

# Crafts for Charity

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## Board of Directors Meeting Agenda

Sunday, December 13th, 2020, 7:00 PM ET

Zoom Virtual Call

Call Details:

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

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***Our mission:*** 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.

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*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.*

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### **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 10/25/20 and vote on them by affirmation.

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

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

#### **IV. 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.

#### **V. Winter Season Plans (45 min)**

- Discuss funding and finance plans
- Discuss use of VolunteerMatch to find new volunteers
- Discuss structure of Crafts for Charity

#### **VI. Assignments (3 min)**

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

#### **VII. Meeting Closing (2 min)**

- Review actions from this meeting
- Schedule next board meeting

#### **VIII. Adjournment**

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