

WAIA Board Meeting Minutes- Approved April 11, 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 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):

- **Meeting in a Pocket** is now available for \$1! Come visit them in the office to pick one up.
- 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.

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.

8:03 Meeting Opens

- Chair's Opening Remarks [daniel.r@aa-dc.org] Chair@aa-dc.org

March Minutes Approved

1. [Executive Committee Meeting Report](#) [Ann R. on behalf of executivecommittee@aa-dc.org]
 - Open meeting with the Serenity prayer at 7:05pm
 - Approved last month minutes [[WAIA Exec Committee Agenda & Minutes March 7 2023](#)]
 - Review open positions
 - Finance Chair
 - Office Chair - Cassandra has a lead on this
 - need co-chair for H&I (Eryn)
 - *go-between for new and returning facilities
 - *will do a call for this at next week meeting
 - Discuss WAIA feature for May New Reporter issue
 - info about H&I
 - Brainstorm discussion topic for next week's board meeting 4/11
 - we want to get people more invested in board meetings + more communication, engagement
 - maybe go over the agenda in more detail
 - have board introduce themselves + fun fact
 - break out sessions in smaller groups w discussion points
 - maybe an in-person meeting in June (2-4 annually)
 - virtual tour of WAIA office, getting more ppl to answer phones
 - Cassandra presented proposed update to by-law language regarding audit/financial control: [Update bylaws re: audit per 2021 recommendations](#)
 - we are voting on the updated by-law language re audit in 4/11 board mtg

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

2. **Registrar's Report, [Priya D.]**
18 responses
 - 16 reps
 - 1 voting alt
 - 1 non-voting alt
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.
- c. H&I co-chair (Eryn)
 - Help manage new & returning hospitals and institutions meetings
 - Finding people to chair
 - Helping w events throughout the year
 - 5 hours a week commitment, roughly Me

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

March 2023: \$ - 6,400
 March 2022: \$ - 2,080

Balance Sheet Comparison - total liabilities & equity

March 2023: \$ 169,771
 March 2022: \$ 164,095

Notes:

- Year-to-date sales of literature and chips inventory is slightly higher than budgeted, and substantially higher than last year, continuing a gradual trend toward pre-pandemic sales volumes.
- Gala ticket sales are substantially less than budgeted. As of April 10, ticket sales are at about \$7,000 versus the \$16,000 budgeted to meet initial expense estimates. *Please be sure your groups are aware of the Gala date, and encourage ticket purchases!*
- Cost of Goods Sold in March reflects large advance purchase of literature, ahead of a price increase that took effect in early April. Full year Cost of Goods Sold is still expected to be within budget.
- Expenses are below budget, primarily due to timing and level of Gala expense.

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, or via Venmo to @WAIA-DC.

Versus Budget	March 2023				Year to Date 2023			
	Actual	Budget*	Variance	% Budget	Actual**	Budget*	Variance	% Budget
Sales	4,743	11,013	-6,270	43%	10,559	15,030	-4,471	70%
<i>Cost of Goods</i>	-11,856	-474	-11,382	2500%	-18,427	-3,497	-14,930	527%
Group Contributions	12,801	8,344	4,456	153%	32,092	28,350	3,742	113%
Individual Contributions	1,087	1,024	64	106%	6,797	2,876	3,921	236%
Total Contributions	13,888	9,368	4,520	148%	38,889	31,226	7,663	125%
Gross Income	6,775	19,907	-13,132	34%	31,022	42,760	-11,738	73%
<i>Expenses</i>	-13,175	-22,770	9,595	58%	-47,206	-53,462	6,256	88%
Net Income	-6,400	-2,863	-3,537	*	-16,185	-10,702	-5,482	*

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Versus 2022	Versus March 2022				Versus Same Period in 2022			
	2023	2022	Variance	% Prior Year	2023	2022	Variance	% Prior Year
Sales	4,743	2,842	1,901	167%	10,559	6,630	3,929	159%
<i>Cost of Goods</i>	-11,856	-451	-11,405	2629%	-18,427	-3,325	-15,102	554%
Group Contributions	12,801	8,495	4,306	151%	32,092	28,862	3,230	111%
Individual Contributions	1,087	1,042	45	104%	6,797	2,928	3,869	232%
Total Contributions	13,888	9,537	4,351	146%	38,889	31,790	7,099	122%
Gross Income	6,775	11,928	-5,153	57%	31,022	35,095	-4,074	88%
<i>Expenses</i>	-13,175	-14,008	833	94%	-47,206	-43,116	-4,090	109%
Net Income	-6,400	-2,080	-4,320	*	-16,185	-8,021	-8,164	*

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

March Calls – 256

20 for help. This includes people getting 12 th step calls and those oldtimers and newcomers who just need to talk for a short time

65 WAIA Business

46 Literature & Chip Orders (questions answered & orders filled)

110 Meeting Information: (one person in the hospital calls many times a day)

0 No Meeting at Location.

15 Al-anon (Third Party)

45 Walk-ins to the office

March chats from Helpchat – 55

7 for help. This includes brand new people asking about AA

7 WAIA Business

51 Meeting Information: Some of the meeting info calls were asking for passwords

1 No Meeting

4 Al-anon (Third Party)

4 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

Monday 1-4 PM

Tuesday 1-4

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 are published in April & will be in the May issues of the New Reporter. This is the first literature price increase since 2014.(Chip price are remaining the same).

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

6. Outreach Committee Report: Teresa R.

This past month we were able to obtain a handful of volunteers willing to do outreach to the meetings on our priority list. We obtained the volunteers by announcing the service opportunity during announcement time at meetings we attended. Even so, we need a lot more volunteers to help. Please make the announcement at your homegroup and/or volunteer yourselves to reach out to 1 or more meetings from the list. You could do zoom meetings or in person meetings, you can determine the meeting time and general location, but please help.

It is also helpful to print out a copy of the New Reporter to circulate at the meetings you attend, pointing out the useful information it contains and that it is free if by e-mail.

Lastly, please announce that we are asking members who are proud of their homegroup to contact me, Teresa R @ tlkaiser3@aol.com to discuss. Thank you for your help.

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

*Ticket sales are down

*157 tickets sold \$7,125

*they're working to reduce expenses to balance out w the lower ticket sales

9. Tech Report

a. April meeting: Fixed the 12 step list & volunteer info:

<https://aa-dc.org/volunteer>

b. Meets on first Monday of every month if you'd like to join (Next Meeting May 1 at 6pm. Zoom line:

<https://www.google.com/url?q=https://us02web.zoom.us/j/86782798679?pwd%3DYTU5bjlTMHJwemZobWR5b0l4RVJMQT09&sa=D&source=calendar&ust=1681691587509064&usg=AOvVaw2W7UuZPNMyTcLBEMx8gPz6>

10. H&I Report - Eryn C.

Suburban Hospital has 3 nights open currently (Monday, Thursday, Saturday). 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. We're also about to be back in Clarksburg jail for meetings. They have both men and women's meetings.

11. Old Business/New Business

a. Vote on [proposed updates to the Financial Review language in the By-Laws](#).

i. Passed with substantial unanimity

b. Discussing Options for Engagement at the Monthly Board meetings

i. Airing of grievances - open the doors

ii. Break into small committee breakouts

iii. Hear from board members about the groups they represent

1. Reminder: What do you like about your home group

iv. Meeting in person

v. Not asking ppl to do more than they've already committed to

12. Anniversaries & Announcements

- a. Michael G April 27th will have 46 years
- b. Chrissy McD 4/25 will have 9 years sober

[Responsibility statement](#)

8:50 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.