



Minutes: Executive Committee and Board of Directors Meetings
Tuesday, September 11, 2018
[Approved by Board of Directors on October 9, 2018]

EXECUTIVE COMMITTEE

Chair (Alex M.): The meeting was called to order at 7:02 P.M. The Committee reviewed and agreed to follow the provisional agenda proposed by the Chair. Ralph J. had resigned as Chair for personal health reasons. The Bylaws indicate that the Vice-Chair should assume that vacated position. Alex M. accepted the role and there was no objection from the Executive Committee. In order to fill the office of Vice-Chair, Alex M. nominated Sean C. – approved by the Executive Committee. Sharon F. had resigned as Member-at-Large, for professional conflict reasons. Alex M. asked former Chair Matt B. to fill the remainder of her term – approved by the Executive Committee. That left one Member-at-Large vacancy (replacement of Sean C.) – recommendations from Executive Committee were received by Alex M. Board members will also be asked to make recommendations – nominee must be a Meeting Representative.

Office Administrator (Luella T.): July 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. August Calls (371 total): 27 for help, 93 for WAIA Business, 44 for Literature and Chip Orders, 184 for Meeting Information, 18 for Public Information, 4 for AI-Anon and 1 No-Meeting-at-Location Call (No Name meeting in Virginia; obtained correct address from Northern Virginia Intergroup). There were 60 walk-ins to the office. Volunteers are needed at the desk, 5 slots open: Monday 4:00-7:00 P.M., Tuesday 10:00 A.M.-1:00 P.M., Tuesday 1:00-4:00 P.M., Friday 1:00-4:00 P.M. and Saturday 4:00-7:00 P.M. Luella will be attending Intergroup Seminar next week (9/19-9/23). The October issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of this week. Gratitude boxes will be distributed at the October Board meeting. (mail-out on 0/24) – Ben P. will coordinate with Luella T. regarding other documentation to be sent to groups along with the boxes.

Treasurer (Arno S.): See attached Balance Sheet and Profit-and-Loss Report. [The incorrect amount on the “2200 DC Payable” line on the Balance Sheet (as of June 30, 2018) was investigated and determined to be a calculation error which was resolved by our accountants.]

Finance (Carlos O.): Budget Meeting Report/Discussion: Carlos O. provided a double-page report for perusal by the Executive Committee as a working version; a public version, with annual amounts will be E-mailed in a standard page size PDF format to be taken by Board Representatives to their groups.

Office Committee (Tom G.): No Report

Old Business: None

New Business: The Chair nominated Alec B. to be Chair of the Elections Committee – approved by the Executive Committee.

General Discussion:

Luella T.: She discussed the possibility of a monthly simple report of literature/chips sales and their sales tax payments to DC government to be included in Administrator Report. DC Sales tax has been increased to 6.0%, effective October 1, 2018 (c.f., current 5.75%).

Alex M.: The Chair led a discussion of the proposed Financial Audit, which is expected to begin January 1; he asked Arno S. to set up a plan for presentation at October Board meeting

The Executive Committee had received a request for including “Dual Diagnosis meeting” as a search criterion and meeting descriptor in the Where-and-When. The discussion that followed concluded that this would be a violation of the tradition of singleness of purpose (only one affliction, c.f., different demographic characteristics e.g. women). As

discussed a year ago, the Executive Committee again concluded that it is not the role of WAIA to judge whether a meeting is an AA meeting, with concern that it left the organization in the role of "policing" all of the meetings in the Washington Area. If a group identifies as something else, it is excluded by that self-identification. Luella will be given broad discretion in interpretation.

There was a general discussion of the accountability in Executive Committee and Board attendance and participation; no change to Bylaws was deemed necessary, leaving action at the discretion of Chair.

Alex M.: The Technology Committee needs to review its website policy to ensure that it is in compliance with international standards. In particular, the new standards for "Privacy Policy" will likely need revision; Corinn E. will review and report at a subsequent meeting.

The meeting of the Executive Committee adjourned at 7:55 P.M.

BOARD OF DIRECTORS

OFFICER/EXECUTIVE REPORTS

Chair's Remarks (Alex M.; 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. Sean C. 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); Members of the Executive Committee self-introduced. The July 10, 2018 *Minutes* were approved. Alex M. reported that Ralph J. had resigned as Chair of the Board, prior to beginning curative Chemotherapy treatment for Cancer. Per WAIA Bylaws Article 5; Section 3; D): "The Vice-Chair shall serve as Chair whenever there is a vacancy in the office of Chair or when requested to do so by the Chair." On August 20, 2018 Ralph J. contacted Alex M. and asked that he assume duties of the Chair. On August 21, Ralph J. sent a formal resignation E-mail to the Executive Committee. In order to fill the office of Vice-Chair, Alex M. had nominated Sean C., which nomination was approved by the Executive Committee. Sharon F. had resigned as Member-at-Large, for professional conflict reasons. Alex M. asked former Chair Matt B. to fill the remainder of her term; that appointment was approved by the Executive Committee. That left one Member-at-Large vacancy (replacement of Sean C.); recommendations from Board members should be submitted to Alex M.; the nominee must be a Meeting Representative. The plan is to fill that position at the October 9 meeting.

Office Administrator (Luella T.; administrator@aa-dc.org): July 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. August Calls (371 total): 27 for help, 93 for WAIA Business, 44 for Literature and Chip Orders, 184 for Meeting Information, 18 for Public Information, 4 for AI-Anon and 1 No-Meeting-at-Location Call (No Name meeting in Virginia; obtained correct address from Northern Virginia Intergroup). There were 60 walk-ins to the office. Volunteers are needed at the desk, 5 slots open: Monday 4:00-7:00 P.M., Tuesday 10:00 A.M.-1:00 P.M., Tuesday 1:00-4:00 P.M., Friday 1:00-4:00 P.M. and Saturday 4:00-7:00 P.M. Luella will be attending Intergroup Seminar next week (9/19-9/23). The October issue of the New Reporter and the digital.New.Reporter will go out by the end of this week. Gratitude boxes will be distributed at the October Board meeting. She reported that the DC Sales tax has been increased to 6.0%, effective October 1, 2018 (c.f., current 5.75%).

Treasurer (Arno S.; treasurer@aa-dc.org): See attached Balance Sheet and Profit-and-Loss Report. [The incorrect amount on the "2200 DC Payable" line on the Balance Sheet (as of June 30, 2018) was investigated and determined to be a calculation error which was resolved by our accountants.]

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, 0 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.

CORPORATE COMMITTEE REPORTS

Elections Committee (Alec B.; elections@aa-dc.org): In order to be listed on the ballots, candidates can identify themselves to the Chair by November, with the final election in December. Carol E. agreed to conduct the vote tally.

Finance Committee (Carlos O.; finance@aa-dc.org): Carlos distributed the large (double-page) working copy of the 2019 Budget, explained the process and provided his interpretation of document layout. He promised to provide an abbreviated, public version to be sent out as a PDF to all Board Members.

Office Committee (Tom G.; office@aa-dc.org): No Report

Rules Committee (Ben P.; rules@aa-dc.org): He explained about the availability of copies of the Bylaws.

Technology Committee (Alex M.; website@aa-dc.org): The Chair of this Committee is now looking for more support since he also has assumed the role as Chair of the Board. He is seeking solutions to reduce response burden of mailings from the office. The monthly site-usage report is available online: <https://aa-dc.org/tech>

SERVICE COMMITTEE REPORTS

Accessibility (formerly: Special Needs) Committee (Teresa R.; accessibility@aa-dc.org): The results of the Survey have been compiled and posted on the website; 37 groups responded. WAIA has received queries about American Sign Language (ASL) translation; the Committee is trying to benefit from the experience of the Northern Virginia Intergroup; while awaiting that information, they have not yet replied.

Archives Committee (Stan S.; archives@aa-dc.org): The Archives Committee fully supported the 60th ICYPAA in Baltimore MD this September. In particular, use of the WAIA projector by Jeff K. at the Conference significantly contributed to broadening understanding of Area 13 AA history, as well as general AA history in Spanish, in PowerPoint presentations, which drew scores of viewers. The WAIA projector was returned to the WAIA Office in good shape. Stan S. contacted the GSO International Desk and the Cleveland Intergroup *Central Bulletin* regarding articles for submission to the "History Corner" of the November issue of the *WAIA New Reporter*.

Public Information/Cooperation with the Professional Community Committee (Michael Y.; publicinfo@aa-dc.org; cpc@aa-dc.org): The Committee is helping at the Central Union Mission, Family Ministry Center with a series of meetings in which 12 speakers will be speaking about the 12 steps. The Committee coordinated with Luella T. to provide brochures and copies of the Where-and-When for the event. They are working with the Area 13 (WAGSA) District 2 Public Information Committee to strategize activities, thereby helping to grow the group, which is relatively new and still quite small. The WAIA PI/CPC Committee, the District 2 PI/CPC Committee and the District Committee Member (DCM) are in touch with the nursing staff at the Georgetown University Hospital, with the intent to set up monthly sessions for the staff. Bridging the Gap efforts are under consideration and there are plans to distribute tear-off flyers ("Having Trouble with Alcohol?") that include WAIA contact information and a link to the WAIA website. The Committee is in touch with the Wellness Center at Prince George's Community College about AA materials and sessions, and is also referring the counselors to the NA World Services and the Al-Anon Family Groups Headquarters for additional information that was requested. The PI/CPC Chair will be attending the American Association for the Advancement of Science (AAAS) Health Fair on September 20.

Hospitals and Institutions (H&I) Committee (Sean C.; hni@aa-dc.org): The Chair explained the role of the Committee. He also reassured that Montgomery General Hospital has new expanded services rather than the closure of their detoxification facilities, as earlier reported.

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

Night Watch Committee (Turpy S.; nightwatch@aa-dc.org): The list of volunteers of volunteers has been reviewed and updated so that the Committee now has 12 volunteers; Luella and Clo'via have trained the new volunteers.

Outreach Committee (Ben P.; outreach@aa-dc.org): The Chair explained the new Board member information packet available from him. Possible service workshop with WAGSA in 2019. Informational literature will be included with Gratitude Box mailing at end of October.

AD-HOC COMMITTEE /EVENT/LIAISON 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 (full table) or \$50 individual tickets – sales likely to begin in the Fall. Currently there are about six members on the Committee. Ticket sales by end of October. The theme will be Great Gatsby/Roaring 20s. The plan is to have exclusively online ticket sales.

Grapevine (Carlos D.; grapevine@area13aa.org; 202/607-3087): No Report

Hispanic Intergroup (TBD): No Report

Hospitality Committee (Patrick F.; hospitality@aa-dc.org): Alex M. 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

Northern Virginia Intergroup (Dan G.; nvliaison@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. A link on the website was added <<https://aa-dc.org/event/40th-annual-old-timers-meeting>>

Washington Area General Service Assembly (Terry H.; secretary@aa-dc.org): The Washington Area General Service Assembly (WAGSA) has convened twice since the last WAIA Board meeting. Those monthly informational Committee sessions met on August 13 and September 10. At the August 13 session, the Delegate presented some additional comments to close out the content which had been presented at the annual Delegate Report-Back on June 16. He also mentioned that the AA World Services Board is looking for a new committee member with information technology expertise to advise the Board. There was much discussion of the upcoming ICYPAA meeting (August 30-September 2) and plans for coordination of related activities. Last night (September 10), in addition to the Committee and District reports, much of the discussion addressed issues to be placed on the agenda for the upcoming October 20 business Assembly meeting. The main business of that meeting will be the election of officers for the 2019-2021 panel; additional items included a plan to rent storage space to unify the archival records and suggested topics for workshops.

Upcoming Dates of Interest:

- October 8 (Monday; 7:30-9:00 P.M.): WAGSA monthly Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD)
- 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)

OLD BUSINESS:

Alex M. reported that an estimated line item of \$10,000 [Budget Committee confirmed after the meeting that it was \$15,000 and that it would be budget-neutral] for the conduct of an audit had been added to the 2019 Budget, but that no quotes or bids had yet been requested. The Board will be kept informed of progress on this action item.

NEW BUSINESS:

[Items for future consideration should be submitted to: executivecommittee@aa-dc.org]

There was an extended discussion of the issue of what search criteria should be included for the website version of the Where-and-When, specifically whether "Dual Diagnosis" was an appropriate descriptor. Following explication of the discussions held a year ago and by the Executive Committee (*q.v.*, *supra*) on this evening, and hearing the input of the Board membership, the issue was referred back to the Executive Committee for action during the upcoming month in replying to the recent request from the outside.

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at: 9:16 P.M.

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

Washington Area Intergroup Association, Inc

BALANCE SHEET

As of August 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 WAIA	43,205.09
1005 Certificate of Deposit	0.00
1010 Petty Cash	33.19
1020 WAIA Money Market	127,791.69
1030 other Money Market - 55-5972	0.00
Total Bank Accounts	\$171,029.97
Accounts Receivable	
1100 Accounts Receivable	236.70
Total Accounts Receivable	\$236.70
Other Current Assets	
1200 Uncleared Funds	243.65
1230 Deposits	0.00
1300 Inventory Asset	5,780.76
1400 Payroll Corrections	0.00
Total Other Current Assets	\$6,024.41
Total Current Assets	\$177,291.08
Fixed Assets	
1700 Accumulated Depreciation	-3,987.18
1800 Furniture and Fixtures	3,987.18
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$177,291.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2050 PNC Credit Card	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
2100 Payroll Liabilities	0.00
2120 DC Unemployment Tax	53.93
2130 Federal Taxes (941/944)	1,426.48
2140 MD Income Tax	602.37
2150 Simple IRA Co. Match	0.00
2160 Simple IRA Emp.	0.00
Total 2100 Payroll Liabilities	2,082.78
2180 Direct Deposit Payable	0.00
2190 Maryland Withholding	0.00
2195 Virginia taxes withheld	0.00
2200 DC Payable	296.69

	TOTAL
2220 Sales Tax Agency Payable	0.00
2400 Other Current Liabilities	0.00
Total Other Current Liabilities	\$2,379.47
Total Current Liabilities	\$2,379.47
Total Liabilities	\$2,379.47
Equity	
3000 Opening Bal Equity	-25,747.24
3900 Retained Earnings	193,487.72
Net Income	7,171.13
Total Equity	\$174,911.61
TOTAL LIABILITIES AND EQUITY	\$177,291.08

Washington Area Intergroup Association, Inc

PROFIT AND LOSS

January - August, 2018

	TOTAL
Income	
4000 Sales of Product Income	236.70
4030 Shipping & Handling	276.55
4060 Unapplied Cash Payment Income	0.75
4090 Interest	183.87
4100 Banquet	13,907.49
4110 Chips	12,303.75
4120 Literature	29,984.89
4130 New Reporter	71.00
4140 Where/When	4,251.00
4300 Contributions	76,219.27
4400 Sales Tax Rounding Difference	0.24
Total Income	\$137,435.51
Cost of Goods Sold	
5000 Cost of Goods Sold	
5010 Chips	5,946.24
5020 Chips - Freight Cost	315.00
5030 Literature	24,505.30
Total 5000 Cost of Goods Sold	30,766.54
Total Cost of Goods Sold	\$30,766.54
GROSS PROFIT	\$106,668.97
Expenses	
6000 Acctg/Audit	835.00
6010 Bank Fees	30.00
6030 Board Meeting Rent	800.00
6040 Committees	
6050 Archives	127.08
6060 Banquet	12,854.63
6070 Technology	689.75
Total 6040 Committees	13,671.46
6180 Insurance	2,937.00
6190 Merchant Services	1,135.36
6200 Employee Compensation	
6210 Benefits	
6220 Medical	1,615.94
Total 6210 Benefits	1,615.94
6240 Reimbursement	
6241 Annual Intergroup Seminar	80.00
6242 Cell Phone	640.00
6243 Mileage	219.75
Total 6240 Reimbursement	939.75
Total 6200 Employee Compensation	2,555.69
6260 Payroll Expenses	

	TOTAL
6261 Company Contributions	
6262 Retirement	958.08
Total 6261 Company Contributions	958.08
6263 Taxes	3,507.30
6264 Wages	41,611.83
Total 6260 Payroll Expenses	46,077.21
6300 Office Expense	
6305 Internet	773.91
6310 New Equipment	377.98
6315 Office Rent	15,617.00
6320 Office Supplies	2,209.29
6325 Parking	1,930.00
6330 Postage & Delivery	827.92
6335 Repair/Maintenance	3,125.71
6340 Telephone	4,822.15
6345 Web Hosting	553.50
Total 6300 Office Expense	30,237.46
6370 QuickBooks Payments Fees	1,138.65
6400 Unapplied Cash Bill Payment Expense	0.00
6490 Sales Tax Rounding Difference - Expense	0.01
Total Expenses	\$99,417.84
NET OPERATING INCOME	\$7,251.13
Other Expenses	
6600 Business Licences and Fees	80.00
Total Other Expenses	\$80.00
NET OTHER INCOME	\$ -80.00
NET INCOME	\$7,171.13