

Crafts for Charity



Board of Directors Meeting Agenda

Monday, September 21th, 2020, 8:45 PM EDT

Zoom Virtual Call

Zoom Call Details:

<https://zoom.us/j/99207295724>

Meeting ID: 992 0729 5724

One tap mobile

+13017158592,,99207295724# US (Germantown)

+13126266799,,99207295724# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 992 0729 5724

Find your local number: <https://zoom.us/u/acOY5u1vWp>

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.*

Times are estimates. The agenda is subject to change. The estimated duration of the meeting is one hour. Secretary will be responsible for recording minutes.

Link to bylaws:

<https://docs.google.com/document/d/1d-8VxkZK9OR-NL2MRD7elkS2aajVxnZgjhTqC1r8CWE/edit?usp=sharing>

Please review the bylaws draft before the board meeting.

I. Welcome and Call to Order (3 min)

Welcome board members, make opening announcements, remind everyone about silencing cell phones.

Ask if anyone wants to make changes to the agenda.

II. Consent Agenda (2 min)

Review minutes from the previous Board of Directors meetings from 9/11/2020 and 9/16/20, and vote on them by affirmation.

Review the suggested changes proposed by the President and Secretary to the mission statement, and vote on them by affirmation.

- Crafts for Charity's mission is to create enjoyable volunteering opportunities by providing free virtual classes that teach the skills necessary to donate crafts to those in need.

III. RFA Board Member (3 min)

Discuss and choose a CFC representative to serve on the RFA Board of Directors.

IV. 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.

V. Board Member Reports (3 min)

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

VI. Bylaws (42 min)

- Name, purposes, powers, and membership
- Limitations on the number of directors and their terms

- Qualifications and elections of directors
- Vacancies and voting process removal of directors
- Frequency of board meetings
- Manner of acting
- Compensation of board members and salaries
- Online voting and order of business
- Committees
- Officers
 - Notice for resignation
- Contracts, checks, loans, indemnification, and related matters
- Miscellaneous
 - Bylaw amendments
- Counterterrorism Due Diligence Policy, and Document Retention Policy
- Transparency and accountability
- Codes of Ethics and Whistleblower Policy
- Corporate staff positions
- Voting process for amendments

VII. Assignments (3 min)

President assigns tasks and due dates for the Secretary, Treasurer, and Director of Communications.

VIII. Meeting Closing (1 min)

- Review actions from this meeting
- Schedule next board meeting

IX. Adjournment

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