



Board of Directors Meeting Minutes

The Church in Bethesda 5033 Wilson Lane Bethesda MD. Opened 8:05pm; Closed 8:40pm

1. Chair's opening remarks

Welcome, introductions of Executive Committee members
WAIA Preamble

2. Executive Committee Meeting Report [Suzanna D]

See executive committee notes (to be posted after March meeting)

3. Approval/Changes to Previous Meeting's Minutes [Suzanna D]

- Board approves January meeting minutes without addition or edits
- Info distribution schedule was distributed and noted by Board members. Any suggestions are welcome, email: secretary@aa-dc.org

4. Standing Reports:

- **Registrar's Report** [Vittorio S.]: 27 voting representatives, one non-voting representative present.
- **Office Admin Report** [Luella T.]:
 - 373 December Calls: 25 for help; 73 WAIA Business; 41 Literature & Chip Orders; 219 Meeting Information; 10 Public Information; 2 Alanon. 3 No Meeting at Location Calls. Two were unidentified. The third was a Virginia meeting that has been removed. 68 walk-ins to the office.
 - Volunteers needed at the desk, 6 slots open: Monday 4-7 PM, Tuesday 4-7 PM, Tuesday 7-10 PM, Thursday 7-10 PM, Saturday, 1-4 PM, Sunday 10-1 (every other week)
 - The March issue of the New Reporter & digital New Reporter will go out by the end of next week.
- **Treasurer Report** [Arno S.]: Presented balance; and profit and loss sheets. Total assets were at \$189,000 and January's profit and loss shows income of \$22,000 and expenses of \$16,000, net \$2,400
- **Finance report** [Eryn]: In 2018, WAIA's actual spending was \$16,994 under budget because of higher than anticipated income from the banquet, committees that did not use their allocated funds; and additional contributions that exceeded the budget forecast.
 - **Action item!** Next quarter, the finance committee is requested to produce have year-on-year actuals to see how we are faring this year compared to previous years.

5. Committee Reports as Necessary

Cooperation with the Professional Community /public info (Michael Y.):

- Committee continues to work with American University's Health Promotion and Advocacy Center. Sessions are scheduled for February 7th and 11th to provide information and resources to the university's Peer Health Educators, groups of students who are trained in health-related topics. Planning is also underway for an on-campus event on March 20 ("Getting to Know the AA Program of Recovery").
- WAIA committee and Area 13 Public Info. committee will be holding a joint meeting on February 9th at the Westside Club (11:00am) to discuss progress and future initiatives.
- Committee chair will be relocating at the end of March, so a new CPC/PI chair will is needed.
 - **Action item!** Michael Y. will follow up with Leslie who joined the Committee last month to see if she will be chair, and if she is a representative of a meeting. If not, the Board would need to suspend the Bylaws to allow a non-representative chair a committee.

Technology (Alex M.):

- Chair is requesting suspension of Bylaws to allow non-rep, Andrew M., to serve as committee Co-chairperson.
 - **Decision!** Request to suspend Bylaws to allow Andrew M. to serve as co-chair approved.
- Old email system purchased by Go-Daddy, pricing and functionality to change. Urgency to transition to G-Suite.
- Next Tech Comm meeting on Thursday Feb. 22nd 8pm to 9:30pm At WAIA Office and phone: (515) 739-1285 Code 617307. Agenda will be: Setting a date and time for a G-Suite workshop - why/what functions/how to use/public access to discussion

Accessibility (Teresa K.):

- Tony from WAGSA contacted the Accessibility Committee chairperson to discuss whether the committee might also serve as an ad hoc committee for WAGSA for now as they do not have an accessibility chair.
 - **Action item!** Chair will attend the March WAGSA meeting on March 11th to pursue this.
- The Accessibility Committee chair will attend the NERAASA accessibility panel to learn about best practices in the Northeast area, some of which may be suitable for us to implement.

Ad Hoc Committee for the September 14, 2019 Sponsorship Conference (Teresa K.):

- At the last meeting on December 14, 2018, determined that the conference will have four panels: Focus on Sponsorship, Focus on Sponsees, Sponsorship and Service, and Sponsee Profiles. Identified a homegroup committed to presenting the Sponsorship panel. Looking for great speaker suggestions.
- The committee reconvenes March 14th at 7pm at Seekers Church, DC. Anyone interested may join.
- Committee respectfully requests to be reflected as an ad hoc committee on the WAIA website; Conference be included as an upcoming event.

Ad Hoc Gala Committee [Liz L.]

- Gala will be at Silver Spring Civic building on April 13th, from 6-10pm. Have sold 57 tickets so far. Have flyers for members to pass out.
 - **Action item!** Anyone interest to volunteer with the Gala, please call Liz at 843-642-5240; 6pm-10pm
 - **Action item!** Online flyer reflects incorrect end time for Gala. Liz L. will correct the flyer.

6. Old Business

- **New Rep Web page** (Alex M.): New Rep web page is up: www.aa-dc.org/rep.
 - **Action item!** Please email Tech@aa-dc.org with suggestions on what should be included.
- Any other old business: None.

7. New Business

Calls for Service:

- **Literature rep needed:** Gavin P. from “A Vision for You” volunteered at the January meeting, not present.
 - **Action item!** Secretary will contact Gavin P. to confirm that he is still willing to chair, put him in touch with Luella directly regarding responsibilities.
- **Registrar needed.** Jeff M., representing Ex Libris volunteered to join.
 - **Action item!** Luella will forward emails to Jeff.
- **CPC/PI Committee:** Chair needed. See above.
- **Hospitals & Institutions:** Need a man to help in Prince George’s County. Chris P. from “Cosmopolitan Club” volunteered after the meeting closed.
- **Accessibility Committee:** call for participation. Email accessibility@aa-dc.org if interested.
- **Outreach** committee meeting looking for people to join committee and draft outreach materials. Email outreach@aa-dc.org to join the email list for this committee, meeting this month (date TBD).
- **WAIA Office Open Desk Slots:**
 - Monday 4:00 PM – 7:00 PM
 - Tuesday 4:00 PM – 7:00 PM
 - Tuesday 7:00 PM – 10:00 PM
 - Thursday 7:00 PM – 10:00 PM
 - Saturday 1:00 PM – 4:00 PM
 - Sunday 10:00 AM – 1:00 PM (every other week)
- Any other new business: None

8. Liaison Reports (WAGSA/District/NoVA/Hispanic)

Washington Area General Service Assembly (WAGSA) Liaison (Terry H.):

- The WAGSA was scheduled to meet three times since the last WAIA Board meeting. The monthly informational Committee meeting scheduled for January 14 was cancelled due to weather closures.
- The Winter Assembly on January 26th at Holy Cross Hospital was focused on the goals and aspirations of the new Officers, Committee Chairs and District Committee Members. The three points of business were: 1) special election for a new Treasurer following the resignation of the individual elected in the Fall; 2) adoption of the proposed FY2019 Budget; and 3) approval of a plan to accept monetary payments online. The latter motion was approved, but technical confounders led to tabling of the first two actions. The group agreed to convene the next regular monthly Committee meeting as a special Assembly on February 11. Following the Bylaws, the Delegate appointed an interim Treasurer to fill that role for the ongoing function of the organization up to the special Assembly.
- At the Special Assembly, last night (February 11), the interim Treasurer was affirmed by acclamation of the group to serve the remainder of the two-year term as Treasurer. The motion to approve the Budget had to be tabled, because both the Chair and Vice-Chair of the Budget and Finance Committee had to be out of town. Therefore, the group approved a motion to convene the March Committee meeting as another special Assembly for the consideration of the 2019 Budget.

The following reports should also be presented during the following prescribed meetings:

- Quarterly financial report (Feb., May, Aug., Nov.)
- Annual budget presented in Oct. and approved in Nov.
- Preliminary Elections Committee report (Nov.)
- Executive Committee Elections (Dec.)