

January Agenda

WAIA Executive Committee

January 12, 2021 – 7:00pm - 7:55pm

Called to order 7:08pm; Adjourned 8:00pm

2021 Officers:

- **Chair:** Sean C.
- **Vice Chair:** Spahr H.
- **Treasurer:** Will R.
- **Secretary:** Vacant
- Luella T.

At Large Members:

- Cassandra S.
- Kelly W.
- Daniel R.
- Daniel D.
- Suzanna D.

Agenda:

1. Proposal to move all 2021 WAIA board meetings to zoom (Sean C.)
 - Discussion to keep decision within Excomm, or open up to Board. Previous years review of bylaws suggests that it is an excomm decision.
 - Motion to have meetings on zoom into the foreseeable future, to be re-evaluated in June.
 - Suggestion to ask for feedback between now and June via email re: moving to zoom permanently when the possibility arises. Launch a poll question at end of an upcoming meeting.
 - Should in-person meetings become possible, suggestion to keep business meetings on zoom and hold periodic in-person meetings centered around fellowship. Or one quarterly meeting in-person.
 - Discussion on recording meetings for archival purposes, will be tabled for **next month**. Consider keeping only audio (no video)
 - Considerations:
 - Rent at Church of Bethesda: paid \$100 in rent per month for the first three months, then stopped paying. Rent is on a month-to-month basis (use basis).
2. Finance
 - Final 2020 financials (Cassandra). Finished out 2020 strong, \$16,000 better-than-anticipated revenue/income more than covers the \$13,000 budget deficit approved last year.
 - Memo and recommendations re: Prudent reserve (Cassandra). See WAIA archives report on the [Prudent reserve history](#), which may answer some questions (and probably raise some others!). See Annex 1 below.
 - Options regarding how long to make the prudent reserve operating expenses: 6 months, 9 months or 12 months.
 - Proposal to formulate an ad hoc committee to recommend what WAIA should considering doing with any funding over the prudent reserve (Cassandra)

- Discussion:
 - Consider keeping the prudent reserve at bare bones operating expenses we may want to have a longer period, or do a three-year average of the full budget with everything we would like to do.
 - Fluctuations in prudent reserve in the archives report may be the result of record keeping rather than real changes in the prudent reserve amount
 - Suggestions to make the prudent reserve at 9 months operating expenses.
- We will have a finance committee meeting next Sunday to discuss and hear feedback, revise memo, bring back to the Executive Committee to refine the recommendations then move to a group conscience with the full board in February. Reps will take back to their groups February-March, then vote in March.

3. Group inventory

- Good to review assets & liabilities. Discussion to have the executive committee lead the process, acknowledging that the executive committee has the capacity to bring perspectives.
- Daniel R. nominated and accepted to be chair of the group inventory. Will R. will Possible resource Don B.

4. Onboarding new board members

- Daniel D. volunteers to be outreach committee chair, appointed by Chair. Suzanna D. will be new rep liaison for women, Daniel D. for men.

5. Any other business

- Spiritual Timekeeper?
 - Discussion takes the most time.
- Other suggestions for Board Meeting content? Gathering agenda items

Annex 1. Memo to Executive Committee regarding the Prudent Reserve, January 12, 2021

Overview: The events of 2020 and the financial uncertainty of moving from in-person to online AA meetings impacted WAIA's revenue stream around literature and chip sales. Budgetary decisions around potential overspend led to questions of the prudent reserve, which is not specified in the WAIA bylaws:

“In all of its proceedings, the Washington Area Intergroup Association (WAIA) shall observe the spirit of A.A. tradition, taking great care that it never becomes the seat of perilous wealth or power; that sufficient operating funds, plus ample reserve, be its prudent financial principle...”

Archives performed a review of WAIA records and provided the following summary:

1. No firm definition of prudent reserve from WAIA minutes. Sometimes presented as a checking account plus money market and CD and other times only as CDs and/or money markets.
2. Prudent Reserve is a group conscious decision.
3. Too little and too much money cause issues within groups. Both have been issues for WAIA.
4. WAIA has held onto more than 12 months' prudent reserve in the past and has also sent money in the past to GSO.
5. Two attempts to add a limit prudent reserves (1987 and 1989) to specific number of months (7 and 12 months respectively) of operating expenses into the bylaws were not successful. Currently there is no mention of prudent reserve in WAIA by-laws.
6. In the past high prudent reserve has a) been sent to GSO; b) paid for a significant upgrade to WAIA website, and c) purchased large inventory of books to increase future return as they were sold.
7. Board members can review the full Archives report [here](#).

Finance Committee Recommendation:

For the purposes of establishing the prudent reserve, we define that as the funds required to “keep the lights on” at the WAIA office (office costs, personnel, website and phone maintenance). It excludes discretionary spending such as committee initiatives and Cost of Goods (chips, literature, and pamphlets inventory).

1. Currently, WAIA liquid funds total approximately \$209,052.42.
2. Operating expenses (not total budget) as passed for 202 come to \$148,722 ([available here, p6](#))
3. We recommend that the board have a group conscious in February to agree to a prudent reserve based on either 6, 9 or 12 months of the operating expenses

Operating Expenses	6 month	9 month	12 month
\$148,722	74,361	111,542	148,722

This will raise the immediate question “what do we do with the excess”?

Depending on what amount we reserve, we may have a significant overage to consider. It is our recommendation that an ad hoc committee be set up to explore how WAIA might like to distribute the funds. This does not have to be spent immediately but rather put together a proposal/plan for how the funds might be utilized over a specific period.

Prudent Reserve	6 months (\$74,361)	9 months (\$111,542)	12 months (\$148,722)
\$209,052 - Available	\$134,691	\$97,510	\$60,330