



HAWS Minutes for 7/12/20

Keywords: Convention contract, Last pass, employee, Mainline guidelines

Meeting opened with the serenity prayer at 9:35 am.

Attendance

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

Tradition: Tradition 7 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: \$15,148.80
- Ending balance: \$14,962.64

Josh Q. said he is working on getting the updates on the new convention contract so they can be finalized. The new signer for the convention account has been added to the account and the old signer is now removed. The terms on the new contract seem to be in place and Josh is just waiting on the new contact persons to be updated with the bank accounts so the contract can be signed. Once the new debit card arrives, we should be able to finalize the contract with the updated payment method. He is still waiting to hear from the CPA for an update on our federal filing, which is expected, as the IRS is fairly backed up right now.

Motion to accept, motion passes.

Webmaster Committee Report (Chris G.)

Chris G. said everything is being updated online. There was an initial burst of online meetings that were removing themselves since their meetings are back in person but that has drastically slowed down. He has been updating the conference and convention pages online to reflect all new updates as they are available. They are currently processing refunds for registration for any members that request it. The hotel seems to have already been cancelling all room reservations that have been made for these events.

Chips and Literature Committee Report (Faith M.)

Faith said there has been \$532 of new sales in the last 30 days. Orders are starting to increase over the last several weeks, but we are still only around half of our normal revenue. There was a back log of start up kits waiting to go out, but they should be sent out soon. There may be a potential candidate to take over the employee position when our current employee leaves, Faith will bring us an update next month if they are interested. Faith is still reaching out to people to fill the chips and lit position when it is vacated by her in a couple of months.

Mainline (Aiden F.)

Aiden said the committee is thriving. They have an abundance of content. For June there was a big drop in open rates, and they will watch the numbers in the following months to see if it is a trend or a fluke. There was 14% open rate and a 2.6% click through. The resend campaign was around 6% open rate and 1.1% click through rate. They have not printed the story book from 2019 but they still plan to and will let Josh know when they do, so he can pay for everything. The committee has updated and finalized submission guidelines which Aiden provided to this board to review and accept them in new business.

Structure and Bylaws Committee (Pat B.)

Pat said he has sent out the updated draft for the bylaws. He made three changes. The first was a simple house cleaning to the current draft. He also added the three different non-profit tax documents that the CPA requested so we can have them available for future use. The last thing he added was a section titled Article 7, which refers to the relationship this board holds with the conference and convention committees and how to communicate with them properly and effectively throughout the year.

Convention Chair (Chris G.)

Chris said everything is going amazingly. The hotel liaison has been working with the hotel representative to renegotiate the contract. The liaison has been able to go through the contract and has been able to decrease our food and beverage cost from \$20,000 to \$16,000. The room space that should be needed has been corrected to a much more manageable number which should help save money, this also will leave the opportunity to have more space available if necessary. Anything we do not sell in food and beverage we owe the hotel 40% of that total. It was suggested that someone from this board also review the contract with the hotel liaison for an extra set of eyes. There are 6 fundraisers that are currently scheduled leading up to the convention now.

Haws Conference Liaison (Faith M.)

Faith said she was unable to attend the last meeting. The conference committee held another survey to gauge what the fellowship wanted to do with this year's conference and overwhelmingly they wanted to postpone. Based on the survey results and health concerns they have decided to postpone the conference. They have already refunded everybody who had had paid.

Old Business

G suites needs a current federal filing papers 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. Will set up domain name email addresses when the G suites is completed. (from previous meeting in July 2019, still in process)

Adam D. will resubmit blurb in the Mainline outreaching open positions including an advisor, chips and lit, and treasurer. (will remain but originally from January 2020)

Aiden makes a motion to be granted \$322.70 to print 25 issues of the Mainline book they have created to be shipped to a few areas across the U.S. to test the response, seconded, passes. (from minutes in May 2020)

Tom makes a motion for the board treasurer to get back to the board with what the requirements will be to broaden our trademark to be more inclusive by the end of 2021, seconded, passes. (Originally presented June 2020)

New business

Aiden makes a motion to accept the new Mainline submission guidelines and have them replace the current ones that are on the website as well as be placed on the website with a downloadable PDF format on the resources page of the website, seconded, Josh motions to table this to allow the board to review the updates, seconded, passes.

There was discussion that took place, through a concern of having members that are not on the board being a part of our meetings. There are, at times, other members of the fellowship that may have a reason to be present and in that circumstance we may want to welcome them at the beginning of our meetings and have them leave the meeting after they present their information, to allow this board to conduct our normal meeting after that. It was suggested that Pat starts to put some language together to make it clear that these meetings are closed and for board members and invite only.

There was a concern that the corporate filings with the state of Arizona have not been updated. Mike L. said he would update everything and report back to us when it is finished.

Chris makes a motion that the board's finance committee give a look over to the convention contract before it is signed and that the language be added to the bylaws, seconded, passes.

Motion to close. Motion passes.

Next HAWS board meeting is Sunday, August 9, 2020 at 9:30 am AZ time.