



## H.A.W.S., Inc. Minutes for 12/12/21

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

### 1. Attendance:

Adam D. (Phoenix, AZ), Katie C. (Birmingham AL), Pat B. (Rochester NY), Brandon H. (Birmingham AL), Sara U. (Indianapolis IN), Vance S. (Canton OH), Jon P. (Rochester NY), Ole C. (Phoenix AZ), Brent B (Birmingham AL), Matt L (Austin TX), Logan C. (Birmingham AL). Anna A. (Boulder CO), Wayne B. (Warren, OH)

2. Tradition: Tradition 12 was read

### 3. Previous minutes read:

Minutes approved with minor changes to language in S&B report

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

AZ Federal: \$0.92

Convention: closed

Main Account: \$35,891.62

Saving prudent: \$6,000.13

PayPal: \$1,052.92

Met with new finance team Wayne and Matt, both have new login info for accounts and ordered debit cards, working on getting them access to all accounts and email addresses. No new from IRS about tax return. Once Wayne and Matt are familiar with position, should have CPA reconcile books. Question from Sara about QuickBooks report to be posted on world website again.

Motion to approve treasurer's report passes

## 5. Webmaster Committee Report (Sara R.):

Not much has changed from last month, scheduled meeting is this evening at 5pm. Expecting updates from tech guy. Only change was attending LCF Committee to try and obtain conference approved material, offered support and clear communication, LCF is working very diligently to get literature together. Plans to stay in touch with this committee until 2021 approved literature is received. Reached out to referrals committee chair to try and clarify the website's end of the referrals, this committee should be meeting tomorrow. Sara feels that based on conference feedback the referral portal should be in a better place on the website.

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

All chips except for 30 days are off backorder, those will be in by January. Lack of communication with vendor has been the major source of slowdowns. Wants to discuss shopping for new vendors with the board. A few orders are missing 30-day chips, but they are keeping tabs. Bobby the employee is ok with taking on starter kits. Brought in \$2,196 in sales, up from last year. Need to meet with Jeff and Sara from website to figure out shipping. Ole mentions that vendor slowdowns are common every few years but Katie is welcome to look for better alternatives. Ole also mentioned that startup kits started as a volunteer job when chips and lit did not have a paid employee, the committee can negotiate a new salary for added starter kit workload and run it by the board next month. Discussion about how sales are tracked and keeping track of all committee passwords, send them to Pat for password manager.

## 7. Mainline (Logan C):

Everything is going well as usual. Courtney found someone willing to step up and fill the designer position, Lindy. Everything is on track for December. Lots of content lined up for 2022. Introducing some new ideas to bring up to the board on the next meeting in regard to doing a Concepts segment. 34 clicks, trending upwards, -2 audience change, -0.15%, 4 unsubscribed, 2404 delivered, 223 opens.

## 8. Structure and Bylaws (Pat B.):

Attended world S&B committee, presenting letter from Chair during business. There were questions from world LCF about conference minutes that I am sorting out with the conference secretary. Made some progress with non-profit google account.

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

Board review final financial spreadsheet, discussion about "pass it on report" in the works. Discussion about obtaining recordings from convention speakers.

Refunds	\$	1,031.39	Fundraising Events	\$	3,882.50
Entertainment	\$	3,287.07	Unaccounted for (Me	\$	5,452.93
Registration	\$	1,360.06	Auction	\$	2,808.00
Speaker Travel	\$	2,537.72	Total	\$	58,198.90
Merch for convention	\$	3,994.08	Curent Gross	\$	27,385.41
Hotel	\$	1,407.40			
Total	\$	30,813.49			

#### **10. Haws Conference Liaison (Adam):**

Met this morning, referral committee works with three definitions of referrals, somehow these all got changed and the committee is meeting to figure out referrals issue tonight. Hotel rough budget is \$2,150 ++ with \$94 a night for rooms, no food or beverage. This conference will be stand alone, separate from AZ Convention and low cost as possible. Working on getting contracts settled in the next few months, Adam asked about who should be signing the contract. Discussion about cost and delegate willingness to attend conference during week/weekend.

#### **11. Nominations Committee (Ole):**

Discussed Trevor F. Resume, executive director of non-profit, moving to interview. Working on committee guidelines and solidifying application and nomination process.

#### **12. P.I. Chair (Brent):**

Planned meeting in January to speak with members in the New York area about furthering their PI efforts. Spoke with members of the Mainline committee about a continued stream of PI content to create a buzz about PI in the fellowship. This is part of an effort to eventually build a PI committee. Also spoke with Courtney on the Mainline about doing an interview about my new position, our goal with PI and I am going to use that to start seeking membership. I am planning to have something in the Mainline soon about looking for PSA submissions, but I am trying to slowly lay all of this out. I did purchase the AA Public Information packet in hopes of finding more inspiration for my position and committee's future efforts. Attend the PI committee of Conference meeting to act as a liaison for the WSOB.

#### **13. Outreach (Anna):**

Would like feedback from HAWS for shaping this position, has some guidelines from previous committee and good idea of how outreach should look. Brent asks Anna to give description of how outreach has looked before. Suggestions were shared for outreach committee guidelines, Pat suggestion taking over mainline blurbs and requests for connection and information from HA members, Brent suggestions that Outreach track and connect with new groups requesting startup kits.

#### **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

11/14/21- Pat is tracking down emails from google to activate non-profit account, this should be the final step to transitioning our account and will allow us to have more “.org” emails

12/12/21- Pat had to go through the process to re-submit the non-profit validation from google, should finally be set up within 14 days

- 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

- Adam asks question about left over Marriott rewards from last convention

### **13. New Business:**

- Pat B. presents S&B letter voicing concern for HAWS Trustee memo, the letter is discussed. Pat B. makes motion to honor Chairman's request to address HAWS at new board meeting, motion passes.
- Brent Makes motion to approve his bylaws and guidelines, during discussion Ole mentions the importance of delegating work to committees, motion passes.
- Brent makes motion to approve HAWS PI committee guidelines, after discussion about HAWS not needing to approve guidelines, motion is rescinded.
- Pat makes motion to create temporarily paid and add PI and Outreach emails to website along with transitioning to secretary@heroinanonymous.org email, discussed and passed.
- Brent B raises question about how the conference committees proposed budgets will work
- Wayne B- suggests new format for 30-day financial reports to be posted on the website

**14. Open Forum:** Adam gives reminder about HAWS attendance policy, some discussion to follows.

**Motion to close passes at 11:43am**