**FLOWERS OF OUTREACH BOARD MEETING MINUTES**

DATE: APRIL 30, 2021

TIME: 6:00PM CST

ATTENDANCE:

Donna Wiggins (President/Founder)

David Arvie Jr. (Treasurer)

Charita Arvie (Secretary)

Tia Jones (Program Director)

Joshenia Johnson (Assistant Program Director)

6:05 pm-All board members participating in virtual board of directors meeting via Zoom.

 Meeting beginning with introduction, positions and role expectation of all board members.

6:09 pm-President (Donna Wiggins) verbally communicating all board members with general purpose, vision and mission of the organization.

6:20 pm-President (Donna Wiggins) verbally communicating to all board members pending board member packet content to be mailed via USPS; contents of packet to include a copy of bylaws, conflict of interest, certificate of approval, statements of agreement and any other necessary documentation of notification and any forms that need to be signed and returned to board president to each board member.

6:25 pm-President verbally communicating to all board members the policy and procedures containing restrictions on utilizing the organization’s name, EIN number and/or ascertaining a DUNS number. Board members also notified to IMMEDIATELY notify board president of mail received that is addressed to the organization, including credit card or any other financial solicitation. All board members verbally agreeing.

6:35 pm-President requesting verbal permission of board members to allow board member pictures to be displayed on organization’s website and any other social media posts. All board members agreeing to have a group photo taken to allow for social media display (e.g. Facebook). All board members agreeing. All board members asked individually for a verbal “yes” or “no” to allow display of their pictures on social media.

6:40 pm-As board meeting ending, Charita Arvie (Secretary) requesting pending date of group photo for social media post, president answering secretary with an unknown date at this time.