



## H.A.W.S., Inc. Minutes for 9/11/22

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

### 1. Attendance:

-Brandon H. (Birmingham AL), Vance S. (Canton OH), Ole C. (Phoenix AZ), Wayne B. (Warren, OH), Jon P. (Rochester NY), Erik S (San Clemente, CA), Trevor F (Oshkosh, WI), Alex L. (Rochester NY), Sara R (Indianapolis IN), Anna A. (Lafayette CO), Adam D. (Phoenix AZ), Eric E. (Green Bay WI), Zach A. (Rochester NY), Stevie S. (Austin TX), Brent B. (Birmingham AL), Logan C. (Birmingham AL)

### 2. Tradition:

-Tradition 9 was read by Adam D.

### 3. Previous minutes read:

-Minutes read by Ole, motion to approve is passed after addition of minor edits (Adam acting secretary and Ole acting Chairperson)

### 4. Treasurer's Report:

Wayne stated that:

-Chase balance is \$24,615.63

-Paypal: 1,637.77

There will be a new key tag purchase coming in soon for over \$3,000 but it has not been final. We are still reconciling our books with CPA for 2021 and moving to a public charity hopefully by months end. CPA suggests we leave convention account open at all times with a min. of \$1,000 in it, this will help with future reconciliations.

-Treasurer's Report approved

### 5. Webmaster Committee Report:

Sara stated that:

- With new members, we have decided to rotate some roles on the webmaster committee.

- One member is going to be assigned to the cart system and maintenance of it. He is also looking into different options for shipping integration for the cart. Flat rate that we have been using will more than likely need to change once we get new products.

- The tech members are still working on why the convention tab is not secured by the ssl certificate. We have one of the new tech guys assigned to this.

- A few of the tech members are going to show some new web designs that they have done at the next webmaster meeting.
- Still have not received any updated conference material. Maybe the committees are waiting for the conference minutes. Any word on when the minutes will be completed?
- Have a few members looking into how to separate the contributions from paypal with a new plug-in.
- The referral page has been figured out. It was defaulting to the http page and the chairperson's web browser was blocking the nonsecure page. We had to put in the https in the url for it to connect to the page.

## **6. Chips and Literature Committee Report:**

Brandon has continued communication with LCF. A final formatting adjustment will be made to the "who is a heroin addict" pamphlet for print purposes. The colors for all current pamphlets will be discussed before finalizing our order at the next meeting.

Brandon was informed that Lucky Line stated our order was delayed in production. Our key tag order will be shipped incomplete September 16th- excluding our Newcomer key tags due to lack of materials. Lucky Line adjusted the cost of the order. Newcomer key tags are currently out of stock. The webmaster was notified to reflect this on the website until further notice.

Brandon has yet to receive a status update from S & B on when the general service manual will be updated and complete for print.

Brandon received an email from a member at a correctional facility requesting resources. Brandon provided a starter kit for the facility and also information about H.A.R.P. Brandon and members of H.A.R.P spoke to about 50 women in a recovery re-entry program about H.A. and their stories. D.O.C. numbers were provided by the women looking for a sponsor after the meeting. The facility intends to host an in-house meeting, potentially a hybrid zoom meeting, and also requested our members to speak for them again in the future.

Starter kits were sent to the states of Wisconsin, Idaho, Florida, and Indiana the month of August.

## **7. Mainline:**

Logan reports:

Disclaimer will read:

Third parties may be able to read and distribute the content published through the Mainline on the Heroin Anonymous website. H.A.W.S. is not responsible for where this material ends up or who can access it.

Two new members, gaining momentum.

Issue with sending out the mainline this month, didn't reach all 1400 subscribers at first.

Problem has been addressed and solution has been applied.

Everything running smoothly

## **8. Structure and Bylaws:**

No report, not present

#### **10. Haws Conference Liaison:**

Zach A reports:

-Nothing new to report. We will be meeting next Sunday.

#### **11. Personnel Committee:**

Ole states that:

-We met on 9/1/22 and interviewed Zora for at-large and Lindy for H&I chairperson. After that, the committee checked references for those members. We also met this morning to discuss Trevor moving from at-large to vice- treasurer. We will have 3 motions in new business.

#### **12. P.I. Chair:**

Brent reports:

-Next committee meeting will be next Sunday the 18 th at 7pm EST.

-Made email contact with DAA to discuss their PI efforts on a national and international scale. Will continue to try to make contact with the other fellowships.

-Continuing to meet with the PI conference committee to act as a liaison and give a HAWS perspective.

-PI conference committee is discussing better ways to make our PI materials available on our website. When finished we will send said suggestions to the webmaster to see what can be done and will work best.

-Continuing to make CPC focused materials to use in reaching out to outside organizations.

#### **13. Outreach:**

Outreach Chair, Anna A., reports recent outreach work includes:

-Continued duties (responding to emails from new meetings and new areas, sending resources, etc.)

-Meeting with HA Book Task Force to plan surveying fellowship on HA book interest

-Working closely with Chips and Lit chair on reaching out to new meetings via start up kit orders

-Working with HAWS Secretary on HA merch ideas via mainline request

#### **14. Intellectual Property:**

Vacant

#### **15. Trustees:**

- Erik S.- No report
- Stevie S.- No report
- Eric E.- Working on ideas for HAWS contributions.
- Justin W.- The delegates feel like they want to back track on HAWS selling merchandise. They may want to seize activity until next conference. Continue to grow organization.
- John C.- No report

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

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

Billy says should cost less than \$1,250

-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.

-No update in April, may be delayed due to board vacancy

\*Update on 7/10- Adam asks for discussion about updates or if this should stay on old business, will stay as a reminder for future business

- Wayne Makes a motion to transition HAWS INC to a public charity from a private foundation under tax law, motion is seconded and tabled.  
\*Update on 7/10- Motion is taken off the table, discussion is to follow, motion passes  
\*Update on 8/14- Wayne still working on this  
\*update on 9/11- As soon as the CPA completes the reconciliation process done we should be good to go.
- Ole makes motion to ask paid employee to store HAWS archives, motion is seconded and passes.

\*Update on 7/10- Brandon spoke to paid employee who is willing to accept archives and may even be able to take custody at conference

\*Update on 8/14- Adam still working on this

- Motion: the finance committee will review reporting procedure, develop and define best practices for reporting on all profit, loss and balance for HAWS Inc by sept, 1, 2022, seconded and passed.  
\*Update on 8/14, discussion about how this looks and where it would exist in HAWS bylaws
- Alex L gives Book Task Force update: Conversation about rolling out a survey, google forms survey template is created, making sure questions are correct and survey should be out within the next month, question of who this survey should be going to. Discussion to follow.  
\*update 9/11- survey should be ready by end of month, to be distributed in October. They will run it for 3 months, review answers for 2 months, and have it ready to send to conference before 90-day deadline for conference submissions.
- The personnel committee will further define what is expected by board member conduct. Motion is seconded and passes.
- Pat B makes motion that HAWS develop a plan to roll out HAWS Merch. Seconded, discussion to follow, Wayne feels it should be a finance committee task, Brandon talks about logistics, motion passes with the amended language: "The finance committee will develop a plan to sell HAWS Merch".
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## 16. New Business:

- Ole makes motion on behalf of Personnel committee to nominate Zora J. for at- large position, seconded. Discussion follows, result is motion carries.
- Ole makes motion on behalf of Personnel committee to nominate Lindy H. for H&I chair-person. Discussion follows, result is motion carries.
- Ole makes motion on behalf of Personnel committee to nominate Trevor for Vice- treasurer and be relieved of his at-large position. Discussion follows, result is motion carries.
- Brandon makes a motion to move responsibility of checking the PO Box to the paid employee and them having the responsibility to distribute the mail to the necessary parties, seconded. Discussion follows, motion carries.
- Motion to add the following items to the Treasurer section of the officer handbook is seconded, amended, and approved:
  1. Collaborate with Vice Treasurer, HAWS Webmaster Chair, paid employee(s), and HAWS Chips and Literature Chair to ensure all financial reports are completed correctly to provide financial stability for HAWS Inc.
  2. Maintain a record of all internet log-in and password information and share the appropriate information with the Chips & Literature Chair, HAWS Vice Treasurer, and HAWS Secretary for accountability.
  3. HAWS Inc's "Best Practices" for record-keeping will be done according to the Internal Revenue Service (IRS). The IRS states that monthly balance sheets (Bank Statements) will be

presented to the monthly board meeting for all banking accounts and that profits and loss information will be discussed a minimum of once per year. (IRS Publication 583, p. 11-23), <https://www.irs.gov/businesses/small-businesses-self-employed/what-kind-of-records-should-i-keep>

4. The treasurer must be willing and able to make financial changes according to the GAAP (generally accepted accounting principles) as HAWS Inc, the H.A. Fellowship, and financial responsibilities grow.
  5. The HAWS Treasurer and Vice Treasurer will create a HAWS Finance Committee:
  6. The Treasurer is the chair of the Finance Committee, which should include three (3) other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and an annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. The Board or the Executive Committee must approve any major change in the budget. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The organization's financial records are public information and shall be made available by posting them on the H.A. Web Site. The finance committee will review all contracts for events before submission. (H.A. World Service Manual, 2022 p. 50-51)
- Motion to add the following items to the Vice-Treasurer position in the handbook is seconded, amended, and approved:
    1. Is an authorized signer & financial liaison for all HAWS Inc accounts.
    2. Serves as a non-voting member of the conference's finance committee but can vote if approved through the HAWC Finance Committee.
    3. Report all financial charges to the finance committee throughout the fiscal year.
    4. Coordinates with the treasurers and finance committee to ensure that all electronic payments through the H.A. Web Page are made accurately and accordingly to "Best Practices."
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- Motion to close passes at 11:42 am.