WAIA Board Meeting Minutes
May 10, 2022 @ 8PM

Online meeting

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

Call for service for:
- Rules
- Gala - Need a chair; have a few committee members!
- Accessibility
- Sponsorship Conference
- Hispanic Liaison Rep

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

2022 Officers:
- Chair: Sean C.
- Vice Chair: Cassandra S.
- Treasurer: Will R.
- Secretary: Molly M.

At Large Members:
- Daniel R.
- Kelly W.
- Eryn C.
- Ryan K.

8:00-8:10pm Meeting Opening

1. Meeting Opens with Serenity Prayer at 8:03 pm

2. Chair’s Opening Remarks [Sean.C@aa-dc.org] Chair@aa-dc.org
   - WAIA Preamble
   - Safety Card

3. Introductions by Exec Committee

4. Attendees:
   - Mia C
   - Kit Case
5. Approval/Changes to Previous Meeting’s Minutes: April 2022 Minutes DRAFT
   ○ Minutes approved.

6. [secretary@aa-dc.org] See past meeting minutes here: https://aa-dc.org/board-minutes

7. Executive Committee Meeting Report [executivecommittee@aa-dc.org]
   ○ Calls for Service: Open positions/Board agenda items for May:
     i. Accessibility - chair is open
     ii. Rules: (By-Laws): rules@aa-dc.org
     iii. Gala: gala@aa-dc.org: Cassandra is keeping a list of committee member volunteers;
     iv. Sponsorship Conference: sponsorconference@aa-dc.org: no interest been expressed
       1. Will suggested featuring need for chair in the Reporter
     v. Hispanic Liaison Chair
     vi. Question came up regarding eligibility for Committee Chairs (if they must be active, voting board members); Cassandra will check by-laws and provide clarification at the board meeting
   ● Committee Write up to feature in the New Reporter
     ○ Options for June edition (due May 15)
       ■ Eryn/H&I (originally slated for May edition but we ran Outreach instead)
       ■ Will will have an article for the May Reporter on Sponsorship conference
       ■ Karen O may have content from CPC for the June or July issue
   ● 990 - has been corrected and signed and sent to accountants for submission
   ● Tech Committee - Cassandra will give an update on the email list and outreach project
     ○ Luella and Cass updated Mail Chimp contact list (500 people added to the master New Reporter list; only 12 people asked to be removed)
     ○ The New Reporter included these names when it was sent out in April (May edition)
   ● Will gave Sean letter to add Luella for official signatory rights on bank account.
   ● Kelly W -
     ○ Sean reported that his group “Yacht Club” where he’s now Treasurer, was read the script word for word, and immediately doubled the amount given. He encourages all meetings to read the script at all meetings.
     ○ Per Kelly, it’s not showing up in our finance numbers, so we need to keep getting the word out. We have a higher deficit; have a fraction of what we need; last year
     ○ Group contributions are level; individual contributions are still lower than last year.
     ○ We have a $7K deficit.
     ○ Molly asked about Memorial gifts, and they are acceptable as long as the gift comes from an AA member.
     ○ Kelly will do a FAQ on budget and shortfall
     ○ We will do a link or prepare the language to provide in next week's meeting to the group Reps; can post it in the chat, and / or We can do it both ways, the link and the language.
     ○ We could have the link go straight to the donation page.
     ○ We could use the QR code which is used by the more Tech Savvy members.
8:10-8:20pm Standing Reports

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


Report to the Board 05/10/2022

April Calls – 227

12 for help. This includes people getting 12th step calls and those oldtimers and newcomers who just need to talk for a short time

80 WAIA Business

30 Literature & Chip Orders (questions answered & orders filled)

130 Meeting Information: Some of the meeting info calls were asking for passwords

1 No Meeting at Location. (Unity place 8:30p – deleted after followup)

5 Al-anon (Third Party)

32 Walk-ins to the office

April Chats from Helpchat – 83

6 for help. This includes brand new people asking about AA

9 WAIA Business

0 Literature & Chip Orders referred to office staff

56 Meeting Information: Some of the meeting info calls were asking for passwords

6 Al-anon (Third Party)

6 Miscellaneous

We are in need of 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 Shifts: Saturday, 1-4 PM; Saturday, 4-7 PM; Sunday 1-4 PM

Current Office Hours:

Monday, 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. 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.

10. Finance & Treasury Report for May 10, 2022
[Finance Committee: finance@aa-dc.org; Treasurer: will.r@aa-dc.org]
All reports can be found at https://aa-dc.org/finance

Profit and Loss Comparison - Net Income

<table>
<thead>
<tr>
<th></th>
<th>April 2021</th>
<th>April 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Income</td>
<td>$ -7,002</td>
<td>$ -936</td>
</tr>
</tbody>
</table>

Balance Sheet Comparison - Total Assets

<table>
<thead>
<tr>
<th></th>
<th>April 2021</th>
<th>April 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Assets</td>
<td>$ 206,744</td>
<td>$ 162,296</td>
</tr>
</tbody>
</table>

Notes:
- Current reserves are still above the $150K level determined to be “prudent”
- However, revenues in the first four months of 2022 are significantly below budget, and below last year’s levels.
- The current budget includes very little discretionary spending; spending cuts would be challenging
- Board Members (Group Representatives) are asked to provide the below suggested language to their group’s secretary or treasurer, to be read when 7th tradition collections are taken, to increase contributions in support of WAIA’s essential work
- Groups may also direct their members to https://aa-dc.org/give

Suggested language for 7th Tradition: The Washington Area Intergroup Association (WAIA) needs our support. Contributions this year are 35% below budget, and down 25% from last year. Please help ensure that the office can continue to serve as AA’s DC headquarters; answering calls 24/7, maintaining a current record of all meetings in the area, and providing other essential services to the still sick and suffering alcoholic. You can make a contribution directly on the WAIA website aa-dc.org/give, or via Venmo to @WAIA.

### Profit and Loss
<table>
<thead>
<tr>
<th></th>
<th>April 2022</th>
<th>Year to Date 2022</th>
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</thead>
<tbody>
<tr>
<td>Sales</td>
<td>2,554</td>
<td>9,311</td>
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<tr>
<td>Cost of Goods</td>
<td>-483</td>
<td>-2,243</td>
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<tr>
<td>Group Contributions</td>
<td>7,601</td>
<td>31,801</td>
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<td>Individual Contributions</td>
<td>1,805</td>
<td>9,396</td>
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<td>Events</td>
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<td>0</td>
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<tr>
<td>Gross Income</td>
<td>11,477</td>
<td>48,264</td>
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<tr>
<td>Expenses</td>
<td>-12,413</td>
<td>-55,471</td>
</tr>
<tr>
<td>Net Income</td>
<td>-936</td>
<td>-7,206</td>
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### Balance Sheet
<table>
<thead>
<tr>
<th></th>
<th>April 2022</th>
<th>Year to Date 2022</th>
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</thead>
<tbody>
<tr>
<td>Total Assets</td>
<td>206,744</td>
<td>56,405</td>
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</table>

### Versus 2021

<table>
<thead>
<tr>
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<th>April 2022</th>
<th>Year to Date 2022</th>
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### Versus Budget

<table>
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<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Budget</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Budget</th>
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<tr>
<td>Sales</td>
<td>2,554</td>
<td>6,136</td>
<td>-3,582</td>
<td>42%</td>
<td>9,311</td>
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<td>4,021</td>
<td>11%</td>
<td>-2,243</td>
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<td>-233</td>
<td>97%</td>
<td>31,801</td>
<td>37,133</td>
<td>-5,332</td>
<td>86%</td>
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<tr>
<td>Individual Contributions</td>
<td>1,805</td>
<td>1,141</td>
<td>663</td>
<td>158%</td>
<td>9,396</td>
<td>20,921</td>
<td>-11,525</td>
<td>45%</td>
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<td>N/A</td>
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<tr>
<td>Gross Income</td>
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<td>870</td>
<td>108%</td>
<td>48,264</td>
<td>56,405</td>
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<tr>
<td>Expenses</td>
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<td>815</td>
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<tr>
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<td>-936</td>
<td>-2,620</td>
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<td>4,967</td>
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<td>-</td>
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<tr>
<td></td>
<td>Actual</td>
<td>2021</td>
<td>Variance</td>
<td>% Prior Year</td>
<td>Actual</td>
<td>2021</td>
<td>Variance</td>
<td>% Prior Year</td>
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<tr>
<td>Sales</td>
<td>2,554</td>
<td>1,068</td>
<td>1,486</td>
<td>239%</td>
<td>9,311</td>
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<td>4,375</td>
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<td>-2,243</td>
<td>-6,027</td>
<td>3,784</td>
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<tr>
<td>Group Contributions</td>
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<td>6,521</td>
<td>1,080</td>
<td>117%</td>
<td>31,801</td>
<td>30,908</td>
<td>893</td>
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<td>1,805</td>
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<td>855</td>
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<td>9,396</td>
<td>17,414</td>
<td>-8,018</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
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<tr>
<td>Gross Income</td>
<td>11,477</td>
<td>3,681</td>
<td>7,796</td>
<td>312%</td>
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<tr>
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<td>Net Income</td>
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<td>-2,585</td>
<td>-4,622</td>
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8:15-8:45pm Discussion & Committee Reports
Submit new business to executivecommittee@aa-dc.org

11. Call for Service!
   ○ Rules - Needs a chair; email Sean.c@aa-dc.org if interested
   ○ Gala - Need a chair; have a few committee members! email Sean.c@aa-dc.org if interested
   ○ Accessibility - Per Teresa: No chair yet, but Teresa will brief anyone who takes on the role.
   ○ Sponsorship Conference; Need a chair; Per Will we need at least 6 on committee and he will brief any new chair in how it works. will.r@aa-dc.org
   ○ Hispanic Liaison Rep: email Sean.c@aa-dc.org if interested

12. Technology Committee [tech@aa-dc.org]
   Next Tech Comm meeting takes place the Monday before the executive committee meeting.
   Next meeting May 2, 2022
   https://us02web.zoom.us/j/86782798679?pwd=YTY5bjTMMHJwemZobWR5bOl4RVJIMQT09
   ● List is consolidated
   ● Trying to find tech and outreach come together
   ● Perhaps have a reminder in the New Reporter
   ● We’re getting a password manager in place
   ● Luella received presentation form the Baltimore Intergroup with a template for the Where and When that will be useful
   ● Trying to get Zoom Bomber guidelines updated and on the website

13. Gala Committee: Call for service please contact Jackie M to join/for more information Jackie.m@aa-dc.org
   ● Trying to reschedule planning meeting

   ○ Several meetings have been “taken over”; eg, Avery Road has 3 meetings that require women to take meetings there. Contact Eryn with any
   ○ Shepherd’s Table has moved to Wednesday; has a chair to manage meeting there
15. **CPC/PI Report**: Karen O. (CPC = Cooperation with Professional Community) and PI Public Information
   - Not a lot to report on CPC right now;
   - Radio stations (WCRW 1190 AM) are running 2 announcements directing people to meetings.
   - Clovia asked re outreach to other radio stations; will this also be NY PSAs.

**Call to Action**: We need you. We need your energy, your service and your ideas. Carry the message to professionals who can help suffering alcoholics find their way to AA! One hour max. Contact: Karen O. 301-529-9451 (call or text) karen.o@aa-dc.org

16. **Nightwatch**: group of volunteers who answer phones (6-10am)

17. **Rules Committee** - chair needed
   - Cassandra explained duties of Rules Committee (must be an active or previous board member, executive committee or chair to be eligible); no volunteers.

18. **Gala Committee Chair**: Jackie M.
   - Jackie reported that there’s a lot of information available, for the Gala Spring of 2023
   - Devon offered to chair the Gala Committee, will contact Sean
   - Cassandra/Jackie will share the docs that were left by the previous chair

19. **Outreach report (submitted in writing after the meeting)**, Teresa R:
I prepared and submitted to Luella and the New Reporter three notices for the May 15th issue. The first notice is an invitation to AA members to join the outreach committee. The second notice is a request to readers of the New Reporter to spread the word that the monthly electronic copy is free and they should sign up. The third notice is a request for all WAIA Board Reps and their Alternates to send the Outreach Committee details of their representation so that we can begin to understand which groups have Board members and which groups don’t. Maybe we will finally create such a list!

20. **Accessibility Comm Chair**: Still no volunteer
21. **Sponsorship Workshop Chair**: No one volunteered as yet.
22. **Hispanic Liaison** - No one volunteered as yet.
23. **N. Virginia Liaison** - No one volunteered as yet.
24. **Any other business for discussion?**
   - None

25. **Anniversaries & Announcements**
   - Maggie - 15 years
   - Cassandra - 4 years
   - Chrissy - 8 years
   - Jackie - nevermind
   - Primary Purpose Meeting needs support (Big Book discussion; 90 minutes)
26. **Responsibility statement**

### 9:00 pm Closing at 8:57 pm

**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 (temp) [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: Hannah H. [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: Devon W. gala@aa-dc.org
- *Oldtimers: oldtimers@aa-dc.org
- *Sponsorship Conference: sponsorconference@aa-dc.org

*needs chair/service