

Crafts for Charity



Board of Directors Meeting Agenda

Wednesday, July 14th, 2021, 6:00 PM ET

Google Meet Virtual Call

Call Details:

meet.google.com/jtc-rgyz-cii

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.*

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 55 minutes. The Secretary will be responsible for recording minutes.

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 6/17/2021 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. Recruitment (10 min)

- Secretary Lucy Wang will present the Recruitment plan and schedule.
- Secretary Lucy Wang will give an update regarding applications and team structures.
- Treasurer Dora Zhou will explain the status of the CFC Sterling Volunteers account.

VI. Banking and Budgeting (10 min)

- Treasurer Dora Zhou will give updates regarding the creation of a bank account.
- Treasurer Dora Zhou will lead a discussion about changing the organization's resident agent.

VII. Branding and Website Changes (5 min)

- President Victoria Tsai will lead a discussion on the branding and website changes the Graphic Design Team is working on.

VIII. Closed Session: Leadership Changes (15 min)

- Board members will discuss the upcoming election cycle and possible board member and team lead changes.

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.