



**Minutes: Executive Committee and Board of Directors Meetings
Tuesday, June 13, 2017
[Approved by Board of Directors on July 11, 2017]**

EXECUTIVE COMMITTEE

Chair (Matt): The meeting was called to order at 7:00 P.M. There was a discussion of the need for a statement of policy on publishing in the *Where and When* of any meeting that is identified as being not only AA, but also some other stated purpose; it is not the intent of WAIA to police such information/identification/affiliation, but there was agreement that Tradition Three (singleness of purpose) should uniformly apply to all listings, lest a newcomer be misled by the content of a mixed-purpose group.

Office Administrator (Luella): May Calls: 436 calls, 34 for help, 55 walk-ins. 0 “No Meeting” calls; one “Not Listed” call: “Double Trudgers.” Volunteers needed at the desk, 6 slots open: Tuesday 4:00-7:00 P.M., Thursday 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. A contract has been signed with HS Commercial Cleaning, LLC to clean the office carpets on Saturday, June 17, 2017 at 10:00 A.M. The July issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Matt for David D.): Luella reported that the April DC sales tax had been paid (first ever) including late penalty; currently on time for May and succeeding payments. Matt presented the following information sent by David:

- The Voluntary Disclosure Agreement was signed by the District of Columbia agent May 18, 2017. This formalizes our repayment and makes it possible for the district to forgive penalties.
- Processing of sales tax returns for the period January 2014 through March 2017 has begun. As of last week, most of 2016 and January through March 2017 monthly returns had been input by DC Office of Tax and Revenue. The returns have to be manually input and checked.
- The April 2017 sales tax has been submitted and paid. The May sales tax return will be sent to Luella for filing this week for the June 20 due date. For 2017, the sales tax rate has been corrected.

Finance (Karen):

	Gross Profit*	Total Expense	Actual Net Income	Budget Net Income	% of Budget
Apr 2017	\$ 11,347.78	\$ 18,852.02	\$ (7,504.24)	\$ 10,748.00	-70%
May 2017	\$ 10,237.88	\$ 9,472.34	\$ 765.54	\$ 798.00	96%

*Gross profit is total income minus cost of goods

April losses attributable to Gala expenses, the printing of the *Where and When* and literature sales below projection. Jordan will be the next Chair of the Finance Committee.

Office Committee (Jeff; office@aa-dc.org): Our current need is to improve the Office 12 step coordination process, the accuracy of volunteer list and the responsiveness of volunteers to answer the call; to fill vacant desk volunteer slots; and to improve office functions and services. WAIA Office Cleanup Day will be on June 17 at 10:00 A.M.-3:00 P.M. We are getting our carpets cleaned! Come help us move furniture and generally clean up the WAIA office, 4530 Connecticut Ave NW, Suite 111 Washington, DC 20008. For more information, call 202-966-9783 and ask for Luella or Clo'via. Nick and Jeff submitted an initial draft of Intergroup policies and guidelines gleaned from the 2000 to 2007 WAIA *Minutes*. Alex is working on how shipping charges could be applied on the website when ordering literature, why emails were being held up on the website instead of being forwarded to Luella which was corrected, updating suggestions from Katherine on the *Where and When*, and will contact the new Registrar and determine if converting the Intergroup Representative database to Google sheet is beneficial. Luella will work on shipping cases once given choices from Alex and will instruct desk volunteers how to check 12 step volunteer cards. Katherine submitted edits and suggested changes to reduce the

size of the *Where and When* and is working on identifying Virginia meetings that are not in Fairfax County, Arlington, or Alexandria. In July, Office Committee will submit a motion to send Alex to NTWAA September

Old Business: None

New Business: None

General Discussion:

Alex has registered to attend the National AA Technical Workshop (NAATW), September 8-10 in San Diego; the total cost was estimated to be approximately \$1000. A motion for support will be presented at the July Board meeting.

Matt: There are currently three empty slots on the Executive Committee. David H (Rules Committee) and Claire M (Gala Committee) had volunteered and are present at this meeting; Claire not currently an appointed WAIA Group Representative, so the Executive Committee was asked and agreed to suspend that requirement so that she could complete the appointment. The annual Old Timers meeting is scheduled for November 10. The July Board meetings will include an Ice Cream Social, with suspension of most reporting. As is traditional, in August there will be no Board meeting; however, the Budget Committee meets during August to plan the FY2018 Budget.

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. Sidney 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 May 9, 2017 *Minutes* were approved. He reinforced the process of getting New Business on agenda by forwarding motions/ideas to chair@aa-dc.org. Given that the Executive Committee is down by three members, the Board was asked to affirm the approval of the Executive Committee for the remainder of 2017 for David H., Claire (with suspension of rules for not being a current Group Representative; those actions were unanimously approved. The July Board meeting will be an Ice Cream Social with truncated business discussion; volunteers will be needed – Patrick and Ralph volunteered to pick up Ice Cream. There will be no August Board meeting. There will be a Budget meeting in August under guidance of Karen L.

EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella; administrator@aa-dc.org): May Calls: 436 calls, 34 for help, 55 walk-ins. 0 “No Meeting” calls; one “Not Listed” call: “Double Trudgers.” Volunteers needed at the desk, 6 slots open: Tuesday 4:00-7:00 P.M., Thursday 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. A contract has been signed with HS Commercial Cleaning, LLC to clean the office carpets on Saturday, June 17, 2017 at 10:00 A.M. The July issue of the *New Reporter* and the *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 (Matt for David D.; treasurer@aa-dc.org): Matt presented the following information sent by David:

- The Voluntary Disclosure Agreement was signed by the District of Columbia agent May 18, 2017. This formalizes our repayment and makes it possible for the district to forgive penalties.
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Finance Committee (Karen; finance@aa-dc.org):

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

Hospitals and Institutions (H&I) Committee (Dave B.; hni@aa-dc.org): No Report

Literature Committee (Mike; literature@aa-dc.org): The Committee set up a table at a two-day Singleness of Purpose session. They are available to serve in that manner upon request with advance notice.

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. Our current need is to improve the Office 12 step coordination process, the accuracy of volunteer list and the responsiveness of volunteers to answer the call; to fill vacant desk volunteer slots; and to improve office functions and services. WAIA Office Cleanup Day will be on June 17 at 10:00 A.M.-3:00 P.M. We are getting our carpets cleaned! Come help us move furniture and generally clean up the WAIA office, 4530 Connecticut Ave NW, Suite 111 Washington, DC 20008. For more information, call 202-966-9783 and ask for Luella or Clo'via.

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

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

Website (Technology) Committee (Alex; website@aa-dc.org): No Report

Registrar (Vittorio; 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: 29 Voting Representatives, 1 Voting Alternate, 5 Non-Voting Alternates and 0 Visitors/Guests, for a total eligible voter count: 30.

OLD BUSINESS: None

NEW BUSINESS: None

AD HOC COMMITTEE REPORTS:

Archives Committee (Barry; archives@aa-dc.org): The Archives Committee members will help with carpet cleaning this Saturday. Several members went to Akron Founders Day to explore possibilities and ideas for the Halloween weekend DC Founders Day celebration; they are currently seeking an appropriate site.

Gala Committee (Mike, gala@aa-dc.org; 240/595-3457): Mike, as new Chair, will continue the event; he is seeking an appropriate site – has estimate from Columbia Country Club for 150-200 people \$10,450 (without DJ) (*c.f.*, \$11,500 budgeted in 2017); \$55/ticket; this would be on either Friday or Saturday, March 23 or 24. There was extended discussion by the Board regarding whether to continue the Gala. Finally, there was a MOTION to go forward with planning at the level Budgeted for last year (\$11,500); the motion passed. Further discussion by the Board regarding continuation of the

event in 2019 will occur at a future time and will be addressed by the Finance Committee at the Budget meetings for 2018 and 2019.

Grapevine (Carlos; grapevine@area13aa.org; 202/607-3087): He explained the function of the Committee. He announced that an anonymous matching contribution challenge would allow him to sell all copies on hand of the *I Am Responsible* book for \$6.50 rather than the customary \$11.50.

Hospitality Committee (hospitality@aa-dc.org): Matt extended thanks to Mike and Patrick 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): He announced that the 39th Annual Old Timers celebration will be held on Friday, November 10 at the Oakdale Church (3425 Emory Church Road, Olney, MD 20832). He has served as Chair for two years and is seeking a new Chair for 2018.

Public Information/Cooperation with the Professional Community Committee (Pat G.; publicinfo@aa-dc.org; cpc@aa-dc.org): She noted that a new Chair is needed. If WAIA withdraws from staffing booths at daytime Health Fairs, it may be necessary to transfer that responsibility entirely to WAGSA

Upcoming Events:

- 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.dccypaa.org): No Report

LIAISON REPORTS ABOUT RELATED GROUPS:

Washington Area General Service Assembly (Terry; secretary@aa-dc.org): Since the last WAIA meeting, the Washington Area General Service Assembly (WAGSA) met as both the Spring Business Assembly/Delegate-Report-Back on May 20 and the monthly informational Committee on June 12.

At the May 20 session, the Area 13 Delegate reported on his experiences at the 67th General Service Conference (GSC). Among the Approved Recommendations: development of text to be brought to the next GSC regarding information for current pamphlets directed toward professionals who have contact with veterans and active-duty uniformed services about AA; adoption of a mechanism for electronic voting at the next GSC; the annual publication of the proceedings of the GSC will be made available in the Fall not only in the traditional hard copy, but also as a PDF online, in an anonymity-protected format; multiple recommendations for editorial changes to and renaming of pamphlets were approved. A more detailed summary PDF distributed by the Delegate is available, upon request from the WAGSA Liaison.

During the June 12 Committee meeting, the Chair reported on her attendance at the June 2-4 North East Regional Forum (NERF) and the June 9-11 Area 29 (all the rest of Maryland) Annual Convention. She also emphasized that the WAGSA Committee will not convene during the month of July. The Area 13 Delegate updated his Report-Back by noting that a "Printer's Copy" of the original Big Book text was willed by the estate of Barry L. (an AA member who received it from Lois Wilson) to the AAWS, but had never reached the Central Office. Listing of its availability on public auction from an unrelated source has led to ongoing litigation to claim this singular resource for the AAWS Archives; the New York State Supreme Court has issued a stay until the legal ownership is established. The International Association of Fire Fighters (IAFF) continues to work with WAGSA, WAIA and local AA meeting groups to establish meetings for the patients who will be in residence at their new recovery facility in Upper Marlborough, MD.

Upcoming Dates of Interest:

- July 10: The WAGSA monthly Committee meeting does NOT convene during the month of July.
- 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)
- November 19 (Sunday; 8:00 A.M.-Noon): 31st Annual Area 13 Gratitude Breakfast (College Park Marriott Inn and Conference Center, 3501 University Boulevard East, Hyattsville, MD 20783)

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 info; 15 newcomer; 58 other. Financials: April contributions \$2,600 less than budgeted. Prudent reserves: 6.6 months. Net income: \$2,000 YTD: +\$6,700.

- Sept. 5 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 A.M.) at NVI HQ (10400 Eaton Place, Suite 140, Fairfax, VA 22030)

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

- June 10 (Saturday; 9:30 A.M.-Noon): Districts 1,2,11,21,45,46 Founders Day (Brunch and Delegate Share); Alexandria, VA
- June 16 (Friday; 6:30-9:00 P.M.): 9th Annual Men's Potluck Dinner; Arlington, VA
- June 17 (Saturday): 22nd Annual Fun Day; Arlington, VA
- June 24 (Saturday): District 41-Vienna Picnic; Vienna, VA
- June 24 (Saturday): 2nd Annual Women's Workshop; Fairfax, VA
- June 24 (Saturday): Centreville Group 44th Anniversary Celebration; Centreville, VA
- September 16 (Saturday): Mount Vernon District #11 Picnic; Alexandria, VA
- November 4 (Saturday): Old Timers' Speaker Meeting; Burke, VA
- November 12 (Sunday; 8:30 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: 9:11 P.M.

ATTACHMENTS: None