



## HAWA Minutes for 2/10/2019

**Keywords:** Unclear treasurer's report, Mainline hard-copy, Conference/convention contract for 2020, Referrals

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

### **Attendance**

Aiden F. (Phoenix, AZ), Adam D. (Phoenix, AZ), Mike L. (Phoenix, AZ), Chris G. (Phoenix, AZ), Chris S. (Birmingham, AL), Ole C. (Phoenix, AZ), Tim L. (St. Charles, MO), Meagan F. (Birmingham, AL), Jonathan W. (Atlanta, GA)

**Tradition:** Tradition 2 was read.

### **Previous minutes read**

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

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

- Prudent reserve: \$6000.00
- Beginning balance: ???
- Ending balance: ???

The report that Josh Q. sent did not start with the ending balance from January (approximately \$20 difference). The beginning balance appears to be \$11,424.98 and ending is \$10,666.67. The savings account has \$190.22, making a total \$10,756.89. These numbers will be clarified when Josh is present next month.

Payment was sent to the trademark lawyer for both the name and logo. Tim L. will follow up with the lawyer about the trademarks for both the logo and name.

There was a motion to accept the report and the motion passed.

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

Meagan made the changes to the web site that were requested.

Meagan will write a piece for the Mainline requesting help with the webmaster committee.

The speaker recordings from the convention are on the web site.

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

There has been difficulty getting chips and literature orders out on time. We are currently 4-5 weeks behind on orders.

The IT committee is putting a new order form on the site for people to request new meeting kits.

The women at Perryville prison in Arizona have requested that they receive the Mainline by mail.

Aiden mentions that the Mainline committee does have the ability to print and distribute the mainline.

### **Mainline (Aiden F.)**

We are now using MailChimp for e-mail management which means we have an unsubscribe button and data protection. We can track open rates and clicks. The last bulletin got ~25% open rate. The click rate was ~7%. They can also automate the welcome letter so that it doesn't go to Spam.

Instead of a single spreadsheet, they can segment and tag the list. An example might be when we have an open position, an e-mail could be sent to only a select group.

Aiden is going to change the subscriber form on the web site and will work with Meagan to do so.

There is still low content but Aiden is going to find a person to actively seek content.

We now have the ability to perform physical shipping of the Mainline.

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

No report.

### **Convention Chair (Jonathan W.)**

(NOTE: 6 days after this HAWS meeting was held another meeting took place where the contract was approved. See the end of this document for more details.)

Jonathan has the 2020 HAWS Convention/Conference contract (Atlanta). They're trying to formulate a budget. The hotel is asking for a deposit and the dates are too soon.

They're asking for two deposits of \$2500. The first now (ASAP) and the second by July.

Room nights: 410 including the conference.

30 rooms per night for conference (Tuesday and Wednesday)

50 for Thursday

150 rooms per night for convention (Friday and Saturday).

Food & Beverage: \$20,000

The convention is on the last weekend of August.

### **Conference Liaison (Chris S.)**

Chris S.: The 2019 HA Conference (Phoenix) rooms are \$89 per night. There will be thumb drives distributed this year instead of hard copies. Referrals should come 60 days before the conference date instead of 90. The cost is \$35 for delegate registrations before June 10<sup>th</sup>. After is \$45.

The conference will suggest that registration be paid at least 30 days before conference.

David is working on a registration link for the web site.

### **Old Business**

There is a motion to make Cornerstone the new meeting location and Josh will reach out to Cornerstone for a formal contract. The motion passes.

Chris G. read through the four referrals and it was decided that he will submit them to the appropriate conference committees.

The HAWS board should reach out to the fellowship for the Advisor.

Portland, OR, submitted their Wrap-Up report. Chris G. will send it to the Webmaster so that it is posted to the web site.

### **New Business**

None.

**Next HAWS board meeting: Sunday, March 10<sup>th</sup>, 2019 at 9:30 am AZ time.**

**NOTE:** The following Saturday (2/16), the majority of the board met again to approve the HAWS conference/convention contract for 2020 in Atlanta. The budget estimations and contract were presented by Jonathan W. and the board voted to approve the signing of the contract unanimously.