

WAIA Board Meeting Minutes - Approved June 14, 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● 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: <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.● Eryn C.● Ryan K.
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8:00-8:10pm Meeting Opening

8:05 Meeting Opens with Reading of the Serenity Prayer

- **Chair's Opening Remarks** [Sean.C@aa-dc.org] Chair@aa-dc.org
 - [WAIA Preamble](#)
 - [Safety Card](#)
- **Introduction of Executive Committee**
- **Introduction of New Members**
 - Rebecca of Sunrise Zoom Group and Priya of ??? Women

- **Approval/Changes to Previous Meeting's Minutes:** [May, 2022 Draft Minutes](#)
 - Minutes approved
- **Executive Committee Meeting Report** [executivecommittee@aa-dc.org]
- Call for Service: Open positions/Board agenda items for June
 - Accessibility
 - Rules: (By-Laws)
 - Sponsorship Conference
 - i. Responses from New Reporter?
 - Cassandra will confirm rules for Committee chairs in by-laws and provide clarification
 - i. Anyone can chair a comm without prior experience as a chair; Rules needs to be someone experienced. Rules needs to be approved by Exec Comm; She'll clarify others
 - ii. Cassandra will check on requirements for Accessibility if any.
- Committee Write up to feature in the New Reporter; Options for July edition (due June 15)
 - Eryn/H&I - article is done but hasn't been sent in yet
 - Karen O may have content from CPC for the July issue
 - Tech committee for August issue
- Finance Committee Update - Kelly: "Things are looking a little bit better"
- Tech Committee Update - Cassandra
 - Passwords being entered into a password manager.
 - New technology being considered for Where/When
 - Zoom bombing guidance being developed; GSO being consulted to see if they have already developed this?
 - It's possible to have both a password and waiting room which provides added security.
- Other business?
 - Jeanine asked how we decide which issues to discuss: Per Sean he asks during the Board meeting if there are any issues members want to discuss. Sean has asked his group what issues they want presented at WAIA.
 - Also per Cassandra, Luella is often sent issues that are of interest to members.
 - Cassandra reminded the Exec Comm about the group inventory and potential action items
 - Discussion followed about Outreach and groups that are not represented on the WAIA Board

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]
May Calls – 251

- 17 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
- 45 Literature & Chip Orders (questions answered & orders filled for curbside pickup or shipping)
- 105 Meeting Information: Some of the meeting info calls were asking for passwords
- 1 No Meeting at Location. (As Bill Sees It)
- 3 Al-anon (Third Party)
- 30 Walk-ins to the office

May Chats from Helpchat – 69

- 3 for help. This includes brand new people asking about AA
- 8 WAIA Business
- 47 Meeting Information: Some of the meeting info calls were asking for passwords
- 5 No Meeting (All 5 were resolved by the office staff or Outreach Committee)
- 5 Al-anon (Third Party)
- 1 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 10-1 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. 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 are now have printed 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. There is also now a link to the most current Where & When on the home page: <https://aa-dc.org/wp-content/uploads/2022/04/WhereWhen4.5.228.5x11.pdf>

6. Finance & Treasury Report for June 7, 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

May 2021: \$ -4,407

May 2022: \$ 503

Notes:

Balance Sheet Comparison - Total Assets

May 2021: \$ 202,707

May 2022: \$ 163,330

- While literature & chip sales were still below budget, gross income outperformed budget in May.

- Current reserves are still above the \$150K level determined to be “prudent”.
- However, revenues in the first five months of 2022 are still significantly below budget, and if this trend continues, we could dip below the prudent threshold before the end of the year.
- The current budget includes very little discretionary spending; spending cuts would be challenging
- **Therefore, Board Members (Group Representatives) are asked to provide this 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**

Suggested language for 7th Tradition: The Washington Area Intergroup Association (WAIA) needs our support. Contributions this year are 20% below budget. 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, or via Venmo to @WAIA.

Versus Budget								
	Actual	Budget	Variance	% Budget	Actual	Budget	Variance	% Budget
Sales	2,589	9,422	-6,834	27%	11,900	22,172	-10,273	54%
Cost of Goods	-1,218	-5,151	3,932	24%	-5,026	-19,549	14,523	26%
Group Contributions	7,826	5,252	2,574	149%	39,627	42,385	-2,758	93%
Individual Contributions	3,676	1,182	2,494	311%	13,072	22,103	-9,031	59%
Events	0	0	0	N/A	0	0	0	N/A
Gross Income	12,872	10,706	2,166	120%	59,572	67,111	-7,539	89%
Expenses	-12,369	-11,678	-691	106%	-67,898	-63,117	-4,781	108%
Net Income	503	-972	1,475	-	-8,326	3,994	-12,320	-
Versus 2021								
	Actual	2021	Variance	% Prior Year	Actual	2021	Variance	% Prior Year
Sales	2,589	3,684	-1,095	70%	11,900	8,669	3,231	137%
Cost of Goods	-1,218	-2,156	938	57%	-5,026	-8,184	3,158	61%
Group Contributions	7,826	4,372	3,454	179%	39,627	35,280	4,347	112%

Individual Contributions	3,676	984	2,692	374%	13,072	18,398	-5,326	71%
Events	0	0	0	N/A	0	0	0	N/A
Gross Income	12,872	6,883	5,989	187%	59,572	54,163	5,409	110%
Expenses	-12,369	-11,321	-1,049	109%	-67,898	-61,185	-6,713	111%
Net Income	503	-4,437	4,940	-	-8,326	-7,022	-1,304	

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

Submit new business to executivecommittee@aa-dc.org

6. Calls for Service!

- a. Rules Committee Chairperson - Michael G of 6&7 Step volunteered to be Chair; he asked who to contact and Sean suggested Karen O. former Rules Chair
- b. Gala Chairperson - Devon has been appointed Gala Chair
- c. Accessibility Chairperson - Sean has one potential volunteer; asked if there was another. Rebecca volunteered for the position, and was appointed by Sean. She asked who to follow up with and Sean will follow up with her.
- d. Sponsorship Conference Chairperson - Sean has identified a chair and has met with that person but because they are absent, he will announce at the next meeting.
- e. Hispanic Liaison Representative - No volunteers at the moment; will keep looking.

7. **Technology Committee** [tech@aa-dc.org] - Cassandra moving forward with Where& When software update; Zoom bombing guidance being studied; Working with office admin to get better outreach list, 500 meetings identified.

8. **Gala Committee:** Jackie.m@aa-dc.org

9. H&I Report: Eryn C.

"HNI meetings are slowly opening back up. We have added a couple new meetings this past month. We continue to support the meetings by providing literature when requested. We currently have 1 opening for Holy Cross Hospital at 6:30 online, but they want to transition in person and are awaiting hospital authorization. Please contact me at HNI@aa-dc.org if you or your group is interested in taking on this commitment."

10. **CPC/PI Report:** Karen O. None

11. Outreach Report: Teresa R.

- Now has list of meeting reps, but still needs list of area meetings so the missing reps can be identified. Will need tech help with the number of New Reporters to get the circulation up and would like to track the success of that. Cassandra has the alpha list of meetings and will provide that to the Outreach Comm/ Teresa.

12. Call for reports.

13. Any other business for discussion?

- Clo'via asked for feedback on meetings without Reps
 - Per Luella sometimes Groups and Meetings are different; and sometimes they are combined (online and in person).
- Mia is no longer the rep for her group and won't be able to attend WAIA meetings in future, and therefore won't be able to serve as Registrar, but she will come back in July before resigning her position. With any questions please contact Mia at Registrar@dc-aa.org

14. Anniversaries & Announcements

- Please email any group anniversaries or events, please email/send it to Luella at Intergroup WAIA
- On Awakening new meeting per Will
- Online Intergroup has thousands of meetings all over the world, AA-intergroup.org
- Neelsville Group usually has potluck as part of their anniversary, but will do a BBQ on 7/16 instead; she will post it on WAIA website.

15. [Responsibility statement](#)

8:55 Meeting Closed.

16. 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): Michael 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 C. gala@aa-dc.org
- *Oldtimers: oldtimers@aa-dc.org
- *Sponsorship Conference: sponsorconference@aa-dc.org

*needs chair/service