



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.)

Washington Area Intergroup Association, Inc

BUDGET VS. ACTUALS: 2019 BUDGET - FY19 P&L

January - December 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4030 Shipping & Handling	63.72		63.72	
4060 Unapplied Cash Payment Income	0.00		0.00	
4070 Uncategorized Income		15,000.00	-15,000.00	
4090 Interest	26.07	250.00	-223.93	10.43 %
4100 Banquet	1,360.00	12,800.00	-11,440.00	10.63 %
4110 Chips	1,976.00	18,000.00	-16,024.00	10.98 %
4120 Literature	5,991.10	45,000.00	-39,008.90	13.31 %
4130 New Reporter		125.00	-125.00	
4140 Where/When	703.00	8,000.00	-7,297.00	8.79 %
4300 Contributions	19,366.83	130,000.00	-110,633.17	14.90 %
4400 Sales Tax Rounding Difference	0.04		0.04	
Total Income	\$29,486.76	\$229,175.00	\$ -199,688.24	12.87 %
Cost of Goods Sold				
5000 Cost of Goods Sold				
5010 Chips	779.19	7,600.00	-6,820.81	10.25 %
5020 Chips - Freight Cost	39.00	400.00	-361.00	9.75 %
5030 Literature	3,620.56	36,000.00	-32,379.44	10.06 %
5050 Where/When		6,000.00	-6,000.00	
Total 5000 Cost of Goods Sold	4,438.75	50,000.00	-45,561.25	8.88 %
Total Cost of Goods Sold	\$4,438.75	\$50,000.00	\$ -45,561.25	8.88 %
GROSS PROFIT	\$25,048.01	\$179,175.00	\$ -154,126.99	13.98 %
Expenses				
6000 Acctg/Audit		20,400.00	-20,400.00	
6010 Bank Fees	15.10	100.00	-84.90	15.10 %
6030 Board Meeting Rent	200.00	1,200.00	-1,000.00	16.67 %
6040 Committees				
6050 Archives		1,000.00	-1,000.00	
6060 Banquet	1,395.00	11,750.00	-10,355.00	11.87 %
6070 Technology		2,000.00	-2,000.00	
6080 CPC/PI		1,000.00	-1,000.00	
6090 H & I		700.00	-700.00	
6110 Lit Committee		150.00	-150.00	
6130 Outreach		250.00	-250.00	
6160 Special Needs		50.00	-50.00	
Total 6040 Committees	1,395.00	16,900.00	-15,505.00	8.25 %
6180 Insurance	4,313.00	7,750.00	-3,437.00	55.65 %
6190 Merchant Services	185.20	1,600.00	-1,414.80	11.58 %
6200 Employee Compensation				
6210 Benefits				
6220 Medical	800.00	4,800.00	-4,000.00	16.67 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 6210 Benefits	800.00	4,800.00	-4,000.00	16.67 %
6240 Reimbursement				
6241 Annual Intergroup Seminar		1,400.00	-1,400.00	
6242 Cell Phone	160.00	960.00	-800.00	16.67 %
6243 Mileage	68.54	500.00	-431.46	13.71 %
Total 6240 Reimbursement	228.54	2,860.00	-2,631.46	7.99 %
Total 6200 Employee Compensation	1,028.54	7,660.00	-6,631.46	13.43 %
6260 Payroll Expenses				
6261 Company Contributions				
6262 Retirement	253.08	1,466.00	-1,212.92	17.26 %
Total 6261 Company Contributions	253.08	1,466.00	-1,212.92	17.26 %
6263 Taxes	978.46	5,098.72	-4,120.26	19.19 %
6264 Wages	10,354.00	66,649.92	-56,295.92	15.53 %
Total 6260 Payroll Expenses	11,585.54	73,214.64	-61,629.10	15.82 %
6300 Office Expense		804.00	-804.00	
6305 Internet	384.99	1,320.00	-935.01	29.17 %
6310 New Equipment		1,000.00	-1,000.00	
6315 Office Rent	1,940.00	24,444.00	-22,504.00	7.94 %
6320 Office Supplies	257.30	3,200.00	-2,942.70	8.04 %
6325 Parking	215.00	2,709.00	-2,494.00	7.94 %
6330 Postage & Delivery	140.99	1,500.00	-1,359.01	9.40 %
6335 Repair/Maintenance (Copier lease & expenses)	374.85	4,320.00	-3,945.15	8.68 %
6340 Telephone	435.14	5,208.00	-4,772.86	8.36 %
6345 Web Hosting	39.78	1,750.00	-1,710.22	2.27 %
Total 6300 Office Expense	3,788.05	46,255.00	-42,466.95	8.19 %
6370 QuickBooks Payments Fees	225.88	1,500.00	-1,274.12	15.06 %
6400 Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$22,736.31	\$176,579.64	\$ -153,843.33	12.88 %
NET OPERATING INCOME	\$2,311.70	\$2,595.36	\$ -283.66	89.07 %
Other Expenses				
6600 Business Licences and Fees		220.00	-220.00	
Total Other Expenses	\$0.00	\$220.00	\$ -220.00	0.00%
NET OTHER INCOME	\$0.00	\$ -220.00	\$220.00	0.00 %
NET INCOME	\$2,311.70	\$2,375.36	\$ -63.66	97.32 %

Washington Area Intergroup Association, Inc

BUDGET VS. ACTUALS: FY_2018 - FY18 P&L

January - December 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4030 Shipping & Handling	437.45		437.45	
4060 Unapplied Cash Payment Income	0.00		0.00	
4090 Interest	286.41	100.00	186.41	286.41 %
4100 Banquet	14,387.49	11,250.00	3,137.49	127.89 %
4110 Chips	17,651.75	18,000.00	-348.25	98.07 %
4120 Literature	45,450.71	48,000.00	-2,549.29	94.69 %
4130 New Reporter	108.50	100.00	8.50	108.50 %
4140 Where/When	6,239.00	10,000.00	-3,761.00	62.39 %
4300 Contributions	133,641.57	130,000.00	3,641.57	102.80 %
4400 Sales Tax Rounding Difference	0.48		0.48	
Total Income	\$218,203.36	\$217,450.00	\$753.36	100.35 %
Cost of Goods Sold				
5000 Cost of Goods Sold				
5010 Chips	8,254.81	8,652.00	-397.19	95.41 %
5020 Chips - Freight Cost	432.59	348.00	84.59	124.31 %
5030 Literature	34,588.49	39,996.00	-5,407.51	86.48 %
5050 Where/When	2,840.53	8,000.00	-5,159.47	35.51 %
Total 5000 Cost of Goods Sold	46,116.42	56,996.00	-10,879.58	80.91 %
Total Cost of Goods Sold	\$46,116.42	\$56,996.00	\$ -10,879.58	80.91 %
GROSS PROFIT	\$172,086.94	\$160,454.00	\$11,632.94	107.25 %
Expenses				
6000 Acctg/Audit	4,510.00	5,400.00	-890.00	83.52 %
6010 Bank Fees	45.00	100.00	-55.00	45.00 %
6030 Board Meeting Rent	1,200.00	1,200.00	0.00	100.00 %
6040 Committees	23.00		23.00	
6050 Archives	127.08	1,600.00	-1,472.92	7.94 %
6060 Banquet	13,007.18	11,250.00	1,757.18	115.62 %
6070 Technology	1,000.00	1,000.00	0.00	100.00 %
6080 CPC/PI	107.77	1,000.00	-892.23	10.78 %
6090 H & I		700.00	-700.00	
6110 Lit Committee		150.00	-150.00	
6130 Outreach		250.00	-250.00	
6160 Special Needs		50.00	-50.00	
Total 6040 Committees	14,265.03	16,000.00	-1,734.97	89.16 %
6180 Insurance	3,181.00	7,750.00	-4,569.00	41.05 %
6190 Merchant Services	1,656.31	1,600.00	56.31	103.52 %
6200 Employee Compensation				
6210 Benefits				
6220 Medical	4,800.00	4,800.00	0.00	100.00 %
Total 6210 Benefits	4,800.00	4,800.00	0.00	100.00 %
6240 Reimbursement				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6241 Annual Intergroup Seminar	1,345.39	1,400.00	-54.61	96.10 %
6242 Cell Phone	960.00	960.00	0.00	100.00 %
6243 Mileage	328.25	500.00	-171.75	65.65 %
Total 6240 Reimbursement	2,633.64	2,860.00	-226.36	92.09 %
Total 6200 Employee Compensation	7,433.64	7,660.00	-226.36	97.04 %
6260 Payroll Expenses				
6261 Company Contributions				
6262 Retirement	1,437.12	1,466.00	-28.88	98.03 %
Total 6261 Company Contributions	1,437.12	1,466.00	-28.88	98.03 %
6263 Taxes	5,185.54	4,415.37	770.17	117.44 %
6264 Wages	63,549.41	63,076.77	472.64	100.75 %
Total 6260 Payroll Expenses	70,172.07	68,958.14	1,213.93	101.76 %
6300 Office Expense		804.00	-804.00	
6305 Internet	1,113.87	1,320.00	-206.13	84.38 %
6310 New Equipment	917.91	1,500.00	-582.09	61.19 %
6315 Office Rent	23,377.00	25,462.00	-2,085.00	91.81 %
6320 Office Supplies	3,639.06	2,000.00	1,639.06	181.95 %
6325 Parking	2,790.00	3,672.00	-882.00	75.98 %
6330 Postage & Delivery	2,091.88	1,500.00	591.88	139.46 %
6335 Repair/Maintenance (Copier lease & expenses)	4,568.71	4,320.00	248.71	105.76 %
6340 Telephone	6,560.93	2,760.00	3,800.93	237.71 %
6345 Web Hosting	661.67	1,750.00	-1,088.33	37.81 %
Total 6300 Office Expense	45,721.03	45,088.00	633.03	101.40 %
6370 QuickBooks Payments Fees	1,843.16	1,500.00	343.16	122.88 %
6390 Sales Tax on Goods Sold (deleted)		3,960.00	-3,960.00	
6400 Unapplied Cash Bill Payment Expense	0.00		0.00	
6410 Uncategorized Expense	4,969.75		4,969.75	
6490 Sales Tax Rounding Difference - Expense	0.01		0.01	
Total Expenses	\$154,997.00	\$159,216.14	\$ -4,219.14	97.35 %
NET OPERATING INCOME	\$17,089.94	\$1,237.86	\$15,852.08	1,380.60 %
Other Income				
6415 NSF Fees	-15.00		-15.00	
Total Other Income	\$ -15.00	\$0.00	\$ -15.00	0.00%
Other Expenses				
6600 Business Licences and Fees	80.00	220.00	-140.00	36.36 %
Total Other Expenses	\$80.00	\$220.00	\$ -140.00	36.36 %
NET OTHER INCOME	\$ -95.00	\$ -220.00	\$125.00	43.18 %
NET INCOME	\$16,994.94	\$1,017.86	\$15,977.08	1,669.67 %

Washington Area Intergroup Association, Inc

BALANCE SHEET

As of February 28, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 WAIA	58,805.77
1010 Petty Cash	31.19
1020 WAIA Money Market	127,943.85
Total Bank Accounts	\$186,780.81
Accounts Receivable	
1100 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1200 Uncleared Funds	2,590.20
1230 Deposits	0.00
1300 Inventory Asset	5,780.76
1400 Payroll Corrections	0.00
Total Other Current Assets	\$8,370.96
Total Current Assets	\$195,151.77
Fixed Assets	
1700 Accumulated Depreciation	-3,987.18
1800 Furniture and Fixtures	3,987.18
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$195,151.77
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 Payroll Liabilities	0.00
2120 DC Unemployment Tax	113.71
2130 Federal Taxes (941/944)	1,531.13
2140 MD Income Tax	628.04
2150 Simple IRA Co. Match	0.00
2160 Simple IRA Emp.	0.00
Total 2100 Payroll Liabilities	2,272.88
2180 Direct Deposit Payable	0.00
2190 Maryland Withholding	0.00
2195 Virginia taxes withheld	0.00
2200 DC Payable	242.82
2220 Sales Tax Agency Payable	0.00
2400 Other Current Liabilities	0.00
Total Other Current Liabilities	\$2,515.70
Total Current Liabilities	\$2,515.70
Total Liabilities	\$2,515.70

	TOTAL
Equity	
3000 Opening Bal Equity	-25,747.24
3900 Retained Earnings	210,707.66
Net Income	7,675.65
Total Equity	\$192,636.07
TOTAL LIABILITIES AND EQUITY	\$195,151.77

Washington Area Intergroup Association, Inc

PROFIT AND LOSS

January - February, 2019

	TOTAL
Income	
4030 Shipping & Handling	84.48
4060 Unapplied Cash Payment Income	0.00
4090 Interest	49.62
4100 Banquet	2,680.00
4110 Chips	2,410.75
4120 Literature	9,055.95
4140 Where/When	957.00
4300 Contributions	24,367.08
4400 Sales Tax Rounding Difference	0.23
Total Income	\$39,605.11
Cost of Goods Sold	
5000 Cost of Goods Sold	
5010 Chips	779.19
5020 Chips - Freight Cost	39.00
5030 Literature	4,598.71
Total 5000 Cost of Goods Sold	5,416.90
Total Cost of Goods Sold	\$5,416.90
GROSS PROFIT	\$34,188.21
Expenses	
6010 Bank Fees	30.10
6030 Board Meeting Rent	200.00
6040 Committees	
6060 Banquet	1,395.00
Total 6040 Committees	1,395.00
6180 Insurance	4,313.00
6190 Merchant Services	287.97
6200 Employee Compensation	
6210 Benefits	
6220 Medical	800.00
Total 6210 Benefits	800.00
6240 Reimbursement	
6242 Cell Phone	160.00
6243 Mileage	68.54
Total 6240 Reimbursement	228.54
Total 6200 Employee Compensation	1,028.54
6260 Payroll Expenses	
6261 Company Contributions	
6262 Retirement	253.08
Total 6261 Company Contributions	253.08
6263 Taxes	1,036.33
6264 Wages	10,966.50

	TOTAL
Total 6260 Payroll Expenses	12,255.91
6300 Office Expense	
6305 Internet	384.99
6315 Office Rent	3,878.83
6320 Office Supplies	425.47
6325 Parking	430.00
6330 Postage & Delivery	215.99
6335 Repair/Maintenance (Copier lease & expenses)	374.85
6340 Telephone	870.28
6345 Web Hosting	49.28
Total 6300 Office Expense	6,629.69
6370 QuickBooks Payments Fees	372.35
6400 Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$26,512.56
NET OPERATING INCOME	\$7,675.65
NET INCOME	\$7,675.65