

Friendship Force of Wisconsin - Madison, Inc.
Board Meeting Minutes – October 10, 2018
Bridge LakePoint Community Center, 1917 Lake Point Drive, Madison

The meeting was called to order at 12:30.

Present: Peg Hutnik, Sandi Wysock, Kathy Speck, Martha McGregor, Mary Juckem, Janet Lonergan, Gail Holmes, Helen Ann Rugowski, Audrey Liimantainen, Magdi Sebestyn

Excused absence: Tom Miller, Donna Miller, Stephanie Sorensen

Presidents Report: Peg Hutnik distributed the president's report at the meeting.

Secretary's report: There were no corrections to the secretary's report. Gail Holmes moved that the report be accepted as presented, Kathy Speck seconded, motion approved. Sandi Wysock requested that the approved minutes be submitted to her for posting on the web site. The format for posting should be Board-Minutes-yyyy-mm-dd.pdf.

Treasurer's Report: Mary Juckem presented the revised treasurer's report that corrected the name tag balance and delineated the deposits in August and early September. Kathy Speck moved that the report be accepted as presented, Sandi Wysock seconded, and the board approved.

Journey Coordinator's Report: Gail Holmes added that the dates for the in-coming Aichi journey will be September 11-18, 2019 after their visit to Cedar Rapids from September 4-11. For the out-going Australia journey in 2019, Central Coast can only host 12 ambassadors and Tweed Valley will be the same. The dates for Central Coast are October 27-November 3, 2019, and the dates for Tweed Valley are yet to be determined.

Newsletter Editor: There is no report.

Committee Reports:

Activities: Gail Holmes reported that she has met with the previous co-chairs. Sarah Rankin will no longer coordinate the highway cleanup and a new volunteer will be needed for that job. The next opportunity for the Second Harvest service group will be on October 25. The book club will meet at Wysock's on October 17 at 7:00 pm. Gail has written an article for the newsletter requesting volunteers and she will host a meeting of interested people on October 16 at 11:00 am at the Cottage Café on Cottage Grove Rd. Gail has asked that the activities coordinators write a job description which will aid in recruiting volunteers. Those job descriptions will be added to the board manual.

Historian: Janet Lonergan read a section of the by-laws pertaining to the maintenance of the records. The secretary will record the board meeting minutes and send a draft to the board with one week. The secretary retains the minutes and all related reports for the year. At the end of the year, the records are submitted to the historian. Other officers will retain their reports and submit the folder to the in-coming officer at the end of their term. The submission of the records to the State Historical Society is still in progress.

Membership: Helen Ann Rugowski reported that we have 143 members. Mary Lindquist will continue to maintain the data base and send out a welcome letter to new members. She

submitted a copy of the 2019 membership renewal form to Helen Ann, Peg, and Sandi for approval, and they each okayed the form. Printed forms will be available at the fall membership meeting on October 14.

Helen Ann is looking for 3-4 members to add to her committee. The goals for 2019 will be to maintain our membership which was one of the goals determined by the board at the strategic planning meeting in July 2018. Mary Linqvist will possibly revisit the non-renewals from last year in January and February next year.

Outreach: There was no report.

Ad Hoc Committees

Accumulated Funds: There was no report.

Board Manual Up-dates: There was no report.

Technology: Sandi Wysock presented a list of suggestions for web site content that required input from the board. The compliance documents required for 501 (c) 3 and conflict of interest documents, vision and strategic plan, budget, board minutes and agenda, and Open World documents will be under the members only tab. The annual treasurers report and the annual meeting report will be visible to the public. Sandi will share the password with all members at the fall meeting and through email so that all members have access to the member's only tab.

Old Business:

Peg previously sent an email to the board regarding a New Caledonia out-bound journey for 2020. New Caledonia has invited us to their club for 2020. The regional representative, Dale Morris, said that since this is a reciprocal invitation we should not have a problem getting this journey. Gail Holmes moved that we accept this invitation, Kathy Speck seconded, and the board approved. The out-bound requests for 2020 will then be, in order, New Caledonia with New Zealand as a second week, Eastern Canada, England, and Switzerland.

New Business:

Fall Meeting Agenda - Suggestions for the Fall Meeting Agenda were for Sandi to do a technology presentation on Event-Brite, the web site and the password. Participants in 2018 journeys and open world might present a summary of their experience. Peg will introduce the new board. Also, elements of the strategic plan could also be presented.

Club Pins - Gail Holmes stated that we need to order club pins. She made a motion that the board buy 500 pins. She will order the pins, continue to sell the pins, and submit the receipts to the treasury. Janet Lonergan seconded and the board approved.

Open World - If we would like to participate in Open World again, the choices for 2019 will need to be submitted by October 18, 2018. After some discussion the board concluded that we could host the week of March 20, 2019 sessions for Russia (2 groups), Belarus, or Serbia with a journalism and media topic. That week works well with the journeys we have scheduled for 2019. Sandi has volunteered to lead the program. Elena McCarty at International is the liaison with Open World in the State Department.

Annual meeting date for 2019 - Since Easter is on April 24, it was decided that Sunday, April 7, 2019 is the best day. Gail Holmes will reserve a meeting room, maybe at the Zor Shrine building, and engage a caterer. A nominations committee will need to be formed to present a

slate of officers for election by the members. Maybe the activities committee will plan some entertainment to encourage attendance.

The next board meeting will be Dec 5, 2018 at 12:30 at Bridge LakePoint. Several board members will be on the Japan journey so there will not be a quorum to have a meeting on our usual date in November.

The meeting was adjourned at 2:21.

Respectfully submitted by Martha McGregor.