

Crafts for Charity



Board of Directors Meeting Minutes

Wednesday, September 30th, 2020, 3:30 PM EDT

Zoom Virtual Call

Zoom Call Details:

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

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.

Board Members Present:

Victoria Tsai, *President, Founder*

Annie Soon, *Vice President*

Lucy Wang, *Secretary*

Dora Zhou, *Treasurer*¹

Eva Farroha, *Director of Communications*

Maximilian Goetz, *Board Member*

Board Members Absent:

(none)

I. Welcome and Call to Order (3:33 - 3:35)

- President Victoria Tsai called the advisory meeting of the CFC Board of Directors to order at 3:33 p.m. EDT on Monday, September 30, 2020 over Zoom. A quorum was declared present. The meeting's agenda was approved by affirmation.

II. Consent Agenda (3:35 - 3:37)

¹ Arrived at 3:34 p.m. EDT

- Minutes from the previous meeting of the CFC Board of Directors on 9/21/2020 were approved by affirmation.

III. President's Report (3:37 - 3:40)

- President Victoria Tsai provided a brief report of CFC activities that have occurred since the last board meeting on September 21, 2020. Among the highlights were updates on the status of the organization.
- President Victoria Tsai explained the meeting's topics of bylaws and the conflict of interest policy.

IV. Board Member Reports (3:40 - 3:42)

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

V. Bylaws (3:44 - 4:01)

- President Victoria Tsai led board members in discussion of bylaws, including changes made since the last board meeting and the topics:
 - Transparency and accountability
 - Codes of Ethics and Whistleblower Policy
 - Corporate staff positions
 - Voting process for amendments
 - Board members voted to adopt and approve the bylaws.
 - Vote: 6 approved, 0 opposed, 0 abstained
 - Resolved: bylaws adopted and approved

VI. Conflict of Interest Policy (4:01 - 4:14)

- President Victoria Tsai led a discussion on the conflict of interest policy.

- Board members voted to adopt and approve the conflict of interest policy.
 - Vote: 6 approved, 0 opposed, 0 abstained
 - Resolved: conflict of interest policy adopted and approved

VII. Assignments (4:14 - 4:18)

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

VIII. Meeting Closing (4:18 - 4:20)

- President Victoria Tsai summarized the topics discussed in the board meeting and announced topics to be discussed in the next board meeting.

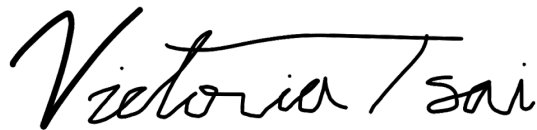
IX. Adjournment

- There being no further business, the meeting was adjourned at 4:20 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 10/25/2020.