

# His Helping Hands Board Meeting

## Attendance:

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

Date: 06/12/2024

In Attendance (Quorum Met):

- Adam Satnes (Board - Secretary)
- Jake Boyer (Board - Treasurer)
- Jeff "Bear" Spitzer (Board - President)
- Jessica Stone – Executive Director
- Spencer Stone – Contractor
- Cory Benton – (Board)
- Bethany Benton – (Board)

## Agenda Items:

### Board Matters

- **Mission Statement** – thoughts out on group me; Jessica and Spencer to determine final mission statement (DELIVERABLE - Jessica)

### Shelved

- **Public Communications - 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)
- **Public Communications - Saturday Event Banner / Flags** – for events; get pricing per flag (possibly to put sponsor logos on it)
- **Form Upgrade** – Purchase supported module; All in favor (3), None Opposed
  - <https://weformspro.com/pricing/> to see the benefits (DELIVERABLE - Adam)
  - Oil Changes in Bulk; Seek business to do multiple oil changes at one time;
- **Post Website** - Channel 9 news opportunity after website for public communications
- **Post Website** - Nonprofitmegaphone.com; zeffy.com ; Guidestar account; pursue these entities after marketing is established

### Public Communications

- **Brochures** – Fee Schedule / Fundraising Saturdays / Compare Prices (DELIVERABLE – Adam)
- **Business Cards** - with QR Codes (Adam - COMPLETE)
  - Generic business cards

- Get updated phone number for website and business cards (DELIVERABLE - Adam)
- **Sticker Logo** – change to sticker on trailer; trailer wrap (DELIVERABLE – Cory; Jake)
- **Pop-up Shelter** – logo on the top of the canvas
- **Table Wrap** – logo on the side of the canvas
- **Banner / Flag** – for Saturday events
- **T-Shirts** – Pricing Gildan T-Shirts and Non Gildan T-Shirts
- **Testimonies – Line up people for July for video testimonies** (DELIVERABLE – Jessica)

**Hard Luck Auto** David Curran is friends with Adam Eli with Hard Luck Auto; Setting up a meeting His Helping Hands to see what can come with the meeting (DELIVERABLE – Spencer)

### **Billing Model**

- Main Charge Rate: \$100 an hour
  - Spencer to determine the hours for each job in a document referenced for mechanics – (DELIVERABLE – Spencer)
  - Get a list of maintenance that we perform and starting prices for each (DELIVERABLE – Spencer)
  - Assessment / Diagnostics – Goal is to have Spencer do all triaging and training – need more mechanics
- Need a contract for mechanics (DELIVERABLE – Jessica)
  - Should address fee schedules and billing
  - Public Facing
  - Disclaimers
  - Insurance
  - Policy governing referrals and extra work
  - Company resources
  - Conflict of Interest / No complete
  - Invoicing process documented
- Need to recruit mechanics
  - Band of Brothers
  - Metro-Tech
  - Start at Saturday Events
- Get a mechanic to do basic services. Spencer to determine list of services for new mechanics; Should resemble what is done on a Saturday event (DELIVERABLE – Spencer)
- Need a place to refer people to if declining the work

### **Ministry Logistics**

- Executive Director – 1099 Employee (VOTE: 5 In Favor, 0 Opposed)
  - \$450 a week salary
- Schedule constraints (VOTE: 5 In Favor, 0 Opposed)

- Not to exceed more than 5 days a week; 40 hours a week; 4 hours of overtime
- Flexible to the judgment of the worker
- Discretionary budget for giving (**DELIVERABLE – Jessica**) (VOTE: 5 In Favor, 0 Opposed)
  - Need to determine the vetting process
  - Needs to be separate from personal offerings
  - Need to have a weekly amount that can be used for giving
- Liability Waivers
  - Minor liability waiver for parental release
  - Customer waiver (**COMPLETE**)
    - Jessica to send to Cory (**DELIVERABLE – Jessica**)
    - Hold harmless agreements protecting His Helping Hands (Back)
    - Invoice information
    - The work that we are going to do for the customer
    - Information on where contracts are printed up
- Liability Insurance (**COMPLETE**)
  - Will have liability insurance before Saturday
- Company moving to routine maintenance and assessments only (**AFFIRMED AND COMPLETE**)

### Accounting Processes

- Accounting Software
  - For all annual subscriptions – document month and year it is enabled and due
  - 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 (**DELIVERABLE – Spencer**)
  - Mechanic to bill/ invoice His Helping Hands on a certain interval that includes all the jobs (Webform, Google, Research Option for Mechanics Invoicing Company) (**DELIVERABLE – Jessica**)
- Fundraising / Donations
  - Setup one time / monthly (recurring) donation platforms through PayPal and have an avenue to make donations through Venmo (**COMPLETE**)

### 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

- Get feedback from volunteers and recipients (**DELIVERY – Adam and Spencer**)
- Need a hospitality tent to give materials about leading people to Christ (snacks, bibles, volunteers) Get Bibles (**DELIVERABLE – Cory**)

- Work with local churches in order to have a ministry team to help talk people through a relationship with Jesus –
  - Praise House on the third Saturday,
  - Rotating Life Church on First Saturday

**Next Meeting**

- Next Meeting: July 3, 2024 @ 0730