

WAIA Board Meeting Agenda and Draft Minutes March 14, 2023 @ 8PM

Online meeting

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

1. **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.
2. Need office help on Saturday 1-4 PM; Saturday 4-7 PM; Monday 1-4 PM; Thursday 1-4 PM to answer phones. Email help@aa-dc.org for more information or call 202-966-9783 and ask for Luella or Clo'via.
3. The WAIA outreach committee has started to reach out to those groups without a designated Board Member (Rep). If you would be interested in either serving on the committee or in reaching out to 5 local groups to explain why having a rep matters, please contact me, Teresa R. @ tlkaiser3@aol.com or outreach@aa-dc.org.
4. Please share the [New Reporter](#) and/or these meeting 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):

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

[Review February Minutes for Approval](#)

1. **Executive Committee Meeting Report** [Ann R. on behalf of executivecommittee@aa-dc.org]

- Open meeting with the Serenity prayer at 7:04pm
- Approved February minutes by unanimous consent
- Continue Calls for Service at board meeting and in New Reporter
 - Finance Chair
 - Office Chair (Cassandra talked to someone who's interested but they're not a rep yet. Is there a recommended length of sobriety? He will join board mtg next week.)
- Discuss WAIA feature for next New Reporter issue: Feature the Finance Chair role
- Brainstorm discussion topic for next week's board meeting 3/14 - "Why I love my home group" prompt, feature in New Reporter (Teresa)
- Cassandra presented proposed update to by-law language regarding audit/financial control. She will present to the board next week and we will plan a vote in April
- Update on 2023 H&I event update: tabled until next month

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

2. **Registrar's Report** [Priya D.]

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

- a. No volunteers, asked for reps to take this service request back to their groups.
- b. Finance chair does monthly reports, working with the Treasurer and the Office Chair would be able to assist with a project this year to help put a better performance review, salary and bonus review process in place for office staff.

4. **Finance & Treasury Report:** [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

February 2023: \$ - 4,952

February 2022: \$ - 3,643

Balance Sheet Comparison-total liabilities & equity

February 2023: \$ 175,638

February 2022: \$ 165,690

Will R. and Luella completed the January 2023 reconciliations for the checking and Money Market accounts March 7, 2023.

Below is the breakout of contributions for groups and Individuals for January 2023. Attached are the January 2023 Profit & Loss and Balance Sheet Reports.

	January	February
Groups	\$11,871.42	\$7,420.24

Individuals	\$2,090.53	\$3,619.10
Total Monthly Contributions	\$13,961.95	\$11,039.34

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

February Calls – 374

- 6 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
- 45 Literature & Chip Orders (questions answered & orders filled)
- 250 Meeting Information: (one person in the hospital calls many times a day)
- 3 No Meeting at Location.
- 10 Al-anon (Third Party)
- 30 Walk-ins to the office

February chats Chats from Helpchat – 55

- 4 for help. This includes brand new people asking about AA
- 9 WAIA Business
- 31 Meeting Information: Some of the meeting info calls were asking for passwords
- 1 No Meeting
- 2 Al-anon (Third Party)
- 8 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 1-4 PM
- Saturday 4-7 PM
- Monday 1-4 PM
- Thursday 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.

AA World Service Literature prices are increasing effective May 1, 2023 for WAIA. New prices will be published in the April and May issues of the New Reporter. This is the first literature price increase since 2014. (Chip price are remaining the same).

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

6. Outreach Committee Report:

In the last month, with the help of eight volunteers (thank you!) we identified three inactive meetings and visited or assigned for a visit, 32 other meetings where we explained the importance of having a WAIA rep. We have a few hundred more meetings, either in-person on zoom, that need contact. Please consider volunteering to help us by visiting a few meetings and sharing the need for reps. Also, please bring the information back to the group you represent that this service opportunity is available. Interested persons should contact me at: tlkaiser3@aol.com

One thing we learned from these visits is that some meetings do not have rep, but their members may answer phones in the WAIA office. Therefore, we suggest that copies of the New Reporter be offered to those answering the phones along with the suggestion that the information contained therein be shared with their homegroups.

7. Archives: Darrah W.

Archives Monthly Report:

1. We've added to the Genesis of AA wall, specifically as it applies to Washington, DC. Jimmy B. will now hang alongside Florence R., Marty M., and Fitz M.
2. We have found and digitized the 1963 minutes of the WAIA Board meetings. This offers information for a more complete and searchable view of 1963.
3. Is there a Budget? We need an external hard drive, and a thumb drive.
4. More information about our digital security would be greatly appreciated.

Archives is located within the WAIA office, and is open Saturdays from 10am - 1pm if you would like any information or to assist.

8. Gala - Devon

9. Tech Report

- a. The Tech Committee met with the Archives committee on Mar 6
- b. We updated the list of meetings to include WAIA contributions and board meeting attendance to more easily identify location and meeting times for group outreach.

- c. We updated the Tech project list for 2023 to include adding in-person meeting information to the CSV export.

10. H&I Report - Eryn C.

We have been able to donate books and pamphlets to 2 facilities this past month. A major facility has asked for a meeting every day, which we are working on coordinating with those groups that have previously asked about commitments. If your group is interested in taking a weekly H & I commitment to Suburban Hospital please contact me as soon as possible at HNI@aa-dc.org or 301-651-4942.

11. Old Business/New Business

- a. [Meeting Closure List](#), posted in this month's New Reporter before deactivating
- b. Cassandra S. to give [review of proposed updates to the Financial Review language in the By-Laws](#).

12. Anniversaries & Announcements

[Responsibility statement](#)

9:00 PM Meeting Close

List of Committees and Contacts

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

- vi. Literature: Literature@aa-dc.org
- vii. New Reporter: Newreporter@aa-dc.org
- viii. Nightwatch: Nightwatch@aa-dc.org
- ix. Outreach: outreach@aa-dc.org
- x. **Ad-Hoc**
- xi. Gala: gala@aa-dc.org
- xii. Oldtimers: oldtimers@aa-dc.org
- xiii. 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.