

His Helping Hands Board Meeting

Attendance:

Location: 1301 Main Street, Newcastle, OK 73065

Date: 10/09/2024

In Attendance (Quorum Met):

- Adam Satnes: Board Secretary
- Jake Boyer: Board Treasurer
- Jeff “Bear” Spitzer: Board President
- Cory Benton: Board Member
- Bethany Benton: Board Member
- Jessica Stone: Executive Director
- Spencer Stone: Lead Mechanic
- Jerod Smith: Founder, Advocates of Africa

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

Topics to Discuss with Jerod Smith

- Legal Matters
 - Church hold harmless
 - Contracts with 1099 employees
 - Attorney
- Marketing
 - Seasons
 - Tour
 - What methods work best
 - Testimonies
- Donation Legalities
 - Buckets
 - Definitions
- Budgeting Strategy
 - How is ideal to save based on ups and downs
- Partnerships
 - 3rd party promoters / supporters

- Church Networking

Feedback from Jerod

- Do we have a liability waiver? Yes
- Huge scalability, biggest suggestions – make Saturday event turnkey to get pastoral support
 - “HHH Auto will do everything for you, minus...” (insert request)
- Agreement with churches
 - Put the deliverables in writing
 - Define non-negotiables – Jesus, Salvation
 - Hold harmless agreement is beneficial
 - Put the follow-up on the churches regarding each person receiving services
- Create an icebreaker video for sponsorship explanation
- Dan Beirute – Tulsa – Non-profit attorney (918) 392-1902
- Board on a unanimous vote can redesignate a gift for the needs of the ministry; Need to add this into Bylaws
- Inflate awareness for the greatest needs fund; (Leaning towards Saturday Events and Greatest Needs as only two funds moving forward)
- Appoint ministry development team that is connecting with pastors; cultivating partnerships – especially during cold seasons
- Jerod’s Technique - Traveling to churches and speaking; having a miniature missions convention; allows the congregation to get newsletter, gives the sermon; church partners vs covenant partners; define both of these partnerships; Do churches need to be church partners before they become covenant partners? (To give opportunity to see the commitment on both sides?)
 - Train people within the church that can help manifest the HHH Auto Mission and Saturday Logistics to carry them forward for the churches
- Bring pictures of the events, when meeting with church / covenant partners, Offer banners with church logos
- Churches sponsoring other churches for Saturday events after they experience one “no cost / low cost to the church” Saturday event
- Meet at regular intervals with pastors to get feedback from the pastor; helps with keeping up with church’s feedback to people receiving services
- Don’t pour into fundraisers, but put efforts into lasting relationships and partnerships for funding
- Galas are good in the beginning to grow word of mouth and networking; but then expectation is set to have them and they can yield little return.
- Cash donations given at Super Saturdays to be attributed as “anonymous” cash donation to the Super Saturday fund
- Give a thank you video back to the church that helped host it
- Cold calling some churches vs personable outreach with churches; A mixture of both is good;
 - Partnership agreement – have it ready when meeting for church / covenant partnerships.
- Saturday events aim to be communal – food, music, inflatables, horseshoes – ministering and love to be the primary focus of the events for recipients

- Virtual Accounting Company – Belay (company name)

Deliverables

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 November Budget to determine budget approval (24.11.06)
- Jessica to send Corey customer waiver to have attorney review
- Line up people for October Testimonies (24.11.06)
- Create a contract for 1099 employees and have attorney review
- 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 (24.11.06)
- Add expectations / guidelines for mechanics in His Helping Hands to 1099 contract (24.11.06)
- Add Chiltons Application usage to 1099 contract (24.11.06)

Adam

- Look into website security certificate (InmotionHosting)
- Begin on brochure (Fee Schedule / Fundraising Saturdays / Compare Prices): Do we still need this after discussion in meeting with Jerod, re: paper materials – are they read? Are they worth it?
- Add a list of maintenance that we perform and starting prices for each to website: Need list and landing page
- Adding a statistics module to the website (24.11.06): Need statistics and landing page

Corey

- Attorney to review customer liability waiver
- Sticker logo get pricing and provide proof
- Fulfillment of thank you cards
- Fulfillment of mechanics T-Shirts

Bear

- Nonprofitmegaphone.com; zeffy.com; Guidestar account; pursue these entities after marketing is established

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

Items Voted on During this Board Meeting