

# January MINUTES Approved

## WAIA Executive Committee

January 14, 2020 – 7pm

Called to order 7:10; Adjourned 7:59

### Officers:

- **Chair:** Alex M. chair@aa-dc.org
- **Vice Chair:** Spahr H.
- **Treasurer:** Will R.
- **Secretary:** Suzanna D. secretary@aa-dc.org

### At Large Members:

- Andrea C
- Kerry O
- Liz L
- Sarah P
- Maggie

### Standing Reports:

- Office update [Luella]: See board report for office update.

### Old Business:

- Audit/Review report:
  - Noted again the need to update bylaws to reflect the recommendations from the fiscal review to add another set of eyes on the treasurer's responsibilities. more Treasurer's responsibilities to take on any new responsibilities.
  - Discussed the needs of the finance committee per the bylaws, and the relationship between the Treasurer and assistant treasurer as part of the Finance Committee.
- **Dec Action item!** Treasurer recruitment update (Alex M.): Will R. proposed by Chair to executive committee. Executive committee approved after hearing from Will R. his qualifications and commitment.
  - **Action item!** At large member Kerry O. requested to the treasurer that the executive committee have a copy of the annual budget when reviewing the financial reports.
- Inventory procedure (Alex M.):
  - Reviewed the three options discussed in December (with previous board). No decision was reached yet. Discussion ongoing.
  - Deliberated the balance between focusing efforts on the service group inventory and outreach to get more representatives involved. Decided to continue with group inventory and do outreach push in tandem.

### New Business:

- Welcome new officers
- **Action item!** Kerry O., Liz L, Sarah P and Maggie (?) and Suzanna D. will join Andrea O. in the outreach revitalization. Andrea O. to set up a call in the next week to develop a plan.