



## H.A.W.S., Inc. Minutes for 2/13/22

-Meeting opened with the serenity prayer at 9:33 am.

### 1. Attendance:

-Adam D. (Phoenix, AZ), Pat B. (Rochester NY), Brandon H. (Birmingham AL), Sara U. (Indianapolis IN), Vance S. (Canton OH), Ole C. (Phoenix AZ), Brent B (Birmingham AL), Matt L (Austin TX), Logan C. (Birmingham AL). Anna A. (Boulder CO), Wayne B. (Warren, OH), Zach A. (Rochester NY), Billy N. (Del Ray Beach, FL), Jon P. (Rochester, NY), Erik S (San Clemente, CA)

-Adam welcomes Erik S. the first elected Trustee from the Western Region!

2. Tradition: -Tradition 2 was read

### 3. Previous minutes read:

-Minutes read and approved

### 4. Treasurer's Report (Wayne):

-paid accountant invoice

-working to straighten out PayPal

-paid employee

-all accounts should be straightened out by next month

-finance committee worked to conduct internal audit

-Adam reminds finance committee to move excess funds from PayPal to main account

-Adam spoke to josh (former treasurer) about AZ Federal, letting account go negative is not a good plan, could lead to overages and judgements against us. **Minutes from today should reflect that Joshua Quinn, Faith Mullender (Brewster). Aiden Fishbein, Christopher Thayer, and Maggie Thayer are no longer serving this board. The current account should Reflect Adam Davey as President, Wayne Burnsworth as Treasurer and Matthew Lowman as Vice Treasurer.**

-Chase balance \$33,356.04

-Total Expenditures \$839.69

-NET OTHER REVENUE \$ -97.69

-NET REVENUE \$ -937.38

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

- New webmaster committee member Geoff joined, he built the western New York website.
- Completed the online meeting list update and will be getting added to the website.
- Had an issue with the large speaker files from the convention but the tech guys figured out how to upload them to the server and those will be getting added to the website shortly.
- Been working extensively with LCF and chips and lit for any needed updates to chips or lit, should have conference approved lit soon! A lot of changes with the chips and lit packages which will probably be in the chips and lit report.
- Updated treasurer on the annual cost/charges for running the website annually.
- The biggest thing is the conference registration. People are registering for the conference under donations. I will be reaching out to the conference committee asap, discussion about people sending money to website for conference registration before cost or budget is presented
- discussed sorting out https security certificates and moving contribution button on website

## **6. Chips and Literature Committee Report (Brandon)**

Bobby, Sara, and Brandon have been communicating with chip vendors. We are out of 6 year tags. Still on backorder with 30 day yellow key tags. We are extremely limited with white chips. We are out of 6 year tags. Sara has modified the HAWS website to reflect this. We made a note addressing these issues under the order tab on our website. We have also made the maximum order of white chips to 20 at this time. We initially made modifications to the chip bundles. But, at this time, we have removed chip bundle options all together for we are out of 30 day and 6 year key tags.

I am responding promptly to emails that have not received those key tags in their bundle orders. I give them the option that we reimburse the cost on that order- or we provide them the chips due at no additional cost when we receive them.

'Everything Branded' is the company we have been communicating with most that can print the exact key tags we need at a slightly greater cost (.348 cents). Luckyline has given us no new updates. No order will be received until April, nor are they certain when they will get the yellow dye to print the 30 day key tags. It is becoming more difficult for Bobby to remain in contact with. He has been given no further updates.

LCF is doing well and are in the process of formatting the new pamphlets so we can get them printed and add them to the website and the lit bundles. This morning I sent them the 'Welcome' memo that comes with starter kits- with the following suggested edits: The memo mentions that a member of LCF will reach out 90 days after the meeting's debut. It would be more appropriate for that paragraph to reference the new outreach committee because that is their primary service function.

We are promptly sending and receiving new orders. I feel comfortable saying we are up to speed with all orders with exception to orders placed this week and the ones that have 30 day or 6 year key tags. Two starter kit requests have come in. One in Washington that was shipped out last week. The other in California- which I am shipping out 2/14/22.

- discussion about using alternate vendors to meet chip shortages

## **7. Mainline (Logan C):**

- First send: open rate of 33%, 3.7% clicks
- Second send: 7.2% open rate, .9% clicks
- Have figured out that sending it out on weekends yields higher numbers.

-All is well with the mainline, just figuring out the semantics of what to name the concepts column as well as the tradition article. Lindy is getting the hang of the designer role too! Business as usual.

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

- drafted retraction to trustee memo
- working to get out conference info
- worked with Adam to reach out to 3<sup>rd</sup> party website selling their own HA keytags, they agreed to stop

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

Not a lot of changes, hotel contact has changed but details remain the same. Committee will meet again in March.

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

(Meeting on 1/17/22)

- Ole, Pat, Billy, Brandon 8pm et
- Interviewed Alex L, went very well, in favor of moving forward with vetting and checking references
- Brandon will rotate off committee to free up space for at large
- Jon will look into references and vetting for Trevor, pat will do the same for Alex

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

-Our email has become highly active. I have received eight emails directly requesting information on PI from members or outside entities and five concerning PI bring the total to thirteen this month.

-This is highlighted one current and one potential future issue

As it stands now most areas either do not have HA or do not have PI that can attend event/ respond to request. I have even struggled to learn who to turn to in these various areas. I am going to start turning to outreach more to locate local HA resources in each community. Now the lack of PI is a more challenging issue, but I think the one that can help the fellowship the most. We are discussing hosting an open house on ZOOM every three months inviting all PI reps, PI committee members, and anyone who wants to learn how to grow HA in their community to help grow and strength PI in HA.

- The second aspect is this may quickly turn into an overwhelming number of responses needed. I am turning to my newformed committee. We are discussing the best ways for us to quickly work as a group to form professional and cohesive responses to these outside organizations. I would like to request the formation of a HAWSPIcommittee @heroinanonymous.org email for us to use to forward emails back and forth to one other as we build response. I do not want this traffic cluttering the main PI email. Now the final response will still always be sent through the official PI email as will all communication with any outside entity. This email will only be used by the committee.
- We have both formed a committee and had our first meeting. I have recruited member from across the east coast who have been involved but are not a delegate, on the WSOB, or involved with conference with one exception. Justin W has been added to the committee. He will step down as a delegate at conference and wants to stay involved with PI. Also, we have discussed making him a liaison to the conference committee so that I can focus more on WSOB meetings and the WSOB PI subcommittee.
- I am going to work with the Mainline to create an article requesting/ selling involvement in the WSOB PI committee.
- Looking into to creating a social media flyer to request more involvement.
- The eventual goal is to have at least one member from every region if not even area in the PI committee to give us a better overall view of the fellowships needs, build strength in the local PI committees that will respond to request of HA presence at local events, and to create a more unified and cohesive structure in PI in Alabama.-discussion about HA representation at recovery events

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

Updated list of zoom meetings, reached out to dark meetings, made list of new meetings and areas. Committee is going well and has about 7 members. Providing outreach and answering questions about service structure. HA member from NY compiled list of active meetings and sent it in, there are 399 meetings, asking this member to join outreach committee.

### **14. Intellectual Property (Billy):**

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

-Update 2/13- clarification is made that intellectual property is existing committee. Billy is asking for complete list of recovery literature to be trademarked and if the ones on website are. Anything printed is automatically copywritten when created, but we need to establish timeline of their age because after a certain amount of time the copywrite must be gained again. Going to work with pat to establish this timeline.

-discussion follows about past and future trademarks/copywrites

### **15. Old Business:**

- 1/9/22- Pat is pleased to announce that our Google for Non-Profits is up and running! We have access to free @.org emails for all and many other useful services. Pat makes motion that all Board members migrate to official emails, after some discussion, the motion is tabled.

Update 2/13, email item staying tabled

- 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. **\*See Treasurer's Report\***
- 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.

Update 1/9/22 after Chris's presentation, the board discusses the memo and if it should be retracted or any action taken. Motion for Pat to draft redaction to present next month is passed

-2/13/22 Pat presents draft of letter, motion to send letter to delegates is approved

-some discussion about trustee memo follows

## 16. New Business:

- Billy- Trademark the name "Heroin Anonymous" motion seconded and passed.

Billy says should cost less than \$1250

-Billy- Trademark double circle logo containing the words "No More Suffering" with capitol "HA" in center be trademarked regardless of color, motion seconded and passed.

-Billy mentions that the biggest violators of trademarks are going to be program members and are difficult to enforce. Billy suggests compiling list of recovery literature and when they were written. Adam will look into this.

- Brandon- motions to make emergency purchase for 10,000 yellow 30-day key tags for \$3,380 from new vendor, seconded and passes
- Anna A- motion to approve outreach chair guidelines is seconded, passes
- Brent- discussion about secondary email for internal communication
- Ole- nominations committee would like to nominate:

-Trevor F to At-Large Member, seconded and Passes  
-Alex L for Non-Addict Advisor, seconded and passes

- Ole- motion to change “non-addict advisor” to “non heroin addict advisor” seconded and passes.
- Adam- motion to send ATL are 20% of net profit from 2021 HAWS Convention for hosting event, motion is seconded and discussion follows, motion passes

**17. Open Forum:**

- Adam gives reminder about this being a closed meeting and to make sure only invited members are listening or present during calls

**Motion to close passes at 12:12pm**