

His Helping Hands Board Meeting

Attendance:

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

Date: 09/04/2024

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** –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.

Agenda Items

Billing Model and 1099 Contractors

- Main Charge Rate: \$100 an hour
 - Get a list of maintenance that we perform and starting prices for
- Need a contract for 1099
 - Should address fee schedules and billing
 - Public Facing
 - Disclaimers
 - Insurance
 - Policy governing referrals and extra work
 - Company resources
 - Conflict of Interest / No complete
 - Separate from personal offerings
 - 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 –

- Assessment / Diagnostics – Goal is to have Spencer do all triaging and training – need more mechanics
- Job Posting Board – Demo a couple

Ministry Logistics

- Discretionary budget for giving
 - 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
- Bring Budget Overview to Board Meeting; Email 3 days ahead of meeting (reset notes each month)
 - Challenge - Mechanics having trouble using invoicing from QuickBooks (need to figure out a different approach)
 - Saturday Events – Volunteers from Band of Brothers are going to help in the way of mechanics, ministry, logistics
 - Saturday Events – Currently cost \$1000, based on volunteers this will likely double
 - Saturday Events – How many volunteer mechanics should be under each lead mechanic (10 Mechanic volunteer spots: 1 spot per experienced mechanic, 2 spots per inexperienced mechanic)
 - Discretionary Budget –
- Saturday Events
 - Need a defined number of volunteers per position
 - Need to define “leaders” for each volunteer position
 - Need to define specific offerings and roles for each position
 - Need to have waivers in place – hold harmless for the church and liability for volunteers
 - Need to have tiered budgets for each offering in the ministry (food, repairs, maintenance)
 - Need to understand the “capacity” of each church in terms of sponsorship to define a playbook for each church
 - Need to understand consistent way to keep metrics and
- Liability Waivers
 - Customer waiver
 - Hard Luck Auto – Can we recycle contracts
 - 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
 - Photo and testimony release
- Legal Matters
 - Find someone who can help us with 1099’s and non-profit law
- Sabbath Months
 - Possibly October for corporate campaigning
 - Sabbath Months for rest, celebration and awareness

Saturday Meetings

- Work with local churches to have a ministry team to help talk people through a relationship with Jesus – (Form for on boarding church)
 - Praise House on the third Saturday,
 - Rotating Life Church on First Saturday
- Need to get video's of Saturday events
 - Volunteers
 - Facilities
 - Testimonies

Next Meeting

- Next Meeting: September 4th, 2024 @ 0730

Deliverables

Spencer

- Spencer to determine list of services for new mechanics; Should resemble what is done on a Saturday event (COMPLETE)
- 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 (COMPLETE)
- Determine the hours for each job in a document referenced for mechanics using (COMPLETE) Using Chiltons Application

Jessica

- Spencer to determine list of services for new mechanics; Should resemble what is done on a Saturday event
- Create a format for people (volunteers, recipients) to provide feedback from Saturday events (Paper Feedback? Survey monkey?) (COMPLETE – possibly migrate to site form)
- Create a google form for Mechanics to fill out detailing charitable metrics (Dollars donated, jobs done, families helped, etc.) (COMPLETE – possibly migrate to site form)
- Mechanic to bill/ invoice His Helping Hands on a certain interval that includes all the jobs (Determine Details)
- Discretionary budget for giving, bring September Budget to determine budget approval (24.09.03)
- Jessica to send Corey customer waiver to have attorney review
- Purchase business cards (COMPLETE)
- Line up people for September Testimonies (24.09.03)
- Create a contract for 1099 employees and have it reviewed

- Fill out financial application for 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 (24.09.04)
- Add expectations / guidelines for mechanics in His Helping Hands to 1099 contract (24.09.04)
- Add Chiltons Application usage to 1099 contract (24.09.04)
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Adam

- Ticket into in motion hosting about email going to spam (InmotionHosting)
- Look into website security certificate (InmotionHosting)
- Place mission statement on the website in the about us page (COMPLETE)
- Begin on brochure (Fee Schedule / Fundraising Saturdays / Compare Prices)
- Upgrade form module <https://weformspro.com/pricing/> (COMPLETE)
- Add a list of maintenance that we perform and starting prices for each to website
- Adding a statistics module to the website (24.09.04)

Corey

- Get Bibles for Saturdays hospitality tent (COMPLETE)
- Attorney to review customer liability waiver
- Sticker logo get pricing and provide proof
- Fulfillment of thank you cards
- Fulfillment of mechanics T-Shirts

Bear

- Channel 9 news opportunity after website for public communications
- Nonprofitmegaphone.com; zeffy.com; Guidestar account; pursue these entities after marketing is established
- Provide video Testimonies (COMPLETE)

Shelved

Revisit

- 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.
- Internship Offering
 - 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. Board Position

Votes

- 1) The vote is to determine if any specific prohibitions exists for spouses to serve as board members. “ No marital criteria or prohibitions to become a board member” (5 In Favor, 0 Opposed)