

March MINUTES

Washington Area Intergroup Association (WAIA) Board of Directors Meeting

The Church in Bethesda 5033 Wilson Lane Bethesda MD

March 10, 2020 @ 7:30 pm

Called to order 8:05pm; Adjourned 8:55pm

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

- 1. Please email aa-dc@aa-dc.org if your meeting is cancelled.** Reminder that each group is responsible for deciding their own response to health threats, but there are some good practices that GSO has recommended (see: https://www.aa.org/assets/en_US/en_updatesoncoronavirus.pdf).
- 2. Check WAIA's website for meetings and venues that are closed** <https://aa-dc.org/meeting-cancellations>, and for new online meetings.
- 3. WAIA office always needs volunteers to answer the phones** - See below or contact Luella at aa-dc@aa-dc.org or 202-966-9115 for open times.
- 4. Hospitals & Institutions:** [Sean C. hni@aa-dc.org; (240) 370-6165]: Please contact us if you are willing and able to volunteer!
 - **Prince George's County Division of Corrections (PGCDC):** 13400 Dille Drive, Upper Marlboro, MD 20772 has approved AA Meetings into their facility, along with Bridging The Gap! Our goal is to have 7 meetings weekly in their facility ASAP. A background application and Tuberculosis screening is required.
 - **Washington Hospital Center:** 110 Irving St NW, Washington, DC 20010 seeks volunteers to facilitate AA meetings in their psychiatric unit. A Tuberculosis screening is required.
 - **Mulumba house:** 621 Rhode Island Ave NW Washington DC seeks volunteers to facilitate AA meetings in their halfway house. Please contact us or the home's Case Manager Phil T directly. Her phone numbers are 202-996-1060 or cell at 202-271-9214.
 - H&I welcomes your **literature donations**. All donations will go into jails or facilities that have libraries for the clients.
- 5. Night Watch** - Need volunteers to answer the phones after the WAIA office closes, email Turpy B. Nightwatch@aa-dc.org
- 6. Need volunteers with a passion for Sponsorship** to help organize the 2nd Annual AA Sponsorship Conference Saturday, September 26, 2020. Contact Will R. Will.r@aa-dc.org. Meets monthly.
- 7. Would you be interested in a workshop for treasurers** to share ideas and discuss ways to maintain transparency, integrity and efficiency in managing the AA groups money? If you would find a workshop useful please contact Will R. at treasurer@aa-dc.org

Announce Upcoming Committee Needs, Events & Meetings (all AAs welcome):

- **Accessibility Committee:** Standing 7PM meeting the second Tuesday of the month, just before the WAIA Board meeting in an adjacent room.
- **Technology Committee:** Online Meeting March 22nd - 4th Sunday at 9:30 pm: Hangouts Meet: meet.google.com/moo-vvtu-sdm; Join by phone +1 240-903-4132 PIN: 414 591 395#
- **WAIA Gala!** Save the date June 6th 2020! Theme disco nights.
- **Sponsorship committee** meets first Thursday of every month at 7pm Seekers Church in Takoma Park

ALL Committee Chairs are required to check their WAIA Email Accounts Regularly - any response to an external (public) email should copy the committees' email address so the response is stored for future trusted servants. If you have any issues with connecting to your @AA-DC.ORG email account tech committee is available to help - tech@aa-dc.org.

1. **Chair's opening remarks** [Alex.M@aa-dc.org] Chair@aa-dc.org
2. **Executive Committee Meeting Report** [Suzanna D. on behalf of executivecommittee@aa-dc.org]
 - Approved Tom M. as Assistant Treasurer

2020 Officers:

- **Chair:** Alex M.
- **Vice Chair:** Spahr H.
- **Treasurer:** Will R.
- **Secretary:** Suzanna D.

At Large Members:

- ~~Andrea C~~
- Kerry O
- Liz L
- Sarah P
- Maggie

3. **Approval/Changes to Previous Meeting's Minutes** [Suzanna D. secretary@aa-dc.org]
Approved. See past meeting minutes here: <https://aa-dc.org/board-minutes>

4. **Standing Reports:**

Registrar's Report [Needed]

Treasurer Report [Will R. treasurer@aa-dc.org]: Luella and I completed the February bank reconciliation. Our checking account has a balance of \$2,004 and our total assets and liabilities is \$194,940. I have copies of the p/l and balance sheets which will be distributed to board members during the meeting. Tom M has agreed to serve as the Assistant/alternate treasurer (to be confirmed by the Executive Committee). Luella is most helpful in managing Quick Books. After only two months as your new treasurer, I am appreciating not only the complexities of the WAIA budget but also the way banking has changed. Last month we wrote only three checks from the WAIA checking account. In contrast we completed a total of forty eight transactions electronically.

I learned that AA groups provide their contributions in one of three ways: 1) Cash contributions are hand delivered to the WAIA office. 2) Checks are written and either mailed to the office or hand delivered, or 3) Electronic contributions are made from a checking account or credit card. It is interesting to note that some groups have their own AA group checking account through which they manage their funds. Other groups rely on a treasurer or trusted servant to maintain the group funds by writing checks from their own personal account. It may be useful to have a workshop for treasurers to share ideas and discuss ways to maintain transparency, integrity and efficiency in managing the AA groups money. If you would find a workshop useful please contact me at treasurer@aa-dc.org. Will R. Treasurer

February Calls – 328

- 34 for help
- 80 WAIA Business
- 32 Literature & Chip Orders
- 168 Meeting Information
 - 9 Public Information
 - 3 Alanon (Third Party)
 - 2 No Meeting at Location Calls. 1 was unidentified.
- Rolling in Recovery- no longer meeting.

- 54 walk-ins to the office

Volunteers needed at the desk, 6 slots open:

Wednesday 7-10 PM, Thursday 7-10 PM, Friday 4-7 PM, Friday 7-10, Saturday 1-4 PM, Saturday 4-7 PM.

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

5. Corporate Committee Reports

Finance Committee [Cassandra S. finance@aa-dc.org]:

This month’s report includes an analysis of the 2019 Budget Vs. Actuals and presentation of the final 2020 Budget.

2019 Actual and 2020 Budget Overview

	2019 Budget Categories	2019 Budgeted	2019 Actual	Difference in 2019 Budget Vs. Actual	2020 Estimates
1.	<i>Revenue From Sales (Lit/Chips/etc) Costs of Goods Sold</i>	<i>\$71,125 -\$50,000 \$21,125</i>	<i>\$73,393 -\$54,162 \$19,231</i>	<i>-\$1,894</i>	<i>\$68,825.00 -\$49,844.00 \$18,981.00</i>
2.	<i>Other Revenue Group Contributions Gala/other</i>	<i>\$130,000 \$28,050*</i>	<i>\$130,050 \$12,336</i>	<i>+\$50 -\$15,735</i>	<i>\$130,000 \$15,075</i>
3.	(+) Gross Income (Revenue-Cost of Goods Sold)	\$179,175	\$161,617	-\$17,558	\$164,056
4.	(-) Expenses	\$176,800	\$156,391	-\$20,409	\$168,122
5.	(=) Net Income	\$2,375	\$5,226	+\$2,851	-\$4,066

2019 Gross Income: Why did we bring in less money than planned?

1. Sales were down on Chips and Where and Whens, but up on Literature. We brought in less revenue than expected but still paid for all production and costs: \$21,125 Budget vs. \$19,230.27 (Income down \$1,894.73). This trend was flagged by Erin at the August 2019 Executive Committee budget meeting and was expected.
 1. Out of the 2019 budget meeting, there was an action item to make sales on the website a reality in 2020 to make it easier to take credit cards in the office as well as increase WAIA sales revenue.
2. We anticipated moving over money from savings to pay for the audit services but we did not need to do this (\$15k*), brought in more Gala money, and Group contributions were right on target.
3. Overall, we spent less and brought in less income and had \$161,617 remaining for Expenses.

2019 Expenses: Why did we spend less money than planned?

4. **Down by \$20k**, largely due to lower Audit costs -\$11k but also underspent on Committees by -\$4k and various Office expenses by -\$3k.

2019 Net Income: Income from Sales and Contributions exceeded our Costs and Expenses so that we made \$5,226, which has been added to the WAIA reserve.

2020 Budget Presentation

- There were minor line item corrections made for Insurance, Chip, Where & When and Archives Expenses.
 - o Chip Expense was listed at \$3575. Was corrected to reflect \$6960 and \$384, closer to the actual expenses from 2019.
- We are assuming modest income growth and budgeted for Committee expenditures including additional funding approved in 2019 for Hospitality and Special Needs.
 - o 2020 Gross Income Projection \$164,056 (up \$2,439 from \$161,617)
 - o 2020 Expense Projection \$168,122 (up \$11,731 from \$156,391)
 - § Includes additional \$4500 (for Hospitality, Special Needs)
 - § Includes \$4800 funding for CPC/PI, Hospitals and Institutions, Outreach, Literature and Archives that was not spent last year.
- Current estimates would lead to an overspend by \$4,066 but that amount is covered by the overage from 2019 actuals.
- Finance Committee will continue tracking actual spend with the WAIA Treasurer and make recommendations later in the year to the Executive Committee for areas of potential budget reduction so we can achieve a balanced budget.

Technology Committee [Alex M. tech@aa-dc.org, aa-dc.org/tech/]

The WAIA website gets 300 to 500 visitors per day and provides meeting data to the meeting guide app twice a day. Join our crew to maintain and make the website better, participate in national AA technology conversation and take up our #1priority this year to setup online sales of literature and chips!

Intro to tech committee meeting this Thursday (March 12th) 8pm +1 413-752-1412 PIN: 934 269 630#
Little tech experience is required - we need people from many backgrounds!

Monthly Online committee Meeting March 22nd - 4th Sunday at 9:30 pm: meet.google.com/moo-vvtu-sdm or Join by phone +1 240-903-4132 PIN: 414 591 395#

Other Corporate Committees:

- **Office** [Tom G. office@aa-dc.org]
- **Rules (Bylaws)** [Karen O. rules@aa-dc.org]

6. Service Committee Reports

Accessibility: [Teresa R. Accessibility@aa-dc.org/aa-dc.org/accessibility]: This past month we provided an ASL (American Sign Language) interpreter for the Joy of Living Workshop at their request. We are also exploring providing ASL services on a regular weekly basis to the Promises meeting on Tuesday night at the Del Ray group. The group is having its business meeting on March 10th and will have a group conscience about whether to host an interpreter and those needing interpretation services at this meeting. More to follow.

Meanwhile, we have received budget approval from WAGSA (Washington Area General Service Assembly) for a workshop to raise awareness about accessibility issues. WE need your help! Please let us know of any topics that you or your home group would like to have covered in such a workshop. Comments should be directed to: accessibilities@aa-dc.org

Our next committee meeting is at 7 pm Tuesday March 14th before the WAIA Board meeting in the room adjacent to the Board Meeting. Anyone interested is welcome to attend.

Hospitals & Institutions Committee (H&I) [Sean C. hni@aa-dc.org; (240) 370-6165]: Please contact us if you are willing and able to volunteer!

- **Prince George's County Division of Corrections (PGCDOC):** 13400 Dille Drive, Upper Marlboro, MD 20772 We are excited to announce that PGCDOC has approved AA Meetings into their facility, along with cooperation with Bridging The Gap! Our goal is to have 7 meetings weekly in their facility ASAP. A background application and Tuberculosis screening is required. Please contact us to start the screening process or if you have any questions.
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- H&I welcomes your **literature donations**. All donations will go into jails or facilities that have libraries for the clients.

Archives Committee Report [Charles D. archives@aa-dc.org]: Charles D. will be the new WAIA Archives Chair, with a committee of Stan and Jeff.

Ralph J. researched WAIA archives for information on the upcoming anniversary of the Northern Virginia Intergroup. With the assistance of WAIA Committee members Stan and Jeff an article was found in the "New Reporter" that Stan had written. Additional research by WAIA Committee members confirmed that January 1960 was the date the Northern Virginia Intergroup was established and Ralph J. was contacted on March 7th with that date.

The Cosmopolitan Group was given a folder on Jim S. for their upcoming anniversary celebration in April.

Other Service Committees:

- **Outreach:** [Andrea C. Outreach@aa-dc.org]:
- **Cooperation with the Professional Community (CPC):** [Leslie A. CPC@aa-dc.org]
- **Literature:** [Gavin P. Literature@aa-dc.org]:
- **Night watch:** [Turpy B. Nightwatch@aa-dc.org]: A few open slots

7. Ad-hoc Events Committees

Oldtimers: Rachel W. & Suzanna D. oldtimers@aa-dc.org: Save the date for Friday, November 6th! Committee is looking into area churches, schools, and other facilities for a new venue to accommodate 350 people, ADA accessible, plenty of parking, and inexpensive. Please email if you have specific suggestions.

Other Ad-hoc Events Committees:

- **WAIA Gala** [Liz L. gala@aa-dc.org]: Disco nights theme
- **New reporter:** Tony F. Newreporter@aa-dc.org
- **Grapevine:** WAGSA Grapevine@area13aa.org: Committee is getting active-chance to get involved
- **Hospitality:** Andrea C. Hospitality@aa-dc.or

8. Old Business

(Tabled) WAIA Service org inventory (Alex M.)- At the November board meeting a motion passed to do a service org Inventory. Verbal update will be provided. Executive Committee is developing a plan and will follow up with the full board soon - input is requested on questions to be asked.

9. New Business

(None)

10. Liaison Reports (WAGSA/District/NoVA/Hispanic)

Washington Area General Service Assembly (WAGSA) [Tracie T. waiailiaison@area13aa.org]:

Michelle G. Area 13 Delegate, with Tony G. 8:35

Holds position for two years. Last week of April.

WAIA does the services, office etc. Sometimes same as general service structure

Area represents groups in Area 13 to AA GSO in matters affecting groups, or AA as a whole. Individuals and groups have the right and responsibility to submit issues/ideas to the GS.

Groups should have a GSR.

April 4-mini conference to prep for full conference. Will have panels, then vote or develop consensus on agenda items.

The General Service Office (G.S.O.) is preparing a statement on the Coronavirus COVID-19. This document is in the process of being translated from English to Spanish and once complete will get released. Following is the draft W.A.G.S.A. Meetings and Events:

Area 13 - W.A.G.S.A. Officers met yesterday to discuss how to approach our meetings and events. We continue to monitor the situation, taking into account the guidance of health professionals, in determining how we will operate. We will continue to update you by email, or you can find the most current information on our website area13aa.org.

As a reminder, our policy is that if Montgomery County Schools are closed, we do not meet. Therefore, if Montgomery County Schools elect to close their buildings, then we will follow their lead. For now, we are continuing to move forward with all Area 13 - W.A.G.S.A. meetings and hosted activities.

A.A. Meetings

Some groups have notified us that they are making changes to the customs of their meeting. Area 13 - W.A.G.S.A. has no position on these changes and cannot offer an opinion on health habits. Individuals are advised to consult with their doctor or health officials on personal health concerns.

We encourage each A.A. group to work through their group conscience to make any decision or change to the customs of their meetings.

Other Liaisons:

- **Comite Paso 12 de Maryland/Spanish-Speaking** [Domingo R.]
- **Virginia Intergroup Liaison** [Alan C.] :