

H.A.W.S., Inc.
Monthly Business Meeting
12-10-23
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. 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. Erik S. (Trustee (Pacific); San Clemente, CA)
10. Logan. (Mainline Chairperson; Birmingham, AL)
11. Wayne B. (Treasurer; Warren, OH) *partial*
12. Brandon H. (Chips + Lit Chairperson; Birmingham, AL)

II. Tradition of the Month

-Read by Pat B, Tradition 12

III. Minutes (November 2023)

-Minutes approved

IV. Reports

A. Treasurer

- Paypal = \$1,000.00
- Chase Main = \$ 21,321.03
- Convention Account = \$5,944.65
- Prudent Reserve (Savings) = \$6,001.53

-Monica our CPA is paid and completed for handling the IRS problem. That was what the invoice was for. In contrast to this information. The IRS is finished with its investigation of our business and all of the non-filed tax returns. We have satisfied everything and we are completely reinstated and operating as normal with no fines or penalties (Thank God). I have to sign and

date the last year's taxes because they were kicked back due to us being suspended but that will get done very soon and I will send them back to Monica and the IRS.

-In addition to this. I need to update our IRS 990 form. Which means I will need an updated roster for all of our board members. I need the following information for all board members.

1. Board Position and start of term and estimated completion date of term on board.
2. Full Legal Name
3. Contact Information (email, phone, address)

-The last thing that I need to say is that I will not be on for the entire board meeting today. I have to pick a sponsee up from the church late service at 12:30 PM EST and book work etc. Sorry for any inconvenience.

-Good standing with IRS no fines

-Sara asks about yearly report from HAWC for website

-Alex asks clarification about yearly budget, Wayne says Jan/feb after taxes

-Adam suggests montlthy subscription contributions

B. Webmaster

-Given by Sara R:

- All meetings and emails are being checked/updated in a timely manner.

- Mainline for November has been added

- Worked with the Convention committee with registration and banquet info. Banquet has been added to the registration page and a new Add-On registration page has been added to the Convention Tab.

- Added the new Self-Supporting pamphlet and updated some of the pictures. The new pamphlet has been added to the literature tab to read, for single purchase in the store and added to the bundles.

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:

- First Send:

33.5% Opens

3.8% Clicks

-Second Send:

13.8% Opens

2.1% Clicks

-All is running smoothly. Working on obtaining more content.

D. Structure + Bylaws

-Given by Pat B:

-Finished paid worker bylaws

-Finished email project

E. World Convention (2024)

-Given by Pat B:

-Will hold in person steering committee in January

-Reported on rooms filled and pre-reg's

-Justin said hotel paid last two months

-over \$200 came in fundraising November

-Planning in person hotel site visit soon

-Sara said she may add sign up blurb to main HAWS website

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

-Given by Ben S.

-no submissions, looking at tabled motions from previous conferences

G. Personnel Committee

-Given by Ole:

-scheduling candidate interview soon

-Ole will reach out to member about recommitment after Board today

-Alex will present advisor committee proposal at Board today

-Approved proposal for employee bylaw and pay raise

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

- Adam says he may be interested in taking on IP roll, will talk to personnel to follow up

K. Hospitals + Institutions

- Given by Lindy H:
- Meeting with Billy N. next weekend in person to talk about getting HA on the prison tablets. This would be really cool and we'd be the only fellowship to have that. Just need to figure out a format, reach out to prisons near larger HA areas and get ahold of each prison tablet company.
- Also going to the only HA meeting in Las Vegas(countless vein attempts)to talk to them about getting involved in Conference, bringing flyers for the World Convention, merch and what they need from us to help them with their H&I efforts in Vegas.

V. Book Writing Committee

- Given by Alex:
- had meeting, next steps are to build out committee and guiding principles, talked about open mindedness, number of members, guiding principles, reviewing committee membebr resumes and going to start onboarding, planning to start building outline soon. Adam suggests protecting the anonymity of book writing committee. Discussion about book committee members and how much information about them or their work should be shared.

A. Trustees (by region)

-Pacific

Erik S: New meetings, one new meeting per month in San Diego county. Brandon said he has member interested in connecting with Pacific Region. Pat asks how San Diego county is growing and Erik says one member and their sponsees are on fire for building out HA.

-Southwest

Stevie S: not present

-Central

Eric E: not present, in Los Angeles, going to attend a meeting with Erik S.

-Northeast

Justin W: Scaled back regional meetings to focus on convention planning in region. Staying in touch. The regional landscape has not changed much. Programming planing and outreach is going well for Convention.

-Southeast

John C: Regional meeting is pushed to January. Big thing is that feb 2nd will be regional event in NOLA

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/ December- 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

-Update 12/10/24:

New contractor bylaws are motioned, amended, and passed, can be seen in Q1 2024 Bylaws.

-Motion to raise contractor pay to \$142.00 per week also passes.

- C. 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. 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. December- Sara asks questions to clarify, will work with pat to compile list of documents to place on table.

- D. 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 to include 11th tradition as stated in service manual color and font are subject to change. Motion tabled. December, brought off table. Discussion follows, Adam notes that imagery is within trademark. Discussion about wording of tradition 11 being correct, discussion about if approval for these files is needed as they are not proposed products. Amended as seen above and passes.

- E. Pat makes motion that CLM committee create quarterly sales flyer to showcase current HA items being sold. Discussion follows, motion passes. December- Pat clarifies reasoning behind sales flyer and Brandon says it is being worked on by his committee. Brandon. Brandon mentions that he wishes to propose a project that will include free bookmarks in startup kits.

- F.** 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.
- G.** 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. December pat working with Lindy on this.

VII. New Business

- A.** Alex makes a motion to create non-addict advisory committee. Non-Addict Advisors will still hold 2 votes at HAWS Board. Motion seconded, Alex briefs board on broad strokes of proposal. Motion tabled.

- VIII.** Next HAWS meeting is January 14th, 2024. Meeting adjourns, with motion to close accepted, at 11:48am AZ time.