

H.A.W.S., Inc.

Monthly Business Meeting

6-11-23

9:30am AZ time



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

I. Attendance:

1. Adam D. (Chair; Phoenix, AZ)
2. Ole C. (Co-chair; Phoenix, AZ)
3. Brandon H. (Chips + Lit Chairperson; Birmingham, AL)
4. Wayne B. (Treasurer; Warren, OH)
5. Sara R. (Webmaster Chairperson; Columbus, OH)
6. Lindy H. (Hospitals + Institutions; Menominee, MI)
7. Eric E. (Trustee (Central); Green Bay, WI)
8. Justin W. (Trustee (Northeast); Rochester, NY)
9. Pat B. (Secretary; Rochester, NY) (Covered as Chairperson)
10. Anna A. (Outreach Chairperson; Lafayette, CO)
11. Trevor F. (Co-Treasurer; Oshkosh, WI)
12. Alex L. (Non-Heroin Addict Advisor; Rochester, NY) *partial
13. Stevie S. (Trustee (Southwest); Austin, TX)
14. John C. (Trustee (Southeast); Birmingham, AL)
15. Erik S. (Trustee (Pacific); San Clemente, GA)

II. Tradition of the Month

-Read by Pat B, Tradition 6

III. Minutes (May 2023)

-Minutes approved with new reading/approval format which is well received

IV. Reports

A. Treasurer

-Given by Wayne B:

-Chase Primary Checking: \$17,923.71

-Chase Convention Account: \$4,019.26

-Chase Prudent Reserve: \$6001.03

-PayPal Balance: \$1,000.00 Moved \$1,197.15 to Chase Bank

-Contributions were \$412.44 which is down by a significant amount

-Convention revenue was \$1322.32

-Conference revenue was \$774.09

-The total revenue generated in the month of May was \$1,672.35

-HAWS tax letter for fellowship members' tax filings was created by Pat, Adam, and Zora. The business EIN number was not attached by the treasury at this time. Questions regarding a version of the letter being sent to the treasury in a Word document for this purpose would be greatly appreciated. This letter is attached to this email and is uploaded to google drive.

-The Embassy Suites Hotel was paid for. However, they informed this writer that there is not a total bill yet. This writer paid \$1,500.00 to the hotel and asked that it be applied to the \$1,000.00 already paid in January 2023 and that this balance would be applied to the total balance once the balance is reconciled. This was agreed upon by the business outreach personnel at the Embassy Suites and her name was Jillian.

-Sara asks if tax letter will be voted on in new business

-Adam asks if chase balance is before PayPal and hotel transactions, Wayne says after hotel but pre-PayPal

-Adam asks about NY tax issues for the upcoming conference and convention, Wayne says consulted Monica and essentially it comes down to the treasurer keeping good records
Minutes approved.

B. Webmaster

-Given by Sara R:

- Worked with the HAWS secretary on why the support ticket/referral system is blocking emails from the secretary inbox from the referral system. Seems to be a google suites is flagging them and not letting them through

- Changed the shipping options in the shopping cart to the previous shipping charges based on order amount minus the \$1.95 option. Will be looking into better shipping options

- H&I sent the responders information to the webmaster, will be working with that committee to add these documents to the website

- Looked into the small glitches with the meeting finder. Worked with the plug in creators. They helped in expanding the search bar to include the states. For some reason 4 orange county California meetings pop up for any search. The scroll bar for the state drop down box seems to be a theme issue with the theme and plugin. Still working on this. The scroll bar is not there for users on a Mac computer using safari. Firefox, edge and other internet browsers do not seem to have this problem.

C. Chips + Literature

-Given by Brandon H:

- All shipping options are limited to flat rate priority rates of \$8.50 on orders or \$15.00 on larger orders. Shipping plugins are being discussed with the webmaster as a possibility to update and modify shipping.

-7 and 8 year key tags are currently out of stock. These will be included with our next order received from Lucky Line.

-The merchandise committee continues to communicate. The committee will plan to meet one or two more times before the conference. As a result of the last board meeting, the committee will shift focus towards structure, organization, and policy leading into the conference. The committee has had a variety of discussions of considering a drop shipping “print to order” method to implement on the website for generic merchandise with our trademark logo.

-The paid employee has requested for his contract to be put under review and discussed. Brandon has reached out to the former chips and lit chair, along with the H.A.W.S chair, to locate his signed contract to do this.

-One starter kit was sent to Utah the month of May.

D. Mainline

-Given by Adam in Logan's absence:

-1st send 34.8% opens 4.1% clicks

-2nd send 9.5% opens 1.5% clicks

-Things are running smoothly, our editor is stepping down so we are having to make some changes / recruit some more folks to the mainline committee. We also have a huge lack of content for the next several months that we are working on.

-Sara says newest mainline is up on website as it is very neat to have it there every month

E. Structure + Bylaws

-Given by Pat B:

-added approved chart to handbook and updated in drive

-Google support ongoing issue with auto mail blocking

-still working on archivist project, no description exists, not for paid employee either, will discuss with personnel

F. World Convention (2024)

-Given by Pat B:

-Pat inquires as to what type of AV equipment HA owns or will provide to convention, board advises there is none and it's up to the committee

-Contract in new business

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

- Given by Adam in Zach's absence:
- Nothing major, finalizing menus and registration counts, food will be snacks since hotel offers free continental breakfast, conference reviewed 2024 contract and this will get final review today

H. Personnel Committee

- Given by Ole:
- Mentions that having cameras on is part of bylaws and reminds folks to have them on
- Will be meeting this month to review board attendance records
- Anna says PI, advisor are being outreached in mainline

I. Public Information

- Vacant

J. Outreach

- Outreach Chair, Anna A., reports recent outreach duties include:
- Continued work with the conference committee and assisting delegates to prepare for conference

K. Intellectual Property

- not present

L. Hospitals + Institutions

- Given by Lindy H:
- Reviewing submissions currently. I'm coming to conference and going to ask the fellowship what they would like from us here regarding this position.
- We also sent the HA Responders to webmaster to be put on the website.
- I dropped some service positions so I can give this body my full attention.
- Going to start a list of all the HA jail and prison meetings.
- Coming up with a format on how to get HA into your local jail and prison, maybe a script or some kind of guide. -Adam asks if board should have list of national prison meetings, discussion follows

M. Trustees (by region)

1. Pacific

Erik S: nothing to report

Southwest

Stevie S: next regional meeting is 6/25

2. Central

Eric E: next meeting is 6/18 nothing else to report

3. Northeast

Justin W: One thing going on, Rochester WNY district may be separating from UNY area and becoming its own area again, Pat mentions that there is not strife or issues in convention planning area

Southeast

John C:

-Met as region on 5/21 sitting down in person at conference Charleston is coming to conference

N. Book Task Force

-Given by Alex L:

-nothing to report

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.

-June- Trevor motions in draft tax receipt and Adam aids in presentation, after some amendments the receipt letter is approved.

VI. New Business

- a. Pat makes motion that HAWS will examine and redefine the roles and responsibility of “independent contractor”, motion is seconded and amended to read *personnel committee will*
 - Pat suggests inviting Adam, Brandon and possibly contractor too, Alex asks if any information is needed from board before personnel looks in. Trevor says it is important to use correct language that contractor is **NOT** employee and should be referred to as contractor, not in bylaws. Pat says maybe adding description to handbook and suggests the board define the role in a more accurate legal term. Trevor mentions that anything removed from the paid entity will fall on a volunteer. Sara brings up spirit of rotation. Brandon says the paid entity currently files taxes as independent contractor.
 - Motion passes

- b. Pat makes motion to approve 2024 Conference and Convention Contract which is seconded. Justin, Adam and Pat present and motion is approved.
 - Convention Treasurer will begin payment.
 - Sara asks about when contract needs to be signed.
 - Next step is to have Wayne sign, Justin will make contact with Wayne, greenlight is given to outreach dates

VII. Next HAWS meeting is July 9th, 2023. Meeting adjourns, with motion to close accepted, at 10:55am AZ time