

WAIA Board Meeting Minutes April 13, 2021

Called to Order at 8:03pm; Adjourned 8:58pm

Meeting remained open after adjourning for outreach to new representatives

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

1. WAIA now accepts contributions via PayPal, Venmo and ACH! See: <https://aa-dc.org/contribute-online>
2. Helpchat volunteers trainings are happening, email helpchat@aa-dc.org to be part of it. Helpchat is a live chat service on the aa-dc.org website where visitors to the website can ask questions. The next Helpchat training will be April 19.
3. Please email help@aa-dc.org to update your online meeting information as necessary.
4. WAIA office has curbside pickup 10-2pm M, Tu, Wed, Fri, 10-7 on Thursdays.
5. Email daniel.r@aa-dc.org to join and participate in the ad hoc committee to perform a group inventory of WAIA
6. Email finance@aa-dc.org to participate in an ad hoc committee regarding new initiatives

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

- **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# Next meeting will be 28MAR2021 at 9:30pm.
- **Grapevine committee** meets the first Monday of every month from 7-8pm. Please connect your group's grapevine rep with Alaina Grapevine@area13aa.org.
- **New Initiatives Committee:** meets the fourth Wednesday of every month at 6pm. The link can be found at aa-dc.org/new-initiatives
- **Public Information Committee:** will meet next on Monday, May 10 from 5-6pm. Link below in report.
- **Outreach Committee:** will meet April 27 at 8pm EST. Link below in report.

Opening Remarks

The meeting began with the Serenity Prayer and reading the AA Preamble. The Executive Committee was introduced (Chair Sean C, Vice Chair Spahr H, Treasurer Will R, Secretary Jackie M, Office Manager Luella T, At-large members Cassandra S, Daniel R, Daniel D, Kelly W, Karen O). New representatives introduced themselves and were directed to the Outreach Committee Chair (Susanna).

- Approval of last month's minutes:

There was a motion to approve the March Board meeting minutes. This motion was seconded and approved.

Old Business

- Group Inventory - Daniel R.

We have compiled a list of questions and sent a draft survey to the Executive Committee. We received feedback on the survey and are revising it, and hope to have it to the board in May or June. With any questions or for more information contact daniel.r@aa-dc.org.

- Ad Hoc committee for New Initiatives - Cassandra

We didn't have a clearly defined prudent reserve last year, which made it hard to make decisions about where and how to spend from COVID. Now that we have defined a prudent reserve, we have some overage and we'd like to give our A.A. community the opportunity to know if there are any ideas on how to use that. We are accepting proposals on how to use it. We have an ad hoc committee, and a call for proposals on the website: <https://aa-dc.org/new-initiatives>

We are trying to tackle the miscommunication of how we got to this place. We are trying to find a balance between not managing money versus not sitting on corporate coffers. There has been discussion in meetings that "WAIA doesn't need contributions", and we want to clarify that WAIA still needs operating expenses. The Chair encouraged correcting the misunderstanding on a case by case basis as well. Reps can reach out to Cassandra with any questions.

GSO sent out their finance report, they had to tap into their prudent reserve but still have 7.4 months of prudent reserve, which is higher than their 6 month target.

A rep asked if the committee had received any suggestions. There have been six suggestions received so far, including three suggestions to give the money to GSO. The committee will provide a read-out of ideas at a future board meeting.

That committee meeting will be Wednesday, April 28 at 6pm. You can reach out to Cassandra.s@aa-dc.org or the finance committee email.

Submit new business to executivecommittee@aa-dc.org

Committee Reports

Executive Committee Summary

- The previous month's minutes were reviewed and approved with one minor update to a heading in the Treasurer's report.
- Group Inventory- The Executive Committee took a draft survey of the inventory questions and provided feedback. Daniel R is modifying the questions and will have another draft to circulate before the next Executive Committee meeting and hopes to have the survey out to reps by May or June.
- Cassandra reviewed the Finance Committee report.
- Kelly W led a cooperative effort with WAGSA to develop an online resource together with them for groups to handle zoom meetings responsibly. This resulted in a 10 minute instructional video which will be available by the end of the month or beginning of next month for groups to use. This was a great way to work with WAGSA and we hope to have more collaboration with them in the future.
- WAIA is going to put a link on the FAQ section of the website to GSO's pamphlet about medication.

Pre-submitted Committee reports:

- **Treasurer and Finance Committee:**

We spent more in March than we brought in. We're trending on target, we were in the black for about \$4,000 for the quarter. This is the same that we usually see at this time of year.

Treasurer Report* for the April 13, 2021 WAIA Board Meeting [Will R., Treasurer treasurer@aa-dc.org]:

Profit and Loss comparison-net income	Balance Sheet Comparison-total liabilities & equity
March 2020 -2,926.46	March 2020 192,185.01
March 2021 -729.01	March 2021 214,674.23

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

Contributions - March 2020

Groups	\$5,682.11
Individuals	\$3,311.50
Total February Contributions	\$8,993.61

Finance Committee Report for April 13, 2021. [Cassandra S., Finance Chair finance@aa-dc.org]

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

	Mar Actuals	Mar Budget	YTD Actuals	2021 Budget
Revenue	\$1,733	\$4,682	\$3,917.23	\$69,806

Cost of Goods	-95	-3,282	-\$1,169.53	-\$39,384
Contributions	\$8,994	\$10,650	\$40,851.17	\$138,000
Gala	\$0	\$0	\$0.00	\$12,800
Gross Income	\$10,632	\$12,051	\$43,598.87	\$181,222
Expenses	-\$11,361	-\$14,285	-\$39,181.68	-\$181,222
Net Income	-\$729	-\$2,235	\$4,417.19	

- March was the first month expenses exceeded revenue. Our first quarter (Jan-Mar) balance remains positive due to positive revenue in January and February.

- Office manager's Report:

Report to the Board 4/13/2021

March Calls – 225

- 8** for help. This includes people getting 12th step calls and those oldtimers and newcomers who just need to talk for a short time
- 44** WAIA Business
- 32** 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
- 1** Public Information
- 4** Alanon (Third Party)
- 1** No meeting at location

25 Curbside pickup/walk-ins to the office

We still have curbside pick-up hours at 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.

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

WAIA will also have a "Meeting in a Pocket" for the area coming soon.

□ Archives: archives@aa-dc.org -

Listed below are the activities the WAIA Archives Committee performed during the month of March 2021:

1. Continued answering phone calls to the WAIA Office on Saturday mornings between the hours of 10:00 am to 1:00 pm.
2. Responded to an inquiry from Jackie M., Secretary, WAIA, to obtain copies of the Executive/Board Committee Meeting Minutes from 2014-2016. Jackie was able to obtain digital copies of the meeting minutes from 2017 onward on the WAIA website, the WAIA Archives Committee obtained digital copies of those meeting minutes and send them to Jackie M.
3. Responded to an inquiry from Audry S., WAGSA Archives Committee, for any information we had on file for positions women held within Area 13 of AA. We provided Audry with some information on the early members of AA (Florence R. and Marty M.) and provided the names and positions women held as WAIA Board Officers and in Executive Committees from 1971-2020. The WAIA Archives Committee will complete the last piece of Audry's request for women members of the WAIA Board and in Executive Committees from 1965-1970. We notified Audrey that we can forward digital copies of the Reporter and Meeting Minutes if she wishes. Once the office is opened, Audry can do additional research on this topic.

□ **Sponsorship Conference:** SponsorConference@aa-dc.org

WAIA 3rd Annual Sponsorship Conference, September, 2021

You can help us with the content of our conference. Please think about sponsorship both as a sponsor and a sponsee:

- * What questions do you have about being a sponsor, about being a sponsee?
- * What frustrates you about being a sponsor, about being a sponsee.
- * What keeps you or others from being a sponsor?

* For more information go to our WAIA web page: <https://aa-dc.org/sponsorship-conference-2021>

* Your responses will help us as we plan for this conference. Please send your responses to Will R at sponscon@aa-dc.org

It would help if you and your groups can answer these questions. If you have questions or other things you want add, email

In-Meeting Committee Reports:

Corporate Committees:

- Office: office@aa-dc.org

You can order by calling office or emailing orders@aa-dc.org.

- Rules (Bylaws): rules@aa-dc.org - No report

- Technology: tech@aa-dc.org

The Technology Committee Meeting will be Sunday 4/24 at 9:30pm. Anyone can join. We had a recent zoom security traditions discussion hosted by District 2. We also collaborated with WAGSA to make a video about Zoom security for A.A. meetings which will be coming out hopefully in early May.

Service committees:

- Accessibility (Daniel D.): Accessibility@aa-dc.org

We met to discuss topics from last meeting

- ASL Interpreter availability list
- Info from Galaudet University - interpreters
- Info from Texas Intergroup for ASL

We identified gaps in services at group and individual level. What does the Group and the members do if someone with a special need shows up unannounced?

- Are they turned away
- Are they welcomed
- Are they given assistance to locate meetings for their special need
- Are they referred to an agency for further assistance

Example: A deaf person walks into an AA meeting that is not interpreted.

- We cannot force or impose on anyone yet, can we turn someone with a special need away?
- Can this special needs newcomer be given reasonable accommodation for the hour?
- Can they be given a list of meetings suitable for their need?
- Can these individuals be referred for outside help, just like their counterparts?

II. We discussed Closed Captioning within Zoom. We are creating simple instructions for getting this access for individuals that request it.

- This is available but the individual needs to request it - from a free account or paid account.
- Fill out the Request form

- After which, the individual will have CC available for any meeting they attend. (This is why instructions are needed).

Result:

- A list of ASL Interpreters will be maintained by Accessibility Committee. All inquiries should be forwarded to: aa-dc.org/accessibility
- A procedural document (guideline or cheatsheet) will be created for posting on WAIA website and distributed to the groups on the steps to take to ensure that no one will be turned away.
- Instructions simple and easy to follow for requesting Closed.Captioning

☐ Cooperation with the Professional Community CPC@aa-dc.org - N/A

☐ Hospitals & Institutions (Eryn C.): HNI@aa-dc.org

Suburban Hospital is working on getting Zoom ready to have additional meetings by zoom. Avery Road has finished the Detox building so they are now doubling up on their meetings. There will be a 7 pm meeting at the Detox and 8pm meeting at Avery Road Combined Care. Sherri N is coordinating getting groups to chair the new meetings. Six nights a week will be an AA meeting, 1 night will be AA. Another new meeting started at Lawrence Court- we are waiting for them to email the details so we can announce it.

Email hni@aa-dc.org with any questions.

☐ Literature (Gavin P.): Literature@aa-dc.org - N/A

☐ Night watch (Jeanine J.): Nightwatch@aa-dc.org

The AM shift (6-10 am) had 18 calls; PM shift had 9 calls; 33 “no reports”. Nightwatch just switched over to using WhatsApp for group texting and some volunteers have not shifted over yet, so No Report means the volunteer didn’t report. This number of “no reports” is high for this month because of this and volunteers getting access.

☐ Outreach (Susanna D.): Outreach@aa-dc.org

Committee Report

The outreach committee met on Tuesday, March 30th, with four AAs present. We started developing a plan to make sure that area groups are aware of WAIA and the benefits of sending a representative to the WAIA board meetings. To welcome new board members, we discussed: (1) Creating a breakout room after the regular board meeting for new board members; and (2) Updating the outreach materials; and (3) revamping the outreach committee website to orient new members.

Next committee meeting:

Apr 27, 2021 08:00 PM Eastern Time

<https://us02web.zoom.us/j/82386641344?pwd=VTYwaDc5R2ZrUnNBSkNGZlhVZlpPUT09>

Meeting ID: 823 8664 1344; Passcode: 803738

One tap mobile +13017158592,,82386641344# US (Washington DC)

There is a call for service for anyone who wants to assist with the Outreach committee.

Public Information (Carrie): pi@aa-dc.org

Carrie has taken over as Chair of the committee. Email pi@aa-dc.org or carrie.g@aa-dc.org if you would like to help. The next meeting will be May 10 at 5:30pm:

Topic: WAIA Public Information - May 2021

Time: May 10, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87069459957>

Meeting ID: 870 6945 9957

One tap mobile

+13017158592,,87069459957# US (Washington DC)

+13126266799,,87069459957# US (Chicago)

Ad-hoc/event committees:

Gala (Liz L): gala@aa-dc.org - N/A

Sponsorship Conference (Will): SponsorConference@aa-dc.org - report listed above in pre-submitted committee reports section

Oldtimers (Suzanna D): oldtimers@aa-dc.org - No report

New reporter (Tony F.): Newreporter@aa-dc.org - N/A

New Initiatives Committee (Michael): Report given above in pre-submitted committee reports section

Re-opening Committee (David H): There are a small number of meetings reopening. We have validated the process for a meeting to re-open and the process to get it listed as open. Clo'via asked the reopening committee if locations had been asking groups to get insurance. David H said no one has asked specifically about insurance but that it depends on the landlord and location that the group is meeting at. This will be a decision that should be left to the discretion of the individual A.A. group.

Grapevine: Grapevine@area13aa.org - N/A

Northern Virginia Intergroup Liaison (Ralph J.)- N/A

Registrar (Jeff M.): Registrar@aa-dc.org - (Alex filling in for Jeff) 33 reps present, no new reps

General Discussion:

We will discuss how to track ad hoc committees as they are added or disbanded, as some new committees had been missed and old committees were still present.

Anniversaries Announced:

- Daniel R had 7 years on March 18
- Michael G will have 44 years on April 27
- David H will have 15 years on April 28

Appendix 1: Meetings in Attendance

- Chinatown Big Book
- How it Works
- Cosmopolitan Group
- St. Camillus Step
- 6&7
- Sunshine Group
- Bethesda Youth
- Kid-friendly women's Big Book
- Oasis Women's Big Book
- Spiritual Tools
- There is a Solution
- Westside Beginners
- Broad Highway
- Crapshooters
- Neelsville Beginners
- BYOL
- Capitol Hill Group
- Into Action
- Midtown
- On Awakening
- Mens Messengers
- Burtonsville 12&12 Steps and Traditions
- Spiritual Awakening Group
- DCYP
- Laurel Recovery Group
- What's Happening Now
- Yacht Club
- Kensington Big Book Study
- Cosmopolitan
- Potomac Oaks