



Transparent Heart Ministries Board Meeting

Saturday, March 9, 2024
10:30 AM PST, 11:30 AM MST, 12:30 PM CST, 1:30 PM EST

MINUTES

Invited

- Mark Fitzlaff, Rosalie Fitzlaff, Shawn Fitzlaff, Terry Lane, Tammy DeCroo, Marc Clark, Romi Clark, Lloyd Thayne, Denise Thayne, Carl Oberg, Daniel Lane, Chris Oberg

In Attendance

- Mark Fitzlaff, Rosalie Fitzlaff, Shawn Fitzlaff, Terry Lane, Tammy DeCroo, Marc Clark, Romi Clark, Lloyd Thayne, Denise Thayne, Carl Oberg, Daniel Lane, Chris Oberg

Agenda Co-led by Mark and Rosalie

- Call to order (Rosalie)
- Welcome and Introductions,
- Roll Call and Quorum Check (Denise, Secretary)
- Opening Prayer (Terry Lane, Board Member)
- Reading of Vision and Mission Statements (Shawn Fitzlaff, Board Member)
- Any Changes to the Agenda? (Denise, Secretary)
- Reading and Approval of Prior Minutes (Denise, Secretary)
- Continued Business from Previous Board Meeting
 - Website Update (Carl and Daniel, Website Designers)
 - Daniel and Carl shared the website. It was running slowly, but the links are there with connections. We were able to view some of the changes. Carl has added and financed additional security enhancements
 - Donation links
 - Chris shared the Givebutter platform and walked us through a demo, clarifying the difference between fees and tips
 - Motion was made to adopt Givebutter as the donation platform, motion was carried
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 - Terry shared that he has prepaid for 3 months a ministry phone number
 - Budget (Mark, President)
 - Review Budget
 - Mark stated that he needs to make final revisions after meeting with Lloyd and Tammy

- Approve Budget: Not yet, but will be presented at next meeting.
 - Sequence of Events to Begin Ministry (Mark, President)
 - The website needs to launch first-video needs to be completed
 - Tammy will set up a PO Box: funds need to be approved
 - Update on these items:
 - Mark has been working on messages which have been uploaded to the website;
 - consider sending emails to specific people/organizations for an interest meeting;
- Description, Details, and Possible Schedule of Events (Mark, President)
 - Mark requested that this be Recurring Business
 - Mark, Rosalie and Shawn stated that the video will describe the heart of the ministry and what they will be doing
- Definition of Treasurer, and Definition of Office Manager (Mark, President; Tammy, Office Manager/ Treasurer)
 - Tammy's position is as Treasurer of the Board.
 - Tammy's job is to check the mailbox, deposit any checks, do the budget, address correspondence. The job will continue to be defined as the ministry grows.
- New Business
 - Phone acquisition and new number
 - Adopting Givebuttr
- Reports by Officers
- Update on Action Items
 - Budget will be updated by Mark, Lloyd and Tammy
 - Daniel will continue to refine the website
 - Mark indicated that Daniel will be continuing to work on the website and should be compensated
 - Shawn indicated that the web design is typically based on items and pay scale: determine pay schedule with Daniel
 - Denise collaborated with M and R to refine the verbiage on the site, Daniel made all corrections on the website
 - Carl and Christopher investigated and reported on the donation software
 - Romi recommended using Quicken to track finances: Tammy will be using Excel for the budget
- Comments, Announcements, and Other Business
 - Shawn asked about online correspondence: who will be navigating that? Will you be using the platforms that are noted on the website? Who will be the support person for the platforms? Do you want to add a volunteer tab?
 - Lloyd stated that Rosalie and Mark will initially be responding to prayer requests and other correspondence in order to establish a pattern then hand it off as it grows and volunteers are added
 - Terry noted that a monthly email/newsletter should be sent with updates

- Romi noted that Mark and Rosalie need to determine and define who their target audience would be, and offered to help with this
- Shawn, Terry and Lloyd encouraged simplicity
- Marc noted that we were getting the cart before the horse, get out there, get it going and see what God has in mind!
- Shawn mentioned the need to follow the Holy Spirit
- Denise asked for a time of prayer now

ACTION ITEMS FOR NEXT MEETING

- Mark, Rosalie and Daniel Continuation of website building. Compensation conversation with pay schedule. Completion and uploading of video. Adding Givebutter to website, Coordinate calendars with online calendar
- Mark, Rosalie, and Romi: Identify and define target audience
 - Proposal for Next Meeting Date: April 6th 1:30 EST
- Lloyd, Tammy and Mark refine Budget
- Tammy will set up PO Box
- Mark will get set up for adding Givebutter through a specified email

Adjournment and Prayers (Lloyd, Board Member)