**Meeting Minutes For Non-Profit Organizations**

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**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