

# Crafts for Charity

---



## Board of Directors Meeting Minutes

Monday, September 21, 2020, 8:45 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.*

---

### **Board Members Present:**

*Victoria Tsai, President, Founder*

*Annie Soon, Vice President<sup>1</sup>*

*Lucy Wang, Secretary*

*Dora Zhou, Treasurer*

*Eva Farroha, Director of Communications*

---

<sup>1</sup> Arrived at 9:37 p.m. EDT

Maximilian Goetz, *Board Member*<sup>2</sup>

**Board Members Absent:**

(none)

**I. Welcome and Call to Order (8:48 - 8:49)**

- President Victoria Tsai called the advisory meeting of the CFC Board of Directors to order at 8:48 p.m. EDT on Monday, September 21, 2020 over Zoom. A quorum was declared present. The meeting's agenda was approved by affirmation.

**II. Consent Agenda (8:49 - 8:51)**

- Minutes from the previous meeting of the CFC Board of Directors on 9/11/2020 were approved by affirmation.
- Minutes from the previous meeting of the CFC Board of Directors on 9/16/2020 were approved by affirmation.
- The suggested changes proposed by the President and Secretary to the mission statement were approved by affirmation.

**III. RFA Board Member (8:51 - 8:53)**

Discussed and chose a CFC representative to serve on the RFA Board of Directors.

**IV. President's Report (8:53 - 8:55)**

- President Victoria Tsai provided a brief report of CFC activities that have occurred since the last board meeting on September 16, 2020. Among the highlights were updates on the status of the organization and partnerships.
- President Victoria Tsai explained the meeting's topic of bylaws and announced that the next meeting's topic will be the conflict of interest policy.

**V. Board Member Reports (8:55 - 8:58)**

---

<sup>2</sup> Left meeting at 9:49 p.m. EDT

- The Secretary, Treasurer, and Director of Communications reported on their progress on CFC activities since the last board meeting.

## **VI. Bylaws (8:58 - 9:57)**

- President Victoria Tsai led board members in discussion of bylaws, including topics:
  - 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

## **VII. Assignments (9:57 - 10:05)**

- President Victoria Tsai assigned tasks and due dates for the Secretary, Treasurer, and Director of Communications.

## **VIII. Meeting Closing (10:05 - 10:07)**

- President Victoria Tsai summarized the topics discussed in the board meeting.
- President Victoria Tsai announced that bylaws not covered in this meeting are to be discussed in the next board meeting.

## **IX. Adjournment**

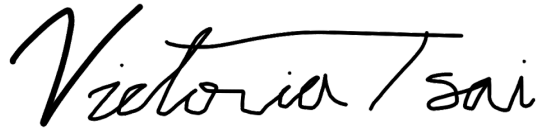
- There being no further business, the meeting was adjourned at 10:08 p.m. EDT by President Victoria Tsai.

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 9/30/2020.