

# His Helping Hands Board Meeting

## **Attendance:**

Location: 905 NW 6<sup>th</sup> Street, Newcastle, OK 73065

Date: 04/17/2024

In Attendance (Quorum Met):

- Adam Satnes (Board)
- Jake Boyer (Board)
- Jeff “Bear” Spitzer (Board)
- Cory Benton (Board)
- Bethany Benton (Board)
- Jessica Stone
- Spencer Stone

## **Agenda Items:**

### **Board Matters**

- **Bylaws** – put in google drive; add to website (DELIVERABLE - Jessica)
- **Certificates and EIN** – scan; put in google drive; add to website (DELIVERABLE - Jessica)
- **Mission Statement** – thoughts out on group me; Jessica and Spencer to determine final mission statement (DELIVERABLE - Jessica)
- **Company Structure** – Voted Positions
  - **President – Bear Elected; All in favor (3), None Opposed**
  - **Treasurer – Jake Boyer; All in favor (3), None Opposed**
  - **Secretary – Adam Satnes; All in favor (3), None Opposed**
  - Executive Director – Jessica Stone
  - Employees – 1099
    - Spencer Stone
    - David Wilson
  - No family members as part of the board

### **Public Communications**

- **Website** – Adam has began working (DELIVERABLE – Adam)
  - Completed email addresses
  - Completed all contact us forms for all purposes
  - Completed giving demonstration with support
  - Completed several web pages with filler text and pictures
  - Completed donation setup and tested it
  - Completed home page
  - Completed the secure https situations

- **GiveWP** – Purchase supported module; All in favor (3), None Opposed
  - <https://givewp.com/pricing/#compare-top> to see the benefits (DELIVERABLE - Adam)
- **Form Upgrade** – Purchase supported module; All in favor (3), None Opposed
  - <https://weformspro.com/pricing/> to see the benefits (DELIVERABLE - Adam)
- **Website Maintenance** – Purchase supported module; All in favor (3), None Opposed
  - <https://themeforest.net/item/charityheart-charity-responsive-wordpress-theme/20045967> to see the benefits (DELIVERABLE - Adam)
- **Brochures** – Fee Schedule / Fundraising Saturdays / Compare Prices (DELIVERABLE – Adam)
- **Business Cards** - with QR Codes (COMPLETE)
  - Generic business cards
  - Get updated phone number for website and business cards (DELIVERABLE - Adam)
- **T-Shirts** – Sponsors on the back, HHH Logo on the front
  - Give to sponsors, receivers of services, volunteers
  - Mechanics should have different shirts
  - Get good quality shirts / pricing (DELIVERABLE - Cory)
- **Saturday Event Banner / Flags** – for events; get pricing per flag (possibly to put sponsor logos on it)
- **Magnetic Logo** – for trailer; get pricing (DELIVERABLE – Cory)

#### **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

#### **Hard Luck Auto** (IF WE CAN DELIVERABLES)

- Get lessons learned
- Put sign up for His Helping Hands to refer people to
- Ask for any current contacts

#### **Billing Model**

- Main Charge Rate: \$50 an hour (show time to end time); can change
- Need a place to refer people to if declining the work
- Get a list of maintenance that we are willing to perform (DELIVERABLE - Spencer)
- Get a fee schedule for each level of maintenance; variable hourly rate of \$50 for exceptions
- Assessment / Diagnostic Fee: IRRATIONAL GENEROSITY (DELIVERABLE – Spencer)
  - Show the pricing and parts
  - Show them the problems with the car
  - Transparency is key

#### **Ministry Logistics**

- Liability Waivers

- Minor liability waiver for parental release
- Customer waiver
  - 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
- Liability Insurance
  - Will have liability insurance before Saturday
- Company moving to routine maintenance and assessments only
- Contracts for 1099
  - Referral work
  - Company resources
  - Conflict of Interest / No compete

### Accounting Processes

- Accounting Software
  - For all annual subscriptions – document month and year it is enabled and due
  - **Quickbooks is the requested software; \$90 a month – All in favor (3), None Opposed**
  - 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
  - Mechanic to bill/ invoice His Helping Hands on a certain interval that includes all the jobs (Webform, Google, Research Option for Mechanics Invoicing Company)
  - Invoicing process documented
- Fundraising / Donations
  - Setup one time / monthly (recurring) donation platforms through PayPal and have an avenue to make donations through Venmo (COMPLETE)
  - Oil Changes in Bulk; Seek business to do multiple oil changes at one time

### 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?

### Saturday Meetings

- Successes
- Lessons Learned
  - Need a hospitality tent to give materials about leading people to Christ (snacks, bibles, volunteers)
  - Work with local churches in order to have a ministry team to help talk people through a relationship with Jesus
  - Need pastoral staff to talk with people about Christ

- Need wide open parking lot
- Need to understand exactly what we are asking the church around

**Next Meeting**

- Shoot for third Wednesday each month
- Next Meeting: June 12, 2024 @ 0730