



## Record of Decisions 4 Jun 2016 Board Meeting



1. At the 4 Jun 2016 Board Meeting, the following decisions were rendered:
  - a. To mitigate slow volunteer sign-up for inbound exchanges, future inbound will be scheduled at least 30 days apart.
  - b. To publish to the membership the final program of inbound exchanges to allow participation in any event.
  - c. To optimize participation in 2018 outbound exchanges, a maximum of three inbound and three outbound exchanges will be requested; a one page information sheet will be available for each outbound at the sign-up tables;
  - d. A focus group will be formed to identify the factors influencing members' choices to participate in outbound exchanges. Following analysis, the exchanges membership survey will be developed and distributed using a Google format.
  - e. To mitigate member's potential risk of law suits from inbound exchange incidents, participation in a national insurance initiative was approved in principle with a caveat on the final cost.
  - f. The Board accountability and key activities document was finalized and will be published on the FFO web site.
  - g. To capture participant impressions on FFO inbound exchanges, an evaluation was developed and finalized. This will be piloted in 2016 beginning with the National Capital Area USA exchange.

A handwritten signature in blue ink, appearing to read "Donna Nicholson".

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Donna Nicholson  
FFO President

A handwritten signature in black ink, appearing to read "Alain Dawson".

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Alain Dawson  
FFO Secretary