



## HAWS Minutes for 11/10/19

*Keywords: Paypal buttons, Trademark finalized, Vacated positions, conference liaison, at- large member*

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

### **Attendance**

Mike L. (Phoenix, AZ), Faith M. (Phoenix, AZ), Ole C. (Phoenix, AZ), Melinda M. (Phoenix, AZ), Aiden F. (Phoenix, AZ), Josh Q. (Phoenix, AZ), Jonathon W. (Atlanta, GA), Chris G. (New Haven, CT), Adam D. (Phoenix, AZ), Pat B. (Rochester, NY), Dalton L. (Birmingham, AL), Tom H. (Atlanta, GA)

**Tradition:** Tradition 11 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: \$6,000.00
- Beginning balance: 13,757.58
- Ending balance: \$17,543.51

Josh Q. said he still did not see a report from the convention of how much money they have brought in through Paypal. He has looked into setting up the new Paypal and thinks they may need the same federal paperwork from the IRS that G Suites is requesting but will still look into it closer this month. Worked with Melinda to start coming up with a numbering system for meeting listings but nothing has been finalized yet. Aiden said that he is still receiving text notifications from the bank, no big deal, he just wanted to let us know.

Motion to accept, motion passes.

### **Webmaster Committee Report (Chris G.)**

Chris G. has been able to meet a couple times with members on the committee. He is still looking for people that are willing to help with some open positions, they do not need any type of tech background. Chris still has not been able to gain access to the webmaster email because he is waiting on our old webmaster to get him the current login information, so anything that is sent to the email is not being accessed right now (resolved during meeting). Jonathon (convention chair) set up a slack channel for the webmaster committee. Aiden recommended that we start a password management system to create and save all passwords moving forward.

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

Received the new pamphlets with all the correct information updated. Faith will get rid of the incorrect pamphlets. The current employee handling orders is beginning to get overwhelmed and we may need to look for additional people or a replacement. Orders are up 105% with all orders in the last month. The committee has a couple interested people in taking over the new meeting startup kit orders but has a couple more weeks until deadline for interested persons submissions. Josh Q. asked for a quarterly and annual report for overall orders to help this board figure out a strategy for how to handle a way to alleviate some of the work from the current employee handling orders.

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

22.2% open rate, 5.7% click through rate, and 1,132 recipients last month. The growth of the list was 28 new subscribers and 5 unsubscribe. We seem to be dropping by about 2% open rate each month over the last 3 months. The formatting with the links they implemented a couple months ago has not decreased the click through rate, but it has not increased it either.

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

Has no update on anything right now. He thinks he may need to sit down with the structure and bylaws committee for the conference to get their advice on how this board may start to mirror the conference committees.

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

They have had about 3 more registrations come in since last month. They currently have hoodies and bracelets they are selling for fundraising. They were able to get the Paypal button on the HAWS website updated so it does work now. There are links on the HAWS website for the convention registration and the hotel. The committee was able to get credit card processing set up through "Square."

### **Conference Liaison (Dalton L.)**

The conference will wait for the WSOB to choose a member for the vetting process on all referrals to the conference rather than their committee choosing that person. Dalton will let the committee know that the WSOB is still waiting on the budget for next year's conference which is supposed to be submitted by the end of the year. Chris attended the last conference committee meeting and said it seemed very helpful and he believes that in our service manual it states something about a member of the WSOB being attendance at each of the conference committee meetings.

### **Old Business**

Josh Q. made a motion to approve Pat B. for the at large position. Motion seconded, motion passes.

G suites needs the current federal filing papers for our 501(c)3 which takes a while to get. Josh will submit the request and let us know when he has received it so it can be submitted to Google.

Josh Q. makes a motion to have Faith be the liaison to the conference committee for the WSOB. Motion seconded, motion passes.

Adam D. makes a motion to have Mike serve with the conference vetting process for all referrals to the conference. Motion seconded, motion passes.

Chris will send an email to the women of "Pussy Riot" to find out if they are willing to have an abbreviated name listed on the website while we figure out what the conference wants for meeting name guidelines.

Since Josh Q. had to leave so we cannot finalize a resolution for creating the numbering list for meetings.

### **New business**

Aiden makes a motion that the Secretary drafts a referral to create what the criteria should be for creating a meeting name. Motion seconded. Motion was spoke against. Motion to table the motion. Motion seconded, motion passes.

Aiden makes a motion that the Secretary looks into a password manager tool in order to save all username and passwords for emails and report options next month. Motion seconded, motion passes.

There was conversation about when we are going to set up e-mail addresses that were requested this board does, from the conference. Since the treasurer had to leave, we will continue this discussion next month.

Adam D. makes a motion to vacate position held by Robert due to attendance issues. Motion seconded, motion passes.

Ole C. makes a motion to vacate the at- large position held by Tim for attendance issues. Motion seconded, motion passes.

Adam will write a blurb for the Mainline out reaching the now vacated the positions to be ran next month.

Ole C. makes a motion to have Josh double check our trademark status with the lawyer.

Faith makes a motion to meet at Adam's office for next month's meeting. Motion seconded, motion passes.

Adam D. makes a motion to have Aiden look into office space that may work for future meetings.  
Motion seconded, motion passes.

Motion to close. Motion passes.

**Next HAWS board meeting is Sunday, December 8th, 2019 at 9:30 am AZ time.**