

# WAIA Executive Committee Draft Minutes

## 12/6/21

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

The meeting was called to order at 8:02 with the Serenity Prayer.

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

### Standing Agenda Notes:

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

Karen O will be assisting David with elections. December 1 was the deadline to submit your name to be on the ballot, but anyone can be written in on the night of.

The incoming Chair can appoint a Finance Committee chair. Kelly W is expressing interest in Finance Committee chair if there is not another candidate. All current Board of Directors, current and past officers of the Corporation, and past Executive Committee members are eligible to serve as a corporate committee chair per Bylaws. Kelly W committed to being the Finance Committee Chair. Cassandra clarified that before she was on the Executive Committee she emailed the Finance report to ExComm and then presented it at the Board meeting, and did not need to come to all ExComm meetings as finance chair except in special circumstances.

- *Review and approval of last month's minutes*

November Executive Committee meeting minutes were approved.

- *Begin Meeting Recording*

### Old Business:

- Group Inventory (Daniel R)

A call for service was issued last month. Daniel received no response. Consider doing another call for service, consider letting next ExComm consider, consider addressing items within ExComm ourselves, consider that there may not be actionable items.

- Record of decisions (Karen O/Cassandra R)

No updates. Cassandra is now sitting on the tech committee. Karen is stepping down. This project might sit well with the Archives Committee.

- Bonuses for Clo'via and Luella

Luella requested an email from Sean or Cassandra noting the 2022 salary and 2021 bonuses. Cassandra will send this week and copy Sean, Sean to approve.

In 2020, the mid-year bonuses were \$200 to Luella and \$100 to Clo'via. Year end bonuses last year were \$500 for Luella and \$150 for Clo'via. Cassandra proposed the same year-end as last year. We could not remember if we did a mid-year bonus. Proposal to give the same total bonus amount in 2021 that we did in 2020. Unanimously approved. If mid-year was already spent, we will pay the remainder as a year-end bonus.

- Ad-hoc Committee on Parliamentary Procedures (Karen O)  
-No report

#### New Business:

- Class action settlement regarding Zoom privacy (Daniel R)

The maximum claim is 15% of what you've spent, or \$25. We will check from 2020-2021, the expenses. Does this get involved in outside issues? A member doesn't think so because it's some of what we paid for. Granted this is a solicited class action, the class action has already been settled. Another question is, type of account/whether we qualify. Cassandra will investigate the type of account/eligibility.

- Gratitude Month initial results and proposed cuts to prudent reserve spent (Outreach event of \$10k and the money for H&I literature)

#### Pre-Submitted Reports:

Here are the preliminary Nov finance numbers. Gratitude down quite a bit from 2020 in November. We'd need \$38k 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).

	<b>Nov Actuals</b>	<i>Nov Budget</i>	<b>YTD Actuals</b>	<b>2021 Budget</b>	<b>% Total Budget</b>
Revenue	\$3,171	\$4,682	\$24,706	\$69,806	35.39%
Cost of Goods	-\$535	-\$3,282	-\$18,161	-\$39,384	46.11%
Contributions	\$9,850	\$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		

	Oct	Nov	Dec	Total - Actual YTD	2021 Budget:
2018 Contributions	\$11,967	\$6,751	\$32,874	\$133,642	
2019 Contributions	\$11,232	\$10,656	\$34,343	\$130,050	
2020 Contributions	\$15,854	\$17,155	\$18,698	\$154,322	
2021 Contributions	\$9,978	\$9,850	\$38,449	\$95,856	\$134,305

Question: where is the gratitude month contributions from years past noted in the table?

Answer: most years previously collection happened in person, largely came from groups rather than individuals. Cassandra thinks we will still see a group bump in December and January. Push/remind groups for end of year contributions/decision making. Previous delays and increases reflected in December were from previous years' groups having to mail in contributions from gratitude month.

Question- What amount of money is leftover that was not allocated from unspent new initiatives funds?

Answer- Cassandra will check.

There was a question about the gala. The gala is self-supporting.

There was discussion about \$10,000 for outreach event. There was a suggestion to leave it to the 2022 excomm to decide. If we had been planning it would have been spent by now.

Estimates of \$10,000 to GSO, \$2500 for cabinets, \$5000 for H&I literature, and \$1300 sponsorship conference were spent from the new initiatives funds. Cassandra will draft a report for the incoming ExComm.

Call for service for people to share with their groups to consider year end contributions.

Question: the board did vote to approve the use of funds for new initiatives, so does that need to go to the board to withdraw?

We have our prudent reserve still at this time (\$144,000 was calculated).

Anniversaries:

Spahr has 7 years today! (12/7)

On December 20 Kelly will have 2 years

Will R will have 41 years on December 10!

Meeting closed at 8:42 with the Responsibility Statement.