

WAIA DRAFT Board Meeting Minutes 2021

September 14,

Called to Order at 8:04pm; Adjourned 9:24pm

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 nightwatch@aa-dc.org for available shifts
5. Call for service for:
 - a) Northern Virginia Intergroup Liaison;
 - b) assistance with Rules Committee procedures review;
 - c) Outreach Committee Chair;
 - d) 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).
 - e) Accessibility Committee Chair

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

- **Technology Committee:** Currently meets on Thursday nights. Contact sam.s@aa-dc.org to participate
- **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

A member read the WAIA preamble. The executive committee introduced themselves (Karen O at large member, Sean C Chair, Kelly W at large member, Spahr Vice-Chair, Will R Treasurer, Daniel R at-large member, Jeanine at-large member, Jackie M Secretary). Members were invited to register with the registrar.

Members are encouraged to participate in committees. These are described in the Bylaws on the website.

- Approval of last month's minutes: Minutes from June and July's board meetings were reviewed and approved.
- Executive Committee meeting summary

The Executive Committee meeting was held on the first Tuesday of the month at 8pm.

-New Executive Committee member Jeanine J (Daniel D was elected GSR and had to step down from WAIA per service manual)

-New Tech Committee Chair Sam S unanimously approved- thank you to Alex for his service

- Group inventory will be discussed by Daniel R in report: results available <https://docs.google.com/forms/d/e/1FAIpQLSeKF-SmSIO0npEVaAD5lc9nLJICG2xSIE7eXtCz4jDyrA80lw/viewanalytics>
- Thank you letter from Northeast Regional Trustee
- Ad hoc committee on parliamentary procedure gave an update
- Call for service for tech committee members
- Contributions are down. We also had some minor expenses which may amount to increases in the budget. We are putting out a call for service for help with Gratitude month.
- The sponsorship conference is September 25. We are doing a technology dry run on September 17, see Will R or Daniel R to help.

Old Business

Group Inventory - Daniel R.

We closed out the group inventory survey after the July meeting. The link is in the chat and agenda. Only had 25 responses. Executive Committee and board should all review the results and consider what, if any, changes we want to make from it.

Ad hoc committee on Parliamentary Procedures

An Ad Hoc Committee on Parliamentary Procedure met August 31 pursuant to a request by Board Ex-Comm Chair request to examine meeting procedure. Discussion centered around how we can better manage Board meetings to be sure that meetings are not longer than necessary due to lengthy debates on issues which have already been addressed in committee.

In addition to enforcing time limits on discussion prior to votes, more participation at the committee level is recommended as an appropriate path to making sure all sides of any question are discussed.

Also, it has been brought to my attention that in 2007, the WAIA Board approved a "Summary of Washington Area Intergroup Procedures" self-described as following Robert's Rules of Order "on an informal basis, consistent with the rights of all." The Summary states that "Over the years, Intergroup has adopted exceptions" to more closely align the conduct of meetings with the Traditions."

The Summary also states that "Generally speaking, we follow Robert's Rules and proceed on an informal basis, consistent with the rights of all concerned." I suggest this three-page summary be accessible on the WAIA website. Board members can then familiarize themselves with the procedures and the spirit of the procedures since they are "generally" followed.

According to WAIA bylaws (Article Five, Section 2, (H)) the Board/Executive Committee Chair runs the meetings. In keeping with Concept for World Service 3 (Right of Decision), "Every trusted servant and every A.A. entity – at all levels of service – has the right to decide how they will interpret and apply their own authority and responsibility to each particular problem or situation as it arises." That is, they can "decide which problems they will dispose of themselves and upon which matters they will report, consult, or ask specific directions." This is "the essence of 'The right of Decision.'" (The above taken from the Pamphlet 'The Twelve Concepts for World Service.')

New Business

Changes in Committee membership/chairs (Accessibility, Tech, Outreach)

Chair of Accessibility Committee- Daniel D was elected GSR of his home group and has to step down from WAIA. We're discussing involving him in a different capacity.

Accessibility Committee has done a lot of work identifying the barriers to recovery for people with special needs. We've disseminated the flyer, we've been working with the sponsorship conference committee to provide ASL for the conference, since closed captioning only captures a part of what is being said.

Call for service for Accessibility Committee Chair.

-Jeanine was unanimously approved as the new at-large member of the Executive Committee.

[We paused at this moment to introduce new reps. Molly from BYOL. Nikita from Ex Libris. Barbara Mount Ranier].

-Sam was unanimously approved as the new Tech Committee Chair.

Calls for Service

-Accessibility Committee Chair

-Outreach Committee Chair

-Technology Committee (contact sam.s@aa-dc.org)

David H explained that there are different types of committees. Service committees, corporate committees, and ad hoc committees. These are all service committees so the Chair must be a WAIA rep.

Service committee members do not have to be WAIA representatives but the Chairs do need to be representatives. That does include alternates, they may serve as Chair, although David defers to the Rules Committee Chair. The Rules Committee Chair confirmed this is correct.

Submit new business to executivecommittee@aa-dc.org

Committee Reports

Pre-submitted Committee reports:

Sponsorship Conference (Will R):

WAIA 3rd Annual Sponsorship Conference.

Saturday, September 25, 2021

All day from 9 a.m. till 5 p.m.

Six panels--24 speakers

No cost and no registration

Panel topics and zoom codes are listed on the WAIA website. We are doing the dry run on Thursday, which Daniel R is leading. People are welcome to come assist, reach out to daniel.r@aa-dc.org.

Office Administrator's Report to the Board 9/14/2021

July Calls – 319

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

97 WAIA Business

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

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

1 No Meeting at Location.

1 Alanon (Third Party)

30 Walk-ins to the office

August Calls – 260

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

92 WAIA Business

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

- 19 Literature & Chip Orders (questions answered & orders filled for curbside pickup or shipping)
- 131 Meeting Information: Some of the meeting info calls were asking for passwords
- 0 No Meeting at Location. Friday Night 180 Club. Waiting to hear back from group contact
 - 4 Alanon (Third Party)
- 19 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:

Monday, 1-4 PM,

Tuesday, 7-10PM

Wednesday, 4-7 PM

Friday, 4-7 PM

Saturday, 1-4 PM

Saturday, 4-7PM

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 - 10:00 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 - 1:00 PM

Sunday: 10:00 AM - 4:00 PM

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

Treasurer and Finance: (Will R. and Cassandra S)

Treasurer Report* for the September 14, 2021 WAIA Board Meeting [Will R., Treasurer treasurer@aa-dc.org]:

Profit and Loss comparison-net income

July 2020 \$ 5,051.71

July 2021 \$-4,711.40

August 2020 \$ -17,878.60

August 2021 \$ -6,504.85 Balance Sheet Comparison-total liabilities & equity July 2020 \$195,317.83

July 2021 \$189,565.29

August 2020 \$191,073.90

August 2021 \$171,932.18

*Click here for the Balance Sheet and Profit and Loss statements for July and August. All reports listed at <https://aa-dc.org/finance>

July Contributions

	July 2019		Jul-20		Jul-21	
	# of Transactions	Amount	# of Transactions	Amount	# of Transactions	Amount
Groups	32	\$7,989.17	31	\$ 9,647.58	18	\$2,588.00
Individuals	9	\$ 898.00	95	\$ 7,162.00	31	\$1,051.67
Total	41	\$8,887.17	126	\$16,809.58	49	\$3,639.67

August Contributions

	August 2019		Aug-20		Aug-21	
	# of Transactions	Amount	# of Transactions	Amount	# of Transactions	Amount

Groups	21	\$4,707.03	20	\$5,735.20	16	\$2,571.14
Individuals	1	\$ 5.00	59	\$3,383.00	28	\$668.42
Total	22	\$4,712.03	126	\$9,118.20	44	\$3,240.14

Finance Committee Report for September 14, 2021. [Cassandra S., Finance Chair finance@aa-dc.org]

July/August 2021 Snapshot: Full 2021 Actuals available online

- We are now operating in the negative at -\$36,477 for the year.
- We donated \$10,000 to GSO in August.
- Numbers of individual contributions are higher than 2019 but not to the levels of 2020, and group contributions continue to lag significantly.
- Call for service! Please email Cassandra (cassandra.s@aa-dc.org) to assist the Finance committee in creative thinking and getting the word out for a virtual and in-person gratitude month campaign in November.

	Aug Actuals		Aug Budget		YTD Actuals	2021 Budget	% Total Budget
Revenue	\$1,459	\$4,682	\$16,469		\$69,806		23.59%
Cost of Goods	-\$438	-\$3,282	-\$14,416		-\$39,384		36.60%
Contributions	\$3,240	\$10,650			\$69,517	\$138,000	50.37%
Gala	\$0	\$0	\$0	\$12,800			0%
Gross Income	\$4,261	\$12,051			\$71,571	\$181,222	39.49%
Expenses	-\$22,140		-\$14,385		-\$108,048	-\$181,222	59.62%
Net Income	-\$17,879		-\$2,335		-\$36,477		

	July Actuals		July Budget		YTD Actuals	2021 Budget	% Total Budget
Revenue	\$3,388	\$4,682	\$15,011		\$69,806		21.50%
Cost of Goods	-\$2,105	-\$3,282	-\$13,978		-\$39,384		35.49%
Contributions	\$3,640	\$10,650			\$66,277	\$138,000	48.03%
Gala	\$0	\$6,400	\$0	\$12,800			0%

Gross Income	\$4,923	\$18,451	\$67,309	\$181,222	37.14%
Expenses	-\$9,635	-\$14,385	-\$85,908	-\$181,222	47.40%
Net Income	-\$4,711	\$4,065	-\$18,599		

Elections: (David H)

Elections are held in December.

Reopening: (David H)

Reopening committee is moving from a biweekly meeting to an ad hoc basis.

Accessibility:

Accessibility Committee Report for September 14, 2021 Daniel D. accessibility@aa-dc.org

There will be a Vacancy to serve as the Chair for the Accessibility Committee beginning October 1, 2021. Daniel D. will be stepping down to assume new responsibility as GSR for his home group (BYOL - St. Matthews Cathedral). He has agreed to work with the successor through September.

Here's what you need to know...

- 1.This committee meets every third Tuesday of the month at 6pm.
2. Our focus is to help remove barriers to recovery for those with "Special needs". We follow our mission statement.
3. We have created a flyer to distribute via email, facebook, WAIA website, etc.
4. We have plans to create a Spring Accessibility Conference in March or April 2023. WAIA has approved reserving funds for this project.

This is a great opportunity for service!

Archives:

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

1. After completing a review of 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, the Archive Committee members consulted with the outgoing WAIA Executive Chair, the Finance and Treasury Chairs, and the WAIA Office Manager. Based on those consultations, we decided that a fire/water/burglary resistant 4-drawer (legal size) cabinet should be ordered to replace the 2-drawer and (one) 4-drawer file cabinets. A request for the cabinet was prepared and submitted to the Finance and Treasury Committees for their review and approval.
2. The WAIA Archives Committee received AA and Al-Anon publications and documents from Anne B. Her father's (William (Bill) B.) early involvement in AA in the Silver Spring, Maryland, and the Washington, DC, areas were important and notable. Contained in this donation were signed copies of two (2) AA Big Books by Bill W., a signed Al-Anon book by Lois, and a Christmas card from Bill and Lois to Bill B. and his wife. This donation is in a secured cabinet in the WAIA office at this time, with future discussion planned for their disposition and display.
3. A new Timeline chart was worked on during the month, requiring our committee to edit, update, and add new information to that document. We anticipate work will be completed on that chart in September and for it to be ready for printing and framing for use in the WAIA Office.
4. Clean-up of the backroom in the WAIA office continued during August, involving the removal of old terminals and other office equipment for disposal. Those items have been removed from the backroom and are awaiting disposal or donation.
5. Two requests were received by our group for any information we had on early meetings in northern Virginia and on any parliamentary procedures which occurred or acted upon in WAIA Executive Board meetings. We were able to locate a few items were found on these topics, which were uploaded and sent to their requestors.
6. A meeting has been scheduled to occur in September on Google Drive, with attendance of the current and new chairs of the WAIA Executive Committee, the WAIA Office Manager, and members of the WAIA Archives Committee. Google Drive will replace the current process we have in place and will involve the transfer of archival items to the cloud.
7. The 2021 National AA Archives (NAAAW) Workshop that was to be held in San Antonio, Texas, has been cancelled due to Covid-19. However, seminars for that workshop are scheduled to be held on September 25th, on Zoom. The NAAAW Board also announced that Little Rock, Area 4, won the bid for the 2022 Archives Workshop. As a result of the cancellation, the \$300 allocated for attendance at the conference can be put back in the WAIA budget.

Other committees/at-meeting reports:

Corporate Committees:

Office: office@aa-dc.org

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

Technology: tech@aa-dc.org

Sam is new Chair. Alex will still help as needed. The Tech Committee is currently meeting Thursdays at 9pm, but is considering changing the meetings to 7:30pm or 8:30pm. Call for service to join the tech committee. Tech committee looks forward to working with the Office committee on the new Voice Over IP project, but no action has been taken yet.

Service committees:

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

Archives

**Cooperation with the Professional Community CPC@aa-dc.org

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

There are opportunities for service. In person or on zoom. Contact hni@aa-dc.org

Literature (Gavin P.): Literature@aa-dc.org

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

No report- all slots filled for now. It's going well. When the office is closed, one from 10pm-6am and one from 6am-10am, volunteers answer the phones.

Outreach (Open) : Outreach@aa-dc.org

Sean moved for a temporary suspension of the Bylaws Article 7 .1.II.c which specifies that the Chair of a service committee has to be a WAIA rep. David says he believes the Chair may suspend the requirements. There is a process, David will look it up. We can't find anything in the Bylaws, but the ExComm can vote to suspend the Bylaws and allow a specific person to assume the role they don't meet the requirements for. Alex said it is Article 10, Section 8. Needs a $\frac{2}{3}$ vote by the members of the Board who are present.

Dan M gave his experience and it was discussed.

Con- would it be better to have someone local to the area- Outreach sometimes involves going to meetings directly. It might be best to have someone local who knows the meetings down here.

Pro- personal endorsement, she knows Dan, he goes a lot of places, he's a worker among workers.

Question- the area includes DC, Montgomery, and PG county, also outreaching to new members and trying to increase participation in the area for WAIA and WAIA events. Given that you haven't lived in the area in some time, do you have a plan to overcome that challenge? Dan- when I was in MD general service to do Outreach, I'd go to different places like Frostburg that hadn't heard. I'm right across the river from PG county. Outreach is not just activities and putting on events. It's getting them involved and letting them know there is something called WAIA. I look at it as a way to attend different meetings and meet other alcoholics. I have the ability to do so at this time. I would also love to meet people on the committee who are actually in that area.

A rep said she would love to help and learn from him. She's sad about the number of groups that do not participate. Teresa R would love to participate if Dan is voted as chairman.

Will R shared his experience, that people step up and volunteer.

Will R moved to suspend the bylaws. Sean seconded. 18 people voted yes out of 22 voting reps (81%). That is more than 67%, the motion passes.

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

Summary: In July, we used \$3,000 of the \$6,000 budget for PSAs, which will run for six months, through January 2022. The PSAs contain information for WAIA. We used existing ads, allocating \$1,500 of the \$3,000 toward female audiences and \$1,500 of the \$3,000 toward male audiences. Spotify's metrics capture clicks resulting from PSAs. To date, the "click-through rate" resulting from the female and male ads was .48% and .59%, corresponding to 130 clicks and 163 clicks, respectively. Therefore, while roughly one half of one percent of PSA airings receive clicks, we have still received 130 clicks for the female campaign and 163 clicks for the male campaign in roughly a two month period.

What's the geographic target on this? Carrie- the ad is targeted toward DC area, an amalgamation of zip codes that was an existing group of targeted zip codes. Board member clarified that it is PG, MoCo, DC, our zip codes.

A member asked to listen to the ad. We are late on time we will table that for next week.

Ad-hoc/event committees:

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

Oldtimers (Suzanna D): oldtimers@aa-dc.org

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

Registrar (Mia): registrar@aa-dc.org

21 people registered as rep or voting alternate

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

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

Other/Liaisons:

Grapevine: Grapevine@area13aa.org

Northern Virginia Intergroup

** 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.

Anniversaries Announced:

- Daniel D, 35 years of sobriety on August 23

Other Announcements:

- Gratitude Breakfast Sunday 14NOV2021. Gratitudebreakfast@area13.org It will be on our website soon.
- October 9, Happy Destiny Fall Bonfire. Starts at 3pm. Details will be on the website.
- Technology in AA workshop this weekend. \$5 to attend. Starts on 17SEP2021-19SEP2021. From 7pm on Friday, starting with a history of technology in AA. <https://naatw.org/2021-online-workshop/>

Appendix 1: Meetings in Attendance

- Neelsville Beginners
- BYOL Bring Your Own Literature
- Vision for You
- Laurel Recovery Group
- Midtown
- Bethesda Youth
- Lit Womxn
- Read & Speak
- Grace Into Action Attitude Adjustment
- Westside Beginners
- Kid Friendly Women's Big Book Study
- Ex Libris
- Potomac Oaks
- Westside Women's
- Mideast Group
- What's Happening Now
- Cosmopolitan
- How it Works
- Spiritual Awakening Group
- Mt Rainer
- Broad Highway
- 6 & 7 Step