

WAIA Board Meeting Agenda and Draft Minutes

May 13, 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
- [April 2025](#) minutes passed with unanimous consent
- May Executive Committee Report - None given as the Exec Comm didn't meet ahead of the in-person meeting this evening.

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

- **Open Positions and Call for Service:** 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 Report:** [Daniel R., Finance Chair daniel.r@aa-dc.org]

Monthly Reports:

[Profit and Loss](#)

[Balance Sheet](#)

Summary:

April 2025	
Sales (Chips & Literature)	\$5,958
<i>Cost of Goods</i>	-\$4,140
Individual Contributions	\$1,509
Group Contributions	\$7,371
Total Contributions	\$8,879
Event Revenue	\$5,650
Interest Income	\$3
Gross Income	\$16,351
<i>Expenses</i>	-\$17,479
<i>Event Expense</i>	-\$6,492
Net Income	-\$7,621

Detailed financial records are available at <https://aa-dc.org/finance>. Daniel noted that a negative balance is common this time of year following the gala. For example, the balance this April is almost exactly the same as it was in April last year.

Q2-2025 results and comparisons will be presented at the July board meeting.

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. See the sides of the cube for all the ways you can contribute directly.

Contributions cube: To request a cube, contact Daniel R., Finance Chair daniel.r@aa-dc.org, who will coordinate with Luella or Clo'via to mail one to you. Daniel suggested that if you'd like

to bring a cube to your meetings for the first time, propose a group conscious to discuss it with folks before passing it around.

- **Treasurer Report:** [Will R., Treasurer treasurer@aa-dc.org]
 - Having more than one person check your balances is a good practice.
 - Faithful five: Set up auto deductions!
 - It's not about money in AA, but money does help us cover expenses. Our Washington Area community is solid in its support—thank you!
- **Office Admin Report** [Luella T., aa-dc@acc-dc.org, 202-966-9115]

April Calls – 276

25	For help. Newcomers or Old Timers who just need to talk for a short time
75	WAIA Business
38	Literature & Chip Orders
135	Meeting Information
2	No Meeting at Location.
4	Al-Anon (Third Party)
45	Walk-ins to the office

April Chats from Helpchat – 23

2	For help. This includes new people asking about AA
1	WAIA Business
12	Meeting Information
1	No Meeting at Location.
1	Al-Anon (Third Party)
6	Miscellaneous

The office has also been covering Night Watch since the phone systems changed.

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 in stock and cost \$11! 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 June 2025 issue of the New Reporter will go out the 3rd week of May.

- **Registrar's Report [Priya D.]**
 - 15 registered attendees: 13 voting reps registered; 0 voting alternates, 1 non-voting alternate, 1 guests, 15 attendees total online and **XX in person** at the meeting.
- **Unity/Outreach Committee Report:** [Suzanna D., outreach@aa-dc.org]
 - Pens with WAIA address, phone number, recovery slogans now available for distribution at meetings in the area - get the word out on board meetings, support WAIA. Folks coming in for chips or literature at the office will also receive a few pens to take back to their meetings.
 - If any new reps would like to learn more about WAIA, Suzanna will be happy to do an informal mini orientation. Feel free to reach out to her.
- **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 was successfully rolled out in April, with the new phones working in the office and successful transfers to Nightwatch so far.
 - New Comcast service was being installed the week of May 5th (\$85/month for 5 years).
 - Teresa requested we run an Accessibility review of the website using a recommended tool from the All Accessibility Committee meeting she attended on April 14. We got a score of 88, which was slightly under the target of 90-100. Our banner was identified as "insufficient contrast" so we updated the font color from orange to white, and increased our score to 91.
 - We will finish up our office equipment updates through the rest of May.
 - If you are interested in joining the committee, our next meeting is the first Monday of the month, June 2nd at 6pm on Zoom: <https://us02web.zoom.us/j/86782798679>
Passcode: 969997
- **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, Bethesda
 - 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]

- **Website Audit:** Cassandra and the IT team used Google Lighthouse to audit the WAIA website, achieving an initial score of 88%. They identified several areas for improvement—huge thanks to the team for their efforts.
- **Deaf and Vision Impaired Outreach:** Stan C. will write an article for *The New Reporter*, seeking information on hearing- and vision-impaired groups in the DMV or nursing homes in need of the AA message.
- **Deaf AA Flyer:** We've received a new Deaf Alcoholics Anonymous flyer, which will be added to our accessibility resource page and hopefully published in *The New Reporter*. The flyer connects deaf alcoholics to ASL, LSQ, LSM, and Spanish/French literature.
- **Volunteering Opportunity:** Teresa will be volunteering at the Accessibility booth at the International AA Conference in Vancouver this July.
- **Gratitude:** This month has been a great example of leveraging our resources for meaningful progress, thank you!
- **Accessibility at meetings:** There was a question about noting if meetings are accessible. New meetings are prompted to include that information in their listings online, but we could use a survey to ask all existing meetings whether they are accessible. Meeting listings will say only if they *are* accessible. If you don't see that confirmation in the meeting listing, it is likely that the meeting is not accessible.
- **Nightwatch Report:** [Committee Chair Open]
 - We're looking for a new chair and, as always, more volunteers. Contact nighwatch@aa-dc.org or starwoo1955@gmail.com for details.
- **Northern VA Intergroup Liaison:** [Jerry F., (703) 627-6032, jerry.foil@endgame-llc.com, DIR-Woodbridge@nvintergroup.org]
 - No report
- **New Business**
 - 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**
 - Teresa, Cassandra, and Jay are celebrating anniversaries this month!

The meeting closed at 8:45 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.