



**Minutes: Executive Committee and Board of Directors Meetings
Tuesday, December 11, 2018**

[Pending approval by Board of Directors on January 8, 2019]

EXECUTIVE COMMITTEE

The meeting was called to order by the Chair, Alex M., at 7:07 P.M., followed by group recitation of the Serenity Prayer. The Committee reviewed and agreed to follow the provisional agenda proposed by the Chair. Arno S. and Matt B. were not present.

Old Business:

Elections (David H.): He confirmed the printed ballots as reflective of those who have agreed to run as of December 10. He outlined his intent to solicit additional candidates from the Floor at the Board meeting. There was discussion of what would happen if all five Member-at-Large seats would not be filled. There will be separate votes for Chair, Vice-Chair and all 5 Members-at-Large. A two-thirds majority vote is required for election (otherwise considered "caretaker"); the percentage will be based on those registered by check-in with the Registrar

Audit (Alex M. for Arno S.): There was no update on the status of the Request for Proposals (RFP) for an audit.

Gratitude Month (Luella T.): She reported that 302 Gratitude Boxes were either mailed or picked up by the end of October. To date, 74 boxes have been received back for a total of \$8,056.61.

Office Staff Review (Alex M.): The annual performance review will be conducted by Alex and Sean later in December. The Executive Committee authorized the provision of a bonus to Luella and to Clo'via.

Standing Reports:

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

Treasurer (Arno S.): Arno was not present, but he had provided, the attached Balance Sheet and Profit-and-Loss Report

Finance (Eryn C.): Eryn was present, but had no report

Office Committee (Tom G.): Tom was present, but had no report.

Privacy Policy (Corinn E.): Corinn reported that the compiled data on website policies will be considered by the Technology Committee at their meeting on Thursday, December 13. A unified summary will be distributed to the Executive Committee and Board for comment.

New Business:

Alex M. reported that the new proposed (temporary) home page has been optimized for mobile use and can be accessed at: <https://aa-dc.org/new>.

He also led a discussion of a plan to switch the gateway for website credit card payment to the PNC bank. We currently pay \$300 (annually) plus 2.9% per transaction with the next payment due on February 8, 2019.

He called for suggestions for a new Secretary for 2019 and briefly discussed the possibilities of a new format for the meeting *Minutes* and rapid release of preliminary notes, only to those who attended the meeting.

He announced that the Technology Committee will meet on December 13 at 8:00 P.M. For those unable to attend in person, the call-in information will be: 515/739-1285, enter code 617307. The meeting is open to all AAs with an interest in technology. A new Committee Chair is needed. One point to be considered is the use of G-Suite as a communications platform.

Finally, there was a brief discussion of possible ways to expedite the Board meeting process facilitate getting into new business.

The meeting of the Executive Committee adjourned at 7:47 P.M.

BOARD OF DIRECTORS

Opening Actions: There was a group recitation of the Serenity Prayer. Ben P. read the WAIA Preamble. The Executive Committee members self-introduced. Alex M. outlined the roles of WAIA Representative (Board Members). The Secretary summarized the proceedings of the meeting of the Executive Committee. The Minutes of the November 13 meeting were considered. One change was recommended: The name of the Chair of the *Ad Hoc* Committee on Sponsorship (top of page 3) was incorrect; the correct name was inserted; the Minutes were approved as amended. The Chair (Alex M.; chair@aa-dc.org) provided some opening remarks and turned the meeting over to the Chair of the Elections Committee.

Elections Committee (David H.; elections@aa-dc.org): The Chair outlined the procedures for conducting the balloting. He asked the Registrar to provide a report of those attending to serve as a basis for the counts (see Report, below). The final tallies for each component of the election were as follow:

Chair:	Alex M.	(33)*
	Bill M.	(1)
Vice Chair	Mike L.	(15)(10)
	Sean C.	(19)(24)*
Member-at-Large	Eryn C.	(29)*
	Ben P.	(31)*
	Chris H.	(32)*
	Mike L.	(31)*
	Kelly S.	(31)*

* = Elected

David H. called for a vote of approval of the entire slate; that tally was 34

Standing Reports:

Registrar (Vittorio S.; registrar@aa-dc.org): He reported that there were 33 voting Representatives, 1 voting Alternate-Representative; 1 non-voting Alternate-Representative and 0 guests for a total of 34 voting.

Office Administrator (Luella T.; luella@aa-dc.org): There were 369 calls in November: 30 for help, 100 for WAIA business, 37 for literature and chip orders, 194 for meeting information, 5 for public information, 2 for AI-Anon and 1 "No Meeting at Location" call (unidentified). There were 45 walk-ins to the office. Volunteers are needed at the desk, 5 slots open: Monday 10:00 A.M.-1:00 P.M., Tuesday 1:00-4:00 P.M., Thursday 1:00-4:00 P.M., Friday 1:00-4:00 P.M., Friday 7:00-10:00 P.M. The January 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. To date, 74 boxes have been received back for a total of \$8,056.61

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

Old Business:

Alex M. reported on the status of the Audit RFP and indicated that other vendors have been solicited. For the sake of time, those Committee reports which had been provided in advance will be included in the *Minutes*.

Liaison Reports:

Washington Area General Service Assembly (Terry H.; secretary@aa-dc.org): The Washington Area General Service Assembly (WAGSA) convened as a committee on Monday, December 10. This was the final meeting of the two-year cycle of trusted servants, so much of time was spent in perspectives and retrospectives. The Policy and Procedures Committee has completed its revision of the Area 13 Handbook; following vetting through the appropriate parties, it will likely be considered for approval at the Spring Assembly. The Chair of the Cooperation with the Professional Community Committee recommended that the Committee be divided into two subcommittees to better cover the types of projects which they are expected to address. The Budget and Finance Committee Chair provided draft copies of the 2019 Budget, asking Representatives to discuss it with their groups and be ready to vote on it at the January Assembly. Under New

Business, there is a motion pending a vote at the January Assembly to allow acceptance of monetary contributions electronically.

Upcoming Dates of Interest:

- January 14 (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)

New Business: None. Please submit New Business to executivecommittee@aa-dc.org or chair@aa-dc.org

Service Committees:

Accessibility Committee (Teresa R.; accessibility@aa-dc.org): The Accessibility Committee submitted a response to the General Service Office (GSO) for their request for shared experience as part of a national survey about AA access in remote areas and AA access for persons with hearing barriers. There should be a publication with a summary of responses sometime in the future. In addition, we reached out to the NorthEast Regional AA Service Assembly (NERAASA) Accessibilities co-chairs. NERAASA is having an upcoming meeting/service assembly and there is an Accessibility chair for this assembly. We are trying to join the volunteers for this portion of the assembly. We plan to attend in order to learn about best practices in the Northeast area.

Archives Committee (Stan S.; archives@aa-dc.org): Jeff K. has completed the review of the files from years 1999-2004 that Alex M. placed in the Archives. The MP3 files in multiple parts have been updated. We contacted Alec B. and deleted from the Archives all his personal files. Stan S. scanned three General Service Conference Manuals (1999, 2000, and 2008) for an electronic record in these in regard to WAGSA's intent to rent storage space for its Archives. If you have WAIA Banquet tapes please donate them to be converted to MP3 files.

Cooperation with the Professional Community/Public Information Committee (Michael Y.; cpc@aa-dc.org): The Chair was not present, and no report was made available for inclusion in the *Minutes*.

Hospitals and Institutions Committee (Sean C.; hni@aa-dc.org): The Committee is in need women volunteers in DC and men volunteers in Prince George's County, in particular to serve as a coordinator in the latter area. There are five new inside and two outside meetings for Shady Grove Hospital. There is a need for groups/individuals to host these meetings.

WAIA Workshops/Events:

Ad Hoc Committee for Service Workshop (Katherine R.; serviceworkshop@aa-dc.org): The tentative date for this event is currently under consideration for June 2019.

Ad Hoc Committee for Sponsorship Workshop (Teresa R.; sponsorworkshop@aa-dc.org): The Committee has met twice since the last Board Meeting. We will meet again this Thursday, 12/13/18 at Seekers Church in DC at 7:00 P.M. There is still opportunity for anyone interested in helping plan this event to participate. Our theme is: "We never have to be alone again-how sponsorship works past and present." Our purpose is to discover the benefits and rewards of sponsorship - for sponsees and sponsors. We envision inviting four AA groups to provide a panel for discussion sessions and that we will also have three speakers who will discuss styles of sponsoring. We anticipate attendance of 70-100 people during the one- day conference on Saturday, September 14, 2019. At this week's meeting we will be working on: a budget, getting speakers, lunches, and hospitality. Please join us. Thanks for your support.

Technology Committee (Alex M; tech@aa-dc.org) : The Committee will meet on December 13 at 8:00-9:30 P.M. at the WAIA Office and by phone: 515/739-1285; Enter Code 617307; screen-sharing will be in use, please go to www.freeconferencecall.com and install their plugin before joining the meeting; our online meeting ID is waiatech. Agenda: 1) Need new chair/webmaster; 2) Proposed new homepage: <https://aa-dc.org/new>; 3) G-Suite transition for communications; 4) Creating a database for group/meeting information tracking; 5) "AAWS and the Meeting Guide App" (with the chair logo) <https://meetingguide.aa.org/>; 6) New Chair needed (can be separate from Webmaster)

The meeting of the Board of Directors was adjourned at: 9:22 P.M.

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

Washington Area Intergroup Association, Inc

BALANCE SHEET

As of November 30, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 WAIA	37,352.73
1005 Certificate of Deposit	0.00
1010 Petty Cash	33.19
1020 WAIA Money Market	127,868.17
1030 other Money Market - 55-5972	0.00
Total Bank Accounts	\$165,254.09
Accounts Receivable	
1100 Accounts Receivable	236.70
Total Accounts Receivable	\$236.70
Other Current Assets	
1200 Uncleared Funds	421.31
1230 Deposits	0.00
1300 Inventory Asset	5,780.76
1400 Payroll Corrections	0.00
Total Other Current Assets	\$6,202.07
Total Current Assets	\$171,692.86
Fixed Assets	
1700 Accumulated Depreciation	-3,987.18
1800 Furniture and Fixtures	3,987.18
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$171,692.86
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	16.31
2130 Federal Taxes (941/944)	1,444.56
2140 MD Income Tax	580.48
2150 Simple IRA Co. Match	0.00
2160 Simple IRA Emp.	0.00
Total 2100 Payroll Liabilities	2,041.35
2180 Direct Deposit Payable	0.00
2190 Maryland Withholding	0.00
2195 Virginia taxes withheld	0.00
2200 DC Payable	248.70

	TOTAL
2220 Sales Tax Agency Payable	0.00
2400 Other Current Liabilities	0.00
Total Other Current Liabilities	\$2,290.05
Total Current Liabilities	\$2,290.05
Total Liabilities	\$2,290.05
Equity	
3000 Opening Bal Equity	-25,747.24
3900 Retained Earnings	193,487.72
Net Income	1,662.33
Total Equity	\$169,402.81
TOTAL LIABILITIES AND EQUITY	\$171,692.86

Washington Area Intergroup Association, Inc

PROFIT AND LOSS

January - November, 2018

	TOTAL
Income	
4000 Sales of Product Income	236.70
4030 Shipping & Handling	401.70
4060 Unapplied Cash Payment Income	0.00
4090 Interest	260.35
4100 Banquet	13,907.49
4110 Chips	16,761.75
4120 Literature	41,883.15
4130 New Reporter	78.50
4140 Where/When	5,775.00
4300 Contributions	100,992.64
4400 Sales Tax Rounding Difference	0.39
Total Income	\$180,297.67
Cost of Goods Sold	
5000 Cost of Goods Sold	
5010 Chips	7,415.58
5020 Chips - Freight Cost	394.59
5030 Literature	36,052.90
5050 Where/When	2,840.53
Total 5000 Cost of Goods Sold	46,703.60
Total Cost of Goods Sold	\$46,703.60
GROSS PROFIT	\$133,594.07
Expenses	
6000 Acctg/Audit	835.00
6010 Bank Fees	45.00
6030 Board Meeting Rent	1,100.00
6040 Committees	
6050 Archives	127.08
6060 Banquet	12,854.63
6070 Technology	1,000.00
6080 CPC/PI	21.47
Total 6040 Committees	14,003.18
6180 Insurance	3,181.00
6190 Merchant Services	1,433.88
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	840.00
6243 Mileage	282.49
Total 6240 Reimbursement	2,467.88

	TOTAL
Total 6200 Employee Compensation	4,471.08
6260 Payroll Expenses	
6261 Company Contributions	
6262 Retirement	1,317.36
Total 6261 Company Contributions	1,317.36
6263 Taxes	4,694.10
6264 Wages	57,125.59
Total 6260 Payroll Expenses	63,137.05
6300 Office Expense	
6305 Internet	1,028.88
6310 New Equipment	397.97
6315 Office Rent	21,437.00
6320 Office Supplies	3,595.34
6325 Parking	2,575.00
6330 Postage & Delivery	1,975.89
6335 Repair/Maintenance (Copier lease & expenses)	4,211.71
6340 Telephone	6,125.52
6345 Web Hosting	639.67
Total 6300 Office Expense	41,986.98
6370 QuickBooks Payments Fees	1,433.56
6400 Unapplied Cash Bill Payment Expense	0.00
6410 Uncategorized Expense	225.00
6490 Sales Tax Rounding Difference - Expense	0.01
Total Expenses	\$131,851.74
NET OPERATING INCOME	\$1,742.33
Other Expenses	
6600 Business Licences and Fees	80.00
Total Other Expenses	\$80.00
NET OTHER INCOME	\$ -80.00
NET INCOME	\$1,662.33