

His Helping Hands Board Meeting

Attendance:

Location: 1301 Main Street, Newcastle, OK 73065

Date: 12/04/2024

In Attendance (Quorum Met):

- Adam Satnes: Board Secretary
- Jake Boyer: Board Treasurer
- Jeff “Bear” Spitzer: Board President
- Cory Benton: Board Member (Absent)
- Bethany Benton: Board Member (Absent)
- 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

Pray-In

- 1) Record Attendance
- 2) Questions about last month’s minutes
- 3) Current Financials
 - Projected expenses for the next 30 days
 - Projected expenses for the next 60 days
- 4) Status of Deliverables
- 5) Consensus on current incomplete & new deliverables - Re-prioritize these deliverables as the situation warrants
- 6) 3 closest taskings & distribution of supporting tasks
- 7) Free discussion
- 8) Recap & closing

Pray-Out

Topics of Discussion

(SPENCER) Christian Brothers Partnership: Met with Christian Brothers. They would want us to bring a Saturday event to their locations. Considerations:

- Mobile clothing closet
- Need to make sure ministry is as effective as hosting at Churches (Praise House)
- Need to bring own materials (oil, filters, etc.)
- Employees to help with lifts
- Possible to get a trailer or mail truck for mobile clothing closet
- Relationships of Cory
- Even if nothing happens, Christian brothers can be partners for being integrated into auto repair network and have job referrals sent to them

(SPENCER) Life Church Local Mission Partner: Now a local mission partner with Life Church OKC South:

- \$15,000 initial grant
- \$6,000 per months
- These values are per location – possible 4 other locations want to partner with us
- May help build team of mechanics
- Will help with true needs of people
- What metrics need to be captured for these grants and support?
- What does this local partnership look like?
- What is our obligation to each location?
- Ask Stefan Reed for insurance referrals for various items

(BEAR) Next Steps in Use of Expenses: Need to get things that we were discussing since May to purchase since we have increased funds.

- Mobile 30 foot trailer
 - Get an idea of what trailer we are looking for
 - Need stabilizers and jacks to support it
 - Need lights on the inside of it
 -
- **(SPENCER)** Bread van or 3 ton truck to keep pulling trailer
 - Get one with a generator
- Clothing
 - Do we need shirts?
 - Do we need coveralls?
 - Can we get hoodies for our covenant partners
 - (DELIVERABLE) Spencer to coordinate

(SPENCER) Covenant Partnerships

- Get a certificate
- What defines a covenant partnership

(JAKE) Website Updates: Post on the website about donations

(JESSICA) Grant Request Pending:

- \$15,000 from Express
- Trailer to support mobile oil changes

(JESSICA) JOBBER EVALUATION:

- Jessica and Spencer to look at Jobber

(ADAM) STRUCTURE:

- Draft Legal Documents
- Get Structure In Place
- Need to Create Process Documents
- Need to stabilize pay structure for LEAD MECHANIC

Deliverable

- Contact Lawyer for Legal
 - Contract for Mechanics
 - Volunteer, Church, Recipient Contract
 - Terms
 - Media Release
 - Hold Harmless
 - Minor Waiver
 - Safety / Communication Terms
 - Background Checks
- Insurance evaluation
 - What are our needs?
 - Insurance on Assets
 - Insurance on Liability
 - Umbrella Policy
- Asset purchase
 - Vehicle for work (LEAD MECHANIC)
 - Technology – Looking into Apple Products
- Software Accounts
 - Jobber Software
 - All Data
 - Google Account

Past Topics of Discussions

- 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

Deliverables

Jessica

- Jessica to send Corey customer waiver to have attorney review
- Create a contract for 1099 employees and have attorney review
- Create a continuity book for processes
- Express – investigate how they use marketing

Adam

- Adding a statistics module to the website (24.11.06): **Need statistics and landing page**

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

Items Voted on During this Board Meeting

Vote to give Executive Director a \$1500.00 Christmas Bonus

- 3 Approved (Bear, Jake, Adam)
- 0 Opposed

Vote to give Executive Director cost of living adjustment of \$100 per week, totaling a new pay rate of \$500 a week, for 40 hours of labor

- 3 Approved (Bear, Jake, Adam)
- 0 Opposed