

# Meeting Minutes for Nonprofit

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## Meeting Details

- **Organization Name:** Helping Hands Nonprofit
- **Date:** August 15, 2024
- **Time:** 3:00 PM – 5:00 PM
- **Location:** Community Center Hall, Downtown
- **Attendees:** Sarah Johnson (Chairperson), Michael Lee (Treasurer), Emily Carter (Secretary), David Kim (Board Member), Anna Green (Board Member)
- **Absent:** None

## Call to Order

- **Opening:** The meeting was called to order at 3:05 PM by Sarah Johnson.

## Approval of Previous Meeting Minutes

- The minutes from the July 10, 2024, meeting were reviewed and unanimously approved without modifications.

## Financial Report

- **Presentation:** Michael Lee presented the financial report, highlighting a 10% increase in donations compared to the previous quarter and a 5% decrease in operating costs due to successful cost-saving measures.
- **Approval:** The financial report was approved unanimously after discussion.

## Old Business

1. **Community Outreach Program Update:**

- David Kim provided an update on the community outreach program, reporting successful events in July and an increase in community engagement.
- Future Plans: Expansion of the program to two new districts was discussed and approved.

## **2. Volunteer Recruitment Drive:**

- Anna Green reported on the volunteer recruitment drive, noting a 20% increase in volunteer sign-ups.
- Continued Efforts: The board agreed on the importance of ongoing recruitment and approved the use of social media campaigns to attract younger volunteers.

## **New Business**

### **1. Fundraising Gala Planning:**

- Proposal: Sarah Johnson proposed organizing a fundraising gala in December to support year-end donation goals.
- Discussion and Approval: The board discussed logistics, budget, and potential sponsors. The proposal was unanimously approved, with a planning committee formed consisting of Sarah Johnson, Emily Carter, and Anna Green.

### **2. Grant Application Strategy:**

- Presentation: Michael Lee outlined a strategy for applying to three new grants focused on educational programs.
- Approval and Action: The board approved the strategy and assigned Michael Lee and David Kim to lead the application process.

## **Committee Reports**

### **● Marketing and Public Relations:**

- Emily Carter highlighted recent media coverage and the launch of a new website design, improving online donations.

### **● Program Development:**

- David Kim discussed plans for developing new educational workshops, requesting board feedback on priorities.

## **Other Business**

- **Board Member Recruitment:**

- Sarah Johnson initiated a discussion on recruiting new board members to bring in additional expertise. The board agreed to start an informal search among their networks.

## **Adjournment**

- **Closing:** The meeting was adjourned at 4:55 PM by Sarah Johnson. The next meeting was scheduled for September 19, 2024, at the same location.

## **Prepared by:**

- Emily Carter, Secretary

## **Date:**

- August 16, 2024