



**Minutes: Executive Committee and Board of Directors Meetings
Tuesday, November 13, 2018**
[Pending approval by Board of Directors on December 11, 2018]

EXECUTIVE COMMITTEE

The meeting was called to order by the Chair, Alex M., at 7:02 P.M., followed by the Serenity Prayer. The Committee reviewed and agreed to follow the provisional agenda proposed by the Chair.

General Discussion:

- Elections: A survey of the Executive Committee indicated that Patrick will not continue as a Member-at-Large or serve as Hospitality Chair. Neither Corinn E nor Matt B. will run as a Member-at-Large again. Since the Elections Committee Chair, David H. will not be present tonight, Matt B. will discuss the election process with the Board.
- Audit: Arno S. plans to send out a newly crafted Request For Quotation (RFQ) to at least four possible firms. There was discussion of text phrasing, time line and suggestions of additional vendors. Responses will be due 1/15/19 with selection in February.
- Website: Corinn E. reported that there had been no reply from AAWS yet regarding their website ethics policy; she will present to the Board next month
- 2019 Budget: Alex M. reported that Eryn C. will be responsible for presentation to the Board (*i.e.*, answering questions). The *Bylaws* require passage of the Budget tonight; an alternative mechanism, as needed, might be to ask the Board to temporarily suspend the *Bylaws* to allow the vote to be taken in December.
- Tax form 990: the completed form was approved by the Executive Committee. Alex M. will sign and submit it to the IRS.
- Gratitude Month: Board members will be asked to submit the collected sums as soon as possible after the end of the month by cash, check or online. Luella T. will explain the process during her report.
- Corinn E.: She is looking for effective ways to encourage people to be Group Representatives/Board members
- Alex M.: The next meeting of the Technology Committee will be on December 13. They will select a new Committee Chair and discuss ways to improve the website.
- Sean C.: Tony G will present a District 2 report on activities in collaboration between WAGSA and WAIA.

Office Administrator (Luella T.): See Report to Board

Treasurer (Arno S.): see bullet, above

Finance (Eryn C.): No Report

Office Committee (Tom G.): No Report.

Old Business: The proposed 2019 Budget will be brought to the Board for a vote.

New Business: None

The meeting of the Executive Committee adjourned at 7:49 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 8:01 P.M.; there was a group recitation of the Serenity Prayer. Kit read the *WAIA Preamble*. Exec Comm as steering committee for Board – roles of Board. Board serves as group conscience to ensure following path laid out. Members of the Executive Committee self-introduced. The October 9, 2018 *Minutes* were considered; it was recommended that a draft copy of the proposed 2019 Budget be appended to that document; the amended *Minutes* were approved. 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). The Chair explained a plan to send out an advance agenda with request for feedback/suggestions by any Board member prior to the meeting date.

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.

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: 29 Voting Representatives, 1 Voting Alternate, 0 Non-Voting Alternates and 0Visitors/Guests, for a total eligible voter count: 30.

Office Administrator (Luella T.; administrator@aa-dc.org): October Calls (343): 35 for help, 69 for WAIA Business, 30 for Literature and Chip Orders, 201 for Meeting Information, 7 for Public Information, 1 for AI-Anon and 1 No Meeting at Location Call - Unidentified. There were 47 walk-ins to the office. Volunteers are needed at the desk, with 5 slots open: Tuesday 10:00 A.M.-1:00 P.M., Tuesday 1:00-4:00 P.M., Tuesday 4:00-7:00 P.M., Friday 1:00-4:00 P.M. and Saturday 4:00-7:00 P.M. We also need help on Thanksgiving Day 10:00 A.M.-1:00 P.M., 1:00-4:00 P.M. and 4:00-7:00 P.M. The December issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week. 302 Gratitude Boxes were either mailed or picked up by the end of October. Gratitude box totals may be submitted by cash, check or online.

Treasurer (Arno S.; treasurer@aa-dc.org): IRS 990 tax form has been prepared and signed by the Chair, Alex M. An RFQ has been prepared for distribution, with reporting due by the third Quarter of 2019 to allow adjustments to organization, as needed by indication in that audit.

CORPORATE COMMITTEE REPORTS

Elections Committee (David H.; elections@aa-dc.org): David H. will serve as *interim* Elections Chair and will be taking names for candidates for Executive Committee and Offices – use the E-mail address above. Candidates must be a Group Representative at the time of the election. To be on the printed ballot, submit name to David H. by December 1. Inclusion on ballot on December 11, as a write-in, is possible. Matt B. the explained roles of the members of the Executive Committee (Members-at-Large and Officers).

Finance Committee (Eryn; finance@aa-dc.org): She provided a broad presentation of the 2019 Budget and answered questions. Recent budgets have been based on prior budgets not actuals. There was a motion to approve; the proposed Budget passed unanimously.

Office Committee (Alex M. for Tom G.; office@aa-dc.org): Efforts to implement a new Step 12 process are in progress.

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

Technology Committee (Alex M.; technology@aa-dc.org): The website provides a new link on the menu bar, labeled, "meeting guide app" – AAWS will make available this app – they are NOT managing it or the data. The Committee is moving to G-suite as a discussion/mailling platform. It will be used to create a database to track groups (multiple meeting organization - to reduce confusion) and contacts more effectively. There will be a meeting of the Technology Committee on Thursday, December 13 at the WAIA office to reorganize the Committee (participation available in person and online).

SERVICE COMMITTEE REPORTS

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

Ad Hoc Committee on Sponsorship (Katherine R.; serviceworkshop@aa-dc.org): The Chair submitted the following report on plans for a Workshop on the topic of Sponsorship: I am pleased to report that the Ad Hoc Committee has met two times since the last WAIA Board meeting. We meet on the second Thursday of each month at 7:00 P.M. at Seekers Church in DC. So far, we have identified a theme: We Never Have to Be Alone Again – How Sponsorship Works, Past and Present. Our purpose is to discover the rewards of sponsorship for sponsors and sponsees. We have created a broad-brush outline of a one-day conference and hammered out some of the details. There is still much to do, and we welcome those interested in serving on this committee to join us. Thank you for your support.

Archives Committee (Stan S.; archives@aa-dc.org): Jeff K. and Stan S. attended the Old Timers Meeting to record the shares for the Audio Archives as a continuation of past years' practice. Jeff has begun the review of files from years 1999-2004 Alex M. placed in Archives. We discovered six Buck Doyle tapes, about forty Midtown tapes, and a Brother Alexis tape which we did not already have. In addition, we see a hundred or more MP3 files in multiple parts that could be updated with many person-hours involved. We have plenty of opportunities for service; please join us when the Archives Committee staffs the phones in the office from 10:00 A.M. to 1:00 P.M. on Saturdays. If you have WAIA Banquet tapes please donate them to be converted to MP3 files.

Public Information/Cooperation with the Professional Community Committee (Michael Y.; publicinfo@aa-dc.org; cpc@aa-dc.org): The Committee staffed the Veterans Stand Down Homeless Resource Day and Expungement Fair in Landover, MD. This was a large event and a dozen visitors to the booth were provided brochures and *Where & Whens*. The Committee also staffed a Benefits & Wellness Fair at American University, where we connected with three staff from the counseling center, the captain of university police, and several faculty. Shannon C. helped coordinate a booth visitor's first meeting at Dupont Circle Club. There is interest in an AA presentation for AU's Peer Health Educators, a group of undergraduate students who are trained in health education and can refer students to AA. Digital literature and a list of young people's meetings were also provided, and the Committee will connect with the new Coordinator for Alcohol and Other Drugs Initiatives at the AU Health Promotion & Advocacy Center later this month to provide guidance and hard copy resources. The Committee is also working with District 2 PI Committee to distribute literature and communicate available resources to various Senior Villages throughout the district. We are also coordinating with the Area 13 PI Committee, now chaired by Shannon C., and expanding our library initiative to provide brochures to more libraries in the area. The library effort in District 2 is complete.

Hospitals and Institutions (H&I) Committee (Sean C.; hni@aa-dc.org): The Committee needs volunteers. Some funding is available for literature to be distributed to hospital and institutions. They are looking for individuals to connect with Shady Grove Hospital and with DC institutions.

Literature Committee (Stephen L.; literature@aa-dc.org): The Chair was Present; there was No Report.

Night Watch Committee (Alex M. for Turpy S.; nightwatch@aa-dc.org): He explained the functions of this Committee, as outlined in the *Bylaws*.

Outreach Committee (Ben P.; outreach@aa-dc.org): He identified four new Board members and encourage them to get informational packets from him. He presented plans to tally the number of meetings and the small number of those sending Representatives to the monthly Board sessions.

AD-HOC COMMITTEE, EVENT, LIAISON REPORTS

Gala Committee (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 300 tickets at \$40 each (\$400 for full table). The theme will be Great Gatsby/Roaring 20s. A woman speaker from Richmond VA has been arranged. The plan is to have exclusively online ticket sales. The promotional flyer is available online (<https://aa-dc.org/event/waia-gala-2017-temp>).

Grapevine (Carlos D.; grapevine@area13aa.org; 202/607-3087): The online *Grapevine* survey is now closed. There will be free shipping of all products from the Grapevine store until 12/31.

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. The Chair will not continue in 2019, so a replacement is needed.

New Reporter Committee (Tony F.; newreporter@aa-dc.org): The Chair was not present; there was No Report

Northern Virginia Intergroup (Dan G.; nvliaison@aa-dc.org): A new Liaison is needed.

Old Timers Committee (Rachel W.; oldtimers@aa-dc.org): The 40th Annual Old Timer's Gratitude Meeting was held on Friday, November 9. The event provided a \$520 profit. Suggestions for venue for 2019 are welcomed. A new Chair is being sought for 2020 forward.

Washington Area General Service Assembly (Terry H.; secretary@aa-dc.org): The Washington Area General Service Assembly (WAGSA) convened twice since our last meeting, first as the triannual business Assembly on Saturday, October 20 and second as the monthly informational Committee on Monday, November 12. The main focus of the business meeting was the biennial election of officers. Those elected were: Michelle G. (Delegate), Antonio A. (Alternate Delegate), Tony G. (Chair), Terry H. (Secretary) and Lynette D. (Treasurer). The draft 2019 Budget was presented with the intent of further discussion in November and December, followed by a vote at the next business meeting in January. The Assembly approved a motion to sponsor an agenda item for the 2019 General Service Conference, encouraging the composition of an audiobook in Spanish of The Language of the Heart. The proposal from the Archives Committee to move forward with plans to rent space for storage of archival materials was also approved.

At the informational meeting last night, the Chair summarized the proceedings of the October 20 Assembly, encouraged attendance at the NorthEast Regional AA Service Assembly and noted that the annual Gratitude Breakfast this coming Sunday was sold out and that no tickets would be available at the door. The Archives Chair announced that the storage space had been rented and that shelving and file cabinets are being installed to receive historical documents and items. Under Old Business, there was discussion of proposed topics for the inclusion of a workshop during the triannual Assemblies; the new Chair will take that discussion under advisement in planning the January Assembly.

Upcoming Dates of Interest:

- November 16-18 (Friday-Sunday): 2018 SouthEast Regional Forum (SERF); (Washington Dulles Airport Marriott Hotel)
- 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) [SOLD OUT]
- December 10 (Monday; 7:30-9:00 P.M.): WAGSA monthly Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD)
- February 22-24, 2019 (Friday-Sunday): 2019 NorthEast Regional AA Service Assembly (NERAASA); (Delta Hotels by Marriott Baltimore, 245 Shawan Road, Hunt Valley, MD 21031)

OLD BUSINESS:

See Finance Committee and passage of 2019 Budget, above.

NEW BUSINESS:

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

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

District 2 Coordination (Tony G): The Bridging-the-Gap activity needs lots of volunteers. In particular, a "Connector" (treatment facility coordinator) is needed. Interested parties can sign up on the District 2 website (<https://www.aa-district2.org/>). It is hoped that this might be coordinated with H&I. All plans must be HIPAA compliant, since it involves "Direct Step 12 work." District 2 will be hosting sober holiday gathering (<https://aa-dc.org/event/sober-holiday-gathering>).

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 October 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 WAIA	34,527.47
1005 Certificate of Deposit	0.00
1010 Petty Cash	33.19
1020 WAIA Money Market	127,842.95
1030 other Money Market - 55-5972	0.00
Total Bank Accounts	\$162,403.61
Accounts Receivable	
1100 Accounts Receivable	236.70
Total Accounts Receivable	\$236.70
Other Current Assets	
1200 Uncleared Funds	2,169.71
1230 Deposits	0.00
1300 Inventory Asset	5,780.76
1400 Payroll Corrections	0.00
Total Other Current Assets	\$7,950.47
Total Current Assets	\$170,590.78
Fixed Assets	
1700 Accumulated Depreciation	-3,987.18
1800 Furniture and Fixtures	3,987.18
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$170,590.78
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	-21.31
2130 Federal Taxes (941/944)	1,454.52
2140 MD Income Tax	291.61
2150 Simple IRA Co. Match	0.00
2160 Simple IRA Emp.	0.00
Total 2100 Payroll Liabilities	1,724.82
2180 Direct Deposit Payable	0.00
2190 Maryland Withholding	0.00
2195 Virginia taxes withheld	0.00
2200 DC Payable	210.88

	TOTAL
2220 Sales Tax Agency Payable	0.00
2400 Other Current Liabilities	0.00
Total Other Current Liabilities	\$1,935.70
Total Current Liabilities	\$1,935.70
Total Liabilities	\$1,935.70
Equity	
3000 Opening Bal Equity	-25,747.24
3900 Retained Earnings	193,487.72
Net Income	914.60
Total Equity	\$168,655.08
TOTAL LIABILITIES AND EQUITY	\$170,590.78

Washington Area Intergroup Association, Inc

PROFIT AND LOSS

January - October, 2018

	TOTAL
Income	
4000 Sales of Product Income	236.70
4030 Shipping & Handling	360.52
4060 Unapplied Cash Payment Income	0.00
4090 Interest	235.13
4100 Banquet	13,907.49
4110 Chips	15,122.25
4120 Literature	35,908.64
4130 New Reporter	78.50
4140 Where/When	5,359.00
4300 Contributions	94,242.04
4400 Sales Tax Rounding Difference	0.28
Total Income	\$165,450.55
Cost of Goods Sold	
5000 Cost of Goods Sold	
5010 Chips	6,887.83
5020 Chips - Freight Cost	359.59
5030 Literature	32,434.00
5050 Where/When	2,862.00
Total 5000 Cost of Goods Sold	42,543.42
Total Cost of Goods Sold	\$42,543.42
GROSS PROFIT	\$122,907.13
Expenses	
6000 Acctg/Audit	835.00
6010 Bank Fees	30.00
6030 Board Meeting Rent	1,000.00
6040 Committees	
6050 Archives	127.08
6060 Banquet	12,854.63
6070 Technology	1,000.00
Total 6040 Committees	13,981.71
6180 Insurance	2,937.00
6190 Merchant Services	1,322.24
6200 Employee Compensation	
6210 Benefits	
6220 Medical	2,003.20
Total 6210 Benefits	2,003.20
6240 Reimbursement	
6241 Annual Intergroup Seminar	1,345.39
6242 Cell Phone	800.00
6243 Mileage	270.39
Total 6240 Reimbursement	2,415.78
Total 6200 Employee Compensation	4,418.98

	TOTAL
6260 Payroll Expenses	
6261 Company Contributions	
6262 Retirement	1,197.60
Total 6261 Company Contributions	1,197.60
6263 Taxes	4,299.52
6264 Wages	51,967.58
Total 6260 Payroll Expenses	57,464.70
6300 Office Expense	
6305 Internet	943.89
6310 New Equipment	397.97
6315 Office Rent	19,497.00
6320 Office Supplies	3,222.32
6325 Parking	2,360.00
6330 Postage & Delivery	1,859.90
6335 Repair/Maintenance	3,839.71
6340 Telephone	5,696.61
6345 Web Hosting	597.50
Total 6300 Office Expense	38,414.90
6370 QuickBooks Payments Fees	1,282.99
6400 Unapplied Cash Bill Payment Expense	0.00
6410 Uncategorized Expense	225.00
6490 Sales Tax Rounding Difference - Expense	0.01
Total Expenses	\$121,912.53
NET OPERATING INCOME	\$994.60
Other Expenses	
6600 Business Licences and Fees	80.00
Total Other Expenses	\$80.00
NET OTHER INCOME	\$ -80.00
NET INCOME	\$914.60