

# Crafts for Charity

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## Board of Directors Meeting Agenda

Thursday, June 17th, 2021, 1:00 PM ET

Google Meet Virtual Call

Call Details:

[meet.google.com/hpj-krao-qjk](https://meet.google.com/hpj-krao-qjk)

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**Our mission:** *Crafts for Charity's mission is to create enjoyable opportunities for those who want to volunteer creatively to help their community. We do this by providing free virtual craft classes that teach the skills needed to donate crafts.*

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*Times are estimates. The agenda is subject to change. If a member of the public wishes to change the agenda, they may send a message to Lucy Wang over Slack. During the meeting, they will raise their hand in Google Meet and wait to be called on to discuss their topic of interest. The estimated duration of the meeting is 45 minutes. The Secretary will be responsible for recording minutes.*

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### **I. Welcome and Call to Order (3 min)**

Welcome board members and make opening announcements.

Ask if anyone wants to make changes to the agenda.

### **II. Consent Agenda (2 min)**

Review minutes from the previous Board of Directors meeting on 3/30/2021 and vote on them by affirmation.

### **III. President's Report (2 min)**

The president will discuss updates on the status of the organization and topics to be covered in the next board meeting.

#### **IV. Board Member Reports (7 min)**

Members of the board will state their status on tasks assigned to them and make any comments or reports needed.

#### **V. Leadership Structure (15 min)**

- Members of the board will discuss current leadership statuses and leadership training.
- Members of the board will discuss merging and splitting groups.
- Members of the board will discuss recruitment plans that are impacted by changes in leadership.

#### **VI. Legal Documents (7 min)**

- Secretary Lucy Wang will lead a discussion on four legal documents:
  - Volunteer Agreement with Photographic Consent
  - Volunteer Agreement without Photographic Consent
  - Publicity and Release Agreement
  - Publicity and Release Agreement with Parental Consent
- Members of the board will vote on each document.

#### **VII. Budgetary Changes (5 min)**

- Treasurer Dora Zhou will lead a discussion on potential changes to the fiscal budget.

#### **VIII. Business Planning (3 min)**

- Members of the board will discuss the status of business plans.

## **IX. Meeting Closing (1 min)**

- Review actions from this meeting

## **X. Adjournment**

When the president determines that all business is finished, board members can end the meeting by affirmation.