

WAIA Board Meeting Minutes (DRAFT)

July 12, 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• 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

8:01 Meeting Opens with Reading of the Serenity Prayer

- **Chair's Opening Remarks** [Sean.C@aa-dc.org] Chair@aa-dc.org
 - [WAIA Preamble](#)
- **Introduction of Executive Committee**
- **Introduction of New Members**
- [Safety Card](#)
- **Approval/Changes to Previous Meeting's Minutes:** [June, 2022 Draft Minutes](#)
 - Minutes approved
- **Executive Committee Meeting Report** [executivecommittee@aa-dc.org]
[secretary@aa-dc.org] See past meeting minutes here: <https://aa-dc.org/board-minutes>

1. Executive Committee Meeting Report [executivecommittee@aa-dc.org]

Call for Service: Open positions/Board agenda items for June

- Call for Service: Open positions/Board agenda items for June
 - Rules: (By-Laws), Michael G. nominated and approved
 - Accessibility - Rebecca H. is now chair
 - Sponsorship Conference - Lee M. new chair
 - 12th Step Coordinator - Reyna B. offered to chair (not a committee);
 - Registrar: Needed by the September Board Meeting.

Committee Write up to feature in the New Reporter; Options for August edition (due July 15)

- Discussed Tech and CPC as possible areas to highlight.
- Luella needs submissions by the 15th for any calls for service or other content.

Question from group to WAIA: GSO doesn't take Venmo payments, the committee discussed whether or not WAIA can make payment to GSO on behalf of a group, and the Committee ruled that it could not.

Finance Committee Update - Plan for August budget meeting - Kelly

Tech Committee Update - None - Cassandra

August Meetings:

- There will be no August Executive Committee meeting, unless Kelly needs us to meet regarding finance.
- There will be no August Board Meeting. *The August meeting is to discuss planning for 2023. All AAs are welcome to attend.

Other business:

- Will would like to send out a survey asking to create a network of Treasurers; will send out an email to treasurers and will put a blurb in the New Reporter.
- Gala will be discussed at the Board Meeting: Deposit will be sent to the proposed venue in Silver Spring.
- Outreach, Accessibility and Treasurer request highlight need for better email communication and outreach for Committee Chairs. The possibility of setting up ListServes was discussed. Cassandra will present to the Tech committee before further action is taken.
- Office Update: The customized Where/When is in process.
- Call for service: we need a new Registrar; starting September.

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]

June Calls – 281

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

82 WAIA Business

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

133 Meeting Information: Some of the meeting info calls were asking for passwords
1 No Meeting at Location.
6 Al-anon (Third Party)
20 Walk-ins to the office
June Chats from Helpchat – 57
3 for help. This includes brand new people asking about AA
9 WAIA Business
43 Meeting Information: Some of the meeting info calls were asking for passwords
0 No Meeting (All 5 were resolved by the office staff or Outreach Committee)
2 Al-anon (Third Party)
0 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>

The August 2022 issue of the New Reporter will go out by July 15.

6. Finance & Treasury Report for June 12, 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

June 2021: \$ -8,153.85*

June 2022: \$ -5,282.93*

* Slight discrepancy with below to be resolved.

Balance Sheet Comparison - Total Assets

May 2021: \$ 163,330.05

May 2022: \$ 158,258.79

Notes:

- Individual revenue was up from last year, and above budget in June, but all other revenue sources fell well short of budget, resulting in a further budget deficit of \$2,551: \$16,621 for the year.
- Current reserves are still above the \$150K level determined to be “prudent”.
- However, revenues in the first six months of 2022 is 44% below budget, and if this trend continues, we will 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. Total revenue this year is 44% 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 @WAIADC

Versus Budget	June 2022				Year to Date 2022			
	Actual	Budget*	Variance	% Budget	Actual	Budget*	Variance	% Budget
Sales	3,003	7,554	-4,551	40%	14,903	29,727	-14,824	50%
Cost of Goods	-413	-8,815	8,402	5%	-5,439	-28,363	22,925	19%
Group Contributions	4,967	9,222	-4,256	54%	44,593	51,607	-7,014	86%
Individual Contributions	2,334	1,505	829	155%	15,406	23,608	-8,202	65%
Events	0	\$1,750	-1,750	N/A	0	\$3,500	0	N/A
Gross Income	9,891	11,217	-1,326	88%	69,464	80,078	-10,615	87%
Expenses	-16,388	-15,162	-1,225	108%	-84,285	-78,279	-6,006	108%
Net Income	-6,496	-3,945	-2,551	*	-14,822	1,799	-16,621	*
Versus 2021	June 2022				Year to Date 2022			
	Actual	2021	Variance	% Prior Year	Actual	2021	Variance	% Prior Year
Sales	3,003	2,954	50	102%	14,903	11,622	3,280	128%
Cost of Goods	-413	-3,690	3,277	11%	-5,439	-11,874	6,435	46%
Group Contributions	4,967	7,676	-2,710	65%	44,593	42,957	1,637	104%
Individual Contributions	2,334	1,253	1,081	186%	15,406	19,651	-4,245	78%
Events	0	0	0	N/A	0	0	0	N/A

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Gross Income	9,891	11,217	-1,326	88%	69,464	80,078	-10,615	87%
Gross Income	9,891	8,193	1,698	121%	69,464	62,356	7,107	111%
Expenses	-16,388	-14,698	-1,690	111%	-84,285	-75,883	-8,402	111%
Net Income	-6,496	-6,505	9	100%	-14,822	-13,527	-1,295	91

Will R. proposed the following Email to Group Treasurers:

Attention WAIA Community:

We are interested in learning whether WAIA can offer more support and information to help groups manage their funds. Do you have questions or issues you'd like to raise about how to manage your AA group funds? And/or are you willing to share your experience when dealing with AA finances? Please let me know by responding directly to this email or email treasurer@aa-dc.org. Based on response and interest, we will start planning a workshop for the community. Will R,
WAIA Treasurer
treasurer@aa-dc.org

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

Submit new business to executivecommittee@aa-dc.org

7. 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

8. Accessibility Committee

- a. Accessibility - Encouraged closed captioning in all meetings to accommodate use for deaf participants. Perhaps include mention of this in the NEW REPORTER. It's free. Great feedback. This can be enabled within the Zoom app. Endorsed by Margaret.
- b. Per Rebecca: Look at meeting settings, it's in third button down to enable closed captioning.
- c. To contact Rebecca text: Rebecca.h@aa-dc.org or accessibilit@aa-dc.org
 - i. Make this an agenda item in the September meeting (Sean to Cassandra)

9. **Sponsorship Conference** - Lee M. is new Sponsorship Conference Chair
 - lee.m@aa-dc.org or sponcon@aa-dc.org
10. **Hispanic Liaison Representative** - No volunteers at the moment; will keep looking. PLEASE TAKE BACK TO YOUR GROUPS. **Call again for volunteers for Hispanic Liaison (See website. And attend Hispanic Intergroup and WAIA meetings).**
11. **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.
12. **Gala Committee:** Jackie.m@aa-dc.org
13. **Registrar** - Priya volunteered to be Registrar!!! Cassandra will brief her.
 - a. Pretty straightforward service, mainly using google drive and listing people who attend.
 - b. Mia can be reached at registrar@aa-dc.org
14. **H&I Report:** Eryn C.

It has been a busy month, we had a few new meetings starting at different facilities in the Dearwood area, SE DC and Wheaton. We are so glad to help support these facilities with the message of AA, which has included the donation of both English and Spanish big books and pamphlets. We continue to support all the meetings with literature on a continued basis. At this time we are looking for a group of women or a woman to commit to an every 4 week rotation at Avery Road's gender specific Friday night meeting at 8p.m. If you or someone you know would like to commit to this please contact me at HNI@aa-dc.org or calling me at 301-651-4942.
15. **PI/CPC Report:** Karen O.

Karen attends monthly meetings of the National PI and CPC Working Groups on Zoom. She plans to continue and invite all interested AA members to join me. Overview of National Working Group:

 - The National PI & CPC Working Group is comprised of interested AA members along with many current and past PI and CC chairs and service people.
 - The goal of the national working group is to help improve the AA message of recovery in the public square: The Internet. You can access all meeting notes and other info at the following link.
 - <https://tinyurl.com/PICPC-Drive>
 - In July, the focus was on improving websites, the primary inquiry tool used by the public looking for information about alcoholism (formerly the Yellow Pages). National PI and CPC Working Groups say there is a need for intergroups to get websites up to speed, as there is little competition on the Internet for organic search. Websites for Groups, Districts, Areas, and Intergroup/Central Offices are the foundation of our outreach efforts. The national PI/CPC working group has created a document with training links, examples of landing pages, and other shared helpful info.
 - In June, a vendor who has developed an AA-website-specific program presented. He worked with AA members to do it. Their services are available – a complete website for

\$5,000 and \$200 monthly maintenance. Subscription can be canceled with 30 days notice. \$200/month for 10h web professional monitoring and fixing problems

- Key features: Outward-facing, without AA-jargon, giving clear information to those needing help, professionals and members. Simple and fast to navigate Found on the first page of a search.:/ Keyword research for AA – SEO incorporated for common keywords/ Updated with content added regularly/Snippets & metadata included. More details available....
- POSTER/FLYER She is exploring a simple flyer/poster that is being utilized by the Santa Clara, CA PI/CPC which has been tremendously effective. I plan to present the idea to WAIA Ex Comm at their next meeting.
- (Five generic photos of individuals plus: Has your drinking become a problem? Looking for judgment-free help? / Alcoholics Anonymous has a solution that works.) The flyer also really helped the Santa Clara group educate AA members about PI/CPC. Once/if the poster is approved by WAIA, we would invite AA members to “put up a flyer where they live, work, and play (with the business owner or manager's permission) at coffee shops, laundromats, libraries, clinics, schools, faith communities - churches, synagogues, mosques - union halls, grocery stores, community centers, parks with bulletin boards or bathrooms with info areas, and any other place where people gather.” (Santa Clara PI/CPC)
- August NATIONAL PI/CPC CONFERENCE (ON ZOOM) FOR ALL INTERESTED I encourage anyone interested in WAIA PI/CPC to attend the National PI & CPC Working Group August conference (on Zoom): “Discovered: Ensuring AA Is Found By Those Who Need It”
- Saturday Aug 13, 1200 pm Eastern. Zoom Mtg ID 878-0311-3474 PW 411 I believe the speakers will include two members of the AA General Services Board (checking)
- For general info, Contact Picpceastbay@gmail.com Please let me know if you will attend/ or if you attended. Or if you want to chat: 301-529-9451.
- We don't get many requests for presentations, but ...
- Anyone wanting to contact Karen can reach her at cicpc@aa-dc.org
- Working with national PI/CPC to get examples of presentations so that we'll be ready.

16. 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.

17. Call for reports.

18. Any other business for discussion?

- a. Margaret from RMC just sent note to the Registrar about her meetings “Rockville Metro” “Sunday Celebration” not displaying correct meeting names
 - i. Cassandra will speak to Luella about cleaning up the meetings in the list (i.e. multiple listings with same name at clubhouses like Rockville and Dupont Circle Club)
- b. What is percentage of online to in person meetings now; will discuss in September.

19. Anniversaries & Announcements

- a. Sunrise Zoom meeting holds a potluck picnic every Thursday that is a teen at Cabin John 5-7

- Please email any group anniversaries or events, please email/send it to Luella at Intergroup WAIA

20. [Responsibility statement](#)

9:03pm Meeting Closed.

21. **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