

WAIA Executive Committee Approved Minutes 1/14/2025

2025 Officers	At-Large Members
<ul style="list-style-type: none">● Chair: Cassandra S.● Vice Chair: Gary D.● Treasurer: Will R.● Secretary: Courtney C.	<ul style="list-style-type: none">● Priya D.● Matt H.● Open● Open● Open

Attendees: Luella T., Cassandra S., Priya D., Will R., Matt H., Courtney C., Gary D.

Guests: Daniel R.

Agenda:

- Opened meeting with the Serenity prayer at **7:00 pm**
- December minutes approved by unanimous consent [[WAIA Exec Committee Agenda & Minutes December 2024](#)]
- Old Business:
 - Can we turn on an AI notetaker for Zoom?
 - No objections
 - Who will fill open 3 At-Large Members?
 - Will recruit at the Board meeting
- New Business:
 - Hybrid & in-person meetings for the Exec Comm / Board schedule
 - April + October meetings in person location TBD
 - Also spoke about an Exec Comm meet + greet location time TBD
 - Secretary Approval Courtney C.
 - Approved
 - Finance Chair Approval - Daniel R.
 - Approved
 - Financial preview from end of 2024
 - Financials looking good
 - Conversation around who posts financials. Luella will post. Cassandra will train her.
 - Simplifying by-laws
 - Had discussed simplifying elections. Currently very prescriptive and assumes we're in the rooms handing out ballots; whereas now we're often online. Might be good to refresh guidelines on this.

- We need a Rules Chair. [Someone] used to be the Rules Chair, but we need to check to see if he still wants to do this.
 - We could also recruit for an Elections Chair.
 - Medical reimbursements
 - How do we want to tackle this in the budget? Daniel said we might want to speak with an accountant. Currently we pay a salary and offer a medical reimbursement. Flex Spending? Maybe instead have a single pot for salary and medical and then Luella chooses how to split, instead of breaking it into two in the budget.
 - Accounting Review
 - We're due for one, but when and how often?
 - By-laws say an annual, independent audit.
 - Historically there have been two different pricing plans on this... ~\$2,500 or ~\$5,000
 - Maybe check with other Intergroups to see if they have any recommended vendors for this.
 - Treasurer and Chair to follow up on this
 - Will said he's going to the Northeastern Meeting "Noraster??" he could ask about accounting audits there.
 - Anything else?
 - Will asked about the Office Committee and whether we can document annual goals for the office. Put a basic review process in place. Goals-setting now, mid-year reviews, that the Exec Comm can use to inform salary and bonus decisions. Maybe also a tech review at the office.
 - Sam: Tech Committee voiceover IP. Services he's looking at. Sam can make a recommendation on that and maybe also implement. Maybe we pay him for that. Quotes from other people and then offer him a fair market rate. The Tech Committee will make a proposal on that before we move forward.
- **7:30 pm** 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.