

H.A.W.S., Inc.

Monthly Business Meeting

5-21-23

9:30am AZ time



Meeting opens at 9:35am AZ time with Serenity Prayer

I. Attendance:

1. Adam D. (Chair; Phoenix, AZ)
2. Brandon H. (Chips + Lit Chairperson; Birmingham, AL)
3. Wayne B. (Treasurer; Warren, OH)
4. Sara R. (Webmaster Chairperson; Columbus, OH)
5. Logan C. (Mainline Chairperson; Birmingham, AL)
6. Lindy H. (Hospitals + Institutions; Menominee, MI)
7. Zora J. (At-Large; Atlanta, GA)
8. Eric E. (Trustee (Central); Green Bay, WI)
9. Justin W. (Trustee (Northeast); Rochester, NY)
10. Pat B. (Secretary; Rochester, NY) (Covered as Chairperson)
11. Anna A. (Outreach Chairperson; Lafayette, CO)
12. Trevor F. (Co-Treasurer; Oshkosh, WI)
13. Alex L. (Non-Heroin Addict Advisor; Rochester, NY)

II. Tradition of the Month

-Read by Pat B, Tradition 5

III. Minutes (April 2023)

-Minutes approved with minor changes

IV. Reports

A. Treasurer

-Given by Wayne B:

Main Account: \$19,279.67

Prudent Reserve: \$6,000.98

Convention Account: \$4,019.26

Contributions: \$769.88 (Down)

Conference Registrations: \$516.06

Convention Revenue: \$311.94

-Convention tax stuff is squared away as far as filing and paying in NYS. Adam mentions that he met with the proposed convention hotel manager who said she will look into if the hotel can honor the AZ nonprofit status.

-Took care of donation documentation for tax purposes when requested by members.

Discussion follows about how this is available on a case by case, basis can be generated by the accountant, will present form letter for this purpose soon, Adam will work on draft.

-Adam brought up doing all of our banking through Chase Business and I think this is worth a conversation with Chase and want to know how the board feels about it. Wayne says that this could help shave down our transaction fees and bring us into the black. Adam says that the banker told him that chase offers business services for transactions, online purchases, and card readers.

-Link to yearly report:

<https://drive.google.com/drive/folders/1ztOowazbba1PdiUN5QnStheh5oD8096G>

B. Webmaster

-Given by Sara R:

-The switch to the approved GoDaddy package has been completed. \$505.40 plus taxes was proposed, Total cost was \$517.78 charged to our account. Will send an update of the GoDaddy charges and renewals to the finance committee for budget purposes.

-The website has been running smoothly since the switch to the new server. The website got hacked right before the switch but the firewall and security package we purchased was able to clean the website.

-The migration went smoothly besides some of the linked media documents had to be manually updated, (the finance, meeting minutes, mainline, outlines, workbooks & guidelines etc). It took some time but they are now all updated.

-Worked with the Mainline committee on the Mainline tab changes. The current Mainline will be available to read right on the tab. Past years have been archived on the archive page via the Archive button.

-Added the World Convention shop link on the Order tab and convention tab.

-Put 7 and 8 year keytags out of stock and adjusted the packages to reflect the out of stock inventory insert

-Pat mentions opening ticket with google support to figure out why tickets from website aren't being sent to our gmails

-Brandon mentions the shipping issue with shipping. Sara says that she had done all she can and the chips and lit committee should request paid plugin to make the shipping work better.

C. Chips + Literature

-Given by Brandon H:

-Shipping rates continue to be an issue with select orders on the website. Brandon and Bobby are monitoring all orders and handling the ones that are affected and addressing any remaining balances or refunds due on orders.

--The merchandise committee will meet 5/21/23. We plan to implement more formal policy to better guide the flow of the committee. An additional member has joined the committee. Designs for new items of merchandise continue to be discussed and considered by the committee. One will be requested for approval from the board in new business.

-Brandon attended a literature committee meeting with Marijuana Anonymous World Services. They were discussing agenda items for their upcoming world service conference- which they have been hosting virtually since COVID-19 began. The main point of discussion were various language translations to the 3rd edition of their basic text titled 'Life With Hope'.

-M.A. stated they have various tools and formats we are welcome to review and consider if H.A. ever publishes its own literature down the line. M.A. was very supportive of H.A.W.S and any questions or needs we may have in regards to their literature and publication process.

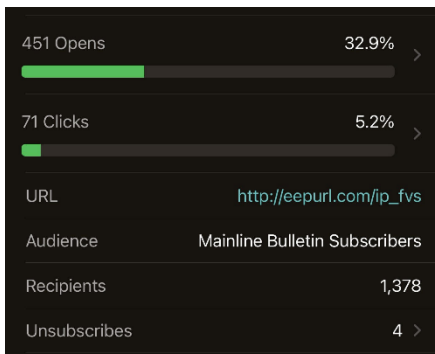
-Brandon will attend the Cocaine Anonymous World Convention Memorial Day weekend to establish deeper connections with the current serving board of C.A.W.S to gather deeper insights of their experience with the process of creating and publishing their own books.

-One starter kit was sent to Nashville, TN in April.

D. Mainline

-Given by Logan C:

-All is well with the mainline, content is coming in and we are bouncing around new ideas to incorporate.



E. Structure + Bylaws

- Given by Pat B:
- Proposing committee assignments for HAWS on HAWSC committees in new business

F. World Convention (2024)

- Given by Pat B:
- Went to proposed hotel with members of convention planning committee. Can see why the rates are so low, the place is a little rough around the edges but has character, space, location and will be perfect for our purposes.
- Justin mentions we have \$4,100 already
- Justin mentions charter busses to Niagara Falls as part of the program

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

- Given by Adam in Zach's absence:
- Conference committee wondering when final deposit of \$1500 to hotel will be rendered. Will discuss in new business. Met with buffalo hotel manager and conference would have same budget of 2500 on top of the \$6900 convention budget, one contract for both events in buffalo.

H. Personnel Committee

- no report
- Discussion about how to handle possible responsibilities left over by vacated PI Chair. Adam will reach out to Faith M. in AZ about a possible PI presentation scheduled at her facility. Adam spoke to Faith, and she will be presenting it as a member of HA, not board responsibility.

I. Public Information

- Vacant

J. Outreach

- Outreach Chair, Anna A., reports recent outreach duties include:
- Outreach Committee finalizing reaching out to isolated and unestablished areas about conference
- Connecting with HA members in NJ and Maryland and offering a line of contact with HAWS as well as support
- Updating conference chair contact list and ensuring chairpeople are getting needed communication from HAWS conference committee

K. Intellectual Property

- Given by Zora J:
- Working on IP form letter granting permission to use HA logo, will work with Pat to get letterhead

L. Hospitals + Institutions

-Given by Lindy H:

-HARP is copyrighted somewhere else

-HA conference committee has our last year submissions done and it's ready to be put on the website.

-Information on how AA does H&I, they have treatment/corrections instead of H&I and I feel like this is less confusing. Treatment is not corrections and vice versa. These 2 things really should be separated in the future.

M. Trustees (by region)

1. Pacific

Erik S: not present

2. Southwest

Stevie S: not present

3. Central

Eric E: Michigan delegate joined region and will come to conference, paid deposit for their upcoming convention Oct 19-22nd

Northeast

Justin W: Things are going normal, region meeting is tonight, conference agenda items are being encouraged to be talked about. Convention is the big news coming up

Southeast

John C:

- not present

N. Book Task Force

-Given by Alex L:

-Everything on track for presenting at conference

V. Old Business

A. Trademark the name "Heroin Anonymous" motion (seconded + passed)

1. Notes:

a) Billy says should cost less than \$1,250

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. Update in February Zora, name is trademarked with logo, only, looking into approving all colors and with name separate from the logo, Adam fills in some reasoning of this motion's history, Zora is planning to contact lawyer.
4. May- Zora is continuing her work on this matter

B. Pat brings up discussion about tax exemption receipts for HA members who give contributions to HA. Wayne will investigate this with the accountant. Discussion about if there is a cap to how much an HA member can give, there is not currently a limit. Clarification that a PayPal donation receipt does not include EIN number for tax purposes.

VI. New Business

- a. Pat makes motion to approve chart assigning Board members to specific conference committees (see link below). Motion is seconded and after discussion an amendment is passed to change all language referencing "convention committee" to "conference convention committee", motion passes. (updated handbook added to drive)

Link to updated handbook with chart:

https://drive.google.com/file/d/1JzZNhvMkBFbP0b_kMXANHBMAZuNsRnw-/view?usp=sharing

- b. Brandon makes motion to approve new "HA Map" image for use in merchandise sales, seconded. Brandon presents motion and design, discussion follows. Discussion follows about what HAWS is allowed to sell based on conference vote. It is deemed that merchandise should only be using imagery approved by earlier conferences. New designs will be prepared as floor motions at conference. Motion is ruled out of order.

Link to designs:

https://drive.google.com/file/d/1vxpTU1ZomrDktDOHOWQHR_HSPcSUNmCY/view?usp=sharing

https://drive.google.com/file/d/12MQB5BKqa_bZBgBU08kF8ymq65i9xQzQ/view?usp=sharing

- c. Adam- archives chair is vacant and inactive, suggests archiving speaker tapes and adding them to drive, assigning archivist to paid employee, pat will look into this and present next month
- d. Adam- says he will no longer be reading minutes, instead will be asking each member to present what changes or errors they need from their reports

VII. Next HAWS meeting is June 11th, 2023. Meeting adjourns, with motion to close accepted, at 11:18am AZ time