

His Helping Hands Board Meeting

Attendance:

Location: 1301 Main Street, Newcastle, OK 73065

Date: 03/12/2025

In Attendance (Quorum Met):

- Adam Satnes: Board Secretary
- Jake Boyer: Board Treasurer
- Jeff "Bear" Spitzer: Board President
- Cory Benton: Board Member (Video Conferencing)
- Bethany Benton: Board Member (Video Conferencing)
- 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

1. **Pray-In**
 - a. Spencer led in prayer
2. **Record Attendance**
3. **Questions about last month's minutes**
 - a. Praise Reports
4. **Current Financials**
 - a. **Projected expenses for the next 30 days**
 - i. Life Church is not funding His Helping Hands on a monthly basis
 - ii. We are at a deficit of -3500 a month, given current circumstances
 - iii. We have enough funding to move 10 months
 - iv. Choose to make money or choose to have people pay what they can
 1. Choose to make money means paying taxes and managing the overhead
 2. Make things a wash: don't charge over a mechanics billable rate
 3. Have a pay-what-you-can model in which everything is donations, but we are subject to receiving no funds
 - b. **Projected expenses for the next 60 days**
5. **Status of Deliverables**
6. **Consensus on current incomplete & new deliverables**
7. **Re-prioritize these deliverables as the situation warrants**
8. **3 closest taskings & distribution of supporting tasks**
9. **Free discussion**
10. **Recap & closing**
11. **Pray-Out**

Voting Items

Process for Invoicing – Favor (5) vs. Opposed (0)

- Director to determine paying and charitable jobs before assignment
- Customers of paying jobs will be presented an invoice by His Helping Hands that covers the cost of parts and labors with a line item of “services”.
- His Helping Hands will keep the cost of parts and pay the remaining amount to the mechanic for labor, leaving a zero profit earning.
- Non-paying jobs will be presented the same invoice with direction on how to “pay what you can”, but will be planned to be fully charitable in nature.
- The invoice will not be broken down in a parts and labor line items for the customer, but will be separated within His Helping Hands accounting services

Financial Reserves, Operating Expense Model and Donation Budgets – Favor (5) vs. Opposed (0)

- The Ministry will have a reserve in the bank of four months of Operating Expenses.
- The Ministry will budget for a rolling 3 calendar months of operating expenses, tracked within a four-calendar month period. As defined in the flowchart below.
- Once funds enter the charitable jobs budget, they cannot be reallocated to the Super Saturday or Operational Budget, by any means.

