

October Minutes (Approved)

Washington Area Intergroup Association (WAIA)

Board of Directors Meeting

Online meeting

October 13, 2020 @ 8:00 pm

Called to order 8:00; Adjourned 9:17

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

1. The Finance Committee revised the 2021 budget based on your feedback! Here is the revised budget for your group's consideration. See overview of updates in agenda item 4. We will vote on it at the November meeting. https://drive.google.com/file/d/10INZvR0y8Js_9f-uJRtv9aZJikgS1qO4/view?usp=sharing
2. November is gratitude month! Treasurers, please look out for email and hard copy virtual gratitude box links and hard copy cards to use in Zoom meetings for the November campaign.
3. Next training for helpchat volunteers is next Wednesday 10/21, email helpchat@aa-dc.org to be part of it
4. Please email help@aa-dc.org to update your online meeting information as necessary. If your meeting is returning to in-person please review <https://aa-dc.org/returning-to-in-person-meetings> and follow the instructions there to report that change.
5. WAIA Now listing locally grown online only meetings: <https://aa-dc.org/online-only-meetings>
See site for requirements to have an online meeting posted!

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

- **42nd Annual Old Timers Meeting will be Friday November 6th, 7pm** on zoom! See the details at: <https://aa-dc.org/oldtimers>; <https://aa-dc.org/event/42nd-annual-old-timers-meeting>
- **Accessibility Committee:** Standing 7PM meeting the second Tuesday of the month, just before the WAIA Board meeting in an adjacent room. Now on Zoom, meeting details in the committee report below.
- **Technology Committee:** Standing meeting the 4th Sunday (October 25) at 9:30 pm: Hangouts Meet: meet.google.com/moo-vvtu-sdm; Join by phone +1 240-903-4132 PIN: 414 591 395#
- **Grapevine committee** meets the first Monday of every month from 7-8pm. Please connect your group's grapevine rep with Alaina Grapevine@area13aa.org. November 2 is a Grapevine Committee Workshop.

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

8:00-8:10pm Meeting Opening

1. Chair's Opening Remarks [Alex.M@aa-dc.org] Chair@aa-dc.org

Welcome new reps:

- Ella P serenity house
- Dan R
- Shelby Women's big book meeting Dupont Circle
- Kenny Whats Happening Now
- Stephen Colesville Sunday night Silver Spring

2. Executive Committee Meeting Report [Suzanna D. on behalf of executivecommittee@aa-dc.org]

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

8:15-8:45pm Discussion & Committee Reports

4. Budget & Finance Discussion (Cassandra S. finance@aa-dc.org, aa-dc.org/finance)

- a. **Treasurer review of contributions** (see full Treasurer and Finance report in item 14)
 - i. Paypal has been set up on the contribution page. Venmo and ACH will be activated before November 1.
- b. **Gratitude month plans**-The ad hoc Gratitude committee met and is readying an email and hard copy campaign to send out virtual gratitude box links and hard copy cards to use in Zoom meetings for the November campaign. The website in November will be updated to reflect Gratitude month.
- c. **2021 budget feedback and vote**-The Finance committee has not received any direct feedback on the 2021 budget and look forward to presentation of any questions or concerns from the meeting reps in attendance at the October board meeting. Discussion:
 - i. Request for a fourth budget scenario that is a balanced budget
 - ii. Sentiment that this is an understandable time to dip into our prudent reserve if necessary, but express what we would pull from the prudent reserve to balance the budget.
 - iii. Executive committee discussed the need to put around \$15,000 into the salary line item to avoid underpaying WAIA staff by around 25%.
- d. **Next steps:** The Finance Committee has adjusted the budget, see the new document [here](#). Using the mid-range Scenario 2, we increased the salary line based on the salary comparisons; scenario assumes some cuts while maintaining the new spend for PSAs and H&I. We do propose a pull of about \$13k from the prudent reserve but our current bank and money market funds are at \$190k.
- e. **Please share with your group and approve or make suggestions. WE WILL VOTE ON THE BUDGET IN NOVEMBER**

5. Meeting location

- a. Conversation regarding the benefits of continuing the meeting on Zoom, versus returning to in-person WAIA board meetings which are currently held in Bethesda which is not centrally located. It is too soon to be considering in-person meetings at least until the end of 2020, so we will revisit in December.

6. WAIA 2nd Annual Sponsorship Conference Report (Will R. sponcon@aa-dc.org; <http://aa-dc.org/sponcon>)

The theme, Never Alone: Walking Step by Step Together, became apparent as each of the four consecutive panels discussed sponsorship from various perspectives.

Both Spanish and ASL Sign Language Interpreters were provided.

Over 140 people attended our all day conference which was held on a zoom webinar format. From start to finish everything went very smoothly thanks to our eight person tech team.

The costs were covered through seventh tradition virtual contributions and the WAIA Accessibility Budget.

Follow-up comments

-“It was eye opening to learn how recovering alcoholics receive sponsorship in Spanish Speaking groups.”

-Amazing I learned how to be a more of a listener

-Information on service sponsor has encourage me to get more involved in service.

-“I am grateful that my homegroup an opportunity to be a part of the sponsorship conference. It was an experience I will never forget.”

-“Literally I was balling my eyes out it was soo good.”

-LOVED every minute of it, positives where the authenticity of every single panel and the autonomy they had to run their workshops. I think all of you selected really relatable speakers who all had various experiences and opinions, and that is a really good thing.

-In our follow-up survey one person commented: “I was blown away at how well the moderators and panelists managed themselves and the content, as they provided very thoughtful, mature responses to the questions. Having such seasoned speakers who really ‘get it’ made the whole event worthwhile and run smoothly.”

-In our early planning we made a commitment to provide professional quality Spanish Language and American Sign Language Interpreters. In our follow-up survey it was commented: “The two Spanish translators, they were basically on their own ALL DAY. Can you imagine talking for 8 hours? I can't. It was beyond incredible the level of effort they put into this.” Similarly the two Sign Language interpreters were present through every conversation.

Suggestions

-Create an outreach committee to invite a wider range of people to participate

-Finding more young person sponsors could be beneficial just to have a broader experience in the program.

-If we have a virtual conference next year more planning needs to go into all of the details which should include a larger group of people with technology skills

-making plans to audio record the conference should be arranged from the beginning of the planning stage

-more assistance is needed to provide all written materials in Spanish and English

-possibly make plans to include other languages in the translation process

-maintain a sponsorship google group throughout the year to collect and share information about AA sponsorship

Costs

Once the pandemic set in we decided to run the conference without cost to the attendees, however, we did receive seventh tradition virtual contributions during the conference. Costs of the conference were handled as follows:

-WAIA allowed us to use their zoom license and the technology committee paid the upgrade fee to create a webinar and offer translation services.

-ASL Sign Language Interpreters (2) \$900(total) paid through the Accessibility Committee budget.

-Spanish Language Interpreters (2) \$800 (total). The cost was covered from Sponsorship contributions of \$600 and \$200 from the Accessibility Committee Budget.

-Zoom Webinar management was handled by eight AA volunteers under the direction of Estefani R who is experienced in using zoom webinars

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

- HelpChat: IS LIVE site-wide!! aa-dc.org/helpchat
- Due to a malfunction statistics of site usage for September is not available. Malfunction has been fixed.

8. Accessibility: [Teresa R. Accessibility@aa-dc.org/aa-dc.org/accessibility/]:

- This past month, the Accessibility Committee arranged for the services of two paid professional American Sign Language (ASL) interpreters for the Sponsorship conference and assisted with the provision of Spanish interpreters for that event as well.

- At present, my term as the chairperson of this committee is wrapping up as is the term of my co-chair. I am preparing a folder with documentation of the work we have done and other information to get the new chairperson up and running quickly. I plan to continue working with the committee, but it is time for leadership to rotate as I have served about three years as chairperson. Please contact me at accessibility@aa-dc.org if you feel called to serve on the committee, chair the committee, or have any questions. It is rewarding work.
- The committee meets monthly by zoom in the hour before the WAIA Board meeting. The Zoom code is 930 754 6465, no password. All are welcome to participate.

9. PSA Subcommittee, PI/CPC Committee [psa@aa-dc.org; Kerry O kerry.o@aa-dc.org]

- Ran its first video PSA on Spotify and achieved the best click through rate yet 0.81%.
- The committee is deciding how to spend the remainder of the 2020 funds for PSAs (about \$500).

10. Old Timers Meeting [Rachel W. & Suzanna D. oldtimers@aa-dc.org]

Spread the word! 42 Annual Old Timers Meeting

Friday November 6th, 2020

7:00-8:30pm, Fellowship after

Place: Zoom, please check the webpage <https://aa-dc.org/oldtimers> soon for the link and ways to donate

Will feature speakers with over 20 years of continuous sobriety! This event is free, but we will pass a virtual basket. All proceeds benefit the WAIA Hospitals and Institutions Committee (H&I) which coordinates with local area hospitals and institutions to ensure that the hand of AA is always available when needed.

11. Grapevine [Alaina Grapevine@area13aa.org]

- Announcements, and to sign up to be a Grapevine Representative for a meeting, you can click here: <https://www.aagrapevine.org/get-involved/become-grapevine-rep>
- There is an upcoming Grapevine workshop in November, email Alaina for more details.

8:45-8:55pm Standing Reports

12. Registrar's Report [Jeff M.]: **26 reps; 1 voting alternate; 1 non-voting alternate; total 30 guests**

13. Office Admin Report [Luella T. aa-dc@aa-dc.org; 202-966-9115; www.aa-dc.org]

September Calls – 237

- 12 for help. This includes people getting 12th step calls and those oldtimers and newcomers who just need to talk for a short time
- 46 WAIA Business
- 26 Literature & Chip Orders (questions answered & orders filled for curbside pickup or shipping)
- 146 Meeting Information: Some of the meeting info calls were asking for passwords
- 1 Public Information
- 6 Alanon (Third Party)
 - o Meeting at Location Calls:
- 14 Curbside pickup/walk-ins to the office

Clo'via or I am in the office, one person at a time covering our new curbside pick-up hours of 10A-2P, Mondays, Tuesdays, Wednesdays, Fridays and 10A-7P on Thursdays. When we're not in the office we

continue to have volunteers answer phones from home 7-10 PM weekdays and 10AM -10 PM weekends.

We are continuing to fulfill requests for new online and phone meetings as well as updates to existing meetings. We are getting many requests for in-person meetings. We've only had a couple of groups let us know that they are meeting in person.

The November issue of the New Reporter will go out by the end of next week.

14. Treasurer & Finance Reports

Treasurer Report for the October 13, 2020 WAIA Board Meeting [Will R., Treasurer treasurer@aa-dc.org]:

Profit and Loss comparison-net income	Balance Sheet Comparison-total liabilities & equity
September 2019 \$-3,668.78	September 2019 \$175,907.79
September 2020 \$ 2,870.08	September 2019 \$197,483.22

*See full Profit and Loss statements for September. All reports are listed at <https://aa-dc.org/finance>

Contributions

September, 2019

Contributions from	Number of Transactions	Amount
Groups	23	\$ 4,611.70
Individuals	6	\$ 271.00
Total	29	\$ 4,882.70

September, 2020

Contributions from	Number of Transactions	Amount
Groups	24	\$ 5,096.07
Individuals	50	\$ 7,709.98
Sponsorship Conference	31	\$ 475.00
Total	105	\$ 13,281.05

- This is the first time Individual donations have exceeded Group donations, though we did receive a large \$5,000 individual donation.

Finance Committee Report for October 13, 2020. [Cassandra S., Finance Chair finance@aa-dc.org]

This month's report includes analysis of the January-September Actual to Budget comparison.

September 2020 Snapshot: Full [2020 Actuals](#) available online

2020 Actual	Sept - Actuals	Sept - Budget	Jan-Sept Actuals	Jan-Sept Budget	YTD Budget	% Total Budget
Revenue	\$622.24	\$5,925.01	\$20,945.31	\$53,325.09	\$71,100.00	29.46%
Cost of Goods	-\$27.60	-\$4,153.67	-\$17,060.30	-\$37,383.03	-\$49,844.00	34.23%
Contributions	\$13,281.05	\$7,800.00	\$102,789.32	\$88,400.00	\$130,000.00	79.07%

Gala	\$0.00	\$0.00	\$120.00	\$12,800.00	\$12,800.00	0.94%
Gross Income	\$13,875.69	\$9,571.34	\$106,794.33	\$117,142.06	\$164,056.00	65.10%
Expenses	-\$11,005.61	-\$14,885.18	-\$102,539.54	-\$127,306.59	-\$168,122.00	60.99%
Net Income	\$2,870.08	-\$5,313.84	\$4,254.79	-\$10,164.53	-\$4,066.00	

- Trends remain consistent: Cost of literature and chips exceed money spent to purchase inventory, but overall revenue remains down. Contributions are up \$14,389 and expenses are down \$24,767 through September.

8:55pm Anniversaries & Announcements

15. Elections in December!