

H.A.W.S., Inc.

Monthly Business Meeting

7-9-23

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. Wayne B. (Treasurer; Warren, OH)
4. Sara R. (Webmaster Chairperson; Columbus, OH)
5. Lindy H. (Hospitals + Institutions; Menominee, MI)
6. Eric E. (Trustee (Central); Green Bay, WI)
7. Pat B. (Secretary; Rochester, NY) (Covered as Chairperson)
8. Anna A. (Outreach Chairperson; Lafayette, CO)
9. Alex L. (Non-Heroin Addict Advisor; Rochester, NY)
10. Stevie S. (Trustee (Southwest); Austin, TX)
11. Erik S. (Trustee (Pacific); San Clemente, GA)
12. Zora J. (At-Large; Atlanta, GA)
13. Logan C. (Mainline Chairperson; Birmingham, AL)
14. Justin W. (Trustee (Northeast); Rochester, NY)
15. Brandon H. (Chips + Lit Chairperson; Birmingham, AL)

II. Tradition of the Month

-Read by Pat B, Tradition 7

III. Minutes (June 2023)

-Minutes approved with addition of Anna's report

IV. Reports

A. Treasurer

-Given by Wayne B:

-Chase Main Bank Account has \$19,593.02

-Chase Convention Account has \$3,043.92

-Chase Prudent Reserve has \$6,001.08

-Paypal Account has \$1,000.00 and \$2,524.38 was moved to Chase Main Account today which will not be reflected until Monday 7/10/2023.

-2023 Conference Revenue is \$4,284.91 with a cost deduction so far of \$2,500.00 for a total revenue profit of \$1,784.91 with an estimated travel expenses deduction of an estimated \$1,701.00 still to be deducted accompanied by 1 more payment to the hotel with an estimation

of \$1,000 plus or minus \$500.00. The total expected loss for this year's conference is negative \$1,500.00 plus or minus \$500.00.

-Compared to the 2022 conference cost with no travel for the conference being factored in for comparison. Total revenue generated for the 2022 conference was \$2,095.74 with payments to the hotel in the amount of \$5,477.08 for a total loss of negative \$3,381.34 and when factored with travel reimbursement cost \$5,593.72 which equaled a total loss of \$8,975.06

-The difference in revenue loss between the 2022 and 2023 conferences is estimated savings of around \$6,000.00 plus or minus \$500. In other words. The HAWS board's ability to address the financial distress of HAWS Inc. played a huge contributing factor in keeping the fellowship from an economic collapse this year 2023.

-Contributions for the month of June 2023 were \$1,634.19 which is 149.73% higher than our monthly average in 2023 which is \$776.87.

-Contributions from the 2021 conference to the 2022 conference equaled a total of \$3,628.24 for a monthly average of \$302.35. When this is compared to contributions from the 2022 conference to the 2023 conference. The 2023 Conference year totaled \$9,322.49 and a monthly average of \$776.87.

-From 2022 to 2023 conference. Contributions have increased by 38.92%.

Current issues of HAWS Inc for the treasury department.

1. We are still losing money even though it is much less than we were. We have to find ways to generate revenue for our fellowship and this needs to be carried out by merchandise and possibly more contributions. in the 2022 Conference, we had \$24,586.15 and at this year's conference, we will have an estimated \$22,117.40 with an expected big order of key tags and literature to be processed. I am waiting for that amount to be given to me as well as the final cost of the 2023 conference including travel reimbursements.

2. We still have no book for sale and this is reflected above but this was passed to be done and reflected in the treasury but no information was available because it wasn't done. I feel that the treasury department may get held liable for this issue as well as the HAWS Board.

3. The IRS is still not done causing us problems. We were able to get the tax filings completed for 2018, 2019, and 2020 but one department of the IRS was not talking to the department of the IRS. This caused a last-minute chaotic break between myself, the CPA, and the bookkeeper. However, we did get this straightened out and waiting for a confirmation letter as we speak. The IRS did notify me that it was sent out a week or so ago and I am expecting to have this in my hand the week of the conference. However, due to this issue, they denied the HAWS Inc. 501C3 public charity request and this will have to be completed again after we receive the current letter from the IRS.

B. Webmaster

-Given by Sara R:

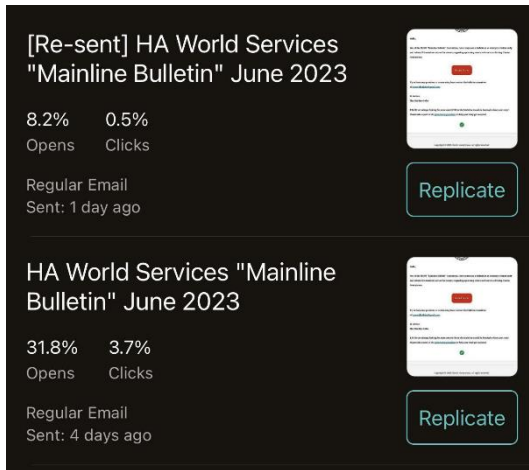
- Have not yet completed the work with the HAWS secretary on why the support ticket/referral system is blocking emails from the secretary inbox from the referral system. Still waiting to hear back from google suites support.
- All keytags are back in stock and reflected on the website.
- Most of the conference approved H&I responders info is up on the website. Still waiting to get some of the documents.
- Working on how to display the website states/areas on the meeting finder. I reached out to the creators on how to display them better.
- The IT committee is requesting help from the intellectual property board member to validate the copyright statements in their workbook/guidelines. If they are correct/needed.
- Added the Convention registration and worked with convention committee members on this. The June Mainline is on the website. insert

C. Chips + Literature

- Given by Brandon H:
- Shipping has not been an issue any longer since the adjustments have been made. All key tags are back in stock.
- Brandon has gotten no further detail on the matter related to Bobby and his contractual obligations to H.A.W.S for evaluation.
- The merchandise committee met and are in the process of formally creating positions and guidelines for the committee. The committee is also in the process of creating a mission statement to reflect the goals and intentions of their efforts serving the committee.
- The merch committee has also been experimenting with the idea of an online store. Specifically hawsmerch.bigcartel.com. This platform allows us to have up to 5 different items in rotation at no cost. The items the committee selected to be in rotation were: a drawstring bag, a coffee mug, a black tee, a white baseball cap, and a black zip up hoodie. All items utilizing the H.A.W.S approved logo (Note: this has not launched! This is in an experimental effort as we review options.).
- The committee believes selling items with the basic Heroin Anonymous logo using a 'print to order' method would be more cost effective than investing in bulk inventory- at the risk of excess inventory on hand and pressure to turn profit on not particularly unique items. Brandon intends to speak with the webmaster and treasurer about this as well because there would likely be an associated cost to implement drop-shipping to make this a "hands free" alternative to sell merch without adding responsibilities to our paid employee before reviewing their contract.
- The idea would be to have this shop accessible from the H.A.W.S website similar to the convention merchandise. The committee would also be able to rotate in any future designs permitted by the conference with different items of merchandise. Ultimately, this serves to be a brainstorming idea with no intended motion at this time. Brandon would like the board to entertain a general discussion on this subject to ensure we are in the confines of our responsibilities as the committee is in an exploratory phase.
- One starter kit was sent to Utah the month of June.

D. Mainline

-Given By Logan C:



E. Structure + Bylaws

-Given by Pat B:

-Reviewing changes to bylaws and agenda items in preparation for conference

F. World Convention (2024)

-Given by Pat B:

-Justin says we are financially sound and can already make all payments once money is sent for conference portion

-Pre Reg is live! Go sign up

-Adam asks pat to obtain signed copy of conference/convention hotel agreement from hotel chair for records

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

-Given by Adam in Zach's absence:

-Good to go, finalizing last details

H. Personnel Committee

-Given by Ole:

-Discussed Vance stepping down

-Discussed Candidates, (any voting board member), ole will announce at 7/9 board meeting that we are looking for interest, email pat in next month

-Reviewed board attendance, Alex will develop mechanism in excel that will automatically calculate who is having attendance issue

- To do list for solidifying Independent Contractor guidelines

I. Public Information

-Vacant

J. Outreach

- Outreach Chair, Anna A., reports recent outreach duties include:
- connecting with any new or recurring delegates with questions about conference
- working with conference committee to prepare for conference
- Preparing for new delegate orientation

K. Intellectual Property

- no report

L. Hospitals + Institutions

- Given by Lindy H:
- Going to ask Delegates to bring to their areas at conference what they would like to see this position do for our fellowship in the future.
- which address should we use for the HA responders post office box, spoke to H&I chair and she wants to use her sober house address because it's more convenient, but I feel it would imply affiliation to that sober house.
If that's the case we can use the green bay address which it already on the form on the website. If having the green bay address is a problem. We can change it to Camelback rd, AZ.
It seems easier for us to pick up the letters in green bay because we can add the letters easier to mailchimp.
- Will talk to my people about a motion for the board funding the Green Bay address so it's easier for me to get the letters.
- tried calling Billy N. About getting HA responders on the prison tablets, but he hasn't returned my call yet. I left a message. I'll try again.
- spoke to Anna at outreach about make jail and prison list.
- Discussion about mailbox for HA responders, it is suggested that Lindy make motion for HAWS to fund mailbox for this local to her

M. Trustees (by region)

1. Pacific

Erik S: nothing to report, Adam asks about Fresno area, Erik says he has made contact

Southwest

Stevie S: Had regional meeting 6/25, all areas will be present at conference

2. Central

Eric E: next meeting is 7/23 working on planning and merch for regional convention, Michigan delegate may not be present at conference

3. Northeast

Justin W: not present, Pat gave some information he relayed in convention report

Southeast

John C:

- not present

N. Book Task Force

- Given by Alex L:
- nothing to report

V. Old Business

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

- Notes:
 - Billy says should cost less than \$1,250
 - Billy: Trademark double circle logo containing words "No More Suffering" with capital "HA" in center to be trademarked regardless of color (motion seconded + passed)
 - 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.
- 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.
- 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.
- May- Zora is continuing her work on this matter
- June- No update
- July- No update

B. 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

-update 7/9- Personnel has started this project see report above

VI. New Business

a. Discussion about conference prep and loose ends:

-Adam mentions regional board breakouts

-Adam mentions Board conduct at conference and dress code

-Pat notes general resources in drive, presentation, handbook, bylaws, etc.

-Adam says that any new board business to be considered at conference must be presented at regional board breakout

-Adam reminds board to review concepts and Robert's rules of order

VII. Next HAWS meeting is August 13th, 2023. Meeting adjourns, with motion to close accepted, at 10:55am AZ time