



## HAWS Minutes for 9/9/18

*Keywords: Need conference report and conference liaison, Convention funds, Writing chair position dissolved, Mainline liaison*

Meeting opened with the serenity prayer at 9:40 am.

### **Attendance**

Adam D. (Phoenix, AZ), Mike L. (Phoenix, AZ), Meagan F. (Birmingham, AL), Josh Q. (Phoenix, AZ), Ole C. (Phoenix, AZ), David S. (Phoenix, AZ), Faith M. (Phoenix, AZ), Tim K. (Saint Charles, MO), Paul F. (Portland, OR – NO VOTE), Melinda M. (Phoenix, AZ), Masha L. (Portland, OR – NO VOTE), Bryan L. (Toledo, OH)

**Tradition:** Tradition 9 was read.

### **Previous minutes read**

There was a motion to accept the previous minutes and the motion passed.

### **Treasurer's Report (Josh Q.)**

- Prudent reserve: \$6000.00
- Beginning balance: \$11,689.74
- Ending balance: \$3,854.76

The \$1,200 (conference room payment) plus \$1,500 (convention costs) was sent to the convention.

There is now a verbal agreement for the next year for the conference room between Josh and the conference room's owner.

Josh received an e-mail from a healthcare provider requesting a W-9 for purchasing H&I startup kits. It will be discussed in new business.

The trademark was denied but it will be talked more about in the Old Business.

### **Webmaster Committee Report (Meagan F.)**

Everything is good with the web site. The convention page has been changed and there will be something from Atlanta to add about the 2020 convention.

Meagan asks if we should approve that speaker tapes from the convention that go onto the web site. There is discussion and Meagan is asked to listen to the speaker tapes and let the HAWS board know if there are any specific concerns before we approve them.

There will also be a section under the Conference tab for approved conference literature. A discussion is had about how to organize the web site. In the Resources tab, some things will be linked to the conference section so that documents are easily located.

### **Chips and Literature Committee Report (Faith B.)**

Faith sent a request to LuckyLine for the 18-month keytag that was approved by the conference.

Mark P. said that he is having a difficult time following up for startup kits. We are going to try a new follow-up strategy with a form that we ask people to fill out.

Katie is doing a great job with filling orders.

### **Writing Committee (Ian F.)**

The Mainline has not been too consistent because the chair was helping with the convention. There is a discussion to dissolve the Writing Committee because it is now a subcommittee of the conference. A motion is made to do so and it passed.

There is also discussion about having a Mainline representative at the HAWS meetings from now on. There is no motion but David will address this in upcoming versions of the HAWS Guidelines and Bylaws.

### **Structure and Bylaws Committee (David S.)**

David is going to go through the Guidelines and Bylaws to see what changes need to be made now that the conference is over.

### **Convention Chair (Paul F.)**

This report was given by Masha L. because Paul had technical difficulties.

There is currently a total of \$9,319.30 in the bank account but we are still waiting to receive the online registration payments and we need to reimburse the speakers for their travel by check.

We still need to pay 2465.21 to the hotel, too. HAWS gave the convention \$2,000.

The total profit will be reported next month but should be approximately \$2,500.

There is a brief discussion about where this money should go. The conference costed HAWS about \$5,000.

There is a motion to keep all of the money at HAWS. The motion is seconded.

The motion is tables until we have final numbers and the convention chair is available.

HAWS asked Masha to:

- Complete the final transactions
- Let us know what the standard Area operating budget is (before the convention)
- Let us know how much their area's fundraisers raised total

David mentions that the conference took in \$400 in donations from delegates and HAWS members which was given to Josh. This does not include the donations online.

### **Conference Chair (Sharmyn T.)**

No report. David will follow up with Sharmyn. We need a conference report.

### **Old Business**

Tim will look into a lawyer to deal with the trademark. Chris will get all of the relevant information to Tim.

### **New Business**

There is a motion to put Ian's meeting startup document onto the web site. Discussion was had. Generally, the sentiment was that this is basically what should be in the pamphlet and that responsibility is under the conference. Motion fails.

Ole will look at the web site to make suggestions about what to remove and what to keep there.

Josh and Chris will reach out to the advisors about the health care provider who is ordering startup kits for their facility because we are concerned about an institution running meetings instead of HA members.

**Next HAWS board meeting: Sunday, September 14<sup>th</sup>, 2018 at 9:30 am AZ time.**