

WAIA Board Meeting Minutes

January 10, 2023 @ 8PM

Online meeting

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

1. 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. **Need Volunteers for these In-Person Shifts:**
 - Saturday, 4-7 PM ; Sunday 1-4 PM; Tuesday 1-4 PM
2. **WAIA Office Committee Chair:** The Office Committee makes recommendations to the Executive Committee/Board regarding office operations and personnel policies for WAIA staff. Current board member, current and past officers and past executive committee members are eligible to service as chair.
3. **Gala Committee needs volunteers!** The Gala is scheduled for 4/15/23 at the Silver Spring Civic Center. The committee needs volunteers for set up and clean up. If you have experience finding a speaker for the main event, or have DJ/photographer recommendation let us know. The theme for the gala is "Under Construction // We are all Miracles". Join our next committee meeting Feb 6 @ 6:30PM on Zoom: <https://us02web.zoom.us/j/86264851268> or contact Devon @ 202-403-7399 or devonwhitaker@icloud.com.
4. 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. Outreach Committee is seeking volunteers to visit meetings that are under-represented at the WAIA board meetings. Email outreach@aa-dc.org to volunteer!
2. **The Neelsville Group's 46th Anniversary Celebration (open to all)**
Thursday February 16, 2023-- 7:30 to 9:30 EST, Potluck: 7:30 to 8:30 and Speaker: 8:30 to 9:30
Neelsville Presbyterian Church, 20701 Frederick Rd (Route 355N) Germantown, MD 20876

2023 Officers:

- **Chair:** Daniel R.
- **Vice Chair:** Cassandra S.
- **Treasurer:** Will R.
- **Secretary:** Ann R.

At Large Members:

- Eryn C.
- Michael G.
- Mike M.
- Chrissy M.
- Teresa R.

8:00 Meeting Opens

- **Chair's Opening Remarks** [daniel.r@aa-dc.org] Chair@aa-dc.org
 - Welcome new representatives!

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

- Approved December Executive Committee Minutes
- Reviving online chips/literature ordering
- Brainstormed Outreach - Exec Comm wants to increase attendance of monthly board meetings. Will reach out proactively to under-represented areas/meetings. Call to service to the board to ask people to choose 5 meetings to visit/perform WAIA outreach.
- H&I Mid-year event- will try to find a place in PG/SE DC to also do outreach there while raising H&I funds.
- Motion raised to update the audit language in the By-Laws. Will review 2020 recommendation and history around the finance review language at the next Exec Comm. Any proposed update to the by-laws will be brought to the board after Exec Comm discussion.
- Robert Rules of Order: Discussed pros and cons. Determined to leave this up to the chair to implement as desired.
- Luella is gathering information from the Executive committee members to add to the IRS 990.

8:10-8:20pm Approval of Minutes & Standing Reports

1. **Approval/Changes to Previous Meeting's Minutes:** [December 2022](#)

See past meeting minutes here: <https://aa-dc.org/board-minutes>

The chair updated the procedure for minutes approval. As a vote is not required by the by-laws, minutes can be approved by unanimous consent. The December minutes were approved with unanimous consent.

2. **Registrar's Report** [Mia covering for Priya D.] 22 voting reps in attendance and 2 non-voting alternates.

3. **Calls for Service:** Office, Finance, and Archives Chairs needed

4. **Finance & Treasury Report for January 10, 2023** [Kelly 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

December 2021: \$ 10,831

December 2022: \$ 17,403

Balance Sheet Comparison - Total Assets

December 2021: \$ 171,877

December 2022: \$ 185,817

Notes:

- Literature and chip sales continue to lag far behind budgeted levels, but were 41% above last year sales.
- Total contributions for 2022 were 69% above last year levels, and 13% above budgeted levels.
- Net income was substantially above budget, with a cumulative gain of \$14K as compared to a loss of \$47K last year.
- Net income above budget will be added to reserves, which are now 23% above the prudent level established by the Executive Committee in 2021.
- \$189,000 in reserves (this covers 12 months operating budget + surplus)
- ALL GOOD NEWS!

Versus Budget	December 2022				Year to Date 2022			
	Actual	Budget*	Variance	% Budget	Actual	Budget*	Variance	% Budget
Sales	4,611	12,087	-7,476	38%	33,917	73,630	-39,713	46%
Cost of Goods	-3,615	-10,667	7,052	34%	-21,726	-54,050	32,324	40%
Group Contributions	25,119	17,242	7,877	146%	115,121	91,714	23,407	126%
Individual Contributions	5,418	10,815	-5,397	50%	47,630	51,786	-4,156	92%
Total Contributions	30,537	\$28,057	2,480	109%	\$162,751	143,500	19,251	113%
Events	0	\$0	0	N/A	\$2,201	\$3,500	-1,299	63%
Gross Income	31,532	29,477	2,055	107%	178,112	166,580	11,532	107%
Expenses	-14,129	-13,193	-935	107%	-164,210	-166,557	2,347	99%
Net Income	17,403	16,283	1,120	107%	13,902	23	13,879	*
Versus 2021	December 2022				Year to Date 2022			
	Actual	2021	Variance	% Prior Year	Actual	2021	Variance	% Prior Year
Sales	4,611	4,726	-115	98%	33,917	24,062	9,855	141%
Cost of Goods	-3,615	-4,466	850	81%	-21,726	-18,161	-3,565	120%
Group Contributions	25,119	14,352	10,767	175%	115,121	61,989	53,132	186%
Individual Contributions	5,418	9,002	-3,584	60%	47,630	34,104	13,527	140%
Total Contributions	30,537	23,354	7,183	131%	162,751	96,092	66,659	169%
Events	0	0	0	*	\$2,201	0	2,201	*
Gross Income	31,532	23,614	7,918	134%	178,112	101,993	76,119	175%
Expenses	-14,129	-12,790	-1,339	110%	-164,210	-148,670	-15,541	110%
Net Income	17,403	10,825	6,579	*	13,902	-46,677	60,579	*

5. **Office Admin Report** [Luella T. aa-dc@aa-dc.org; 202-966-9115; www.aa-dc.org]

Report to the Board – January 2023

December Calls – 309

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

○ **November Chats from Helpchat – 62**

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

- 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, 4-7 PM
- Sunday 1-4 PM
- Tuesday 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 February 2023 issue of the New Reporter will go out by the end of next week.

6. **Outreach Committee Report:**

- With the help of the WAIA office and the Technology Committee, we now have a spreadsheet of all the area groups that contributed to WAIA in 2022. Next, we need to compare that list to the list of groups with WAIA Board Reps so we can prioritize outreach to those groups who are financially supporting WAIA but who are not sending reps.
 - 200 groups sending \$, only 30-40 reps at meetings.

- Help needed: We need folks to help us reach out to the groups that are prioritized. Agreement that this needs to be a coordinated effort. Information for volunteers coming soon. If you or anyone in your homegroup would be willing to contact 5 of these groups to encourage them to elect WAIA Board reps. Please contact me, Teresa, at tlkaiser3@aol.com.
- In the next issue of the New Reporter, there will be an article that describes why a group should participate in an Intergroup to reflect the groups' conscience in the service centers operations.
- Lastly, to promote participation in the WAIA Board meetings. I propose that we publish monthly in the New Reporter the names of the reps who attended that month and the names of the homegroup that they represent.
- Email outreach@aa-dc.org or tlkaiser3@aol.com.

7. Call for other reports

- **Technology:** Email ideas for website improvements to sam.s@aa-dc.org or tech@aa-dc.org. Next meeting will be announced on the WAIA events webpage. If you would like more information on the website redesign session, please email me at sam.s@aa-dc.org, or tech@aa-dc.org.
- **H&I:** Nothing new to report. Books were approved to go out to a facility and more big books to Avery Road. Email hni@aa-dc.org for any information.
- **Office:** No report.
- **Gala:** 4/15/23 at the Silver Spring Civic Center; For info contact Chris L. - 240-418-4343. On the hunt for speaker for the main event, need DJ, potentially photographer or other entertainment. Need set up and clean up help. Doors at 6pm, Dinner at 7pm (Peruvian chicken and vegan options); speaker and dinner after.
 - Ticket cost is still in flux.
 - Will share purchase options at the next planning meeting ; Luella asked to be invited to the planning meeting.
 - Theme: Under Construction // We are all Miracles

8. Old Business/New Business email

- Executivecommittee@aa-dc.org for all new agenda item requests by the 1st of the month.

9. Anniversaries & Announcements

- The Neelsville Group's 46th Anniversary Celebration
Thursday February 16, 2023-- 7:30 to 9:30 EST
Open Speaker Meeting
Potluck: 7:30 to 8:30
Speaker Meeting: 8:30 to 9:30
Neelsville Presbyterian Church, 20701 Frederick Rd (Route 355N) Germantown, MD 20876
- BYOL celebrating its 50th anniversary!

[Responsibility statement](#)

9:00 PM Meeting Closed

List of Committees and Contacts

- **Corporate Committees**
 - Elections [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.