

WAIA Board Meeting Agenda and Draft Minutes

March 11, 2025 @ 8PM Meeting

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

- **Available In-Person Office 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).
- **HELPCCHAT:** General call for HELPCCHAT volunteers. Call the office or email help@acc-dc.org.
- **Hospitals & Institutes:**
 - 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.
 - H&I looking for new chair and committee members. Contact Sean sean.c@aa-dc.org for details.
- **Office Chair:** Executive committee would like to establish a formal review process to inform compensation discussions, take a look at personnel manuals, coordinate on tech updates with tech committee, and other tasks.
- **Nightwatch:** We're looking for a new chair and, as always, more volunteers. Contact nighwatch@aa-dc.org or starwoo1955@gmail.com for details.

2025 Officers:

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

At Large Members:

- Priya D.
- Matt H.
- Brian M.
- Terry H.
- Erica C.

8:00 pm Meeting Opens

- Meeting starts with the Serenity prayer and reading of the WAIA preamble.
- Chair's Opening Remarks [cassandra.s@aa-dc.org] Chair@aa-dc.org
- [February minutes](#) approved by unanimous consent..
- March Executive Committee Report [Courtney C. on behalf of executivecommittee@aa-dc.org]
 - In-person meetings: May 13 instead of April (+October 14)
 - Money market account management: Update from Will
 - Office Committee, financial audits, and bylaws
 - Hospitals & Institutions Committee leadership and volunteers
 - Technology Committee update

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

- **Registrar’s Report [Priya D.]**

20 registered attendees: 17 voting reps registered; 1 voting alternate, 0 non-voting alternate, 2 guests, 26 attendees total at the meeting.

- **Open Positions:** Contact us for more information at executivecommittee@aa-dc.org
 - Office Chair: Executive committee would like to establish a formal review process to inform compensation discussions, take a look at personnel manuals, coordinate on tech updates with tech committee, and other tasks.
 - Hospitals and Institutions (H&I) Committee Chair: Are you a fairly organized person, have about 15 hours a month to devote to leading a Service Committee? Then boy oh boy is it your lucky day, the H&I Committee is looking for a Co-Chair that will take step into the Chair position in the very near future. Please contact Eryn C to discuss, 301-651-4942.

- **Finance & Treasury Report:** [Will R., Treasurer treasurer@aa-dc.org] [Daniel R., Finance Chair daniel.r@aa-dc.org]

Monthly Reports:

[Profit and Loss](#)

[Balance Sheet](#)

Summary:

	February 2025	Year to Date
Sales (Chips & Literature)	\$3,953	\$7,372
<i>Cost of Goods</i>	-\$1,758	-\$2,927
Individual Contributions	\$2,106	\$6,687
Group Contributions	\$5,878	\$19,718
Total Contributions	\$7,984	\$26,405
Event Revenue	\$0	\$0
Gross Income	\$10,179	\$30,849
<i>Expenses</i>	-\$14,336	-\$32,575
<i>Event Expense</i>	-\$880	-\$2,715
Net Income	-\$5,037	-\$4,441

Detailed financial records are available at <https://aa-dc.org/finance>.

Q1-2025 results and comparisons will be presented at the April board meeting.

- Action items from February board meeting:
 - Cassandra to update the website with instructions for the contribution cube in the New Reporter.
 - Daniel to compile a list of people requesting contribution cubes and send it to the office for mailing.
- Clo'via suggested we provide cubes at the gala—maybe at the door for folks to take with them to their meetings when they leave the event.

Suggested language for 7th Tradition: Help ensure WAIA can continue to provide services such as managing the aa-dc.org website, which includes maintaining the list of local meetings and events, answering phone lines 24/7, and other important activities.

- Treasurer Report: Our money market has not been accruing any interest. Will R. explored two options with our bank, PNC. One to go with a four-month CD which earns about 4.1% or to go with a High-Yield Savings Account, which is currently earning 3.9%. More accessible in a savings account, but the interest rate could fluctuate.
 - The Executive Committee voted unanimously to move the money into the high-yield account. No questions or concerns were raised by the board during the call tonight.
- **Office Admin Report** [Luella T., aa-dc@acc-dc.org, 202-966-9115]

February Calls – 270

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

February Chats from Helpchat – 50

- 13 For help. This includes new people asking about AA
- 6 WAIA Business
- 24 Meeting Information
- 0 No Meeting at Location.

- 1 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 for more information or call 202-966-9783 and ask for Luella or Clo'via.

- Available In Person Shifts: Tuesday 10 AM–1 PM, Wednesday 1–4, Wednesday 4–7 PM, Friday 1–4, Saturday 1–4 PM, Sunday 10 AM–1 PM
- Available Remote Shift: Thursday 7–10 PM

Plain Language Big Books are back in stock! You can call the office at 202-966-9783 or email us help@aa-dc.org to order them for pickup at the office or for shipping.

New Reporter – The April 2025 issue of the New Reporter will go out the 3rd week of March.

- **Unity/Outreach Committee Report:** [Suzanna D., outreach@aa-dc.org]
 - Call for committee volunteers or chairs.
- **Archives Report:** [Jeff K. or Darrah W., archives@aa-dc.org, jeff.k@aa-dc.org]
 - No report
- **Tech Report:** [Sam S. & Cassandra S., techcomm@aa-dc.org]
 - **VOIP Proposals:** Sam obtained two proposals (Vonage and RingCentral). Vonage, with a more user-friendly mobile app and slightly better cost, is recommended for the VOIP conversion, costing \$3,480 annually. The target switch date is April 15, saving \$2,400 this year and \$3,500 next year.
 - **Current Internet and Landline Vendors:** Abound and Verizon cost \$7,000 annually. The new VOIP system will reduce telecom costs.
 - **Office Equipment Review:** Office computers (purchased in 2017) and the office manager's laptop (2019) are outdated. One office computer broke and needs immediate replacement. Replacement costs for five desktops, a laptop, and a secure internet router will not exceed \$3,100.
 - **Next Steps:** VOIP will be tested by the end of March to ensure phone routing works before the final switch on April 15. WAIA's existing phone numbers will be retained.
 - **Budget Update:** The committee requested \$5,000 in the 2025 budget for the VOIP project. With savings from canceling Verizon lines and Sam's assistance, only \$1,500 is needed to complete both the VOIP project and equipment upgrade while reducing future telecom costs.
- **Hospitals & Institutes Report:** [Eryn C. and Sean C., hni@aa-dc.org, sean.c@aa-dc.org]

- H&I is seeking volunteers to bring AA meetings to:
 - i. Montgomery General
 - ii. Holy Cross Germantown
 - iii. Suburban Hospital
 - iv. Prince George's County Department of Corrections
- Contact Sean for more information. Text is the best option.
 - i. (240) 370-6165
 - ii. sean.c@aa-dc.org
- **Accessibility Report:** [Teresa R., 971-222-6838, accessibilities@aa-dc.org]
 - Recently attended a conference, but didn't hear much regarding accessibility.
 - Also, our funding limitations make it difficult to implement a lot of changes.
 - Teresa is looking for ideas! Please share, thank you.
- **Nightwatch Report:** [Turpy (nighwatch@aa-dc.org or starwoo1955@gmail.com)]
 - No report
- **Gala Committee:** [Matti M., gala@aa-dc.org]
 - Saturday, April 5, 2025, at Silver Spring Civic Center:
<https://www.zeffy.com/ticketing/80th-annual-waia-gala-april-5--2025>
 - Things are moving along! Ticket sales are going well. 133 tickets so far. 250 would be great. More than that, amazing.
 - Metro accessible, parking lots available.
 - Table reservations available: Email gala@aa-dc.org. 10 seats per table.
 - Gala is an open event: Friends and family welcome.
 - Erica C question: More than 10 people at a table? Could that group expand to a second table? Yes. The Gala Committee will let you know if your table is full.
- **Northern VA Intergroup Liaison:** [Jerry F., (703) 627-6032, jerry.foil@endgame-llc.com, DIR-Woodbridge@nvintergroup.org]
 - NVI-WAIA Liaison Report – 11 March 2025, submitted by Jerry F.
 - NVI has new officers for 2025-2026, Irving M. is the new chair, chair@nvintergroup.org. NVI is converting to Grasshopper VOIP for phone watch service, and adding a chat feature to the website. For news and events in Northern Virginia Intergroup, see nvintergroup.org. To subscribe to the NVI monthly newsletter, email info@nvintergroup.org.
- **New Business**
 - No new business raised 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**
 - Tacoma Park Women’s Big Book Meeting - 15-year anniversary coming up!
 - Daniel will have 11 years next week, woo!
 - Sue had 12 years in February!

8:42 pm meeting closed with the 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.”

List of Committees and Contacts

- **Corporate Committees**
 - i. *Elections: [elections@aa-dc.org] OPEN
 - ii. *Office: [office@aa-dc.org] Cassandra S.
 - iii. *Rules (By-Laws): [rules@aa-dc.org] Michael G.
 - iv. Technology: [tech@aa-dc.org] Sam M.
 - v. Finance: [finance@aa-dc.org] Daniel R.
- **Service Committees**
 - i. Archives: [archives@aa-dc.org] Darrah W.
 - ii. 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] Matti M.
 - ii. Oldtimers: [oldtimers@aa-dc.org] Eryn C.
 - iii. Sponsorship Conference: [sponsorconference@aa-dc.org] Will R.