

# WAIA Board Meeting Agenda and Draft Minutes February 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 Sunday 1-4 PM to help answer phones. 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.
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](mailto:tlkaiser3@aol.com) or [outreach@aa-dc.org](mailto: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):

### 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](mailto:daniel.r@aa-dc.org)] [Chair@aa-dc.org](mailto:Chair@aa-dc.org)

## [Review January Minutes for Approval](#)

1. **Executive Committee Meeting Report** [Ann R. on behalf of [executivecommittee@aa-dc.org](mailto:executivecommittee@aa-dc.org)]
  - Vote in Archives Chair and Secretar
    - Ann R voted in unanimously
    - Darrah W appointed to Archives chair
    - Finance chair volunteer had to withdraw
    - No volunteer yet for Office Chair
  - Review meeting closure list
  - Cassandra volunteered to draft memo regarding updating the financial review requirements in the by-laws; she will consult Will R (Treasurer) and Michael G (Rule Chair).
  - New Reporter feature for March issue - Gala if it can be ready in time
  - Brainstormed ideas to improve group Outreach and work with WAGSA
  - Review the Tax 990 - approved unanimously
  - Approved January Exec Committee minutes

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

2. **Registrar's Report** [Priya D.] 19, 17 registered, 1 guest
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 for February 14, 2023** [ Kelly 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

January 2023: \$ - 4,832

January 2022: \$ - 2,297

### [Balance Sheet](#) Comparison-total liabilities & equity

January 2023: \$ 180,000

January 2022: \$ 168,873

### **Notes:**

- Total contributions were slightly above budget for January
- Purchase of literature and chips inventory is periodic, and higher than budgeted number does not reflect an annual trend
- Net income was expected to be negative, and actuals are \$914 above projected amount for January

**Suggested language for 7th Tradition:** 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 to @WAIA-DC.

Versus Budget	January 2023				Year to Date 2023			
	Actual	Budget*	Variance	% Budget	Actual**	Budget*	Variance	% Budget
Sales	2,729	2,624	104	104%	2,729	2,624	104	104%
Cost of Goods	-3,242	-1,070	-2,173	303%	-3,242	-1,070	-2,173	303%
Group Contributions	11,871	12,864	-992	92%	11,871	12,864	-992	92%
Individual Contributions	2,091	226	1,865	925%	2,091	226	1,865	925%
<b>Total Contributions</b>	<b>13,962</b>	<b>13,090</b>	<b>872</b>	<b>107%</b>	<b>13,962</b>	<b>13,090</b>	<b>872</b>	<b>107%</b>
Events	0	0	0	N/A	0	0	0	0%
<b>Gross Income</b>	<b>13,448</b>	<b>14,645</b>	<b>-1,196</b>	<b>92%</b>	<b>13,448</b>	<b>14,645</b>	<b>-1,196</b>	<b>92%</b>
Expenses	-18,280	-20,391	2,111	90%	-18,280	-20,391	2,111	90%
<b>Net Income</b>	<b>-4,832</b>	<b>-5,747</b>	<b>914</b>	<b>*</b>	<b>-4,832</b>	<b>-5,747</b>	<b>914</b>	<b>*</b>
Versus 2022	Versus January 2022				Versus Year to Date 2022			
	2023	2022	Variance	% Prior Year	2023	2022	Variance	% Prior Year
Sales	2,729	1,713	1,016	159%	2,729	1,713	1,016	159%
Cost of Goods	-3,242	-1,017	-2,225	319%	-3,242	-1,017	-2,225	319%
Group Contributions	11,871	13,096	-1,225	91%	11,871	13,096	-1,225	91%
Individual Contributions	2,091	230	1,861	909%	2,091	230	1,861	909%
<b>Total Contributions</b>	<b>13,962</b>	<b>13,326</b>	<b>636</b>	<b>105%</b>	<b>13,962</b>	<b>13,326</b>	<b>636</b>	<b>105%</b>
Events	0	0	0	*	0	0	0	*
<b>Gross Income</b>	<b>13,448</b>	<b>14,022</b>	<b>-574</b>	<b>96%</b>	<b>13,448</b>	<b>14,022</b>	<b>-574</b>	<b>96%</b>
Expenses	-18,280	-16,319	-1,961	112%	-18,280	-16,319	-1,961	112%
<b>Net Income</b>	<b>-4,832</b>	<b>-2,297</b>	<b>-2,535</b>	<b>*</b>	<b>-4,832</b>	<b>-2,297</b>	<b>-2,535</b>	<b>*</b>

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)]  
**Report to the Board – February 2023**  
**January Calls – 316**

- 19 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
- 70 WAIA Business
- 40 Literature & Chip Orders (questions answered & orders filled)
- 180 Meeting Information: Some of the meeting info calls were asking for passwords
- 2 No Meeting at Location.
- 5 Al-anon (Third Party)
- 55 Walk-ins to the office

## January Chats from Helpchat – 55

- 9 for help. This includes brand new people asking about AA
- 2 WAIA Business
- 33 Meeting Information: Some of the meeting info calls were asking for passwords
- 1 No Meeting
- 1 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](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:

Saturday, 4-7 PM

Sunday 1-4 PM

Tuesday 10 AM-1 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

The end of year contribution letters mailed to Groups and Individuals on January 17.

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.

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

## 6. Outreach Committee Report:

I wrote an article for the Digital New Reporter which was published in the February issue and which stressed the importance to a group of having a WAIA rep. No one contacted me to help with outreach as a result of the article.

Luella inserted a pamphlet titled “WAIA is looking for a few good reps” into a mailing to area group Treasurers (Thank you!).

So far, I have 6 volunteers plus myself who are working the priority outreach list- 5 who took 5 meetings to reach out to (one of them did this two times!) and two that took 2 meetings to contact. These folks contact the assigned meetings to announce about the importance of having a WAIA rep who attends our monthly meetings and who then

shares the communications from the meeting with their groups. We continue to look for other volunteers, whether to reach out to 1 or more groups from the list. If you can't help personally, please bring this request back to your home group to see if others can help. If you/they can help, please contact me at [tlkaiser3@aol.com](mailto:tlkaiser3@aol.com) for one or more meetings from our priority list. Thank you. Teresa R., Chairperson

**7. Archives: Darrah W.**

- i. With much gratitude, Microsoft Office was restored through the help of Luella and Jeff.K.
- ii. We've developed workarounds for scanning and background storage, again with many thanks to Jeff.K.
- iii. The committee has begun to review file drawers at the office and are pulling out relevant dc archive material.

**8. Gala - Devon**

- \*7-11pm April 15th
- \*tickets go on sale next week
- \*need people to volunteer for setup
- \*Silver Spring Civic Center
- \*speaker & DJ are set
- \*\$45 per ticket

**9. Tech Report - Cassandra**

- a. February committee meeting was cancelled; we will meet Mar 6
- b. Major 2023 initiative involves updating the WAIA website
- c. Email [tech@aa-dc.org](mailto:tech@aa-dc.org) with your ideas

**10. Additional Committee Reports**

- a. H&I - nothing new to report

**11. Old Business/New Business**

- a. [Meeting Closure List](#), will post in this month's New Reporter before deactivating
- b. Finding Meetings On-line using [aa-intergroup.org/meetings](http://aa-intergroup.org/meetings), Will R.

**12. Anniversaries & Announcements**

- \*Karl, 26th Anniversary of

**13. Special Outreach - Will R.**

- \*Intergroup

**14. Area 13 Liaison - Janice**

- \*April 1st Event

**[Responsibility statement](#)**

## 9:00 PM Meeting Close

### List of Committees and Contacts

#### a. **Corporate Committees**

- i. Elections [[elections@aa-dc.org](mailto:elections@aa-dc.org)]
- ii. \*Office: [office@aa-dc.org](mailto:office@aa-dc.org)
- iii. Rules (By-Laws): [rules@aa-dc.org](mailto:rules@aa-dc.org)
- iv. Technology: [[tech@aa-dc.org](mailto:tech@aa-dc.org)]
- v. \*Finance: [[finance@aa-dc.org](mailto:finance@aa-dc.org)]

#### b. **Service Committees**

- i. \*Archives: [archives@aa-dc.org](mailto:archives@aa-dc.org)
- ii. Accessibility [[Accessibility@aa-dc.org](mailto:Accessibility@aa-dc.org) | [aa-dc.org/accessibility](http://aa-dc.org/accessibility)]:
- iii. CPC/PI: Cooperation with the Professional Community and Public Information
  1. [PI@aa-dc.org](mailto:PI@aa-dc.org)
  2. [CPC@aa-dc.org](mailto:CPC@aa-dc.org)
- iv. Grapevine [ [Grapevine@area13aa.org](mailto:Grapevine@area13aa.org) ]
- v. H&I: Hospitals and Institutions: [HNI@aa-dc.org](mailto:HNI@aa-dc.org)
- vi. Literature: [Literature@aa-dc.org](mailto:Literature@aa-dc.org)
- vii. New Reporter: [Newreporter@aa-dc.org](mailto:Newreporter@aa-dc.org)
- viii. Nightwatch: [Nightwatch@aa-dc.org](mailto:Nightwatch@aa-dc.org)
- ix. Outreach: [outreach@aa-dc.org](mailto:outreach@aa-dc.org)
- x. **Ad-Hoc**
- xi. Gala: [gala@aa-dc.org](mailto:gala@aa-dc.org)
- xii. Oldtimers: [oldtimers@aa-dc.org](mailto:oldtimers@aa-dc.org)
- xiii. Sponsorship Conference: [sponsorconference@aa-dc.org](mailto: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.