

“Experience different views. Discover common ground.”

Minutes of Friendship Force of Central North Carolina
April 6, 2017

Present: Barbara North, Ray Kiszely, Judy Greene, Marylin John, Charles John, Charlotte Hamlin, Leroy Stokes (7)

The Board of Directors of FFCNC met for the scheduled monthly meeting on Thursday, April 6 at 10:30 a.m. at the Main Street United Methodist Church in Kernersville, NC. Leadership Coordinator Barbara North opened the meeting with a welcome. An agenda was provided.

- **Consent Agenda Items:**
 - **Minutes of the March 2nd meeting and Reports on Inbound Global Arts and Outbound Brazil** trip were distributed prior to the meeting. Judy updated her report that an additional 19th person is confirmed and another is pending for the last space on the Inbound Global Arts group. ***A motion passed to approve the Minutes and those reports.***
- **Old Business**
 - **Financial Status Report:** Ray distributed the Treasurer’s Report as of March 31st for the checking account which had an ending balance of \$39,034. Ray met with representatives of the Winston-Salem Foundation account and reported that the balance of that account on Feb. 28th was \$18,531. ***The reports were approved.***
 - **Audit:** Ray gave an overview of the audit of FFCNC’s financial records for 2016 performed by Don Sylvester whose findings indicated that the accounts had been properly maintained. It was noted that, due to some data entry errors and software issues, the operating loss for 2016 was \$337, rather than \$1537 as previously reported. One recommendation arising from the audit is that a club reimbursement policy needs to be established as to what is acceptable for small trip expenses not currently covered with a maximum limit. Ray is updating the online expense reimbursement. Following discussion, it was agreed he would check with FFI about how un-receipted expenses are handled (mileage, parking meters, etc.) and report back to the board. ***Board members expressed appreciation for Don’s work on the 2016 audit and approved that Ray send him a thank you note with gratuity of \$50 in appreciation.***
 - **Southeastern Regional Conference :** Barbara reported that Jennie Ray will attend the conference in Huntsville, AL and the club will reimburse up to \$400 in associated fees.
- **New Business**
 - **Exchanges/Journey Updates-** Martha Brown sent a report on the following:
 1. Northeast Ohio Outbound Journey - will be August 22-29, 2017, with Ralph Cauthen and Karla Shanahan as co-coordinators.
 2. Moscow Inbound Journey – November 20-27: Barbara and Crista will coordinate the Moscow Inbound planning and volunteers are needed.

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3. 2018 Outbound assignment – August, 2018, Hsinchu, Taiwan. A Journey Coordinator has not yet been determined.
 4. 2018 Inbound Assignment – October, 2018, Bundaberg, Australia, October. Judy offered to serve as coach once a Journey Coordinator is determined.
 5. Inbound Global Arts – Judy reported that she is seeking volunteers for 6 home hosts and day hosts and drivers from July 31- August 7. She is developing a survey to email to members with a list of programs and activities they would like to attend to determine space specifications. Specific performance times have not yet been confirmed. Ray agreed to transfer \$3,000 from the Winston-Salem Foundation account to the checking account as previously approved by the Board to provide matching fees up to the cost of \$150 per participant
- **Communications** – No report as Zella Harris was unable to attend.
 - **Events** – No report as Criket Mendezoff was unable to attend.
 - **Membership** – Marylin reported that she had circulated an updated Membership List with one new member. She is working with Crista to update the membership application form. They are also addressing a problem with online links on the club webpage. She asked for photos from recent club journeys to be used in an updated version of the brochure. A general discussion ensued about the vital need to recruit new members and involve new members in club activities as soon as possible. Marylin provided examples of how other clubs are addressing this shared need to grow membership and involve younger members. It was recommended that Barbara work with Marylin to create a focus group to develop an Action Plan on membership recruitment.
 - **Club Handbook** – Barbara presented the Club Handbook from Pike’s Peak club which provided information about the club, its history, and activities. Board members agreed that a Handbook would be helpful orienting new members. Barbara will seek volunteers to work on this project.
 - **Policy Manual** - Discussion postponed.
 - **Future Meetings** - Barbara reviewed the calendar of future Board meetings which will continue on a monthly basis. However, due to holiday and Inbound program conflicts, the following changes were made to the schedule: ***the July meeting will be held on July 13 and the August meeting will be August 10.***
 - **Adjournment:** The meeting adjourned at 12:20 p.m.

Minutes submitted by Charlotte Hamlin

April 19, 2017