

# WAIA Board Meeting Agenda and Draft Minutes October 10, 2023 @ 7PM Hybrid Meeting

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

1. **\*\*CRITICAL NEED FOR OFFICE VOLUNTEERS RIGHT NOW\*\***  
**Available In Person Shifts** Sunday 1-4 PM, Tuesday 10-1 PM, Tuesday 1-4 PM, Thursday 1-4 PM (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).
2. **Call for Service: Nightwatch Chair.** This committee is essential to organizing volunteers for the after shifts for answering calls to the WAIA office. We also have Nightwatch Shift Openings (Email [nightwatch@aa-dc.org](mailto:nightwatch@aa-dc.org) to volunteer for Nightwatch). You can take after hour calls to your cell phone, no requirement to be in office!
3. **Call for Service: Gala Chair.** We are looking for someone with a passion for events to lead a team in arranging for the 2024 WAIA Gala. Please email [gala@aa-dc.org](mailto:gala@aa-dc.org) if you are interested in chairing or joining the committee.
4. 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 [outreach@aa-dc.org](mailto:outreach@aa-dc.org).
5. Please review the [proposed WAIA 2024 budget](#) with your groups. You can send any feedback to [finance@aa-dc.org](mailto:finance@aa-dc.org) before the November 14th board meeting, when we will vote on the proposed budget.
6. **Coming Up: Gratitude Month!** WAIA is behind on contributions, with a \$14k shortfall projected. We are hoping for a strong Gratitude month in November. Please make sure your group treasurer's address is updated with the office so they can received the gratitude box for your group. We will also be sending electronic details with the Venmo donation code for WAIA to all emails registered with WAIA.

## 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
  - Linne from Clarksburg Monday night
  - Geraldine A. from Serenity House
  - Rashid filling in for Patrick
- **Chair's Opening Remarks** [[daniel.r@aa-dc.org](mailto:daniel.r@aa-dc.org)] [Chair@aa-dc.org](mailto:Chair@aa-dc.org)

[September Minutes](#) to approve

1. [October Executive Committee Meeting Report](#) [Ann R. on behalf of [executivecommittee@aa-dc.org](mailto:executivecommittee@aa-dc.org)]

Agenda:

- Opened meeting with the Serenity prayer at **8:03 pm**
- Approved September minutes [[WAIA Exec Committee Agenda & Minutes September 2023](#)]
- Discussed logistics for In-person October Board Mtg Tues 10/10 at St Luke's Bethesda (6030 Grosvenor Lane, Bethesda)
- Budget Info, Kelly W
  - \$14k down YTD
  - Contributions are down to 86% of last year's numbers
  - So far we have \$88k compared to \$160k from 2022
  - \$160k in contributions is our break even point
  - We can ask Board Members to go back to their groups
  - Make a list of reasons why we are increasing our budget in 2024
- New business
  - Chrissy M is new Finance Chair, unanimously voted in by Exec Committee
  - We need to look for a Gala Chair + venue for 2024
  - Sponsorship Conference in March or April 2024 - more info to come from Will R
- Old Business:
  - Monthly WAIA AA meeting starts at 7pm on third Tuesday of the month, "But Trusted Servants"
- **9:25 pm** closed with Responsibility Prayer

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

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

19 voting reps registered; 1 voting alternate, 22 attendees total at the meeting

### 3. Calls for Service:

- a. 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.
  - Someone will reach out to Lee M.
- b. 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](mailto:hni@aa-dc.org) if you're interested
- c. Office Chair (Eryn C. serving as interim chair)
- d. 2024 Gala Chair
- e. New Nightwatch Chair: Available to answer phones when the office is closed. We forward calls to volunteers' cell phones so that we can be available 24/7.

### 4. Finance & Treasury Report: [Kelly W. Finance Committee: [kelly.w@aa-dc.org](mailto:kelly.w@aa-dc.org); [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>

#### Notes:

- Previewed proposed 2024 budget and then we vote on it in November
- 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.
- Gala sales exceeded our costs by a little
- Committee expenses were way below budget
- Contributions from groups and individuals are down 15% (\$14,000 short) 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.**

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](https://aa-dc.org), or via Venmo to @WAIA-DC.

**WVIO**

## Proposed 2024 Budget

2023	2023 Full Year Forecast				2024 Proposed Budget	
	Forecast	Budget	Variance	% Budget	BUDGET	% Change
Sales of Chips, Lit & Other	40,202	35,963	4,239	112%	46,100	15%*
Cost of Goods	(28,565)	(22,847)	(5,718)	125%	(23,700)	-17%
Total Contributions	160,000	160,000	-	100%	165,000	3%
Gala Ticket Sales	9,811	16,000	(6,189)	61%	12,000	22%
<b>Gross Income</b>	<b>181,448</b>	<b>189,116</b>	<b>(7,668)</b>	<b>96%</b>	<b>199,400</b>	<b>10%</b>
Committee Expense	(540)	(6,500)	5,960	8%	(13,000)	*
Gala expense	(8,819)	(16,000)	7,181	55%	(12,000)	36%
All other expense	(167,151)	(166,412)	(739)	100%	(174,400)	1%
<b>Net Income</b>	<b>4,938</b>	<b>204</b>	<b>4,734</b>	<b>*</b>	<b>0</b>	<b>*</b>

5. **Office Admin Report** [Luella T. [aa-dc@aa-dc.org](mailto:aa-dc@aa-dc.org); 202-966-9115

**August Calls – 315**

- 10 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
- 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

**August chats from Helpchat – 43**

- 6 Help/Newcomer This includes brand new people asking about AA
- 6 WAIA Business
- 24 Meeting Information
- 2 No Meeting
- 2 Al-anon (Third Party)
- 3 Miscellaneous

### September Calls – 316

- 15 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
- 85 WAIA Business
- 25 Literature & Chip Orders (questions answered & orders filled)
- 180 Meeting Information: (one person in the hospital calls many times a day)
- 1 No Meeting at Location.
- 10 Al-anon (Third Party)
- 30 Walk-ins to the office

### September chats from Helpchat – 60

- 15 Help/Newcomer This includes brand new people asking about AA
- 8 WAIA Business
- 32 Meeting Information
- 0 No Meeting
- 1 Al-anon (Third Party)
- 4 Miscellaneous

**Available In Person Shifts** (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). Sunday 1-4 PM, Tuesday 10-1 PM, Tuesday 1-4 PM, Thursday 1-4 PM  
**\*\*CRITICAL NEED FOR VOLUNTEERS RIGHT NOW\*\***

The October 2023 issue of the New Reporter will go out by the end of next week or early the week after.

I'll be in Cincinnati attending the annual Intergroup Manager's seminar from 10/11-10/15.

The 2023 Gratitude boxes and emails will go out the 4<sup>th</sup> week of October.

#### 6. **Outreach Committee Report:** [Suzanna D. or Teresa R ([outreach@aa-dc.org](mailto:outreach@aa-dc.org)) ]

The Committee needs continued support visiting meetings that are contributing to WAIA but do not send a representative to our board meetings. Please get in touch with us if you would like to do this service, or announce this opportunity for service at your homegroup. Also, if you have signed up to reach out to a meeting, please report back to Teresa R. or Suzanna D. (committee co-chairs) after you do.

#### 7. **Archives Report:** [Jeff K. or Darrah W. ([jeff.k@aa-dc.org](mailto:jeff.k@aa-dc.org)) ]

Jeff K. was able to identify what versions of the 2nd edition of "The Washington Group Foundation, 1936-41", could be used to make a clean digital version. Luella is working to add this to the archives page. It is so informative, I encourage everyone to read it if they have not done so already.

#### 8. **Tech Report - Sam S.**

They met this month and set up the hybrid for tonight's meeting. They're still working on modernizing the website. Request from Archives for access to work in Microsoft Cloud.

## 9. H&I Report - Eryn C.

Old Timers' event in November. Info on website.

## 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](mailto:Jackie.m@aa-dc.org)

## 11. Old Business/New Business

- a. **Sponsorship Conference Spring 2024 - Date TBD** [Will R. [will.r@aa-dc.org](mailto: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](mailto:sponsorshipconference@aa-dc.org)

## 12. Anniversaries & Announcements

- Happy Destiny Fall Bonfire at 4pm this Saturday (more info on Events page of website)
- New meeting starting Thursday 11/19 in-person at Silver Spring United Methodist
- But Trusted Servants mtg 3rd Tuesday of every month on Zoom
- Colette celebrating 2 years!
- Linne celebrating 2 years on 10/30!

## 7:58 PM Meeting Close with the [Responsibility statement](#)

### List of Committees and Contacts

- a. **Corporate Committees**
  - i. Elections [[elections@aa-dc.org](mailto:elections@aa-dc.org)] Jackie M.
  - ii. \*Office: [office@aa-dc.org](mailto:office@aa-dc.org) OPEN (Eryn C. temp)

- iii. Rules (By-Laws): [rules@aa-dc.org](mailto:rules@aa-dc.org) Michael G.
  - iv. Technology: [[tech@aa-dc.org](mailto:tech@aa-dc.org)] Sam M.
  - v. Finance: [[finance@aa-dc.org](mailto:finance@aa-dc.org)] Kelly W.
- b. Service Committees**
- i. Archives: [archives@aa-dc.org](mailto:archives@aa-dc.org) Darrah
  - ii. \*Accessibility [[Accessibility@aa-dc.org](mailto:Accessibility@aa-dc.org) | [aa-dc.org/accessibility](http://aa-dc.org/accessibility)]: OPEN
  - iii. \*CPC/PI: Cooperation with the Professional Community and Public Information  
OPEN
    - 1. [PI@aa-dc.org](mailto:PI@aa-dc.org)
    - 2. [CPC@aa-dc.org](mailto:CPC@aa-dc.org)
  - iv. \*H&I: Hospitals and Institutions: [HNI@aa-dc.org](mailto:HNI@aa-dc.org) Eryn C.
  - v. Literature: [Literature@aa-dc.org](mailto:Literature@aa-dc.org) OPEN
  - vi. New Reporter: [Newreporter@aa-dc.org](mailto:Newreporter@aa-dc.org)
  - vii. Nightwatch: [Nightwatch@aa-dc.org](mailto:Nightwatch@aa-dc.org) Jeanice
  - viii. Outreach: [outreach@aa-dc.org](mailto:outreach@aa-dc.org) Teresa R.
- c. Ad-Hoc**
- i. \*Gala: [gala@aa-dc.org](mailto:gala@aa-dc.org) Open
  - ii. Oldtimers: [oldtimers@aa-dc.org](mailto:oldtimers@aa-dc.org) Eryn C.
  - iii. Sponsorship Conference: [sponsorconference@aa-dc.org](mailto: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.