

## **Friendship Force of Wisconsin-Madison Inc.**

Board Meeting Minutes – December 13, 2017

Bridge Point Community Center

Present: Sandi Wysock, Lois Schulz, Martha McGregor, Judy Taylor, Gail Holmes, Audrey Liimatainen, Mary Mastaglio, Peg Hutnik, Donna Hussin, Helen Ann Rugowski presenting membership

Excused absence: Stephanie Sorensen, Tom & Donna Miller, Kathy Speck

No additions to the agenda

**Secretary's report:** Motion made and seconded by Gail Holmes and Judy Taylor to approve the report as presented

**Treasurers report:** Approved as presented

**President's report:** It is time to prepare budget estimates for next year. Committee chairs should be assessing their needs and submit them to Sandi beginning of January.

Over half of our membership have renewed thus far, many have made donations and we have also received donations in memory of loved ones. Notes of appreciation have been prepared and will be mailed out shortly.

A number of officer's positions are still open for next year and suggestions from board member are solicited.

### **Standing committee & Board Reports:**

**Activities:** Winter party preparations on January 20<sup>th</sup> are well under way. Final information and sign up will be in the January newsletter. Annual picnic will be at Tenney Park on June 14<sup>th</sup>. Will make reservation right after first of year.

**Outreach:** Application has been accepted for the Overture Center International festival on Saturday February 24. All volunteer slots are filled.

Pat Hutnik was recruited to speak at the Fitchburg Active Women's Group on Tuesday January 23<sup>rd</sup>.

We have applied for funding from the accumulated funds to order a 54 x 30 three panel tabletop display board, and a table runner with Friendship Force logo. Thru the newsletter, we have requested photos from past exchanges to display on the board. And we encourage Facebook users to like and use our pages to increase our presence on social media.

**Membership:** Major membership/recruiting meeting is being planned for March 11, 2018. Open to all our members and encouraged to bring a friend. Food and drink provided. 40-45 minute program. Complete information in the newsletter.

Mentoring program meeting 2:00 pm February 7<sup>th</sup> at Sequoya Library

Due to the time and difficulty in rebuilding our Friendship Force website, Dave Dohler has requested we turn the job over to a professional. Rate is \$30 per hour and anticipate that it will take 4 to 5 hours to complete. Once complete, Dave will be able update. Funds previously approved

**Historian:** No report

**Journey Coordinator:**

Motion made by Gail Holmes, Journey Coordinator, that the Board of Directors give final approval of Kathy & Doug Johnson as co-host coordinators for the Winter Experience International inbound journey for Jakarta Indonesia from February 11<sup>th</sup> to 17<sup>th</sup>. Gail Holmes treasurer. Second by Lois Schulz. Passed

Motion made by Gail Holmes, Journey Coordinator, that the Board of Directors approve Lise Skofronick and George Wysock as co-host coordinators for the international inbound Niagara Ontario Canada journey from June 9 to 15, 2018. Lois Schulz is treasurer. Seconded by Donna Hussin. Passed

21 members have expressed interest to participate in the outbound international journey to Aichi Prefecture Japan from October 27 to November 3, and then to Oita Prefecture Japan November 3 to 10, 2018. Mary Lindquist is assisting co-ambassador coordinators Magdi Sebestyen and Kathy Speck. Stephanie Sorensen is treasurer.

In addition to assisting with these three exchanges, Gail has spent considerable time updating exchange director (Journey Coordinator) manuals with new materials etc.

Also Gail has prepared a "position description" of helpful suggestions for Dinner Host Coordinators to be sent to the people who filled this position in the recent journeys for feedback before it goes into the manual

**Newsletter:** Deadline is December 27<sup>th</sup>.

**Updates of Board Manual:** no report

**Accumulated Funds:** Committee has received a request for \$500 to purchase the three-panel display board and table runner with Friendship Force logo. Approved by Board

**Nominations:** Motion made by Sandi Wysock to approve the following members for the nomination committee-- Sandi Wysock, Lise Skofronick, Mary Lou Martino, Sandy Drew. Seconded by Lois Schulz. Passed

**Next Steps Strategic Plan:** no report at this time

**Annual Meeting:** April 29, 2018, place to be determined. Because of their busy schedule, we agreed to contact Okinawa Taiko Drummers of Wisconsin from West High School to perform at the meeting. More information to follow.

**Any changes to the by-laws:** Sandi will check with Mary Lindquist if anything pending otherwise will wait till next year.

Next meeting: January 10, 2018

12:30 at the community center

Respectfully submitted: Lois Schulz