



**Minutes: Executive Committee and Board of Directors Meetings**  
**Tuesday, July 10, 2018**  
*[Approved by Board of Directors on September 11, 2018]*

**EXECUTIVE COMMITTEE**

Chair (Ralph J.): The meeting was called to order at 7:00 P.M. The Committee reviewed and agreed to follow the provisional agenda proposed by the Chair.

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

Treasurer (Ben P. for Arno S.): See attached Balance Sheet and Profit-and-Loss reports

Finance (Ralph J. for Carlos O.): No Report

Office Committee (Alex M. for Katherine R.): Katherine R. has resigned as Chair. Alex M. would prefer to focus solely on the Technology Committee. Tom G. agreed to become the new Chair. Contingent upon Tom G. becoming designated Group Representative for his home group (Singleness of Purpose – “SoP”), the Executive Committee approved his appointment unanimously.

Old Business: None

New Business: None

General Discussion:

- Alex M.: The Vonage telephone transition has been discontinued; the fees have been paid through July 25, thereafter to be terminated; there was no charge for the hardware. Prior discussions among the Executive Committee and from some volunteers by E-mail led to this action. Luella had inquired further of Verizon to seek improved services and/or costs. The consensus of the Executive Committee was to re-evaluate regarding needs and available, affordable services. Alex will summarize to Board.
- Ralph J.: Audit plans – he and Arno S. investigated options and reviewed the relevant history with the Archives Committee. The provisional plan is to have a full audit in 2019 (to be budgeted in Finance Committee allowance). Ralph J. will seek estimates prior to the Budget meeting in August.
- Ralph J.: Committee Vacancies: Corinn E. has decided to run for re-election to the Executive Committee, so she cannot serve as Chair of the Elections Committee. Alec B. has volunteered, but will not be available until November. If preparatory functions can be conducted by volunteer Elections Committee members until Alec is available, that should be adequate. MOTION from Ralph J. to appoint Alec B. as Chair – passed.
- Ralph J.: Stan C. has asked for the use of the WAIA projector for the Archives booth at ICYPAA – approved.
- Ralph J.: There has been some confusion about use of term “secular” describing some meetings in the search engine on the website; the term currently does not appear; it has been replaced by the phrase “atheist/agnostic” as discussed by the Executive Committee in May.
- Ben P.: The annual Budget meeting will convene on August 14 at 7:00 P.M. in the usual meeting space in The Church in Bethesda; the past history is for each Committee Chair to submit an estimate of budgetary needs; otherwise, last year’s amount will be the default recommendation. Luella T. will send a request to Committee Chairs asking for those data. The spreadsheet of the 2018 Budget will be used as general guideline. Board voting on the 2019 Budget will be scheduled for the November meeting.
- Corinn E.: the annual Ice Cream Social will follow the Board meeting – supplies brought in by Patrick F.

The meeting of the Executive Committee adjourned at 7:39 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. Tom G. 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 June 12, 2018 *Minutes* were approved as amended for the following single edit: page 3, Finance Committee report, line 3 should begin "current Finance Committee" (rather than "current Budget Committee").

Office Administrator (Luella T.; administrator@aa-dc.org): June Calls: 313 total; 10 for help, 90 for WAIA Business, 24 for Literature and Chip Orders, 176 for Meeting Information, 8 for Public Information, 3 for AI-Anon, and 2 No Meeting at Location Calls (Brandywine meeting - no longer meeting so we deleted it; 1 was unidentified). There were 43 walk-ins to the office. Volunteers needed at the desk, 6 slots open: Tuesday 10:00 A.M.-1:00 P.M., Tuesday 1:00-4:00 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 Saturday 7:00-10:00 P.M. Contribution statements through June 30 will be sent to groups by the end of the week. The August issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Ben P. for Arno S.; treasurer@aa-dc.org): See attached Balance Sheet and Profit-and-Loss reports

Finance Committee (Carlos O.; finance@aa-dc.org): No 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: [these data were not available at the time these Minutes were compiled]

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 for the annual Area 13 Delegate's Report-Back on Saturday, June 16. There was no monthly Committee meeting on Monday, July 9, as is the Summer tradition of WAGSA. The Delegate provided the background context about the annual General Service Conference, which was held April 22-28, 2018 in New York City. He explained that the Delegates received the reports of the General Service Office (GSO) Boards: AA Grapevine (GV) and Alcoholics Anonymous World Services (AAWS) and acted upon a broad array of agenda items raised by the appropriate subcommittees and the Areas throughout the U.S. and Canada. These exceed the scope of this summary report, but of interest to many of you would be the following: 1) No action was taken on motions to censure the General Service Board (GSB) or to reorganize the GSB/AAWS; 2) Multiple revisions of pamphlets to bring them up-to-date with current societal standards were approved; 3) The British AA General Service pamphlet, "The God Word" was adopted for distribution by the AAWS, with minor modifications and pending French and Spanish translations; and 4) The plan to develop a single document including the 12 Steps, the 12 Traditions and the 12 Concepts failed; nevertheless, the publication of the 2018-2020 version of the AA Service Manual combined with Twelve Concepts of World Service was approved. A summary sheet of the actions of the Conference will be posted to the WAGSA website (<http://area13aa.org>) and copies of the proceedings will be available in the Fall.

Upcoming Dates of Interest:

- August 13 (Monday; 7:30-9:00 P.M.): WAGSA monthly Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD)
- 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.; nvliaison@aa-dc.org): No Report

Hispanic Intergroup (TBD): No Report

### **CORPORATE COMMITTEE REPORTS**

Elections Committee (Alec Brown.; elections@aa-dc.org): No Report

Finance Committee (Ralph J. for Carlos O.; finance@aa-dc.org): The complete, detailed Budget activities spreadsheet, was distributed to Committee Chairs, who were asked to review the document and either submit an estimate of 2019 Budget or attend the August Budget meeting with a provisional estimate in hand.

Office Committee (Alex M. for Tom G.; office@aa-dc.org): In September of 2017 the Board decided that for an annual savings of up to \$3,500 (and other reasons) we would transition the WAIA phone lines from Verizon land lines to Voice over Internet Protocol (VOIP, internet-based phone service) the Office Committee chose the company Vonage based on several recommendations and the free hardware they offered. After 9 months of intermittent testing and \$1,775.25 paid to Vonage in service costs the Office Committee's attempt to transition WAIA's phone service to VOIP is now terminated. Volunteers, members of the Office Committee and the office staff had some success with setting up the VOIP system and overcoming technical and procedural issues. However, during the May Office Committee meeting the Nightwatch Chair's cell phone was not receiving calls in the Vonage app. Vonage technical support confirmed the issue but the resolution provided was never tested. There was also a perceived privacy issue. At the June 12 Executive Committee meeting the Chair raised the issue that we should terminate the transition because we've wasted too much time and money already. After intense discussion the Committee Co-Chair (Alex M.) was given until July 3 to find a way to salvage the transition. In emails to the Executive Committee in June and at the July 2 Office Committee meeting Alex reported that Vonage sales/support offered two free months of service to test and complete the transition and a refund for some of the setup period was to be worked out after that. A "Hybrid" system was designed and put forward which would allow Nightwatch to use the current land line forwarding system while the office switched to VOIP. An attempt to gather additional requirements (beyond those already gathered) from the office staff for the office phones was also made. No input from the Executive Committee was received and members of the Office Committee were unwavering in their opposition. There was no interest in discussing other ways to salvage the transition. The Committee voted 3 to 1 to terminate the VOIP switch, citing the shortage of people interested, willing or able to provide input or do the work and the "wasted too much time/money already" sentiment as majority reasons. On July 3 our service with Vonage was terminated. WAIA will not be charged for the phone hardware and will keep it - available if this process is to be revived. Luella T. and Katherine R. have taken on the project of discussing with our Verizon business sales rep how to lower our bill.

Other Office Committee projects:

- validating and updating the information on meetings maintained in the database and published on the website and in the *Where-and-When*
- updating and improving the tools, techniques, and resources used by the volunteer base conducting desk, telephone, and 12-step work
- ensuring full volunteer coverage of desk and telephone activities

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

Technology Committee (Alex M.; website@aa-dc.org): Goal for the remainder of year will be further development of the 21<sup>st</sup> century discussion forum online. The June website usage data were presented ([https://aa-dc.org/wp-content/uploads/2018/07/JUNE\\_2018\\_site\\_report.pdf](https://aa-dc.org/wp-content/uploads/2018/07/JUNE_2018_site_report.pdf)).

### **SERVICE COMMITTEE REPORTS**

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

Archives Committee (Stan S.; archives@aa-dc.org): In the Archives Committee's full support of the 60th ICYPAA in Baltimore MD this September Jeff K. requests use of WAIA's projector at the Conference. Hence, we offer the motion, as follows: Be it approved by the WAIA Board of Directors that Jeff K. may take WAIA's projector to the 60th ICYPAA for displaying AA archival material. Stan has been contacted by GSO concerning registration as the WAIA Archives Committee Chair and awaits receipt of a promised packet. The WAIA Registrar, Vittorio S., has provided the Archives Committee with a PDF file of monthly meeting attendees by Group with projected access for future BOD meetings. Jeff K. researched the request from Ralph J. for history on WAIA audits. Jeff K. and Stan S. have surveyed WAIA files to meet the request by WAGSA Archives Chair, Michele P. for any info on the Assembly's redistricting particularly with respect to District 61, the Washington DC Hispanic District. Stan S. provided a brief; albeit incomplete, reply to Michele P.

Public Information/Cooperation with the Professional Community Committee (Michael Y.; publicinfo@aa-dc.org; cpc@aa-dc.org): Members of the Committee staffed *UNIDOS U.S.* Conference (formerly La Raza, the Latino Civil Rights and Advocacy Association) in cooperation with WAGSA members, Saturday July 7-Tuesday July 10 (Walter E. Washington Convention Center, 801 Mt. Vernon Place, N.W., Washington, DC 20001). They are inquiring at several Montgomery County libraries about the possible installation of AA pamphlet racks.

Hospitals and Institutions (H&I) Committee (Sean C.; hni@aa-dc.org): The Committee serves to coordinate with local area hospitals and institutions to ensure that the hand of AA is always available when needed. Specifically, they: 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 12<sup>th</sup> Step work with area hospitals and institutions; and 4) Provide groups with literature for hospitals and institutions. There is currently a need for PG and DC volunteers

Literature Committee (Stephen L.; literature@aa-dc.org): The Committee performed an inventory of the office supply of literature and estimated the 2019 budgetary need.

Night Watch Committee (Turpy S.; nightwatch@aa-dc.org): The Chair contacted all volunteers currently listed as available and revised the list pursuant to those responses. She is planning a face-to-face meeting of all volunteers. She is also planning to re-start a Step Twelve call list for volunteers to talk/meet with callers, as needed.

Outreach Committee (Ben P.; outreach@aa-dc.org): The Chair explained the new Board member information packet available from him.

### **OTHER COMMITTEE REPORTS**

Gala Committee (Patrick F. 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). Will sell maximum 310 tickets at \$40 each – sales likely to begin in the Fall. Currently there are about six members on the Committee. The remain open to ideas about the theme or other details of the event.

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: 8:50 P.M.

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

# Washington Area Intergroup Association, Inc

## BALANCE SHEET

As of June 30, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 WAIA	42,287
1005 Certificate of Deposit	0
1010 Petty Cash	40
1020 WAIA Money Market	127,739
1030 other Money Market - 55-5972	0
<b>Total Bank Accounts</b>	<b>\$170,065</b>
Accounts Receivable	
1100 Accounts Receivable	0
<b>Total Accounts Receivable</b>	<b>\$0</b>
Other Current Assets	
1200 Uncleared Funds	965
1230 Deposits	0
1300 Inventory Asset	5,781
1400 Payroll Corrections	0
<b>Total Other Current Assets</b>	<b>\$6,746</b>
<b>Total Current Assets</b>	<b>\$176,811</b>
Fixed Assets	
1700 Accumulated Depreciation	-3,840
1800 Furniture and Fixtures	3,987
<b>Total Fixed Assets</b>	<b>\$147</b>
<b>TOTAL ASSETS</b>	<b>\$176,958</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
2050 PNC Credit Card	0
<b>Total Credit Cards</b>	<b>\$0</b>
Other Current Liabilities	
2100 Payroll Liabilities	0
2120 DC Unemployment Tax	177
2130 Federal Taxes (941/944)	1,444
2140 MD Income Tax	870
2150 Simple IRA Co. Match	118
2160 Simple IRA Emp.	-118
<b>Total 2100 Payroll Liabilities</b>	<b>2,490</b>
2180 Direct Deposit Payable	0
2190 Maryland Withholding	0
2195 Virginia taxes withheld	0
2200 DC Payable	-10,096

	TOTAL
2220 Sales Tax Agency Payable	10,744
2400 Other Current Liabilities	0
<b>Total Other Current Liabilities</b>	<b>\$3,139</b>
<b>Total Current Liabilities</b>	<b>\$3,139</b>
<b>Total Liabilities</b>	<b>\$3,139</b>
Equity	
3000 Opening Bal Equity	-25,675
3900 Retained Earnings	193,621
Net Income	5,873
<b>Total Equity</b>	<b>\$173,819</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$176,958</b>

# Washington Area Intergroup Association, Inc

## PROFIT AND LOSS

January - June, 2018

	TOTAL
Income	
4000 Sales of Product Income	237
4030 Shipping & Handling	200
4060 Unapplied Cash Payment Income	68
4090 Interest	131
4100 Banquet	13,907
4110 Chips	8,833
4120 Literature	22,459
4130 New Reporter	71
4140 Where/When	3,105
4300 Contributions	56,877
4400 Sales Tax Rounding Difference	0
<b>Total Income</b>	<b>\$105,887</b>
Cost of Goods Sold	
5000 Cost of Goods Sold	820
5010 Chips	3,829
5020 Chips - Freight Cost	203
5030 Literature	17,834
<b>Total 5000 Cost of Goods Sold</b>	<b>22,686</b>
<b>Total Cost of Goods Sold</b>	<b>\$22,686</b>
<b>GROSS PROFIT</b>	<b>\$83,201</b>
Expenses	
6000 Acctg/Audit	835
6010 Bank Fees	30
6030 Board Meeting Rent	600
6040 Committees	
6050 Archives	127
6060 Banquet	12,563
<b>Total 6040 Committees</b>	<b>12,691</b>
6180 Insurance	2,937
6190 Merchant Services	838
6200 Employee Compensation	
6210 Benefits	
6220 Medical	1,288
<b>Total 6210 Benefits</b>	<b>1,288</b>
6240 Reimbursement	
6242 Cell Phone	480
6243 Mileage	164
<b>Total 6240 Reimbursement</b>	<b>644</b>
<b>Total 6200 Employee Compensation</b>	<b>1,932</b>
6260 Payroll Expenses	
6261 Company Contributions	
6262 Retirement	719

	TOTAL
<b>Total 6261 Company Contributions</b>	<b>719</b>
6263 Taxes	2,647
6264 Wages	30,862
<b>Total 6260 Payroll Expenses</b>	<b>34,228</b>
6300 Office Expense	
6305 Internet	519
6310 New Equipment	378
6315 Office Rent	11,737
6320 Office Supplies	1,698
6325 Parking	1,500
6330 Postage & Delivery	596
6335 Repair/Maintenance	1,800
6340 Telephone	3,512
6345 Web Hosting	510
<b>Total 6300 Office Expense</b>	<b>22,249</b>
6370 QuickBooks Payments Fees	909
6400 Unapplied Cash Bill Payment Expense	0
6490 Sales Tax Rounding Difference - Expense	0
<b>Total Expenses</b>	<b>\$77,249</b>
NET OPERATING INCOME	<b>\$5,953</b>
Other Expenses	
6600 Business Licences and Fees	80
<b>Total Other Expenses</b>	<b>\$80</b>
NET OTHER INCOME	<b>\$ -80</b>
NET INCOME	<b>\$5,873</b>