

Friendship Force of Wisconsin Madison Inc.

Board Meeting Minutes, September 21, 2016

Bridge Point Waunona Community Center

The following Board members were present: Sandi Wysock, Janet Lonergan, Nancy Brown, Helen Ann Rugowski, Lois Schulz, Jane Kessenich, Martha McGregor, Helen Ann Rugowski, and Judy Taylor, Lucy Lasseter

Excused absent: Mary Lindquist, Lise Skofronick, Stephanie Sorensen, Lise Skofronick, Donna Hussin, Audrey Liimatainen, Gail Holmes

Art Ambriz from the BLW-Community Center spoke to us the neighborhood center, the community they serve and the services that they provide.

No additions to agenda:

Secretary's report- Lois Schulz: Approved as presented

Treasurer's report-Judy Taylor: CD's will did not roll over because we must establish new accounts. This is because of the Tax ID # and Name Change from earlier this year. Approved as presented

President report- Sandi Wysock: We had a quorum of 7 members present. Recognized our new and leaving board members: (new) Jane Kessenich co -chair activities, Martha McGregor & Audrey Liimatainen members at large. Nancy Brown activities, Helen Ann Rugowski past president, Stephanie Sorensen formerly activities and now our new secretary, Maggie Dohm member at large, Lois Schulz formerly secretary now co- chair-activities.

Thank you for all your hard work and welcome to the new board members.

Martha McGregor and Audrey Liimatainen have agreed to be members at large to the board.
Approved

Our regional support contact will be Allison Lindsey allison@friendshipforcee.org

By laws are now on the website

Sandi proposed possible amendments to the By Laws: Three minor changes that can be accomplished by amendment. Not necessary to completely revise. Family dues are mentioned in by laws with no charge under age 26. Since we are aligning with International, this will need to be changed. Clarification on voting. Allowing for up to 2 members at large— this was the original recommendation. Per Helen, the By Laws committee reduced to one at Mary Babula's request.

Can be presented to the membership in December. Proposals must be released to the membership 30 days in advance.

Regarding the dues for families. Motion made and seconded by Janet Lonergan and Judy Brown to adhere to the international rules, no charge 18 or younger and members in same household. Passed

We agreed at the board meeting to reimburse the couple from Winnipeg that was forced to cancel due to the sudden and unexpected death of their son -in-law. This only after the final accounting is complete and the committee makes the request.

Incoming Exchange Final Report:

"The July 2016 Incoming exchange with Nashik Riverside is officially closed with the final report submitted. The balance in the exchange account is \$147.73 and turned in to the treasurer for the general fund. Helen Ann suggested the board consider a portion of this be given to the Bridge Point Center as a contribution for use of their space for our board meetings."

Old Business:

Based on voting of the membership, we will indicated to our regional Rep, Adrienne Moen that our outgoing exchange choices for 2016 are: India, Japan, South Africa and Chili

Strategic Planning First Steps:

Marketing Ad hoc Committee: Motion made and seconded by Nancy Brown and Janet Lonergan to approve Terry Maiola as leader of the committee. Committee consists of Tom Miller, Dave Dohler, and Helen Ann Rugowski.

Survey Membership (Stephanie Sorensen) Survey has been presented to membership at the ice cream social and sent out to other members to be completed. 26 received. Will distribute at upcoming events and then develop plan for balance of membership.

Community Contacts (Sandy Drew) No update

Mentoring Responsibilities (Helen Ann Rugowski) Motion made and seconded by Judy Taylor and Nancy Brown to accept the following outline as our policy for a mentoring program. Passed

Friendship Force Club Mentoring

Why do it?

- The first year colors the whole experience
- Retention of new members increases
- Activity of the entire club increases with more members participating

What it is?

- Intentional friendship building

- Engages new members with seasoned members one on one
- Educates new members to the clubs goals, mission and activities

Who does it?

- The mentor can be the person who sponsored the new member
- The mentor can be an active member who is a strong role model
- Mentorship activities come under the Membership Committee
- Mentors comfortable with internet use

What does a mentor do?

- Contacts the new member within one week of receiving their name and arranges to meet face to face
- Shares their own experiences of being a club member
- Explores new members interests in the club and directs them into how they might become involved
- Invites to accompany in upcoming club activity (exchange, LEO, book club, social, etc.) to have them meet other members
- Shares club history with providing loan copy of Other Side of the Mountain
- Mentor and mentee meetings are fun.
- Mentor ideally comfortable with internet use and willing to work alongside mentee to read the newsletter, explore Facebook, FFI and Club websites, etc.
- Contacts are once monthly for the first six months of a members joining and continue for as long as both find meaningful and fun.

Milwaukee Leadership Program (Sandy Wysock) Get people involved

Standing Committee Chairs – Job descriptions for volunteers as committees change due in December

Increase Membership Participation in Exchanges (Gail Holmes) Work in progress

The following board members will update our policy manual to reflect recent changes; Helen Ann Rugowski, Nancy Brown, and Janet Lonergan. Sandi Wysock also offered to help. It was suggested that Stephanie Sorensen would also be a good addition.

Sandi will work with By Laws committee to develop a proposal to amend by laws. Minor changes to be proposed: 2 members at large vs one which would align by laws with original proposal from Helen Ann Rugowski, clarify voting. By Laws also mention family dues and no charge for family members under age 26. This needs to be updated to reflect changes. International has eliminated family dues and does not charge for household members under age 18. We have voted to align our dues policy with internationals

Standing Committee Reports:

Exchange Co-coordinator Report-Gail Holmes

The wonderful ambassadors of 11 from **Winnipeg, Canada** and 10 from **Santa Barbara, California** left on Tuesday, September 20, 2016, after spending a week with our club. A Winnipeg couple needed to return home due to a family emergency. Co-EDs Patrick Fleming and George Wysock and their planning committee offered days with activities that were familiar as well as new. Line dancing at the welcome potluck and "spaghetti on the board" at the farewell banquet were fun events! Of course, both clubs want to offer us reciprocal visits.

Progress has been made in arranging our 2017 exchange schedule. The outbound international exchange to **Guadeloupe** from **February 22 to March 1, 2017** has received 20 applications. Interviews are Monday, October 17, at Sequoya Library from 7:00 to 8:30 pm and Wednesday, October 19, at Pinney Library from 10:00 to 11:00 am. Interviewers will be Donna Hussin and Richard Mueller. The Guadeloupe club has set the cost of the exchange at about 200 Euros. The exchange will include a visit to the outlying island of Marie-Galante. Guadeloupe will be communicating the rest of the program after their September 24 club meeting.

FFI has assigned us a new Regional Support Manager. Maryam Jordan passed our international inbound exchange from **Noumea, New Caledonia** to Valerie Malfara, who is fluent in French and will be able to communicate better. New Caledonia is a French-speaking South Pacific island in the Coral Sea east of Australia. We now have received emails from their club president and the exchange director. They estimate that 20 club members will participate in the exchange. I am coordinating with the Chicago exchange director to find two weeks together that will be convenient for us and for the New Caledonia ambassadors to continue their travels on to Paris, France. They would prefer two weeks in June but would be amenable to two weeks in May as a second choice.

I have also spoken with the exchange director in **San Diego** regarding the time frame for their inbound domestic reciprocal exchange. I have offered them the opportunity to switch exchange times with New Caledonia. San Diego could come here (hopefully) in early May so that New Caledonia could come in late June. I am currently in contact with all three clubs involved in this planning.

Our outbound exchange to **Medicine Hat** from August 8-14 and **Metro Vancouver in Canada** from August 14-22, 2017 is awaiting an Exchange Director or two. A member of our club is interested, and I am waiting to receive the form applying for the exchange director position and then to obtain committee approval.

Activities: Stephanie Sorensen & Nancy Brown

The following is a recap of the activities and budget for the year.

Since January, we have had:

1. 4 book club meetings (no cost to club or budget)
2. 2 LEO's (no cost to club or budget)
3. the Supper Club book event (we did paper supplies, drinks, & room rental from the activities budget - all the food consisted of personal donations)
4. a music event at Olbrich Gardens (no cost to club or budget)
5. The annual picnic (we made a **\$298.41 profit** mainly because The Willy St. Co-op offered us a 20% reduction in price because we are a non-profit) We provided some paper supplies, name tags, drinks, & park rental etc. from the activities budget.
6. An ice cream social (we made a **profit of \$10.22**) we provided drinks and paper products from the activities budget.

The Activities Committee has a good supply of cups, plates, bowls, napkins, cutlery, name tags, markers, and some remaining drinks to use for the remainder of the calendar year. We spent a total of \$240.83 leaving \$59.17 from the initial Activities Committee budget. We anticipate this will be sufficient to cover activities for the remainder of this year.

Outreach: Lise Skofronick & Lucy Lasseter:

The Outreach committee met last Thursday to look at our past efforts and to decide if we wanted to continue on the same path or search new ways to spread the Friendship Force ideas of “*explore, understand and serve*”.

So far we have concentrated on finding groups where we could be invited to explain the purpose of our organization while recruiting possible new members. This “speaker bureau” has had limited results in recruiting. Either our timing was wrong or at times it felt like an overwhelming task.

Then an idea was suggested that we could emphasize the “*serve*” portion of our goals and to partner with groups such as Rotary, the Sierra club, SERRV, UNA-USA, to bring an international flavor to a series of community events that would involve our members plus members of the community. This would be recruiting in an indirect way. We targeted 5 possible dates each with its theme:

- February: ethnic traditions, ex. Chinese New Year
- April: travel tips, stories from our exchanges
- June: culture, music, dance
- October: food and food prep.
- December: holidays traditions

Each month would have a team of 3 or more of our members who would work on the program with the help of Lucy Lasseter, Sandy Drew and myself.

We thought of keeping the same day and time each month would help to establish continuity.

We selected a number of free venues such as the Fitchburg library, the community center at Warner Park, the Meadow Wood community center, the Goodman center, the Downtown library, the Lussier community center. These centers will be contacted in the next few weeks to see availability and interest.

We realize that this new approach is very different from a typical “speakers’ bureau”. On the other hand this will involve a larger number of our members to work together. In the process it is our hope that we can broaden our work towards the goal of “*changing the way we see the world.*”

In addition, Dan Eggerding is continuing his efforts to contact some social clubs mainly the Lions and the Rotary, in order to be invited for a presentation in the next 6 months. One is already scheduled for April 2017.

The FFI brochures have been distributed to several public libraries in Madison and Fitchburg.

Last Tuesday, Sandy Drew and I were invited by the Madison chapter of the UNA-USA to give a short talk on what the Friendship Force is all about. Dr. Jos. Elder is their current president. We were well received by the very small older group. At that meeting we were introduced to John Quilan who showed a great deal of enthusiasm in offering his skills and experience to help us with strategic planning, communications. He gave us his business card which was forwarded to Sandi

Historian: Janet Lonergan: No report

Newsletter: Donna Hussin Below is a listing all of the newsletter deadlines and includes the guidelines to use when submitting articles and or pictures. I encourage you to add these dates to your personal calendar and to add the handout to your Director's manual at the end of Chapter 2.

Deadlines September 2016-August 2017

Note: Deadline for articles is midnight on the date listed below for the monthly newsletter

- September 28, 2016 for October Newsletter
- October 26, 2016 for November Newsletter
- November 23, 2016 for December Newsletter
- December 28, 2016 for January 2017 Newsletter
- January 25, 2017 for February 2017 Newsletter
- February 22, 2017 for March 2017 Newsletter
- March 22, 2017 for April 2017 Newsletter
- April 26, 2017 for May 2017 Newsletter
- May 24, 2017 for June 2017 Newsletter
- June 28, 2017 for July 2017 Newsletter
- July 26, 2017 for August 2017 Newsletter
- August 23, 2017 for September 2017 Newsletter

Guidelines for submitting articles

1. Use **Times New Roman** font type.
2. Use font **size 10**.
3. Save document one of these ways:
 - a. WORD document
 - b. Rich text document-file extension is .rtf
 - c. Text file- file extension is .txt
 - d. Information in an email message

DO NOT SAVE AS A PDF FILE.

4. Deadline for article submittal is the Wednesday following the third Friday of the month. Refer to newsletter calendar for the exact date

Guidelines for submitting articles

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8. Deadline for article submittal is the Wednesday following the third Friday of the month. Refer to newsletter calendar for the exact date.
9. In the subject field of the email, include month and title of the article. Example: Sept Pres Note, Sept Book Club, Sept Fall Festival Reservation Form

Guidelines for submitting pictures

1. Save as a JPEG image.
2. Send as an attachment in an email.

Tabled Duplication in newsletter/minutes and adding more exchange information until Donna present.

Membership: Mary Lindquist: We have 31 Families and 64 Individuals .Newest members are Lisa Thomas Prince and her son Kyle Prince. They have not indicated any activities to help the club.

Finance Committee: Judy Taylor, Sandy Drew, Kathy Johnson, Sandi Wysock. No report at this time.

Next Board Meeting: October 19th, 1:15 P.M

Respectfully submitted:

Lois Schulz, Substitute Secretary for Stephanie Sorensen

