

Friendship Force of Wisconsin-Madison, Inc.

Board Meeting Minutes, November 17, 2015, 1:00 pm

Fitchburg Public Library

The following Board members were present: Sandi Wysock, Janet Lonergan, Judy Taylor, Gail Holmes, Helen Ann Rugowski, Maggie Dohm, Mary Lindquist, Donna Hussin, Stephanie Sorensen, Mary Lindquist, and Nancy Brown.

Excused Absent: Mary Babula, Lois Schulz

Distinguished guests: Maureen Kind, Adrienne Moen

Presidents Announcements: Meeting called to order by VP Sandi Wysock. Mary B continues seriously ill and at Meriter Hospital. Warm welcome extended to Adrienne Moen, who is our Regional Representative with FFI. Adrienne reports the domestic exchange fee to FFI has been changed to \$10. Per night; previously was a flat fee. A reminder given to club to be timely with charter and member renewals. FFI badly needs costly database updated and she will speak further on this at the General Meeting to follow. The Regional Conference will be April 28-May 1, 2016 in Davenport, Iowa and for the first time will be a combination of the Midwest and Great Lakes Regions. This encompasses 20 clubs from 9 states. The Great Lakes Region is Michigan, Ohio and part of Kentucky. The hope is for each club to send 8 members to the conference. The challenge to all Clubs is to raise the number of their members by 20%. For our club that would be an increase of 26 new members.

Agenda: No additions

Secretary's Report: October minutes approved. Gail moved, Maggie second. Will now be posted to our website for the general membership. Helen Ann Rugowski is acting secretary for this meeting.

Treasurer's Report: Judith Taylor, Regarding today's reimbursement to Nancy for Costco bill for sales exemption of \$3.99. Gail moved, Janet second. Treasurer report to be filed for audit.

Old Business:

1. Not for Profit status: Still pending. Snafu with the paperwork and Tax ID #.
2. Luggage Tags and Pins: Available. Gail H. brings to all FF events and activities.
3. Goals: A. Increase membership by 20%. B. Establish a budget with a member finance committee. C. Develop a strategic plan with time lines. D. Complete our 2016 exchanges.
4. Committee job descriptions have been completed for Activities, Outreach, Membership, Historian and Exchanges and adopted by the board. Maggie Dohm will work on completing a job description for member at large and present it to the board.

Activities: Responsible for planning, arranging and conducting the general activities of FFW-M. The goal is to have an activity at least every other month. When possible, the committees will co-ordinate the timing of activities with Exchange Directors. Motion by Donna and 2nd by Janet for Stephanie S. and Nancy B. to co-chair this committee.

Outreach: Responsible for reaching out to individuals, organizations and the public in the Madison area to raise the profile of the club in the community and attract new members. The committee will serve as the central location for information about presentations to include locations and contacts and will co-ordinate requests for presentations. The committee will also utilize various forms of social media as part of the effort to reach a wider audience. Chair for this committee is needed.

Membership: Responsible for maintaining the database of members including members interests in volunteering for various club activities including exchanges. Membership also provides information to potential new members and welcomes new members with a letter, calling cards, and invitations to membership events. In addition, membership sends annual renewal notices to all members in November. Mary Lindquist is Membership Chair. **Historian:**

Responsible for collecting and maintaining the FFW-M historical records. This includes exchange summaries, newsletters, minutes from meeting, treasurer's reports and various records and documents relating to club management. Records retained will also include photos with identification. Janet Lonergan is Historian Chair.

Exchanges: The exchange Director Coordinator provides leadership for the exchange committee. The Exchange Director Coordinator serves as the initial contact for new and potential exchanges and recruits exchange directors for approved exchanges. The committee provides a supportive network with mentoring and orientation and assists Exchange Directors with problem solving. The Coordinator serves as the primary voice of the Exchange Directors on the board. Gail Holmes is Exchange Director Coordinator.

5. Contribution to FFI- Delay decision on club contribution to December board meeting re the "I'm In Campaign".

New Business:

1. 2016 Budget. Need a finance committee to work on this. Defer to December meeting.
2. Charter Renewal. Done annually. Sandi W. will handle.

Exchange Reports:

1. Guadeloupe Exchange Report: Maureen Kind. There were 19 Ambassadors in all, 18 from Guadeloupe and 1 from Brazil, to Madison July 24-July 31, 2015. The Exchange was our clubs fir Language Exchange. This involved outreach to non-members in the community, both French speakers and art enthusiasts. The most enjoyable language event was the Franglish speed dating conversations at the Sequoya Library. Nonmember hosts were recruited and offered complimentary memberships. Evaluations by hosts were largely positive. Recommendations were to seek further language exchanges since it may attract new members to the club and enrich our own language abilities. Also recommending seeking exchanges with offer fresh perspectives on race relations by hosting people of different races since we need more of these opportunities. And it also helps to reach out to members of different races in the community. EDs recommend programming longer periods of free time for hosts to spend with their ambassadors; a whole day rather than half days. We would recommend programming more time for the ambassadors and hosts to use the conversational gambits language activity sheets and programming an additional Franglish activity during the week.
2. Exchange Director Coordinator Report-Gail Holmes
Friendship Force International offered a WebEx session to learn more about being exchange directors or considering the position of exchange director. They were offered on Monday, October 26, in the afternoon and Tuesday, October 27, in the evening. I emailed this invitation to about 35 members of our club who have been exchange directors or who might become an exchange director in the future.
The Cleveland County, England outbound exchange from May 10-17, 2016 under co-EDs Nancy Brown and Stephanie Sorensen is full. The club can host 12 ambassadors and 10 are needed to fill the four-night extension based in Edinburgh, Scotland. There are four individual women and four couples.
A person has been invited to be the ED for the inbound Nashik Riverside Club from India in July 2016 which includes an additional week with the Cedar Rapids, Iowa club.
Another person has been invited to replace Mary Mastaglio as the ED for the inbound San Jose, Costa Rica exchange in September 2016 to be coordinated with the San Diego club. We thank Mary M. for volunteering prior to the long-term illness of Mary Babula, which needs to be their primary concern. There is a person willing to be the co-ED or assistant ED. We are waiting for responses from both these persons.

The Florida Club of Greater Orlando had an inbound exchange from Australia cancelled. Nancy Brown is also a member of this club. Therefore, in late October an email was sent that our club, Minnesota and Medicine Hat in Canada were invited to participate with approximately five members from each club for March 12-18, 2016. Sandi and Nancy received the applications and \$50 deposit. Judy Taylor will be the treasurer. However, we don't know at this time if enough people from the other clubs expressed interest for the exchange to be held.

Activities:

1. Author Mary Bergin is interested in giving a book club presentation with her book "Wisconsin Supper Clubs". This could be a potluck with our members using recipes from the book.
2. Christmas Party on December 5 in the community room of Maggie Dohm's condo complex. Potluck. Announcement to be in November Newsletter.
3. Book Club on February 2, 2016 at Wysock's home. Book is Daughters of the Samurai by Janice Nimura

Newsletter: Deadline Midnight November 25. Please use Times New Roman with size 11 font when sending Donna material for the newsletter as this helps her tremendously.

Historian: No report.

The next board meeting will be December 18, 2015 at 11:30, at the Chamber of Commerce Building

Motion made by Donna and 2nd by Mary to adjourn

Respectfully submitted,

Helen Ann Rugowski, Acting Secretary