

WAIA Board Meeting Minutes - DRAFT

November 8, 2022 @ 8PM

Online meeting

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

1. Please Announce Gratitude Month during your meetings. You can share details from the WAIA page: <https://aa-dc.org/gratitude>
2. The office needs in-person volunteers for these shifts. Please call the office for more details or to volunteer: Saturday, 1-4 PM; Saturday, 4-7 PM; Sunday 10-1 PM (every other week); Sunday 1-4 PM
3. Please share the New Reporter and/or these meetings minutes with your groups to get word out about upcoming WAIA activities and calls for service.

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

1. 36th Annual Gratitude Breakfast, November 13 @ 8:30 am - 11:00 am
<https://aa-dc.org/event/36th-annual-gratitude-breakfast>
2. Check out the WAIA Events page for Holiday announcements (and send any Event announcements to events@aa-dc.org): <https://aa-dc.org/events>
3. WAIA executive committee elections will take place at the board meeting on December 12, 2022. Names should be submitted to the Election chair by December 1 to be included on the official ballot, though candidates may run as write in candidates on the day of elections. Email elections@aa-dc.org to submit your name for Chair, Vice Chair or an At-Large Executive committee member.

2022 Officers:

- **Chair:** Sean C.
- **Vice Chair:** Cassandra S,
- **Treasurer:** Kelly W.
- **Secretary:** Molly M.

At Large Members:

- Daniel R.
- Kelly W.
- Jeanine J.
- Eryn C.
- Ryan K.

8:02 Meeting Opens

- Chair's Opening Remarks [Sean.C@aa-dc.org] Chair@aa-dc.org

- Welcome new representatives!
- **Approval/Changes to Previous Meeting's Minutes:** [October 2022 DRAFT Board Minutes](#)
- **Molly M.** [secretary@aa-dc.org] See past meeting minutes here: <https://aa-dc.org/board-minutes>

Executive Committee Meeting Report [Molly M. on behalf of executivecommittee@aa-dc.org]

- Executive Committee met November 1, 2022 at 7pm.
- Discussion of Elections for 2023 and Ballot process. Rules, Elections and Registrar chairs attended to discuss the plans for December elections
 - Conclusions:
 - Chair/Vice Chair positions - should they be elected first, ie before other positions
 - i. Elections Cpm/Jackie will do a sample ballot and review it with a group/ad hoc committee.
 - ii. Put in Agenda for next Board Meeting; note was in last New Reporter
 - iii. Jackie and Michael invited to next Exec Committee meeting
- Michael G noted that using Robert's Rules abbreviated version would help to streamline the meetings. Exec Comm decided to leave that for the 2023 chair and executive committee to decide/discuss.
- Review October Executive Committee Draft Minutes approved unanimously
- Discussed Open positions/Board agenda items for October
 - Budget Review - Cassandra
 - Gratitude month is under way; scripts have been distributed and should be in the Agenda for the meeting next week.
 - Committee Write up to feature in the New Reporter; Options for December edition (due November 15??)
 - Janine will work on a report for December New Reporter, to include a call to action.

8:10-8:20pm Standing Reports

1. **Registrar's Report** [Priya D.] 17 registered voting reps, 3 voting alternates; 1 guest
2. **Office Admin Report** [Luella T. aa-dc@aa-dc.org; 202-966-9115; www.aa-dc.org]

October Calls – 257

- 20 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
- 35 Literature & Chip Orders (questions answered & orders filled)
- 110 Meeting Information: Some of the meeting info calls were asking for passwords
- 0 No Meeting at Location.
- 7 AI-anon (Third Party)
- 33 Walk-ins to the office
-

October Chats from Helpchat – 62

- 9 for help. This includes brand new people asking about AA
- 8 WAIA Business
- 40 Meeting Information: Some of the meeting info calls were asking for passwords
- 1 No Meeting
- 3 Al-anon (Third Party)

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 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:

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

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 for all meeting information changes. Please let us know if a meeting is no longer meeting either online or In-Person.

130 Gratitude Boxes and 48 letters to treasurers mailed the last week in October. An announcement regarding Gratitude Month was put in the New Reporter and the New Reporter email to subscribers. Here's the link to the Gratitude month link on the website homepage: aa-dc.org/gratitude.

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

- 4. Call for Service!** Please submit your name to elections if you are interested in running for Chair, Vice Chair or At-Large seats.
- 5. Elections Report** [elections@aa-dc.org] Jackie M.
 - 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 by December 1. 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:
 - Chair (one year term, must be a rep)
 - Vice-Chair (one year term, must be a rep)
 - 5 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

6. **Budget & Finance Report** (Finance Chair finance@aa-dc.org | Treasurer treasurer@aa-dc.org). All reports are listed at <https://aa-dc.org/finance>.
- Net deficit of \$2,000 (?) for October; cumulative deficit for year is ~\$12,000

Profit and Loss Comparison - Net Income

October 2021: \$ -2,071
 October 2022: \$ -2,588

Balance Sheet Comparison - Total Assets

October 2021: \$ 163,426
 October 2022: \$ 157,431

Notes:

- Literature and chip sales continue to lag far behind budgeted levels, but are 54% 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 \$12K as compared to a loss of \$44K 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 \$12K 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, or via Venmo @WAIADC.

Versus Budget	October 2022				Year to Date 2022			
	Actual	Budget*	Variance	% Budget	Actual	Budget*	Variance	% Budget
Sales	2,885	8,150	-5,264	35%	27,707	55,080	-27,372	50%
Cost of Goods	-2,005	-2,909	904	69%	-17,582	-42,105	24,523	42%
Group Contributions	7,128	5,237	1,891	136%	79,636	69,865	9,772	114%
Individual Contributions	1,368	6,750	-5,381	20%	33,819	33,367	451	101%
Total Contributions	8,496	\$11,987	-3,491	71%	113,455	103,232	10,223	110%
Events	1,375	\$0	1,375	N/A	\$1,375	\$3,500	0	N/A
Gross Income	10,752	17,228	-6,476	62%	124,955	119,707	5,248	104%
Expenses	-13,339	-14,423	1,083	92%	-137,244	-138,352	1,108	99%
Net Income	-2,588	2,805	-5,393	-192%	-12,290	-18,646	6,356	*
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	Actual	2021	Variance	% Prior Year	Actual	2021	Variance	% Prior Year
Sales	2,885	1,879	1,006	154%	27,707	21,535	6,172	129%
<i>Cost of Goods</i>	-2,005	-1,993	-13	101%	-17,582	-17,626	44	100%
Group Contributions	7,128	5,679	1,449	126%	79,636	58,154	21,482	137%
Individual Contributions	1,368	785	583	174%	33,819	27,774	6,044	122%
Total Contributions	8,496	6,464	2,032	131%	113,455	85,928	27,527	132%
Events	1,375	0	0	N/A	\$1,375	0	0	N/A
Gross Income	10,752	6,350	4,401	169%	124,955	89,837	35,118	139%
Expenses	-13,339	-12,479	-860	107%	-137,244	-134,118	-3,127	102%
Net Income	-2,588	-6,129	3,541	*	-12,290	-44,281	31,992	*

7. **Vote to pass the 2022 budget**

- 2023 Budget is passed/approved with 15 votes

8. **H&I Hospitals and Institutions: HNI@aa-dc.org**

- Oldtimers Meeting was successful: raised over \$800 for literature etc for the Institutions being served; also many new volunteers to take meetings to H&I.
- Several new meetings being started
- Background checks being required at several institutions; the chair is fighting this process with some of them.
- Considering a spring/mid year event similar to the Oldtimers Event
- If you would like to be of service or want more information please contact Eryn C at hni@aa.dc.org or 301-651-4942.

9. **Technology: tech@aa-dc.org**

- Working on the FAQ and Zoom Meeting language.
- Set up a logo on the Venmo
- Gratitude info sent out to the meetings
- Getting improved contact list of groups
 - This is a Tech & Outreach collaboration
- Should we have separate 1 on 1 communications for important matters? Please get the Outreach and Tech committee your feedback on how much email communication you would like to see.

10. **Accessibility** [Accessibility@aa-dc.org | aa-dc.org/accessibility]:

- The Accessibility committee put together guidance on how Zoom meetings can enable Closed Captioning. Please share this slide with your groups. How to turn on/off closed captioning: [Enable Close Captioning on Zoom](#)

11. **Outreach:** outreach@aa-dc.org

- Working on getting list of meetings and reps from GSO to compare to WAIA lists
- Working with Tech committee to get a sense of which groups have sent reps and determine where to focus our outreach efforts.
- GSO maintains lists of all groups in nation, We have contacted them to ask for our information. They use a Group Information Form which we are considering instituting and sharing with groups when they register with WAIA so they can also be sure they are listed with GSO.

12. **Sponsorship Conference:** sponsorconference@aa-dc.org

- Will volunteered to work on the Sponsorship Conference next year

13. **Anniversaries & Announcements**

- The 180 Club is having a Thanksgiving Marathon on Thanksgiving Day
- DelRay is having a Thanksgiving Potluck
- Grace Church/Into Action at 6:00 am eating pot luck; followed by a meeting at 7:00 am; in Gaithersburg
- Please get any flyers or info about events to Luella asap so that it can be posted on the Events page of the WAIA website.

[Responsibility statement](#)

8:52PM Meeting Closed

List of Committees and Contacts

- **Corporate Committees**
 - Election [elections@aa-dc.org]
 - Office: office@aa-dc.org
 - Rules (By-Laws): rules@aa-dc.org
 - Technology: [tech@aa-dc.org]
 - Finance: [finance@aa-dc.org]
- **Service Committees**
 - Archives: archives@aa-dc.org
 - Accessibility [Accessibility@aa-dc.org | aa-dc.org/accessibility]:
 - CPC/PI: Cooperation with the Professional Community and Public Information
 1. PI@aa-dc.org
 2. CPC@aa-dc.org
 - Grapevine [Grapevine@area13aa.org]
 - H&I: Hospitals and Institutions: HNI@aa-dc.org
 - Literature: Literature@aa-dc.org

- New Reporter: Newreporter@aa-dc.org
- Nightwatch: Nightwatch@aa-dc.org
- Outreach: outreach@aa-dc.org
- **Ad-Hoc**
- Gala: gala@aa-dc.org
- Oldtimers: oldtimers@aa-dc.org
- Sponsorship Conference: sponsorconference@aa-dc.org

* Indicates committee is looking for a new Chairperson. All current Board of Directors (WAIA Reps), current and past officers of the Corporation, and past Executive Committee members are eligible to serve as a committee chair.