

H.A.W.S., Inc.
Monthly Business Meeting
11/10/24

Meeting opens at 9:40am AZ time with Serenity Prayer

I. Attendance:

1. Adam D. (Treasurer; Phoenix, AZ)
2. Ole C. (Chair; Phoenix, AZ)
3. Sara R. (Webmaster Chairperson; Columbus, OH)
4. Lindy H. (Hospitals + Institutions; Menominee, MI)
5. Aaron M. (At-large; Phoenix, AZ)
6. Yonah G. (Chips, Lit, Merch; Atlanta, GA)
7. Ben S. (Conference Liaison; Akron, OH)
8. Stevie S. (Southwest Regional Trustee; Austin, TX)
9. Eric E. (Central Region Trustee)
10. John C. (Southeast Regional Trustee; Birmingham, AL)
11. Anna A. (Outreach; Boulder, CO)
12. Logan C. (Mainline Chairperson; Birmingham, AL)
13. Jenna E. (At-large; Rochester, NY)
14. Pat B. (Secretary; Rochester; NY)
15. Cara G. (Heroin Addict Advisor; Lincoln, NE)
16. Christopher M. (Non-Addict Advisor; Rochester, NY)
17. Alex L. (Non-Addict Advisor; Rochester, NY)

II. Tradition of the Month

-Read by Pat, Tradition 11

III. Minutes (October 2024)

-Minutes approved

IV. Reports

A. Treasurer

Given by Adam:

Total Balance: \$48,472.91

Chase Main: \$28,971.64

Chase Convention: \$2,000

Chase Prudent: \$17,501.27

Paypal: \$1,133.79

-Met with book keeper to get introduced. I will get her contact information to Liz this week so she can make an introduction as well. I will send her (book-keeper) over all receipts from the last couple of months so she can get them labeled in our Quickbooks. I did discuss with her that the conference has asked for quarterly earning statements, she said that is no problem. I will be setting her up with her own guest login credentials for Chase so she can continue her work with us, right now she has been using Wayne's. Giving her her own credentials will allow her only viewing access instead of full permissions.

-I received our form 990 from our CPA, signed & returned that, and she was able to file everything. She said it may be a few months before we see it was accepted but she will keep us updated. She also mentioned that we are still showing up as a private foundation instead of public so she is looking into why that is.

-I will need to update Paypal account information and transfer account ownership over from Wayne. I am wondering if we want to place that in my name or the CLM chair or possibly Liz's name. I am not sure why the treasurer would hold that account, other than money moving in and out of it, it should be with CLM.

-I have got with Justin from NY and the books have been completely reconciled from the convention. He has shipped the Chase card readers out to AZ, we are still waiting to receive them, so they can be moved up to Seattle for those folks. We are still working to review the best shipping methods for moving all the newly purchased overstock convention merch out to AZ.

-I have an appointment set up for this Tuesday, November 12, to add Liz and myself to the Chase accounts in our respective roles, I will also be removing Wayne entirely. The Seattle Convention committee has met and began to form. They have voted the Treasurer and Vice- Treasurer, who will be added to the accounts as well when I go to Chase this week.

-The conference contract was signed. The dates will be July 8-11 2025. Total cost is \$2,500++ which comes out to \$3,420.90. I have made the first \$2k deposit and will be motioning that we simply pay this in full in new business.

-Outgoing expenses: Bobby received their monthly payment for work, there was a reimbursement to Justin in NY for shipping, our book keeper received her payment, and Embassy Suites Scottsdale received their first payment of \$2k.

-Incoming: Paypal transfer from CLM & Convention funds moved.

B. Webmaster

Given by Sara:

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

-Updated the Mainline

-Successfully update wordpress with no complications

-Figured the percent increase for the domains from 2015. (2014 had a major increase and was not used in the average).

-I will not be renewing the Webmaster chair position after my term ends at the end of December. The Webmaster chair position will be open for a new Webmaster Chair. I will stay on the committee to assist for as many months as needed for a smooth transition. The Webmaster Chair has many integrations within this fellowship and I will not leave this fellowship in the blind for this position.

C. Chips + Literature

Given by Yonah:

-Unable to locate report for November

D. Mainline

Given by Logan:

Abuse reports	0
Recipients	1,439 >
Unsubscribes	3 >
Successful deliveries	1,418
Bounced	21 >
Total opens	723
Total clicks	76
Forwarded	0
Forwarded opens	0

September^

Abuse reports	0
Recipients	1,436 >
Unsubscribes	2 >
Successful deliveries	1,417
Bounced	19 >
Total opens	684
Total clicks	51
Forwarded	0
Forwarded opens	0

October ^

E. Structure + Bylaws

Given by Pat:

-Worked on term limit project and updates to personnel committee guidelines, changes in new business.

F. World Convention (2024)

Given by Pat:

-All done! Thanks for everything. Any questions? Adam gives update for Seattle, positions being filled and committee is meeting regularly, new regional trustee in PNW.

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

Given by Ben:

-Did not meet yet in November. Hotel contract being reviewed, looks good.

H. Personnel Committee:

Given by Pat:

-5 new members onboarded! Recommending Jennifer M. For Webmaster in new business. Talking with new people about some add on roles like S&B and Personnel.

I. Public Information

Given by Pat for Edrik:

First I'd like to thank the board for the opportunity to serve our fellowship at the lowest level, looking forward to getting to know y'all more!

What we've done since joining the board.

- Have reviewed the last 3 board meeting minutes, HAWS bylaws and officer handbook, and 2024 conference meeting minutes.

- Accessed the email publicinfo@heroinanonymous.org, and used it to communicate with an AA group in England that requested HA info to have available for their attendees at their meeting.

- In an effort to cooperate with this group and use this as an opportunity to further public info efforts and get information about H.A. into a country that has very little experience with us, I would recommend we send them 10 copies each of the pamphlets "Who Is A Heroin Addict" and "The Fellowship And The Program", and have started on a plan on how to handle these requests in the future.

What we plan to work on this month.

- Reach out to CLM chair and brainstorm ideas and assess materials/costs of creating "Public Info Kits" that could be sent out when future requests for physical information materials arise. I imagine these might include some of the following: pamphlets, PSA posters, business cards, HARP info, Mainline info, etc. will report back on this at the next board meeting.

- Finding and utilizing ways we can funnel requests for information to digital platforms, like revising the business card format to include the new HAWS QR code (when available) that links to our website.

- Initiating the set up for the conference approved LinkedIn profile & page (Utilizing 2024 conference minutes for specific motion info). Will contact the IP chair to make sure all HAWS info is correct before creating (like 501c3 info, P.O. box address, logo/thumbnail pictures used, etc.)

- Start building a PI subcommittee, utilizing google meets for regular subcommittee meetings and creating a digital flier with access information to be sent out to the fellowship or to be given to those interested in joining.

-Please feel free to reach out to me with any questions, concerns, or comments.

J. Outreach

-Given by Anna A:

- Compiled list odds website meetings shows 381

- Around 25% seem to be dead meetings so far

- Around 25% are difficult to reach/ outdated contact info

- We are reaching out to churches and clubhouses when we find outdated contact info

- We will have more data / number of confirmed live meetings when we finish ballot collection
- We have received 50 ballots so far
- No outreach emails in a while

K. Intellectual Property

Given by Adam:

- Reached out to attorney about renewing trademark, waiting to hear back, may cost around 750 to renew trademark.

L. Hospitals + Institutions

-Given by Lindy H:

- Setting up HA Responders for the email formatting. We will be working on this and will report our findings next month.

M. Non-Heroin Addict Advisor

Given by Alex:

-Advisor Committee:

Planning to take a fresh look at this with new advisors.

-Book writing Task Force:

Huge influx of stories, submission is still open. A doctor is going to submit a perspective on HA, he will attend an HA meeting. Longtime members have been interviewed for historical information. Will roll out feedback system in January.

N. Trustees (by region)

-Pacific:

Adam notes Sabrina is new Pacific trustee, Adam will connect her with pat

-Southwest:

Stevie S: Met in October, was short on representatives, working to strengthen next meeting.

-Central:

Eric E: By Lindy, Just came back from Indianapolis trying to recruit Delegates, working on stuff for a LCF c

-Northeast:

Justin W: Not present

-Southeast:

John C: Southeast regional convention elections today. Regional meeting is also today. Regional event in Memphis was a success. Convention will be in Chattanooga. Large contribution from ATL for convention.

VI. Old Business

A. Aaron, motioned to create \$23 step and traditions banners 2'x5', with \$750 budget. There will be 20 items total (ten of each) in first shipment. Price will be determined by CLM committee. Motion passes. May- still in process, June, still in holding. July- Eric plans to bring sample banners to convention in NY. Discussion follows about holding off

on printing due to possible future changes. Adam suggests reaching out to the conference S&B committee for correct current verbiage. No update in August.
September- Aaron plans to have 2024 added to these banners and get some made.
October- Eric E has all updates completed. He needs to order them and go over logistics for shipping these items. Aaron- update in November is that shipping is being worked out.

B. Lindy- motion for board to provide Zoom account for H&I committee. Zoom pro account approx. \$150/yr. Motion passes. Update in November, still waiting on debit card for purchase,

C. Adam- Motion to approve up to \$1000 budget for conference committee laptop. Discussion follows. Motion passes. November- Stays on for now before awaiting purchase.

D. Merch surplus discussion. Ole makes motion to buy all merch from NY Committee for 20% of at cost value. Seconded. Discussion follows. Motion to table passes.

October- Motion is lifted from table. The host committee has requested a counter proposal to his agenda item. They propose the Board purchase this for retail cost (\$3,917.50) so the total cost for this to the board would be \$783.50. Motion to amend to "Board purchases all leftover merchandise at 20% of retail cost", seconded; discussion follows; motion passes. Vote is held on motion with amendment, passed. In November- Pat says payment made but will work to figure out shipping form NY in coming months

VII. New Business

A. Pat- Jennifer M motion for Webmaster, discussion and amend to effective January 2025 and onboard immediately, motion passes.

B. Pat- (3) Bylaw motions, all passed after discussion:

- 1. Each Board member shall serve one four (4) year term. Existing board members can be elected for a consecutive four (4) year term if elected to a different position. Past board members will be eligible for re-election after being absent from the Board for four (4) years. It should be noted that there is a lifetime cap of ten years service to the Board, which supersedes all other arrangements.*
- 2. Personnel Chair: Is an existing and voting Board member, facilitates meeting and discusses candidates, sharing insight and experience, presents recommendation to board and informs applicant of outcome. Aids in reviewing conduct and attendance.*
- 3. Remove listed amount of members on Personnel Committee*

C. Adam, motion to pay off conference hotel contract early, \$1,420.90. Motion passes.

D. Adam, motion to become Convention liaison for Seattle World convention, Motion passes

VIII. Next HAWS meeting is Sunday December 8th, 2024. Meeting adjourns, with motion to close accepted, at 11:15 am AZ time.