**Go over Funds:**

* <https://docs.google.com/document/d/1Z2s1htO3ZL9LhIlPBgFW-ofeVgpt5n_SllB3DWKTfGk/edit?usp=sharing>
* Lindsay emails Alissa for reimbursement
* Get address from Nancy for Arlene
* Send Arlene a personalized letter and pictures

**Budget:**

* Create one and set max amounts spent for each position
* Make a tab on the budget to keep track of Foundation money (spend 2-3k each year)

**Decide on binders:**

* Keep binders that are already made (secretary, fundraising)

**Stickers:**

* Beth made a few more designs, need to decide soon

**Organize Drive:**

* Everyone should organize their drive based on the following:
	+ Folder with name and year
	+ Before 2021 folder
	+ Make “how to” documents!!
	+ Replace transition documents with a master doc that is composed throughout the year, has important dates/a relative timeline, and is updated from year to year
* Contacts folder is going to be used by both corporate relations and fundraising
	+ Go off the current document
	+ Replace the notes section with columns for speakers, resume events, and donations

**Others:**

* Beth to make a doc to keep track of who donated/responded within the past 5 years and reduce the mailing list to save money
* Macy: upload photos onto google photos and make a new folder for this year
* Macy: remove all the photos from the website and start fresh with 2021 photos to make it more up to date