

WAIA Board Meeting Minutes

January 11, 2022 @ 8PM

Online meeting

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

Call for service for at WAIA (email chair@aa-dc.org)

- Secretary: Prep agenda and minutes for Exec Committee and Board meetings (1st and 2nd Tuesday of the month).
- Treasurer: Attend monthly Exec Committee and Board meetings and review the books monthly with Luella, office manager.
- Rules Chair: Attend monthly board meetings (2nd Tuesday of the month)
- CPC Chair (Coordination with the Professional Committee)
- Gala Chair
- Old Timers Chair

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

- Tech Committee has established a recurring committee meeting Mondays before the 1st Tuesday of the month. Next meeting is Monday, Jan 31, 2022 @ 7PM on Zoom: <https://us02web.zoom.us/j/86782798679?pwd=YTU5bjlTMHJwemZobWR5b0I4RVJMQT09>
- **Safety in AA:** Coordinate co-hosted event with WAGSA, email Sean C. chair@aa-dc.org or chair@area13aa.org (Irving M) to participate. More details coming in February.

2022 Officers:

- **Chair:** Sean C.
- **Vice Chair:** Cassandra S.
- **Treasurer:** Will R. (seeking rotation)
- **Secretary:** open position

At Large Members:

- Daniel R.
- Kelly W.
- Jeanine J.
- Eryn C.
- Ryan K.

1. Chair's Opening Remarks [Sean.C@aa-dc.org] Chair@aa-dc.org

- Meeting called to order at 8:01 with the Serenity prayer, the WAIA Preamble and the Safety Card
- Introduced the Exec Comm members (Sean, Chair; Cassandra S, Vice-Chair; Daniel R, at-large member; Jeanine J, at-large member, Will R Treasurer, Kelly W, at-large member, Eryn C., at-large member, Ryan K. at-large member).
- Welcome new representatives! Sean reviewed purpose of the Board of Directors for WAIA and called for new Outreach chair.

2. **Approval/Changes to Previous Meeting's Minutes:** [December 2021 Minutes](#)
[secretary@aa-dc.org] See past meeting minutes here: <https://aa-dc.org/board-minutes> .
Approved

3. **Executive Committee Meeting Report** [Cassandra S. executivecommittee@aa-dc.org]
- Attendees: Sean C, Daniel R, Cassandra S, Jeanine J, Luella, Eryn C, Ryan K
 - The Executive Committee meeting will be at 7pm the 1st Tuesday of the month.
 - Discussed Zoom storage issue for recordings of the Exec committee.
 - Discussed open Committee Chair positions including:.
 - Discussed budget shortfall. Contributions were around \$119,000, well under 2020 contributions and below our 2021 budget needs though WAIA still has a sufficient prudent reserve. 2021 numbers will be presented at the January board meeting.
 - A bulletin released by the Montgomery County Police Department involving AA members was raised to several WAIA Exec Comm members. Exec Comm agreed that this was an outside issue and a matter for the authorities. However, Cassandra S and Sean C will be reaching out to WAGSA and GSO for guidance and coordination on how WAIA might be sure groups and AA members have access to the various AA pamphlets on safety. Anonymity does not apply to these matters. It was agreed that while we wait for GSOs response, we will post Safety information and AA resources on the FAQ page of the WAIA website.

4. **Office Admin Report** [Luella T. aa-dc@aa-dc.org; 202-966-9115; www.aa-dc.org]

Making sure people with COVID do not come in for volunteer shifts and are covering as needed. Please call before you come to the office. Literature is in stock, including new service manuals!

December 2021 Calls – 273

- 28 for help. This includes people getting 12th step calls and those oldtimers and newcomers who just need to talk for a short time
- 93 WAIA Business
- 27 Literature & Chip Orders (questions answered & orders filled for curbside pickup or shipping)
- 123 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
- 2 Alanon (Third Party)
- 23 Walk-ins to the office

The office is open with limited hours and we are answering phones with a combination of folks from home and in the office. Check the office schedule on the front page of the website for the office hours. Here are the shifts that are currently available if you'd like to volunteer. 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.

Available Shifts:

Monday, 1-4 PM
Tuesday, 1-4 PM
Friday, 4-7 PM
Saturday, 1-4 PM
Saturday, 4-7PM

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

The February 2022 issue of the New Reporter will go out by the end of next week.

5. Treasurer Report [Will.R@aa-dc.org]

See written finance report in the agenda, but call to groups to please get donations into the office if you haven't sent those in yet.

Treasurer And Finance Committee Report for the January 11, 2022 WAIA Board Meeting [Will R., Treasurer treasurer@aa-dc.org], [Finance Chair finance@aa-dc.org]

| Profit and Loss comparison-net income | Balance Sheet Comparison-total liabilities & equity |
|--|--|
| December 2020 \$6,523 | December 2020 \$210,161 |
| December 2021 \$10,824 | December 2021 \$171,874 |

| | |
|------------------------------|-------------|
| Groups | \$14,351.67 |
| Individuals | \$9,002.25 |
| Total December Contributions | \$23,353.92 |

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

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

- Income was down by \$55k from budget but we underspent on expenses by \$19K. This means we had to draw down from the prudent reserve by \$35k this year.
- Gratitude gave us a good contribution boost, but we are still \$18k behind budget.
- Finance committee will make recommendations to the incoming Executive Committee for addressing the budget shortfall in 2022.
- Kelly W will be taking over as Finance Chair in February.

| | Dec Actuals | <i>Dec Budget</i> | YTD Actuals | 2021 Budget | % Total Budget | Difference |
|---------------------|--------------------|-------------------|--------------------|--------------------|-----------------------|-------------------|
| Revenue | \$4,726 | \$18,299 | \$29,432 | \$69,806 | 42.16% | \$40,374 |
| Cost of Goods | -\$4,466 | -\$3,283 | -\$22,627 | -\$39,384 | 57.45% | -\$16,757 |
| Contributions | \$23,354 | \$15,750 | \$119,204 | \$138,000 | 86.38% | \$18,796 |
| Gala | \$0 | \$0 | \$0 | \$12,800 | 0% | \$12,800 |
| Gross Income | \$23,614 | \$30,766 | \$126,009 | \$181,222 | 69.53% | \$55,213 |
| Expenses | -\$12,790 | -\$14,385 | -\$161,849 | -\$181,222 | 89.31% | -\$19,373 |
| Net Income | \$10,825 | \$16,380 | -\$35,840 | | | |

6. Call for Service!

- Secretary - take notes during exec committee and board meetings and make them available to all reps to take back to their groups; Molly expressed potential interest
- Treasurer - Will R can be contacted to share his experience
- Outreach - Teresa has expressed interest
- Rules - review the bylaws and assist in clarifying procedures and guidelines during board meetings
- CPC/PI - Cooperation with Professional Community and Public Info, The CPC/PI committee provides information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, clergy, lawyers, social workers, employers, government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.
- Question: do people need to be a board member to take a Chair position? Varies by position but neither Secretary or Treasurer need to be board members.

7. Technology Committee [tech@aa-dc.org]

- Due to increased hacking attempts on the WAIA website, we are bolstering the Wordpress/website account security and the Google suite. Sam S is going to reset passwords and set up 2 step verification for WAIA email holders. Look for reminders on Friday, Monday and password reset Tuesday Jan 18th.
- Written report:
 - Monday, 1/3/2022 meeting, Attendees: Sam S [Chair], Luella T., Gary G., Cassandra S.
 - The Tech committee updated all the plug-ins for the website.
 - Agreed to update the Meeting List plugin which give a slightly difference read out of location info for meetings but clarified in-person and virtual statuses.
 - Discussed 2 factor authentication for website access and potentially the WAIA G-suite environment (would require confirming access on your mobile device)
 - **Next Tech Comm meeting on Monday the 31st at 7PM:**
<https://us02web.zoom.us/j/86782798679?pwd=YTU5bjlTMHJwemZobWR5b0l4RVJMQT09>
- Question from the board - can we find, repopulate the Zoom bombing guidance? Sam confirmed we will update and repost. <https://aa-dc.org/stop-zoom-bombing>
- Suggestions from the floor, kick them out quickly and minimize discussion in the group.

- Zoom has a single button “Suspend participant activities” to enact all security features at once: <https://blog.zoom.us/new-ways-to-combat-zoom-meeting-disruptions/>.

8. Call for reports.

- Elections, Jackie M no report
- Office, no report
- Accessibility, also need a chair potentially; email Sean chair@aa-dc.org if you are interested
- Archives, no report
- H&I (Hospital and Institutions); Eryn C.: email eryn.c@aa-dc.org
 - Weds 6:30PM over Webex (virtual) for Holy Cross need a virtual chair
 - Avery Road has had a number of Covid cases and many of the meetings are in Zoom.
 - Had a few people reaching out about jails and prisons but they are not opening any time soon.
- Gala: need chair
- Old Timer: needs chair
- Sponsorship conf: Needs chair and Will R will.r@aa-dc.org is happy to share past experience
- **Public Info:** Committee Report from Carrie G. For any questions about PSAs from July 2021-Jan 2022: green.733@gmail.com

9. Any other business for discussion?

Safety in AA: Coordinate co-hosted event with WAGSA, email Sean C. chair@aa-dc.org or chair@area13aa.org (Irving M) to participate

10. Registrar’s Report [Mia C.] registrar@aa-dc.org

- Final Tally: 24 reps and 2 voting alternates registered

11. Chair called a vote to Remain on Zoom for 2022: question if we have a room available for in-person meetings? Proposed we vote today and bring up location update (Rockville Club was suggested)

8:55pm Closing

12. Anniversaries & Announcements

- Eryn C: Jan 28, 14 years!
- BYOL had 49th group anniversary
- Brightwood is celebrating 63 years Jan 28th, details on the WAIA website.
- Email events@aa-dc.org to get your event on the website.
- Will R celebrating 41 years Thursday, 13th at St. Luke’s, silver Spring 8:30PM

13. [Responsibility statement](#)

Corporate Committee List

- Elections Jackie M. [elections@aa-dc.org]
- Finance Kelly W. [finance@aa-dc.org]
- Office: office@aa-dc.org
- *Rules (By-Laws): rules@aa-dc.org
- Technology: Sam S. [tech@aa-dc.org]

Service Committees

- Archives: archives@aa-dc.org
- Accessibility: [Accessibility@aa-dc.org | aa-dc.org/accessibility]:
- *CPC Cooperation with the Professional Community: CPC@aa-dc.org
- Public Information: Carrie Greene PI@aa-dc.org
- Grapevine [Grapevine@area13aa.org]
- H&I: Hospitals and Institutions: Eryn C. HNI@aa-dc.org
- Literature: Literature@aa-dc.org
- New Reporter: Newreporter@aa-dc.org
- Nightwatch: Nightwatch@aa-dc.org
- *Outreach: outreach@aa-dc.org

Ad-Hoc

- *Gala: gala@aa-dc.org
- *Oldtimers: oldtimers@aa-dc.org
- *Sponsorship Conference: sponsorconference@aa-dc.org