

December Minutes (approved)

Washington Area Intergroup Association (WAIA) Board of Directors Meeting

Online meeting

December 8, 2020 @ 8:00 pm

Called to order 8:05; Adjourned 9pm

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

1. Report back & any actions from gratitude month.
2. WAIA now accepts contributions via PayPal, Venmo and ACH! See: <https://aa-dc.org/contribute-online>
3. Helpchat volunteers trainings are happening, email helpchat@aa-dc.org to be part of it
4. Please email help@aa-dc.org to update your online meeting information as necessary.
5. WAIA office has curbside pickup 10-2pm M, Tu, Wed, Fri, 10-7 on Thursdays.

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

- **Hospitals & Institutions Committee** is rotating service, seeking a new committee chair
- **Accessibility Committee:** is rotating service, seeking a new committee chair. Standing 7pm meeting the second Tuesday of the month, just before the WAIA Board meeting on Zoom code: 930 754 6465, no password. All are welcome to participate.
- **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#
- **Grapevine committee** meets the first Monday of every month from 7-8pm. Please connect your group's grapevine rep with Alaina Grapevine@area13aa.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

8:00-8:10pm Meeting Opening

1. Chair's Opening Remarks [Alex.M@aa-dc.org] Chair@aa-dc.org

- Welcome new representatives!
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> . Approved

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

4. **Accessibility:** [Teresa R. Accessibility@aa-dc.org/aa-dc.org/accessibility]:
 “My time as the chairperson of this committee ends this month as does the term of my co-chair. No one has come forward who is interested in chairing the committee although there are a couple of committee members. I have prepared a folder with documentation of the work the committee has done and other information to get a new chairperson up and running quickly. I plan to continue working with the committee, but it is time for leadership to rotate as I have served about three years as chairperson. Please contact me at accessibility@aa-dc.org if you feel called to serve on the committee, chair the committee, or have any questions. It is rewarding work.

I am no longer scheduling committee meetings. It will be up to the new chair, if any, when the committee meets again. I am grateful for the opportunity to be of service and now turn this over to the Higher Power to call someone else to serve.”

5. **Budget & Finance Report** (Cassandra S. finance@aa-dc.org, aa-dc.org/finance; Will R., Treasurer treasurer@aa-dc.org). *See full Profit and Loss statements for September. All reports are listed at <https://aa-dc.org/finance> and below in Annex 1.
 - Finance committee will write up a memo with the recommendations of the proposed prudent reserve.
 - Suggestion to keep a number out of the bylaws to remain flexible. Let it be a group conscience (but will be decided by next chair and board).
 - Suggest that a committee develop recommendations about what to do with any funds over the prudent reserve.
6. **2021 WAIA Elections** [David H. elections@aa-dc.org]
 - Members elect new at-large members of the Executive Committee, Chair & Vice Chair. Their responsibilities are defined in [WAIA's Bylaws](#). (Treasurer & Secretary are by appointment from the Chair confirmed by the Executive Committee).
 - Chair Candidate: Sean C. (unopposed). Elected with 100% of the vote, 20 votes.
 - Vice-Chair: Kelly W, Spahr, Spahr was elected.
 - At-large board members: Candidates: Cassandra S., Kelly W., Daniel R., Daniel D., Suzanna D., each elected with 100% of the votes.,
7. **Grapevine** [Alaina Grapevine@area13aa.org]
 - Report back from [Nov. 14 Grapevine/Viña Workshop](#)
 - <https://www.aagrapevine.org/get-involved/become-grapevine-rep>
8. **Technology Committee** [Alex M tech@aa-dc.org]
 - Website stability issues have been addressed with several upgrades to the server and underlying WordPress product.

- Anyone getting “Not Secure” or “404 not found” were going to HTTP://.... (the old way to view a webpage) and their browser wasn’t redirecting them to [HTTPS://aa-dc.org](https://aa-dc.org) (a secure method to view a webpage) that has been fixed at the server level to always redirect properly.
- Website statistics for November are unavailable due to the server switch.
- New Chairperson for Committee being sought - should have familiarity (but not necessarily an expert in) the below areas.
- Volunteers to take over pieces of Tech Committee Duties are being sought with advanced experience in:
 - i. G-Suite Support
 - ii. Wordpress Website Support
 - iii. Office hardware/software Support

More information provided at next tech comm meeting on Sunday the 27th at 9:30 PM:

<https://meet.google.com/moo-vvtu-sdm>

9. Any other business for discussion

8:45-8:55pm Standing Reports

10. Registrar’s Report [Jeff M.]:

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

Report to the Board 12/8/2020

November Calls – 222

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

Clo’via or I am in the office, one person at a time covering our curbside pick-up hours of 10A-2P, Mondays, Tuesdays, Wednesdays, Fridays and 10A-7P on Thursdays. When we’re not in the office we continue to have volunteers answer phones from home 7-10 PM weekdays and 10AM -10 PM weekends.

We processed 438 Contribution transactions in November. Gratitude month was a great success! See Treasurer’s Report.

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

8:55pm Closing

12. Anniversaries & Announcements

13. [Responsibility statement](#)

Annex 1. Treasurer & Finance Reports

[Will R., Treasurer treasurer@aa-dc.org; Cassandra S., Finance Chair finance@aa-dc.org]

Treasurer Report for the October 13, 2020 WAIA Board Meeting [Will R., Treasurer treasurer@aa-dc.org]:

*See full Profit and Loss statements for September. All reports are listed at <https://aa-dc.org/finance>

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

Profit and Loss comparison-net income		Balance Sheet Comparison-total liabilities & equity	
November 2019	\$1,034.07	November 2019	\$172,384.03
November 2020	\$3,841.62	November 2020	\$201,689.93

*[Click here](#) for the Profit and Loss statements for November. All reports listed at <https://aa-dc.org/finance>

Contributions

November 2019

Contributions from	Number of Transactions	Amount
Groups	34	9,436.50
Individuals	5	335.00
Oldtimer's Meeting	1	884.72
Total	40	\$10,656.22

November 2020

Contributions from	Number of Transactions	Amount
Groups	35	5,888.40
Individuals	362	10,299.35
Oldtimer's meeting	41	967.00
Total	438	\$17,154.75

Payment Methods - November 2020

Venmo	288	6,069.55
Cash/Checks	30	3,230.00
Debit/Credit	88	5,812.20

PayPal	32	2,043.00
Total	438	\$17,154.76

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

This month's report includes analysis of the January-November Actual to Budget comparison.

November 2020 Snapshot: Full [2020 Actuals](#) available online

2020 Actual	Nov - Actuals	Nov - Budget	Jan-Nov Actuals	Jan-Nov Budget	YTD Budget	% Total Budget
Revenue	\$674.51	\$5,925.01	\$23,044.73	\$65,175.11	\$71,100.00	32.41%
Cost of Goods	(\$18.35)	(\$4,153.67)	(\$18,712.85)	(\$45,690.37)	(\$49,844.00)	37.54%
Contributions	\$17,154.75	\$9,100.00	\$135,798.08	\$106,600.00	\$130,000.00	104.46%
Gala			\$120.00	\$12,800.00	\$12,800.00	0.94%
Gross Income	\$17,810.91	\$10,871.34	\$140,249.96	\$138,884.74	\$164,056.00	85.49%
Expenses	(\$13,969.29)	(\$13,435.18)	(\$130,329.32)	(\$154,576.95)	(\$168,122.00)	77.52%
Net Income	\$3,841.62	-\$2,563.84	\$9,920.64	-\$15,692.21	-\$4,066.00	

- We had a successful gratitude month with over \$17,000 in contributions.
- Contributions are over the 2020 projections by \$5,798. This does mean that we will not likely see the big December or January bumps we get from gratitude donations rolling in, but the monthly increases in regular individual donations have made up the difference.
- WAIA is currently \$9,920 in the black, a \$25,000 improvement from the budget assumption and better than our year end assumption.