

September MINUTES (Approved)

Washington Area Intergroup Association (WAIA)

Board of Directors Meeting

Online meeting

September 8, 2020 @ 8:00 pm

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

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

1. Join the ad hoc Gratitude Committee! Contributions are essential to funding WAIA's operations, and much of our annual revenue comes from Gratitude Month in November. We are establishing an Ad Hoc Gratitude Committee for a revamped/energized Gratitude Month adapted to the virtual environment. Our first committee meeting will be held by Zoom, September 29th at 8pm. See the WAIA website for details <https://aa-dc.org/event/waia-gratitude-month-committee>. Any AA welcome, please email finance@aa-dc.org to get involved!
2. We are seeking input from your group on WAIA's proposed budget for 2021, [2021 Budget Scenario Overview.pptx](#). Please review and bring your ideas back to October's meeting! Send any questions to finance@aa-dc.org
3. Email help@aa-dc.org to update your online meeting information as necessary. If your meeting is returning to in-person please review <https://aa-dc.org/returning-to-in-person-meetings> and follow the instructions there to report that change.
4. Please keep making regular contributions to WAIA as well as the Washington Area General Assembly and General Services Office in New York.
5. HelpChat is going live! Looking for volunteers to attend trainings to take chats from newcomers on the website on your phone - email help@aa-dc.org with your interest in becoming a volunteer (all AAs welcome)
6. WAIA Now listing locally grown online only meetings: <https://aa-dc.org/online-only-meetings>
See site for requirements to have an online meeting posted!

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

- Registration is open for **WAIA's 2nd Annual Sponsorship Conference**, September 26, 2020 all day: <https://aa-dc.org/event/sponcon>. Contact Will R. at sponsorshipconference@aa-dc.org to get involved.
- WAIA's election of new officers is at our December meeting. This is a great time to get involved and be of service.
- Any AA can be of service on WAIA's committees. See a full list here: <https://aa-dc.org/committees>
- **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 (September 27) at 9:30 pm: Hangouts Meet: meet.google.com/moo-vvtu-sdm; Join by phone +1 240-903-4132 PIN: 414 591 395#

- **Grapevine committee** meets the first Monday of every month from 7-8pm. Please connect your group's grapevine rep with Alaina. Alaina Grapevine@area13aa.org. The Grapevine will have a workshop on Saturday, November 14th from 1:00-3:00. More information to follow, but please save the date!

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

8:00-8:10pm Meeting Opening

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>

8:15-8:45pm Discussion & Committee Reports

4. **2021 Budget Presentation and Discussion** (Cassandra S. finance@aa-dc.org, aa-dc.org/finance),
Presentation: [2021 Budget Scenario Overview.pptx](#); (See the full Finance/Treasurer reports in agenda item 14)
 - WAIA revenue is dependent on (1) sales from chips and literature; and (2) contributions. Chip and literature sales are way down with fewer in-person meetings, so your contributions are really important right now.
 - The budget presented to the WAIA Board has three scenarios, depending on when most groups might go back to in-person meetings (and purchase literature and chips at prior levels). The differences between the scenarios is our spending on variable costs, namely support to WAIA service committees.
 - We will discuss the budget again at the October board meeting. Per WAIA bylaws, the budget must be voted on by the November meeting.
 - The budget discussions highlighted that WAIA's bylaws do not specify the amount our prudent reserve should be kept. GSO suggests 6-12 months operating expenses. In the coming months, WAIA will undergo a process to determine the prudent reserve and add that to the bylaws. Reserves are currently over one years' operating expenses.
 - **Action Item! Please get feedback from your group to inform our budget process for 2021. Which of these scenarios your group feels should guide WAIA's final budget, including whether or not your group is comfortable with WAIA tapping into the ample prudent reserve during these uncertain times to be sure we are carrying the message to all those still suffering.**
5. **PI/CPC Committee, PSA Subcommittee** [psa@aa-dc.org; Kerry O kerry.o@aa-dc.org]
 - Showed latest PSA video
6. **Technology Committee** [Alex M. tech@aa-dc.org, aa-dc.org/tech/]
 - HelpChat: IS LIVE!! aa-dc.org/helpchat
 - July 2020 Website Statistics: 100,698 pageviews

- August 2020 Website Statistics: 105,520 pageviews
- Next Meeting Sunday September 27th 9:30 PM Google Calendar Link. Discussion always happening in tech-comm email list - join and help - email tech@aa-dc.org

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

- Budget-The Committee has a \$2,500 budget for 2020, \$1,600 of which will not be spent due to the disruption caused by COVID. The budget group was so advised. The Committee has requested \$2,500 for the 2021 budget cycle for purchase of ASL services for area meetings and events.
- Sponsorship Conference- The Committee has hired two American Sign Language (ASL) interpreters to interpret the 2nd Annual Sponsorship Conference. Please spread the word to anyone you know who may benefit from this service. Fliers are available at aa-dc.org/sponcon.
- Rotation of Service-I believe that this month marks three years that Teresa has served as the chairperson. In the spirit of rotation of service, I intend to step down as the committee chair at the end of the year. I will be available to assist anyone who is called to this service. If you have an interest in this position or simply wish to learn more about it, I am available to answer questions etc. I will put my personal e-mail in the chat.
- Committee Meetings- The Committee meets at present via zoom at 7 PM before the WAIA Board Meeting. All interested persons are welcome to join us. Please email me and I will send you the Zoom information.

8. Hospitals & Institutions Committee (H&I) [Sean C. hni@aa-dc.org; (240) 370-6165]

- Bridging the Gap (BTG) informational Workshop, September 12 @ 11:00 am - 1:00 pm
Join Zoom Meeting <https://zoom.us/j/91296141236> Meeting ID: 912 9614 1236 Passcode: btgarea13 If you have any questions, please email: BridgingtheGap@area13aa.org

9. WAIA 2nd Annual Sponsorship Conference [Will R. sponsorshipconference@aa-dc.org]

- September 26, 2020 all day, register [here](#). Planning has begun your input and service is needed. The call to service flyer and additional information can be found on our WAIA webpage at: <https://aa-dc.org/event/sponcon>.

10. Grapevine [Alaina Grapevine@area13aa.org]

- Announcements, and to sign up to be a Grapevine Representative for a meeting, you can click here: <https://www.aagrapevine.org/get-involved/become-grapevine-rep>
- The Grapevine will have a workshop on Saturday, November 14th from 1:00-3:00. More information to follow, but please save the date!

8:45-8:55pm Standing Reports

11. Registrar's Report [Jeff M.]:

29 participants in the Zoom, but 27 total responses to the Google Forms sign in sheet.
Breakdown of 27 responses: 20 reps, 2 alternates, 2 non-voting alternates, 3 guests.

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

July Calls – 275

- 12 for help. This includes people getting 12th step calls and those oldtimers and newcomers who just need to talk for a short time
- 48 WAIA Business
- 25 Literature & Chip Orders (questions answered & orders filled for curbside pickup or shipping)
- 181 Meeting Information: Some of the meeting info calls were asking for passwords

- 1 Public Information
- 9 Alanon (Third Party)
- o Meeting at Location Calls:
- 9 Curbside pickup/walk-ins to the office

August Calls – 286

- 27 for help. This includes people getting 12th step calls and those oldtimers and newcomers who just need to talk for a short time
- 54 WAIA Business
- 17 Literature & Chip Orders (questions answered & orders filled for curbside pickup or shipping)
- 182 Meeting Information: Some of the meeting info calls were asking for passwords
 - 1 Public Information
 - 6 Alanon (Third Party)
 - o Meeting at Location Calls:
 - 5 Curbside pickup/walk-ins to the office

Clo'via and Luella are continuing to work from home for most days but Clo'via is in the office on Mondays 10-2 and Luella is there Thursdays 3-7 for curbside pickup. Our crew of over 20 volunteers continue to answer phones from home 7-10 PM weekdays and 10AM -10 PM weekends.

We are continuing to fulfill requests for new online and phone meetings as well as updates to existing meetings. We are getting many requests for in-person meetings. We've only had a couple of groups let us know that they are meeting in person.

The October issue of the New Reporter will go out by the end of this week.

13. Night Watch [Turpy B. nightwatch@aa-dc.org]

JULY: AM: 39 Calls; PM: 9 Calls; 19/62 Shifts did not report # of calls received

14. Treasurer & Finance Reports

See monthly Finance Reports are now included on the newly revamped [WAIA Finance page](#)

Thank you to all those alcoholics who are making a priority to contribute directly to WAIA. We received the refund of our \$2,740.00 deposit for the cancelled Gala. Luella and Clovia continue to keep AA literature available for purchase which accounts for the literature expenses, so we have seen some expenses and revenue start coming in again. Individual contributions remain up and help bridge the gap to cover office expenses.

Profit and Loss comparison-net income

June, 2019	\$ -2,431.54
June, 2020	\$ 14.33

Balance Sheet Comparison-total liabilities and equity

June, 2019	\$186,112.81
June, 2020	\$189,495.94

Contributions - Compared June 2019 to June 2020

Contributions from	Number of Transactions June 2019	Number of Transactions June 2020	Amount June 2019	Amount June 2020
Groups	26	18	\$5,968.83	\$4,202.93
Individuals	5	73	\$ 380.00	\$4,714.30
Total	31	91	\$6,348.83	\$8,917.23

Treasurer Report for the September 8, 2020 WAIA Board Meeting [Will R., Treasurer treasurer@aa-dc.org]:

We had no WAIA regular board meeting in August so I have supplied the reports for both July and August below. Thank you to all those alcoholics who are making a priority to contribute directly to WAIA. Luella and Clovia continue to keep AA literature available for purchase which accounts for the literature expenses. Literature and chips have begun to pick up. Even though the office is closed purchases can be made and picked up with “curb side” pickup. Call or email ahead for details.

Profit and Loss comparison-net income

July 2019	\$ 1,357.70	August 2019	\$ -7,847.75
July 2020	\$ 5,051.71	August 2020	\$ -1,382.48

Balance Sheet Comparison-total liabilities and equity

July 2019	\$186,927.97	August 2019	\$179,195.72
July 2020	\$195,297.87	August 2020	\$194,071.79

See full Profit and Loss statements for [August](#) and [July](#). All reports are listed at <https://aa-dc.org/finance>

July Contributions

	July 2019		July 2020	
	Number of Transactions	Amount	Number of Transactions	Amount
Groups	32	\$7,989.17	31	\$ 9,647.58
Individuals	9	\$ 898.00	95	\$ 7,162.00
Total	41	\$8,887.17	126	\$16,809.58

August Contributions

	August 2019		August 2020	
	Number of Transactions	Amount	Number of Transactions	Amount
Groups	21	\$4,707.03	20	\$5,735.20
Individuals	1	\$ 5.00	59	\$3,383.00
Sponsorship			4	25.00
Total	22	\$4,712.03	126	\$9,118.20

Finance Committee Report for September 8, 2020. [Cassandra S., Finance Chair finance@aa-dc.org]

This month’s report includes analysis of the January-August Actual to Budget comparison.

August Snapshot

2020 Actual	August - Actuals	August - Budget	% to Aug
Income	\$838.50	\$5,925.01	-85.85%
Cost of Goods	(\$16.80)	(\$4,153.67)	-99.60%
Contributions	\$9,118.20	\$7,800.00	16.90%
Gala	\$0.00	\$0.00	
Gross Income	\$9,939.90	\$9,571.34	3.85%
Expenses*	(\$11,322.38)	(\$13,428.51)	-15.68%
Net Income	(\$1,382.48)	(\$3,857.17)	

- As discussed in the August 11 Board meeting, Revenue from Chips/Literature sales is likely to be down 90% while in-person meetings are on hiatus.
- However, between increased contributions (our December bump from Gratitude Month), savings on cost of goods (90%), and projected savings on committee spend, it is possible we will break even (updated model below).

* (September-December modeled out)

Updates 2020 Forecast	Jan-Aug Actuals	September *	October *	November *	December *	Projected YTD Actual	YTD Budget
Income	20,323	593	593	593	593	22,693	71,100
Cost of Goods	(17,033)	(415)	(415)	(415)	(415)	(18,694)	(49,844)
Contributions	89,508	7,800	9,100	9,100	23,400	138,908	130,000
Gala	120	0	0	0	0	120	12,800
Gross Income	92,919	7,977	9,277	9,277	23,577	143,027	164,056
Expenses*	(91,534)	(12,060)	(11,060)	(16,060)	(11,060)	(141,775)	(168,122)
Net Income	1,385	(4,083)	(1,783)	(6,783)	12,517	1,253	(4,066)

- We assumed depressed income over the rest of the year and kept the projected Contribution to the budget (we have been overperforming on Contributions since April)
- **\$23,400 Contributions in December is dependent on a successful Gratitude Month**
- Side note: We need to correct assumption that WAIA is not providing Literature and Chips at this time!

Call to Action for September – November:

- It was proposed that we convene an Ad Hoc Gratitude Committee for a revamped/energized “Gratitude Month” to call on the fellowship to help bridge the funding gap.
- Finance Committee will review and prepare recommendations on an appropriate prudent reserve, which is currently not defined in the By Laws

8:55pm Anniversaries & Announcements