

# [DRAFT] WAIA Board of Directors Meeting Agenda

The Church in Bethesda 5033 Wilson Lane Bethesda MD @ 8:00 pm-9:00 pm  
Called to order 8:02; Adjourned 9:24pm

## 1. Chair's opening remarks [Alex M.]

## 2. Executive Committee Meeting Report [Suzanna D.]

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

## 3. Approval/Changes to Previous Meeting's Minutes [Suzanna D] <https://aa-dc.org/board-minutes>

March minutes approved.

For discussion: Draft meeting minutes posting timeline

## 4. Standing Reports:

**Registrar's Report** [Jeff M.]: **Forthcoming**

**Office Admin Report** [Luella T.]:

March Calls – 347

|     |                          |
|-----|--------------------------|
| 21  | for help                 |
| 89  | WAIA Business            |
| 38  | Literature & Chip Orders |
| 181 | Meeting Information      |
| 13  | Public Information       |
| 2   | Alanon                   |

3 No Meeting at Location Calls. All 3 were unidentified. 51 walk-ins to the office

Volunteers needed at the desk, 6 slots open: Tuesday 1-4 PM, Wednesday 1-4 PM, Wednesday, 7-10 PM, Thursday 1-4 PM, Thursday 4-7 PM, Thursday 7-10 PM, Saturday, 1-4 PM

The May issue of the New Reporter & digital.New.Reporter will go out by the end of next week.

**Treasurer Report** [Arno S.]: WAIA financial reports show that we have \$189,111 in total assets. January-March 2019 total income was \$55,769, minus \$15,636 in costs=\$40,133 in gross profit. See report for more details.

## 5. Committee Reports (as necessary)

**Archives** (Stan S.):

- In anticipation of the Grapevine's Seventy-Fifth Anniversary this coming June, we continue collecting Grapevine articles related to the Washington Area.

- The Committee's current sample results from the WAIA's BOD minutes to glean service tasks for each committee was emailed to Katherine to appraise for the forthcoming Service Workshop. The Archives Committee welcomes any help available in this survey.
- Someone from California who upon return from Vietnam in 1971 saw a Stars and Stripes issue with an obit on AA co-founder Bill W. GSO's Archives referred them to the Washington Intergroup Archives for help in their hope of obtaining a copy. So far we have only attempted to contact Stars and Stripes; a call to, an aficionado of AA Archives in the military and now Kentucky General Service Conference Delegate Roger W., failed to obtain a copy.
- WAGSA's Secretary Terry provided the Intergroup Archives with a copy of the five-page Final Report "Reaching Out to African-American Alcoholics" October 28, 2018."
- On two separate occasions in two separate locations, Rich Purtell, Northeast regional trustee and Carole Boerner, general service trustee, were approached by A.A. members asking that the General Service Board do something to help suffering African-American alcoholics
  - **Action item!** If you know of any Grapevine articles related to our area please advise us.
  - **Action item!** If you have WAIA Banquet tapes please donate them to be converted to MP3 files.

#### **Accessibility [Theresa R.]**

- This past month the committee: Added one new member John K. who will be the alternate chair, presented its goals and objectives for the upcoming year to the Area Chair for Panel 69, obtained a list of all meetings in district 20 and will begin visiting meetings to perform an accessibility survey, encourage participation in intergroup and Area service and encourage participation in the Accessibility committee
  - **Action item!** Committee is requesting that WAIA run a notice in the next New Reporter to invite qualified ASL interpreters to join a referral list for providing services at AA meetings (Secretary forwarded to office administrator 4/15/2019). Both paid and volunteer.
  - **Next Committee meeting** will be at 6:30 pm prior to the next Area Committee Meeting the second Monday in May

#### **77th Gala Committee [Liz L.]**

- Current gala tickets sold: 241 sold; (320 target)
- Scholarships requested: If you or your group would like to donate a ticket or a table, buy the ticket (or table) online, and just add that it is a scholarship donation in the "notes" section.
- Program: Sammy G. from Richmond speaking, mission barbeque and salmon option
  - **Action item!** Gala committee requested to make sure that archives gets a copy of the speaker tape
  - **Motion** to donate table for newcomers (\$400 value). Concern that money could be used for better purposes. Wiggle room with the food, so we may not need to spend money to make donation. . Who decides who those 10 people are? Chairman's fund set aside for volunteers from half-way houses donated money to provide an opening for newcomers. **Decision:** WAIA donate 10 tickets available for newcomers who cannot afford it. Vote 17 for; 12 against

#### **Hospitals & Institutions (Sean C.): Several opportunities for service!**

- **Women's JAS at Clarksburg Jail** is seeking female volunteers to bring in a meeting once a month on Monday, Tuesday, or Thursday evenings.
- **Clarksburg County Correctional (MCCF)** seeks volunteers for the Youth Offenders Unit on Wednesdays 7-8 pm or 7:30-8:30 pm and Thursday evenings 6-7 pm.
- **Suburban Hospital IOP** seeks volunteers for a Monday afternoon 2:15 pm - 3:30 pm weekly meeting at:
  - Addiction Treatment Center
  - Suburban Hospital
  - 6001 Montrose Road, Suite# 200
  - Rockville, MD 20852

- **The VA Hospital** on Irving St in NW DC seeks volunteers to bring meetings in. They are tentatively scheduled for 8pm on Tuesday nights.
  - **Action item!** Sean C. will email Luella this information to include in the next New Reporter

#### **Technology Committee** [Alex M.]

- Andrew M. has resigned as co-chair - committee is interested in technical and non-technical participation.
- Tech committee has established a review and approval policy for posting content online; [aa-dc.org/tech](http://aa-dc.org/tech)
- **Next tech committee meeting** on Thursday April 11th 8pm to 9:30pm by phone (515) 606-5187 Enter Code 617307 - Primary Topic will be structure and operation of G-Suite. Committee Chairpersons are encouraged to attend as your input will be valuable in deciding how the discussion groups for your committee will be configured.

#### **Outreach Committee** [Ben P.--Not present]:

- The Outreach Committee met on Sunday, March 31. Updated its mission statement and goals for 2019. They have been shared with the executive committee. Continued working to finalize information for new WAIA reps to be placed on the WAIA rep webpage and developed into a one-pager hand out when new reps attend their first WAIA Board meeting. Continued planning for the Outreach Committee group survey, which will take place this summer.
- The next Outreach Committee meeting will take place on Tuesday, April 23rd.
  - **Action item!** Anyone interested in participating in the Outreach Committee can contact: [outreach@aa-dc.org](mailto:outreach@aa-dc.org) to participate.
- **Ad-Hoc committee for the service workshop [Katherine]:** Vision scaled down because it is very difficult to book a fellowship hall on Saturday for an affordable price. Now thinking of around 50 people maximum with just a few exhibit tables for a 3-4 hour workshop, now looking at August or September (not July).
  - **Action items!** Call for suggestions regarding venue; Open to suggestions, support, inputs
- **Sponsorship workshop [Will]:** September 14—8 a.m-6 p.m, see: <https://aa-dc.org/2019sponsorshipconference>
- **Literature [Gavin]:** Chair available to bring literature to events
  - **Action item:** Call for an assistant literature chair to come to events

#### **Other Committee Reports?**

## **6. Old Business**

**Any other old business?**

## **7. New Business**

- **Office Committee presents the new 12 step/Bridging the gap [Kerry O.]: Tasked to coordinate modernization of the 12-step list.** Moving from card system to electronic system that is searchable, etc. Night watch could access list. Called all 500 people on list; 105 responded. Set expectations about 12-step work. Also asking if we can add people to bridging the gap list-to attend 6 meetings with a person recently out of an institution. Discussion on how much sobriety people should have to sign up on list-no decision and many perspectives. But should always go as two people.

- Document distributed for review; send Kerry any feedback by Friday 4/10/2019 (office@aa-dc.org)
- **Transition to G Suite** will occur before the end of April - NO CHANGE to how the public contacts us - NO IMMEDIATE CHANGE to how committee chairs or the office get their @aa-dc.org email. presentation made during new business and available here: <https://aa-dc.org/tech/> input from ALL AAs is welcome. Transition will save money , anonymity, longevity (storage of information). Only change is where email data is stored. How email is accessed. What does not change is website, email. All changes will be in cloud

#### **Additional new business, or calls for service?**

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

### **WAGSA (Terry H.):**

- The Washington Area General Service Assembly (WAGSA) met as a Special Assembly, last night (April 8) to complete business unfinished at the March 11 meeting. Specifically, the proposed FY2019 Budget was to be given final consideration; that Budget was approved. The Delegate summarized recent activity regarding new AAWS publications, progress on new Public Service Announcements, plans for the Mini-Conference and the subsequent General Service Conference, development of the new AA app and plans for the 2020 International Convention. The many Committee and District reports confirmed the increasing activities of special service groups, particularly young people.

### **WAGSA Upcoming Dates of Interest:**

April 20 (Sunday, 4:30-6:30 P.M.): Rally for All Things Corrections (Triangle Club, 2030 P Street, N.W., Washington, DC 20009)

April 27 (Saturday, 8:30-10:30 P.M.): DC-MD-VA Young People in AA (DMVYPAA) Music Bingo (Serenity Club, 8121 Richmond Highway, Alexandria VA 22309)

April 28 (Sunday, 2:00-4:00 P.M.): DC-MD-VA Young People in AA (DMVYPAA) Business Meeting (Independence Club, 7043 Wimsatt Road, Springfield, VA 22151)

May 4 (Saturday, 9:30 A.M.-3:30 P.M.): 46th Annual Area 13 Mini Conference (Silver Spring United Methodist Church, 8900 Georgia Avenue, Silver Spring, MD 20910)

May 13 (Monday, 7:30-9:00 P.M.): WAGSA monthly Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD)

May 19-25 (Sunday-Saturday): 69th General Service Conference of Alcoholics Anonymous (New York, NY)

May 31-June 2 (Friday-Sunday): 2019 North East Regional Forum (NERF) (Westchester Marriott Hotel, 670 White Plains Road, Tarrytown, NY 10591)

June 1&2: What's the Point? Emotional sobriety workshop

4/10 is the 85th anniversary of the first edition of the Big Book publication

## Committee contact information:

<https://aa-dc.org/committees>

### Executive Committee:

Contact [executivecommittee@aa-dc.org](mailto:executivecommittee@aa-dc.org) to add to the agenda.

#### Officers:

- **Chair:** Alex M. [chair@aa-dc.org](mailto:chair@aa-dc.org)
- **Vice Chair:** Sean C.
- **Treasurer:** Arno S. [treasurer@aa-dc.org](mailto:treasurer@aa-dc.org)
- **Secretary:** Suzanna D. [secretary@aa-dc.org](mailto:secretary@aa-dc.org)

#### At Large Members:

- Eryn C.
- Ben P.
- Mike L.
- Chris H.
- Andrea C.

### Independent:

- **Registrar:** Jeff M. [registrar@aa-dc.org](mailto:registrar@aa-dc.org) (volunteered 2/12 meeting)

### Corporate Committees:

- **Finance:** Eryn C. [finance@aa-dc.org](mailto:finance@aa-dc.org)
- **Office:** Tom G. [office@aa-dc.org](mailto:office@aa-dc.org)
- **Rules (Bylaws):** Ben P. [rules@aa-dc.org](mailto:rules@aa-dc.org)
- **Technology:** Alex M. [tech@aa-dc.org](mailto:tech@aa-dc.org)

### Service committees:

- **Accessibility:** Teresa R. [Accessibility@aa-dc.org](mailto:Accessibility@aa-dc.org)
- **Archives:** Stan S [archives@aa-dc.org](mailto:archives@aa-dc.org)
- **Cooperation with the Professional Community (CPC):** Leslie A. [CPC@aa-dc.org](mailto:CPC@aa-dc.org)
- **Hospitals & Institutions (H&I):** Sean C. [HNI@aa-dc.org](mailto:HNI@aa-dc.org)
- **Literature:** Gavin P. [Literature@aa-dc.org](mailto:Literature@aa-dc.org)
- **Night watch:** Turpy B. [Nightwatch@aa-dc.org](mailto:Nightwatch@aa-dc.org)
- **Outreach:** Ben P. [Outreach@aa-dc.org](mailto:Outreach@aa-dc.org)

### Ad-hoc/event committees:

- **WAIA Gala:** Sat. Apr. 13, 2019 in Silver Spring, MD  
Liz L. [gala@aa-dc.org](mailto:gala@aa-dc.org)  
[aa-dc.org/galatickets](http://aa-dc.org/galatickets)
- **Service Workshop:** Tentative July 2019  
Katherine R. [serviceworkshop@aa-dc.org](mailto:serviceworkshop@aa-dc.org)
- **Sponsorship Conference:** Sat., Sep. 14, 2019 in Washington, DC  
Theresa R. [SponsorConference@aa-dc.org](mailto:SponsorConference@aa-dc.org)  
[aa-dc.org/2019sponsorshipconference](http://aa-dc.org/2019sponsorshipconference)
- **Oldtimers:** Rachel W. [oldtimers@aa-dc.org](mailto:oldtimers@aa-dc.org)
- **New reporter:** Tony F. [Newreporter@aa-dc.org](mailto:Newreporter@aa-dc.org)
- **Grapevine:** WAGSA [Grapevine@area13aa.org](mailto:Grapevine@area13aa.org)
- **Hospitality:** Mike L. [Hospitality@aa-dc.org](mailto:Hospitality@aa-dc.org)

All Committees take note of new dial-in information for conference calls: (515) 606-5187 Enter Code 617307  
(Email [tech@aa-dc.org](mailto:tech@aa-dc.org) (or Luella?) to "reserve" your time on this line so we don't accidentally double book)

#### WAIA

4530 Conn. Ave. NW Suite 111  
WDC 20008,  
202-966-9115  
[www.aa-dc.org](http://www.aa-dc.org)

\*\* Indicates committee is looking for a new Chairperson.  
All current Board of Directors (WAIA Reps), current and past officers of the Corporation, and past Executive Committee members are eligible to serve as a committee chair.

**Participation on ANY committee can be by ANY AA.  
Corporate Committee Voting membership is restricted.**

# Washington Area Intergroup Association, Inc

## BALANCE SHEET

As of March 31, 2019

|  | TOTAL               |
|--|---------------------|
| <b>ASSETS</b>                          |                     |
| Current Assets                         |                     |
| Bank Accounts                          |                     |
| 1000 WAIA                              | 54,811.91           |
| 1010 Petty Cash                        | 31.19               |
| 1020 WAIA Money Market                 | 127,968.25          |
| <b>Total Bank Accounts</b>             | <b>\$182,811.35</b> |
| Accounts Receivable                    |                     |
| 1100 Accounts Receivable               | 0.00                |
| <b>Total Accounts Receivable</b>       | <b>\$0.00</b>       |
| Other Current Assets                   |                     |
| 1200 Uncleared Funds                   | 519.56              |
| 1230 Deposits                          | 0.00                |
| 1300 Inventory Asset                   | 5,780.76            |
| 1400 Payroll Corrections               | 0.00                |
| <b>Total Other Current Assets</b>      | <b>\$6,300.32</b>   |
| <b>Total Current Assets</b>            | <b>\$189,111.67</b> |
| Fixed Assets                           |                     |
| 1700 Accumulated Depreciation          | -3,987.18           |
| 1800 Furniture and Fixtures            | 3,987.18            |
| <b>Total Fixed Assets</b>              | <b>\$0.00</b>       |
| <b>TOTAL ASSETS</b>                    | <b>\$189,111.67</b> |
| <b>LIABILITIES AND EQUITY</b>          |                     |
| Liabilities                            |                     |
| Current Liabilities                    |                     |
| Other Current Liabilities              |                     |
| 2100 Payroll Liabilities               | 0.00                |
| 2120 DC Unemployment Tax               | 147.17              |
| 2130 Federal Taxes (941/944)           | 1,551.23            |
| 2140 MD Income Tax                     | 944.42              |
| 2150 Simple IRA Co. Match              | 0.00                |
| 2160 Simple IRA Emp.                   | 0.00                |
| <b>Total 2100 Payroll Liabilities</b>  | <b>2,642.82</b>     |
| 2180 Direct Deposit Payable            | 0.00                |
| 2190 Maryland Withholding              | 0.00                |
| 2195 Virginia taxes withheld           | 0.00                |
| 2200 DC Payable                        | 264.66              |
| 2220 Sales Tax Agency Payable          | 0.00                |
| 2400 Other Current Liabilities         | 0.00                |
| <b>Total Other Current Liabilities</b> | <b>\$2,907.48</b>   |
| <b>Total Current Liabilities</b>       | <b>\$2,907.48</b>   |
| <b>Total Liabilities</b>               | <b>\$2,907.48</b>   |

|                                     | TOTAL               |
|-------------------------------------|---------------------|
| Equity                              |                     |
| 3000 Opening Bal Equity             | -25,747.24          |
| 3900 Retained Earnings              | 210,707.66          |
| Net Income                          | 1,243.77            |
| <b>Total Equity</b>                 | <b>\$186,204.19</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$189,111.67</b> |

# Washington Area Intergroup Association, Inc

## PROFIT AND LOSS

January - March, 2019

|   | TOTAL              |
|---|--------------------|
| Income                                  |                    |
| 4030 Shipping & Handling                | 151.53             |
| 4060 Unapplied Cash Payment Income      | 488.98             |
| 4090 Interest                           | 74.02              |
| 4100 Banquet                            | 7,320.00           |
| 4110 Chips                              | 3,331.00           |
| 4120 Literature                         | 12,463.00          |
| 4130 New Reporter                       | 28.00              |
| 4140 Where/When                         | 1,676.00           |
| 4300 Contributions                      | 30,236.94          |
| 4400 Sales Tax Rounding Difference      | 0.36               |
| <b>Total Income</b>                     | <b>\$55,769.83</b> |
| Cost of Goods Sold                      |                    |
| 5000 Cost of Goods Sold                 |                    |
| 5010 Chips                              | 1,721.65           |
| 5020 Chips - Freight Cost               | 98.00              |
| 5030 Literature                         | 10,933.06          |
| 5050 Where/When                         | 2,884.00           |
| <b>Total 5000 Cost of Goods Sold</b>    | <b>15,636.71</b>   |
| <b>Total Cost of Goods Sold</b>         | <b>\$15,636.71</b> |
| <b>GROSS PROFIT</b>                     | <b>\$40,133.12</b> |
| Expenses                                |                    |
| 6010 Bank Fees                          | 30.10              |
| 6030 Board Meeting Rent                 | 300.00             |
| 6040 Committees                         |                    |
| 6060 Banquet                            | 2,799.16           |
| <b>Total 6040 Committees</b>            | <b>2,799.16</b>    |
| 6180 Insurance                          | 4,313.00           |
| 6190 Merchant Services                  | 608.98             |
| 6200 Employee Compensation              |                    |
| 6210 Benefits                           |                    |
| 6220 Medical                            | 1,200.00           |
| <b>Total 6210 Benefits</b>              | <b>1,200.00</b>    |
| 6240 Reimbursement                      |                    |
| 6242 Cell Phone                         | 240.00             |
| 6243 Mileage                            | 96.86              |
| <b>Total 6240 Reimbursement</b>         | <b>336.86</b>      |
| <b>Total 6200 Employee Compensation</b> | <b>1,536.86</b>    |
| 6260 Payroll Expenses                   |                    |
| 6261 Company Contributions              |                    |
| 6262 Retirement                         | 379.62             |
| <b>Total 6261 Company Contributions</b> | <b>379.62</b>      |



|   | TOTAL              |
|---|--------------------|
| 6263 Taxes  | 1,491.54           |
| 6264 Wages  | 16,479.50          |
| <b>Total 6260 Payroll Expenses</b>                | <b>18,350.66</b>   |
| 6300 Office Expense                               |                    |
| 6305 Internet                                     | 554.97             |
| 6315 Office Rent                                  | 5,818.83           |
| 6320 Office Supplies                              | 647.83             |
| 6325 Parking                                      | 645.00             |
| 6330 Postage & Delivery                           | 322.97             |
| 6335 Repair/Maintenance (Copier lease & expenses) | 1,124.55           |
| 6340 Telephone                                    | 1,305.42           |
| 6345 Web Hosting                                  | 78.28              |
| <b>Total 6300 Office Expense</b>                  | <b>10,497.85</b>   |
| 6370 QuickBooks Payments Fees                     | 467.74             |
| 6400 Unapplied Cash Bill Payment Expense          | 0.00               |
| <b>Total Expenses</b>                             | <b>\$38,904.35</b> |
| NET OPERATING INCOME                              | <b>\$1,228.77</b>  |
| Other Income                                      |                    |
| 6415 NSF Fees                                     | 15.00              |
| <b>Total Other Income</b>                         | <b>\$15.00</b>     |
| NET OTHER INCOME                                  | <b>\$15.00</b>     |
| NET INCOME  | <b>\$1,243.77</b>  |