



H.A.W.S., Inc. Minutes for 10/10/21

Meeting opened with the serenity prayer at 9:32 am.

1. Attendance:

Adam D. (Phoenix, AZ), Katie C. (Birmingham AL), Pat B. (Rochester NY), Brandon H. (Birmingham, AL), Zach A. (Rochester, NY), Billy N. (Del Ray Beach, FL), Sara U. (Indianapolis IN), Vance S. (Canton, OH), Jon P. (Rochester NY), Ole C. (Phoenix AZ)

2. Tradition: Tradition 10 was read

3. Previous minutes read:

Motion to accept minutes passes after discussion about use of minutes to keep track of standing job duties and a correction to a typo in chips and lit report

4. Treasurer's Report (Adam acting as treasurer):

AZ Federal \$9.93
Convention \$27,711.65
Main Account \$11,712.40
Saving prudent \$6,000.03
PayPal \$1,525.27

Working on access to QuickBooks and balancing books, trying to get a balanced spreadsheet to present next month. Contacted CPA and sending them a check for \$1,147 for her to finalize updating 501c3 reclassification, sending out 1099 form to paid employees, reconciling our books and assistance refile AZ corp. commission. Melinda has been removed from all accounts. Adam feels we should not keep a standing convention account.

Motion to approve treasurer's report is approved

5. Webmaster Committee Report (Sara R.):

- still need to reach out to the referral's subcommittee for a more prominent place/explanation of the referral process.
- removed old users from word press access. Created user ID's to word press for Sara and Alex for documented changes rather than all changes being under the Admin user.
- will be working on the for the press tabs to be updated in the next few months or so.
- the "Covid 19" tab has been removed, and the relevant documents be repositioned in more prominent position within the website. the two 2020 Convention postponement announcements have been deleted.

- possible meeting in Alberta Canada
- is webmaster allowed to change the tab names on the website? Discussion follows about how to interact with referrals throughout the year and what to do with backed up referrals.

6. Chips and Literature Committee Report (Katie C.):

\$2,083 came in on PayPal this month, everything is good, working with sara to put together meeting about cart system

7. Mainline (Adam gave update):

-Adam spoke with Aiden, there are new committee members, there is a new Chair-elect, board is waiting on resume for approval, new editor, and content gatherer

8. Structure and Bylaws (Pat B.):

Worked on Trustee memo with Chris G and discussed changing charter with HAWSC S&B committee

9. Outgoing Convention Chair Final Report (Chris G.):

Awaiting final financial report

10. Haws Conference Liaison (Ole):

Conference committee is working to get the minutes distributed ASAP

11. Nominations Committee (Ole):

Interview with Brent B. for PI chair- went very well, answers were very favorable. References for Brent and Matt have been contacted and gave all favorable reviews, nothing alarming found on social media or google searches of candidates, recommend election to board. Brent B. sent a letter of recommendation for Logan (acting mainline chair) should we share letter with board during request for permission to interview.

Discussion about interview process and if the whole board can have second interview

12. Old Business:

- G suites needs a current federal filing papers which takes a while to get. Adam 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) updated 4/11/21: still have not heard back, Adam will email Google again. 5/2/21, Submitted new case but still has heard anything back, will review next month.

6/13/21 Adam still has not heard anything back Pat will submit new request with assistance from Adam and Melinda.

7/11/21 Pat received a notice from google that their support team will be in touch on this matter within 24 hours, more to come next week. Discussion took place about using GoDaddy emails instead of Google Workspace.

8/8/21 Pat has been in communication with google and initiated the process to switch our account to google for non-profit, this is under review, more updates to come

10/10/21- Pat states this has fallen on backburner, will provide legible report next month

- Pat B. will remove mainline blurb from minutes. Ole makes motion to add mainline blurb to secretary duties in handbook until outreach chair is elected
- Motion to close our Arizona Federal Credit Union checking and saving accounts, seconded, motion passes. updated 4/11/21: stays on old business until debit card and other issues are sorted
- Melinda M. makes a motion to remove Josh Quinn and Faith Mullender (Brewster) from all bank accounts, seconded, motion passes. updated 4/11/21: stays on old business until debit card and other issues are sorted.
- Billy N makes motion to look into the feasibility of trademarking the name "Heroin Anonymous"

*Seconded and passes

-Updated 5/2/21- got into discussion about 12 step copywrites with a paralegal involved with small trademark/ copywrite firm. Billy is sitting down with paralegal this month to go over recommendations.

-Report on 6/13/2021- giving written presentation on trademarking name Heroin Anonymous next month, meeting with paralegal was very productive.

-Report on 7/11/2021:

Billy identified a lawyer in Texas who could economically handle our Trademark issue for the name "Heroin Anonymous".

Tom Mistili is admitted in several states to practice. He is experienced with non profit organizations business practices and some of those 12 Step Fellowships. His usual rate is \$295 per hour but he discounts for non-profits and I think he would accept \$250 an hour.

Motion: That the board have existing board member who chairs an Intellectual Property subcommittee. This could rotate every two years and I would be willing to chair the first time. (This was seconded and tabled in July)

-Discussion 8/8/21 Billy states that the term length and who will fill it are not set in stone. It is important to keep track of HA's intellectual assets like we do out financials.

*Motion passes, Billy and Pat will work on description of committee to submit for the board approval

Discussion about Trustee Election flyer (Pat)- Board feels this needs to be reworked, flyer is reworked and approved pending grammatical and housekeeping changes

13. New Business:

- **Nominations Committee Motions:**

Brent B for PI Chair, approved

Matt L. for At-Large, tabled

Motion to add at large member to nominations committee, approved

Motion to continue interview process with Logan C. approved

- **Motion to close HAWS Convention account (Ole):** approved

- **Ole:** wishes to be removed from one of his HAWSC committee commitments, Adam makes motion to change conference liaison from Vice Chair to HAWS chair in bylaws, discussion to follow, approved

Motion to close passes at 11:23am