

Meeting Minutes For Non-Profit Organizations

Organization Name: Helping Hands Charity

Date: July 11, 2024

Time: 2:00 PM - 3:00 PM

Location: Community Center, Room 5

Meeting Facilitator: Karen Williams

Attendees:

- Karen Williams (Executive Director)
- John Smith (Treasurer)
- Emily Davis (Program Coordinator)
- Michael Brown (Volunteer Coordinator)
- Sarah Johnson (Board Member)
- Maria Lopez (Communications Director)

Agenda

1. Welcome and Introductions
2. Review and Approval of Last Meeting's Minutes
3. Financial Report
4. Program Updates
5. Fundraising Events
6. Volunteer Recruitment
7. Q&A

1. Welcome and Introductions

- **Karen Williams** opened the meeting and welcomed everyone. Each attendee briefly introduced themselves.

2. Review and Approval of Last Meeting's Minutes

- **Karen Williams** reviewed the minutes from the last meeting held on June 10, 2024.
- **John Smith** moved to approve the minutes.
- **Emily Davis** seconded the motion.
- The minutes were approved unanimously.

3. Financial Report

- **John Smith** presented the financial report, highlighting key points:
 - Total income for the month: \$10,000
 - Total expenses for the month: \$7,500
 - Current balance: \$15,000
- John emphasized the need to increase fundraising efforts to support upcoming programs.

4. Program Updates

- **Emily Davis** provided updates on current programs:
 - The summer food drive has collected 1,200 pounds of food so far.
 - The after-school tutoring program has enrolled 30 new students.
 - Plans for the fall community health fair are underway, with a tentative date set for September 15, 2024.

5. Fundraising Events

- **Michael Brown** discussed upcoming fundraising events:
 - A charity auction is planned for August 20, 2024, at the Downtown Hall.
 - A benefit concert featuring local bands is scheduled for October 10, 2024.
 - Michael proposed organizing a holiday gala in December and will present a detailed plan at the next meeting.

6. Volunteer Recruitment

- **Sarah Johnson** shared strategies for volunteer recruitment:
 - Collaborating with local universities and high schools for volunteer internships.
 - Hosting a volunteer open house on August 5, 2024.
 - Utilizing social media campaigns to attract new volunteers.

7. Q&A

- **Maria Lopez** asked about the marketing strategy for the upcoming charity auction. Michael Brown suggested a combination of social media promotion, email newsletters, and local media outreach.
- **Emily Davis** inquired about the budget for the fall community health fair. John Smith confirmed that \$2,000 has been allocated for the event.

Action Items

- **Michael Brown** to finalize the details for the charity auction and coordinate with Maria Lopez for promotion.
- **Emily Davis** to continue preparations for the fall community health fair and provide updates at the next meeting.
- **Sarah Johnson** to organize the volunteer open house and create a promotional plan.

Next Meeting

- **Date:** August 11, 2024
- **Time:** 2:00 PM
- **Location:** Community Center, Room 5

Meeting Adjourned: 3:00 PM

Minutes Prepared by: Karen Williams