

# June Minutes

## WAIA Executive Committee

June 9, 2020 – 6:30pm - 7:45pm

Called to order 6:40; Adjourned 7:40pm

### Officers:

- **Chair:** Alex M. chair@aa-dc.org
- **Vice Chair:** Spahr H.
- **Treasurer:** Will R.
- **Secretary:** Suzanna D. secretary@aa-dc.org

### At Large Members:

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

### Standing Reports:

- Office update [Luella]: See board report for office update.
- Treasurer's update [Will R.] (5 mins?)
  - Keeping up to date <https://aa-dc.org/finance>
  - Discussion re: suggesting re-revising the 60-30-10 to give more funding to GSO, given that they have dipped into their prudent reserve. Suggestion for the WAIA Treasurer to "note" the information from GSO
  - Caution expression regarding WAIA being on good financial footing, since income from literature and chips are down even though expenses are the same. WAIA prudent reserve is good at half the year's operating budget (\$150,000?), plus a significant balance in the checking account (\$50,000). Suggestion to look carefully at month-to-month profit and loss from 2020 versus 2019, or else possibly face a deficit.
  - Suggestion to review WAIA office staff salaries in comparison to others, noting that salaries are very low or minimum wage.
  - Next steps:
    - Executive Committee will do a salary benchmarking for the Office Manager and Office Assistant, and communicate with Office Committee to update the salaries as needed during the budget process.
    - Executive Committee will hold a priority discussion to inform the budgeting process, and will work with Finance Committee to ensure it is incorporated..

### Old Business:

- Re-opening (Maggie & Alex M. 15 mins)
  - Discussion: Okay for office to open if they follow guidelines (sanitation, etc). Luella and Clovia go back a few days a week, no volunteers, curbside pickup of chips and literature during certain hours
    - Will share an update that "soon" we will be open for remote and curbside business. Suggestion for Luella to develop document with information on re-opening.
    - Motion to re-open the business for remote sales, no in-person volunteers, with limited hours and curbside pickup by June 15. Motion passes.
    - Create new email: [orders@aa-dc.org](mailto:orders@aa-dc.org) for literature

- Even in phase 2 most meetings will not be able to return to less than 10 people
- Executive committee is formulating a document with guidance on re-opening, will be ready in the next two weeks. Spahr will announce at the Board meeting
- PSA Update (Kerry O) (10 min)

#### Tabled/New Business:

- Orienting new WAIA board members, proposal to use “About WAIA” [info sheet](#) (Suzanna D) (10 mins. Purpose: to inform (orient new members).
  - Needs graphic design
  - Suggest adding a list of expectations of WAIA Board members, or make separate sheet (eg feed information back to your group, get inputs for WAIA priorities, suggestion that everyone on board is on a committee/assign to a committee). Suggest making it an executive committee activity. Responsibilities of committee chairs.
  - Suggestion to move discussion on expectations of committee chairs to a separate discussion )(from orientation)
  - Executive committee board members will feed into document using “suggestion” for the next two weeks, discuss over email. Aim to present to the Board in July
- Ideas to streamline Board meeting agenda (Suzanna) (5 mins)
  - Suzanna will propose something for the next board meeting
- Direction of Ex-Comm and Board for our fall terms (? mins)

#### Tabled from Jan-April:

- Decision on how to make sure ExComm is aware that their names will be public on 990 form
- Finance Committee: meeting with Accountant in process of being scheduled. Report back from meeting with Chair, Treasurer, Finance Committee & CPA
- Representation Data Analysis Findings to see we need to do outreach based on reps attendance and contributions [Sarah P.]