



## HAWS Minutes for 6/9/19

*Keywords: Letters from inmates, Conference referrals, Conference outline, Conference budget*

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

### **Attendance**

Mike L. (Phoenix, AZ), Adam D. (Phoenix, AZ), Aiden F. (Phoenix, AZ), Josh Q. (Phoenix, AZ), Ole C. (Phoenix, AZ), Faith M. (Phoenix, AZ), Jonathan W. (Atlanta, GA), Tom H. (Atlanta, GA), **Chris S. (Birmingham, AL)**, Chris G. (Phoenix, AZ), Tim L. (St. Charles, MO), Melinda M. (Phoenix, AZ), Robert W. (Austin, TX)

**Tradition:** Tradition 6 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: \$14,073.81
- Ending balance: \$14,064.43

Josh Q. talked to the Conference Committee Chair and there was only one non-delegate conference attendee who HAWS would need to provide financial assistance to. There is a motion to accept the treasurer's report and the motion passed.

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

Conference information has been being updated on the web site.

Meagan F. cannot continue to attend the HAWS meeting therefore the HAWS board should seek out another Webmaster Committee Chair and Meagan will stay on as a committee member. Meagan will be in attendance through August but not after that.

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

The Chips and Literature committee fills an average of about 14 orders per week.

The PO Box is getting many requests for sponsors from prison inmates. Faith suggests that there should be some kind of position specific to this function.

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

There is a well-functioning Mainline Committee right now and they are up-to-date on content.

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

Nothing new to report.

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

Jonathan has an update to be published in the Mainline with a deadline in September for panels and workshop submissions. Aiden will have the content seeker reach out to Jonathan.

Faith asked if the conference would be accepting artwork because some prison inmates are interested in submitting art. Jonathan will reach out to Faith about this.

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

Chris G. mentioned that after the previous HAWS meeting the Conference documents that had been sent to the delegates were forwarded to the HAWS committee. The referrals that had been submitted to the conference and convention committees were not within the documentation so Chris G. contacted the conference chair. As a result, the previously-submitted referrals were added to the conference documentation that is available on the HAWS web site.

### **Old Business**

Chris G. mentions that the Mainline should bring its committee to the conference floor so that the fellowship can decide upon how they want it to function (i.e. as a subcommittee of HAWS, as a separate entity, as a committee of the conference). Aiden F. will address this when the board decides upon what they will present at the conference.

Meagan will assemble a description of the Webmaster Chair position using the HAWS structure and bylaws, and additionally include how much time the commitment would take, to be included in the next Mainline.

Josh Q. mentions that he has not received any budget from the Conference committee for the Conference. It is suggested that this be addressed on the conference floor.

To handle this problem with short-term solution, Chris G. motions to increase Josh's spending ability without board approval to \$1,300 (it is typically \$300) for only conference expenses until the conference is completed. Chris G. additionally asks that Josh Q. e-mails the board when these expenses are paid for. This motion is seconded and passes.

Faith initiates discussion about how to address the inmate letters from prisons. It is noted that other fellowships have experience with this. Tom H. volunteers to send information to the HAWS board about this so that it can be brought to the conference floor and the board can be well-informed about the topic for floor discussion.

Adam motions that next month's HAWS meeting be held at the same location as the HA conference/convention hotel. The motion is seconded and is passed.

There is a discussion about the importance of the conference committee submitting a budget 6 months before the conference since this ideal was not accomplished and is problematic for the upcoming conference. This will be brought to the conference floor by HAWS.

Aiden motions that Chris G. creates an agenda for the opening and closing reports and the motion passes.

The board discussed how it should operate at the conference. Chris G will create the agenda based on the following outline:

- Day 1, Opening Statements.
  - Chair (Mike L.) will introduce the board, give a general statement about the past year, and lead the opening reports from the members of the HAWS board.
  - Webmaster Chair (Meagan F.) will provide a description of what changes were made to the web site.
  - Mainline Chair (Represented by Brian B. on the Mainline committee) will discuss consistency in committee function, technology implementation, and list growth metrics.
  - Chips and Literature Chair (Faith M.) will present a report on the influx of inmates contacting HAWS and the implementation of 18-month keytags, the new meeting startup form, overall growth of orders, committee changes, and how much we spent versus how much we profit.
  - Treasurer (Josh Q.) will present the fiscal year's P&L report.
  - Secretary (Chris G.) will announce HAWS' referrals to the conference (i.e. making changes to the Mainline committee and chip price increases).
- Day 2, Closing statements.
  - Chair (Mike L.) will provide answers/determinations of referrals that were directed toward the HAWS board throughout the conference.

It is discussed that all of the HAWS board members are highly encouraged to attend the conference, but the especially important positions are Chair, Treasurer, Advisor, and Secretary.

#### **New business**

There is a motion to close and the motion passes.

**Next HAWS board meeting is Sunday, July 14<sup>th</sup>, 2019 at 9:30 am AZ time. The physical location will be at the conference venue.**