

# WAIA Board Meeting Agenda Minutes February 13, 2024 @ 8PM Meeting

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

1. **Available In Person Shifts:** 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 (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. The WAIA outreach committee continues 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).

## Announce Upcoming Committee Needs, Events & Meetings (all AAs welcome):

- Monday, February 19th **Gala Committee Meeting**, 7:00PM: <https://us02web.zoom.us/j/83447265417?pwd=QVlyaDgxQmJzeHFITlhOUVJVNitzZz09>
- Online meeting of "But Trusted Servants" meets at 7pm on Feb 20th. 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
- March 15-17th, **Southern Maryland Roundup**: <https://www.southernmarylandroundup.org/>
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### 2024 Officers:

- **Chair:** Daniel R.
- **Vice Chair:** Terry H.
- **Treasurer:** Will R.
- **Secretary:** Ann R.

### At Large Members:

- Michael G.
- Priya D.
- Chrissy M.
- Gary D.
- Cassandra S.

## 8:00 pm Meeting Opens

- Meeting starts with the Serenity prayer and reading of WAIA preamble
- New rep introduction and Exec Committee
  - Rashid from Midtown
  - Michele from Westside
  - John from SAG
  - Andrea from GayGay

- **Chair's Opening Remarks** [[daniel.r@aa-dc.org](mailto:daniel.r@aa-dc.org)] [Chair@aa-dc.org](mailto:Chair@aa-dc.org)
  
- [January Minutes](#) approved by unanimous consent.
- **FEB EX COMM MEETING REPORT** [Ann R. on behalf of [executivecommittee@aa-dc.org](mailto:executivecommittee@aa-dc.org)]
  
- Opened meeting with the Serenity prayer at **7:00 pm**
- Approve January minutes [[WAIA Exec Committee Agenda & Minutes January 2024](#)]
- New Business:
  - In-person/hybrid board meeting dates in April and October; approved proposal from St. Luke's
  - ExComm potluck meeting on Monday, March 11th at 7pm (Michael volunteered to host)
  - Sponsorship Conference is off
  - Agreed by unanimous consent to suspend CPC/PI committee
  - Gala - Saturday, May 11th, 2024 from 6pm-11pm
    - Venue: AR Grand Hall - 721 Norwood Rd, Silver Spring, MD
      - Newly built, beautiful space
      - \$4500 + \$2M COI (\$357)
      - 200-person capacity
    - Owner of Mama Lucia's is donating the food (up to \$5k)
    - Jonathan will bake 2 large cakes
    - Supplies + Costco + Giant (food, beverage, ice, disposables) \$1000
    - He needs help w decorating
    - Still needs to build a committee
    - Theme: Newfound Hope & Endless Possibilities
    - Gala Committee mtg next Monday 2/19

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

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

\_\_\_ voting reps registered; \_\_\_ voting alternate, \_\_\_ guests, \_\_\_ registered attendees total at the meeting

### 2. Finance & Treasury Report: [Chrissy M. Finance Committee: [chrissy.m@aa-dc.org](mailto:chrissy.m@aa-dc.org) ; [finance@aa-dc.org](mailto:finance@aa-dc.org); Treasurer: [will.r@aa-dc.org](mailto:will.r@aa-dc.org)]

#### Profit and Loss comparison - net income

January 2024: \$ 1,273

January 2023: \$ -4,832

#### Balance Sheet Comparison - total liabilities & equity

January 31 2024: \$ 177,947

January 31 2023: \$ 180,000

**Notes:**

- Sales of chips and literature and contributions were higher than last year for January and expenses were down.
- Sales of chips and literature and contributions were below budget for January, but because expenses were below budget our Net Income for January was higher than budgeted.
- To ensure we meet our contributions budgeted for this year and can continue to provide planned services for the year, 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.

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

| Versus Budget                        | January 2024 |               |              |          | Year to Date (January) 2024 |          |              |                |
|--------------------------------------|--------------|---------------|--------------|----------|-----------------------------|----------|--------------|----------------|
|                                      | Actual       | Budget*       | Variance     | % Budget | Actual**                    | Budget*  | Variance     | % Budget       |
| Net Proceeds from Chips & Literature | 526          | 585           | -58          | 90%      | 526                         | 22,400   | -21,874      | 2%             |
| Net Proceeds from Events             | 0            | 0             | 0            | N/A      | 0                           | 0        | 0            | N/A            |
| Contributions                        | 15,635       | 16,019        | -385         | 98%      | 15,635                      | 165,000  | -149,365     | 9%             |
| Expenses                             | -14,889      | -18,720       | 3,831        | 80%      | -14,889                     | -187,400 | 172,511      | 8%             |
| <b>Net Income</b>                    | <b>1,273</b> | <b>-2,115</b> | <b>3,388</b> | <b>*</b> | <b>1,273</b>                | <b>0</b> | <b>1,273</b> | <b>#DIV/0!</b> |

| Versus Budget              | January 2024               |               |              |            | Year to Date (January) 2024          |                |                 |           |
|----------------------------|----------------------------|---------------|--------------|------------|--------------------------------------|----------------|-----------------|-----------|
|                            | Actual                     | Budget*       | Variance     | % Budget   | Actual                               | Budget*        | Variance        | % Budget  |
| Sales (Chips & Literature) | 3,026                      | 3,161         | -135         | 96%        | 3,026                                | 46,100         | -43,074         | 7%        |
| Cost of Goods              | -2,500                     | -2,576        | 76           | 97%        | -2,500                               | -23,700        | 21,200          | 11%       |
| Individual Contributions   | 3,371                      | \$2,399       | 971          | 140%       | 3,371                                | \$49,500       | -46,129         | 7%        |
| Group Contributions        | 12,264                     | \$13,620      | -1,356       | 90%        | 12,264                               | \$115,500      | -103,236        | 11%       |
| Total Contributions        | 15,635                     | 16,019        | -385         | 98%        | 15,635                               | 165,000        | -149,365        | 9%        |
| Event Revenue              | 0                          | 0             | 0            |            |                                      | 12,000         | -12,000         |           |
| <b>Gross Income</b>        | <b>16,161</b>              | <b>16,604</b> | <b>-443</b>  | <b>97%</b> | <b>16,161</b>                        | <b>199,400</b> | <b>-183,239</b> | <b>8%</b> |
| Expenses                   | -14,889                    | -\$18,720     | -3,831       | 80%        | -14,889                              | -\$187,400     | -172,511        | 8%        |
| Event Expense              | 0                          |               | 0            | N/A        |                                      | -12,000        | -12,000         | N/A       |
| <b>Net Income</b>          | <b>1,273</b>               | <b>-2,115</b> | <b>3,388</b> | <b>*</b>   | <b>1,273</b>                         | <b>0</b>       | <b>1,273</b>    | <b>*</b>  |
| <b>Versus 2022</b>         | <b>Versus January 2023</b> |               |              |            | <b>Versus January - January 2023</b> |                |                 |           |

|                             | 2024          | 2023          | Change        | % Prior Year | 2024          | 2023           | Change          | % Prior Year |
|-----------------------------|---------------|---------------|---------------|--------------|---------------|----------------|-----------------|--------------|
| Sales of Chips & Literature | 3,026         | 2,729         | 297           | 111%         | 3,026         | 39,805         | -36,779         | 8%           |
| Cost of Goods               | -2,500        | 0             | -2,500        | #DIV/0!      | -2,500        | 10,296         | -12,796         | -24%         |
| Contributions               | 15,635        | \$2,091       | 13,544        | 748%         | 15,635        | \$33,194       | -17,559         | 47%          |
| Event Revenue               | 0             | \$13,962      | -13,962       | N/A          |               | \$143,663      | -143,663        | N/A          |
| <b>Gross Income</b>         | <b>16,161</b> | <b>18,782</b> | <b>-2,621</b> | <b>86%</b>   | <b>16,161</b> | <b>226,958</b> | <b>-210,797</b> | <b>7%</b>    |
| Expenses                    | -14,889       | -\$16,320     | 1,431         | 91%          | -14,889       | -\$163,378     | 148,489         | 9%           |
| Event Expense               | 0             | -1,960        | 1,960         | N/A          |               |                | 0               | N/A          |
| <b>Net Income</b>           | <b>1,273</b>  | <b>502</b>    | <b>771</b>    | <b>*</b>     | <b>1,273</b>  | <b>63,580</b>  | <b>-62,307</b>  | <b>-2%</b>   |

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

#### January Calls – 337

- 20 For help. Newcomers or Old Timers who just need to talk for a short time
- 70 WAIA Business
- 31 Literature & Chip Orders
- 210 Meeting Information
- 0 No Meeting at Location.
- 6 Al-Anon (Third Party)
- 38 Walk-ins to the office

#### January Chats from Helpchat – 39

- 6 For help. This includes new people asking about AA
- 1 WAIA Business
- 23 Meeting Information
- 0 No Meeting at Location.
- 3 Al-Anon (Third Party)
- 6 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](mailto:help@aa-dc.org) for more information or call 202-966-9783 and ask for Luella or Clo'via.

#### Available In Person Shifts:

Wednesday 4-7 PM  
Saturday 1-4

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

#### 4. Outreach Committee Report: [Suzanna D. ([outreach@aa-dc.org](mailto:outreach@aa-dc.org)) ]

The outreach committee met on Wednesday, January 24 with 5 people in attendance. Our next meeting is **Wednesday, February 28th from 6-7pm** ([zoom link here](#)). All are welcome.

At the last committee meeting, we decided to:

- Start supporting the office to confirm meetings that are reported as not there
- Organize a picnic/party in the fall or summer
- Clean up the outreach meeting list, then make the list accessible to outreach committee members to look up and visit meetings
- Update the Outreach Committee description, website
- Set up a group chat that people can leave (need help on this)

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

- Help please! Spread the word, there is a lot of institutional knowledge that should be passed on.
- We have continued our work for the 2024 Archive plan, as identified below with special focus to fireproof safe 1 & 2.
- We processed 60 folders, they are now scanned and searchable.
- We continue research into de-acidification. It is difficult to identify which folders may have already been treated with the Kyron aerosol product. We seek tests that are safe and available to tell the difference, or pH level.
- Moving forward, Bookkeeper is the widely accepted deacidification spray and research is being done on the compatibility of the two products, and any areas for harm.
- We continue to answer requests, providing new insights.

-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 note 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)

#### 6. Tech Report - Sam S.

- The committee met Monday, Feb 12th. We cleaned up the 12th Step Volunteer list and will work to get it available to office volunteers and the Nightwatch volunteers.
- Andrew R volunteered to help resolve some small security items on the site and will help use update the site to the most recent version of WordPress (which ensures the website continues to operate smoothly).

- Our next meeting is scheduled for the 1st Monday of the month, March 4th at 6pm: Join Zoom Meeting  
<https://us02web.zoom.us/j/86782798679?pwd=YTU5bjlTMHJwemZobWR5b0l4RVJMQT09>  
Meeting ID: 867 8279 8679  
Passcode: 969997

**7. H&I Report :** [Eryn C. and Sean ([hni@aa-dc.org](mailto:hni@aa-dc.org))]

Things are progressing with PG County jail, if you would like to start the background process for bringing a meeting in please contact [HNI@aa-dc.org](mailto:HNI@aa-dc.org). The committee is also exploring new ways to gather information from those looking to volunteer, we will be working with Tech on it.

**8. Accessibility Report** - [Teresa R. (971-222-6838) ([accessibilities@aa-dc.org](mailto:accessibilities@aa-dc.org))]

During the past month I have been working on updating the page on our website for Deaf and Hard of Hearing Resources. This page has not been updated since May 2020 and is inaccurate. I will be re-writing the page and submitting to the WAIA office for replacement. I attended the Accessibilities workshop at the International Women's Conference and learned about several best practices that we can adopt locally. I will be working on implementing those ideas.

Later in February I will be attending the Northeast Regional Area Service Assembly (NERAASA) in Hershey, PA and attending the Accessibilities Roundtable to learn of best practices in neighboring states.

I continue to seek Committee members who have an interest in reaching out the hand of AA to underserved populations. If you would like more information, please contact me at [accessibilities@aa-dc.org](mailto:accessibilities@aa-dc.org).

**9. Nightwatch Report** - [Turpy ([nighwatch@aa-dc.org](mailto:nighwatch@aa-dc.org) or [starwoo1955@gmail.com](mailto:starwoo1955@gmail.com))]

Please reach out to your contacts to help them find volunteers. 1 year sobriety minimum.

**10. Old Business/New Business**

- a. **Sponsorship Conference Spring 2024 - April 6 @ St Luke's** [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)

- b. **Monthly WAIA AA** meeting starts at 7pm on third Tuesday of the month "But Trusted Servants"

## 11. Anniversaries & Announcements

- Priya with 3 years
- Kenny with 33 years
- Paul C - Thursday is the Neelsville potluck (47th anniversary!) eating at 730 and meeting afterwards at 830pm
- Sean - Southern Maryland Roundup [HOME | Southern MD Roundup \(southernmarylandroundup.org\)](https://southernmarylandroundup.org)

## 8:37 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) Cassandra S.
- 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](https://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.