

Friendship Force of Wisconsin - Madison, Inc.
Board Meeting Minutes – December 5, 2018
Bridge LakePoint Community Center, 1917 Lake Point Drive, Madison

The meeting was called to order at 12:36.

Present: Peg Hutnik, Sandi Wysock, Kathy Speck, Martha McGregor, Gail Holmes, Helen Ann Rugowski, Stephanie Sorensen, Audrey Liimantainen, Magdi Sebestyen

Excused absence: Tom Miller, Donna Miller, Mary Juckem, Janet Lonergan

Minutes of October 10, 2018. An addition to the annual meeting section will be 'Kathy Speck has volunteered to help with the caterer'. The spelling of Magdi's name will be corrected. Gail Holmes moved that the minutes be approved as corrected, Sandi Wysock seconded, and the board approved.

Treasurer's Report. Sandi Wysock mentioned that the excess from the Open World week will be \$958.78. Judy Taylor who is the treasurer will send a check for deposit in the general fund. Gail Holmes moved to accept the treasurer's report, Helen Ann Rugowski seconded, and the board approved.

President's Report. Peg Hutnik had no additions.

Journey Coordinator. Stephanie Sorensen reported that she will be recruiting journey and ambassador coordinators for all journeys in 2019. We have received a request from the Orlando club for a domestic journey in 2019. It was generally agreed that because of our journeys scheduled for 2019, we will offer to postpone their request until 2020. We have an outstanding request from Denver which we are considering for 2020 as well.

Activities Committee. Gail Holmes reported that bike rides, hikes, and travel trips have been added to the activities. A room is still needed for the pot-luck Holiday party to be held in January 2019, and Helen Ann volunteered to contact a friend about that. In the past we have hosted a home dinner for the International Institute of Wisconsin based in Milwaukee which has a similar mission to the Open World. There is no program planning, just a one-time contact to host a dinner. There is an application form for that and Helen Ann Rugowski has the contact information.

The travel trips will be one-day trips in the spring and fall. These will be club-wide to encourage participation. Stephanie mentioned that there are only two LEO's on the schedule; Gail said that they are planning more and those dates will be added as they become available. Magdi is planning a walk/hike/snowshoe outing for MLK day, Jan 21 at 1pm. Sandi Wysock requested that there be a welcoming event for the Open World group in March 2019. Gail will be gone then, and Peg volunteered to help with that. Kathy requested some consideration for those who are still working in planning some of these events. There followed a discussion for a '6 on the 6th' event which will accommodate those still working. A coordinator or planner is needed. Another idea is for movie outings with an international or cultural theme.

Outreach Committee. In his report, Tom Miller stated that the International Festival will be on February 23 at the Overture center. There will be a sign up for volunteers at the Holiday party.

Historian report. Janet Lonergan sent a report on the progress of the preparation of records for archiving at the State Historical Society. This included a listing of the missing reports. Sandi updated us on the procedures for filing these reports. The financial reports for journeys are sent to FF international. A copy of the financial report with documentation must be submitted to the

treasurer to be held for audit. The host or ambassador coordinator prepares a journey report which is submitted to the President first, then the journey coordinator and then to the historian. A paper copy is needed for archiving. Stephanie will up-date the financial report form and submit it to the board for review in January. Sandi will submit the final report for Open world using the federal form rather transfer all information to the Friendship Force form.

Accumulated funds. No report. Peg suggested that we get a projector to be used for meetings and events. She will contact Tom Miller for advice on which device to purchase and submit proposal to the committee for approval.

Board Manual, By-Law updates. Any revisions will need to be submitted to the board, and then announced to the membership prior to the annual meeting in April so the membership can act on any changes if required. The by-laws are posted on the web-site so that all members have access.

Membership. There will be an updated report on the membership renewals at the January meeting. Currently there are 88 renewals including 2 new members who are spouses of current members. Peg suggested that we have a motion to encourage a commitment by each committee chair to contact 1-2 new members to get them involved in a specific activity. That contact will be a part of their monthly report to the board. Kathy so moved, Helen Ann seconded, and the board approved.

Technology. Sandi reported that she will send an email reminding the membership of the password to access the members only tab on the web-site. Sandi also asked for volunteers to learn to use MailChimp. Gail Holmes will try to find someone on the activities committee to volunteer to learn MailChimp. Peg, Kathy, Stephanie, and Helen Ann also volunteered. When an email bounces because of errors, MailChimp will remove the email from the group. The individual's corrected information must then be entered again which takes time. Sandi will meet with Allan Rieland and Dan Eggerding when it's convenient for all.

Old Business.

Open World. The Open World on Parliamentary Journalism from Russia will be here March 22-30, 2019. Stephanie made a motion that Sandi Wysock be approved to lead the program, Kathy seconded, and the board approved. Sandi has five volunteers on the committee, Stephanie will be treasurer.

Global Journeys. This would be a tentative plan for a journey that can be used in a year when we have fewer assigned journeys. Sandi reported that FF-Milwaukee club needs a definite time line for a joint global journey. Maybe Donna Hussin would be willing to work on something in 2019 to offer in 2021.

Short Stays for International Meeting in July 2019. Since we have Medicine Hat coming in early July 2019, and Aichi in September, it was decided that it is too much to plan a program at this time and ask members to host a third time. Individual members may host people and friends who are attending the international meeting but that would be independent of the Friendship Force.

New Business.

FF International website. The 2020 Super Regional Conference will be held in the Twin Cities probably in September. FFI is requesting that clubs look at their profile on the FFI website and up-date. Ours was done 2 years ago. Peg is asking that the board check the website, read our profile and bring suggestions for up-dating to the January meeting. There may be a word limitation. Also read the FFI privacy policy as FFI is using MailChimp which collects information

on their contacts. Peg will up-date the officers on our profile. FFI is redoing their charter. Mary Lindquist will be contacted to up-date the membership data.

There is also a call for nomination of awards for club membership to be presented at the international conference. The deadline is January 15, 2019 and the application form is on the FFI web site.

Monthly Reports. It was mentioned that too much time is wasted looking for reports and often the attachments of the 'reply all' emails are over-looked. A motion was made by ?? to have a policy that the monthly reports be sent to the board members as a separate email, not as an attachment on a 'reply all' to the board agenda email. Include the title of your report in the subject line. Motion was seconded by ?? and approved by the board.

Annual Budget. Committee chairs will need to review their budgets and send their requests for any changes from last year's budget to Peg and to Sandi by January 6, 2019. Sandi volunteered to generate the 2019 budget for review at the January meeting.

January Meeting. The next meeting will be on January 9, 2019 at 12:30 the Bridge Point center.

The meeting was adjourned at 2:55 pm.

Respectfully submitted by Martha McGregor, secretary.