

WAIA Executive Committee Minutes

October 5, 2021

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● Jeanine● Karen O

Attendees: Spahr; Kelly; Daniel R; Will; Luella; Jackie; Cassandra; Jeanine

Standing Agenda Notes:

- Chair's opening remarks.
- Quarterly financial report (February, May, August, November only)
- Annual budget presentation (presented in October, approval in November)

Cassandra presented the budget. Cassandra has a question for everyone we gave money to in the New Initiatives group, to see if they plan to spend it next year. Some events such as the Outreach event may not happen. We are also anticipating higher income in 2022 anticipating things getting back to normal, trying to move back towards 2019 numbers. There are currently no plans for the Gala, but it is a self-supporting event with net zero. We want to set Where and When expenses to match costs.

Committees have been left a nominal amount of money, with the exception of PI/CPC based on their feedback.

The question about raises, we already had a budget for this raise in our numbers. There are no major office expenses, new filing cabinets that archives is getting were from the New Initiatives funds.

Regarding balancing the budget, do we want to push more for contributions, or do we want to cut costs? Currently our contributions, currently we've collected ~\$76,000 and we've collected \$138,000. Cassandra is going to look at how this compares to previous years.

It will take some time for groups to get back to normal contributions. Last year individual contributions were helpful, this year they are down. We need a way to communicate that we still need support.

We're pretty committed to presenting a balanced budget to 2022. It was voted and approved to increase the contributions line item in the budget to balance the budget. Cassandra will update that number before sending to the board.

There was a suggestion to, at the Board meeting, let reps know to tell their groups that they can make individual contributions. We are okay with bumping it up as long as we have a proactive approach to increasing contributions.

We need to decide whether to do gratitude month boxes as physical boxes in addition to online. We are putting out the call for help for Gratitude month. Luella clarified we have 80 meetings that are meeting in-person that have contributed this year where we have addresses for the treasurers that we can send physical gratitude boxes to. In past years it's been around 200.

We should let people know about our new "Meeting in a Pocket" book. We ordered 5,000. There was a suggestion to put one in each of the gratitude month letters to treasurers. We will also send the letters via email. The email goes to board members as well as treasurers, and also goes to the New Reporter.

There was a question about how to keep from accumulating funds in excess of our prudent reserve again. This will rely on initiatives and requests being brought from individual board members. There was too much misinformation with this year's calls for input.

- Elections (December)
- *Review and approval of last month's minutes*
- *Begin Meeting Recording*

Old Business:

- Group Inventory (Daniel R)

Communication was a thing that came up fairly often and broadly, as well as the monthly meeting. ExComm will put together takeaways from the group inventory, for the incoming ExComm to have a starting point. There was a suggestion to start next steps before the end of the year, as this item has been an ongoing agenda item. Tech committee can make information more accessible on the website.

- Record of decisions (Karen O/Cassandra R)

No updates

- Increase to bonuses for Clo'via and Luella

We don't know who proposes those, or what was given last year. A vote to table this item until next month was approved.

- Ad-hoc Committee on Parliamentary Procedures (Karen O)

No updates

New Business:

- Office Committee's recommendations for salaries 2022

A table was provided to Cassandra by the Office Committee. What ExComm decided on last year was a 10% increase in 2021, additional 10% in 2022, and then 5% after that. Cassandra's recommendation is that we can support it, it is up to the ExComm to vote on the increase.

We previously had a market salary analysis done by an external vendor. According to the analysis, we are underpaying for this work in the area.

A member indicated that we had previously committed to do this 10-10-5 split. If we decide to deviate from what we had previously committed, we would need to provide a rationale.

We didn't do the full increase last year, of 20%, because of COVID and the severe decrease in contributions. It was not known at the time if we could support this, that is why it was split into 10-10-5.

There was a motion to do the 10% increase starting in January. The motion was unanimously approved.

Pre-Submitted Reports:

N/A

General Discussion:

Daniel asked if there are people not returning to their positions. Secretary intends to rotate out at the end of the year, after a 1 year term. Spahr has served as Vice Chair for 2 years and will not seek another position. The Chair appoints the Treasurer position.

We will add the upcoming Elections to the Board agenda this month to increase awareness/get it on people's radar.

David H. is the Elections Committee chair.

Meeting closed at 9:01pm.