

H.A.W.S., Inc.
Monthly Business Meeting
01-08-23
0930 MST

Meeting opens at 0939 MST
Serenity Prayer

I. Attendance:

Adam D. (Chairperson; Phoenix, AZ)
Ole C. (Co-chair; Phoenix, AZ)
Brandon H. (Chips + Lit Chairperson; Birmingham, AL)
Wayne B. (Treasurer; Warren, OH)
Trevor F. (Co-Treasurer; Oshkosh, WI)
Sara R. (Webmaster Chairperson; Columbus, OH)
Anna A. (Outreach Chairperson; Lafayette, CO)
Brent B. (Public Information Chairperson; Birmingham, AL)
Logan C. (Mainline Chairperson; Birmingham, AL)
Lindy H. (Hospitals + Institutions; Menominee, MI)
Zora J. (At-Large; Atlanta, GA)
Vance S. (At-Large; Akron, OH)
Alex L. (Non-Heroin Addict Advisor; Rochester, NY)
Erik S. (Trustee (Pacific); San Clemente, CA)
Eric E. (Trustee (Central); Green Bay, WI)
Stevie S. (Trustee (Southwest); Austin, TX)
Justin W. (Trustee (Northeast); Rochester, NY)
John C. (Trustee (Southeast); Birmingham, AL)
Zach A. (Conference Committee Liaison; Rochester, NY)

II. Tradition of the Month

(read by Zora) Tradition One: Our common welfare should come first; personal recovery depends upon H.A. unity
(long form: Each member of Alcoholics Anonymous is but a small part of a great whole. A.A. must continue to live or most of us will surely die. Hence our common welfare comes first. But individual welfare follows close afterward.)

III. Minutes (December 2022)

[12-11-22 - HAWS Minutes](#)

(read by name)

Wayne **Motion to accept minutes with minor changes**

Seconded

Minutes from 12-11-22 approved with minor changes

Adam: reiterates the importance of using business time to best our ability to best serve the fellowship

Ole: discussion on old business being removed from old business section when resolved

IV. Reports

A. Treasurer

Accounts: Chase: \$18528.74; Convention: \$1000; Prudent reserve \$6000.78; Paypal \$986.88

Additional items: Transfer \$2700 to chase (yet to post); 5500 sale expected for end of month early february; books past and present reconciled; accounts are 100% accurate; talking to Monica this month to move to public foundation which will give us an expense break (\$800-900) for quickbook and paypal expenses; Lis S. said there is no list for travel reimbursements; she is going to go back and read the minutes; we are possibly looking at 20ish people for reimbursement for conference; [Adam clarifies that Lis is the Conference Convention chair and information would need to come from Conference Committee chair] nothing in writing about seed money [in convention guidelines]

Treasurer's report accepted

Trevor: took measures to put budget into place; expenses outweigh income for 2022; running at a loss for 2022; excited to talk about budget and changes to be made in operation to better financial situation; unexpected expenses with accounting that were necessary; minimal product revenue and no recent contributions contribute to the greater financial picture; need to be careful in the upcoming year and make adjustments as an organization to continue to carry out primary purpose; breaking even on cost/sale of goods; need controls going forward; recommendations to be discussed about ways to better financial picture of the fellowship and to set up future stability of the fellowship/HAWS business; need to look at a lot of our systems in an analytical business approach

Adam: longest stretch without running conventions while holding conferences
General discussion on budgeting process

Alex: discussion on operational efficiency and partnership with finance committee; possible proposal with actions; explaining contribution margins; price to produce products and cost of sales are not currently working for H.A. financially

Wanye: clarifications that contributions are coming in, but may be categorized elsewhere; to clarify with bookkeeper that those are separated going forward

Adam: need suggestions to minimize/cut costs as both a greater fellowship (ex: conference) and for in-house at HAWS; would like motionable items to be presented at conference to end the cycle and have a way forward

Work group session to dive into these things; all interested parties (outside of treasurers) to reach out to Wayne to get involved

(Documents sent by the co-treasurer, ahead of business meeting)

[2014-2022 P&L.pdf](#)

- [Nov Dec 2022 P & L.pdf](#)

[123122 Balance Sheet.pdf](#)
[123122 YTD P&L.pdf](#)
[2023 HAWS Budget \(1\).pdf](#)

B. Webmaster

(report sent in by Sara R., electronically ahead of meeting)

“The Higher Power pamphlets have been out as out of stock

The referral system has been updated with the HAWS Secretary email and any information sent to the secretary (last week (prior to 01-08-22))

Regional contacts have been fixed and the contacts listed on the website

The Scotland meeting has been added to the website as well as Hawaii’s

The PI handbook has been updated.

If you are a part of a conference committee please send the webmaster the updated guidelines once they have been edited from the conference now that the minutes have been made available.”

C. Chips + Literature

(report sent in by Brandon H., electronically ahead of meeting)

“Brandon is currently waiting on a final quote from our pamphlet vendor Monday, January 8 before launching the approved bookmarks for sale on the website. The

Higher power pamphlet was updated after another error was identified and

brought to the attention of LCF. The reprint was delayed as a result of that. The

reprints will be purchased this coming week. The pamphlets are no longer

available for purchase on the website. The error will be addressed to members

that purchased the pamphlets when the new ones come in on an individual basis.

Brandon was also made aware that ‘The Fellowship and the Program’ pamphlets need to be edited and reprinted- based on an amendment made at conference.

This will be addressed at the upcoming LCF meeting and edited for reprint.

The PDF version of the 2022 HAWS manual is complete. It is currently awaiting final approval by S&B before being ready for physical print.

As of January 7th, the Black Beauty H.A. website in Washington is not currently active.

Brandon has coordinated the first merchandise committee to set forth Sunday, February 5th at 6 P.M. (CST) on zoom.

One starter kit was sent the month of December to Honolulu, HI.”

D. Mainline

Ran smoothly this month; 27.5% open rate; 3.8% click rate

E. Structure + Bylaws

(report sent in by Pat B., electronically ahead of meeting; given by proxy)

“nothing new from HAWSC committee, working with personnel to bulk up that structure, adding information about conduct and the committee's staffing.

Working on taking over referral system, I have login, and should be running by the end of month.”

F. World Convention (2024)

(report sent in by Pat B., electronically ahead of meeting; given by proxy)

“Things are going quite well, subcommittees gaining traction, going to assign HAWS emails for registration and speakers chair as they will interface with fellowship. Committee is asking the best way to electronically collect fundraising dollars, paypal button or square linked to convention account? Also please add attached seed money proposals to new business and someone make a motion on my behalf. Justin and Zach are on the convention committee and can answer questions on this stuff.”

G. H.A.W.S. Conference Liaison

Zach: Tim K stepped down as chair; new chair is Perry; Hanna is now cochair; 2022 conference minutes are complete and sent out to fellowship; trying to complete guidelines for finance role on conference committee; reviewed the survey about what people thought of last conference; lots of comments with only 20ish responses (1/3 of attendees) ; embassy suites; \$109/room; no current contract locked in yet; early to mid july dates; working on cleaning up agenda for time efficiency per responses from survey so that we can get more done during time that we had

H. Personnel Committee

Ole: met in December; Alex, Vance, Ole, Pat in attendance; discussed IP role + S+B role; possibly combining the role; motion to come in new business for IP chair role; discussed conduct of board members at both business meetings and at conference; want to maintain the best possible standard of conduct going forward; discussion about adding additional member; restructuring of personnel committee members, with 5 members

I. Public Information

Brent: full report of A.A. PI chair meeting to come; materials being provided from A.A.: comprehensive media plan + service vs. conference materials; learned that A.A. puts out a quarterly press release through coordinated effort; A.A. is building IG for A.A. (currently has an IG page for grapevine); A.A. is using google business page's reviews to monitor feedback and questions; come up with a more in depth report based on materials provided from A.A.; interest from organization in Birmingham UK for information

Brandon: Brent + Brandon to work on materials for the UK organization

Lindy: suggestion to look at “PO Box 4059” Newsletter for another resource from A.A.

J. Outreach

(report sent by Anna A., prior to meeting)

Meeting with HA Book Task Force to prepare for compiling data

Sending information to HA member starting meeting in Honolulu, HI

Emails from aspiring HA members have drastically slowed down in last 2-3 months

K. Intellectual Property

(currently vacant)

L. Hospitals + Institutions

(report sent in by Lindy H, electronically ahead of meeting)

“*Made a spreadsheet with all meetings to contact local prisons and will cold call them to ask if we can put Harp on there. Seems like a good place to start.

*Focus on prisons near strong H.A. fellowships to get HARP on the Kiosks.

*Reached out to Jenn H. In Utah about her prison meeting, she will get HARP sign up sheets into that facility. Wondering if this is the only H.A. prison meeting? [Would like more information if there are other H.A. prison meetings to connect and provide more resources]

*Keep looking for more H.A. prison meetings

*Asking the trustees to help with this effort.

*Would like to form a bigger committee to work on the Prison spreadsheet, it's a huge job for just 2 or 3 people. Spread the word to your local H&I people.

*H&I conference committee is working on PSAs for inside the prison to put on the T.V.'s

*Also working on last year's submissions, trying to figure out how to black out the names, mailchimp, ect on Microsoft Word. If anyone knows how to do that, please let me know.

If you need a fast flyer for your committee events or whatever, let me know, I can make them”.

Focusing on Prisons as institutions are currently well established and corrections needs more support now

Adam: Perryville Women's Prison has an H.A. meeting; connecting Lindy with contact

M. Trustees (by region)

1. Pacific

Erik S: nothing to report

2. Southwest

Stevie S: nothing to report

3. Central

Eric E: working on fundraiser for the regional convention in fall of 2023; voted in new chair/co-chair for regional meeting; reached out IL to get involved with region; Jan 15 6P CST next regional meeting; encouraging HARP for each district; 501(c)(3) was established for region with bank account to open on 01-09-23

4. Northeast

Justin W: Effective NE regional meetings; primary focus is supporting 2024 convention; supporting meetings with new growth through NH; recent trustee meeting was general discussion about process of regional meetings

5. Southeast

John C: Next regional meeting is 02-13-23

N. Book Task Force

Alex: meetings scheduled through Feb; putting together analysis and summary; will bring formal recommendation to conference; 03-12-23 to present the board the recommendation prior to conference

V. Old Business

- A. Trademark the name "Heroin Anonymous" motion (seconded + passed)
 - 1. Notes:
 - a) Billy says should cost less than \$1250
 - b) Billy: Trademark double circle logo containing words "No More Suffering" with capital "HA" in center to be trademarked regardless of color (motion seconded + passed)
 - c) Billy mentions that the biggest violators of the trademarks are going to be program members and are difficult to enforce. Billy suggests compiling a list of recovery literature and when they were written. Adam will look into this.
 - 2. 07-10-22: Adam asks for discussion about updates or if this should stay on old business; will stay as a reminder for future business.
 - 3. 12-11-22: Vance is still interested in learning more about IP chair. Brandon has more questions about how this would work and what they would do. Adam gives a brief description of this. Please send interest to the personnel committee.
- B. Brent- Motion to have section of the mainline with rotating board members submitting articles related to service, seconded. (seconded + passed)
 - 1. Updates:
 - a) 01-08-23: Logan: In process
- C. Brandon- Motion to produce HAWS bookmarks and sell them on the website for \$3 motion (seconded + passed)
 - 1. Updates:
 - a) 01-08-23: working to see if people who produce our items can produce quality; working on quotes; Alex has suggestion of possible other supplier
- D. Wayne Makes a motion to transition HAWS INC to a public charity from a private foundation under tax law motion (seconded + tabled)
 - 1. Updates:
 - a) 07-10-22: Motion is taken off the table, discussion is to follow, motion passes
 - b) 08-14-22: Wayne still working on this
 - c) 09-11-22: As soon as the CPA completes the reconciliation process done we should be good to go
 - d) 01-08-23: Wayne working with Monica on 01-11-23 to finalize items
- E. Ole makes motion to ask paid employee to store HAWS archives, motion (seconded + passed)
 - 1. Updates:
 - a) 07-10-22: Brandon spoke to paid employee who is willing to accept archives and may even be able to take custody at conference

- b) 08-14-22: Adam still working on this
 - c) 12-11-22: "Its like 80% of the way done" -Adam
 - d) 01-08-23: Completed; to be removed from Old Business
- F. The personnel committee will further define what is expected by board member conduct motion (seconded + passed)
- 1. Updates:
 - a) 01-08-23: Motions to come in new business

VI. New Business

- VII. Zora J: **Motion** to load and store all pertinent HAWS documents including, but not limited to, minutes, bylaws, rosters, etc. on a shared heroinanonymous.org google drive, maintained by the HAWS secretary, with respective board members, for easier access
Seconded
 Motion **carries**, with no discussion
- VIII. Zora J: **Motion** to send out recurring google calendar invite, using the HAWS secretary email as the sender, for monthly business meetings to include google meet link as well as 1 week, 1 day, + 1 hour reminders eliminating the need for an email reminder
Seconded
 Motion **carries**, with minimal discussion
- IX. Ole: **personnel committee to nominate Zora for Intellectual Property (IP) chair role**
Seconded
Zora elected as IP chair
- X. Ole: **motion to accept: [Personnel Change Motion](#)** (see appendix I for item) to include updates to personnel committee guidelines and HAWS board member guidelines, respectively
Seconded
 Motion **carries**, with minimal discussion
- XI. Lindy: **motion** that board does not change guidelines for mainline
seconded
 Motion **carries**, with much discussion
- XII. Motion (Adam, Zora so moved): **Motion** to send HAWS convention committee requests \$2500 in seed money for the specific items on [Seed money proposal](#)(see appendix II for item)
Seconded
 Sara: **Amendment:** \$2500 to be used as seed money
 Amendment **carries**
 Zora so moved: **Motion** to suspend rules to allow for Adam to participate in discussion
 Motion **carries** to give \$2500 to to HAWC as seed money

Meeting adjourns, with motion to close accepted, at 1226 MST

Appendix

Appendix I:

Composition and Roles of Personnel Committee:

- **HAWS Chair or Vice-Chair:** facilitates meeting and discusses candidates, sharing insight and experience, presents recommendation to board and informs applicant of outcome. Aids in reviewing conduct and attendance.
- **HAWS Secretary:** gathers resumes and references, works with the Chair to coordinate committee meetings when applicants arise. Prepares report for HAWS Board, discusses candidate sharing insight and experience. Aids in reviewing attendance and conduct.
- **HAWS Non-Heroin Addict Advisor:** discusses candidate sharing insight and experience, contacts references. Aids in reviewing attendance and conduct.
- **HAWS Advisor:** discusses candidate sharing insight and experience, vets applicant (business affiliations, social media etc.). Aids in reviewing attendance and conduct.
- **HAWS At-Large Voting Member:** discusses candidate sharing insight and experience. Aids in reviewing conduct and attendance.

Change to:

- **HAWS Non-Heroin Addict Advisor OR Heroin Addict Advisor:** discusses candidate sharing insight and experience, contacts references. Aids in reviewing attendance and conduct.
- **(2) Voting Members of the HAWS Board:** discusses candidate sharing insight and experience. Aids in reviewing conduct and attendance, these members can be appointed by existing Personnel committee to allow for a fully staffed, competent and diverse committee.

Guidelines for H.A.W.S., Inc. Board Member Conduct:

- Maintaining attendance and contact with assigned HAWSC committee, sits with, and supports committee at Conference
- Has public image which avoids placing H.A. at risk of public controversy, or outside affiliation
- Meets requirements of position as laid out in H.A.W.S., Inc. Officer Handbook
- Participates in H.A.W.S., Inc. Board meetings by sharing, giving reports, voting, etc., Has camera on if possible
- Communicates in a respectful manner while conducting H.A.W.S., Inc. business, following acceptable norms of behavior, suggested guidelines and dress codes in given settings throughout the year and at Conference
- If a Board member's conduct has come under review by the Personnel committee, they can bring a motion for dismissal to the H.A.W.S., Inc. Board after an internal vote securing a simple majority.

Appendix II:

H.A.W.S. Convention 2024 – Fundraising: Seed Money Proposal

Below is a rough sketch of some ideas popping around for merchandise opportunities. The idea is that some of these will be used to support our fundraising efforts before the convention

through limited merch sales, while others will be for sale leading up to and at the door of the convention. We also hope to bring some to the conference in 2023.

The listed items 1-4 are the prices for different types of items. We are currently working out the price with a close friend who we plan on hiring to do the printing once we have finalized designs from our theme and artwork committee.

Listed item 5 would be the price of the finished product for a metal keychain like a sobriety key tag in shape and size. The design however will be something along the lines of our theme "A Score of H.A." representing a celebration of 20 years of H.A..

I have excluded our projected selling price for these items since we have not decided on them yet.

Merchandise:

1. GildanAdult Heavy Cotton™ **T-Shirt**
Style G500 - \$2.66/shirt (orders of 88+) [min. \$234.08]
2. Liberty BagsBoston **Drawstring Backpack**
Style 8881 - \$4.03/bag (orders of 112+) [min. \$451.36]
3. GildanAdult Heavy Blend™ 50/50 **Hooded Sweatshirt**
Style G185 - \$10.91/hoodie (orders of 42+) [min. \$458.22]
4. MoKo Neck **Gaiter Face Mask** Women Men 4 Pack, Bandana Scarf, UV/Dust Protection Reusable Washable Balaclava for Outdoor
Amazon - \$3.75/gaiter (order of 4) [min. \$14.98]
5. Camden **Metal Keychain** – Round - 4imprint.com
Item #125132-RD - \$1.62/keychain (order of 250+) [min. \$405]

The HAWS Convention committee requests \$2,500.00 in seed money to apply to the aforementioned projects.