

WAIA Board Meeting Agenda and Minutes

September 9, 2023 @ 7PM Online Meeting

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

1. Need office help on Sunday 1-4 PM, **Tuesday 10-1 AM, Tuesday 1-4 PM**, Thursday 1-4 PM, and Saturday 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.

We also have **Nightwatch Openings** (Email nightwatch@aa-dc.org to volunteer for Nightwatch). You can take after hour calls to your cell phone, no requirement to be in office!
Wednesday 10:00 PM – 6:00 AM
Thursday 6:00 AM – 10:00 AM
Thursday 10:00 PM – 6:00 AM

2. The WAIA outreach committee has started to reach out to those groups without a designated Board Member (Rep). We have many meetings that could benefit from a spanish speaking visitor as well. If you would be interested in either serving on the committee or in reaching out to a local group to explain why having a rep matters, please contact Teresa R. @ tlkaiser3@aol.com or outreach@aa-dc.org.
3. 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):

- Online meeting of a new group “But Trusted Servants”, which will meet at 7pm on the 3rd Tuesday of each month. Organized by the Executive Committee for WAIA board members to get to know each other, this is an open discussion meeting and all AAs are welcome. Join the Zoom Meeting:
<https://us02web.zoom.us/j/83331607899?pwd=aXJScnpSb0lyM3dVR0t2RUk3cW5sQT09>
Meeting ID: 833 3160 7899 Passcode: 739613

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.

7:02pm Meeting Opens

- Meeting starts with the Serenity prayer and reading of WAIA preamble
- New rep introduction and Exec Committee
 - Andrea from Sunday am As Bill Sees it Group in DC (online)
 - Patrick from Midtown
 - Sue from Saturday Am Women's Grapevine
- **Chair's Opening Remarks** [daniel.r@aa-dc.org] Chair@aa-dc.org

[July Minutes](#) approved by unanimous consent

1. [Executive Committee Meeting Report](#) [Ann R. on behalf of executivecommittee@aa-dc.org]
 - Open meeting with the Serenity prayer at 8:04 pm
 - Approved July minutes [[WAIA Exec Committee Agenda & Minutes July 2023](#)]
 - Open positions
 - Finance Chair
 - Office Chair
 - Outreach Chair to take over for Teresa R at the end of the year
 - WAIA feature for September Reporter
 - Budget info for 2024
 - In-person October Board Mtg?
 - Daniel R's Church
 - Seekers Church may have better tech capabilities (Will R)
 - Add to Board agenda for next week so we can compare options
 - New business
 - Old Business:
 - Move monthly Exec Comm meeting to 8pm in September (first Tuesday)
 - Change Board Mtg to 7pm (second Tuesday)
 - No August Exec Comm or Board Mtg in August
 - Monthly WAIA AA meeting starts at 7pm on July 18 (third Tuesday)
 - Start off on Zoom, open to everyone, WAGSA invited
 - lead should be exec com members to start
 - Name "But Trusted Servants"
 - book on history of DC WAIA and so we will share a link w online version (Cassandra)
 - Luella will print a little booklet for the office
 - we are in support of putting on a sponsorship conference
 - date, location, cost TBD
 - Will to talk about this in next week's meeting
 - 8:25 pm close with Responsibility Prayer

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

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

16 voting reps registered; 1 voting alternate, 25 attendees total at the meeting (8 did not register)

3. Calls for Service:

- a. Finance Chair
 - Finance Meeting next month to lay out 2024 budget - August 8th
- b. CPC/PI (Public Information) Chair: Attend or find volunteers to represent AA at local events for the professional community. Establish better communication between A.A.s and professionals, and to find simple, effective ways of cooperating without affiliating. Collaborate with WAGSA CPC chair to see what they're up to. This role could speak or represent us at various events.
- c. Hospitals & Institutions Co-Chair: (Eryn C.)
 - Help manage new & returning hospitals and institutions meetings
 - Finding people to chair
 - Experience working with institutions
 - Helping w events throughout the year
 - 5 hours a week commitment, roughly
 - Contact Eryn C. hni@aa-dc.org if you're interested
- d. Office Chair (Eryn C. serving as interim chair)

4. **Finance & Treasury Report:** [Kelly W. Finance Committee: kelly.w@aa-dc.org; 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

July 2023: \$ - 325

July 2022: \$ 63

Balance Sheet Comparison - total liabilities & equity

July 31 2023: \$ 159,107

July 31 2022: \$ 156,109

Notes:

- Year-to-date sales of literature and chips continue to exceed budget, and are higher than last year, continuing a gradual trend toward pre-pandemic sales volumes.
- Cost of Goods Sold reflects large advance purchase of literature in March. Full year Cost of Goods Sold will exceed budget, in keeping with higher than budgeted sales.
- Contributions from groups and individuals are down 15% for the year to date. WAIA Representations are encouraged to use the 7th Tradition language below to remind your home groups of the need for continued support.
- Next month we will preview proposed 2024 budget and then we vote on it in November

DETAILED FINANCIAL RECORDS FOR 2023 ARE AVAILABLE AT <https://aa-dc.org/finance>

Suggested language for 7th Tradition: WAIA is currently projecting a \$20K shortfall in contributions for 2023. 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 | July 2023 | | | | Year to Date (July) 2023 | | | |
|-----------------------------|------------------|---------------|--------------|--------------|--------------------------|----------------|----------------|--------------|
| | Actual | Budget* | Variance | % Budget | Actual | Budget* | Variance | % Budget |
| Sales (Chips & Literature) | 5,313 | 1,922 | 3,391 | 276% | 19,344 | 17,590 | 1,754 | 110% |
| <i>Cost of Goods</i> | -1,129 | -4,204 | 3,075 | 27% | -25,185 | -9,924 | 15,260 | 254% |
| Individual Contributions | 625 | \$3,764 | -3,140 | 17% | \$12,460 | \$14,317 | -1,856 | 87% |
| Group Contributions | 10,973 | \$14,692 | -3,719 | 75% | \$63,291 | \$73,627 | -10,336 | 86% |
| Gross Income | 15,781 | 12,410 | 3,371 | 127% | 58,204 | 97,292 | -39,089 | 60% |
| <i>Expenses</i> | -16,106 | -\$13,401 | 2,705 | 120% | -98,023 | -118,273 | -20,250 | 83% |
| Net proceeds from Gala | 0 | 0 | 0 | N/A | 993 | 0 | 993 | N/A |
| Net Income | -325 | -991 | 666 | * | -23,045 | -20,980 | -2,065 | -110% |
| | | | | | | | | |
| Versus 2022 | Versus July 2022 | | | | Versus Jan - July 2022 | | | |
| | 2023 | 2022 | Change | % Prior Year | 2023 | 2022 | Change | % Prior Year |
| Sales of Chips & Literature | 5,313 | 1,813 | 3,500 | 293% | 19,344 | 16,589 | 2,755 | 117% |
| <i>Cost of Goods</i> | -1,129 | -3,998 | 2,869 | 28% | -25,185 | -9,437 | -15,748 | 267% |
| Total Contributions | 11,597 | \$14,957 | -3,360 | 78% | \$64,045 | \$74,956 | -10,911 | 85% |
| Gross Income | 15,781 | 12,772 | 3,009 | 124% | 58,204 | 82,108 | -23,904 | 71% |
| <i>Expenses</i> | -16,106 | -\$12,709 | -3,397 | 127% | -98,023 | -96,995 | -1,028 | 101% |
| Net proceeds from Gala | 0 | 0 | 0 | N/A | 993 | 0 | | |
| Net Income | -325 | 63 | -388 | * | -23,045 | -14,887 | -8,158 | -155% |

August 8th will be the Budget board meeting. We will discuss the upcoming needs for the 2024 budget, which will be proposed to the Board in October for approval in November.

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

July Calls – 315

- 10 for help. This includes people getting 12th step calls and those oldtimers and newcomers who just need to talk for a short time
- 59 WAIA Business
- 78 Literature & Chip Orders (questions answered & orders filled)

- 159 Meeting Information: (one person in the hospital calls many times a day)
- 0 No Meeting at Location.
- 9 Al-anon (Third Party)
- 55 Walk-ins to the office

July chats from Helpchat – 69

- 4 Help/Newcomer This includes brand new people asking about AA
- 12 WAIA Business
- 41 Meeting Information
- 2 No Meeting
- 5 Al-anon (Third Party)
- 5 Miscellaneous

August Calls and Chats will be reported next month

Available In Person Shifts (Email help@aa-dc.org for more information or call 202-966-9783 and ask for Luella or Clo'via).

Sunday 1-4 PM

Tuesday 10-1 AM

Tuesday 1-4 PM

Thursday 1-4 PM

Saturday 1-4 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 September 2023 issue of the New Reporter will go out by the end of next week or early the week after.

6. Outreach Committee Report: [Teresa R. teresa.r@aa-dc.org]

In the past months, more volunteers have come forward following my requests during meeting announcements. We still have over 100 meetings to contact and more volunteers are needed, Meanwhile, Cassandra and Suzanna D. worked together to get the priority list of meetings to reach out to on-line so it can be viewed and accessed. In fact, Suzanna D, is willing to step in as the chair for this committee, and we will work together to transition this work to her. Beginning January 1, 2024, and with the approval of the next slate of Officers (or whoever must approve), I wish to return to chairing the Accessibility Committee and have submitted a budget request in anticipation of this move.

Meanwhile, would you please communicate the request for outreach volunteers at the meetings you attend? Those willing to go to even one meeting to explain why a WAIA rep is important should contact Suzanna D, at Outreach@aa-dc.org. She has talking points available and can assign a meeting based on the volunteer's time, day, and location preferences.

7. Archives Report

- De-acidified Files (specifically 1950's era)
- Scanned Files not previously scanned
- Reviewed and updated the Timeline Spreadsheet.
- Asking for help finding a contact at WAGSA

8. Tech Report - Sam S.

- The committee met 9/11/2023.
- We reviewed the PCI security review from Intuit and will schedule time to speak with the vendor, Security Metrics, about addressing the compliance issues.
- We updated the website to break out Committee pages for quicker access; discovered that many pages are out of date and could use a refresh/update.
- Our next meeting will be Monday, October 2nd at 6pm. Zoom link:
<https://us02web.zoom.us/j/86782798679?pwd=YTU5bjlTMHJwemZobWR5b0l4RVJMQT09>

9. H&I Report - Eryn C.

- 45th Annual Old Timers Meeting on November 10th at 8pm (Hybrid) at North Chevy Chase Christian Church
 - Sobriety countdown on the 20 “oldest” Old Timers share
 - Good time for fellowship
 - Coffee, snacks, raffles!
 - Proceeds go to H&I
- New Meetings & New Institutions to come

10. Elections Report - Jackie M

Elections will be held at the December board meeting, Tuesday December 12. In order for your name to be on the ballot you must submit your name on or before the date of the **November** board meeting, **November** 14. You may run for an elected position in December even if you did not submit your name ahead of time; this is just to get on the pre-set ballot.

Positions that will be up for election are the following:

Chair (one year term, must be a rep)

Vice-Chair (one year term, must be a rep)

Five at-large members of the Executive Committee (one year term, must be a rep)

To submit your name for the ballot or to volunteer to help on the elections committee, email Jackie.m@aa-dc.org

11. Old Business/New Business

a. Sponsorship Conference Spring 2024 - Date TBD [Will R. will.r@aa-dc.org]

What is on the horizon when it comes to understanding sponsorship? Join with me in planning our fourth annual sponsorship conference which will be held in March or April 2024. I have discovered a goldmine of insight from Bill Wilson's writings which can potentially expand and inspire our ability to sponsor and be sponsored in this life changing program of Alcoholics Anonymous.

If you, like me, are being nudged to create another sponsorship conference contact me at sponsorshipconference@aa-dc.org

b. In-Person October Board Meeting

- 11 of 16 ppl would come in-person
- St Lukes v. Seekers in Takoma Park
- We will do hybrid in some capacity
- Pizza party provided by WAIA

12. Anniversaries & Announcements

- Suzanna Aug 25 she had 6 years!

7:45PM Meeting Close with the [Responsibility statement](#)

List of Committees and Contacts

a. Corporate Committees

- i. Elections [elections@aa-dc.org] Jackie M.
- ii. *Office: office@aa-dc.org OPEN (Eryn C. temp)
- iii. Rules (By-Laws): rules@aa-dc.org Michael G.
- iv. Technology: [tech@aa-dc.org] Sam M.
- v. Finance: [finance@aa-dc.org] Kelly W.

b. Service Committees

- i. Archives: archives@aa-dc.org Darrah
- ii. *Accessibility [Accessibility@aa-dc.org | aa-dc.org/accessibility]: Teresa R.
- iii. *CPC/PI: Cooperation with the Professional Community and Public Information
OPEN
 1. PI@aa-dc.org
 2. CPC@aa-dc.org
- iv. *H&I: Hospitals and Institutions: HNI@aa-dc.org Eryn C.
- v. Literature: Literature@aa-dc.org OPEN
- vi. New Reporter: Newreporter@aa-dc.org
- vii. Nightwatch: Nightwatch@aa-dc.org Jeanice
- viii. Outreach: outreach@aa-dc.org Teresa R.

c. Ad-Hoc

- i. *Gala: gala@aa-dc.org Open
- ii. Oldtimers: oldtimers@aa-dc.org Eryn C.

iii. Sponsorship Conference: sponsorconference@aa-dc.org Will R.

* 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.