

WAIA Board Meeting Agenda and Draft Minutes January 14, 2025 @ 8PM Meeting

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

1. **Available In Person Shifts:** Available In Person Shifts: Wednesday 4-7PM, Saturday 1-4, Sunday 1-4. (Email help@aa-dc.org for more information or call 202-966-9783 and ask for Luella or Clo'via).
2. **H&I:** PG Corrections (Upper Marlboro area) is requesting 5 meetings a week, including 1 women's meeting. If you'd like to volunteer, please fill out this background check/application ([PGDOC Volunteer Application](#)) and email back to ACWelch@co.pg.md.us. If you have any questions, reach out to Sean (sean.c@aa-dc.org, 240.370.6165) & Eryn C (eryn.c@aa-dc.org) for more info.

2025 Officers:

- Chair: Cassandra S.
- Vice Chair: Gary D.
- Treasurer: Will R.
- Secretary: Courtney C.

At Large Members:

- Priya D.
- Matt H.
- Open
- Open
- Open

8:00 pm Meeting Opens

- Meeting starts with the Serenity prayer and reading of WAIA preamble
- New rep introduction and Exec Committee
 - Courtney C. new WAIA Secretary
 - Matt H. new At-Large Member
- **Chair's Opening Remarks** [cassandra.s@aa-dc.org] Chair@aa-dc.org
[December minutes](#) approved with unanimous consent.
- **December EX COMM MEETING REPORT** [Courtney C. on behalf of executivecommittee@aa-dc.org]
 - AI notetaker for Zoom approved
 - Three At-Large Member seats still open
 - Hybrid and in-person meetings for the Exec Comm / Board Schedule
 - In-person April and October, more details to come
 - Finance Chair Approval - Daniel R.
 - 2024 Financial Review
 - Simplifying by-laws (election rules, etc)
 - Medical reimbursements

- Annual, independent audit of financials
- Checking in on our Office Committee

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

- **Registrar's Report, [Priya D.]**

19 voting reps registered; 0 voting alternate, 2 guest, 21 registered attendees total at the meeting

- **Elections Readout and Open Positions**

- Made a call to the floor for 3 At-Large comm members
 - i. Approved three volunteers:
 1. Brian M. (Spiritual Awakenings Rep)
 2. Terry H.
 3. Erica C. Oasis Meeting Rep
- Office Chair: Executive committee would like to establish a formal review process to inform compensation discussions
 - i. Made a call for volunteers (HR professionals would be a great fit!)
 - ii. Contact us for more information at executivecommittee@aa-dc.org

- **Finance & Treasury Report:** [Chrissy M., Finance Chair: chrissy.m@aa-dc.org; finance@aa-dc.org; Will R., Treasurer: will.r@aa-dc.org]

Profit and Loss comparison - net income

December 2024: \$ 21,565

December 2023: \$ 19,575

Balance Sheet Comparison - total liabilities & equity

December 31 2024: \$178,283

December 31 2023: \$177,484

Notes:

- We had a fantastic finish to the year with contributions from Gratitude month! Contributions in December exceeded \$30k, bringing the contributions for the year to \$157k, 95% of the budgeted contributions for 2024.
- Expenses for the year came in \$7,500 below budget, which is 93% of the expense budget for the year.
- Cost of goods sold for chips and literature sales in December were 4 times the budgeted amount due to purchasing Plain Language Big Books which continue to sell fast.
- We finished 2024 with a net loss of only \$600 by keeping committee expenses below budget.
- To ensure we meet our contributions budgeted for 2025 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 2024 ARE AVAILABLE AT <https://aa-dc.org/finance>

Suggested language for 7th Tradition: 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. You can now set up recurring payments on the website. Join our growing group of "Faithful Fivers" who are AA members who commit to contributing at least \$5.00 a month toward the support of WAIA. You can set up monthly recurring donations by checking the "Make this donation monthly" when contributing as an individual. Recurring contributions help WAIA budget more accurately so we can provide services needed.

Versus Budget	December 2024				Year to Date (December) 2024			
	Actual	Budget*	Variance	% Budget	Actual**	Budget*	Variance	% Budget
Net Proceeds from Chips & Literature	3,274	2,673	601	123%	18,130	22,400	-4,270	81%
Net Proceeds from Events	0	0	0	N/A	-3,930	0	-3,930	N/A
Contributions	31,413	33,664	-2,251	93%	157,543	165,000	-7,457	95%
Expenses	-13,122	-13,822	700	95%	-172,304	-187,400	15,096	92%
Net Income	21,565	22,515	-950	*	-561	0	-561	*

Versus Budget	December 2024				Year to Date (December) 2024			
	Actual	Budget*	Variance	% Budget	Actual	Budget*	Variance	% Budget
Sales (Chips & Literature)	4,414	2,936	1,478	150%	44,034	46,100	-2,066	96%
Cost of Goods	-1,140	-263	-877	433%	-25,904	-23,700	-2,204	109%
Individual Contributions	8,596	\$7,881	715	109%	45,055	\$38,086	6,970	118%
Group Contributions	22,817	\$25,782	-2,966	88%	112,488	\$126,914	-14,426	89%
Total Contributions	31,413	33,664	-2,251	93%	157,543	165,000	-7,457	95%
Event Revenue	0	0	0		10,629	16,000	-5,371	
Gross Income	34,687	36,337	-1,650	95%	186,302	203,400	-17,098	92%

<i>Expenses</i>	-13,122	-\$13,822	-700	95%	-172,304	-\$187,400	-15,096	92%
<i>Event Expense</i>	0	0	0	N/A	-14,559	-16,000	-1,441	N/A
Net Income	21,565	22,515	-950	*	-561	0	-561	*

Versus 2023	Versus December 2023				Versus January - December 2023			
	2024	2023	Change	% Prior Year	2024	2023	Change	% Prior Year
Sales of Chips & Literature	4,414	2,535	1,879	174%	44,034	39,805	4,229	111%
<i>Cost of Goods</i>	-1,140	-331	-809	344%	-25,904	-29,828	3,924	87%
Contributions	31,413	\$29,340	2,073	107%	157,543	\$143,663	13,880	110%
Event Revenue	0	\$81	-81	N/A	10,629	\$10,296	333	N/A
Gross Income	34,687	31,625	3,062	110%	186,302	163,936	22,366	114%
<i>Expenses</i>	-13,122	-\$12,050	-1,072	109%	-172,304	-\$163,378	-8,926	105%
<i>Event Expense</i>	0	0	0	N/A	-14,559	-8,820	-5,739	N/A
Net Income	21,565	19,575	1,990	*	-561	-8,262	7,701	-7%

Versus Budget	December 2024				Year to Date (December) 2024			
	Actual	Budget*	Variance	% Budget	Actual	Budget*	Variance	% Budget
Sales (Chips & Literature)	4,414	2,936	1,478	150%	44,034	46,100	-2,066	96%
<i>Cost of Goods</i>	-1,140	-263	-877	433%	-25,904	-23,700	-2,204	109%
Individual Contributions	8,596	7,881	715	109%	45,055	38,086	6,970	118%
Group Contributions	22,817	25,782	-2,966	88%	112,488	126,914	-14,426	89%
Event Revenue	0	81	-81	N/A	10,629	10,296	333	103%
Gross Income	34,687	36,337	-1,650	95%	186,302	203,400	-17,098	92%
<i>Expenses</i>	-13,122	-13,822	-700	95%	-172,304	-187,400	-15,096	92%
<i>Event Expense</i>	0	0	0	N/A	-14,559	-8,820	0	165%
Net Income	21,565	22,515	-950	*	-561	0	-561	*

- Question from Turpy about was the VOIP IT project is. Chrissy explained it a one-time project to move from landlines to internet phones which will be less expensive in the longer run.
- Question from Suzanna D. - Literature. Why is it better to buy from WAIA? Luella replied that we buy from World Services at retail price (\$12). If you buy in bulk, you get a discount. There's a slim margin for WAIA; the percentage of income from literature is less than it used to be. Literature sales are down over the years. We prefer groups to buy from us, but of course groups can do what they want. We can ship from the office, but we charge for postage. You can pick them up at the office at retail price. Amazon can charge as much as \$21 plus shipping.
- **Office Admin Report** [Luella T. aa-dc@aa-dc.org; 202-966-9115]

December Calls – 306

20 For help. Newcomers or Old Timers who just need to talk for a short time
74 WAIA Business
55 Literature & Chip Orders
150 Meeting Information
5 No Meeting at Location.
2 Al-Anon (Third Party)
21 Walk-ins to the office

December Chats from Helpchat – 36

4 For help. This includes new people asking about AA
0 WAIA Business
26 Meeting Information
0 No Meeting at Location.
2 Al-Anon (Third Party)
4 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.

Available In Person Shifts: Sunday 10AM-1 PM, Wednesday 1-4 PM, Saturday 1-4 PM.
Available Remote Shift: Thursday, 7P-10PM.

New Reporter - the February 2025 issue of the New Reporter will go out the 3rd week of January.

Courtney C. asked about Big Book stocks at the office. We're out of the Plain Language version (we have an order in but there is a waiting list and no current ETA on delivery) but we have other copies of the Big Book available.

- **Unity/Outreach Committee Report:** [Suzanna D. (outreach@aa-dc.org)]
 - Gave a general call for service. Tell your meetings about WAIA and let them know they can represent or attend.
- **Archives Report:** [Jeff K. or Darrah W. (archives@aa-dc.org; jeff.k@aa-dc.org)]
 - Darrah told us that some unsafe old bookshelves have been cleared.
 - Potential donation of speaker tapes.
 - Darrah to reach out to Cassandra/Tech Comm to see if there is an AI transcription tool we can use.
- **Tech Report:** [Sam S. & Cassandra S.]

- The Tech committee met Monday, January 6th.
 - Group researched possible explanations of why all online contributors were having a contribution account created. This should only happen for recurring donors. Will look into setting up two separate pages - one for one-time, individual contributions and one for recurring contributions.
 - Zoom meeting for Tech Committee on February 3rd;
<https://www.google.com/url?q=https://us02web.zoom.us/j/86782798679?pwd=%3DYTU5bjlTMHJwemZobWR5b0l4RVJMOT09&sa=D&source=calendar&ust=1734313527190022&usg=AOvVaw3ps3xbedcU39z4Pe6ujyy6>
 - We are going to consult with Sam S. on Voiceover IP who has experience setting up VOIP for other organizations.
 - Turpy asked what the change would look like and if the change would impact the Nightwatch process. WAIA office currently uses landlines, which are expensive (i.e. \$75 per line per month). Lines through the internet are much less expensive. We can refresh all of that. It will impact the Nightwatch process, so the Tech Committee will be in close coordination with Nightwatch before any change is made. We'll be sure to plan for and cover that if we implement VOIP.
- **H&I Report:** [Eryn C. and Sean (hni@aa-dc.org)]
 - Holy Cross in Germantown, MD, needs support on Thursday. Sponsor that meeting? Contact Sean C.
 - Suzanna asked whether anyone on the Board... Could anyone here support? Or do we need an actual meeting to cover? Sean is open to that. Email or text Sean. Meetings preferable for accountability, but if someone wants to take it over in the interim, feel free.
 - Sean.C@aa
 - **Accessibility Report:** [Teresa R. (971-222-6838) (accessibilities@aa-dc.org)]
 - We have an ASL interpreter. If you need a sponsor ASL, get in touch with Teresa.
 - Call for committee members, particularly Spanish for targeted outreach.
 - Northeastern Regional Service Assembly third week of February online. Let's contribute notes on how to make AA more accessible.
 - **Nightwatch Report:** [Turpy (nighwatch@aa-dc.org or starwoo1955@gmail.com)]
 - Answers calls from 10pm-10am, always looking for volunteers
 - Good coverage lately overnight, thank you!
 - **Gala Committee:** [Jonathan P. gala@aa-dc.org]

- Saturday, April 5, 2025, at Silver Spring Civic Center
- First committee meeting is January 15th at 7:00 pm. [Luella to put the link for the meeting on the events page.](#)

<https://us02web.zoom.us/j/81948712236?pwd=Fa1IGXelaE6ra4J2uJRb3O0SLyswRv.1>

Meeting ID: 819 4871 2236

Passcode: 264716

One tap mobile: +13017158592,,81948712236# US (Washington DC)

- We welcome suggestions, but have to vet them all! Please offer to help with introductions and more information, thank you.
 - Looking for professional graphic designs to design the flyer. But keep it simple, too.
 - Do we have a theme?!
 - Thanks for all the volunteers last year!
- **Northern VA Intergroup Liaison:** [Jerry F., DIR-Woodbridge@nvintergroup.org (703-627-6032)]
 - No report
 - **New Business**
 - No other suggestions from the floor.
 - If you have an idea or would like to propose a future agenda item, please email executivecommittee@aa-dc.org by the 1st of the month.
 - **Anniversaries & Announcements**
 - Will R., Treasurer, noted we had a lot of direct donations to WAIA in December, thank you! We also had a healthy uptake of monthly donors. Monthly donations are great if you don't want to remember to make donations every time.

8:52 pm Meeting Close with the [Responsibility statement](#)

List of Committees and Contacts

- **Corporate Committees**
 - *Elections: [elections@aa-dc.org] OPEN
 - *Office: [office@aa-dc.org] Cassandra S.
 - *Rules (By-Laws): [rules@aa-dc.org] Michael G.
 - Technology: [tech@aa-dc.org] Sam M.
 - Finance: [finance@aa-dc.org] Daniel R.
- **Service Committees**
 - Archives: [archives@aa-dc.org] Darrah W.
 - 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 Turpy
- viii. Unity/Outreach: outreach@aa-dc.org Suzanna

- **Ad-Hoc**
 - i. Gala: gala@aa-dc.org Jonathan
 - ii. Oldtimers: oldtimers@aa-dc.org Eryn C.
 - iii. Sponsorship Conference: sponsorconference@aa-dc.org Will R.