

# WAIA Board Meeting Minutes - Draft

## October 11, 2022 @ 8PM

### Announcements and Calls for Service: Committee Needs, Events & Meetings (all AAs welcome):

- **October 15, 2022.** 9am - 5pm: 4th Annual Sponsorship Conference 2022, 4301 East-West Highway, Bethesda MD 20814
- The Gala planning committee needs volunteers. We are having a Volunteers meeting on **October 18th** 2022 (this Monday) at 7 pm on zoom. The zoom ID is 827-0765-1775 Password is WAIAGALA23. Please announce the planning meeting at your groups/meetings. The GALA will be on April 15th 2023.
- Reps please discuss the proposed [2023 Budget](#) with your group. We will be voting on this at the November 8th board meeting.
- Elections will be held at the December board meeting, Tuesday December 13. In order for your name to be on the ballot you must submit your name on or before the date of the November board meeting, November 8. You may run for an elected position in December even if you did not submit your name ahead of time; this is just to get on the pre-set ballot. To submit your name for the ballot or to volunteer to help on the elections committee, email [Jackie.m@aa-dc.org](mailto:Jackie.m@aa-dc.org)

#### 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.
- Jeanine J.

## 8:00-8:10pm Meeting Opening

### Meeting Opens with Serenity Prayer at 8:01 pm

- **Chair's Opening Remarks** [[Sean.C@aa-dc.org](mailto:Sean.C@aa-dc.org)] [Chair@aa-dc.org](mailto:Chair@aa-dc.org)
  - [WAIA Preamble](#)
- **Approval/Changes to Previous Meeting's Minutes** - [September 13, 2022 Minutes](#)
  - Hands raised to approve minutes

[[secretary@aa-dc.org](mailto:secretary@aa-dc.org)] See past meeting minutes here: <https://aa-dc.org/board-minutes>

- **Executive Committee Meeting Report** [[executivecommittee@aa-dc.org](mailto:executivecommittee@aa-dc.org)]
  - Review [September Executive Committee Minutes](#); approved with 5 votes
  - Open Positions: Open positions/Board agenda items for October
    - Invited potential Hispanic Liason rep to attend the board meeting next week
  - Budget Review - Kelly W
    - The contributions are at 72% at the 3rd quarter so we are doing well to be on budget.
    - Kelly will prepare a statement for groups to use to ask for contributions in Gratitude Month (November) and this will be ready to include in next week's Agenda
  - New Reporter committee feature for November edition (due October 15)
    - Finance will be the topic of the next New Reporter; Kelly will create a call to action to include
    - Tech committee is trying to set up recurring donation ability on the website
    - Janine will work on a report for December New Reporter, to include a call to action.
  - [Submit Story to the 5th Edition Big Book](#) - end of October due date approaching
  - Invite Michael G, Rules Committee Chair, Priya, the Registrar; and the Elections Chair, Jackie M. to the next Exec Comm meeting to plan for elections

## 8:10-8:20pm Standing Reports

### 4. Registrar's Report [Priya] [registrar@aa-dc.org](mailto:registrar@aa-dc.org)

Update: Voting Reps 17; 3 Voting alternate, 1 Non-voting alternate, 1 guest (22 total)

### 5. Office Admin Report [Luella T. [aa-dc@aa-dc.org](mailto:aa-dc@aa-dc.org); 202-966-9115; [www.aa-dc.org](http://www.aa-dc.org)]

**\*\*\*Skeleton crew getting thinner and thinner, please flag office volunteer and help chat volunteer support. \*\*\***

- **Office Admin Report** [Luella T. [aa-dc@aa-dc.org](mailto:aa-dc@aa-dc.org); 202-966-9115; [www.aa-dc.org](http://www.aa-dc.org)]

#### **Report to the Board 10/11/2022**

- **September Calls – 303**
- 20 for help. This includes people getting 12<sup>th</sup> 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)
- 145 Meeting Information: Some of the meeting info calls were asking for passwords
- 1 No Meeting at Location.
- 12 Al-anon (Third Party)
- 25 Walk-ins to the office
- **September Chats from Helpchat – 62**
- 7 for help. This includes brand new people asking about AA

- 7 WAIA Business
- 43 Meeting Information: Some of the meeting info calls were asking for passwords
- 3 No Meeting
- 1 Al-anon (Third Party)
- November is Gratitude Month; usually get 20% of next year's budget during Gratitude Month.
- A suggested announcement will be emailed to the waia board in the last week of October to be used in their meetings.
- Can also use vols for Live Chat
- We are still in need of more volunteers willing to come into the office to answer phones. We can also always use Help Chat volunteers who can do it from home. Email [help@aa-dc.org](mailto:help@aa-dc.org) for more information or call 202-966-9783 and ask for Luella or Clo'via. Here are the shifts that are currently available if you'd like to volunteer.

**Available In Person Shifts:**

- Wednesday 1-4 PM
- Saturday, 1-4 PM
- Saturday, 4-7 PM
- Sunday 10-1 PM (every other week)

**Current Office Hours:**

- Sunday: 10:00 AM - 10:00 PM
- Monday, Tuesday, Wednesday, Thursday, Friday 10:00 AM – 7:00 PM
- Saturday: 10:00 AM - 1:00 PM
- Email [help@aa-dc.org](mailto: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.
- At the end of the month, we will mail Gratitude Boxes and/or letters to treasurers and an email the New Reporter distribution list.
- The November 2022 issue of the New Reporter will go out by the end of next week.

**6. Budget Discussion, Finance & Treasury Report for October 11, 2022**

[Finance Committee: [finance@aa-dc.org](mailto:finance@aa-dc.org); Treasurer: [@aa-dc.org](mailto:@aa-dc.org)] All reports can be found at <https://aa-dc.org/finance>

**Finance & Treasury Report for October 11, 2022**

[Finance Committee: [finance@aa-dc.org](mailto:finance@aa-dc.org); Treasurer: [will.r@aa-dc.org](mailto:will.r@aa-dc.org)]

All reports can be found at <https://aa-dc.org/finance>

**Profit and Loss Comparison - Net Income**

September 2021: \$ - 6,088  
September 2022: \$ - 4,121

**Balance Sheet Comparison - Total Assets**

September 2021: \$ 166,278  
September 2022: \$ 160,769

**Notes:**

- Literature and chip sales continue to lag far behind budgeted levels, but are 23% above last year sales.

- Total contributions to date are up from last year at this time, and above budgeted levels.
- Caution: budgeted revenue is heavily weighted to the last quarter of the year; much still depends on the success of Gratitude Month and year end giving.
- Expenses to date are exactly at budgeted levels, and net income is slightly above budget, with a cumulative loss of \$11K as compared to a loss of \$42K at this time last year.
- This year's budget included very little discretionary spending after last year's net loss, but committee work is expected to resume in 2023.
- **Board Members (Group Representatives) are encouraged to continue 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. Last year's revenue was \$36K less than expenses. Revenue so far this year is \$11K less than expenses. 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](http://aa-dc.org), or via Venmo @WAIADC.

Versus Budget	September 2022				Year to Date 2022			
	Actual	Budget*	Variance	% Budget	Actual	Budget*	Variance	% Budget
Sales	4,582	4,806	-225	95%	24,822	46,930	-22,108	53%
Cost of Goods	-2,150	-4,760	2,610	45%	-15,577	-39,196	23,619	40%
Group Contributions	5,274	6,823	-1,549	77%	72,508	64,628	7,881	112%
Individual Contributions	1,813	943	870	192%	31,075	26,618	4,458	117%
<b>Total Contributions</b>	<b>7,087</b>	<b>7,766</b>	<b>-679</b>	<b>91%</b>	<b>103,584</b>	<b>91,245</b>	<b>12,338</b>	<b>114%</b>
Events	0	\$0	0	N/A	0	\$3,500	0	0%
<b>Gross Income</b>	<b>9,519</b>	<b>7,812</b>	<b>1,707</b>	<b>122%</b>	<b>112,828</b>	<b>102,479</b>	<b>10,349</b>	<b>110%</b>
<b>Expenses</b>	<b>-13,640</b>	<b>-12,873</b>	<b>-767</b>	<b>106%</b>	<b>-123,905</b>	<b>-123,930</b>	<b>25</b>	<b>100%</b>
<b>Net Income</b>	<b>-4,121</b>	<b>-5,061</b>	<b>940</b>	<b>*</b>	<b>-11,077</b>	<b>-21,451</b>	<b>10,374</b>	<b>*</b>
Versus 2021	September 2022				Year to Date 2022			
	Actual	2021	Variance	% Prior Year	Actual	2021	Variance	% Prior Year
Sales	4,582	1,879	2,702	244%	24,822	18,348	6,473	135%
Cost of Goods	-2,150	-1,993	-157	108%	-15,577	-16,409	831	95%
Group Contributions	5,274	5,679	-405	93%	72,508	53,795	18,714	135%
Individual Contributions	1,813	785	1,028	231%	31,075	22,156	8,920	140%
<b>Total Contributions</b>	<b>7,087</b>	<b>6,464</b>	<b>623</b>	<b>110%</b>	<b>103,584</b>	<b>75,951</b>	<b>27,633</b>	<b>136%</b>
Events	0	0	0	N/A	0	\$3,500	0	0%
<b>Gross Income</b>	<b>9,519</b>	<b>6,350</b>	<b>3,168</b>	<b>150%</b>	<b>112,828</b>	<b>77,891</b>	<b>34,938</b>	<b>145%</b>
<b>Expenses</b>	<b>-13,640</b>	<b>-12,479</b>	<b>-1,161</b>	<b>109%</b>	<b>-123,905</b>	<b>-120,137</b>	<b>-3,768</b>	<b>103%</b>
<b>Net Income</b>	<b>-4,121</b>	<b>-6,129</b>	<b>2,007</b>	<b>*</b>	<b>-11,077</b>	<b>-42,246</b>	<b>31,169</b>	<b>*</b>

- Reps please discuss the proposed [2023 Budget](#) with your group. We will be voting on this at the November 8th board meeting.
- Please bring questions back from your home group.

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

Submit new business to [executivecommittee@aa-dc.org](mailto:executivecommittee@aa-dc.org)

### 6. Calls for Service

- Sophia is the new Hispanic Liaison Rep. She will attend the Hispanic IG Meeting as well as the WAIA Board and ExComm meetings (?)
- Sophia's contact is [sglik97@gmail.com](mailto:sglik97@gmail.com)
- WAIA rep needed to go the Hispanic Intergroup meeting on Georgia Ave (ideally a bi-lingual);; volunteers should attend next months board meeting and reach out to [Sean.c@aa-dc.org](mailto:Sean.c@aa-dc.org)

### 7. Technology report Sam S - [tech@aa-dc.org](mailto:tech@aa-dc.org) No report

### 8. Gala Report: Devon W - [gala@aa-dc.org](mailto:gala@aa-dc.org)

- We have our next planning meeting on Tuesday, October 18 at 6:30 pm; I sent a flier to Luella so everyone can post with their home groups.
- 2023 Gala will be on Saturday, April 15 at the Silver Spring Civic Center.
- The Gala planning committee needs volunteers. Please announce the planning meeting at your groups/meetings. The GALA will be on April 15th 2023.

### 9. Accessibility Report: Rebecca H. [accessibility@aa-dc.org](mailto:accessibility@aa-dc.org)

- No Report

### 10. H&I Report: Eryn C. [hni@aa-dc.org](mailto:hni@aa-dc.org); 301-651-4942.

- New meetings: several ; working with 3 other facilities also; some hospitals are opening up, might
- Hospitals and Institutions is very happy to report so many facilities looking for meetings to be brought in, there are 3 facilities that we are finalizing needs and procedures with and will be looking to get those filled quickly, please keep an eye out for additional information in the next couple of weeks about these. In the meantime, these facilities are in need of groups or persons still:
- - Wednesday's online at 6:30 for Holy Cross Hospital
- -Weekend daytime (time and day TBD) for Shady Grove Adventist Hospital, Gaithersburg MD
- -2 Women for a 4 week rotation on Friday's at 8 pm at Avery Road, Rockville MD

**11. PI/CPC Report:** Karen O.

- No Report

**12. Elections:** Jackie M [jackie.m@aa-dc.org](mailto:jackie.m@aa-dc.org)

- Elections will be held at the December board meeting, Tuesday December 13. In order for your name to be on the ballot you must submit your name on or before the date of the November board meeting, November 8. You may run for an elected position in December even if you did not submit your name ahead of time; this is just to get on the pre-set ballot.
- Positions that will be up for election are the following:
  - i. Chair (one year term, must be a rep)
  - ii. Vice-Chair (one year term, must be a rep)
  - iii. Five at-large members of the Executive Committee (one year term, must be a rep)
- To submit your name for the ballot or to volunteer to help on the elections committee, email [Jackie.m@aa-dc.org](mailto:Jackie.m@aa-dc.org)

**13. Sponsorship Conference**

- Chair Lee N. reviewed details; 6 panels of 4 people per panel, reviewed format
- October 15, 2022. 9am - 5pm: 4th Annual Sponsorship Conference 2022, Bethesda-Chevy Chase HS, 4301 East-West Highway, Bethesda MD 20814
- There's a zoom option as well.
- The flier has details, will be sent to Luella in the morning.
- <https://aa-dc.org/event/waia-4th-annual-sponsorship-conference>

**14. 5th Edition stories: Writing workshop (Dan R)**

- [Submit Story to the 5th Edition Big Book](#) - GSO is calling for submissions for personal stories for the 5th edition of the big book, due Oct 31
- Sean C shared details of an online Writing Workshop hosted by District 22 of Area 93, September 24, 2PM PST (5PM EST) Registration required: <https://bit.ly/3PEstZT>

**Old Business - None**

**15. Anniversaries & Announcements**

- Rockville Metro is putting on a Zoom cooking class this Saturday; details on the Rockville Metro website; donations requested.

**[Responsibility statement](#)**

**8:58 pm Closing**

### Corporate Committee List

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

### Service Committees

- Archives: Charles [archives@aa-dc.org](mailto:archives@aa-dc.org)
- Accessibility: Rebecca H. [[Accessibility@aa-dc.org](mailto:Accessibility@aa-dc.org) | [aa-dc.org/accessibility](http://aa-dc.org/accessibility)]:
- CPC/PI: Karen O. Cooperation with the Professional Community and Public Information
  - [PI@aa-dc.org](mailto:PI@aa-dc.org)
  - [CPC@aa-dc.org](mailto:CPC@aa-dc.org)
- Grapevine: [ [Grapevine@area13aa.org](mailto:Grapevine@area13aa.org)]
- H&I: Hospitals and Institutions: Eryn C. [HNI@aa-dc.org](mailto:HNI@aa-dc.org)
- Literature: Hannah H. [Literature@aa-dc.org](mailto:Literature@aa-dc.org)
- New Reporter: [Newreporter@aa-dc.org](mailto:Newreporter@aa-dc.org)
- Nightwatch: Jeanine J [Nightwatch@aa-dc.org](mailto:Nightwatch@aa-dc.org)
- Outreach: Teresa R. [outreach@aa-dc.org](mailto:outreach@aa-dc.org)

### Ad-Hoc

- \*Gala: [gala@aa-dc.org](mailto:gala@aa-dc.org)
- \*Oldtimers: [oldtimers@aa-dc.org](mailto:oldtimers@aa-dc.org)
- \*Sponsorship Conference: [sponsorconference@aa-dc.org](mailto:sponsorconference@aa-dc.org)

\*needs chair/service