

WAIA Board Meeting Agenda and Draft Minutes

November 11, 2025 @ 8PM Meeting

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

- Elections Chair, Executive Committee Secretary, Office Chair, and Hospitals and Institutions Committee Chair: See details below.
- Available In-Person Office Shifts, HELPCCHAT, and Nightwatch: See details below.

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

- The meeting started at **8:02 PM** with the Serenity prayer and reading of the WAIA preamble.
- Chair's Opening Remarks [cassandra.s@aa-dc.org] Chair@aa-dc.org
- [October 2025](#) minutes approved by unanimous consent.
- November Executive Committee Report [executivecommittee@aa-dc.org]:
 - Upcoming service rotations
 - Approved: \$40/month server upgrade (net ~\$20/month after cuts)
 - Update on numbers and early Gratitude Month results
 - Notes from a recent Intergroup conference
 - Discuss staff salary and bonus options

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
 - **Elections Chair:** We need a volunteer to set up the Google voting forms (with Tech Committee assistance), run the December meeting election process, and tally the votes during the December 9th meeting. The Elections chair cannot be running for an open position. Any board member can run for Chair (1), Vice Chair (1) or At-Large (5) seat. **Michael volunteered to be our elections chair. Thank you!**

- **Executive Committee Secretary:** Collects agenda items and attends the monthly WAIA Executive Committee and Board meetings on the second Tuesday (7–8 p.m. and 8–9 p.m.). Records minutes and manages shared Google Docs. It's a simple way to support WAIA, learn how things work, and stay connected without needing regular in-person commitments. To express interest, email Courtney.C@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? The H&I Committee is looking for a new chair. Please contact Eryn C to discuss, 301-651-4942.
 - **Office Administration.** Available In-Person Office Shifts, HELPCHAT, and Nightwatch: See details below.
- **Finance Report:** [Daniel R., Finance Chair daniel.r@aa-dc.org]

Monthly Reports:

Profit and Loss (*October figures included in the budget overview linked below*)

Balance Sheet (*Same: See budget presentation below*)

[2026 Budget Presentation](#)

[2026 Budget Overview](#)

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

The budget was passed unanimously.

Please call for contributions back to your groups! If your group has not done a 60/30/10 split lately, please do so. Individual contributions are also welcome.

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.

- **Office Admin Report** [Luella T., aa-dc@acc-dc.org, 202-966-9115]

Oct Calls – 246

15	For help. Newcomers or Old Timers who just need to talk for a short time
65	WAIA Business
22	Literature & Chip Orders
137	Meeting Information
0	No Meeting at Location.
7	Al-Anon (Third Party)
36	Walk-ins to the office

Oct Helpchats – 44

7	For help. This includes new people asking about AA
8	WAIA Business
15	Meeting Information
1	No Meeting at Location.
5	Al-Anon (Third Party)
8	Miscellaneous

Oct Nightwatch Calls – XX

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: Monday 1–4 PM, Tuesday 1–4 PM, Wednesday 4–7 PM, Saturday 1–4 PM, Sunday 10 AM – 1 PM, Sunday 1–4 PM, Sunday 4–7 PM.

Available Remote Shift: Tuesday 7–10 PM (one year of sobriety required)

Available Nightwatch Shifts: Monday 6–10 AM, Wednesday 10 PM – 6 AM (one year of sobriety required)

- **Nightwatch:** We're looking for a new chair and, as always, more volunteers. Contact nighwatch@aa-dc.org or starwoo1955@gmail.com for details.

New Reporter: The December 2025 issue of the New Reporter will go out the 3rd week of November.

Gratitude Month: About 190 Gratitude boxes were mailed the last week of October. Come in or call the office (202-966-9783) to get a box if your group doesn't have one.

- **Gala Update:**
 - Erica C. volunteered to take the Gala chair role. We will have our first Gala committee meeting on November 18, information will be posted online or you can contact gala@aa-dc.org or information.
- **Registrar's Report** [Priya D.]
 - 19 registered attendees: 18 voting reps registered; 0 voting alternate; 0 non-voting alternate; 1 guest; 26 attendees total online at the meeting.
- **Unity/Outreach Committee Report:** [Suzanna D., outreach@aa-dc.org]
 - Our purpose is to help connect groups in our area with WAIA resources. Suzanna would like to revive outreach efforts. Please email Suzanna ideas on an outreach strategy. In particular, how do we focus our efforts across 600 groups in the area?
 - At the last board meeting, the Outreach Chair volunteered to personally visit the five groups without Treasurer mailing addresses to deliver gratitude boxes and encourage WAIA engagement. One group contact visited the office. The Chair hand-delivered boxes to AA DMO and Ex Libris and obtained their mailing addresses. Two Thursday evening meetings remain to be contacted, though it may be too late for gratitude boxes.
- **Archives Report:** [Jeff K. or Darrah W., archives@aa-dc.org, jeff.k@aa-dc.org]
 - Chris, Jeff, and Darrah are going through cabinets and deciding what to keep. Making transcripts of old speaker tape MP3s. It'd be nice to have someone proofread those transcripts.
- **Tech Report:** [Sam S. & Cassandra S., techcomm@aa-dc.org]
 - The tech committee met several times in November to work on website upgrades. We are experiencing some issues with the Give platform which were resolved on 11/11 but we are concerned it may not last and are researching other payment options that might be more stable on the site. The committee is making a recommendation to the executive committee to spend about \$40/month for a new technology set up that will enable easier management of the website longer term.
 - Please join us at our next meeting on December 2nd, 6pm, on Zoom if you are interested in volunteering your tech expertise:
<https://us02web.zoom.us/j/86782798679?pwd=YTU5bjlTMHJwemZobWR5b0l4RVJMQT09>

- **Cooperation with the Professional Community Update:** [Carolyn K. carolyn.k@aa-dc.org]
 - Currently doing some reconnaissance to see where we can best partner with the professional community.
- **Hospitals & Institutes Report:** [Eryn C. and Sean C., hni@aa-dc.org, sean.c@aa-dc.org]
 - Save the Date: Old Timers Meeting. The Hospitals and Institutes committee has confirmed the date for the **Old Timers Meeting: Saturday, November 15, at North Chevy Chase Church. Can't wait to see you all this Saturday night! Doors open at 7 PM and the meeting starts at 8 PM.** Please bring a snack to share. We will have a sobriety count down, a raffle of gift baskets, and the always-popular 10 lb turkey delivered by Eryn C (local area only). If you would like to be of service, help is needed with coffee and tea prep, set-up and as always clean-up. For questions or to be of service, contact Eryn at (301) 651-4942.
 - 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 Eryn for more information.**
 - i. (301) 651-4942
 - ii. hni@aa-dc.org
- **Nightwatch Report:** [Committee Chair Open]
 - We're looking for a new Nightwatch chair and, as always, more volunteers. Contact nighwatch@aa-dc.org or starwoo1955@gmail.com for details.
- **Accessibility Report:** [Teresa R., 971-222-6838, accessibilities@aa-dc.org]
 - No report
- **Washington Area General Service Assembly (WAGSA) Area 13 Liaison Report** [Joni D., waialiaison@area13aa.org] – The conduit between groups and New York.
 - As of Sunday, the General Service Conference Committee has received 104 proposed agenda items from members, groups, districts, and areas across the United States and Canada.
 - The Northeast Regional Forum will be in Providence, Rhode Island December 5–7. Regional Forums are hosted by the General Service Board and open to all AA members or anyone interested in AA. Regional Forums are designed to enhance

trust and communication between AA members and the General Service Board, Staff, and Directors as well as from the General Service and AA Grapevine/AA LaViña Offices. Registration is free.

- **Northern VA Intergroup Liaison:** [Jerry F., (703) 627-6032, jerry.foil@endgame-llc.com, DIR-Woodbridge@nvintergroup.org]
 - No report
- **Open Discussion**
 - None given
- **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**
 - The Mt. Rainer group will celebrate ~41 years on the last Sunday in January.
 - Rockville Metro group to celebrate 30+ years soon. One Sunday in person meeting but increasing the number of online meetings.

The meeting closed at 8:49 pm 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] TBD
- ii. Oldtimers: [oldtimers@aa-dc.org] Eryn C.
- iii. Sponsorship Conference: [sponsorconference@aa-dc.org] Will R.