

Friendship Force of Wisconsin - Madison, Inc.
Board Meeting Minutes, February 15, 2017
Bridge Point Community Center

Present: Sandi Wysock, Judy Taylor, Stephanie Sorensen, Sandy Drew, Gail Holmes, Martha McGregor, Janet Lonergan, Audrey Liimatainen, Donna Hussin, Lois Schulz
Excused Absent: Mary Lindquist, Jane Kessenich, Lise Skofronick

Additions to the agenda: New terminology from FFI; exchange reimbursements; one time payments request

The Minutes from Jan. 18 and the Treasurer's report were approved as submitted.

President's Report: Sandi announced that this morning she received our outgoing assignment which is two weeks in Japan at Aichi and Oita in Oct. of 2018. Unless we refuse, this is now set as our international outgoing journey. Japan was our second choice on the list of requests we sent to FFI.

Most of the remainder of her report included thank you's to various people who have contributed significantly to our club recently, particularly those who organized the presentation on Guadalupe as well as Donna for agreeing to head the Nominating Committee. She also brought to the Board's attention the new terminology we are seeing from FFI as well as the new promotional video. The new website will be completed soon.

Standing Committee Reports:

1. Activities: Nothing new to report.

2. Outreach: Written report was sent to Board members. Highlight - Guadalupe program was well received and well attended.

3. Membership: We have a total of 123 members (30 families and 63 individuals).

4. Historian: Janet reported her group is continuing to work on sorting papers.

5. Journey Coordinator: A written report was submitted to the Board. Highlights include: Guadalupe group leaving on Feb. 22; San Diego incoming planning is proceeding; Gail has been meeting with Dan and Lise to develop new experiences for the New Caledonia incoming group; Peg Hutnick is still looking for help with Vancouver and Medicine Hat as well as ambassadors who will participate. This exchange may need to be revised.

6. Newsletter: Donna reminded members of the next deadline of Feb. 22 and asked questions about what items of Board business should be included. Adding profiles of members is a lovely new touch.

Ad Hoc Committee Reports:

1. Finance Committee: The Finance Committee has met and has developed some "best practices" which were distributed to Board members. These include:

A.) A statement on use of personal credit cards - limited to situations in which a Club check cannot be used; only to be used by the person in charge of the event/activity.

B.) Board members received a list of how long documents should be retained by 503 (c) (3) corporations (see F). Once approved, these guidelines should be provided to anyone involved in financial records of any sort related to the Club.

C.) A process for Journey Coordinators to provide full documentation with backup of all Journey expenses to the Club Treasurer for review. The Treasurer will review the documents, report to the Board, and pass the summary to the Historian for filing. The Club Treasurer will retain the backup documentation as specified in the retention guidelines.

D.) Determined that the general operating account should always have a backup signature. The President will be the backup and this has been done.

E.) All checking accounts will be moved to BMO Harris bank which will maintain a signature pool of those who may be designated as Journey Treasurers. This will make tracking simpler, signature maintenance simpler, and reduce the amount of funds needed to maintain the different banking accounts we had in the past. Debit cards to go with the checking accounts are an option for obtaining needed cash for expenses.

F.) Documents to comply with Sarbanes Oxley legislation. A set of documents covering Conflicts of Interest, Document Retention and Destruction Policy, Fraudulent or Dishonest Conduct & Whistleblower Policy, Political Activity Policy, and Privacy and Confidentiality Policy related to 503 (c) (3) corporations were given to members. We agreed to review these in detail, provide any corrections or questions to Sandy Drew and be prepared to vote on approval of these documents at our next Board meeting.

G.) An audit committee consisting of Kathy Johnson, Sandy Drew and George Wysock was appointed.

2. Marketing Committee: Sandi reported they will be meeting in March.

3. Board Manual: Progress is being made.

4. Mentoring: Helen Ann submitted an article for the newsletter.

5. Community Contacts: Sandy reports this is an ongoing project.

6. Nomination Committee: Donna requested approval of two committee members - Helen Ann Rugowski and Mary Lou Martino. Sandy Drew made a motion to approve them. It was seconded and approved unanimously.

Donna reported that Sandi Wysock is able to run for President for a second term and has agreed to do so. Judy Taylor will continue as Treasurer and Stephanie Sorensen will continue as Secretary. Peg Hutnick as agreed to serve as Vice President with the expectation that she will move to be a candidate for President after one year barring unforeseen circumstances. Donna made a motion that the slate of officers be accepted. It was seconded and approved unanimously.

Old Business

1. Budget: A request was made to amend the approved budget to include \$180 for the Membership Committee. As we should have a balanced budget and we are currently \$1160 over budget, we need to state that \$1160 will be taken from reserves to cover expenses for an officer to attend the FFI International Convention if someone goes. Donna made a motion to increase the budget by \$180 and declare that \$1160 will be used from reserves to cover officer travel to the FFI Convention. The motion was seconded and approved unanimously.

2. Annual Meeting: Date is April 23 at noon; cost is \$17 per person; menu is set; entertainment is being developed as is the program; President's report and Financial report will have paper copies available at each table (but not one for each person).

As our December party was cancelled, we have by-law changes to be made. The Board agreed to try to incorporate the new FFI terminology into our bylaw changes at the same time. Stephanie agreed to fix the terminology in the bylaws.

3. Survey: This was also delayed in Dec. and will be distributed at the Annual Meeting to those who have not completed it. Results will be compared to membership renewals and reported to the Board.

New Business

1. Sales and Use Tax for meals: A copy of the law for 501 (c) (3) corporations was distributed to Board members. A group meal for Club business (i.e. Annual Meeting) can be exempted from sales tax on meals. Subgroups who attend a social function (i.e. LEO's) will have to pay sales tax even if money is centrally collected for convenience. Make sure anyone conducting any activity for the Club has a copy of the law.

2. Absentee Ballot Process: Sandi distributed a copy of the process we used last year with some minor wording changes. It is clear in our bylaws that the Nominating Committee is in charge of the ballots, counting, and reporting results. No one who is running for office should have anything to do with the voting process. The Board agreed to use these policies and guidelines.

3. Additional Items: The following items were tabled until the next meeting: changes to procedures, guidelines, etc. need a more formal process; details of how we will mark the 40th anniversary of FFI; Journey Coordinator reimbursement guidelines; one-time payment request process.

The meeting was adjourned at 3:25 pm

Submitted by Stephanie Sorensen