking	1,285	840
6330 Postage & Delivery	580	480
6335 Repair/Maintenance	1,443	1,492
6340 Telephone	3,379	1,721
6345 Web Hosting	488	2,931
<b>Total 6300 Office Expense</b>	<b>18,615</b>	<b>19,810</b>
6370 QuickBooks Payments Fees	750	1,207
6400 Unapplied Cash Bill Payment Expense	0	0
6410 Uncategorized Expense		173
6490 Sales Tax Rounding Difference - Expense	0	
<b>Total Expenses</b>	<b>\$67,290</b>	<b>\$69,692</b>
<b>NET OPERATING INCOME</b>	<b>\$10,257</b>	<b>\$4,092</b>
Other Expenses		
6420 Other Miscellaneous Expense		90
6600 Business Licences and Fees	80	
Reconciliation Discrepancies-1		3
<b>Total Other Expenses</b>	<b>\$80</b>	<b>\$93</b>
<b>NET OTHER INCOME</b>	<b>\$ -80</b>	<b>\$ -93</b>
<b>NET INCOME</b>	<b>\$10,177</b>	<b>\$3,999</b>