

February MINUTES (Draft)

Washington Area Intergroup Association (WAIA) Board of Directors Meeting

The Church in Bethesda 5033 Wilson Lane Bethesda MD

February 11, 2020 @ 8:00 pm

Called to order 8:08pm; Adjourned 9:08pm

Announcements & Calls for Service to take back to your groups:

- 1. WAIA's 1st Annual Pizza Party!** Bring a friend to the next WAIA board meeting Tuesday March 10 @ 7:30pm
- 2. Hospitals & Institutions:** [Sean C. hni@aa-dc.org; (240) 370-6165]: Please contact us if you are willing and able to volunteer!
 - **Prince George's County Division of Corrections (PGCDC):** 13400 Dille Drive, Upper Marlboro, MD 20772 has approved AA Meetings into their facility, along with Bridging The Gap! Our goal is to have 7 meetings weekly in their facility ASAP. A background application and Tuberculosis screening is required.
 - **Washington Hospital Center:** 110 Irving St NW, Washington, DC 20010 seeks volunteers to facilitate AA meetings in their psychiatric unit. A Tuberculosis screening is required.
- 3. WAIA office always needs volunteers to answer the phones** - See below or contact Luella at aa-dc@aa-dc.org or 202-966-9115 for open times.
- 4. Gratitude Boxes** 2019/20 total to date is \$23,568.00. The overall total for last year was \$21,362.00.
- 5. Night Watch** - Need volunteers to answer the phones after the WAIA office closes, email Turpy B. Nightwatch@aa-dc.org
- 6. Need volunteers with a passion for Sponsorship** to help organize the 2nd Annual AA Sponsorship Conference Saturday, September 26, 2020. Contact Will R. Will.r@aa-dc.org. Meets monthly.

Announce Upcoming Committee Needs, Events & Meetings (all AAs welcome):

- **Accessibility Committee:** Standing 7PM meeting the second Tuesday of the month, just before the WAIA Board meeting in an adjacent room.
- **Technology Committee:** Meeting 4th Sunday of the Month February 23rd 9:30pm +1 240-903-4132 PIN: 414 591 395# meet.google.com/moo-vvtu-sdm
- **Archives Committee:** Searching for a chair. Committee is active and previous chairs are willing to mentor.
- **WAIA Gala!** Save the date June 6th 2020! Theme disco nights.
- **Sponsorship committee** meets first Thursday of every month at 7pm Seekers Church in Takoma Park

ALL Committee Chairs are required to check their WAIA Email Accounts Regularly - any response to an external (public) email should copy the committees' email address so the response is stored for future trusted servants. If you have any issues with connecting to your @AA-DC.ORG email account tech committee is available to help - tech@aa-dc.org.

1. **Chair's opening remarks** [Alex.M@aa-dc.org] Chair@aa-dc.org

2. **Executive Committee Meeting Report** [Suzanna D. on behalf of executivecommittee@aa-dc.org]

2020 Officers:

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

At Large Members:

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

3. **Approval/Changes to Previous Meeting's Minutes** [Suzanna D. secretary@aa-dc.org]

Approved See past meeting minutes here: <https://aa-dc.org/board-minutes>

4. **Standing Reports:**

Registrar's Report [Kerry O. for Jeff M. registrar@aa-dc.org]: 23 reps, 2 non-voting alternates and 1 voting alternate

Treasurer Report [Will R. treasurer@aa-dc.org]: Board members will receive the following three reports:

1. **Profit and Loss** statement which compares the budget details from the January 2019 balance sheet with the January 2020 balance sheet (including checking account and total assets balances)
 - i. \$ 5,047 reflects our net income as of January 31, 2020 which shows we are starting off the new year with a positive profit and loss statement
2. **Balance Sheet** shows our total assets \$197,643 reflects our total assets as of January 31, 2020, up from \$189,763.42 in January 2019.
3. **Contributions Trend** by month for the past five years-reflects a consistent pattern of giving from the AA community. November, December and January contributions include the gratitude contributions.

Treasurer reviewed Luella's competent work on the January bank reconciliation and found everything to be in order. In addition, I reviewed the reports for the board meeting today with Cassandra S, who has been nominated as the new Finance Committee Chair. Tom M has agreed to serve as the alternate treasurer. The Treasurer reports going forward will compare expenditures/revenue against the budget in order to monitor our progress.

A financial report is also required in the bylaws in February, but given the late appointment of the Finance chair, we request a vote to postpone the financial report to March (quarterly reporting will resume on schedule for subsequent May, August, and November meetings).

At the March WAIA board meeting we will present a revised 2020 budget with some corrections identified by Luella (Insurance, Chip, Where & When and Archives Expenses). Board members are encouraged to let us know if there are questions regarding the budget in advance of the March board meeting so we can address them in next month's report(s).

January Calls – 373

47 for help
85 WAIA Business
41 Literature & Chip Orders
181 Meeting Information
9 Public Information
6 Alanon (Third Party)
4 No Meeting at Location Calls. 3 were unidentified. 4)
Andrews – Sunday, 5 PM.
Waiting to hear back from group contact.
77 walk-ins to the office

Volunteers needed at the desk, 5 slots open:
Sunday 1-4 PM, Tuesday 4-7 PM,
Wednesday 7-10 PM, Thursday 7-10 PM,
Saturday 1-4 PM, Saturday 4-7 PM.

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

Gratitude Boxes - 2019/20 total to date is \$23,568.00. The overall total for last year was \$21,362.00.

5. Corporate Committee Report

Technology Committee [Alex M. tech@aa-dc.org] aa-dc.org/tech/

Old Email service cancelled in favor of free G Suite system saving WAIA \$120 per year.

Meeting 4th Sunday of the Month February 23rd 9:30pm +1 240-903-4132 PIN: 414 591 395#
meet.google.com/moo-vvtu-sdm;

Other Corporate Committees:

- **Office** [Tom G. office@aa-dc.org]
- **Rules (Bylaws)** [Karen O. rules@aa-dc.org]
- **Finance** [Cassandra S. finance@aa-dc.org]: Will provide quarterly update on how spending is matching budget

6. Service Committee Reports

Accessibility: [Teresa R. Accessibility@aa-dc.org]: This past month we continued to build interest and participation in the Committee. At present we are surveying the deaf/hard-of-hearing community to determine what location would be the best location to arrange for a regular American Sign Language (ASL) interpreter to benefit the community. Meanwhile, we received a request to provide an ASL interpreter for the upcoming Joy of Living Workshop. We contacted an interpreter who agreed to perform this task for free but needs transportation expenses which we will pay from our committee budget.

This committee has also been an Ad-hoc committee on Accessibilities for the Washington Area General Services Assembly (WAGSA) because they had no such local committee. The Committee Chair created the Ad-hoc committee and it will expire at the end of December when his term expires. The Ad-hoc committee needs to be made a full committee by motion and approval of WAGSA, but before that is pursued, there needs to be more support for the activities of the Committee. In order to build support, we requested and received budget approval from WAGSA for \$300 to fund an Accessibilities workshop during 2020. We are working on the workshop location and content at present. If you have suggestions for this workshop please send them to me at accessibilities@aa-dc.org

Meanwhile, we have moved our monthly meeting to 7PM the second Tuesday of the month, right before the Board meeting in an adjacent room. We welcome your participation.

Query re: how WAIA addresses mobility impairments. Committee keeps an inventory of ADA accessible meetings and feeds into where in when.

Hospitals & Institutions Committee (H&I) [Sean C. hni@aa-dc.org; (240) 370-6165]: Please contact us if you are willing and able to volunteer!

- **Prince George's County Division of Corrections (PGCDOC):** 13400 Dille Drive, Upper Marlboro, MD 20772 We are excited to announce that PGCDOC has approved AA Meetings into their facility, along with cooperation with Bridging The Gap! Our goal is to have 7 meetings weekly in their facility ASAP. A background application and Tuberculosis screening is required. Please contact us to start the screening process or if you have any questions.
- **Washington Hospital Center:** 110 Irving St NW, Washington, DC 20010 seeks volunteers to facilitate AA meetings in their psychiatric unit. A Tuberculosis screening is required.

Outreach: [Andrea C. Outreach@aa-dc.org]: Report back from kick-off meeting. Pizza party with board meeting save the date March 10th

Pizza party next WAIA meeting-bring a friend!

Representatives encouraged to get involved in committees-Outreach will pass around clipboard to sign up
WAIA business cards will be passed out next month for outreach

Other Service Committees:

- **Archives Committee Report** [Need Chair! archives@aa-dc.org]:
- **Cooperation with the Professional Community (CPC):** [Leslie A. CPC@aa-dc.org]
- **Literature:** [Gavin P. Literature@aa-dc.org]:
- **Night watch:** [Turpy B. Nightwatch@aa-dc.org]: A few open slots;

7. Ad-hoc Events Committees

2020 AA Sponsorship Conference [Will R. Will.r@aa-dc.org or 301-455-1256]:

2nd Annual AA Sponsorship Conference 2020 will be held all day on Saturday, September 26, 2020. Please take the call for service fliers back to your home group. Please encourage people with a passion for sponsorship to join our planning committee.

Other Ad-hoc Events Committees:

- **WAIA Gala** [Liz L. gala@aa-dc.org]: Disco nights theme
- ~~**Service Workshop:** Katherine R. serviceworkshop@aa-dc.org Motion to strike this ad-hoc committee since committee is dormant; motion approved~~
- **Oldtimers:** Rachel W. & Suzanna D. oldtimers@aa-dc.org:
- **New reporter:** Tony F. Newreporter@aa-dc.org
- **Grapevine:** WAGSA Grapevine@area13aa.org: Committee is getting active-chance to get involved
- **Hospitality:** Andrea C. Hospitality@aa-dc.org

8. Old Business

WAIA Service org inventory (Alex M.)- At the November board meeting a motion passed to do a service org Inventory. Verbal update will be provided. Executive Committee is developing a plan and will follow up with the full board soon - input is requested on questions to be asked.

9. New Business

Financial Review (Alex M.) Bottom line up front (BLUF): As per the WAIA Bylaws, a financial review has been performed for the 2018 fiscal year by an independent CPA firm which found no irregularities in the financial records. Recommendations were made to increase the financial strength of the organization which are being implemented. Full report and financial statement is available here: <https://aa-dc.org/2018-financial-review>

Order of business:

1. Presentation of the 2018 Financial review and memo of recommendations as completed by CPA Firm.
2. Motion called that for 2020 per Article 5, Section 2, G) "The type of financial review for the 2019 fiscal year shall be a compilation report performed by our current accounting firm." (NOT a request for a bylaw change)
 - a. Question: If we do a compilation review, is there a way to know whether or not the recommendations of the compilation review were implemented?
 - b. Debate on whether or not compilation review is adequate given the CPA firm recommendation of a reviewed financial statement; how to ensure that recommendations of financial review were implemented.
 - c. Motion tabled
3. Notification of intent to change to bylaws to no longer require a full audit on a regular basis - changing the schedule of reviews and compilations... Finance, Treasurer and Rules committee will return with a recommendation in March.

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

Washington Area General Service Assembly (WAGSA) [Tracie T. waiailiaison@area13aa.org]:

Liaison was not present and had no report to submit. But we did have a discussion regarding the Winter WAGSA Assembly tabled a motion to revise the suggested 60 to intergroup-30 GSO-10 area contributions split in the Treasurer pamphlet. When you have an active district, there are different ways to revise the guidelines to ensure there is support for active districts. Will R. Treasurer offered to be liaison.

- **Action item!** WAIA Chair will meet with the Michelle the Area delegate and bring a report back for next month. Will R. Treasurer will also join, and Vice-chair invited to join as well.

Comite Paso 12 de Maryland/Spanish-Speaking [Domingo R.]

Virginia Intergroup Liaison [Alan C.] : Present and has submitted upcoming events to the WAIA office for the events pages.