

Friendship Force of Wisconsin Madison Inc.

Board Meeting Minutes, February 19, 2016

Board members present: Sandi Wysock, Janet Lonergan, Judy Taylor, Helen Ann Rugowski, Mary Lindquist, Nancy Brown, Lise Skofronick, Stephanie Sorensen, Maggie Dohm, and Sandy Drew

Excused Absent: Gail Holmes, Lois Schulz

Guests: Margo McKnight (Nominating Committee) and Mary Lou Martino (Membership Committee)

Agenda: No additions

Secretary's Report: Approved as presented prior to the meeting.

Treasurer's Report: Approved as presented prior to the meeting.

Presidents Report:

1. Two people need to be formally approved for their positions on the Board: Lise Skofronick has agreed to head the Outreach Committee and Sandra Drew has agreed to serve as Vice President only for the remainder of this term (until Sept. of 2016). Motions were made, seconded, and approved for both appointments.

2. Midwest Regional Conference April 28th - May 1st. Lise Skofronick and Sandi Wysock will be presenters discussing re-vitalizing clubs. Adrienne Moen (FFI Regional Coordinator) has been impressed with our efforts to get our organization in order, add new activities, move toward a stronger outreach program and re-vitalize exchanges.

3. Adrienne asked that each club review the revised Club Organizational Guidelines distributed at the meeting and on the FFI web site.

* FFI is now recommending that all clubs consider filing annually with IRS using 990 N e postcard. This would be necessary with 501 c 3 status for which our application is pending.

*We must follow basic rules such as using the club bank account solely for club purposes and following our bylaws.

*Officers and directors should identify themselves as such when executing documents on behalf of the club.

*Makes it clear donations from members that are passed through as donations to FFI are tax deductible. The tax deduction is from FFI-not the club. We must provide the donor's name and FFI will acknowledge the donation.

* FFI carries liability insurance for directors, ED's and others working in an official capacity and they are covered up to \$1,000,000 for actions taken under the authority of FFI. Certificates of insurance are available for when required for activities (request form on website)

* Note that when you are a host or travel as an ambassador you are acting as a private citizen and are not covered by the FFI policy.

4. We received a total of \$725 in honor of Mary Babula. Mary Mastaglio's indicates the donation should go into the general fund. There will be an announcement and thank you in the newsletter.

5. Upon review of our Club's documents and with the changes in standing committees, we are clarifying that:

* Though Robert's Rules of Order are mainly for large groups, we follow them as needed, and the Vice President is responsible for knowing the rules and insuring we follow them.

* If Co-Chairs exist for a particular standing committee, the committee is only entitled to only one vote. The concept was for a committee chair and an assistant who would be working toward becoming chair the following year. We will work toward that goal of involving more and newer members in our processes and efforts.

* We will have to discuss and address the issue of one person holding dual positions and how votes are distributed.

Old Business:

1. Budget has been developed for the year by soliciting input from various board members as well as looking at past expenses. Board members were asked to study this budget, offer changes, and come prepared to vote on it today. Some issues were clarified at the meeting: a.) goal is to have a balanced budget at the beginning of each year even if this involves spending some money from our reserves; b.) different committees should purchase their own supplies for meetings/events (i.e. don't share plates, cups, etc. - but copying costs, generic business cards and such things are included in the admin. portion of the budget).

*Since we have not had a budget for some time, this is a new attempt. Committees are strongly encouraged to stay within these guidelines. However, since there are savings available, we can make special expenditures if appropriate opportunities should arise.

*Sandi noted that she would not be going to the International Conference in Morocco and it is not clear if another Board member will be going. Our bylaws currently allow for the President's expenses to be paid for regional or international conferences. With Board approval, others could be reimbursed if it is within the budget and appears it will further the goals of our Club.

*The budget includes: Exchanges \$200; Membership \$300; Activities \$300; Outreach \$350; Annual and Membership Meetings \$400; Newsletter \$50; IRS filing fee for 501 c 3 status \$400; Administration \$300; Conference Delegates \$1000; Historian \$0; Affiliation fees to FFI based on current membership.

*Income expected: \$3090 from dues based on current membership; one-time donations \$1155; donations for delegate conference travel \$185.

*Total Budgeted Expenses: \$4830 Total Budgeted Income: \$4430 Balance (-\$400)

*After further discussion and clarification, a motion was made and passed to approve the budget with an amendment to take the one-time IRS fee of \$400 out of our savings. The budget would then reflect a balance of income and expenses.

2. Not for Profit status: The pursuit of this status has been a long and very complicated path for Judy and Sandi which does not have to be detailed here. We have finally progressed, have a new Tax ID Number, and are again in the queue for IRS approval .

3. Annual Membership Meeting: Will be held April 10 at the Great Dane East. Approximate cost will be \$16. The phone tree used for the Membership Meeting should be activated again. Various Board members are working on different aspects of this event.

4. Bios: A reminder that biographies of anyone running for a Board position need to be in the newsletter next time - even if you are continuing your position.

5. Club Bio on FFI: Some editing has been done and this is still in progress.

Discussion of Club Goals:

*Sandi is setting aside 20 minutes of each meeting to discuss what our Club goals are and how best to accomplish them.

*Donna very kindly organized some of the goals we have discussed for increasing our membership along with specific objectives and ways to measure our progress. Sandi sent this to Board members and asked that members come prepared to discuss these goals and rank order them 1, 2, or 3 in terms of which we should and can pursue most effectively.

* Results of this discussion: # 1 priorities include: International Festival Booth, create a flyer to be tested in 3 libraries; contact local TV to do segment on our India Exchange; attend cultural events and wear our FF clothing (bring cards, brochures); set up beer or wine tasting events, publicize them, and invite potential new members; involve potential members in Exchange events; # 2 priorities include: set up a Meet Up group; # 2.5 set up a booth at the County Fair.

* We will continue ranking actions at future Board meetings as well as discuss how to actually implement them.

New Business:

1. Eventbrite Access: Who should have access to Eventbrite was discussed and the two Co-Chairs of the Activities Committee were given the passwords and a brief lesson on use.

Standing Committee Reports:

1. Exchanges: Our incoming India Exchange is progressing and planning meetings are being held. Helen Ann Rugowski and Jerry Fuller are Co-ED's. The incoming Costa Rica exchange has been cancelled and Sandi is in touch with FFI regarding a substitute.

* Outgoing Exchange to England planning is proceeding.

* For 2017, we have approval to go to Vancouver and Medicine Hat as well as Guadalupe.

* Incoming 2017 is New Caledonia. Denver and San Diego would also like to come here.

2. Activities: A LEO is scheduled; a book club meeting is scheduled; Burroughs Park has been reserved for our summer picnic.

3. Outreach:

* It is not the responsibility of a few. Committee has a number of local organizations and events where we can spread the word about FF. It is not a lack of possibilities, but a shortage of people willing to go out and tell our story. Our goal is to recruit 4-5 more people who could do a presentation. We need more help.

* Sandi's power point presentation gives some history and explains how our club operates - which is a big help to the speakers. We are also trying to develop a presentation that will show our club being active and welcoming.

* Committees are intertwined - particularly Outreach, Membership, and Events. We need activities where we can get to know each other, discover each other's talents, and integrate new members.

* A new member (or an older one) might indicate on the membership form that he or she can help by checking many boxes, but when contacted, things change. Perhaps we need some follow up to see if people really know what they are offering and that they will do it.

* Welcoming followed by mentoring is crucial. Continuing to have a variety of events and inviting people to come and tutoring them on how to become involved is important.

4. Membership:

- * Current membership count: Family - $29 \times 2 = 58$; 61 individuals for a total of 119.
- * Workshops for potential members were held on Feb. 1 and 6. Of the 37 names collected, 4 came on Feb. 1 and 9 came on Feb.6. Workshops went very well and people seemed interested.
- * There was discussion about the best way to follow-up with people who have given us contact information. General agreement was to contact them at least 3 times before dropping them as an interested person. Need to keep lists current and others informed of contact information. Anyone who has friends who might be potential members should contact Mary Linquist or Mary Lou Martino.

5. Historian: Work is continuing with Donna consolidating minutes and treasurer's reports; Mary Linquist handling exchanges; and Janet Lonergan in charge of newsletters and photos.

6. Newsletter/Communications: Articles to Donna by Wednesday, midnight February 24th in Times Roman font size 11 in two columns. Allan Reiland will serve as backup to Dave Dohler in managing our website and email communications.

Ad Hoc Committee Reports

1. Nominating Committee: Vice President - Gail Holmes; Secretary - Stephanie Sorensen; Treasurer - Judy Taylor. Margo McKnight and Helen Rugowski served on this committee. They noted that Gail would like to retain her position as Exchange Chair and the Board will need to explore a policy for handling this type of situation.

2. Finance Committee: This committee is being appointed by the President to develop and recommend to the Board: a.) procedures relating to Exchange treasurer's documentation and retention of records; b.) to recommend any necessary procedures required by our 501 c 3 status (when approved). The Treasurer will bring those recommendations to the Board. Committee members will be Nancy Mueller and Kathy Johnson.

3. Audit Committee: George Wysock, Mary Linquist and Judy Taylor will serve on the audit committee and continue reviewing receipts and reports submitted for payment. The audit committee led by George Wysock completed the audit of the books. The records were found to be in order with proper documentation. The letter with findings was given to Judy Taylor.

Meeting Adjourned at 1:20 PM

Respectfully submitted,
Stephanie Sorensen, Acting Secretary