

WAIA Executive Committee Minutes

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

Attendees: Jackie M, Sean C, Luella T, Daniel D, Karen O, Kelly W, Cassandra S, Claire H, Russell R, Will R, Irving M, Daniel R, David H, Spahr H

The meeting opened at 7:00 with the Serenity Prayer.

The WAIA preamble was read. "Article Two: Purpose" of the WAIA Bylaws was read. Section 3 of the Bylaws was reviewed, stating that WAIA is not part of AA and is not bound by general service guidelines but where possible it shall act according to the traditions and concepts. The 12 traditions were read. The 12 concepts for World Service were read.

Guests introduced themselves: Claire H (WAIA Representative, Spiritual Tools); Irving M, Area 13 Chair Panel 71; Russell R, WAGSA Delegate; David H (WAIA Representative, Potomac Oaks and member of the WAIA Rules Committee)

New Business:

- Secretary Service Position

The Chair has identified a new candidate for Secretary and is asking for the current Secretary to step down. The rationale was solicited so the Executive Committee could make an informed decision. The Chair indicated that they have had difficulties working with the current Secretary, a feeling that the Secretary has stepped outside of the role of Secretary in the past, and a lack of communication. The Secretary indicated that she had not been informed of any communication issues, that she had reached out to the Chair to acknowledge that procedural issues had been raised incorrectly, and that the attempted removal of an officer by an individual is a position of unqualified authority and directly in violation of the Bylaws. A member indicated that while the Chair attempting to unilaterally remove an officer was a violation of the Bylaws, the Chair could ask an officer to step down. A member noted that the points that had been raised about circumventing procedural norms or bylaws, while raised in an inappropriate manner, were valid, and that dismissing the secretary position will not relieve those problems. A member suggested that the Chair table this motion until September and the Chair and Secretary discuss how to work together, and is set against a removal at this point and motion moving forward as this is an opportunity to place principles over personalities. The Chair agrees to table this until the September ExComm meeting.

- Bylaw Discussion/Ad-hoc Committee on Parliamentary Procedures

There has been difficulty using the Bylaws. A member wanted to revisit the Bylaws to consider rewriting them. It was noted that the issue is not that they don't work for us in our current format but rather that we don't know what they are. It is inadvertent that we don't know how to use them. They do not need to be rewritten, we need to familiarize ourselves with them.

It was asked if we could consider a parliamentarian, to advise on the Bylaws and parliamentary procedures. An ad hoc committee was suggested, which would consider this. The Rules Committee chair clarified that one of the responsibilities of the Rules Committee is to review internal rules and procedures to ensure they remain consistent with the Bylaws, so they should be involved in these discussions. A member indicated that it might be helpful to delineate what the expectation is for this ad hoc committee versus the Rules Committee, to help better understand the objectives of the ad hoc committee. David H will help the Chair with that, although he defers to the Rules Committee chair on those matters. After discussion it was agreed that it is a Rules Committee action. We will notify the board about the parliamentary procedure discussion and put out a call for service at the board meeting.

- Review of Board established policy and continuity through officer rotation

This has been raised in the ExComm before under the Record of Decisions discussion (i.e., Robert's Rules, prudent reserve discussion, etc) that get lost in transition/in the rotation of service. Cassandra, Jackie, and Karen met to talk through options for recording decisions in a central, accessible location. Cassandra shared a document of decisions of policy and record, with Q1 2021 decisions listed as an example. It came to our attention that at some point one of the previous chairs indicated that there was a similar document created in 2015/2016 that we are trying to find. Luella will reach out to Archives for a copy. This record can be used for continuity documentation for incoming chairs.

It was asked how we would decide what goes into the document and what does not. The answer is this will be an ongoing discussion.

- Motion to make the recordings of Executive Committee meetings since April available to the Board

It was indicated that we would have to do that with recordings from this point forward, but retrospective recordings were done under the understanding that they would be recorded for archival purposes only and not shared. Archival was indicated to mean for storage on the Google drive, not publicly available. With access through the Google Drive, any incoming officer has access to any information stored on the drive, so this will be available for future officers without being posted publicly. There was not a second on the motion- the motion did not move forward.

Old Business:

- Group Inventory (Daniel R)

There have been 19 responses so far. Daniel will send Luella an email tomorrow for Luella to send to the representatives. This will be a "last call", the email with the link to the group inventory will indicate that this is a last call for responses, and we will move forward with what we have there.

- Record of decisions (Karen O/Cassandra R)

This is now part of discussion under "New Business- Review of Board established policy and continuity through officer rotation" in above section.

- Moving ExComm meeting day/time

A vote was held to move the day and time of the Executive Committee meeting. The vote was approved. The new day/time will be solicited and confirmed via email.

General Discussion:

- The Secretary is not needed for the August budget meeting- the Finance committee will provide notes.
- It was suggested that we let Board members steer more of the conversation at Board meetings. We will start encouraging board member participation and that if they have any new business or questions, to reach out to the Executive Committee.

Pre-Submitted Reports:

Office Manager Report to the Board 7/13/2021

June Calls – 329

23for help. This includes people getting 12th step calls and those oldtimers and newcomers who just need to talk for a short time

95WAIA Business

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

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

1 No Meeting at Location. Friday Night 180 Club. Waiting to hear back from group contact

1 Alanon (Third Party)

25Walk-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:

Sunday, 1-4 PM,

Tuesday, 7-10PM

Wednesday, 4-7 PM

Friday, 4-7 PM

Saturday, 4-7PM

We will need to fill the 4-7 PM shifts before the 7-10 PM ones, so that the 4-7 volunteers can let the 7-10 folks in the office. The same goes for Sunday 1-4 PM

Please announce in your meetings that we are looking for 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 - 7:00 PM

Wednesday: 10:00 AM - 4:00 PM

Thursday: 10:00 AM - 10:00 PM

Friday: 10:00 AM - 4:00 PM

Saturday: 10:00 AM - 4:00 PM

Sunday: 10:00 AM - 1:00 PM

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

Treasurer Report* for the July 13, 2021 WAIA Board Meeting [Will R., Treasurer treasurer@aa-dc.org] and Finance Committee report [Cassandra R] are linked here

July 13, 2021

(Minutes)

https://drive.google.com/file/u/0/d/13xnokAn-YbCxPmjn6ywcGmtM3cznTzr/view?usp=drive_web