

WAIA Board Meeting Agenda and Draft Minutes

Nov 14, 2023 @ 7PM 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 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 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 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.
5. Please review the [proposed WAIA 2024 budget](#) with your groups. You can send any feedback to 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.

__pm Meeting Opens

- Meeting starts with the Serenity prayer and reading of WAIA preamble
- New rep introduction and Exec Committee
- **Chair's Opening Remarks** [daniel.r@aa-dc.org] Chair@aa-dc.org

[October Minutes](#) to approve

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

Agenda:

- Opened meeting with the Serenity prayer at **8:04pm**
- Approved October minutes [[WAIA Exec Committee Agenda & Minutes October 2023](#)]
- Open positions
 - Office Chair
 - Night Watch - Turpy taking over as Chair, she will train Dana to take over eventually
 - Eryn still looking for an H&I co-chair
 - We should raise the question in next week's board mtg to see who plans to continue in their positions
- WAIA feature for December New Reporter
 - 2024 gala chair needed!
- New business
 - Kelly presenting budget in board mtg next week
 - 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
 - Maybe St Luke's for a venue
 - Gratitude Month + monies
 - Some treasurers did not receive their boxes
 - Venmo contributions coming from a treasurer look like individual contributions
 - Maybe we start planning the campaign a little earlier next year, box design, event
- Old Business:
 - Monthly WAIA AA meeting starts at 7pm on third Tuesday of the month
 - Meeting is getting smaller

- **8:42pm** closed with Responsibility Statement: I am responsible, when anyone, anywhere, reaches out for help, I want the hand of AA always to be there, and for that I am responsible.

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

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

__ voting reps registered; __ voting alternate, __ 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 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:
- [Chrissy M. Finance Committee: chrissy.m@aa-dc.org ; finance@aa-dc.org; Treasurer: will.r@aa-dc.org]. All reports can be found at <https://aa-dc.org/finance>

Notes:

Profit and Loss comparison - net income

October 2023: \$ 179

October 2022: \$ -2,601

Balance Sheet Comparison - total liabilities & equity

October 31 2023: \$ 152,660

October 31 2022: \$ 157,663

Notes:

- Sales of literature and chips were up in October and continue to exceed the annual budget. Sales 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 were up in October, exceeding the October budget, with individual contributions more than double the October budget. However, contributions are only a little more than 50% of the annual budget for the year. We are expecting to receive the remaining budgeted contributions for the year in November and December with the Gratitude boxes. WAIA Representatives are encouraged to use the 7th Tradition language below to remind your home groups of the need for continued support and encourage members to contribute a little extra in the gratitude boxes or via Venmo to @WAIA-DC.

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

Suggested language for 7th Tradition: WAIA expenses this year exceed its revenue by \$32K. 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	October 2023				Year to Date (October) 2023			
	Actual	Budget*	Variance	% Budget	Actual	Budget*	Variance	% Budget
Sales (Chips & Literature)	3,774	3,045	729	124%	34,383	29,229	5,154	118%
Cost of Goods	-225	-2,109	1,883	11%	-28,751	-18,490	-10,261	155%
Individual Contributions	3,472	\$1,344	2,128	258%	18,237	\$27,423	-9,186	67%
Group Contributions	7,935	\$7,002	933	113%	81,112	\$82,804	-1,692	98%
Total Contributions	11,407	8,345	3,061	137%	99,205	110,227	-11,023	90%
Event Revenue	0	0	0		9,811	16,000	-6,189	
Gross Income	14,956	9,282	5,674	161%	114,792	136,966	-22,174	84%
Expenses	-14,775	-\$14,065	710	105%	-138,087	-\$144,479	-6,392	96%
Event Expense	0	0	0	N/A	-8,819	-16,000	-7,181	N/A
Net Income	181	-4,783	4,963	*	-32,258	-23,512	-8,745	*
Versus 2022	Versus October 2022				Versus January - October 2022			
	2023	2022	Change	% Prior Year	2023	2022	Change	% Prior Year
Sales of Chips & Literature	3,774	2,872	902	131%	34,383	33,917	466	101%
Cost of Goods	-225	-2,005	1,780	11%	-28,751	-21,725	-7,026	132%
Contributions	11,407	\$8,496	2,911	134%	99,205	\$162,888	-63,683	61%
Gala Revenue	0	\$1,375	-1,375	N/A	9,811	\$2,201	7,610	N/A

Gross Income	14,956	10,738	4,218	139%	114,647	177,281	-62,634	65%
Expenses	-14,775	-\$13,339	-1,436	111%	-138,087	-\$161,779	23,692	85%
Gala Expense	0	0	0	N/A	-8,819		-8,819	N/A
Net Income	181	-2,601	2,782	*	-32,258	15,502	-47,760	208%

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

October Calls – 297

- 15 For help. Newcomers or Old Timers who just need to talk for a short time
- 50 WAIA Business
- 26 Literature & Chip Orders
- 200 Meeting Information
- 1 No Meeting at Location.
- 5 Al-Anon (Third Party)
- 32 Walk-ins to the office

October Chats from Helpchat – 56

- 5 For help. This includes new people asking about AA
- 1 WAIA Business
- 1 Literature & Chip Orders referred to office staff
- 35 Meeting Information
- 2 No Meeting at Location.
- 6 Al-Anon (Third Party)
- 6 Miscellaneous

We are in need of volunteers willing to come into the office to answer phones. Listed below are the shifts that are currently available. 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. Also email help@aa-dc.org for all meeting information changes

Available In Person Shifts:

Monday 1-4, Tuesday 1-4 PM, Tuesday 4-7PM

Gratitude Month

Over 150 Gratitude Boxes were mailed or picked up from treasurers of In Person meeting at the end of October. Go to aa-dc/gratitude for Gratitude Month information.

New Reporter - the December issue of the New Reporter will go out by the end of next week.

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

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

8. Tech Report - Sam S.

9. H&I Report - Eryn C.

10. Elections Report - Jackie M

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

12. Anniversaries & Announcements

___ PM 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 [\[Accessibility@aa-dc.org\]](mailto:Accessibility@aa-dc.org) | aa-dc.org/accessibility: OPEN
- 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.