

His Helping Hands Board Meeting

Attendance:

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

Date: 02/07/2024

In Attendance (Quorum Met):

- Adam Satnes (Board)
- Jake Boyer (Board)
- Jeff “Bear” Spitzer (Board)
- Cory Benton (Board)
- Bethany Benton (Board)
- Jessica Stone
- Spencer Stone

Agenda Items:

Board Matters

- Bylaws to be available digitally (add to website)
- Mission Statement – Need to create one; Pray about how what God leads you to in a Mission Statement and return with it by the next board meeting. **DELIVERABLE**
- Company Structure – Need to vote in and determine the positions
 - President
 - Treasurer
 - Secretary
 - Employees – 1099
 - No family members as part of the board

Ministry Logistics

- Main Charge Rate: \$100 an hour (show time to end time); can change
- Assessment / Diagnostic Fee: \$50 (can choose and do waive it almost every time)
- Would like to move towards Spencer to be a “superintendent”; need to recruit more mechanics; ask for them to show up to Saturday events as a staging platform for introductions
- Aiden to start full time with routine maintenance this summer
- Spencer to give a list of routine maintenance items and costs associated with them **DELIVERABLE**
- Company moving to routine maintenance and assessments only
- Bring thoughts around what the assessment, charge, pay, gifting and referral process looks like from start to finish **DELIVERABLE**
- Strict Referral Process – preferred referral process; request donations according to referrals
- His Helping Hands – Automotive Maintenance (Name change?) Tagline for ministry purpose?

Public Communications

- Website – Adam has began working (DELIVERABLE – NEXT BOARD MEETING)
- Brochures – Fee Schedule / Fundraising Saturdays / Compare Prices (DELIVERABLE – NEXT BOARD MEETING)
- Business Cards with QR Codes (COMPLETE)
- Canva, Envato Elements, In Motion Hosting accounts created for royalty free use
- Channel 9 news opportunity after website for public communications
- Nonprofitmegaphone.com; zeffy.com ; Guidestar account; pursue these entities after marketing is established
- Need signs and banners made to advertise the Saturday Events
- Need to give volunteers T-Shirts with Logo (Send Logo to Cory) (DELIVERABLE)
- Need to get magnetic signs / logo on trailer

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 / Donations
 - Setup one time / monthly (recurring) donation platforms through PayPal and have an avenue to make donations through Venmo (COMPLETE)
 - Oil Changes in Bulk; Seek business to do multiple oil changes at one time

Policy Considerations

- Model of business to keep accountability to referrals, donations and proper assessment of work
 - Spencer to do all assessments / customer interfacing?
- Policy around giving cars away – need to wrap guidelines around this process to ensure that Executive Director / Lead mechanic have autonomy to make decisions without board approval
 - Candidates – Does the number of candidates drive the need to have the board involved?
 - Cost of Repairs – Is there a threshold in repair cost that the board needs to decide in?
 - Minimum Account Balance – Does the account balance in the His Helping Hands account require a minimum that shouldn't be crossed without board approval?

Saturday Meetings

- Successes
- Lessons Learned
 - Need a hospitality tent to give materials about leading people to Christ (snacks, bibles, volunteers)

- Work with local churches in order to have a ministry team to help talk people through a relationship with Jesus
- Need pastoral staff to talk with people about Christ
- Need wide open parking lot
- Need to understand exactly what we are asking the church around

Prayers

Next Meeting

- Shoot for third Wednesday each month
- Next Meeting: March 6, 2024