

His Helping Hands Board Meeting

Attendance:

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

Date: 07/03/2024

In Attendance (Quorum Met):

- Adam Satnes: Board Secretary
- Jake Boyer: Board Treasurer (Remote)
- Jeff “Bear” Spitzer: Board President
- Cory Benton: Board Member
- Bethany Benton: Board Member
- Jessica Stone: Executive Director
- Spencer Stone: Lead Mechanic

Agenda Items:

Board Matters

- **Mission Statement** – thoughts out on group me; Jessica and Spencer to determine final mission statement (**Complete**) To share the love of Jesus Christ through our gift of free to low-cost automotive care, functional vehicles and teaching trade skills to those in need.

Shelved

- **Public Communications - T-Shirts** – Sponsors on the back, HHH Logo on the front
 - Give to sponsors, receivers of services, volunteers
 - Mechanics should have different shirts (**DELIVERABLE – Spencer**)
 - Get good quality shirts / pricing (**COMPLETE**)
- **Form Upgrade** – Purchase supported module; All in favor (3), None Opposed
 - <https://weformspro.com/pricing/> to see the benefits (**DELIVERABLE - Adam**)
 - Oil Changes in Bulk; Seek business to do multiple oil changes at one time;
- **To-Do's Post Website** (**REVISIT AFTER WEBSITE IS CREATED**)
 - Channel 9 news opportunity after website for public communications
 - Nonprofitmegaphone.com; zeffy.com; Guidestar account; pursue these entities after marketing is established

Public Communications

- **Brochures** – Fee Schedule / Fundraising Saturdays / Compare Prices (**DELIVERABLE – Adam**)
- **Business Cards** - with QR Codes (**Adam - COMPLETE**)
 - Generic business cards
 - Get updated phone number for website and business cards (**DELIVERABLE - Adam**)

- **Sticker Logo** – change to sticker on trailer; trailer wrap (DELIVERABLE – Cory; Jake)
- **Pop-up Shelter** – logo on the top of the canvas (SHELVED)
- **Table Wrap** – logo on the side of the canvas, get pricing
- **Banner / Flag** – for Saturday events
- **T-Shirts** – Pricing Gildan T-Shirts and Non Gildan T-Shirts (Mechanics)
- **Testimonies** – Line up people for July for video testimonies (DELIVERABLE – Jessica)
- **10 x 10 Popup Shelter (Removable Sides)** – Purchase by November, get pricing (DELIVERABLE – Jessica)
- **Thank You Cards** – For donors as a personal note, add logo (DELIVERABLE – Jessica)
- **Snacks, Bibles** - Handouts for Saturday Event Tent

Billing Model

- Main Charge Rate: \$100 an hour
 - Get a list of maintenance that we perform and starting prices for each (DELIVERABLE – Spencer) - uploaded to drive.
- Need a contract for 1099 (DELIVERABLE – Jessica)
 - Should address fee schedules and billing
 - Public Facing
 - Disclaimers
 - Insurance
 - Policy governing referrals and extra work
 - Company resources
 - Conflict of Interest / No complete
 - Invoicing process documented
 - Working Hour Limitation
 - Not to exceed more than 5 days a week; 40 hours a week; 4 hours of overtime
 - Flexible to the judgment of the worker
 - Spencer to determine the hours for each job in a document referenced for mechanics – (DELIVERABLE – Spencer)
 - Assessment / Diagnostics – Goal is to have Spencer do all triaging and training – need more mechanics
- Need a place to refer people to if declining the work

Ministry Logistics

- Discretionary budget for giving, bring July Charitable Giving Numbers to determine budget (DELIVERABLE – JESSICA)
 - Start with a static value first, then move to a percentage each month
 - Need to determine the vetting process
 - Needs to be separate from personal offerings
 - Need to have a weekly amount that can be used for giving
- Bring Budget Overview to Board Meeting; Email 3 days ahead of meeting

- Liability Waivers
 - Minor liability waiver for parental release (COMPLETE)
 - Customer waiver (DELIVERABLE - Jessica)
 - Hard Luck Auto – Can we recycle contracts
 - DELIVERABLE - Jessica to send to Cory
 - Hold harmless agreements protecting His Helping Hands (Back)
 - Invoice information
 - The work that we are going to do for the custom
 - Information on where contracts are printed up

Accounting Processes

- Accounting Software
 - 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 (DELIVERABLE – Spencer)
 - Mechanic to bill/ invoice His Helping Hands on a certain interval that includes all the jobs - Quickbooks (DELIVERABLE – Jessica)

Policy Considerations

- 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?
- Continuity Books – Develop for contingency purposes.

Saturday Meetings

- Get feedback from volunteers and recipients (DELIVERY – Adam and Spencer)
- Need a hospitality tent to give materials about leading people to Christ (snacks, bibles, volunteers) Get Bibles (DELIVERABLE – Cory)
- Work with local churches to have a ministry team to help talk people through a relationship with Jesus –
 - Praise House on the third Saturday,
 - Rotating Life Church on First Saturday
- Need to get video's of Saturday events
 - Volunteers
 - Facilities
 - Testimonies

Website Needs

- Volunteer Information – Pictures, Bio

Internships

- Time frame around mentorship
- Saturday volunteer commitment
- Tool purchase – Intern to receive tools up front, pay for a portion, reimbursement
- Help set up a company, LLC, Accounting Software (Education), Marketing (Sandra)
- Need to recruit mechanics
 - Band of Brothers
 - Metro-Tech
 - Start at Saturday Events
- Get a mechanic to do basic services. Spencer to determine list of services for new mechanics; Should resemble what is done on a Saturday event (DELIVERABLE – Spencer)

Next Meeting

- Next Meeting: July 31, 2024 @ 0730