

H.A.W.S., Inc.

Monthly Business Meeting

8-13-23

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. Trevor F. (Co-Treasurer; Oshkosh, WI)
10. Stevie S. (Trustee (Southwest); Austin, TX)
11. Logan C. (Mainline Chairperson; Birmingham, AL)
12. Brandon H. (Chips + Lit Chairperson; Birmingham, AL)
13. Ben S. (Conference Liaison; Ohio)
14. John C. (Trustee (Southeast); Hoover, AL)

II. Tradition of the Month

-Read by Pat B, Tradition 8

III. Minutes (July 2023)

-Minutes approved

IV. Reports

A. Treasurer

-Chase Main: \$19,177.42

-Chase Convention: \$\$4,920.26

-Chase Savings: \$6,000.13

-PayPal Account: \$2, 090.97

-Treasurer confirmed the nonprofit status with the WePay processing account for the convention. All transactions are being deposited correctly into the Chase Main Account. Upon confirming books from the Convention Committee, these transactions will then be moved into the Chase Convention Account at the end of each month. The treasury team and convention committee agreed upon this.

-IRS refund for the non-profit status application fee was deposited into the Chasse Main Account for a total of \$550.00.

-To the best of the treasury's understanding. All conference expenses have been paid but an email was sent to the bookkeeper about some of the recording of the transaction being placed in certain categories and no report will be given until these questions are answered. The report for the 2023 conference will be given next month.

-We are GOOD, have letter from IRS about nonprofit and public charity status.

-Adam asks about back taxes being good to go, Wayne said he believes so and Adam says that we should be posting out yearly financial reports, Wayne will report back next month

B. Webmaster

-Given by Sara R:

-Updated SOP, added the Mainline for July, added new PI Information on PI Tab, changed the H.A. Preamble on the About Tab

-Updated the Meeting page. Looks a lot better. Put the areas/district websites in their own link. They are no longer in the meeting list.

-Still waiting to get some of the H&I responders documents from 2022 conference. I got a contact from this conference and will continue to update.

-Took down and closed the conference registration

C. Chips + Literature

-Given by Brandon H:

-The new 'Self Supporting' pamphlet is being formatted for print and 'The Fellowship and the Program' is being adjusted to include the conference approved amendment. All other pamphlets are low in stock. ACI was contacted to gather a quote for this next order. LCF has requested for the board to permit a weblink and QR code on the recently conference approved 'Self Supporting' pamphlet to direct members to the 'contributions' page on our website. This will be brought up as a motion in new business.

-The merchandise committee continues to meet regularly. The committee is currently meeting every two weeks and still in the process of creating position descriptions, policy, and bylaws. The committee has also been discussing various themes to artistically collaborate on. The committee has composed a formal mission statement which will be motioned for approval in new business.

-Three starter kits total were sent the month of July to Arizona, Wisconsin, and Ohio. All new meeting starter kits include the updated singleness of purpose reading.

D. Mainline

- Given By Logan C:
- 33.2% opens, 3.5% clicks

E. Structure + Bylaws

- Given by Pat B:
- Working on personnel bylaws
- Drafted memo for changing referral process, more to come in new business

F. World Convention (2024)

- Given by Pat B:
- Committee is doing well financially, already has funds for all hotel payments
- Pat was not able to attend in July, more to come in September

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

- Given by Ben S.
- Not much going on, meeting monthly, conference committee wants clarification on what items need to be sent to the groups for written approval. Adams says nothing was approved to be sent to groups. Adam asks what should be done with old conference recordings, pat says board should retain these records. Wayne agrees. Sara said they could be stored on website. Ben agrees to get recordings over to Pat and Sara

H. Personnel Committee

- Given by Ole:
- Discussed new attendance mechanism,
- Determined two board members that require commitment interview
Pat will touch base with Alex about best using the new attendance mechanism
- Ole will contact the members this month for recommitment
- Discussed open board positions, 3 at large, (IP add on, one Heroin addict, one Non-Heroin Addict Advisor, PI chair)
- Zora stepped down and Vance stepped down last month
- Pat will contact Brandon/Bobby about layout paid employee role
- Ole will research contractor legal info in AZ
- Discussion about new communication policy, Pat will draft for next month
- Adam asks about term lengths

I. Public Information

- Vacant
- Discussion on the need for this role to be filled

J. Outreach

- Outreach Chair, Anna A., reports recent outreach duties include:

- Alongside chips and lit chair, talking with Melbourne Australia aspiring HA member about starting a new international meeting
- Checking minutes to assure no need for contacting fellowship for ¾ approval after conference changes (confirmed no need)
- Preparing new Outreach members for first post-conference meeting later this month
- Preparing for meeting to create positions, bylaws, and more structure for Outreach Committee
- Working with conference committee on updated 'new delegate orientation'

K. Intellectual Property

- Vacant

L. Hospitals + Institutions

- Given by Lindy H:
- Eric and I went to GSO of Alcoholics Anonymous and gave them the information on HA Responders so they can direct heroin addicts to us for help.
- I also got a new committee member, Devon from AZ, she has a lot of good ideas and I'm also going to meet with Adam for some help developing this position on the board.

M. Trustees (by region)

-Pacific

Erik S: not present

-Southwest

Stevie S: Have not had regional meeting since conference but plan to discuss conference at next one

-Central

Eric E: Still planning regional convention for October 20th

-Northeast

Justin W: not present

-Southeast

John C: Had post conference regional meeting two weeks ago, voted in treasurer, going to have regional events, first will be Oct 7th in Memphis. Lindy asked John to make sure there are flyers.

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
 5. June- No update
 6. July/August- 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

-Update 8/13- This was discussed on personnel and an internal to-do list was made, first step will be interviewing Brandon/Bobby to get an accurate picture of current role

VI. New Business

1. Motion to add QR code link to HAWS contributions page to self-support pamphlet so that readers can directly give to HAWS. Motion seconded. Discussion follows. Motion to amend

as: Motion to add QR code link to HAWS contributions page to all conference approved pamphlets when possible so that readers can directly give to HAWS. Seconded. Amendment approved. Motion passes.

2. Motion to approve HAWS Merchandise Committee mission statement. Motion seconded. Discussion follows. Motion to amend statement to remove first sentence is made and seconded. Amendment approved. Adam suggests a minor punctuation change which is accepted. Motion passes.
3. Motion that that the referral system currently utilized by HAWS be taken offline and referrals be submitted, screened, and referred out via email by the HAWS Secretary and that enclosed "memo R" be sent to the fellowship and posted in place of the current system on the website. Motion approved with some discussion. Sara and pat will create joint folder on drive to log this information. Sara will put Memo R in place of the referrals tab on website.
4. Motion to give ".org" emails to all conference committees. Seconded. Motion passes.
5. Book task force- Adam asks if it should be assigned to Alex again, as new book writing liaison chair, discussion follows. Adam will review recordings to verify that the Board is tasked with this project. Board plans to ask Alex to head up task force in September. Ole suggests outreaching task force head with personnel if Alex does not want to.

VII. Next HAWS meeting is September 10th, 2023. Meeting adjourns, with motion to close accepted, at 11am AZ time