

WAIA Board Meeting Minutes

March 8, 2022 @ 8PM

Online meeting

Announcements & Calls for Service to take back to your groups:
Call for service for: <ul style="list-style-type: none">• Rules• Accessibility• Literature• Gala• Sponsorship Conference• 12th Step List* (open again, chair stepped down March 22)
Announce Upcoming Committee Needs, Events & Meetings (all AAs welcome):
<ul style="list-style-type: none">• Tech Committee: April 5, 6:30PM: https://us02web.zoom.us/j/86782798679?pwd=YTU5bjlTMHJwemZobWR5b0I4RVJMQT09

2022 Officers: <ul style="list-style-type: none">• Chair: Sean C.• Vice Chair: Cassandra S.• Treasurer: Will R.• Secretary: Molly M.	At Large Members: <ul style="list-style-type: none">• Daniel R.• Kelly W.• Jeanine J.• Eryn C.• Ryan K.
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8:00-8:10pm Meeting Opening

- Meeting Opened with Serenity Prayer at 8:06
- Chair's Opening Remarks [Sean.C@aa-dc.org] Chair@aa-dc.org
 - [WAIA Preamble](#)
 - [Safety Card](#)
- Approval/Changes to Previous Meeting's Minutes: [February 2022 Minutes](#)
 - Changes made and Minutes Approved.
- [secretary@aa-dc.org] See past meeting minutes here: <https://aa-dc.org/board-minutes>

- **Executive Committee Meeting Report** [executivecommittee@aa-dc.org]
 - Update on Treasurer - Will R has agreed to stay on as Treasurer
 - Open positions/Board agenda items for March:
 - i. Accessibility - chair is open
 - ii. Rules: (By-Laws): rules@aa-dc.org
 - iii. Literature: Literature@aa-dc.org
 - iv. Gala: gala@aa-dc.org
 - v. Sponsorship Conference: sponsorconference@aa-dc.org
 - Added to March Board meeting Calls for Service
 - Add Karen O read out for NERAASA conference; add to the March board meeting
 - Add Safety in AA group contact info
- **Admin Report:** We can print Where & When as needed, will be done for in person meetings only. Anyone willing to do admin or in office service please contact Intergroup.
- Discussed Finance Reporting; agreed to continue monthly reports, reinstate prudent reserve
 - Prudent Reserve: finished with a deficit
 - Need a plan of action to get news out on essential activities and call for contributions
 - Group will work on announcement text for committee members to take back to their groups;
- Events - Gala and Outreach funding: Gala is self supporting; Outreach funds were not spent in 2021 nor included in the 2022 budget, so no need to vote/recall funding
- Outreach Request for Emails
 - Discuss originally at Tech committee, proposal to develop a more robust email list:
 - Current lists - Treasurer (contributions) list, WAIA Reps, Individual Contributions, New Reporter list, Group record contacts (amended to add 12th Step list contacts)
 - Develop a communication policy
 - Concerns:
 - Anonymity issues with email addresses
 - Should we send an initial email (MailChimp) letting people know list is being gathered, and they may choose to opt out/unsubscribe.
 - Should waia website have a promotional click box that people can use to signup for the info emails.
 - Need to define whether we are asking list members to opt in or opt out.
 - Also, website promo is good idea but the committee (Teresa) should be asked to put together a list of the kinds of things that we would be sending to the list.
 - We need an approval process for the items that are being mailed.
 - Noted that we currently have 3 different Mailchimp lists and if we add another list it will likely cost more.
 - It was recommended that we have a communications committee; modified to propose an Ad Hoc committee with Tech and Outreach members.
 - Invite Teresa to the next ExComm

8:10-8:20pm Standing Reports

4. **Registrar's Report** [Mia C.] registrar@aa-dc.org
5. **Office Admin Report** [Luella T. aa-dc@aa-dc.org; 202-966-9115; www.aa-dc.org]

February Calls – 249

- 22 for help. This includes people getting 12th step calls and those oldtimers and newcomers who just need to talk for a short time
- 85 WAIA Business
- 30 Literature & Chip Orders (questions answered & orders filled for curbside pickup or shipping)
- 110 Meeting Information: Some of the meeting info calls were asking for passwords
No Meeting at Location. (Spiritual Tools Zoom meeting removed. Lawyers meeting going back in person on 2/7)
- 2 Alanon (Third Party)
- 28 Walk-ins to the office

February Chats from Helpchat – 63

- 5 for help. This includes brand new people asking about AA
- 10 WAIA Business
- 2 Literature & Chip Orders referred to office staff
- 45 Meeting Information: Some of the meeting info calls were asking for passwords
- 0 No Meeting at Location.
- 1 Alanon (Third Party)

We can always use more volunteers willing to come into the office to answer phones. Here are the shifts that are currently available if you'd like to volunteer. We can also always use Help chat volunteers who can do it 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 in Office Shifts:

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

Current Office Hours:

Monday, 10:00 AM – 10:00 PM
Tuesday, Wednesday, Thursday, Friday and Sunday: 10:00 AM - 7:00 PM
Saturday: 10:00 AM - 1:00 PM

Email help@aa-dc.org for all meeting information changes. "No meeting at location" calls and chats seem to be increasing. Please let us know if a meeting is no longer meeting either online or In Person. It's very discouraging for someone trying to access their very first meeting if no one is there.

We now have Where & Whens for In Person meetings only. We are printing them in house so we can print them as needed to accommodate those who don't have internet access.

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

6. **Budget & Finance Report March 8, 2022** (finance@aa-dc.org | aa-dc.org/finance; Will R., Treasurer treasurer@aa-dc.org].

Profit and Loss Comparison - Net Income

February 2021: \$ 150
February 2022: \$ -2,078

Balance Sheet Comparison - Total Assets

February 2021: \$ 214,987
February 2022: \$ 167,255

Notes:

- Last year’s revenue shortage resulted in a deficit of \$35k. Current reserves are still well above the \$150K level determined to be “prudent”
- However, revenues in the first two months of 2022 are significantly below budget, and even below last year’s levels, and budget includes very little discretionary spending
- **Next month Finance Committee will make a formal report on potential actions to be taken, to increase contributions from groups and individuals in support of WAIA’s essential work**
- Board Members (Group Representatives) are requested to remind their groups that WAIA is on the front lines with the still suffering alcoholic, answering phone calls and connecting to support, and maintaining a record of all meetings in the area

Versus Budget	February 2022				Year to Date 2022			
	Actual	Budget	Variance	% Budget	Actual	Budget	Variance	% Budget
Sales	2,075	3,232	-1,157	64%	3,788	5,586	-1,798	68%
<i>Cost of Goods</i>	-292	-657	365	44%	-1,309	-2,567	1,257	51%
Group Contributions	7,271	6,716	555	108%	15,705	22,397	-6,691	70%
Individual Contributions	1,656	7,162	-5,506	23%	6,549	15,748	-9,199	42%
Events	0	0	0	N/A	0	0	0	N/A
Gross Income	10,710	16,454	-5,743	65%	24,733	41,163	-16,431	60%
Expenses	-12,789	-12,791	3	100%	-29,108	-28,630	-478	102%
Net Income	-2,078	3,662	-5,741	*	-4,375	12,533	-16,908	*
Versus 2021	February 2022				Year to Date 2022			
	Actual	2021	Variance	% Prior Year	Actual	2021	Variance	% Prior Year
Sales	2,075	1,264	811	164%	3,788	2,184	1,604	173%
<i>Cost of Goods</i>	-292	-275	-17	106%	-1,309	-1,075	-235	122%
Group Contributions	7,271	5,609	1,662	130%	15,705	18,705	-3,000	84%
Individual Contributions	1,656	5,982	-4,326	28%	6,549	13,152	-6,604	50%
Events	0	0	0	N/A	0	0	0	N/A
Gross Income	10,710	12,580	-1,869	85%	24,733	32,967	-8,234	75%
Expenses	-12,789	-12,430	-359	103%	-29,108	-27,821	-1,287	105%
Net Income	-2,078	150	-2,228	*	-4,375	5,146	-9,521	*

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

8:15-8:45pm Discussion & Committee Reports

Submit new business to executivecommittee@aa-dc.org

4. Call for Service!

- Rules Chair - open position
- Gala - several attendees volunteered to serve on the Committee but still need a Committee chair
- Accessibility Chair - open position
- Literature - Hannah volunteered; Sean will connect with Gavin
- Sponsorship Conference
- Hispanic Liaison Rep

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

Next Tech Comm meeting takes place the Monday before the executive committee meeting. Next meeting will take place April 4.

<https://us02web.zoom.us/j/86782798679?pwd=YTU5bjlTMHJwemZobWR5b0l4RVJMQT09>

6. Gala Committee: Discussion of the feasibility of the gala/vote on whether we should have it this year

- Concerns include: venues are usually booked one year in advance.
- Jackie checked various venues in MoCo, PGCo, WDC, with mixed results, some are fully booked, but could book now for spring 2023. Depending on location we could book for spring 2023 or fall 2022.
- Another concern is need for a gala chair and committee; events are intensely time consuming and require a dedicated committee.
 - i. Chris L., Angela and Leigh offered to join committee
 - ii. Members should make announcements in their meetings to recruit a chair and/or committee members.

7. H&I Report: At this time we are looking for the following commitments to be filled:

- Sunday Evenings at Avery Road
- Wednesday at 6:30 via WebEx Holy Cross Hospital
- New Meeting Requested at Soldier's Hospital (N. Capitol Street)

We may have other opportunities that become available later in the month as more and more institutions allow visitors in. If your group would like to take on one of these opportunities please call me at 301-651-4942 or email hni@aa-dc.org

8. Literature Chair: Hannah offered to become Literature Chair; Per Luella, she'd like the previous chair to return outstanding literature and then a supply will be signed out to Hannah.

9. CPC/PI Report:

[From CPC Workbook, (Copyright 2018, A.A. World Services Inc.) “Members of C.P.C. committees inform professionals and future professionals about A.A. — what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between A.A.s and professionals, and to find simple, effective ways of cooperating without affiliating.”]

Activity:

- We spent the last month laying groundwork and, as new committee chair, coming up to speed on the CPC/PI activity.
- Met with Pat G., CPC/PI Chair 2021-2017
- Phone meeting with committee member Leslie A
- Meeting with WASGSA Chair Irving M to assure WAIA/WAGSA cooperation
- Meeting with Luella T., Gathering history and supplies, including pamphlet rack
- Contacted Health Fairs Plus, seeking to reestablish participatory status – ie invitations to health fairs. (Federal Agency Health Fairs).
- Looking for volunteers to join this committee. Write to cpc@aa-dc.org
- Last year spent \$3,000
- **NERAASA** - Karen reported on her conference attendance. [NERAASA Report](#)
 - i. Need for more understanding and involvement in service
 - ii. Need for multilingual service in AA
 - iii. Need for communication

10. Outreach and Tech Report: Email lists and outreach Ad Hoc Committee

- Figure out where all our email contacts/assets live (Cassandra & Luella)
- Determine how to ask them to be added to broader AA communications - Mail merge; opt-in or opt-out approach (Tech Committee)
- Brainstorm what it is we'd like to be communicating to those members - (frequency of communication, what information would be included (Outreach/Teresa)
- Costs of using MailChimp versus other distribution channels as we grow our email outreach list (Tech Committee)
- Contact management system as we move forward (TBD)
- Please contact Outreach Chair Teresa R. (teresa.r@aa-dc.org) or Cassandra S (cassandra.s@aa-dc.org) if you are interested in helping with any portion of this project!

11. Outreach Committee Report - Teresa 971-222-6838

- There's not a master list of WAIA reps to use for outreach.
- Need to work with IT Committee to identify who should be contacted.
- Most people don't know what WAIA does, and it should be better communicated.
- We don't have a uniform process for Reps to report back to their groups.
- Seems to be a dearth of volunteers right now, not just in WAIA but in the AA groups
- Per Kenny we spoke last year about having an Outreach Picnic to bring in the PG Co. & SE DC communities; Per Cassandra budget restrictions won't permit such an event unless it's self supporting; Also need a chair person.

12. Safety Workshop - Margaret C. margaretdc93@gmail.com

- Still looking for committee members and a chair; next meeting 3/28 @ 8:00
- You can email Margaret or Irving who is the chair of WAGSA" ; anyone interested in Safety encouraged to attend group and help with this workshop.

13. 12th Step Chair - Chrissy

- New to position, beginning to review lists and will have more info next month.

14. Call for any other reports. None.

Any other business for discussion?

15. Meetings in Where & When - Karl

- Proposed that there not be a time restriction on meetings included in the Where & When (ie, meetings currently must be 3 months old to be included in W&W)
- Cassandra suggested that we include this in next month's meeting, have more discussion and vote at that time.
- We Tabled the discussion until next meeting.

16. Registrar - Mia

- Total attendees: 26
- Total Voting Reps: 22
- Total Voting Alternates: 1
- Total Non-Voting Alternates: 3

17. Anniversaries:

- Daniel (8yr), Jackie (14yr); Evelyn (8yr); Kit (28yr)
- Group Anniversary 45 Years - ??? on March 17???

18. Events

- Southern Maryland Roundup tickets at \$35 ea in Solomon's Island; go through all 12 steps. Details available on WAIA website.
- Founder's Day: Info on website

19. Motion to Close followed by the [Responsibility statement](#)

Meeting Closed at 9:13pm

Corporate Committee List

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

Service Committees

- Archives: Charles [archives@aa-dc.org]
- *Accessibility: [Accessibility@aa-dc.org | aa-dc.org/accessibility]:
- CPC/PI: Karen O. Cooperation with the Professional Community and Public Information
 - PI@aa-dc.org
 - CPC@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: Jeanine J Nightwatch@aa-dc.org
- *Outreach: Teresa R. outreach@aa-dc.org

Ad-Hoc

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

*needs chair/service