

Friendship Force of Wisconsin - Madison, Inc.
BOARD MEETING MINUTES of February 7, 2018
Lakeview Bridge Point Community Center

Present: Sandi Wysock, Judy Taylor, Gail Holmes, Donna Hussin, Lois schulz, Mary Mastaglio, Audrey Liimatainen, Stephanie Sorensen, Peg Hutnik, Martha McGregor, Kathy Speck

Excused Absent: Tom & Donna Miller, Janet Lonergan

Additions to the Agenda: Updates on website and Eventbrite; advance for Niagra incoming journey; approval of officer nominations; approval of audit committee; annual meeting plans

Minutes of the Jan. 10 Board Meeting - approved with the corrected spelling of Peg's last name to Hutnik.

Treasurer's Report: approved as submitted

President's Report: See written report. Peg and Sandi had a video conference with Dale Moore, the new Regional Coordinator for him to learn more about our club.

Website Update: Allen and Dan are doing a great job updating the website, revising things, making it easier to read and navigate and upgrading security. It will be easier for authorized Board members or committee members to update things for which they are responsible directly. We are also looking at using Mail Chimp so anyone authorized can send emails to targeted groups. Costs include \$59/year for security; \$120/yr. for a binary site; and \$20/yr. for a necessary alias.

Standing Committee Reports

1. Activities: No written report. Mary and Sandi pulled together a draft calendar of events that mixes up times, days and ideas. This will be available on the website and at the 40th anniversary event. The next LEO will be a Japanese restaurant.

2. Outreach: See written report. Everything is set for the International Festival and instructions have been given to the volunteers. Peg Hutnik and Lise Skofronick presented at the Fitchburg Active Women's Club where they were enthusiastically received.

3. Membership: See written report. We have 107 membership renewals, have a mentoring training session scheduled, and are refining our program and contacting lots of volunteers to help out at our 40th anniversary event.

4. Historian: Nothing new to report.

5. Journey Coordinator: See written report. Incoming Indonesian ambassadors are now down to 10 and the dates have moved slightly. Things are progressing with the Niagra incoming group as well as the journey to Japan in the fall.

6. Newsletter: Donna reminded everyone of the articles needed for the March newsletter: annual meeting reminder, photos and bios for nominated candidates, list of new members. Next deadline is noon on Feb. 21.

Ad Hoc Committees

1. Updates to Board Manual: Mary L. continues to work on this as is possible. Much of it has been done and the current updates have been sent out on a link.

2. Accumulated Funds: Nothing new to report.

3. Nominating Committee: The slate of officers found by the committee includes: Peg Hutnik - President; Kathy Speck - Vice President; Martha McGregor - Secretary; Mary Junker - Treasurer. Sandi made a motion to accept this slate of officers, it was seconded and unanimously approved. (Just a note that some people who were approached cannot meet during the day because they are still working. The meeting time may need to be changed down the road to incorporate more people into serving on the Board.)

Old Business

1. Strategic Planning: Tabled to next meeting.

2. Annual Meeting: Scheduled for April 29, but not really being managed. Peg agreed to organize this event. Martha will help with the program portion of the meeting. No bylaw changes will be made during this year. They will be reviewed next year.

3. Budget: The current proposed budget was discussed. Sandi explained that at the current rate of expenditures, we are running a structural deficit and we cannot continue down that road indefinitely. Several specific items were discussed. The website will cost \$125 per year more for better security and data backup. There were exceptional costs of \$165 to \$170 to get the new one underway. We have budgeted \$2500 for our special membership drive, but this will not be an annual event. If we subsidize regular activities or the annual meeting, our members will expect the subsidy and this is not sustainable.

How much support to provide to delegates to the Super Regional Meeting was discussed. Gail made a motion and it was seconded to support the President and one additional person

for the cost of the registration and 1/2 of the room cost for two nights, plus two additional registration fees to encourage new people to attend for a total cost of \$800. Unanimously approved.

Journeys are expected to be self-supporting, but the JC needs some funds for copying of manuals and other materials for coordinators.

Sandi suggested that the Board consider a level of reserves that we should not go below. If we have additional expenses beyond that level, we need to raise revenues by: increasing membership; increasing dues; having a fundraising event or other such means. People drop out each year, so new incoming members need to be a priority. We only receive \$15 for each member to keep to run our club. At the end of this year, with the current budget, we will be near the lowest amount we have had in our reserves historically.

If someone has a special need for a special event opportunity, an application should be made to the accumulated funds committee. This will not, however, be an ongoing thing.

Additions

Gail requested an advance for the incoming Niagra group to pay bills before we receive funds from them. An advance of \$327.50 was seconded and unanimously passed.

Sandi made a motion that George Wysock and Sandy Drew be approved as the audit committee. They will audit the books prior to the annual meeting.

Donna Ulteig requested that we publicize the need for host families for children from Chernoble who are brought here each year for time with a family, camp, and medical and dental care through Bethel Luthern Church. It was unanimously approved that we put an announcement with information about who to contact in our newsletter.

Mystery Trip - Donna and Gail reported that this concept is less likely to work at this time, but they will propose a day trip by bus.

Next Board meeting is March 14 at 12:30. Lois Schulz and Donna Hussin stated they would not be present. In April, Lois, Donna and Gail will be absent.

Meeting was adjourned.

Respectfully submitted by Stephanie Sorensen, Secretary.