



Minutes: Executive Committee and Board of Directors Meetings

Tuesday, October 10, 2017

[Approved by Board of Directors on November 14, 2017]

EXECUTIVE COMMITTEE

Chair (Matt): The meeting was called to order at 7:00 P.M. Matt outlined plans to include activities over the next three months for the upcoming transition to the next Board, to be elected in December and assume office in January. The updates to the Bylaws, as promulgated by the Rules Committee, will be reviewed October 24 and then forwarded to all registered member of the Board immediately; the November 14 Board meeting will include the revisions in a handout and the Board will be asked whether the document can be approved, as presented; if there are any objections, a special meeting will be convened on Saturday, December 2 to comply with the 30-day requirement and a final vote will be taken at that time.

Office Administrator (Luella): September Calls – 396 total: 33 for help, 75 WAIA Business, 43 Literature and Chip Orders, 222 Meeting Information, 14 Public Information, 5 AI-Anon, 4 No-meeting-at-location calls (2 were unidentified, one was Petworth – a newcomer could not find the right building, the other was Spiritual Awakening, Saturday 7:00 P.M., Ft. Washington, MD – going to suggest better markings). 58 walk-ins. Volunteers needed at the desk, 5 slots open: Monday 10:00 A.M.-1:00 P.M., Tuesday 4:00-7:00 P.M., Wednesday 10:00 A.M.-1:00 P.M., Thursday 4:00-7:00 P.M., and Saturday 7:00-10:00 P.M. Luella attended the annual Intergroup Central Office AA World Services/AA Grapevine (AAWS/AAGV) Seminar in Reston this past weekend. She came away with many ideas, including: 1) adding a QR reader to the printed *Where and When* that would take people to the WAIA website; and 2) the Philadelphia intergroup and their area have an Annual Share-a-Day where the Area and Intergroup host a joint event. She was also reminded that the *AA Grapevine* does not get money from the General Service Office and is totally self-supporting. Gratitude boxes will be mailed to all registered group treasurers by October 25, 2017. Board members were encouraged to pick one up for the group they represent and sign the sheet to ensure that a second box is not mailed to that group. The November issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (David D.): The following current data were reported:

Total Cash on Hand: \$151,948.49
 Prudent Reserve: \$127,523.94
 Checking Account: \$ 24,396.44
 Income, Year-to-Date (YTD) is running even with 2016: \$143,365
 Expenses, YTD, are \$18,785 over 2016: \$128,207

Finance (Karen): Update for Third Quarter WAIA budget:

- Overall, we are not meeting net income goals. We expected to lose \$6,000 at this point but are actually behind by \$20,000
- Gross profit is meeting 90% of projections due to chips and literature not meeting projected sales.
- Expense is coming in below projections because this included the \$15,000 forensics sales tax accounting cost.

	Actual	Budget	over Budget	% of Budget
Gross Profit	\$ 108,122.88	\$ 118,930.00	\$(10,807.12)	90.91%
Expense	\$ 128,452.91	\$ 124,796.00	\$ 3,656.91	102.93%
Net Income	\$ (20,417.46)	\$ (5,866.00)	\$(14,551.46)	348.06%

Office Committee (Katherine and Alex; office@aa-dc.org): The Committee will be holding a Roundtable Discussion at the WAIA Office on Sunday, October 15 at 2:00 P.M. to bring together the Desk and Nightwatch volunteers to discuss ideas for improving/updating the tools, resources, and procedures for working on the desk/phones and 12-step calls. They will also be providing detailed information on the ongoing projects within the Office Committee, particularly those related to

changes to the website, *Where and When*, 12-step contacts database, and telephone system. A primary goal is to seek out suggestions and ideas for updating the training and guidance available to the volunteers and ensuring a more effective exchange of information among the group going forward. They are currently installing a pilot implementation of the Vonage telephone system to run concurrently with our existing telephone service through Verizon until approximately November 15. This will give us the opportunity to ensure there is no downtime as a result of setting up, configuring, learning, and transferring to the new system. The new system will not only result in significant cost savings in the long run, but will give us a great deal more flexibility in managing our telephone coverage and service. Current projects include:

- implementation of a new internet-based office telephone system
- validating and updating the information on meetings maintained in the database and published on the website and in the *Where and When*
- updating and improving the tools, techniques, and resources used by the volunteer base conducting desk, telephone, and 12-step work
- ensuring full volunteer coverage of desk and telephone activities
- updating and improving the uses of technology by the office
- enhancing and improving the tools and resources available on the website

Old Business: None

New Business: None

Jeff: The Archives Committee will seek approval of the Board to submit a bid to host the National AA Archive Workshop in DC in 2020 – the motion will be introduced by Stan (from Committee); this will require participation by more than just the Committee members. Stan as program chair, Jeff as Treasurer. Bid to be submitted by February 2018.

General Discussion:

Alex: Individual and group contributions submitted through the website are growing.

Luella: Jordan and Alex have been added to QuickBooks access and Karen has been removed.

Jeff: will explain elections process to the Board – nominations are open beginning on this date

Matt: He has resolved room occupancy conflict experienced in September with The Church in Bethesda staff.

The meeting of the Executive Committee adjourned at 7:44 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. Karen read the *WAIA Preamble*. New Representatives/Board Members and Alternates self-introduced and were directed to Ben 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. The September 12, 2017 *Minutes* were approved as amended; clarifying changes in the motion regarding the Gala were made in the Executive Committee and accepted by the Board.

EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella; administrator@aa-dc.org): September Calls – 396 total: 33 for help, 75 WAIA Business, 43 Literature and Chip Orders, 222 Meeting Information, 14 Public Information, 5 AI-Anon, 4 No-meeting-at-location calls (2 were unidentified, one was Petworth – a newcomer could not find the right building, the other was Spiritual Awakening, Saturday 7:00 P.M., Ft. Washington, MD – going to suggest better markings). 58 walk-ins. Volunteers needed at the desk, 5 slots open: Monday 10:00 A.M.-1:00 P.M., Tuesday 4:00-7:00 P.M., Wednesday 10:00 A.M.-1:00 P.M., Thursday 4:00-7:00 P.M., and Saturday 7:00-10:00 P.M. Luella attended the annual Intergroup Central Office AA World Services/AA Grapevine (AAWS/AAGV) Seminar in Reston this past weekend. She came away with many ideas, including: 1) adding a QR reader to the printed *Where and When* that would take people to the WAIA website; and 2) the Philadelphia intergroup and their area have an Annual Share-a-Day where the Area and Intergroup host a joint event. She was also reminded that the *AA Grapevine* does not get money from the General Service Office and is totally self-supporting. Gratitude boxes will be mailed to all registered group treasurers by October 25, 2017. Board members were encouraged to pick one up for the group they represent and sign the sheet to ensure that a second box is not mailed to that group. The November issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

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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, not already presented, were summarized.

Elections Committee (Jeff; elections@aa-dc.org): The Elections Committee usually meets the first Wednesday of the month at 7:00 P.M. at the WAIA Office. There is also a dial-in number: 515/739-1020 (use access code: 617307). The Chair of the Elections Committee accepts nominations for WAIA positions. Candidates nominated by December 1 will be listed on the printed ballots at the December 12 WAIA meeting. Elections 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. No member of the Elections Committee shall be a candidate. The Elections Committee needs at least two members. If you want to join, stop by during the monthly meeting or contact via email elections@aa-dc.org. The current need is to prepare for the 2017 elections.

Hospitals and Institutions (H&I) Committee (Dave B.; hni@aa-dc.org): He summarized function(s) and information resources, particularly the page of needed service positions in the monthly *New Reporter*. Additional volunteers are always welcome.

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

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

Office Committee (Katherine and Alex; office@aa-dc.org): The Committee will be holding a Roundtable Discussion at the WAIA Office on Sunday, October 15 at 2:00 P.M. to bring together the Desk and Nightwatch volunteers to discuss ideas for improving/updating the tools, resources, and procedures for working on the desk/phones and 12-step calls. They will also be providing detailed information on the ongoing projects within the Office Committee, particularly those related to changes to the website, *Where and When*, 12-step contacts database, and telephone system. A primary goal is to seek out suggestions and ideas for updating the training and guidance available to the volunteers and ensuring a more effective exchange of information among the group going forward. They are currently installing a pilot implementation of the Vonage telephone system to run concurrently with our existing telephone service through Verizon until approximately November 15. This will give us the opportunity to ensure there is no downtime as a result of setting up, configuring, learning, and transferring to the new system. The new system will not only result in significant cost savings in the long run, but will give us a great deal more flexibility in managing our telephone coverage and service. Current projects include:

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

Rules Committee (David H.; rules@aa-dc.org): This Committee has spent more than two years conducting an inventory of the WAIA Bylaws and formulating revisions. They meet October 24 at 7:00 P.M. at the WAIA office for final incorporation of changes to the version currently under review. Both the revised version and the current version will be sent to Board for

consideration. There is a special meeting scheduled for December 2 for a final vote of the Board on revisions (10:30 A.M., Montgomery County Chevy Chase Public library – information will appear on the WAIA website). A new Committee Chair will be needed for 2018.

Website (Technology) Committee (Alex; website@aa-dc.org): September User Report:
ca. 500 users per day - steady average
DC: 57%; MD: 27%; VA: 8%; Other: 8%
IOS: 52%; Android: 23%; Windows (Desktop): 17%; Apple (Desktop): 7%; Other: 1%
Mobile: 75%; Desktop: 25%
Acquisition: 72% Search (e.g., Googling); 25% Direct (viz., www.aa-dc.org); 3% Referrals/Other
Behavior: 73% Direct to meeting list

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: 28 Voting Representatives, 2 Voting Alternates, 0 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 (Stan reporting for Barry; archives@aa-dc.org): Barry will be leaving as Chair. Stan described the plans to submit a bid to host the 2020 AA Archives workshop in the DC area. That year will mark the 75th anniversary of the Cosmopolitan group (first DC integrated group); the proposed theme: “A Perfect Vision” (2020).
Motion: WAIA would support the bid to host the 2020 AA Archives Workshop – requires: Hospitality room and supportive volunteer hosts; donations of food (Thursday night-Sunday morning) Attendance has ranged from 200-400; costs are supported by registration fees of participants. WAIA(+) would be the Organizing Committee – NOT a cost to WAIA budget. The motion was withdrawn to be redefined for presentation in November

Gala Committee (Ben reporting for Mike, gala@aa-dc.org; 240/595-3457): He reviewed the actions taken by the Board at the September meeting regarding careful re-evaluation of plans to continue the Gala past 2018.

Grapevine (Carlos; grapevine@area13aa.org; 202/607-3087): No Report

Hospitality Committee (hospitality@aa-dc.org): Matt extended thanks to 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): The 39th Annual Old Timer’s Gratitude Meeting will be held on Friday, November 10 from 7:00-9:30 P.M. at the Oakdale Church, 3425 Church Road, Olney, MD 20832. Fundraiser for H&I committee literature. Rachel W. will be the new Chair for 2018-2019.

Public Information/Cooperation with the Professional Community Committee (Pat G.; publicinfo@aa-dc.org; cpc@aa-dc.org):

Events Attended:

- September 20 (Wednesday; 11:00 A.M.-1:00 P.M.): American Association for the Advancement of Science (AAAS) Health and Wellness Fair, 1200 New York Avenue, N.W., Washington, DC

Upcoming Events:

- November 4 (Saturday; 9:00 A.M.-3:00 P.M.): Veteran Stand-down/Homeless Resource Day, Wayne K. Curry Sports and Learning Complex, 8001 Sheriff Road, Landover MD
- November 9 (Thursday; 10:00 A.M.-1:30 P.M.): American University Health Fair, 4400 Massachusetts Avenue, N.W., Washington, DC

Event with WAGSA:

- November 27-29 (Monday-Wednesday): Annual Meeting of the Association of Military Surgeons of the United States (AMSUS), Gaylord National Hotel and Resort [Contact: cpc@area13aa.org]

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

Young People in AA Committee (Jason; www.dcyppaa.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) convened for its monthly informational committee meeting, on Monday, October 9. The Treasurer has submitted a request to resign, pending selection of a replacement by a special election to be held at the Fall Assembly on October 21. That Assembly will also include an Area 13 Inventory, for which the guiding questions will be distributed to the membership during the next week. The Alternate Delegate has been conferring with WAIA to reach a consensus standardization of the group donation cards. The Past Delegate provided *Minutes* of the past three meetings of the WAGSA Board, which bears the corporate responsibility for the business of the Assembly. The Delegate provided an abbreviated listing of some of the ways in which the General Service Office takes actions on behalf of Alcoholics Anonymous.

Upcoming Dates of Interest:

- October 21 (Saturday; 9:30 A.M.-3:00 P.M.): WAGSA Fall Assembly (Holy Cross Hospital, Auditoria A and C, 1500 Forest Glen Road, Silver Spring, MD 20910)
- November 13 (Monday; 7:30-9:00 P.M.): WAGSA Committee meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- 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)
- November 28-December 1 (Tuesday-Friday): Association of Military Surgeons of the United States (AMSUS) Annual Meeting (Gaylord National Resort and Convention Center, 201 Waterfront Street, National Harbor MD 20745); WAGSA will host a booth and arrange daily onsite recovery meetings
- April 14 (Saturday; 9:30 A.M.-2:30 P.M.): WAGSA Spring Assembly/Delegate Report-Back (location TBD)

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

NVI Board meetings: First Tuesday of the month

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

October 3 NVI Board Meeting Highlights:

- August calls: 198 total: 83 meeting info; 9 newcomer; 67 other
- September calls: 164 total: 77 meeting info; 5 newcomer; 45 other

Net Income/Financials:

- August contributions \$3,500 below budget; - \$ 368, YTD: +4,595
- September contributions \$2,500 below budget; - \$ 2,900, YTD +1,643

Prudent Reserves: 6.7 months

Gratitude Boxes: NVI will continue practice again this year

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

- November 4 (Saturday; 6:30 P.M.): Old Timers' Speaker Meeting, Burke, VA
- November 4 (Saturday; 6:00 P.M.): Manassas District 33 66th Anniversary, Manassas, 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: 9:00 P.M.

ATTACHMENTS: None