

November AGENDA

WAIA Executive Committee

November 10, 2020 – 7:00pm - 7:55pm

Called to order 7:04 pm; Adjourned

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

Agenda:

- Finance budget & prudent reserve discussion
 - The finance committee chair received a question today about the balanced budget scenario today. this was the only feedback received on the budget.
 - Executive committee agreed to call for a vote on the budget as presented, and hear from the Board if there is a need to present a balanced budget scenario.
 - Finance committee also received a question on WAIA establishing a prudent reserve. GSO guidelines suggest 6-12 months.
 - At this moment WAIA does not have a defined prudent reserve, but balance sheet shows we have at least 1 year of basic operating costs covered. \$190k minus \$132k essential expenditures means we have \$58k of assets over a 12 month prudent reserve.
 - Request Archives committee to review existing WAIA board meeting minutes to see if a prudent reserve value was ever expressed or codified in any digital or easily accessible paper documents. Request report presented in December.
 - Suggestion to make the amount of the prudent reserve a motion that is passed by the board, and may fluctuate. No need to include the number in the bylaws.
 - Discussion-need to compile all the policies of WAIA. Could likely be maintained as an addendum to the bylaws by the Rules Committee. Sarah P. is willing to do a record of decisions. Alex (technology), archives and Sarah P. will touch base to figure out the next steps.
- Meeting listings (Alex M.)
 - How do we list hybrid meetings? Decision was to NOT list a hybrid meeting as two meetings (one in person, one with an online meeting) as that would be confusing. Add HYBRID to the meeting's name, uncheck "location temporarily closed" and keep it listed as an "online meeting" - if someone attends online first - they will find out that it's hybrid and possibly attend.
- Interim process for onboarding new board members (Suzanna D.)
 - Identified need to orient new representatives so they understand how WAIA works and how to get involved in different committees
 - Suggestion for Executive committee to take on responsibility of welcoming new members (currently falls within remit of Outreach).

- Newcomer liaisons? Two people take a breakout room with new members and two members of the excomm after the meeting.
- Individual calls with new members has worked well (Suzanna D.)
- Any other business

Tabled items:

- (October) Need to define staff salary bands
- (September) WAIA Overview [revised](#) [Suzanna D]
- (June) Onboarding new reps [Suzanna D]
- (June) Making clearer expectations of committee chairs [Alex M]
- (January-Feb) Decision on how to make sure ExComm is aware that their names will be public on 990 form
- (Dec?) Representation Data Analysis Findings to see we need to do outreach based on reps attendance and contributions [Sarah P.]