

WAIA Board Meeting Minutes July 13, 2021

Called to Order at 8:02pm; Adjourned ~9:00pm

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. Email finance@aa-dc.org to participate in an ad hoc committee regarding new initiatives
5. Email nightwatch@aa-dc.org for available shifts
6. Call for service for:
 - a) Northern Virginia Intergroup Liaison;
 - b) assistance with Rules Committee procedures review;
 - c) work with Outreach Committee to outreach to SE DC;
 - d) Technology Committee chair
 - e) There are open spaces for phone volunteers at the WAIA office. Call the office at 202-966-9783 or email help@aa-dc.org if they want to come into the office to volunteer and answer phones. Since they may be changing frequently, the current office hours are posted on the homepage of our website (aa-dc.org).

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# . The Technology Committee also needs a new Chair.
- **Grapevine committee** meets the first Monday of every month from 7-8pm. Please connect your group's grapevine rep with Alaina Grapevine@area13aa.org.

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 Susanna, invited to stay after the meeting, and also to reach out via email (outreach@aa-dc.org).

- Approval of last month's minutes: [This was inadvertently omitted from the July meeting. June and July minutes should both be reviewed and approved at our next Board meeting]
- Executive Committee meeting summary

There was discussion about removal of the Secretary that was tabled until the September ExComm meeting. An initiative to record decisions on policy and procedure for continuity between outgoing and incoming members is under discussion. The Group Inventory had low participation so far and will be re-sent, which Daniel R. will discuss further. There is an initiative to review parliamentary procedure which will be discussed by the Rules Committee chair. Executive Committee will be moving the date and time of their meeting to allow more time for discussion of matters before bringing them to the Board.

Old Business

- Group Inventory - Daniel R.

Only 19 members have taken the Group Inventory survey so far. The link was posted again and will be sent via email to representatives.

New Business

- Old Timers Meeting

Committee Reports

Pre-submitted Committee 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.

We got our first no meeting at that location call that month. If you open back up, meetings need to be committed to open every week. If you open your meeting back up you need to show up. Today we had a very successful 12 step call.

A member asked for twelfth step calls, was there one person who is a contact or individual. Luella said we are looking for individuals and it is by zip code. A member asked about the 12 step list- there had been talk about merging their 12 step list and the WAGSA Bridging the Gap list. Luella clarified that is a separate list, but there's no reason why we couldn't combine them. Luella would like someone to champion keeping a 12th step list and 12 step process. We could maybe coordinate that better. Luella will include the link in the chat to get on the 12 step list.

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

Contributions are back up, chip sales are up, literature sales are up. Essentially, we're fairly on-target. Expense tends to outpace expenditure until gratitude month. The budget meeting will be in August at regular board meeting day and time. It will be at the regular meeting link and will be sent out via regular reminder email. The link is also below:

Join Zoom Meeting: 7:00 PM (August 10)

<https://us02web.zoom.us/j/83460598434?pwd=VVBEEK2FNSzcxS3VXZDFVOXhMa1oxZz09>

Meeting ID: 834 6059 8434

Passcode: 819862

- **Sponsorship Conference: sponsorconference@aa-dc.org**

There will be an all-day sponsorship conference in September (September 25). It's free so just come enjoy yourself.

- **Accessibility Committee:** Daniel D. accessibility@aa-dc.org

- Jenn W. Shared updates on Universities for ASL Interpreters. Schools are winding down for the Summer. Best to contact them in August.

- Daniel D. Shared "What If's" document. It is okay to move forward.

The WAIA - Washington Area Intergroup Association - Accessibility Committee would like to recommend the following guidelines to all AA Groups.

I. **Each** group no matter how large or small - appoint one person to assist someone with special needs.

II. **Keep** paper and pen near the door.

III. What To Do...

If someone **blind** walks into the meeting?

Does the person have a service dog and is it allowed in the building?

- Welcome them to the meeting.
- Guide to a seat.
- Make aware of AA Literature in Braille.
- Assist with obtaining meeting info or WAIA - Accessibility Committee

If someone **deaf** walks into a hearing meeting?

- Grab paper and pen. Welcome
- Do they use ASL or other?
- Do they wish to stay for the meeting.
- Assist with finding meetings that are ASL Interpreted
- Invite them to stay or contact WAIA or Accessibility Committee for an available interpreter.

If someone in **wheelchair, walker, cane, crutches** enters a meeting?

- Meet them at door and welcome.
- Clear a space
- Invite to stay for meeting if possible.
- Assist with obtaining meeting info for their need
- Contact WAIA or Accessibility Committee.

Contact Accessibility Committee for information and/or questions at:
aa-dc.org/accessibility

- Teresa R. Provided the steps to turn on Close Captioning
- Sponsorship Conference is asking for our support:
 - a. ASL Interpreters
 - b. Monetary compensation
(We can offer payment up to \$100)
 - c. Jenn W. and Daniel D. will explore other possible resources for ASL Interpreters
- Spring Conference for 2023 has been approved by WAIA Board
 - a. Next meeting of Accessibility Committee will decide March or April for the Conference.
 - b. Then we need to form an adhoc committee for the planning.
- Welcome (2) new members to our committee
- Our Accessibility Committee will have a standing meeting on the 3rd Tuesday of every month at 6:00pm beginning in July. **(July 20,2021)**

Discussion: For interpreters or questions about how to get interpreters, contact Daniel D (daniel.d@aa-dc.org)

● **Oldtimers Meeting**

The Oldtimers Meeting falls on the first Friday in November. Last year it was on Zoom, we had a good turnout and raised the same amount if not more for H&I committee. The committee has been debating having location or on zoom. The church isn't ready to commit to large in person gatherings even in November. The committee recommends that we have the old timers meeting on Zoom again, and wanted to bring it to board. It doesn't need to be voted on, there is no motion, this is just to get feedback.

A member asked when we would need to have a location by. Susanna said it would be by before now, because we would need to start gathering promotional materials. For feedback or to help email oldtimers@aa-dc.org

● **H&I (Hospitals and Institutions)**

The committee thanks the board for the allotment of the additional funds for literature to the facilities. We have been actively working with the facilities to see how to easily provide literature to them. Some are easier than others. Avery Road and Suburban are currently stocked. The coordinators are doing a great job to get the needs meet. At this time, many facilities are still waiting to re-open meetings, I have gotten a lot of requests to volunteer these past couple of months, unfortunately there really is only 2 facilities in MOCO, non in PG or DC doing in person and 2 additional doing zoom. Please let your groups know that as things open up we will be making those announcements of needs for service as they arise. If you have any questions please contact Eryn Chaney at 301-651-4942 or hni@aa-dc.org

In-Meeting Committee Reports:

Corporate Committees:

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

Parliamentary procedures- the Rules Committee will be looking at ways to help everyone familiarize themselves with the bylaws so we're not just counting on one person. There was some discussion about bylaws violations during meetings, there are some things we can clean up, for example making sure someone on Ex Comm is on a corporate committee, etc. so we will be looking at violations and doing a corrective action plan. We will also be looking at meeting procedures, what version of Robert's rules we use, etc. This will include Karen O and David H, and there is a call for service for anyone to join.

- Technology: tech@aa-dc.org

The technology committee had a lot of discussion about shifting how meetings are presented so it's easier to find in person meetings that are active versus those that are temporarily closed. The plugin that WAIA uses is one that's sort of nationally available. There are updates that happen that are outside of WAIA's control, so we did something ourselves to give an in-person meeting "type". The plugin has caught up with that technology so now it does things we originally asked for like only listing active meetings. However, the location is disappearing from the list. For example "Came to believe" at Grace Church, it would only say the meeting name and remove location. Therefore WAIA is not going with the plugin for now. Also the plugin puts every group as a location, mixes up location and group. We will make updates visible before upgrading, put through the reopening committee and office committee to troubleshoot, before going with the upgrade.

The tech committee chair announced that he's leaving the area and needs to step down as technology chair. He wants to make a concerted effort to find someone. Mid-September/early October he will leave, so September will be the last board meeting that the current technology chair will be present.

A member noted that the bylaws say a member of the Executive Committee needs to be on the tech committee. You should be a representative, executive committee member, or past chair to be head of a corporate committee.

Service committees:

- Accessibility (Daniel D.): Accessibility@aa-dc.org - See above in pre-submitted reports
- Cooperation with the Professional Community CPC@aa-dc.org - N/A
- Hospitals & Institutions (Eryn C.): HNI@aa-dc.org - See above in pre-submitted reports
- Literature (Gavin P.): Literature@aa-dc.org - N/A
- Night watch (Jeanine J.): Nightwatch@aa-dc.org
- Outreach

Call for service- Outreach is going to be doing a big push in SE DC. SE DC meetings are underrepresented in the board meeting. Outreach events is still in the works. Outreach meetings are on the third Tuesday of every month.

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

Ad-hoc/event committees:

- Gala (Liz L): gala@aa-dc.org - N/A
- Oldtimers (Suzanna D): oldtimers@aa-dc.org - See above in pre-submitted reports/New Business

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

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

- Sponsorship Conference (Will): SponsorConference@aa-dc.org - See above in in-committee reports

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:

-We will be moving the day and time of Executive Committee meetings to allow more time for discussion before bringing things to the Board. The new day and time of ExComm meetings will be announced.

-The Board decided to have WAIA Board meetings on Zoom for the remainder of 2021.

-If you have an item you would like to have added to the agenda, you don't have to make a motion from the floor, you can email executivecommittee@aa-dc.org

Anniversaries Announced:

- Sean C, 7 years on July 11 (celebrating at Into Action (hybrid) at 7am on 7/18)
- Luella T 43 years on July 19
- Clo'Via 13 years on July 30

Other Announcements:

- The 7am On Awakening meeting meets seven days a week, every day, and decided to start using closed captioning feature for a month. They want to have closed captioning available during the sponsorship conference. All zoom accounts have option to activate closed captioning.
- Laurel Recovery has been using the closed caption feature, it's easily turned off and on by the zoom tech in the meeting.
- BYOL, St Matthews is opening up for in-person meeting starting this Thursday, 7/15. We're doing Tuesday and Thursday at 12pm those two days of the week, and zoom will be separate 7 days a week separate from the in-person meetings.
- As a reminder, if there are any meeting updates, send updates and meeting changes to help@aa-dc.org.
- The office is now open. There are a lot of times (especially 4-7pm) for people to come answer phones.
- The Tech Committee is looking for group's experience on setting up, engaging with hybrid meetings, or even some description of your group's decision to go hybrid or not. If you look on the aa-dc.org website on top there's a section that says hybrid meeting and a call for that information at the bottom. We're going to anonymize them before sharing that information.

Appendix 1: Meetings in Attendance

- Crapshooters
- Laurel Recovery
- Beginner Basics, DCC
- Vision for You
- Lit Womxn
- Potomac Oaks
- Neelsville Beginners
- Kid Friendly Women's Big Book Study
- Attitude and Action
- Takoma Park Women's Big Book
- How it Works
- On Awakening
- Midtown
- Rockville Metro Group 11AM Sunday
- Spiritual Tools
- There is a Solution
- Westside Beginners
- Bethesda Youth
- What's Happening Now
- Grace Church Gaithersburg Into Action
- Yacht Club
- Chinatown Big Book
- Spiritual Awakening Group
- Mideast DC
- BYOL St Matthews
- DCYP
- Gateway Group at Montgomery General
- Cosmopolitan Group
- Westside Women's