

H.A.W.S., Inc.
Monthly Business Meeting
11-12-23
9:30am AZ time



Meeting opens at 9:33am AZ time with Serenity Prayer

I. Attendance:

1. Adam D. (Chair; Phoenix, AZ)
2. Ole C. (Co-chair; Phoenix, AZ)
3. Sara R. (Webmaster Chairperson; Columbus, OH)
4. Lindy H. (Hospitals + Institutions; Menominee, MI)
5. Pat B. (Secretary; Rochester, NY)
6. Anna A. (Outreach Chairperson; Lafayette, CO)
7. Ben S. (Conference Liaison; Ohio)
8. Alex L. (Non-Heroin Addict Advisor); Rochester, NY)
9. Stevie S. (Trustee (Southwest); Austin, TX)
10. Erik S. (Trustee (Pacific); San Clemente, CA)
11. Logan. (Mainline Chairperson; Birmingham, AL)
12. Eric E. (Trustee (Central); Green Bay, WI)
13. Wayne B. (Treasurer; Warren, OH)

II. Tradition of the Month

-Read by Pat B, Tradition 11

III. Minutes (October 2023)

-Minutes approved, note that input from CLM was not collected.

IV. Reports

A. Treasurer

- Chase Bank Account: \$22,660.72 available balance
- Chase Savings Account: \$6,001.28 available balance
- Chase Convention Account: \$6,960.97
- Paypal Account: \$1,000.00
- Contributions for 10/2023: \$688.60
- Product Revenue for 10/2023: \$1,425.49
- We paid The UPS store \$667.44 for our annual renewal. In addition to this, we have to pay our CPA \$1,186.00 for services rendered which will be sent out this week.

- The CPA said she requested this payment months ago but I was not able to see this request when I looked for it and will have to get it to the company this week.
- Our contributions are down 8.9% for the month of October and our product revenue is 13.6% down from our monthly averages this year.
- Other than everything mentioned above. All accounts are good to go. I also attached last month's treasury report (September) as well.
- Discussion about invoices from CPA and her saying email was lost, Wayne
- Question about bi- annual UPS store \$600 fee, Adam clarifies this is for PO box
- Wayne brings up referrals he was sent recently, discussion confirms they were already resolved
- report approved

B. Webmaster

- Given by Sara R:
- All meetings and emails are being checked/updated in a timely manner
- Mainline for October has been added
- Worked with the Convention committee with registration and banquet info

Chips + Literature

- Pamphlets have been ordered and are awaiting delivery.
- Brandon and the merch committee created a digital file to model the 12 steps and 12 traditions. The file will be subject for motion in new business.
- The HAWS subcontract and Brandon sought to the treasurer to renew the HAWS UPS P.O. Box for the next 2 years. Upon review it was revealed it would be cheaper and effective to consider changing the P.O. Box to a cheaper domain with USPS as UPS has continued to significantly increased their rates. This was a subject that revealed to need more discussion.
- It had been suggested to be brought to the attention of the board and a potential action to consider at conference seeing it would formally change the address of Heroin Anonymous World Services. -Brandon, the HAWS treasurer, and the HAWS subcontractor recognize this to be responsible and financially sustainable for the future of HAWS with a 2 year lead time to consider the feasibility and the back end work that would consist of this endeavor.
- One starter kit was sent to Buffalo, NY the month of October.

C. Mainline

- Given By Logan C:
- 34.6% Opens
- 4.1% Clicks
- Working on gathering content. Any and all submissions are appreciated
- Mainline is running smoothly

D. Structure + Bylaws

- Given by Pat B:
- gave update on HAWSC email project

- thanked Adam for making minutes
- worked on paid worker bylaws
- out of touch with world HAWSC committee

E. World Convention (2024)

- Given by Pat B:
- 18 pre-registrants, 11 for bus trip, 10 hotel rooms booked
- discussed outreach for subcommittee roles
- will inquire about roles on subcommittees needing to be filled

F. H.A.W.S. Conference Liaison

- Given by Ben S.
- Nothing new to report

G. Personnel Committee

- Given by Ole:
- Alex did in-service on new spreadsheet he developed to help pat take attendance with excel
- Discussion about how to note if people have been talked to for recommitment, will be notated as spoken to in roster, should be encouraging people to send proxies, proxies will count as attended moving forwards
- Discussed proposal that Alex plans to present in December about non-addict advisory committee
- Final draft of paid employee description put together, will present to Bobby and Brandon for input. Will have proposal for paid employee additions to bylaws next month.
- Discussed recruitment
- discussion about urgency of vice treasurer

H. Public Information

- Vacant

I. Outreach

- Outreach Chair, Anna A., reports recent outreach duties include:
- Created international H.A. WhatsApp for 3 international aspiring HA members to increase communication and support
- Planning "how to start HA in your area" meeting with local HA member, Lindy, as requested by AA in Lansing, MI
- Working on building membership in outreach to restructure bylaws, positions, and duties in Outreach Committee
- Contact with HA Santa Barbara who wants to connect with us in a greater way, this meeting plans to host a hybrid meeting to fellowship with HA members all over. I will share link and info with HAWS when available

- Outreach to potential HA Buffalo
- Wrote monthly HAWS update for mainline

J. Intellectual Property

- Vacant

K. Hospitals + Institutions

- Given by Lindy H:
 - Been working with Billy N about getting HA responders on the prison tablets. It's going to be something specific to HA because NA or AA don't have anything on the tablets other than literature.
 - Attending H&I Conference committee meeting, going through the handbook.
 - Went to Lansing yesterday and did a HA presentation along side AA, in cooperation. I gave a start up kit to a lady who was interested in starting HA there. There was alot of talk about SOP which was cool and also controversial, but Eric and I did a great job explaining what HA is and what it is not. Also talked about how important H&I is in growing your fellowship.
 - Collecting H&I bylaws from all over the country to utilize in creating the bylaws for this position, I apologize for it taking me so long to do this.

V. Book Writing Committee

- Given by Alex:
 - kick off meeting happening on 11/18. We will discuss structure and skill sets/support required to get it done. I will have a more comprehensive report in December.

A. Trustees (by region)

-Pacific

Erik S: nothing to report, wants to get in touch with Santa Barbara, Socal is working on organizing, confirmed he is in touch about letters with HA member from Oregon

-Southwest

Stevie S: had regional meeting, area is excited about world convention, looking at bus or group travel to NY for world convention

-Central

Eric E: checking out meetings in region, encouraging people to join regional meeting, going to meeting in Chicago and attended event in Lansing with Lindy, thanks to all who came to regional convention

-Northeast

Justin W: not present

-Southeast

John C: The first regional event in Memphis yesterday was a success. 70 People attended, raised decent amount of money, and opened regional bank account. Next event will be in NOLA in January

VI. 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/ September/ October/ November- 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

-Update 11/12- Guidelines coming together, plan to submit new guidelines, pay raise, legal documents within next few months

- C. Motion to give “.org” emails to all conference committees. Seconded. Motion passes. Novemberr- keep announcing until complete

VII. New Business

- A. Sara motions to create press release tab on website to archive past press releases and maintain them on website. Discussion follows, motion passes. Adam notes that all chairs that have sent documents sent to fellowship to be forwarded to Sara
- B. Pat motions that Sara create archives/press release tab proposal along with slate of documents to be added to said tab to be proposed in December. Motion approved.
- C. Brandon motions the following via Pat:
 - 1) Motion to provide 60 HAWS bookmarks to the Chips, Literature, and Merch Chair to include in future starter kit requests.
 - Motion fails
 - 2) Motion to permit the sale of an “Area Bundle for HA bookmarks that consist of 60 bookmarks (20 of each HAWS approved design) at the cost of \$60 (plus s&h).
 - Motion passed
 - 3) Motion to approve the watermark HA digital images of The Twelve Steps and 12 traditions of Heroin Anonymous to be used on future items of merchandise.
 - Motion tabled
- D. Pat makes motion that CLM committee create quarterly sales flyer to showcase current HA items being sold. Discussion follows, motion passes

- E. Wayne brings up shopping with different vender like USPS for PO box, will report next month, discussion follows, Board feels this is major change that may need a referral to conference

- F. Lindy makes motion to that we as a board send a letter to Opiates Anonymous, inviting them to this upcoming conference to possibly join forces with us once again. Discussion follows, pat offers amendment to read that HAWS extend invites to the boards of Opiates Anonymous and Fentanyl Anonymous to send at least one representative each to the 2024 World Conference in the spirit of cooperation, not affiliation, discussion follows, motion passes

VIII. Next HAWS meeting is December 10th, 2023. Meeting adjourns, with motion to close accepted, at 11:45am AZ time.