

Crafts for Charity



Board of Directors Meeting Minutes

Wednesday, September 11th, 2020, 6:00 PM EDT
Zoom Virtual Call

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 to those in need.*

Board Members Present:

Victoria Tsai, *President, Founder*

Annie Soon, *Vice President*

Lucy Wang, *Secretary*

Dora Zhou, *Treasurer*

Eva Farroha, *Director of Communications*

Absent:

(Maximilian Goetz¹)

I. Welcome and Call to Order (6:00-6:08)

- President Victoria Tsai called the advisory meeting of the CFC Board of Directors to order at 6:00 p.m. EDT on Friday, September 11, 2020, over Zoom. A quorum was declared present. The meeting's agenda was approved by affirmation.
- Everyone introduced themselves with their name, school, grade, position, and qualifications.
- President Victoria Tsai reminded everyone about silencing their phones, explained how the board and meetings will operate, and talked about how often meetings will occur in upcoming months.

¹ Was not required to attend meeting

II. President's Report (6:08-6:13)

- President Victoria Tsai provided a brief report of CFC activities that have occurred since the end of the summer season of 2020. Among the highlights were the current status of CFC's mission statement, articles of incorporation, and partnerships with Heartwise and STAMP.
- President Victoria Tsai announced that members of the board are invited to attend the RFA Board meeting on October 5th.

III. Question Session (6:13-6:14)

- No questions were asked.

III. Discussion (6:14-6:17)

- Vice President Annie Soon talked about meeting expectations and reviewed the roles and expectations for the Secretary, Treasurer, and Director of Communications.

IV. Fall Season Plan (6:17-6:45)

- All members agreed to have the fall season start on September 15, 2020.
- Members discussed expectations for workload and Zoom calls in the fall.
- Upon motion by Victoria Tsai, group calls were replaced with sending information in the announcements on Slack
 - Vote: 4 in favor, 0 opposed, 1 abstained
 - Resolved: Motion carried
- Members discussed how team calls should operate, communicating between teams, and methods of recruiting new volunteers for the fall season.

III. Assignments (6:45-6:57)

- Members brainstormed ideas for expanding CFC's programs and mission.

- President Victoria Tsai gave assignments to the Secretary, Treasurer, and Director of Communications for this week.

IX. Meeting Closing (6:57-6:58)

- Victoria Tsai gave a summary of all discussions that occurred during the meeting.

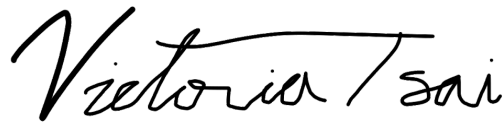
X. Adjournment (6:58)

- There being no further business, the meeting was adjourned at 6:58 p.m. EDT by President Victoria Tsai.

Minutes submitted by:



Lucy Wang, Secretary
CFC Board of Directors 2020-2021



Victoria Tsai, President
CFC Board of Directors 2020-2021

Approved by the Board of Directors on September 21, 2020.