

H.A.W.S., Inc.
Monthly Business Meeting
2-11-24
9:30am AZ time



Meeting opens at 9:32am 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. Erik S. (Trustee (Pacific); San Clemente, CA)
9. Wayne B. (Treasurer; Warren, OH)
10. Eric E. (Trustee (Central); Green Bay, WI)
11. Stevie S. (Trustee (Southwest); Austin, TX)
12. Yonah G. (At-Large Member; Atlanta GA A)

II. Tradition of the Month

-Read by Pat B, Tradition 2

III. Minutes (January 2024)

-Minutes approved

IV. Reports

A. Treasurer

-Given by Wayne B:

Paypal - \$1,000.00

Chase Main - \$31,863.78

Convention - \$5,098.00

Prudent Reserve - \$6,000.43

Presented Motion: Motion to transfer \$11,498.57 to the prudent reserve from our Chase Main Account. This will increase our prudent reserve to \$17,500.00.

B. Webmaster

- Given by Sara R:
- All meetings and emails are being checked/updated in a timely manner.
- Mainline for January has been added
- Installed an SMTP mail plugin and a mail logger to log any outgoing mail from the website/Wordpress. It allowed to me to set the main email address to hawswebmaster@heroinanonymous.org and all mail is getting received now including order confirmations to the paid employee!!
- Worked with the conference people and got the conference registration up and live on the website. I had to tweaked some of the filters so only new delegates from new areas can register for free. The filters were not specific enough and a non-delegate that was not part of an area registered for free.
- Was informed by outreach to put a new area registration form on the website and take the old one down.
- 9 and 11 year keytags are out of stock and bundles have been adjusted.
- Posted 2023 finance report on website

Chips + Literature

- Given by Adam:
- Out of 9 and 11 years tags
- Merch committee voted to move forward with creating online store, website designed to look like HAWS site and uses link
- T shirts, zip ups and pullover hoodies \$10-15 profit per
- Will be making merch motions in new business
- Eric mentions having some hats made, will be addressed in new business

C. Mainline

- Given by Pat:
- Opens : 685 (34.6%)
- Clicks : 101 (4.6%)
- Recipients : 1456
- Unsubscribes : 9
- Bounced : 15
- All is running smoothly, working on gathering more content and finding creative excerpts to publish. Most of our content is being received from Wisconsin at the moment.

D. Structure + Bylaws

- Given by Pat B:
- Attended HAWSC S&B, updated service manual coming this month

-Exciting referrals being worked on by HAWSC S&B

E. World Convention (2024)

- Given by Pat B:
- \$1,149 came in from WNY winter Gala
- Purchased large amount of blank apparel to make merch, stuff looks great, logo
- In person steering committee and hotel visit went well
- 17 rooms booked as of mid Jan, 29 convention pre-registrations as of today

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

- Given by Ben S:
- Got referral asking to update area criteria, drafted updated form
- Draft of conference coordinator position description was created by Blayne I
- Approved conference budget presented

Date	Category	Description	Notes	Amount
	Nondelegate Essential Servants	Travel costs + hotel + food stipend (\$911 per person = \$350 for flight + \$441 for room + \$120 Food Stipend)	This accounts for 15 board members, 1 non-delegate chair, 1 non-delegate Parliamentarian, and 1 non-delegate conference coordinator.	\$16,500.00
	Hotel Contract	Food and Bev. includes: Breakfast Buffet Wed, Thurs. 80 Attendees	Continental Breakfast Wed & Thurs. Price doesnt include taxes	\$3,512.00 ++
	Sound Equipment	Recording/Speaker Equipment	PA, 4 Mics, Stands, and purchase of projector. (Price subject to be lower if I can find local equipment for free)	\$1,200.00
	Misc.	Any last minute costs to conference		\$500.00
	Projected Income	80 people @ \$85	Projected Pre-Registration is set at \$6800. Total Expenses for the event are \$21,712	-\$6,800.00
				\$14,912.00

G. Personnel Committee

- Given by Ole:
- Interviewed 2 members, Adam for IP and Aaron M for At Large, will make motions for them in new business
- Discussion about term lengths and rotation schedule needing overhaul, Pat will work on

H. Public Information

-Vacant

I. Outreach

- Outreach Chair, Anna A., reports recent outreach duties include:
- Communications with South African aspiring member about starting an HA meeting and giving her virtual HA sponsor contact info
- Overseeing international H.A. WhatsApp for 4 international aspiring HA members to encourage/provide communication and support
- Met with outreach committee to delegate duties in Outreach Committee’s efforts to get “start an HA meeting” flyers in alano clubs and recovery clubhouses
- ^ outreach members were assigned regions
- Our first alano clubs responded: Olympia, WA and Milwaukee WI put up the flyer!

- Emailed with aspiring member in Minnesota and sent how to start an HA meeting info
- Updated part of the zoom meeting list
- Sent contact info for new WV meeting regional trustee
- Wrote monthly HAWS update for mainline

J. Intellectual Property

- Adam has update for old business

K. Hospitals + Institutions

- Given by Lindy H:
- Met with my committee member Devon in person last month in Phoenix and we went over how to map all the H&I meetings on a Google map and Excell sheet, it's pretty sweet what she has going for H&I in AZ and I'm excited to replicate that on a larger scale here on the board. She's also a bylaw writing wizard and is going to help me with that as well.
- I also got a letter from an incarcerated person in IL, he's looking for HA resources, so I'll get with the Trustee Eric E about connecting him with Chicago or Juliette members.

V. Non-Heroin Addict Advisor

- Advisor Committee:
No report in February

- Book writing Task Force:
No report in February

A. Trustees (by region)

-Pacific

Erik S: has been attending area meetings around his region and making contact with new members

-Southwest

Stevie S: have next regional meeting end of month

-Central

Eric E: working to start regional fundraising event to pay for trustees, interested in seeking the Board's report for bringing trustees to conference. Discussion follows.

-Northeast

Justin W: not present, gave Pat updates given in convention report

-Southeast

John C: not present

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/ January, Adam reached out to Attorney , Adam will speak to Personnel about taking on IP role
7. February- current trademark of HA logo image, up for renewal in 2024 and must renewed in October update section 8 and 15 for articles of incontestability will cost \$600. Did have name Heroin Anonymous trademarked but this lapsed in 2020, no one knew, no one has tried to pick it up, should be able to re approve this trademark costs \$1250 plus filing fee, slight discount for filing rate for non profit, lawyer suggested trademarking “no more suffering” . We automatically own copywrite for pamphlets already, should put approved logo and year approved on each pamphlet, lawyer said can register pamphlets with Library of Congress, is simple form, not required. Mainline and artwork, should get signed contract to own exclusive, royalty free license to material, meaning we own it. Can try to find generic template, Lawyer willing to make release for us form \$700. Discussion follows. Lindy said they do not currently use release form. Adam says these will be good for 5-6 years.

-Adam makes motion to approve \$1250 + filing fees to trademark the name Heroin Anonymous. Motion passes.

- B. 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. No update in January or February
- C. Ole makes motion to separate C&L from Merch committee. Motion to table is made after discussion. Motion is tabled, February- stays on table
- D. Adam asks chairs to start sending in yearly reports for conference

VII. New Business

- A. Pat brings up discussion on Search Engine Optimization, discussion follows. Adam says that SEO would fall under website responsibilities. Sara says she will gather information on this.
- B. Personnel motions (Ole C.): Adam D. to take over IP chair, discussion follows motion passes. Motions Aaron M. for At-Large, dicussion follows, motion passes.
- C. Wayne makes motion to transfer \$11,498.57 to the prudent reserve from our Chase Main Account. This will increase our prudent reserve to \$17,500.00. Discussion follows. Wayne says current prudent reserve is not enough to sustain operations. Wayne says there will still be enough funds for operations with this money being transferred. Motion passes.
- D. CLM online store (Adam) motions to approve HA logo t-shirt, beanie, and zip up and pull over hoodie. Seconded. Discussion follows. Adam mentions how drop shipping and using 3rd party company to print and sell merch will allow us to profit but safely gauge interest and viability without utilizing HA staff to handle shipping and storing product. Adam clarifies that all products will have an official HA logo. Sara asks for merch committee to work with her on how this will be presented on website. \$10-15 profit for shirts and hoodies. Motion passes.

- E.** Adam asks for insight about gathering images to sell on merchandise, discussion follows.
- F.** Adam motions to have above mentioned lawyer draft release to that written submissions or artwork can be published and sold by HA, this should cost around \$700. Discussion follows. Motion passes.
- G.** Discussion about referral for Conference committee that there should be deadline on submission of committee's approved content to be sent to HAWS. Sara says she will make the referral personally.

VIII. Next HAWS meeting is March 10th, 2024. Meeting adjourns, with motion to close accepted, at 11:45am AZ time. Be mindful of daylight savings.