

April Minutes (Approved)

Washington Area Intergroup Association (WAIA)

Board of Directors Meeting

Online meeting

April 14, 2020 @ 8:00 pm

Called to order 8:05; Adjourned 9:30 PM

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

1. Please email help@aa-dc.org to post your meeting password to the online directory.
2. Please keep making regular contributions to WAIA as well as Washington Area General Assembly and General Services Office in New York.

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. Now on Zoom, meeting details in the committee report below.
- **Technology Committee:** Next Online Meeting April 26th - 4th Sunday at 9:30 pm: Hangouts Meet: meet.google.com/moo-vvtu-sdm; Join by phone +1 240-903-4132 PIN: 414 591 395#

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.
- **Vice Chair:** Spahr H.
- **Treasurer:** Will R.
- **Secretary:** Suzanna D.

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: 37 participants in the meeting.

Office Admin Report [Luella T. aa-dc@aa-dc.org; 202-966-9115; www.aa-dc.org]

March Calls – 631

- 43 for help
- 180 WAIA Business
- 26 Literature & Chip Orders
- 370 Meeting Information
- 2 Public Information
- 3 Alanon (Third Party)
- 7 No Meeting at Location Calls. Assuming all are because of location closures

- 23 walk-ins to the office

Clo'via and Luella are working from home and are answering calls from 10 AM – 7 PM weekdays. We have a faithful crew of volunteers answering phones from home 7-10 PM weekdays and 10AM -10 PM weekends.

We updated more than over 340 meetings with online and phone information.

The May issue of the New Reporter will go out before the end of April.

Treasurer Report [Will R. treasurer@aa-dc.org]:

Profit and Loss comparison- net income

March, 2019 \$-6,539.81
March, 2020 \$-2,945.45

Balance Sheet Comparison- Total Liabilities and Equity

March, 2019 \$189,051.70
March, 2020 \$192,165.05

The balance sheet comparison does suggest that we are actually better off than we were at this time last year. In looking at the actual budget patterns over the past five years it is common for the net income to be lower at the end of the first quarter. Over the course of the year the budget always works out. You can find more first quarter comparisons in the Financial Committee Report.

We are all concerned about the finances and on-going operation of WAIA. It's value and importance is without question. The encouragement to keep making regular contributions to WAIA (Washington Area Intergroup Association) as well as WAGSA (Washington Area General Assembly) and GSO (General Services Office in New York) is appreciated. At the end of April we will look more closely at the implications of how contributions and purchases are impacting WAIA during this period of conducting most meetings on-line.

5. Corporate Committee Reports

Finance Committee [Cassandra S. finance@aa-dc.org]:

This month's report includes an analysis of the 2019 Budget Vs. Actuals and presentation of the final 2020 Budget.

Finance Committee Report for April 14, 2020. This month's report includes an analysis of the Q12020 Budget versus Actuals.

	2020 Budget	Budgeted	Actual	Difference in Budget Vs. Actual
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1.	Revenue From Sales (Lit/Chips/etc) Costs of Goods Sold	\$17,206.26 <u>\$12,461.01</u> \$4,745.25	\$17,202.99 <u>\$15,491.40</u> \$1,711.59	- \$3,033.66
2.	Other Revenue Group Contributions Gala/other	\$31,200.00 \$568.77	\$35,804.40 \$186.95	+\$4,604.40 -\$381.82
3.	(+) Gross Income (Revenue-Cost of Goods Sold)	\$36,514.02	\$37,702.94	+\$1,188.92
4.	(-) Expenses	\$45,185.53	\$38,706.85	-\$6,478.68
5.	(=) Net Income	-\$8,671.15	-\$1,003.91	(-\$7,667.60)

Q12020 Gross Income

1. Sales were as expected on Chips/Literature. We spent a little more on Literature and Chips than planned for the quarter (over by \$3,033)
2. Contributions were up by \$4,604.
3. Overall, still have \$1,188 more in Q1 than budgeted, \$37,702 instead of \$36,514.

Q12020 Expenses: Why did we spend less money than planned?

4. Spent under our budget by -\$6,478. Office and payroll expenses remained on budget but spend across committees and accounting was low.

Q12020 Net Income: Spent under our budget by -\$7,667 but still spent \$1,003 more than we brought in this quarter.

5. This is typical for the WAIA budget cycle—we run a deficit in the early part of the year and make up for it with increased contributions after November.

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

- Started a "TechComm@aa-dc.org" email distribution group and held several conference calls to discuss emerging issues including:
 - Zoom bombing tactic changes
 - Removing unruly attendees
 - How to best broadcast our resources
- Hosted a "Online Meeting Organizers Cal" where we shared best practices for online meeting facilitation - see notes at aa-dc.org/tech
- Have begun to build a tool to gather groups who need technical help with volunteers who can spend some 1:1 time with them.
- Researching and posting resources for groups to use to enhance their members' experience.
- **Discussion:** If your group is interested in setting up a zoom meeting, WAIA technology is willing to help.

Other Corporate Committees:

- **Office** [Tom G. office@aa-dc.org]
- **Rules (Bylaws)** [Karen O. rules@aa-dc.org]

6. Service Committee Reports

Accessibility: [Teresa R. Accessibility@aa-dc.org/aa-dc.org/accessibility]: This month we witnessed massive changes in our environment as social distancing was implemented. The Committee had been working to establish sign language services in a nearby location to increase the number of meetings available with this service. This is now on hold as there are few if any live meetings. Yet, opportunity knocks. A member of the Deaf Recovery Community private facebook group has begun creating a list of all the AA meetings that are on Zoom that are either interpreted or have American Sign Language (ASL) services. Potentially this list could be a real asset to supplement the meetings available to the Deaf Recovery community. We are in communication with the author who promises to share her results going forward. We would like thereafter to work with the WAIA office to make this information widely available.

The committee meets presently via Zoom at 7pm right before the Board Meeting

Accessibilities Committee Meeting: <https://zoom.us/j/370041437>; Meeting ID: 370 041 437; password 971222

One tap mobile: +16465588656,,370041437# US (New York)

Hospitals & Institutions Committee (H&I) [Sean C. hni@aa-dc.org; (240) 370-6165]: Committee established virtual meetings 7 days a week at Avery Road. We would like to follow suit in other institutions. Currently, the following H&I commitment is available virtually:

- Psychiatric Institute of Washington located at 4228 Wisconsin Avenue, N.W. Washington, DC 20016 seeks volunteers to facilitate AA meetings in their institution. Please contact us if you are willing and able to volunteer or you can reach out to the Program Director Larry Gourdine at Larry.Gourdine@uhsinc.com
Main: 800-369-2273 | Office: 202-885-5600 | Cell: 202-520-0955

Other Service Committees:

- **Archives Committee Report** [Charles D. archives@aa-dc.org]
- **Outreach:** [Andrea C. Outreach@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]:

7. Ad-hoc Events Committees

(No reports)

Other Ad-hoc Events Committees:

- **WAIA Gala** [Liz L. gala@aa-dc.org]: June 6th, Disco nights theme
- **New reporter:** Tony F. Newreporter@aa-dc.org
- **Oldtimers:** Rachel W. & Suzanna D. oldtimers@aa-dc.org: scheduled for Friday, November 6th
- **Grapevine:** WAGSA Grapevine@area13aa.org: Committee is getting active-chance to get involved
- **Hospitality:** Andrea C Hospitality@aa-dc.org

8. Old Business

(None)

(Tabled) 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

For discussion: How should WAIA handle meetings that do not provide a password?

- Issues: When meetings have passwords and they are not posted, we ask groups to provide the password or provide an email address or phone number for people to contact to get the password. WAIA is not able to “keep” passwords for groups, and have people call the office to gain entry.
- Discussion: Some members discourage groups from listing meetings without passwords, and others feel strongly that any meeting without a password should be listed normally.
- Decision:
 - For the office to list but clearly note on the online meeting list any meetings without passwords
 - Continue suggesting that people contact the office help@aa-dc.org if they are not able to get into a meeting
 - Continue requesting that groups update the information to get into their meetings

Public Service announcements (Kerry O.)

- WAIA has a \$2,500 in budget in 2020 for PSAs. Proposal to do ad with coronavirus message, or just basic call. Suggest that we start with pilots, can have a graphic redirect to aa-dc.org. Suggest to start with Spotify. Apps or online radio are more inexpensive than radio. Cost is the same per impression but cost is 1-2 cents per 1000 people, can be targeted. PSAs in accordance with the 11th Tradition, not “sensational”.
- Decision to have a separate meeting to discuss PSAs Thursday, April 23 6pm to 7pm

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

(None)

Other Liaisons:

- **Washington Area General Service Assembly (WAGSA)** [Tracie T. waiailiaison@area13aa.org]
- **Comite Paso 12 de Maryland/Spanish-Speaking** [Domingo R.]
- **Virginia Intergroup Liaison** [Alan C.] :