

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

Present: Sandi Wysock, Judy Taylor, Stephanie Sorensen, Sandy Drew, Gail Holmes, Martha McGregor, Janet Lonergan, Donna Hussin, Jane Kessenich, Lise Skofronick

Excused Absent: Mary Lindquist, Audrey Liimatainen, Lois Schulz

Additions to the Agenda: None - Eventbrite for next month

The Minutes from February 15 and the Treasurer's report were approved as submitted.

President's Report: Distributed at the meeting. Thanks to Ambassador Coordinators Lise Skofronick and Maureen Kind for an excellent journey to Guadalupe. Sympathies to Donna Ultieg and Dave Blado (ambassadors) upon the passing of Ron Ulteig. Sandi receives many updates from Adrienne (our regional coordinator). One issue under discussion is the domestic fees that have been collected in Atlanta. The original intent appears to have been to help local clubs promote Friendship Force, and some funds may be distributed at some point for that purpose. A Regional Conference will be held in Cincinnati April 20 - 22 of 2018 and will include Great Lakes, Midwest and Southeast clubs. An award was given to FFI for supporting Open World and Sandi has forwarded the names of prior Open World ED's to Atlanta. Registration fees for the International Conference in England have been reduced. Requests have been made for support for representatives from poorer areas to attend. Significant changes continue to happen in Atlanta and Adrienne is keeping us informed. Watch your emails.

Standing Committee Reports

1. Activities: The LEO to be catered by a local black caterer has been moved from Jane's home into her community clubhouse which will make parking easier and allow more to attend. The reservation for the picnic on June 28 has been done. Jane asked if Dan was planning entertainment for the picnic - she will follow up with him directly. A committee meeting will be held on March 23. Donna reminded the Chair that communications need to be sent to her by the appropriate newsletter deadlines so that events can be publicized.

2. Outreach: The Outreach report concentrated on the results of our presence at the International Festival this year. 33 people signed up as interested, but only 3 said they were interested when called by Mary Lou and only 2 can attend the next informational presentation. The second presentation has been canceled. Dan will be giving a presentation at the Lion's Club. Continued communication with those who signed up at the festival was encouraged. Terminology will need to be changed in the presentation powerpoint file.

3. Membership: No report, membership appears stable.

4. Historian: No news, work continues.

5. Journey Coordinator: A written report was distributed prior to the meeting. It recounted highlights of the successful journey to Guadalupe. All 15 ambassadors coming in from San Diego May 19 - 26 have been placed with hosts and activities finalized. There will be a workshop on April 20 at Pinney Library. The April newsletter will include the reservation form for members to sign-up for the activities. There will be 15 incoming ambassadors from New Caledonia June 23 - 29. Most activities for this journey have also been finalized.

We have not had much interest in the journey to Medicine Hat and Vancouver. We currently have 1 couple interested in both places and 2 singles interested in one city or the other, but not both. There may potentially be other people from Midwest clubs interested. Time is running out for marketing this journey. Costs are needed and cannot be calculated unless we know how many ambassadors will be participating or whether or not we will do the entire journey. The original offer to our Club was for a journey to Medicine Hat. We requested an additional week close by. Vancouver is not close and increases travel costs considerably. After some discussion about how to proceed, a motion was made by Gail Holmes to drop Vancouver and proceed with the journey to Medicine Hat only. The motion was seconded and passed unanimously. Peg Hutnick is the Ambassador Coordinator and Donna Hussin is helping her. An April 25 deadline for our Club members to sign up was agreed to. May 1 is when this Journey would need to be listed in the FFI catalogue.

6. Newsletter: Donna reminded us that the next deadline is March 22 and that we need a backup person for her duties. All issues that need replies in April or May should be included in this newsletter.

Ad Hoc Committees

1. Audit Committee: Sandi has nominated an Audit Committee consisting of Sandy Drew, Kathy Johnson and George Wysock. Lise Skofronick moved that we accept these committee members. The motion was seconded and unanimously approved.

2. Marketing Committee: A meeting will be held at the end of March. It has been challenging to find a time that members can all meet.

3. Board Manual Updates: Progress is currently on hold due to illness and travel plans of committee members. Work will continue.

4. Mentoring: Helen has provided no updates regarding the status of this.

5. Community Contacts: Sandy Drew continues to report that this is a work in progress.

6. Nomination Committee: Chair Donna Hussin sent updated copies of the ballots out prior to the meeting. Any absentee ballots must be mailed to her in a sealed envelope with the member's name written on the outside to be received prior to the annual meeting. There were no corrections to the ballots as written. Gail will bring the ballot box from last year.

Old Business

1. Annual Meeting: Sandi and Martha are working on the program. Sandi will make table runners from Guadalupe fabric and ambassadors will bring along souvenirs to display. A separate table will be needed for various signups. Jane, Activities Committee Chair, will contact Reta Herring regarding the WPTV auction and Sara Rankin regarding the highway cleanup to schedule dates and ask if they want to have signups at the annual meeting.

2. By Law Revisions: Three changes to the By Laws were previously passed by the Board in Oct. to align our rules with FFI as well as to clarify who is a Board member with a vote. We also needed to fix the terminology to align with the new terms adopted by FFI. In doing so, a few other minor issues were noticed and brought to the Board for discussion. The affected sections and votes are noted below:

Article II, Purposes, Section C: change "travel" to "**journey**". Change "in the community" to "**members of other Friendship Force Clubs**". Motion for change made by Gail Holmes; seconded and passed. Justification is we require people to be a member of our Club and therefore all others should be a member of FFI somewhere.

Article II, Purposes, Section E: change "exchange" to "**journey**". Agreed with no dissent - just terminology.

Article II, Purposes, Section I: change "for use in establishing and assisting Exchange Committees" to "**records necessary to conduct business and maintain the history of The Club**". Justification - more general wording that covers all uses of our records. Change moved by Judy Taylor, seconded and approved.

Article III members, Section 2. Remove "Exchange" and replace with "**Journey**" twice. Replace "Exchange Director" with "**Ambassador Coordinator and Host Coordinator**", and replace "Exchange Committee" with "**Journey Committee**". Justification - terminology. Motion for change made by Lise Skofronick, seconded and approved.

Article IV Board of Directors, Section 1. Add "**Journey Manager**" to list of members of the Board. Justification - terminology change. Will be edited to match our regional

agreement on an appropriate title if we receive a different one from Adrienne. Motion made by Gail Holmes to accept this change with this caveat. Seconded and approved.

Article IV Board of Directors, Section 3 - Duties of the Board.

Part A: remove Exchange Directors" and substitute "**Ambassador or Host Coordinators**" - terminology change.

Part B. Add "**and Ad Hoc**" to the Committees appointed. Add "**and additional appointed Board members**" as those to be confirmed by the Board as a whole based on Presidential appointments. Justification - reflects what Board is currently doing.

Part E. Add "**approve an annual budget and**" also add "**specially requested**". Delete "\$200" and substitute "**budgeted amounts**". Justification - binds Board to have an approved budget each year as well as stay within those amounts unless a special request is made and approved by the Board.

Part F. Add "**budgeted**" before "costs" and add "**specially approved**" after "costs or". Delete "exceeding \$200 or". Justification - same as above and also allows treasurer to pay up to budget as opposed to a dollar amount. A more generic wording that allows inflation and budget changes more easily.

A motion was made by Gail Holmes to approve all of these Section 3 changes. Seconded and approved.

Article V Officers, Section 2 - President. Part D. Add "**and Ad Hoc**" and add "**as well as all unelected Board Members**". Justification - reflects all the appointments that the President makes. Allows flexibility in which appointments over time will be Board members. Motion made by Lise Skofronick, seconded and approved.

Article V Officers, Section 4 Secretary Part C. Change "Keep" to "**Retain**". Delete "Secretary and Treasurer reports" substitute "**all meeting reports until they are archived by the Historian**". Justification - more generic to include keeping all reports to the Board as well as clarifying the final place that they will be retained. Motion made by Gail Holmes to approve, seconded and passed.

Article V Officers, Section 5 Treasurer Part H. Add "**specially approved**" after "routine costs or". Delete "not exceeding \$200 or". Justification - conforms to earlier changes made in financial limits. More generic limit. Still binds treasurer to budget and only approved special expenditures. Approved with no dissent.

Article VII Committees, Section 2. Remove "Secretary" and substitute "**President**". Justification - President appoints Chairs and sometimes members and the President is the contact person. Approved with no dissent.

Article VII Committees, Section 4. Reword for clarification that only President appoints as well as numbers of appointees on committees. Final wording agreed to: "**The President shall appoint Ad Hoc Committees. These Committees shall consist of at least three**

(3) members. Ad Hoc Committee members shall be confirmed by the Board of Directors. Ad Hoc Committees are automatically dismissed after preparing and presenting a final report to the Board or President." Justification is to clarify who appoints, who confirms, and that number of members is not restricted to three. Stephanie moved that these changes be accepted. Seconded and approved.

3. Compliance Procedures for 501 (c) (3) Sandy Drew developed and circulated to Board members a set of documents that provide policies and procedures for Conflicts of Interest, Document Retention and Destruction, Fraudulent or Dishonest Conduct & Whistleblowers, Political Activity, and Privacy and Confidentiality. Board members sent minor corrections which were incorporated. Sandy Drew moved that the corrected set of documents be approved and adopted as policy for our Club. The motion was seconded and approved unanimously.

New Business

1. 40th anniversary of FFI: Tabled due to lack of time and no plans yet.

2. Resolution to spend some of our excess funds: Judy Taylor explained that we have actually increased the funds in our operating account over the last three years due to unused travel funds, large donations, and contributions from exchanges. She had previously distributed to Board members a resolution to allow up to \$2,000 to be spent to enhance exchanges, for special activities, or for other expenditures that will encourage participation or attract new members to our Club. The original proposals suggests an Ad Hoc committee that will develop procedures and deadlines, review proposals, rank order them, and return to the Board with recommendations.

There was general agreement that this was a good idea, but concerns were expressed about not everyone having a similar timeline to make such requests. For example, the incoming exchanges are in the final stages of budgeting. It was agreed that a special request could be made now for incoming exchanges. It was also clarified that this money be spent to benefit our members, not incoming ambassadors or general journey expenses.

Judy moved this be approved. It was seconded and approved with details of how to proceed to be determined.

3. Journey Treasurers In the course of using the Journey Manual guidelines for covering some expenses for Ambassador (outgoing) Coordinator(s), it has come to our attention that some of these guidelines need further clarification. Stephanie, Gail, Judy and Janet agreed to be on a committee to explore this and come back to the Board with a specific proposal using the guidelines in the Board Manual for paying expenses to attend FFI conferences as a base to start. Stephanie will convene the committee.

Additional agenda items postponed. Meeting adjourned at 3:35 PM

Submitted by Stephanie Sorensen