

WAIA Board Meeting Minutes - DRAFT

December 13, 2022 @ 8PM

Online meeting

Announcements & Calls for Service to take back to your groups:
<ol style="list-style-type: none">1. Please Announce Gratitude Month during your meetings. You can share details from the WAIA page: https://aa-dc.org/gratitude2. 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 PM3. 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):
<ol style="list-style-type: none">1.

2022 Officers:

- **Chair:** Sean C.
- **Vice Chair:** Cassandra S,
- **Treasurer:** Will R.
- **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]

- Reviewed [November Executive Committee Draft Minutes](#)
- Discussion of December Elections and Ballot process

- Reviewed Opening Positions: CPC/PI, Secretary openings for 2023 (vote to accept CPC/PI volunteer who has served in the past); call for service for Secretary
- Budget Review - Early reports on Gratitude month: over 400 transactions, December looking strong as well
- Write up election results in the New Reporter December edition and report from Gratitude month.
- Reviewed 2023 salary and 2022 bonus implementation for office staff; recommend 2023 Exec Comm review/standardize this process.

8:10-8:20pm Standing Reports

1. **Registrar's Report** [Priya D.] 21 voting reps, 3 voting alternate, 1 guest
2. **Office Admin Report** [Luella T. aa-dc@aa-dc.org; 202-966-9115; www.aa-dc.org]
Report to the Board 12/13/2022

November Calls – 225

- 15 for help. This includes people getting 12th step calls and those oldtimers and newcomers who just need to talk for a short time
- 60 WAIA Business
- 35 Literature & Chip Orders (questions answered & orders filled)
- 111 Meeting Information: Some of the meeting info calls were asking for passwords
 - 1 No Meeting at Location.
 - 3 Al-anon (Third Party)
- 28 Walk-ins to the office

November Chats from Helpchat – 55

- 7 for help. This includes brand new people asking about AA
 - 7 WAIA Business
 - 34 Meeting Information: Some of the meeting info calls were asking for passwords
 - 4 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.

- The January 2023 issue of the New Reporter will go out by the end of next week.

4. **Elections Report** [elections@aa-dc.org] Jackie M.

- Reviewed position descriptions and voted on the following:
 - Chair: Daniel R. was nominated and elected.
 - Vice Chair: Cassandra S. was nominated and elected.
 - At Large Members:
 1. Eryn C. - nominated and elected
 2. Mike M. - nominated and elected
 3. Chrissy M. - nominated and elected
 4. Teresa R. - nominated and elected
 5. Michael G. - nominated and elected

6. Finance & Treasury Report for December 6, 2022

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

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

Profit and Loss Comparison - Net Income

November 2021: \$ - 3,568

November 2022: \$ 9,337

Balance Sheet Comparison - Total Assets

November 2021: \$ 160,521

November 2022: \$ 167,821

Notes:

- Literature and chip sales continue to lag far behind budgeted levels, but are 26% above last year sales.
- Gratitude Month contributions this year were nearly double their 2021 levels. Total contributions to date are now well above last year levels, and above budgeted levels.
- Caution: budgeted revenue is heavily weighted to the last months of the year; much still depends on the extent of year end giving.
- With encouraging levels of contribution, and expenses below budgeted levels, net income is substantially above budget, and with a cumulative loss of just \$2K as compared to a loss of \$47K 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 still less than essential 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	November 2022				Year to Date 2022			
	Actual	Budget*	Variance	% Budget	Actual	Budget*	Variance	% Budget
Sales	2,567	6,463	-3,896	40%	30,274	61,543	-31,268	49%
Cost of Goods	-528	-1,277	749	41%	-18,110	-43,383	25,272	42%
Group Contributions	10,366	4,607	5,759	225%	90,002	74,472	15,531	121%
Individual Contributions	9,768	7,604	2,164	128%	43,587	40,971	2,616	106%
Total Contributions	20,134	\$12,211	7,923	165%	133,590	115,443	18,146	116%
Events	22,999	\$0	22,999	N/A	\$2,201	\$3,500	-1,299	63%
Gross Income	22,999	17,396	5,603	132%	147,954	137,103	10,851	108%
Expenses	-12,837	-15,011	2,174	86%	-150,081	-153,364	3,282	98%
Net Income	10,163	2,385	7,777	326%	-2,127	-16,260	14,134	*
Versus 2021	November 2022				Year to Date 2022			
	Actual	2021	Variance	% Prior Year	Actual	2021	Variance	% Prior Year
Sales	2,567	2,527	40	102%	30,274	24,062	6,212	126%
Cost of Goods	-528	-535	7	99%	-18,110	-18,161	51	100%
Group Contributions	10,366	3,835	6,531	270%	90,002	61,989	28,014	145%
Individual Contributions	9,768	6,329	3,439	154%	43,587	34,104	9,484	128%
Total Contributions	20,134	10,164	9,970	198%	133,590	96,092	37,497	139%
Events	22,999	340	22,660	*	\$2,201	0	2,201	*
Gross Income	22,999	12,496	10,503	184%	147,954	101,993	45,961	145%
Expenses	-12,837	-14,552	1,715	88%	-150,081	-148,670	-1,412	101%
Net Income	10,163	-2,056	12,218	*	-2,127	-46,677	44,550	*

4. Tech Committee:

Tech Committee report. We have two items for discussion/new business if there is time during the election vote tallying. Tech committee met at 6pm on Monday December 6th. We reviewed outstanding actions items including:

- Updating meetings that are still showing as temporarily inactive. Office staff reached out to all meeting point of contacts, updated status and noted that some asked to revisit this in the new year. Currently these meetings are cluttering up the meeting guide app. The tech committee voted to move these meetings back to draft by March 31 2023 if they have not communicated to WAIA that they have resumed in-person meetings but would like to hear from the board if there are any concerns with that approach.
- We experienced an issue with the Events Calendar in November due to the age of WAIA's custom Word Press theme. The committee will undertake updating the website which may result in some minor cosmetic changes to the look of the website. We plan to take this opportunity to also improve the structure and layout, for example feature the committee webpages on the menu drop-down (currently it is difficult to find/navigate to the committee pages). We welcome other recommendations from the board about what information or navigation we can add to improve the website experience. For further information contact sam.s@aa-dc.org; or tech@aa-dc.org

5. **H&I:**

- We have had a great month of getting more people involved in new commitments. We look forward to more commitments becoming available over the coming months as more and more institutions seek meetings, we currently have a waitlist of persons who want to be helpful but don't have enough commitments for them just yet, a great problem to have. Please feel free to reach out to me at HNI@aa-dc.org or 301-651-4942
HAPPY HOLIDAYS!

6. **Gala:**

- 4/15/23 at the Silver Spring Civic Center
- For info contact Chris L. - 240-418-4343

7. **Calls for Service:**

- CPC/CI Chair is open - Alex volunteered to be chair - Approved
- Archives Chair is open
- Secretary Chair is open

8. **Outreach Committee Report:**

We finally have an alphabetical list of all 538 AA meetings in this area that WAIA is aware of. Of these meetings, 106 of them list a WAIA Rep. This list does not include the Spanish speaking meetings. We recently received a list of area meetings from the General Service Office in New York of all the area meetings that they show for this area. Their list includes Spanish speaking meetings. Next, we need to cross reference the list to determine if any meetings are missing from either. After that comes the challenging task of contacting each meeting that does not have a WAIA Rep and urge them to consider having one. Anyone who has an interest in assisting in this task is urged to contact the chair via email at Outreach@aa-dc.org.

5. **Anniversaries & Announcements**

- Barbara - 35 years
- Evelyn
- 12 Step players at Walter Johnson HS on New Year's Eve
- Will celebrated 42 years last weekend
- Attitude Adjustment eat in meeting on Christmas Eve at 6:00 am, with speakers at 7 am
- Rockville Metro Club - will have more frequent in-person meetings for the upcoming holidays. I plan to get the schedule to Luella and Clo'via for posting soon. We have a new in-person literature meeting Tuesday nights at 7:30.

Responsibility statement

9:21 PM 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.