

**Friendship Force of Wisconsin - Madison, Inc.**  
Board Meeting Minutes January 10, 2018  
Bridge Point Community Center

Present: Sandi Wysock, Judy Taylor, Gail Holmes, Janet Lonergan, Lois Schulz, Martha McGregor, Peg Hutnick, Mary Mastaglio, Audrey Liimatainen, Stephanie Sorensen

Excused Absent: Donna Hussin, Kathy Speck, Tom and Donna Miller

No additions to the agenda. Sandi displayed the new tablecloth and poster developed by the Outreach Committee. The poster display has velcro tabs for pictures which can then be easily changed and updated. It looks really nice!

1. Minutes of December 13, 2017 were approved as submitted with a clarification that only one proposal has been received by the Accumulated Funds Committee, which was approved (the displayed publicity items above). The deadline to submit proposals has been extended and they will be considered by the committee as they come.
2. Treasurer's report was approved as submitted. CD's will be renewed as they come due.
3. President's Report: We've received \$1130 in donations thus far including \$100 for activities, \$145 for delegate support, \$335 for the 40th anniversary event and \$550 for the general fund. We have also 3 new members recently. Sandi revised the strategic goals document so we can track our progress more effectively. (See written report.)

### **Standing Committee Reports**

1. Activities: Mary reported that the menu has been planned for the after holiday party, but only 12 people have responded. An email blast will be needed. They have sufficient paper products at this time. No LEO is planned for Feb. The picnic on June 14 is planned for Tenney Park. Mary asked if anyone would be willing to plan a mystery trip. Gail and Donna might be willing to do so. (No written report submitted.)

2. Outreach: New materials are ready as displayed by Sandi, all volunteers for the International Festival have been briefed on talking points, and set up and take down people designated. Peg will be speaking to the Fitchburg Active Women's Group in Jan. (See written report.)

3. Membership: Kathy submitted a report noting the Mentoring Workshop on Feb. 6 at 2:00 to be run by Helen Ann Rugowski. More mentors are needed. The 40th Anniversary Membership event is progressing and more volunteers are needed. As of Dec. 10, 37 individuals and 22 families have renewed and further renewals are still arriving. (See written report.)

4. Historian: No report - work is ongoing.

5. Journey Coordinator: The Indonesian winter journey coordinated by Kathy and Doug Johnson is coming along well. We still need volunteers for dinners, food preparation, and loans of winter clothing. The co-coordinators for Niagara, Canada, George Wysock and Lise Skofronick, have begun meeting and planning this incoming journey. Kathy Speck and Magdi Sebestyen have been communicating with the Japan coordinators regarding possible activities during this journey. Applications are being received and interviews will be scheduled at the end of Jan. or start of Feb. (See written report.)

6. Newsletter Editor: Donna sent a memo to the Board as she was not able to be present. She would like articles submitted by Wed. of the third week of the month (1 week after the normal Board meeting) going forward. She listed all the things needed for the next newsletter. (See written report.)

### **Ad Hoc Committees**

1. Updates to the Board Manual: Mary Lindquist continues to work on this as she is able to do so and is posting updates.

2. Accumulated Funds: Martha verbally reported that no new proposals have been submitted, but the committee continues to be available to review any that are submitted.

3. Nominating Committee: Sandi reported that the nominating committee met before Christmas and came up with a list of potential candidates for positions and divided up the recruiting calls. (See written report.)

### **Old Business**

1. Strategic Plan: Sandi provided a revised version of the plans and requested that Board members bring this along to meetings so that we can check in and see how we are progressing on these goals periodically.

2. Annual Meeting: We need a location and some help for this event. Sandi has arranged for some Japanese Taiko drummers to come for entertainment. They do not need anything special in terms of space. Meeting will be April 29, 2018. Bios for nominees need to be in the March newsletter. There will be no changes to the Bylaws this year.

3. Budget: Sandi distributed a draft budget document which shows what was budgeted for each committee for 2017, what was spent, and a proposal for 2018 based upon the data provided to her by the committee chairs as requested in Dec. or using a base what has been spent. Budget funds do NOT roll over if they are not spent.

For 2018, the proposals are: Activities \$250 + donation (\$100). Mary requested that the amount stay at the 2017 level off \$300. We need data on how money was spent in 2017 and what it will be used for in 2018; Outreach - \$400 - down \$30 from 2017; Annual meeting \$400 - up \$210 from 2017; Membership \$2500 - up \$2300 to try a onetime serious membership drive and to be taken from budget reserves; Delegates to the super regional conference \$1500 - down \$100 from 2017 because it is not an overseas event and we may be able to send more people to this in Ohio; Historian - 0 same as 2017; Journeys \$100 - up \$50 from 2017 as Gail will be doing the copying for the manuals; Newsletter was \$70 last year and depends on how many people request a paper copy; Administration \$150 - down \$150 from 2017, should be sufficient for Club copying. This gives us a balanced budget except for the large amount to be spent on the 40th Anniversary/Membership Drive - based upon membership of 130 members.

Please come prepared to finalize the budget during the next meeting - this should generally be done a bit sooner in the year though new committee chairs need some time to see what has been done and develop plans for the coming year.

### **New Business**

1. Meeting date: Our next meeting is scheduled for the week that Indonesia is here. Can we move it? Most agreed that the first week in Feb. on the 7th would work. Sandi confirmed the space is available.

Meeting adjourned.

Submitted by Stephanie Sorensen, Secretary