

WAIA Board Meeting Minutes

December 14, 2021

Called to Order at 8:02pm; Adjourned 9:08pm

Announcements & Calls for Service to take back to your groups:

1. 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.
2. Please email help@aa-dc.org to update your online meeting information as necessary.
3. Email nightwatch@aa-dc.org for available shifts
4. Call for service for:
 - a) Northern Virginia Intergroup Liaison;
 - b) Elections Chair
 - c) Gala Chair is needed (email chair@aa-dc.org)
 - d) Secretary (email chair@aa-dc.org)
 - e) Treasurer (email chair@aa-dc.org)
 - f) 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:** 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

The meeting was called to order at 8:02 with the WAIA preamble. The Executive Committee introduced themselves (Sean, Chair; Spahr, Vice-Chair; Cassandra, at-large member; Jackie M, recording secretary; Daniel R, at-large member; Jeanine J, at-large member, Will R Treasurer, Kelly W, at-large member). New representatives introduced themselves. A summary of WAIA Board and Executive Committee was presented by the Chair.

Last month's minutes were approved.

Old Business

No old business was on the agenda tonight.

New Business

New Business

- Elections

We will be electing three different positions- Chair, Vice-Chair, and at-large. We follow 3rd legacy procedures. We will need over 66% approval for a positive vote. The first position to be elected is Chair. Chair serves as the chairperson of the executive committee. Chair appoints other positions such as Finance Chair. Co-signer on checks so it does involve disclosure of personal information to the bank. Replies to email/correspondence. Supervises office manager, calls for annual independent audit, calls and runs all meetings, etc.

Sean C (Ex. Comm Chair) ran unopposed. A vote was held. Sean C. won with 17 votes.

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Spahr gave a description of vice-chair activities. Acts as Chair's second in command. Runs meeting if Sean is unable to. Assists with questions (i.e. bylaws, office questions).

Chair and Treasurer need full name on accounts, vice-chair can just use first name and last initial.

For Vice-Chair: Cassandra S ran unopposed. A vote was held. Cassandra S. won with 18 votes.

At-large member- Attend Ex-Comm meetings, helping smooth procedural issues, volunteering to head various committees, otherwise acting as a steward of the Executive Committee and Board overall. The Executive Committee used to meet the hour before the board meeting, we now meet one week before the Board meeting.

Daniel, Eryn, and Jeanine are running. There are five open positions. Kelly W is running as a write-in. Ryan is running as a write-in. Daniel (18 votes), Eryn (18 votes), Jeanine (18 votes), Kelly (18 votes), and Ryan (17 votes) were elected.

Submit new business to executivecommittee@aa-dc.org

Executive Committee Summary:

Attendees: Jackie M, Sean C, Daniel R, Cassandra, Jeanine, Spahr, Luella, Will R, Kelly W

- Kelly W volunteered to take over as Finance Committee Chair
- Year end bonuses were reviewed and approved for Clo'via and Luella
- The Executive Committee is following up on WAIA's eligibility for the class action settlement from Zoom
- The Finance Chair reviewed our income from Gratitude month and where we are at compared to our budget and to previous years.
- Elections will be this month

Pre-submitted Committee reports:

Report to the Board 12/14/2021

November Calls – 288

- 29 for help. This includes people getting 12th step calls and those oldtimers and newcomers who just need to talk for a short time
- 83 WAIA Business
- 30 Literature & Chip Orders (questions answered & orders filled for curbside pickup or shipping)
- 140 Meeting Information: Some of the meeting info calls were asking for passwords
- 1 No Meeting at Location. (Greenbelt Step, Mon 4:30 PM)
- 5 Alanon (Third Party)
- 22 Walk-ins to the office

Call for Service! We could really use more volunteers willing to come into the office to volunteer. We are operating with a skeleton crew. Here are the shifts that are currently available if you'd like to volunteer. A couple of shifts are available to be taken from home. Email help@aa-dc.org for more information or call 202-966-9783 and ask for Luella or Clo'via.

Available In Person Shifts:

Monday, 1-4 PM,

Friday, 7-10 p4-7 PM

Saturday, 1-4 PM

Saturday, 4-7 PM

Available Shifts from home

Friday, 7-10

Saturday, 4-7 PM

Current Office Hours:

Monday, Thursday: 10:00 AM

Wednesday and Friday: 10:00 AM - 4:00 PM

Saturday: 10:00 AM - 1:00 PM

Tuesday and Sunday: 10:00 AM - 7:00 PM

Email help@aa-dc.org for all meeting information changes

The January 2022 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 December 14, 2021 WAIA Board Meeting [Will R., Treasurer treasurer@aa-dc.org]:

Profit and Loss comparison-net income	Balance Sheet Comparison-total liabilities & equity
November 2020 \$3,841	November 2020 \$202,798
November 2021 \$ -3,274	November 2021 \$160,817

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

Nov Contributions From	Number of Transactions	Amount
Groups	31	3,834.72
Individuals	261	6,329.35
Old Timers	13	339.71
Total	305	10,493.78

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

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

- Gratitude down quite a bit from 2020 in November. We'd need \$38k in December to hit the target for this year (though some of this overage is from the additional spending approved this year for H&I, GSO and sponsorship conferences).
- Finance committee will make recommendations to the incoming Executive Committee for addressing the budget shortfall in 2022.
- Call for service: Cassandra S has served 2 years as Finance chair and would like a new Finance chair for January 2022. If you are comfortable with Excel, please consider taking this position--training and transition will be provided! Please email Cassandra S if you are interested: cassandra.s@aa-dc.org.

	Nov Actuals	Nov Budget	YTD Actuals	2021 Budget	% Total Budget
Revenue	\$2,527	\$4,682	\$24,706	\$69,806	35.39%
Cost of Goods	-\$535	-\$3,282	-\$18,161	-\$39,384	46.11%
Contributions	\$10,494	\$15,750	\$95,851	\$138,000	69.46%
Gala	\$0	\$0	\$0	\$12,800	0%
Gross Income	\$12,486	\$17,151	\$102,395	\$181,222	56.50%
Expenses	-\$14,552	-\$14,385	-\$149,060	-\$181,222	82.25%
Net Income	-\$2,066	\$2,765	-\$46,665		

Eryn C (H&I) stated they had been more prudent with spending given the income/expenses.

Other committees/at-meeting reports:

Corporate Committees:

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

Sam gave an update on the transition. The committee is very active and has been meeting regularly to disperse information. We're in a good place right now but there is a lot to be done.

Service committees:

- Accessibility**: Accessibility@aa-dc.org
- Archives
- **Cooperation with the Professional Community: CPC@aa-dc.org
- Hospitals & Institutions (Eryn C.): HNI@aa-dc.org

Things are going well. A couple more places are starting to open back up. Holy Cross (6 bed detox/psych ward) has a call for service for a WebEx meeting. 45 minutes on Wednesdays.

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

We currently have enough volunteers but you can reach out as interested and we will contact you. No report, Jeanine explained what Nightwatch does (answers phones after hours).

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

Ad-hoc/event committees:

- Gala**: gala@aa-dc.org
- Oldtimers**: oldtimers@aa-dc.org
- New reporter (Tony F.): Newreporter@aa-dc.org
- Registrar (Mia): registrar@aa-dc.org

There are 23 representatives or voting alternates in attendance tonight.

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

Other/Liaisons:

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

- 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.

Announcements/Anniversaries:

The Into Action group at Grace Church will have their annual eating meeting at Grace Church on Christmas (12/25). There will either be donuts or full breakfast, depending on church restrictions. Hybrid meeting.

If your group is doing holiday meetings please email the office.

Rockville Metro Club is having marathon meetings on Christmas. This is also included on the WAIA website.

New Years Eve play and dance, tickets \$25, see Jackie M for more information or we will include on the calendar (12stepplayers.ticketspice.com)

We will vote in January/discuss Zoom vs in-person Board meetings. The January 2022 board meeting will be on Zoom.

Del Ray club is having a NYE dance, Margaret will provide a flyer.

Anniversaries:

Spahr had 7 years on 12/7

On December 20 Kelly will have 2 years

Will R had 41 years on December 10

Karl V had 52 years on November 29

Meeting closed at 9:08 with the Responsibility Statement.

Appendix 1: Meetings in Attendance

Westside Women's

There is a Solution

Neelsville beginners

Bethesda Youth

Spiritual Awakening Group

Potomac Oaks

Tuesday Kensington Big Book Study

Rockville Metro Noon weekdays group

Midtown

Cosmopolitan

Laurel Recovery Group

Into Action --Attitude Adjustment Grace Church Gaithersburg

Vision for You in Germantown, Md

What's Happening Now

Rockville Metro Sunday Celebration Mtg

Midtown

Lit Womxn

6&7

Burtonsville AA Meetings

Gateway Group Wednesday

Yacht Club

Oasis Women's Big Book Meeting

Neelsville Beginners

Kid Friendly Womens Big Book

Crapshooters

Capitol Hill Group, Monday Meeting

On Awakening