



**Minutes: Executive Committee and Board of Directors Meetings
Tuesday, May 9, 2017**

[Approved by Board of Directors on June 13, 2017]

EXECUTIVE COMMITTEE

Chair (Matt): The meeting was called to order at 7:00 P.M. Matt will make motion on behalf of the *Ad Hoc* Site Search Committee: The Church in Bethesda will become the monthly meeting site for future Executive Committee and Board of Directors Meetings; it will seat ca. 70, although smaller than current room; coffee/snack area; 30 chairs will be purchased by church; need to purchase our own coffee pot; \$100 rental; effective for June 13 meeting.

Office Administrator (Luella): April Calls: 426 calls, 37 for help, 46 walk-ins. There were 2 "No Meeting" calls: 1 for 11th Step at St. Nicholas (Wednesday, 7:00 P.M) and the other for Simplicity (Monday night) - deleted. Volunteers needed at the desk, 5 slots open: Monday, 4:00-7:00 P.M.; Thursday, 7:00-10:00 P.M.; Saturday, 4:00-7:00 P.M.; Saturday, 7:00-10:00 P.M.; and Sunday, 4:00-7:00 P.M. Luella's computer crashed, so she is using both her personal computer and Clo'via's machine until a new one can be purchased. She plans to pick up the new computer this week at MicroCenter in Rockville (model and source recommended by Technology/Website Committee). The June issue of the *New Reporter* and *digital.New.Reporter* will go out by the end of next week.

Treasurer (David D.): Accountant Report: remaining forms submitted to DC auditor; 2016 books will be completed this week; requesting extension for Form 990 filing; waiting for ruling from DC regarding accrued sales taxes.

Finance (Karen): No Report, but the Committee needs a new Chair (Karen has served for two years).

Office Committee (Jeff; office@aa-dc.org): He will discuss a new, possible mechanism for the 12-step volunteer list. The Committee is recommending carpet cleaning of the Office (last done in 2009), using a contractor on a weekday. There was discussion of the possibility of convening a volunteer clean-up day; Saturday June 17 was suggested as the most workable date.

Old Business: None

New Business: Matt will present the motion to change the monthly meeting venue, as described above.

General Discussion:

Website Committee: Contribution function is now operational on the website; mechanism for online purchases not yet available; a workable Shipping/Handling mechanism has not yet been determined, so Alex will collect data to form the basis of a recommendation.

Sales: It was suggested that WAIA Representatives recommend to their groups that personal purchases (chips, literature) be made through WAIA rather than commercial vendors (e.g., Amazon).

Gala: Claire will report current available data.

The meeting of the Executive Committee adjourned at 7:41 P.M.

BOARD OF DIRECTORS

The Chair (Matt; chair@aa-dc.org) called the meeting to order at 8:00 P.M., followed by a group recitation of the Serenity Prayer. Claire read the *WAIA Preamble*. New Representatives/Board Members and Alternates self-introduced and were directed to Adrian for copies of the new member packet; David H., Chair of the Rules Committee, has copies of the *WAIA*

Bylaws available upon request (and downloadable from the website); Matt emphasized the importance of abiding by those guidelines. Members of the Executive Committee self-introduced. Matt recommended brevity of Committee reports, as appropriate. The April 11, 2017 *Minutes* were approved.

The membership of the Executive Committee has been reduced by the unrelated resignations of three members; WAIA Representatives can submit their own names or recommendations to Matt for consideration by the Executive Committee. After 2.5 years of meeting at the "temporary" ABW site, the Board will be asked to approve a motion to move to a new meeting location. The *Ad Hoc* Site Search Committee has considered several locations. After multiple considerations, the preferred recommendation is for The Church in Bethesda, as mentioned in April. Matt outlined the features (*e.g.*, public transportation, parking, site space, need for chairs, coffee pot, handicap accessible; rent \$100/month for three years but no formal contract); it is located at 5033 Wilson Lane, Bethesda, MD 20814. The Board will need more voluntary assistance for set up and break-down. Clo'via volunteered to stay at ABW in June to forward stragglers to the new site. Notification of the change will be sent to all registered Representatives by Luella.

EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella; administrator@aa-dc.org): April Calls: 426 calls, 37 for help, 46 walk-ins. There were 2 "No Meeting" calls: 1 for 11th Step at St. Nicholas (Wednesday, 7:00 P.M) and the other for Simplicity (Monday night) - deleted. Volunteers needed at the desk, 5 slots open: Monday, 4:00-7:00 P.M.; Thursday, 7:00-10:00 P.M.; Saturday, 4:00-7:00 P.M.; Saturday, 7:00-10:00 P.M.; and Sunday, 4:00-7:00 P.M. Luella's computer crashed, so she is using both her personal computer and Clo'via's machine until a new one can be purchased. She plans to pick up the new computer this week at MicroCenter in Rockville (model and source recommended by Technology/Website Committee). The June issue of the *New Reporter* and *digital.New.Reporter* will go out by the end of next week.

Executive Committee Meeting (Terry; secretary@aa-dc.org): Officers, Committee Chairs, Liaisons and all others providing oral reports at the meeting were requested to either write any critical elements or submit those data by E-mail to ensure their accuracy. The discussions conducted during the meeting of the Executive Committee were summarized.

Treasurer (David D.; treasurer@aa-dc.org): The Treasury currently has \$57,000+ in checking and \$124,000+ in prudent reserve (slightly over 6 months operating costs). Accountant Report: remaining forms submitted to DC auditor; 2016 books will be completed this week; requesting extension for Form 990 filing; waiting for ruling from DC regarding accrued sales taxes.

Finance Committee (Karen; finance@aa-dc.org): No Report. Asking for volunteers for Committee and Committee Chair following her 2 years in office; will stay on through the Budget formulation with the new candidate.

Elections Committee (Ralph; elections@aa-dc.org): No Report

Hospitals and Institutions (H&I) Committee (Dave B.; hni@aa-dc.org): He explained the function of Committee. Monthly newsletter is published in the *digital.New.Reporter*.

Literature Committee (Mike; literature@aa-dc.org): No Report

Nightwatch Committee (Richard; nightwatch@aa-dc.org): No Report

Office Committee (Jeff; office@aa-dc.org): The Office Committee meets the first Monday of the month at 7pm at the WAIA Office. There is also a dial in number, (515) 739-1020 use access Code: 617307.

The Office Committee formulates the overall policy for the operation of the WAIA office; recommends personnel policies for the employed staff of the Board of Directors to the Executive Committee and to the Board of Directors; recommends the salary range for the employees of the Board of Directors to the Executive Committee; and performs other such duties from time to time that may be assigned by the Board of Directors, the Chairman of the Board of Directors, or the Executive Committee. The Office Committee advocates for and assists the office staff and desk volunteers to be the face of AA in the Washington DC, Montgomery county, and Prince George county performing the seven tasks of an Intergroup/Central Office contained in the *AA Service Manual*.

Office Committee membership is open to current members of the Board of Directors (WAIA Representatives), current and past officers of the Board of Directors, and members of the Executive Committee. If you want to join stop by during the monthly meeting or contact us via email office@aa-dc.org.

The current need is for ideas to improve 12-step volunteer responsiveness, to fill vacant desk volunteer slots, and to improve office functions and services.

The Office Committee, with the assistance of the Website (Technology) Committee, is replacing Luella's office computer that failed.

The Office Committee requests a \$500.00 budget increase to clean the office carpets, which were installed in 2009 and not cleaned to date. An Office Clean-up Day was suggested for Saturday, June 17 (10:00-3:00); flyers will be distributed by Luella and/or in *digital.New.Reporter*.

Twelve-Step Volunteer List: Volunteers should enter 202/966-9782 in their phones for outgoing call from WAIA. Need an expanded pool of volunteers to take calls; plan to refer calls by Zip code of Group – WAIA Group Rep (or designated Group contact) would receive call and could then refer forward to appropriate member of that group.

Outreach Committee (Adrian; outreach@aa-dc.org): No Report

Rules Committee (David H.; rules@aa-dc.org): No Report

Website (Technology) Committee (Alex; website@aa-dc.org): Contributions function is online – for individuals and for groups – can use credit or debit card; has error message (allowing for confirmation with Luella) for accidental overdraft >\$500. Working on mechanisms for purchases of books, etc. Credit Card fee for all actions (2.9%); large contributions might be better served by check – at the behest of individual groups.

Registrar (David S.; registrar@aa-dc.org): Any Group Representatives or Alternates not already signed in were asked to do so and he requested that any new Representatives or Alternates fill out the appropriate forms at the Registrar table. In attendance were: 31 Voting Representatives, 0 Voting Alternates, 0 Non-Voting Alternates and 0 Visitors/Guests, for a total eligible voter count: 31.

A New Registrar will begin to serve in June.

OLD BUSINESS:

Motion: Immediate dissolution of *Ad Hoc* Site Search Committee – passed unanimously

NEW BUSINESS:

Motion: To hold monthly meetings at The Church in Bethesda beginning June 13, paying \$100 rent. – passed unanimously

Motion: To clean the carpet in the office (last done in 2009); cost ca. \$500. – passed unanimously

AD HOC COMMITTEE REPORTS:

Archives Committee (Jeff for Barry; archives@aa-dc.org):

Ongoing Activities:

- Migration of our data to archival specific software complete
- Stan writing *New Reporter* Articles
- Meeting once a week on Saturday from 10-1 at WAIA office
- Track Lighting in Office has been assessed, repair is ongoing
- Some members preparing to head to Ohio for Founders' Day
- Archives support for events is available

Near Future:

- Preparing a bid for National AA Archives Workshop (NAAAW) in 2020 to be delivered in September in Canada
- Second DC Area Founders' Day planned for 10/28/2017 - More Details soon

Distant Future:

- September 2020 - NAAAW Conference to be hosted in DC (bid submitted, decision pending)

Many volunteering opportunities available. Don't wait, volunteer now!

Gala Committee (Claire, gala@aa-dc.org; 240/595-3457): Although only 168 tickets were sold, the overall event was under Budget; Claire is stepping down as Chair after two years of service in that role.

Grapevine (Carlos; grapevine@area13aa.org; 202/607-3087): He described two new books: *Making Amends* (Grapevine, \$11.50) and *Best of La Viña* (\$10.50). The 2018 Wall calendar will be available in September (\$9.50).

Hospitality Committee (hospitality@aa-dc.org): Matt extended thanks to Mike for preparing the coffee and for providing the snacks. Five volunteers to help with cleanup were identified.

New Reporter Committee (Tony; newreporter@aa-dc.org): No Report

Old Timers Committee (Bob G.; oldtimers@aa-dc.org): No Report

Public Information/Cooperation with the Professional Community Committee (Pat G.; publicinfo@aa-dc.org; cpc@aa-dc.org): A new Chair is being sought following five years of exemplary service by Pat.

Event Attended:

- May 4, 2017, 11am-2pm - Bureau of Alcohol, Tobacco, Firearms & Explosives Annual Health Fair, NE DC

Upcoming Events:

- June 8, 2017, 10:30am-2pm - Immigration and Customs Enforcement Health Fair, SW DC
- June 14, 2017, 10am-2pm – USDA/APHIS Safety & Health Fair, Riverdale MD

WAGSA Upcoming Event:

- July 9-12, 2017 - National Association of Drug Court Professionals, Gaylord Hotel & Convention Center - cpc@area13aa.org

Special Needs Committee (Teresa; specialneeds@aa-dc.org): No Report

Young People in AA Committee (Jason; www.dcytaa.org): No Report

LIAISON REPORTS ABOUT RELATED GROUPS:

Washington Area General Service Assembly (Terry; secretary@aa-dc.org): The Washington Area General Service Assembly (WAGSA) met as both the annual Mini-Conference on April 15 and the monthly informational Committee on May 8.

The Mini-Conference facilitates discussions of topics to be considered by the Area Delegate to the annual General Service Conference. The topics discussed were: Improving ways to communicate with professionals who come in contact with members of the uniformed services; AA Grapevine use of social media; Ways to inform groups about AA and LaViña; Changes to and development of literature addressing issues of safety; Whether AA should have a Facebook page; Revisions of pamphlet, "Questions and Answers on Sponsorship;" Retirement of pamphlet, "Too Young;" Addition of text regarding monetary limits of contributions by groups in pamphlet, "Self-Support Where Money and Spirituality Mix." The Informational Committee included an extended teaser by the Delegate, prelude to the scheduled May 20 "Report-Back" meeting. Of some interest, the Conference had voted to take no action on the development of either a Facebook page or Twitter account; nevertheless, plans are moving forward to set up a You-Tube page on which the AA Public Service Announcements (PSAs) and other similar informational clips could be made available for download to not only AA members, but the breadth of the public; the "Comments" option would be inactivated. The Alternate Delegate cited the availability GSRs of the local document, "Where the Money Goes." Updated plans for the Hispanic Conference of AA, the bus trip to the General Service Office in New York and the Eastern Area Conference of Young People in AA were presented (*q.v., infra*).

Upcoming Dates of Interest:

- May 20 (Saturday; 9:30 A.M.-2:30 P.M.): WAGSA Spring Assembly with the Delegate Report-Back (Silver Spring United Methodist Church, Fellowship Hall, 8900 Georgia Avenue, Silver Spring, MD 20910)
- May 20 (Saturday; 9:00 A.M.-7:00 P.M.): Capital Trans Pride Day (Studio Theatre, 1501 14th Street N.W., Washington, DC); WAGSA will host an information booth
- May 21 (Sunday; 12:30-4:30 P.M.): Eastern Area Conference for Young People in AA (EACYPAA) Planning Committee Meeting (Westside Club, 1341 Wisconsin Avenue, N.W, Washington, DC 20007) (see DCYPAA.org for details)
- June 2-4 (Friday-Sunday): Northeast Regional Forum (NERF) (DoubleTree Hilton Pittsburgh-Cranberry; 910 Sheraton Drive, Mars, PA 16046)
- June 9-11 (Friday-Sunday): Area 29-Maryland State Convention (DoubleTree Hilton, 210 Holiday Court, Annapolis, MD 21401)
- June 12 (Monday; 7:30-9:00 P.M.): WAGSA Committee Meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- July 9-12 (Sunday-Wednesday): National Association of Drug Court Professionals (NADCP) Annual Training Conference (Gaylord National Resort and Convention Center, National Harbor, MD); WAGSA will host an information booth in collaboration with WAIA and organize a daily AA meeting for attendees.
- July 21 (Friday; 4:00 A.M.-8:00 P.M.): Bus trip to New York City to visit the General Service Office Archives; contact: archives@area13aa.org
- September 1-3 (Friday-Sunday): XLV Convention Hispanic of AA (Hilton Baltimore, 401 West Pratt Street, Baltimore, MD 21201)

Northern Virginia Intergroup (Ralph; rjustus@ieee.org; 301/367-5774):

NVI Board meetings: 1st Tuesday of the month

Contacts: Pauline D., Office Manager (703-293-9757; info@nvintergroup.org)
Mike G., Chair, Board of Directors (chair@nvintergroup.org)

May 2 NVI Board Meeting Highlights:

- April calls: 181 total: 83 meeting information; 15 newcomer; 58 other

- Financials: April contributions \$3,100 more than budgeted
- Literature sales: \$400 less than budgeted
- Prudent reserves: 6.6 months
- July 4 Board meeting – cancelled
- 32nd Annual Intergroup/Central Office/AAWS/AAGV Seminar in October 2017
- Monthly NVI-Host planning meetings (May 13, June 10 at 11:00 A.M.) at the NVI HQ: 10400 Eaton Place Suite 140 Fairfax VA 22030

Upcoming Events (see flyers at: www.nvintergroup.org):

- May 20 (Saturday; 2:00-5:00 P.M.): District 21-Springfield Spring Workshop (Springfield, VA)
- June 10 (Saturday; 9:30 A.M.-Noon): Districts 1,2,11,21,45,46 Founders Day (Alexandria, VA); Brunch and Delegate Share
- June 16 (Friday; 6:30-9:00 P.M.): 9th Annual Men's Potluck Dinner (Arlington, VA)
- June 24 (Saturday): District 41-Vienna Picnic (Vienna, VA)
- November 12 (Sunday; 8:30-11:00 A.M.): NVI Gratitude Breakfast (Springfield, VA)

Hispanic Intergroup: No Report

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at: 9:14 P.M.

ATTACHMENTS: None