

His Helping Hands Board Meeting

Attendance:

Location: 905 NW 6th Street, Newcastle, OK 73065

Date: 11/15/2023

In Attendance (Quorum Met):

- Adam Satnes (Board)
- Jake Boyer (Board)
- David Wilson
- Jessica Stone
- Spencer Stone

Agenda Items:

Board Matters

- Vote in Bylaws
- Mission Statement – Need to create one
- Would like to recruit to have 5 board members after we are established
- Company Structure – Need to vote in and determine the positions
 - President
 - Treasurer
 - Secretary
 - Employees – 1099
 - No family members as part of the board

Fee Schedule

- First time: Free?
- Second time: Need to have a fee schedule?
- Need an agreed upon hourly rate for labor
- Spencer to give a list of routine maintenance items and costs associated with them
- Board to determine profit margin on costs.

Public Communications

- Website – Adam to get templates together for the website.
- Brochures – Fee Schedule / Fundraising Saturdays / Compare Prices
- Business Cards with QR Codes
- Canva – Has account for non-profits, premium account, logo is stored there, Jessica to provide Adam logo for branding material.

Accounting Processes

- Accounting Software
 - Need accounting software to receive customer payments remotely
 - Need a parts account tied to His Helping Hands where mechanics can order parts to be billed to His Helping Hands, up to a certain amount without approval
 - Mechanic to bill/ invoice His Helping Hands on a certain interval that includes all the jobs.
 - Every job will have an invoice whether billed to the customer (for a charge) or billed to His Helping Hands (to be charged from the donation)
- Fundraising
 - Oil Changes in Bulk
 - Saturday to do routine maintenance; Define what maintenance and prices are.
 - Fixed five cars on 11/7
 - Had four volunteers on 11/7 (Volunteers have been showing up each week, consistently,
 - Total cost was \$110 was out of pocket expenses
 - Had \$90 in donations
 - Looking into Tithely for online donation platform
 - Look into different options for tracking fundraising

Prayers

- Percival Auto Care – Pray that we can get our foot in the door
- Pray for Grady's Health, Marriage and Business
- Fear is shackling Jake's household. Pigs in the parlor; Screwtape letters;
- Daniel Binkley freedom church in piedmont, determined to not let blindness stop him from work. Had a criminal lawsuit filed against him.
- Pray that spencer receives my pizza birthday dinner.

Next Meeting

- Shoot for third Wednesday each month
- November 15th, 2023 next meeting

Deliverables – By next board meeting date

- Adam to bring template for website, brochure, and business cards
- Spencer to bring routine maintenance items and prices, hourly rate for custom work
- Spencer / Jessica to email Jake the thoughts around goals so he can write a mission statement
- Jessica to setup Tithely and provide content for website, brochure and business cards, as needed; Jessica to provide Adam access to website.