

May MINUTES

Washington Area Intergroup Association (WAIA) Board of Directors Meeting

Approved Minutes, Online meeting

May 12, 2020 @ 8:00 pm

Called to order 8:05; Adjourned 9:00pm

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

1. Please email help@aa-dc.org to update your meeting password to the online directory.
2. FYI Zoom will be requiring passwords for all meetings starting May 30. The administrator/host can login and add a password, then email help@aa-dc.org with the updated information.
3. Please keep making regular contributions to WAIA as well as Washington Area General Assembly and General Services Office in New York.
4. The WAIA Gala 2020 is cancelled. We will be back next year!
5. Be the voice of AA in the DMV! We are asking members of the local fellowship to record the ending of a public service announcement on Spotify, and group members will choose. Spread the word <https://aa-dc.org/be-the-voice-of-aa>.
6. When groups decide to resume in-person meetings, email help@aa-dc.org and WAIA will remove the "temporarily closed" flag on the online meeting list. To ensure AAs know what to expect, groups can include a short statement with any safety precautions.
7. Accessibility Committee is organizing a workshop to educate AA about accessibility issues in the fall.
8. Tech committee has instituted Tech Connect <https://aa-dc.org/tech-connect> connecting tech savvy members and groups who need some tech help - check it out!

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:** Standing meeting the 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.

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

Agenda:

- 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]
- 3. Approval/Changes to Previous Meeting's Minutes**
[Suzanna D. secretary@aa-dc.org]
See past meeting minutes here: <https://aa-dc.org/board-minutes>

4. Standing Reports

Registrar's Report: 16 voting representatives; 4 non-voting participants.

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

April Calls – 253

14 for help: though records do not reflect the type of help calls, I have received at least 3 in which people needed 'attendance papers' for upcoming court dates. Some 'help calls' agreed to receiving a 12 Step call, but not most.

27 WAIA Business

2 Literature & Chip Orders (not filled since the office is not open)

207 Meeting Information: Some of the meeting info calls were asking for passwords

1 Public Information

3 Alanon (Third Party)

0 No Meeting at Location Calls

0 walk-ins to the office

Clo'via and I are continuing to work from home and are answering calls from 10 AM – 7 PM weekdays. Our crew of over 20 volunteers are answering phones from home 7-10 PM weekdays and 10AM -10 PM weekends.

We are still getting requests for new online and phone meetings as well as updates to existing meetings.

The June issue of the New Reporter will go out by the end of next week.

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

This month we have focused on contributions as shown on the charts below. Without question there has been overwhelming support from the AA community for the Washington Area Intergroup Association. Contributions which usually come from the AA groups have been significantly supplemented by direct contributions of individual alcoholics. As a way of offering a context we compared the number of transactions from March and April 2020, with contributions

during the same period of time during last year. It is also noted that three fourths of the contributions are coming in through credit or debit card payments.

March/April 2020 contributions compared with last year's March/April 2019 contributions

	April 2020		March 2020		April 2019		March , 2019	
Contribution Source	Count	Amount	Count	Amount	Count	Amount	Count	Amount
Groups	24	\$6,566.70	29	\$7,030.51	38	\$ 9,850.33	30	\$5,797.31
Individuals	92	\$4,555.00	38	\$2,099.63	7	\$ 1,205.00	4	\$ 392.40
Total	106	\$11,121.70	67	\$9,130.14	45	\$11,055.33	34	\$6,189.71

April 2020 Contributions were made with cash or check or with on-line credit card transactions

Method	Individual	Group	Total
Cash or Check	\$1,080.00	\$5,407.70	\$6,487.70
Credit Card	\$3,475.00	\$1,159.00	\$4,634.00
Total	\$4,555.00	\$6,566.70	\$11,121.70

Profit and Loss comparison-net income

April, 2019 \$ -203.05
 April, 2020 \$ 1,996.21

Balance Sheet Comparison-total liabilities and equity

April, 2019 \$188,020.36
 April, 2020 \$193,281.74

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

1. The WAIA Treasurer and Finance Committee Chair are hosting a workshop on May 17 from 3:30-5PM "The Virtual Toolkit: Maintaining the 7th Tradition". We will have representatives from local groups, clubs and general service organizations join to discuss the impacts on contributions from meetings moving online. Please bring back to your groups and email Will R. will.r@aa-dc.org or Cassandra S. cassandra.s@aa-dc.org if you have suggestions or topics you'd like to see addressed. <https://aa-dc.org/event/the-virtual-toolkit-maintaining-the-7th-tradition>

2. Look for the option on WAIA contribution page for individuals and groups to opt in to cover the online fees for processing the transactions. We are also looking into adding new payment options to the website and recurring contribution options coming soon!!

3. This month's report includes analysis of the Jan-April 2020 Budget versus Actuals.

2020 Budget	Jan	Feb	March	April	YTD
Revenue	\$5,735.42	\$5,735.42	\$5,735.42	\$5,925.01	\$23,131.27
Cost of Goods	-\$4,153.67	-\$4,153.67	-\$4,153.67	-\$4,153.67	-\$16,614.68
Contributions	\$13,000.00	\$10,400.00	\$7,800.00	\$9,100.00	\$40,300.00

Gala/Other	\$182.92	\$189.59	\$189.59	\$0.00	\$562.10
Gross Income	\$14,764.67	\$12,171.34	\$9,571.34	\$10,871.34	\$47,378.69
Expenses	-\$17,928.51	-\$13,835.18	-\$13,435.18	-\$13,478.51	-\$58,677.38
Net Income	-\$3,163.84	-\$1,663.84	-\$3,863.84	-\$2,607.17	-\$11,298.69
2020 Actual	Jan	Feb	March	April	YTD
Revenue	\$6,790.15	\$8,161.99	\$2,250.85	\$821.52	\$18,024.51
Cost of Goods	-\$5,682.75	-\$8,481.75	-\$1,326.90	\$0.00	-\$15,491.40
Contributions	\$19,214.63	\$8,289.63	\$8,300.14	\$11,121.70	\$46,926.10
Gala/Other	\$44.06	\$21.82	\$141.07	\$0.00	\$206.95
Gross Income	\$20,366.09	\$7,991.69	\$9,365.16	\$11,943.22	\$49,666.16
Expenses	-\$15,318.77	-\$11,157.46	-\$12,310.62	\$9,977.16	-\$28,809.69
Net Income	\$5,047.32	-\$3,165.77	-\$2,945.46	\$1,966.06	\$902.15

WAIA net income came in at April \$1,966.06. Along with our anticipated shortfall of -\$1,003.91 reported for Q1, this brings our current standing for the year to \$902.15.

5. Old Business

- **WAIA Gala** [Liz L. gala@aa-dc.org]: Update-the Gala Committee has decided to cancel the 2020 WAIA Gala, currently scheduled for June 6th, given the CDC's guidance restricting gatherings of people. WAIA will receive a refund from the Silver Spring Civil Center. Will refund tickets to the few who have already purchased them.
- **Public Information** [psa@aa-dc.org; Kerry O kerry.o@aa-dc.org] The Public Service Announcements (PSA) meeting was held on Thursday by April 23 by Zoom with 5 people in attendance. The group decided to begin running two PSAs on Spotify (one male voice and one female voice) as soon as possible with for \$500 total (\$250 per each PSA) targeted at listeners aged 18+ in DC, Montgomery County and Prince Georges County who Spotify identifies as interested in "Partying". This will yield about 50,000 "impressions" (individual times that the ad is played to one person). The PSA will have a specific message that online meetings are available and it will run for two weeks. The PSAs have about 5-8 seconds at the end to record local information. The group decided to ask members of the local fellowship to record the ending and group members will choose a voice recording to run on Spotify. Toward that end, a website with instructions of what and how to record has been set up at <https://aa-dc.org/be-the-voice-of-aa>. Please submit your inputs by XXX. The PSAs have been chosen from the 12 or so available from the General Service Office. Also, a graphic has been developed that will be displayed in the Spotify app that an interested person can click on and be brought to the aa-dc.org website. This will also allow us to determine how many people click to find out more, but it will not give any identifying information about the person who clicks. The budget for 2020 is \$2,500, so future buys are planned with different targeting depending on the results of this first buy. If you would like to assist with PSAs and future buys, please contact kerry.o@aa-dc.org.

(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.

6. New Business

- Reopening plans
 - i. WAIA may organize a sharing session if reopening of any sort looks imminent.
 - ii. As groups report to us (help@aa-dc.org) that they are meeting in person -WAIA will remove the "temporarily closed" flag. There will be no automatic removal of a closure indicator. When a group does let us know they are returning to in-person - groups can send us up to a 25 word statement about what they are doing to stay safe - it will go in the "notes" section (where zoom phone and password info is now) to let folks know what to expect when they get there

7. Corporate Committee Reports

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

- <https://aa-dc.org/tech-connect> (connecting tech savvy members and groups who need some tech help - including providing zoom meeting host accounts - check it out!) (Cara F)
- May 30th Password REQUIREMENT... (Alex M)
- **April 2020 Website Statistics:**
 - 140,225 pageviews. (Our 2019 average: ~50,000)
 - 43,678 sessions (20K previous average)
 - 15,331 distinct users by IP address - 2019 average (10K)
(new user data unreliable currently)
 - **How people found us:p**
 - Search: 8,400 (google'd us)
 - Direct: 5,909
(typed in aa-dc.org or clicked a link not on a website like in an email)
 - Referral/social 1,400
 - Referrals from DupontCircleClub.org, WestsideClub.org and Southern Maryland intergroup (<http://somedintergroup.org/>)
 - Facebook
 - Search Terms:
 - TOP Search Term: "waia" 25% of all searches that lead to our site were for "WAIA"
 - Search term contains "WAIA" like "WAIA DC" 53%
 - Search Term Contains "AA" 49%
 - April 2020 pageviews:
 - [/zoom-passwords](#) 3,720
 - [/stop-zoom-bombing](#) 2,165
 - [/waia](#) (about WAIA) 1,695
- **NEW PAGES:**
 - <https://aa-dc.org/these-are-not-passwords> (New way to think about zoom "passwords" as just an inconvenience, not a barrier)
 - <https://aa-dc.org/be-the-voice-of-aa> (Record your voice to be used in our PSA campaign!)
 - https://aa-dc.org/zoom_experiences (Sharing experience - whats working - whats not! Please contribute what your group is doing tech@aa-dc.org)
 - <https://aa-dc.org/tech-connect> (connecting tech savvy members and groups who need some tech help - including providing zoom meeting host accounts - check it out!)
- **May 30th - ALL zoom meetings will require a password: [May 2020: Updated password and security settings – Zoom Help Center](#)**

- **Next Meeting Sunday May 24th 9:30 PM** [Google Calendar Link](#)
 - Discussion always happening in tech-comm email list - join and help - email tech@aa-dc.org

Other Corporate Committees:

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

8. Service Committee Reports

Accessibility: [Teresa R. Accessibility@aa-dc.org/aa-dc.org/accessibility]:

How different is this quarantine environment? Pluses and minuses to be sure. For those with Accessibility issues, the transition to Zoom meetings has opened the door to many more meetings. This month we are working on updating the list of meetings that offer American Sign Language (ASL) interpretation services to ensure that our directory is accurate and up to date. In addition, we continue to monitor the great work that the private Facebook site for the Deaf Recovery Community has done to publish meetings from all over the country that provide ASL services in the hopes that we can share this information with those needing it.

The Committee had been arranging for providing ASL interpretation services at another local meeting to offer additional opportunities to the community needing this service, but with the advent of Zoom meetings, there is a change in plans. Presently, there are ASL services on some nights of the week but not others. We are now pursuing offering ASL services via ZOOM at a Wednesday night meeting thus expanding the number of days that such meetings are available. Negotiations are underway.

The Committee continues to prepare for a fall workshop to educate the local AA community to reaching out the hand of AA to those with accessibility issues. So far, we have a speaker from the blind community and are working on obtaining a speaker from the deaf community. We would also like to have a speaker who has mobility issues and welcome contact information.

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]:

On Wednesday, May 6th 2020 Chair attended this workshop hosted by The Austin Bid For ICYPAA. Topics discussed:

Best Practices; Anonymity; HIPAA Compliance on Zoom. Panelists included:

Professionals: *Elizabeth Rolfe (Clinical Director Of A Treatment Center); Hannah Milne (Executive Director Of An Alternative Pier Group)*

AA Members: *Matt C. (Chair - Austin Bid For ICYPAA); Anna B. (Youth Outreach Chair- Austin Bid For ICYPAA)*

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

Night Watch [Turpy B. Nightwatch@aa-dc.org]:

Committee received a request to start collecting data on calls received. The Committee Chair contacted each volunteer individually to report data from their shift to provide the number of calls, and a small summary of what the call was about. Report is included in the pre-submitted reports section.

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]:

9. 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

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

WAGSA Resources:

- FAQ on Practicing the Seventh Tradition at Virtual Meetings:
https://www.aa.org/assets/en_US/SMF-223-FAQonVirtualBasket_en.pdf
- GSO social distancing experience press release:
https://www.aa.org/press-releases/en_US/no_page/physically-distanced-but-digitally-connected-the-alcoholics-anonymous-message-carries-on-amid-coronavirus-covid-19

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.] :