

# MAY MINUTES

## Washington Area Intergroup Association (WAIA)

### Board of Directors Meeting

The Church in Bethesda 5033 Wilson Lane Bethesda MD @ 8:00 pm-9:00 pm

Called to order 8:01pm; Adjourned 9:07

1. **Chair's opening remarks** [Alex M.]: Introductions; responsibilities of WAIA board representatives,
2. **Executive Committee Meeting Report** [Sean C.]
3. **Approval/Changes to Previous Meeting's Minutes** [Suzanna D] <https://aa-dc.org/board-minutes>
  - o Approved as presented.
4. **Standing Reports:**

**Registrar's Report** [Jeff M.]: 28 participants; 25 representatives/3 non-voting

**Office Admin Report** [Luella T.]:

Volunteers needed at the desk, 9 slots open: Monday 10-1, Tuesday 1 4 PM, Wednesday, 7-10 PM, Thursday 1-4 PM, Thursday 4-7 PM, Thursday 7-10 PM, Friday 1-4 PM, Sunday, 10-1 PM, Sunday, 1-4 PM

April Calls – 407

32	for help
102	WAIA Business
33	Literature & Chip Orders
219	Meeting Information
14	Public Information
2	Alanon

5 No Meeting at Location Calls. 1 was unidentified, 2 for the same meeting Primero de Marzo, Sunday 12:30 PM, 1 Tuesday 5:30PM, Unity Place, 1 Federal City Shelter-Tuesday 5:50 is no longer meeting so was deleted. 57 walk-ins to the office

The June issue of the New Reporter & digital.New.Reporter will go out by the end of next week.

**Treasurer Report** [Chris] Profit and loss Jan-April total income \$76,366.81; total assets \$187,789.50

**Finance** [Eryn]: This year we are on-target with our budget (income and expenses).

**Action item!** Call for finance committee co-chair; looking forward to August meeting to set the budget

## 5. Committee Reports

### Gala (Mike L. standing in for Liz):

- Total costs of gala versus income. Net loss \$324.62. Bought linens for gala event \$732; request to stagger the cost of the linens over 3-5 years. Also need to reimburse Liz. Would put budget for gala next year at \$11,612.
- No need for WAIA to pay for extra tickets due to donated costs from various tables and individuals; also
- Is an ad-hoc committee that is dissolved after the gala; needs to be reconstituted after a call from the WAIA board. Anyone welcome to join committee.
  - Vote of the board to have the gala again next year. Chair called for ad-hoc committee to be reconstituted with Liz as chair.

### Hospitals & Institutions (Sean C.): Several opportunities for service!

- **The VA Hospital** on Irving St in NW DC seeks volunteers to bring meetings in. They are scheduled for 8pm on Monday and Thursday nights.
- **Clarksburg County Correctional Facility**
  - **Women's JAS at Clarksburg Jail** is seeking female volunteers to bring in a meeting once a month on Monday, Tuesday, or Thursday evenings.
  - **Clarksburg County Correctional (MCCF)** seeks volunteers for the Youth Offenders Unit on Wednesdays 7-8 pm or 7:30-8:30 pm and Thursday evenings 6-7 pm.
- **Suburban Hospital IOP** seeks volunteers for a Monday afternoon 2:15 pm - 3:30 pm weekly meeting at: Addiction Treatment Center, Suburban Hospital, 6001 Montrose Road, Suite# 200, Rockville, MD 20852

### Technology Committee [Alex M.]

- G-Suite Transition has begun! Look for a google drive link with all minutes, committee lists, everything you need to know about the board meeting to be available before the next Board Meeting!
- WAGSA now sending all events sent to their events email to our events email - and we will post them as well - please see the flyer from Tony (WAGSA Chair) about how to present your events
- Tech Committee Meeting Thursday, May 16th 8pm to 9pm eastern by phone only: (515) 606-5187 – Enter Code 617307 - Primary Topic will be structure and operation of the G-Suite changeover. Committee Chairpersons are encouraged to attend as your input will be valuable in deciding how the discussion groups for your committee will be configured.

### 2019 AA Sponsorship Conference

- Theme: We Never Have to be Alone Again: How Sponsorship Works Past and Present, Discover the benefits and rewards of sponsorship - for sponsees and sponsors, September 14, 2019 from 8 a.m. till 6 p.m., Seekers Church across from the Takoma Park Metro, 276 Carrol Avenue, Washington, DC 20012. planning for approximately 100 attendees
- Four panel discussions on sponsorship will each be hosted by a different AA home group.
- Topics taken from the “Questions and Answers on Sponsorship” include: Characteristics and styles of sponsorship, service sponsorship, boundaries, ethics, communication, practical issues and sponsee profiles such as newly sober, just out of treatment, relapser and dual diagnosis.
  - **Action item!** If you would like to be a part of planning our program for the day Contact: Will R., [sponsorconference@aa-dc.org](mailto:sponsorconference@aa-dc.org) or 301-455-1256

**Accessibility [Teresa R.]:**

- Committee compiled a current list of AA meetings that provide ASL (American sign language) interpreters to the WAIA office for use in referrals. There are two meetings in Washington DC and two meetings in Montgomery County. This is a small number considering the size of our area. The Committee will be exploring with WAIA the submission of a budget request for hiring additional interpreters on an as-needed basis.
- WAIA (intergroup), upon the request of the Committee, published a call in the April issue of the “Digital New Reporter” for ASL interpreters available to assist persons at AA meetings to contact the WAIA office with contact details.
- We have one new committee member, Jeff P, who sat on an accessibility committee for Falls Church, VA. We are happy to have him join us. We are now a committee of three!
- We respectfully request of the WAGSA (Washington Area General Service Assembly) Area Chair that he request that each district DCM (District Committee Member) identify a district accessibility contact person for purposes of assisting the committee in serving those with accessibility issues.
- The Committee will begin attending AA meetings in order to verify the accuracy of its accessibility information of record. WE have noted that the accessibility reports submitted from meetings using the same location contain incongruent accessibility information.

**Rules Committee (Ben P.)** Bylaws available; Committee commissioned to do inventory of WAIA messaging for consistency.

**Literature (Gavin P.)** Looking for a backup person to take literature to events

**Night Watch (Turpy)** Challenges ensuring phones are consistently answered. Will revert with calls for new volunteers

**Other Committee Reports?**

**6. Old Business**

**Audit update (Mike L):** Executive Committee has decided to do a Review of the WAIA books, and request recommendations on our internal controls. Looking for small CPA firm.

**Action item!** Members are requested to share any suggestions for small CPA firms.

**7. New Business**

- **Meeting time:** Chair tabled a motion to make board meeting from 8pm-9:30pm; discussion regarding the current status showed varying understandings of when the meeting ends. Agreed current status-meeting ends at 9pm; if discussion is heated call for a vote of acclimation to go beyond 9:30pm. Chair withdrew the motion.
- **Want to add to the agenda?** Members are welcome to email the Executive Committee to suggest items for the agenda: executivecommittee@aa-dc.org

**Any new business, or calls for service?**

## 8. Liaison Reports (WAGSA/District/NoVA/Hispanic)

### WAGSA (Terry H.)

- The Washington Area General Service Assembly (WAGSA) met in their monthly Committee format last night (May 13). The Delegate and Alternate Delegate are preparing for the upcoming General Service Conference, going through the hundreds of pages of documentation, incorporating the recommendations of the May 4 Mini-Conference and conferring with Committees on the numerous issues that will be discussed. The Chair outlined the early stages of planning for the upcoming 70 th Anniversary of WAGSA in 2020 and mentioned at least two Area-wide surveys which will be disseminated to groups in the next few months.
- The Policy and Procedures Committee is revising the WAGSA Handbook to incorporate changes passed during the past two years (Panel 67).
- Tickets are now available for the November Gratitude Breakfast, an event which has been sold out in the past several years.

### Upcoming Events:

- May 18 (Saturday, 3:30-4:30 P.M.) District 42 Meeting of General Service Representatives (Redeemer Lutheran Church, 3799 East-West Highway, Hyattsville, MD 20781)
- May 19-25 (Sunday-Saturday): 69 th General Service Conference of Alcoholics Anonymous (New York, NY)
- May 31-June 2 (Friday-Sunday): 2019 North East Regional Forum (NERF) (Westchester Marriott Hotel, 670 White Plains Road, Tarrytown, NY 10591)
- June 10 (Monday, 7:30-9:00 P.M.): WAGSA monthly Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD)
- June 10 (Monday): AA Founders Day (84 th)
- June 28-30 (Friday-Sunday): 49 th Annual Area 29 Maryland State Convention (Clarion Inn Frederick Event Center, 5400 Holiday Drive, Frederick, MD 21703)
- July 14-17 (Sunday-Wednesday): National Association of Drug Court Professionals "All Rise" Annual Conference (Gaylord National Resort and Convention Center, 201 Waterfront Street, National Harbor, MD 20745)
- November 17 (Sunday, 8:00am-12:00 PM.): 32 nd Annual Area 13 Gratitude Breakfast (Marriott Inn and Conference Center, University of Maryland University College, 3501 University Boulevard, Hyattsville, MD 20783)

**Grapevine:** new book called "Take me to Your Sponsor"

**Northern Virginia intergroup liaison** (Alan C.): Arlington District #24 Annual Fun Day Arlington, VA, Saturday, June 8, 2019 1-4pm. See: <http://nvintergroup.org/wordpress/wp-content/uploads/2019/04/20190608-Fun-Day.pdf>

**Spanish-intergroup liaison** (Domingo): Introduced self. Expressed concerns that some of the spanish-language meetings are not accurately reflected in the Where and When. Connected with the office staff to update the information.

## Committee contact information:

<https://aa-dc.org/committees>

### Executive Committee:

Contact [executivecommittee@aa-dc.org](mailto:executivecommittee@aa-dc.org) to add to the agenda.

#### Officers:

- **Chair:** Alex M. [chair@aa-dc.org](mailto:chair@aa-dc.org)
- **Vice Chair:** Sean C.
- **Treasurer:** Arno S. [treasurer@aa-dc.org](mailto:treasurer@aa-dc.org)
- **Secretary:** Suzanna D. [secretary@aa-dc.org](mailto:secretary@aa-dc.org)

#### At Large Members:

- Eryn C.
- Ben P.
- Mike L.
- Chris H.
- Andrea C.

### Independent:

- **Registrar:** Jeff M. [registrar@aa-dc.org](mailto:registrar@aa-dc.org) (volunteered 2/12 meeting)

### Corporate Committees:

- **Finance:** Eryn C. [finance@aa-dc.org](mailto:finance@aa-dc.org)
- **Office:** Tom G. [office@aa-dc.org](mailto:office@aa-dc.org)
- **Rules (Bylaws):** Ben P. [rules@aa-dc.org](mailto:rules@aa-dc.org)
- **Technology:** Alex M. [tech@aa-dc.org](mailto:tech@aa-dc.org)

### Service committees:

- **Accessibility:** Teresa R. [Accessibility@aa-dc.org](mailto:Accessibility@aa-dc.org)
- **Archives:** Stan S [archives@aa-dc.org](mailto:archives@aa-dc.org)
- **Cooperation with the Professional Community (CPC):**  
Leslie A. [CPC@aa-dc.org](mailto:CPC@aa-dc.org)
- **Hospitals & Institutions (H&I):** Sean C. [HNI@aa-dc.org](mailto:HNI@aa-dc.org)
- **Literature:** Gavin P. [Literature@aa-dc.org](mailto:Literature@aa-dc.org)
- **Night watch:** Turpy B. [Nightwatch@aa-dc.org](mailto:Nightwatch@aa-dc.org)
- **Outreach:** Ben P. [Outreach@aa-dc.org](mailto:Outreach@aa-dc.org)

### Ad-hoc/event committees:

- **WAIA Gala:** Sat. Apr. 13, 2019 in Silver Spring, MD  
Liz L. [gala@aa-dc.org](mailto:gala@aa-dc.org)  
[aa-dc.org/galatickets](http://aa-dc.org/galatickets)
- **Service Workshop:** Tentative July 2019  
Katherine R. [serviceworkshop@aa-dc.org](mailto:serviceworkshop@aa-dc.org)
- **Sponsorship Conference:** Sat., Sep. 14, 2019 in Washington, DC  
Theresa R. [SponsorConference@aa-dc.org](mailto:SponsorConference@aa-dc.org)  
[aa-dc.org/2019sponsorshipconference](http://aa-dc.org/2019sponsorshipconference)
- **Oldtimers:** Rachel W. [oldtimers@aa-dc.org](mailto:oldtimers@aa-dc.org)
- **New reporter:** Tony F. [Newreporter@aa-dc.org](mailto:Newreporter@aa-dc.org)
- **Grapevine:** WAGSA [Grapevine@area13aa.org](mailto:Grapevine@area13aa.org)
- **Hospitality:** Mike L. [Hospitality@aa-dc.org](mailto:Hospitality@aa-dc.org)

\*\*All Committees take note of new dial-in information for conference calls: (515) 606-5187 Enter Code 617307  
(Email [tech@aa-dc.org](mailto:tech@aa-dc.org) to "reserve" your time on this line so we don't accidentally double book)\*\*

WAIA  
4530 Conn. Ave. NW Suite 111  
WDC 20008,  
202-966-9115  
[www.aa-dc.org](http://www.aa-dc.org)

\*\* Indicates committee is looking for a new Chairperson.  
All current Board of Directors (WAIA Reps), current and past officers of the Corporation, and past Executive Committee members are eligible to serve as a committee chair.

**Participation on ANY committee can be by ANY AA.  
Corporate Committee Voting membership is restricted.**

# Washington Area Intergroup Association, Inc

## BALANCE SHEET

As of April 30, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 WAIA	53,662.65
1010 Petty Cash	31.19
1020 WAIA Money Market	127,995.18
<b>Total Bank Accounts</b>	<b>\$181,689.02</b>
Accounts Receivable	
1100 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1200 Uncleared Funds	319.72
1230 Deposits	0.00
1300 Inventory Asset	5,780.76
1400 Payroll Corrections	0.00
<b>Total Other Current Assets</b>	<b>\$6,100.48</b>
<b>Total Current Assets</b>	<b>\$187,789.50</b>
Fixed Assets	
1700 Accumulated Depreciation	-3,987.18
1800 Furniture and Fixtures	3,987.18
<b>Total Fixed Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$187,789.50</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 Payroll Liabilities	0.00
2120 DC Unemployment Tax	-292.57
2130 Federal Taxes (941/944)	1,531.13
2140 MD Income Tax	310.54
2150 Simple IRA Co. Match	0.00
2160 Simple IRA Emp.	0.00
<b>Total 2100 Payroll Liabilities</b>	<b>1,549.10</b>
2180 Direct Deposit Payable	0.00
2190 Maryland Withholding	0.00
2195 Virginia taxes withheld	0.00
2200 DC Payable	287.22
2220 Sales Tax Agency Payable	0.00
2400 Other Current Liabilities	0.00
<b>Total Other Current Liabilities</b>	<b>\$1,836.32</b>
<b>Total Current Liabilities</b>	<b>\$1,836.32</b>
<b>Total Liabilities</b>	<b>\$1,836.32</b>

	TOTAL
Equity	
3000 Opening Bal Equity	-25,747.24
3900 Retained Earnings	210,722.66
Net Income	977.76
<b>Total Equity</b>	<b>\$185,953.18</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$187,789.50</b>

# Washington Area Intergroup Association, Inc

## PROFIT AND LOSS

January - April, 2019

	TOTAL
Income	
4010 Services	11.00
4030 Shipping & Handling	232.40
4060 Unapplied Cash Payment Income	30.60
4090 Interest	100.95
4100 Banquet	11,360.00
4110 Chips	4,910.50
4120 Literature	16,060.20
4130 New Reporter	28.00
4140 Where/When	2,123.00
4300 Contributions	41,509.67
4400 Sales Tax Rounding Difference	0.49
<b>Total Income</b>	<b>\$76,366.81</b>
Cost of Goods Sold	
5000 Cost of Goods Sold	
5010 Chips	2,631.60
5020 Chips - Freight Cost	145.00
5030 Literature	13,661.16
5050 Where/When	2,884.00
<b>Total 5000 Cost of Goods Sold</b>	<b>19,321.76</b>
<b>Total Cost of Goods Sold</b>	<b>\$19,321.76</b>
<b>GROSS PROFIT</b>	<b>\$57,045.05</b>
Expenses	
6010 Bank Fees	30.10
6030 Board Meeting Rent	400.00
6040 Committees	
6060 Banquet	10,225.88
<b>Total 6040 Committees</b>	<b>10,225.88</b>
6180 Insurance	4,313.00
6190 Merchant Services	838.87
6200 Employee Compensation	
6210 Benefits	
6220 Medical	1,600.00
<b>Total 6210 Benefits</b>	<b>1,600.00</b>
6240 Reimbursement	
6242 Cell Phone	320.00
6243 Mileage	125.18
<b>Total 6240 Reimbursement</b>	<b>445.18</b>
<b>Total 6200 Employee Compensation</b>	<b>2,045.18</b>
6260 Payroll Expenses	
6261 Company Contributions	
6262 Retirement	506.16



	TOTAL
<b>Total 6261 Company Contributions</b>	<b>506.16</b>
6263 Taxes	1,929.63
6264 Wages	21,919.00
<b>Total 6260 Payroll Expenses</b>	<b>24,354.79</b>
6300 Office Expense	
6305 Internet	554.97
6315 Office Rent	7,758.83
6320 Office Supplies	918.36
6325 Parking	860.00
6330 Postage & Delivery	567.04
6335 Repair/Maintenance (Copier lease & expenses)	1,499.40
6340 Telephone	1,739.54
6345 Web Hosting	107.28
<b>Total 6300 Office Expense</b>	<b>14,005.42</b>
6370 QuickBooks Payments Fees	610.05
6400 Unapplied Cash Bill Payment Expense	-741.00
<b>Total Expenses</b>	<b>\$56,082.29</b>
NET OPERATING INCOME	<b>\$962.76</b>
Other Income	
6415 NSF Fees	15.00
<b>Total Other Income</b>	<b>\$15.00</b>
NET OTHER INCOME	<b>\$15.00</b>
NET INCOME	<b>\$977.76</b>