

WAIA Executive Committee Minutes

Called to Order at 7:00pm; Adjourned 7:54pm

2021 Officers	At-Large Members
<ul style="list-style-type: none"> ● Chair: Sean C. ● Vice Chair: Spahr H ● Treasurer: Will R ● Secretary: Jackie M ● Luella T 	<ul style="list-style-type: none"> ● Cassandra S ● Kelly W ● Daniel R ● Daniel D ● Suzanna D

Attendees: Sean C., Spahr H., Will R., Jackie M., Luella T., Cassandra S., Daniel R., Suzanna D.

Standing Agenda Notes:

- Review and approval of last month's minutes- we will resume the process of reviewing and approving the previous month's Executive Committee minutes. The February 2021 minutes were reviewed and approved.

Old Business:

- Group Inventory (Daniel R)
 - Daniel emailed a draft of questions prior to the ExComm meeting.
 - The current draft has 28 questions. Six are in a section to get information about the responding representative, and the remaining 22 are about the Board/WAIA.
 - The purpose of the "Getting to know your rep" section is to capture information about who is contributing, to help contextualize their answers as well as to give us an idea of which areas (Montgomery County, Prince George's County, and Washington, D.C.) are participating.
 - To this end, we will also start listing contributing meetings in an attachment at the end of the monthly board minutes.
 - It was suggested to break up questions about committees separately, to allow more specific feedback on different committees or types of committees (i.e., service committees versus corporate committees). This could help guide where resources are focused.
 - The idea of bringing in an outside moderator was suggested. Daniel said that it had previously been discussed and decided to be kept internal, but we could always bring in outside resources such as Don B. We will see what results we receive and go from there.
 - Daniel will update the questions and put the survey into a SurveyMonkey form, then distribute it to the ExComm to test prior to our next ExComm meeting.

- Final call for corrections or comments on the Accessibility flyer (Daniel D.)
 - One comment was to change from "12 step groups" to specify A.A. That change was accepted.
 - A clarification was made that we are not making meetings accessible but rather are connecting those in need to accessible meetings.
 - The intention was to circulate this flyer electronically on Facebook groups for A.A. members who are deaf, and other online groups. It was suggested to include this on the WAIA website accessibility page. Daniel D. will send it to Luella to post there.

- A clarification was made that this flyer does not need to be approved by the ExComm. Daniel D. clarified that he wanted confirmation on the content before making it publicly available, but withdrew the formal motion for approval.
- Update on ad hoc committee for disbursement of funds in excess of prudent reserve:
 - Cassandra presented the timeline developed by the ad hoc committee for receiving and reviewing proposals:
 - The Ad Hoc committee for guidance on use of WAIA excess funds met on February 24th at 6pm.
 - Call to Service: We are looking for a chair or secretary to take notes for the monthly meeting.
 - We clarified the purpose and scope of the committee, which is to establish and oversee a process by which WAIA group members can bring proposals for use of funds to the executive committee and board.
 - WAIA Funding Request Template
 - Submitted by (persons name): The request should be made by someone who is willing to take the lead on implementing the proposed initiative.
 - Sponsoring Committee (name of committee): Our recommendation is that each proposal be sponsored by an existing WAIA committee.
 - Funding amounts
 - One-time implementation cost:
 - On-going (cost per month, per year, etc):
 - Date Submitted:
 - Description of use of funds:
 - Aligns with what Tradition:
 - Schedule for proposals:
 - March 24, April 25 - Proposals to be submitted/discussed
 - May 26 - Evaluate and make recommendation for proposals to raise to the executive committee (all proposals presented but committee may include recommendations to the executive committee)
 - June 8 - Discuss with executive committee
 - June 23 - Feedback from executive committee to proposers
 - July 13 - Bring proposals to the board for discussions with their groups before August finance meeting
 - July 28 - Take commentary/discussion from board members on July 13th proposals; all feedback would be appreciated no latter than July 31
 - August 10 - Discuss inclusion for 2021 budget revision and/or new programming and spend for 2022 planning.
 - Some initial proposals included additional funding to H&I committee, purchase office space, move to a location with larger community space, renting community space, purchasing technology equipment to facilitate combined in-person and virtual meetings.

- The committee meets on the 4th Wednesday of the month. Luella will post that meeting on the WAIA events page.
- A question was raised about if funds could be set aside for proposals that might have to be delayed to the future due to restrictions on in-person gatherings from COVID-19. Cassandra indicated that this would be a possibility.

New Business:

- New Outreach Chair- Suzanna D will take over as the new Outreach Chair
- Executive Committee Opening
 - Suzanna is excited to revitalize the Outreach Committee and in order to give that effort the time and resources it is due, she will step down from the Executive Committee.
 - The Bylaws state that in the event of a vacancy of an at-large member of the Executive Committee, the Chair can appoint a replacement.
 - We will put a call for service on the board agenda tonight.
- Cooperation with WAGSA- Kelly W. was not present so this item will be tabled until next month.
- Zoom bombing- Kelly W. was not present so this item will be tabled until next month.
- Record of Decisions
 - There is currently no mechanism to record procedural decisions which fall outside the scope of the Bylaws.
 - It was clarified that the Bylaws are official, formal documents and that something like a Standard Operating Procedure is less formal and would be a better instrument to document something like the decision on the prudent reserve last month.
 - It was unclear who would maintain this. Discussion included the Secretary, the Archives Committee, and the Rules Committee. Jackie M. will reach out to the chair of the Rules Committee, Kerry O. to discuss if they could take this on.

Additional Discussion:

- We forgot to record the ExComm meeting this month. It will be added as a standing monthly agenda item to start the recording.
- Meetings of the ExComm may be open to anyone to listen in but they would be video-off and muted to avoid distraction.

Due-Outs:

Task	Point of Contact
Add list of meetings in attendance to monthly board minutes	Secretary (Jackie M)
Contact Rules Committee chair Kerry O. regarding recording procedural decisions that fall outside the scope of the bylaws	Secretary (Jackie M)
Distribute sample Group Inventory survey	Daniel R.

Post finalized Accessibility flyer on WAIA website accessibility page	Daniel D./Luella T.
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Meeting adjourned at 7:54

Treasurer Report* for the March 9, 2021 WAIA Board Meeting [Will R., Treasurer treasurer@aa-dc.org]:

Profit and Loss comparison-net income

February 2020 - \$3,165.77

February 2021 \$149.89

Balance Sheet Comparison-total liabilities & equity

February 2020 \$194,825.01

February 2021 \$214,986.54

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

Contributions--February 2020

Groups	\$5,609.00
Individuals	\$5,981.93
Total February Contributions	\$11,590.93

Finance Committee Report for March 9, 2021. [Cassandra S., Finance Chair finance@aa-dc.org]

February 2021 Snapshot: Full [2021 Actuals](#) available online

	Feb Actuals	<i>Feb Budget</i>	YTD Actuals	2021 Budget	% Total Budget
Revenue	\$1,264	\$4,682	\$2,183.88	\$69,806	3.13%
Cost of Goods	-\$275	-\$3,282	-\$1,074.53	-\$39,384	2.73%

March 9, 2021

(Minutes)

Contributions	\$11,591	\$10,650	\$31,857.56	\$138,000	23.09%
Gala	\$0	\$0	\$0.00	\$12,800	0.00%
Gross Income	\$12,580	\$12,051	\$32,966.91	\$181,222	18.19%
Expenses	-\$12,430	-\$18,785	-\$27,820.71	-\$181,222	15.35%
Net Income	\$150	-\$6,735	\$5,146.20		

- Finances are strong and income outpaced expenses again in February.