

WAIA Board Meeting Agenda and Minutes Dec 12, 2023 @ 7PM Meeting

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

1. **Available In Person Shifts:** Monday 1-4, Tuesday 1-4 PM, Tuesday 4-7PM
(Email help@aa-dc.org for more information or call 202-966-9783 and ask for Luella or Clo'via).
2. **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.
3. 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.

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.

7:01 pm Meeting Opens

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

[November Minutes](#) approved by unanimous consent.

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

Attendees: Ann R, Cassandra S, Daniel R, Luella T, Chrissy M, Teresa R, Michael G, Eryn C

Agenda:

- Opened meeting with the Serenity prayer at **8:03 pm**
- Approved November minutes [[WAIA Exec Committee Agenda & Minutes November 2023](#)]
- Open positions
 - Office Chair - Cassandra S has volunteered!
 - Eryn still looking for an H&I co-chair
 - 2024 Gala Chair
- New Business:
 - Who is running for 2024 Executive Committee?
 - We need to look for a Gala Chair + venue for 2024; Luella how have we found chairs in the past?
 - Sponsorship Conference in March or April 2024 - more info to come from Will R
Maybe St Luke's for a venue
 - Gratitude Month - as of November, we are down \$30k for the year
 - *should we send out an email reminding groups to get their gratitude boxes submitted and that we're in need of additional funds to meet our budget for the year?
 - *Luella to include in the Office Report
 - *put something in writing for online groups
 - WAIA feature for January New Reporter
 - * "Faithful Fivers", talking about giving and how it has changed over the last few years/pandemic
 - *"bring back the clipboard"
 - *Luella needs info by 12/20
- Old Business:
 - Monthly WAIA AA meeting at 7pm on third Tuesday of the month is getting smaller
 - *Susannah will be leading this month!

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

2. **Elections** [Jackie M.]
3. **Registrar's Report, [Priya D.]**
14 voting reps registered; 1 voting alternate, 2 guests, 17 attendees total at the meeting
4. **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

5. 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>

Profit and Loss comparison - net income

October 2023: \$4423

October 2022: \$ 9337

Balance Sheet Comparison - total liabilities & equity

October 31 2023: \$ 157,351

October 31 2022: \$ 167,821

Notes:

- Sales of literature and chips were up in November 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 November, but about \$5000 down from budget and November 2022. Contributions for the year are short about \$16k of the annual budget for the year. We have not received the full expected donations from 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 via Venmo to @WAIA-DC and for group treasurers to remember to submit money ASAP to WAIA collected in the Gratitude boxes.

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 \$28K. 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	November 2023				Year to Date (November) 2023			
	Actual	Budget*	Variance	% Budget	Actual	Budget*	Variance	% Budget
Sales (Chips & Literature)	2,888	1,846	1,042	156%	37,270	31,075	6,196	120%
Cost of Goods	-746	-555	-191	134%	-29,497	-19,045	-10,452	155%
Individual Contributions	8,087	\$9,595	-1,507	84%	26,325	\$37,018	-10,693	71%
Group Contributions	7,031	\$10,182	-3,152	69%	88,143	\$92,987	-4,844	95%
Total Contributions	15,118	19,777	-4,659	76%	114,323	130,004	-15,682	88%
Event Revenue	404	0	404		10,215	16,000	-5,785	
Gross Income	17,664	21,068	-3,404	84%	132,456	158,034	-25,578	84%
Expenses	-13,242	-\$13,535	-294	98%	-151,328	-\$158,014	-6,686	96%
Event Expense	0	0	0	N/A	-8,819	-16,000	-7,181	N/A
Net Income	4,423	7,532	-3,110	*	-27,835	-15,980	-11,855	*

Versus 2022	Versus November 2022				Versus January - November 2022			
	2023	2022	Change	% Prior Year	2023	2022	Change	% Prior Year
Sales of Chips & Literature	2,888	1,741	1,147	166%	37,270	33,917	3,353	110%
Cost of Goods	-746	-528	-218	141%	-29,497	-21,725	-7,772	136%
Contributions	15,118	\$20,134	-5,016	75%	114,323	\$162,888	-48,565	70%

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

November Calls – 502

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

November Chats from Helpchat – 58

- 5 For help. This includes new people asking about AA
- 14 WAIA Business
- 0 Literature & Chip Orders referred to office staff
- 27 Meeting Information
- 0 No Meeting at Location.
- 3 Al-Anon (Third Party)
- 9 Miscellaneous

Listed below are the shifts that are currently available for volunteers to come into the office or from home 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. 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, Saturday 1-4, Sunday 4-7

Available Shifts from home:

Thursday 7-10 PM

Gratitude Month

Total contributions including Gratitude Month contributions for November are about \$20,000 below budgeted amounts for 2023. Thank you to all the individuals and groups that have contributed so far for 2023. If your group hasn't sent in their Gratitude month contributions yet, please try to do so before the end of the year. If your group doesn't pass the basket, please consider contributing individually.

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

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

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

-Microsoft365 & Adobe working (using Jeff's licensure). Thank you Sam & Luella for your help.

-All scanned files uploaded to Connect Now.

-Working plan going forward for 2024:

- Analyze the master listing for Archives, with a priority to files most at risk of deterioration/damage.
- The listing will now notate what has been deacidified, and scanned / searchable. (w/ focus on Meetings and Announcements)
- Research standardizations with consideration to user accessibility.

-Jeff has started combing through the master file, scanned or verified files are searchable, restored previous links, and created new ones to D Drive. (**previously scanned files 1941-83 searchable*).

9. Tech Report - Sam S.

*met with the company that audited our site

*will do recommended updates to make the site more secure

10. H&I Report - Eryn C.

11. Elections Report - [Jackie M (jackie.m@aadc.org)]

* Chair [Daniel R.]

- Officer
- 1 year term
- Need to be a member of the board & voting rep
- Appoint all committee chairs
- Supervise office manager
- Review financial records annually
- Run meeting
- Sign on accounts
- Execute contracts on behalf of the group

* Vice Chair [we still need]

- 1 year term
- Need to be a voting rep
- Fill in for chair when needed

*5 At-Large Members [Michael G, Chrissy M, Terry H, Priya D, Gary D]

- 1 year term
- Need to be your meeting's voting rep

12. 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. **Monthly WAIA AA** meeting starts at 7pm on third Tuesday of the month

13. Anniversaries & Announcements

-Marathon meetings at Rockville Metro Club on Christmas Eve, Xmas Day, NYE

- Will R celebrated 37 years on 12/10

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

List of Committees and Contacts

a. **Corporate Committees**

- Elections[elections@aa-dc.org] Jackie M.
- *Office: office@aa-dc.org OPEN (Eryn C. temp)
- Rules (By-Laws): rules@aa-dc.org Michael G.
- 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]: 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.