

WAIA DRAFT Board Meeting Minutes

June 8, 2021

Called to Order at 8:02pm; Adjourned ~9:30pm

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.
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 finance@aa-dc.org to participate in an ad hoc committee regarding new initiatives
6. Nightwatch has two available shifts: Thursday from 10pm-6am and Friday from 10pm-6am. Email nightwatch@aa-dc.org
7. Call for service for Northern Virginia Intergroup Liaison

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#
- **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

Opening Remarks

The meeting began with the Serenity Prayer and reading the WAIA 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, Karen O, Daniel D, Kelly W). New representatives introduced themselves and were directed to the Outreach Committee Chair via email (outreach@aa-dc.org).

- Approval of last month's minutes:

There was a motion to approve the May Board meeting minutes. This motion was seconded. The minutes were unanimously approved.

- Ralph J

The former Chair and Northern Virginia Intergroup Liaison Ralph J passed away on May 31, 2021. Funeral arrangements were announced, and a moment of silence in his honor was observed by the Board.

- Executive Committee meeting summary

There was low response so far to the group inventory- Daniel R. will be providing follow-up. We discussed the proposals to the New Initiatives committee, which will be presented at the Board meeting tonight. We discussed a way to keep record of decisions outside the Bylaws which will need further discussion.

Old Business

- Group Inventory - Daniel R.

The link was posted in the chat for board members to take. We ask for feedback before next month’s board meeting.

<https://docs.google.com/forms/d/e/1FAIpQLSeKF-SmSIO0npEVaAD5lc9nLJICG2xSIE7eXtCz4jDyrA80lw/viewform>

- Ad Hoc committee for New Initiatives - Cassandra S

The New Initiatives Committee shared the following report:

New Initiatives Proposals for Exec Comm June 8th

19 proposals submitted, 4 were pulled after committee discussion, 1 referred to the New Reporter team, 1 pulled by ExComm and 1 on request for website updates has been done!

Of the 12 remaining there were 3 H&I, 3 GSO/General Services, 1 Office/Technology, 2 Archives, 1 Outreach, 1 Sponsorship, 1 Accessibilities. Those for H&I were the same, as were the 3 suggestions for funding to GSO. Technology committee only supported 1 of the proposed tech initiatives, so the other was tabled.

This resulted in 8 proposals for consideration. The New Initiatives Committee attendees voted on each and recommended the proposals in Green for approval.

As of June 2021, WAIA has \$53,571 on the balance sheet available for New Initiatives (\$202,293 less \$146,722 of baseline operating expenses). Please note that these amounts fluctuate based on expenses and donations over time.

Carrying the Message (4)		
Outreach Committee Suzanna D.	WAIA party in the park in Prince Georges or Southeast DC	\$12,000
H&I Committee Eryn C.	Subsidize literature especially for H&I meetings and emergency rooms/hospital	\$10,000
Sponsorship Committee William R.	Sponsorship Conference Fall 2021	\$2,080
Accessibility Committee Daniel D.	Accessibility Spring Conference March or April 2023	\$4,000
Office, Archives and Technology Support (3)		
Archives Committee Jeff K.	#1 Supplemental funds for workshops #2 Fireproof file cabinets	\$1,000 \$1,500

Technology Committee Alex M.	VOIP	\$5,000
GSO Support (1)	Submitted by Several AA members	\$10,000
	TOTAL	\$45,580

Detailed Proposal

Outreach Committee: WAIA Outreach Party

The purpose of the outreach event is to improve understanding of the purpose of WAIA in the region while increasing participation by underrepresented groups in PGC (Prince George's County) and SE DC. Outreach in SE DC and PGC will help WAIA increase representation of groups in that locality. Greater representation will ensure that WAIA's office and service committees are better able to respond to expressed needs from groups in those areas, and that our corporate practices reflect their priorities.

Details: The WAIA Outreach Chair will work with a few key groups in SE DC and PGC to organize a sober outdoor event in a public place with a band/music, food truck(s) and a program including a meeting with a speaker(s) who are active in area level service and a presentation by the WAIA chair about the services WAIA provides in the area. This will be a large, in-person, outdoor event (early fall 2021 or spring/summer of 2022 if necessary).

Costs: We anticipate costs associated with venue rental, music, food and insurance, not to exceed \$12,000.

H&I Committee - Increased Literature Funding

Subsidize literature especially for jails, hospitals and institutions.

- Jails (Moco. PG, DC) receiving 100 Big Books, 50 12 & 12, 100 various pamphlets
- Hospitals- Approx 9 facilities at 20 Big Books each and 200 pamphlets with each getting a pamphlet holder
- Institutions- Approx 20 (shelters, rehabs, recovery homes, nursing facilities, etc.) 20 books each, 100 various pamphlets each

We would also like to provide 50 where and when's to each as they re-open, as there are still a handful of persons without internet access or not allowed to use the internet for various legal reasons. We understand each facility will need differing amounts this is why it is a general breakdown. We also understand this absolutely serves the primary mission of WAIA by providing literature helping another alcoholic on their journey to finding a higher power.

Costs: \$10,000

Sponsorship Committee - Sponsorship Conference

The funds will be used to support the WAIA 3rd Annual AA Sponsorship Conference on September 25, 2021. Over twenty panelists will participate in discussions regarding sponsorship throughout the day. We expect three hundred or more people to attend. We expect to add an evening session this year providing an opportunity for local AA groups to display how their groups work together to extend the hand of AA when anyone reaches out for help. The funds will be used to cover the cost of ASL Interpreters and Spanish Interpreters, zoom and some advertising expenses. We will be asking for contributions from the participants directly to WAIA.

In September 2019, the first all day sponsorship conference was held in Area 13, Washington, D.C, and Maryland suburbs. Approximately 120 people attended the event. Last year the conference was held on zoom with over 300 people in attendance. The results of our follow-up survey, both years, were very positive. Again, this year the Questions and Answers on Sponsorship pamphlet is the primary reference for all discussions. AA twelve step sponsorship discussions will include: cultural approaches and styles of sponsorship, practical issues, service sponsorship and specific sponsee profiles.

Costs: One Time \$2,080.00

Accessibility Committee - Spring Conference March or April 2023

This would be one day of breakout groups and one big ballroom for the opening/closing and the Countdown. This conference would bridge the current gap between hearing and non-hearing AA communities.

Cost: \$4,000

Archives Committee: Supplemental Conference Funds and File Cabinets

#1: Supplement funds to send Archives or other new committee members to attend AA workshops or training sessions when the committee does not have budget to do so. It is difficult to have trained committee members. This would help fill that deficiency or void.

Cost: \$1,000

#2: File Cabinets/Back office cleanup

Cost: \$1,500

Office/Technology - Voice over IP telephone system upgrade

Hire a business consultant to move WAIA into Voice Over IP phone system. (Hire from fiver.com or upwork.com). Save Money. Allow phone answering service to be shared more widely and more efficiently. Current phone system is using VERY old and hardware which if it breaks may take a significant expense in emergency funds to fix.

Costs: Consultant/set up \$5,000; ongoing costs would be same/less than current phone service

Contribution to GSO - \$10,000

Discussion:

Q- what is purpose of outreach picnic-A- to outreach to groups In the area who are underrepresented

Q- is there a charge? A- free for all

Q- how are we reaching out to the groups about this event if they're not contributing to WAIA? A- through WAGSA, DCMs. Q- if they're not participating here, how do we know they're participating there? A- we've identified some that are participating here but not there

Poll/vote- The Registrar gave a count of 19 voting reps, 4 voting alternates, 2 non-voting alternates, and 4 guests. The poll was 27 yes, 3 no.

Question- registrar gave a report of 23 voting members but we have 30 votes. That's off. A- the vote is so overwhelmingly in the majority that it is negligible.

Minority opinion- this isn't the most effective method of outreach. Response- all are encouraged to reach out to the Outreach Committee to assist.

- Update on Reopening Committee tabled discussion from last meeting - tabled in the interest of time

New Business

- Vote regarding return to in-person meetings or continuing on Zoom

There was a motion that we table this because we do not have the required information to have an informed vote. It was seconded. It was suggested that instead of a formal vote this should be a poll to gauge interest into looking into going back. because there is no need to gather information if the board is not interested in returning in-person. There were concerns about transportation, opportunities for participation, etc. if we went back to in-person meetings. This item was tabled until the July meeting.

- Hybrid information page- tabled until next meeting

Submit new business to executivecommittee@aa-dc.org

Committee Reports

Pre-submitted Committee reports:

- **Office Administrator's Report to the Board 6/8/2021**

May Calls – 233

4 for help. This includes people getting 12th step calls and those oldtimers and

newcomers who just need to talk for a short time

49 WAIA Business

43 Literature & Chip Orders (questions answered & orders filled for curbside pickup or shipping)

130 Meeting Information: Some of the meeting info calls were asking for passwords

0 Public Information

7 Alanon (Third Party)

29 Curbside pickup/walk-ins to the office

The office opened 6/7/21 with limited hours and we are answering phones with a combination of folks from home and in the office. There are many in-office shifts available; we will expand office hours as we recruit and train returning and new volunteers. Please announce in your meetings that we are looking for lots volunteers to come into the office and also for volunteers for our Live Chat service (can done remotely from home). Call 202-966-9783 or email help@aa-dc.org for more information.

Current Office Hours:

Monday: 10:00 AM - 10:00 PM

Tuesday: 10:00 AM - 4:00 PM

Wednesday: 10:00 AM - 4:00 PM

Thursday: 10:00 AM - 7:00 PM

Friday: 10:00 AM - 4:00 PM

Saturday: 10:00 AM - 1:00 PM

Sunday: 10:00 AM - 1:00 PM

The July 2021 issue of the New Reporter will go out by the end of next week.

Profit and Loss comparison-net income

May 2020 - \$3,220.00

May 2021 -\$4,407.37

Balance Sheet Comparison-total liabilities & equity

May 2020 \$190,426.17

May 2021 \$202,293.09

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

Contributions

Groups	\$4,371.69
Individuals	\$984.00
Total May 2021 Contributions	\$5,385.69

Finance Committee Report for June 8, 2021. [Cassandra S., Finance Chair finance@aa-dc.org]

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

	May Actuals	<i>May Budget</i>	YTD Actuals	2021 Budget	% Total Budget
Revenue	\$3,684	<i>\$4,682</i>	\$8,668.81	\$69,806.00	12.42%
Cost of Goods	-\$2,156	<i>-\$3,282</i>	-\$8,183.53	-\$39,384.00	20.78%

Contributions	\$5,386	\$10,650	\$53,707.96	\$138,000.00	38.92%
Gala	\$0	\$0	\$0	\$12,800.00	0%
Gross Income	\$6,913	\$12,051	\$54,193.24	\$181,222.00	29.90%
Expenses	-\$11,321	-\$14,285	-\$61,575.37	-\$181,222.00	33.98%
Net Income	-\$4,407	-\$2,235	-\$7,382.13		

- May expenses exceeded revenue for the 2nd month in a row and we are now operating in the negative at -\$7,382.13 for the year. However we seem roughly in line with trends from 2019 & 2020 and this time of the year contributions typically slow down. We hope to see revenue improve as meetings and clubs go back to person and literature and chip sales pick up!

- **Archives: archives@aa-dc.org**

The WAIA Archives Committee had the following activities during the month of May 2021:

1. As part of our efforts towards replacing the archive file cabinets, we reviewed the contents contained in the drawers of four (4) 4-drawer file cabinets and three (3) 2-drawer file cabinets in the store room at WAIA. Archive Committee members then labelled the drawers on those cabinets afterwards. A search found a missing key for one of the 2-drawer cabinets and copies of Treasurer's Reports were found in it. The Archives Committee anticipates it will shortly begin pulling materials from the cabinet drawers and review extraneous AA or non-AA documents with Luella Tabor prior to disposal of any materials.

2. A request was received regarding the history of the "Where & When" in the DC Metropolitan area and of the WAIA. Copies of that material were obtained for the requestor and will be sent to the requestor shortly.

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● Outreach (Suzanna): Outreach@aa-dc.org

This month the Outreach Committee revised the budget for WAIA's outreach party submitted as part of the new initiatives. We updated the website with information for new WAIA board members here aa-dc.org/outreach.

Calling for service for AAs to join an ad-hoc committee to plan the outreach party. The next committee meeting is June 22 from 6-7pm, all AAs are welcome.

In-Meeting Committee Reports:

Corporate Committees:

- Office: office@aa-dc.org
- Rules (Bylaws): rules@aa-dc.org
- Technology: tech@aa-dc.org

There was a survey last month about how we should support technology in the area. There was approval for setting up an information page and hosting a discussion, but disapproval for direct group help. Sharing suggestions on an information page will not be done since this is considered too direct.

Q- can a call for service be included in the minutes of the meeting? A- The tech committee will formalize this mini-report with the secretary.

Written report provided by Tech Committee:

Tech committee ran a survey to see how it should help with Hybrid - The response was YES we should help but NO to directly helping groups set up their Hybrid system.

We are soliciting group experience in choosing to go hybrid (or not) and in running hybrid meetings.

If you have a story regarding how your group implemented (or chose not to implement) hybrid meetings please email it to tech@aa-dc.org.

Be sure to include details like the type of meeting you are talking about such as speaker, big book, discussion, etc., and about the space your physical meeting is held in. Please do indicate the technology you are using and how the service position operating the technology works.

Please note we will be anonymizing the submissions as to not call out a group which changes their decisions/format over time (but please keep us updated!)

Service committees:

- Accessibility (Daniel D.): Accessibility@aa-dc.org
- Cooperation with the Professional Community CPC@aa-dc.org - N/A
- Hospitals & Institutions (Eryn C.): HNI@aa-dc.org

HNI is very excited to see that Avery Combined Care is going to be allowing in person meetings with very specific restrictions. This is a start to seeing how we can navigate through this new time as we all start

WAIA: 4530 Conn. Ave. NW Suite 111 WDC 20008

readjusting. We have also continued to donate literature to facilities over the month and hopefully will be able to get literature to other facilities that have been on complete lock downs for over a year. Please feel free to reach out if you have any questions (hni@aa-dc.org).

- Literature (Gavin P.): Literature@aa-dc.org - N/A
- Night watch (Jeanine J.): Nightwatch@aa-dc.org

There are two vacancies open- Thursday 10pm-6am and Friday 10pm-6am. Email Nightwatch@aa-dc.org for available shifts.

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

We recommend using existing ads without edits on Spotify. In our Spotify account, the ads are labeled:

"Male/No Issue Targeting - Third Run"

"Female/No Issue Targeting - Third Run"

We recommend using half the budget \$3,000 to run these respective ads to male- and female-identifying audiences for six months. Please contact pi@aa-dc.org by July 1 if you have any requests or questions about this plan. Thereafter, I will request payment to proceed with these PSAs. In intervening months, we will review analytics from results for these PSA placements.

Ad-hoc/event committees:

- Gala (Liz L): gala@aa-dc.org - N/A
- Oldtimers (Suzanna D): oldtimers@aa-dc.org - No report
- New Initiatives Committee (Michael): Report given above in Old Business discussion
- New reporter (Tony F.): Newreporter@aa-dc.org - N/A
- Registrar (Jeff M): registrar@aa-dc.org

The current registrar needs to transition. The registrar described their responsibilities (google form updated each month and tally who all attended, and update a master Excel spreadsheet). Mia will be the new Registrar

- Re-opening Committee (David H) : david.h@aa-dc.org

We figured out a way to list the meetings as in-person/etc which will keep all meetings, none were removed from the list.

- Sponsorship Conference (Will): SponsorConference@aa-dc.org

Other/Liaisons:

- Grapevine: Grapevine@area13aa.org
- Northern Virginia Intergroup ** Call for service

** Indicates committee is looking for a new Chairperson. All current Board of Directors (WAIA Reps), current and past officers of the Corporation, and past Executive Committee members are eligible to serve as a committee chair.

General Discussion:

Anniversaries Announced:

- Jeanne had 39 years on June 1

Other Announcements:

- The DuPont Circle Club is reopening this Friday (6/11) with a normal meeting schedule. Masks are recommended.
- Laurel Recovery at 368 Main St. Laurel, MD is almost fully open at their regular meeting schedule.
- Westside Women's meeting is now hybrid, they have resumed an in-person portion of the meeting.

Appendix 1: Meetings in Attendance

- Cosmopolitan
- Neelsville Beginners
- Westside Beginners
- 6&7
- What's Happening Now
- Spiritual Tools
- Spiritual Awakening Group
- Kensington Big Book Study
- On Awakening
- Yacht Club
- Takoma Park Women's Kid Friendly Big Book Study
- DC Young People
- Lit Womxn
- Rockville Metro Club Noon
- How it Works
- Into Action
- Potomac Oaks
- Rockville Metro Club
- BYOL St. Matthews Cathedral
- Laurel Recovery Group
- Crapshooters
- Men of Dupont
- Midtown
- Gateway Group
- There is a Solution
- Read and Speak
- Chinatown Big Book
- Broad Highway
- Bethesda Youth