



General Meeting January 16, 2017
Tom Brown Arena Community Centre, Ottawa



The meeting was called to order at 7:30 p.m. with 89 members and 5 guests present.

1. Approval of Agenda

Wendy Adams

MOTION: To approve the draft Agenda, as presented, for the January 16, 2017 Friendship Force Ottawa (FFO) General Meeting (GM). Moved by Shayla Mindell, seconded by Barb Smith, carried.

2. Welcome/Introductions/Guests/Announcements

Wendy Adams

Wendy thanked Jessica and Merv Sullivan for organizing the potluck along with their volunteers, and also thanked the members for bringing the delicious food.

Five guests were introduced: Sylvie Faulkner, Linda Goldberg & Allen Muskovitz, Kim & John Schembri.

3. VP Membership

Lynda Heffernan

a) Report

As of tonight, FFO has 151 members. This is down from the 178 members at the end of 2016. Lynda explained that anyone who didn't renew at the December Annual General Meeting (AGM) was first contacted by email, followed by a personal telephone call. The reasons given for not renewing were the standard ones: age and illness, and lack of interest in activities and style of travel.

4. Approval of September 12, 2016 GM Draft Minutes

Heather Harrison

MOTION : To approve the draft Minutes, as presented, for the September 12, 2016 FFO GM. Moved by Alberta Aboud, seconded by Ian Wilson, carried.

5. VP Exchanges

Eugenie Prevost

a) Upcoming 2017 Exchanges

Eugenie recognized everyone who contributed to the inbound exchanges in 2016 making it a very successful year. She then presented the Outbound and Inbound 2017 reports (Appendix A), encouraging everyone to sign up as volunteers for this year's incoming exchanges.

b) Metro Vancouver Inbound Report

Lynda Heffernan

Twelve ambassadors came to Ottawa from Metro Vancouver during the week of October 11 -18. They enjoyed great weather, the beautiful fall colours and a variety of events.

c) Japan & Taiwan Outbound Report

Donna Nicholson

Donna summarized the wonderful exchange to Japan and Taiwan. She noted that she would like to nominate Fukuoka, Japan as Club of the Year for 2017 for inviting FFO to their city when Kumamoto was unable to host due to the devastating earthquake.

d) Guadeloupe Pilot Project, Adult Exchange

E Howell and A Stirling

Andrew presented the information (Appendix B) about the three Guadeloupe Exchanges. He invited volunteers to help when Guadeloupe parents and children come to Ottawa June 3 -16;

and when the FF Guadeloupe club comes in August for a two week visit - it will be a FFO and Force de l'amitié de la région de la capitale canadienne (FARCC) joint initiative.

6. Treasurer

Alain Dawson

a) Financial Statement to January 10, 2017

Alain presented the financial report (Appendix C) showing the club's position as of January 10, 2017.

b) Financial Reviewer's Report

Raymond Coté

Raymond presented his report, "Financial Review for the Year Ending October 31/2016" (Appendix D). In response to a question from an FFO member regarding what the contingency should be, Raymond responded that the current \$5,000 contingency is quite appropriate. He went on to say that the Board should look closely at raising the fee in the fall. The club has operated for a while at a very reasonable fee, but it will need to be bumped up to maintain a balanced position.

MOTION: To accept Raymond Coté's report, "Financial Review for the year ending October 31/2016". Moved by Jaap Schouten, seconded by Dorothy Brunet, and carried.

c) Appointment of 2016-2017 Financial Reviewer

Wendy Adams

MOTION: To nominate Raymond Coté as the Financial Reviewer for FFO for the year ending October 31, 2017. Moved by Merv Sullivan, seconded by Brian Ingram, and carried.

7. VP Engagement

Wendy Adams

Jennifer Rae has resigned as VP Engagement. Wendy thanked Jennifer for her valuable contributions and for helping members to connect. Anyone interested in assuming this role is asked to contact Wendy. For reference, the Job Description is posted in the Member Resources section of the FFO Website.

8. President

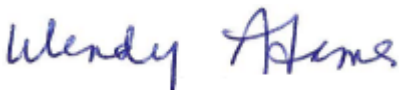
Wendy Adams

a) 40th FFI Anniversary Celebration in 2017

Wendy announced that FFI will be celebrating its 40th Anniversary this year, and she will be sending an e-mail to everyone about the approach for this year's celebration.

Adjournment: The meeting adjourned at 8:27 p.m.

NEXT GENERAL MEETING is scheduled for Monday, April 10, 2017 at the Tom Brown Arena.



Wendy Adams
FFO President



Heather Harrison
FFO Secretary

Appendices:

Appendix A: FFO Outbound and Inbound Exchanges 2017

Appendix B: 3 Guadeloupe Exchanges Presentation

Appendix C: Financial Statements of 10 Jan 2017

Appendix D: Financial Review for the Year Ending October 31/2016

Appendix A: FFO Outbound and Inbound Exchanges 2017

FFO OUTBOUND EXCHANGES 2017			Revised Jan 09 2017
OUTBOUND MARCH 4-16 2017	#13338 Ottawa Adults and Children to Guadeloupe (Reciprocal Pilot Project)	HOST ED: Therese Vilovar	Eileen Howell & Andrew Stirling jax@bell.net Treasurer: FFI 34 Ambassadors
OUTBOUND MAY 16-23 2017	#13073 SCHWERIN GERMANY	HOST ED: Hans-Juergen Koester h-j.koester@web.de	FFO ED: Pierrette Benoit Fay McNeil Deputy Treasurer: Elizabeth Pauk 16 Ambassadors MAX Potential FFO Spot Filled
OUTBOUND MAY 31-JUNE 3 2017 MINI Reciprocal Exchange	# 13599 GREATER HAMILTON AND BURLINGTON	HOST ED: Larry Kurtz kurtz_larry@hotmail.com	FFO EDs: Claire Fortin and Barbara Stiles stiles.659@gmail.com Treasurer: TBD 20 Ambassadors MAX 9 Spaces Available
OUTBOUND SEPT 27- OCT 4 2017 OCT 6-13 (TBD) 2017 Double exchange	USA #13198 NORTHERN COLORADO #13197 GEORGETOWN TEXAS	HOST EDs Barbara Miller bmil4708@comcast.net Betty Brindle Bettyb5901@gmail.com	FFO ED's: John Cooke and Danielle Allard allcooke@rogers.com danielle.allard@rogers.com Treasurer: TBD 14 Ambassadors TEXAS (Full) 18 Spaces (4 Available) Colorado

<p>INBOUND</p> <p>FEBRUARY 8 -15th 2017</p>	<p># 12970</p> <p>AUSTRALIA</p> <p>ADELAIDE</p> <p>SYDNEY</p>	<p>AMBASSADOR ED</p> <p>Contact ED Bobbie Mulholland rrsquared@optusnet.com.au mulhollandbobbie1@gmail.com</p> <p>Robin Doohan Robindo0han@yahoo.com.au</p>	<p>FFO and FARCC</p> <p>FFO ED's: Janet Wilkinson Janet.wilkinson6@gmail.com Joan Gregoire cjgregoire@sympatico.ca</p> <p>Treasurer: Ulysse Nevraument & Frank Burrill 31 Ambassadors Cut off for Tickets Jan 16 GM</p>
<p>INBOUND</p> <p>MAY 11-18th 2017</p>	<p>#13131</p> <p>USA</p> <p>MEMPHIS</p> <p>(Binghamton & FF Villages, Fl removed)</p>	<p>AMBASSADOR ED:</p> <p>President Darlene Glisson deansglisson@gmail.com</p> <p>ED Rick Thomas richardthomas@att.net</p>	<p>FFO EDs Elaine Bradley elaineruthbradley@gmail.com</p> <p>Heather Pettipas heatherpettipas@rogers.com</p> <p>Treasurer: Steve Adams</p> <p>18 Ambassadors Need Night, Day and Dinner Hosts</p>
<p>INBOUND</p> <p>JUNE 29 - JULY 2 2017</p>	<p># 13449</p> <p>CANADA To Quebec City Sherbrooke Montreal FARCC Ottawa</p>	<p>AMBASSADOR ED: N/A</p> <p>Christiane Beaupre (FARCC)</p>	<p>FFO ED: Pierrette Benoit benoitp@ncf.ca</p> <p>Treasurer: Joanne Curran</p> <p>20 Ambassadors Waiting List Need Night, Day and Dinner Hosts</p>
<p>INBOUND</p> <p>JUNE 3 -17 2017</p>	<p>#11338</p> <p>Guadeloupe Children and Parents to Ottawa (Reciprocal Pilot Project with OCD Schools & Board)</p>	<p>AMBASSADOR ED: Therese Vilovar</p>	<p>FFO ED's: Eileen Howell & Andrew Stirling jax@bell.net</p> <p>Treasurer: FFI</p> <p>20-30 Adults and Children (Night Hosting already provided) Need Day Hosts for Adults and Meals on Wheels</p>

<p>INBOUND</p> <p>JULY 29 - AUGUST 12 2017</p>	<p># 13168 FFO</p> <p>GUADELOU PE</p> <p>#13167 FARCC</p>	<p>AMBASSADOR ED</p> <p>Therese Vilovar theresevilovar@msn.com</p> <p>FARCC ED: Joycelyne Tessier jocelynetessier2012@gmail.com</p>	<p>FFO ED's: Eileen Howell & Andrew Stirling jax@bell.net</p> <p>FFO Treasurer: TBD</p> <p>Need Night, Day and Dinner Hosts (split with FARCC)</p>
<p>INBOUND Mini Reciprocal Exchange</p> <p>October 25-28 TB Confirmed</p>	<p>#13600</p> <p>Greater Hamilton and Burlington</p>	<p>AMBASSADOR ED:</p> <p>Larry Kurtz kurtz_larry@hotmail.com</p>	<p>FFO ED: Barbara Stiles stiles.659@gmail.com</p> <p>Treasurer: TBD</p> <p>Need Night and Day Hosts</p>

Appendix B: 3 Guadeloupe Exchanges Presentation

Item 1: Recruiting a New Generation for Friendship Force

An initiative to set up a parallel network of FF clubs in the working age demographic separate from but with links to clubs with mainly retired members.

Concept: Parents travel with their own children who will attend school in the destination.

Ottawa Parents and Children in grades 1-6 to Guadeloupe March, 4-16 2017.

What is in place now?

- 34 participants (18 children). One or both parents travelling. Wait list.
- Two week exchange
- Parents and children will be night-hosted by school parents in Guadeloupe
- Parents to be day hosted by Guadeloupe FF members
- Approved for distribution by principals by Director of OCDSB
- Schools include Stittsville, Devonshire, Fisher Park, Mutchmor and Greeley.
- Parent (Ambassadors) are seeking opportunities for professional development in Guadeloupe (hospital, school and university)
- One teacher and son from Toronto to help expand in Toronto next year.

This will be Ottawa's largest outbound exchange for 2017, likely the largest for any club in the world with 68 person-weeks of hosting.

The reciprocal exchange: Guadeloupe Parents and Children in grades 1-7 to Ottawa in June 3-17, 2017.

What do we need from our club?

- Day hosting for parents from Guadeloupe
- "Meals on wheels" for Ottawa working parents. Take a family-style meal to a young family and share it with the host, the ambassadors and the children in their house on a week night when they are working).
- Any working age friends or family members who may wish to night host the inbound ambassadors (adults and children).

Do you need to speak French for this: NO.

What do our members and our club gain?

- Be a part of building a new generation of Friendship Force
- Add club members from the grandparents of the children
- Build links to family (families) in a Caribbean destination for a future cold winter!

Item 2: Club –to- Club Friendship Force Exchange (Adults) from Guadeloupe to Ottawa and FARCC for two weeks

The exchange:

- Two weeks starting on July 31st.
- Thirty two inbound ambassadors
- Ages range from 27-74, average age is 60 years

What will be different?

- Nine ambassadors from Guadeloupe want to stay with families that speak only English for both weeks. Others will be happy with English, French or bilingual families.
- Most program activities will be optional allowing for cottage stays of 3-5 days if you wish
- We will recruit guest hosts who want a French Immersion experience to be night hosts.
- More non-tourist activities, e. g meal preparation, shopping, meeting family members and attending their sports events, church attendance, “meetup.coms”, joining walking or cycling groups, visiting model homes, etc. Your suggestions welcome!

What do we need from our club?

- All forms of hosting, day dinner and night
- Cottage hosts (3-4 days or as long as you wish)
- Help in locating working age Anglophones who wish to speak French for a week (or two) as hosts.

If you have questions, please call or email:

Andrew Stirling and Eileen Howell

613-592-8754

iax@bell.net

Appendix C: Financial Statements of 10 Jan 2017

Budget Line Items		Budget	Actual	Difference
Income		\$ 7,120	\$ 5,923	-\$ 1,197
	Bank Interest	\$ -	\$ -	\$ -
Membership		\$ 7,120	\$ 5,845	-\$ 1,275
	Membership Fee	\$ 7,120	\$ 5,840	-\$ 1,280
	Membership Late Fee	\$ -	\$ 5	\$ 5
Events		\$ -	\$ 78	\$ 78
*	Japan/Taiwan Exchange	\$ -	\$ 78	\$ 78
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Expenses		\$ 9,060	\$ 293	\$ 8,767
Administration		\$ 1,660	\$ 88	\$ 1,572
	Bank Charges	\$ 200	\$ 88	\$ 112
	Office Supply/Postage	\$ 15	\$ -	\$ 15
	Printing/Photocopying	\$ 155	\$ -	\$ 155
	Insurance	\$ 1,290	\$ -	\$ 1,290
Communications		\$ 780	\$ -	\$ 780
	Capital Connection	\$ 5	\$ -	\$ 5
	Website	\$ 600	\$ -	\$ 600
	Canffex	\$ 175	\$ -	\$ 175
	Audio/Visual	\$ -	\$ -	\$ -
Membership		\$ 6,120	\$ 205	\$ 5,753
	Badges and Pins	\$ -	-\$ 32	\$ 32
	Year End Party	\$ 500	\$ 109	\$ 391
	Canadian Conference	\$ -	\$ -	\$ -
	International Conference	\$ 1,000	\$ -	\$ 1,000
	ED/ET Training	\$ 100	\$ -	\$ 100
	FFI Membership Fee	\$ 3,400	\$ -	\$ 3,400
	Friendly Wanderer	\$ 150	\$ -	\$ 150
	World Friendship Day	\$ 120	\$ -	\$ 120
	Gifts	\$ -	\$ -	\$ -
	Meeting Food & Refreshment	\$ 150	\$ -	\$ 150
	Recruitment/Retention	\$ 410	\$ -	\$ 410
	New Member Reception	\$ -	\$ -	\$ -
	Room Rental	\$ 290	\$ 128	\$ 162
	Other	\$ -	\$ -	\$ -
Legacy Fund Contribution		\$ 500	\$ -	\$ 500
Support Contribution		\$ -	\$ -	\$ -
Surplus/Deficit		-\$ 1,940	\$ 5,630	\$ 7,570

Appendix C: Financial Statements of 10 Jan 2017 (cont'd)

- * Forfeited FFO fee amount for cancellation within 6 months of exchange, per refund policy (Guidelines for EDs: Outbound Exchanges, Feb. 2016, Appendix 4) and (Outbound Ambassador Selection Guidelines 2013, section 6)

Revised Portion on Net Worth Statement Presented at the AGM on 16 January 2017

	AGM Amounts	Actual Amounts
Asset on 31 Oct 2016	\$5,535	\$5,535
Balance owing to FFO from Exchange account	*\$2,000	**\$1,734
Total Club Assets	\$7,535	\$7,269
Less Contingency Fund	\$(5,000)	\$(5,000)
Net Available to Cover Operating Deficits	\$2,535	\$2,269
Planned 2016/17 Deficit	\$(1,940)	\$(1,940)
Anticipated Unused Cash Balance as at 2017/10/31	\$595	\$329

Note:

- * Anticipated amount reported at the AGM
- ** Actual amount at closure of the Exchange Account

Appendix D: Financial Review for the Year Ending October 31/2016

FRIENDSHIP FORCE OTTAWA FINANCIAL REVIEW FOR THE YEAR ENDING OCTOBER 31/2016

On December 6, 2016 I met with the outgoing and incoming Treasurers of the Club to observe the keeping of records required to report the financial position of the Club to the Membership. The emphasis like in previous years, was on control of the finances and the way financial information was provided to the membership and the FFO Board.

OBSERVATIONS:

Over the last fiscal year, the Club Treasurer has streamlined the record keeping of the financial information presented to the Board and to the Membership. The Treasurer is in the process of consolidating the general account and the savings account. The exchange account is in the process of being eliminated. The result of the exchange account incomplete elimination was the presentation of the cash position as an estimate. The closing of the account was contingent on all exchanges completing and reporting on their financial activities.

Financial statements in the form of Income and Expenses comparing actuals to budgeted amounts for the present year and prior year was presented to members at regular meetings. The Board was given oral updates at its meetings.

In an effort to streamline the Annual General Meeting the coming year budget was presented to the membership prior to the end of the fiscal year at a regular meeting. This move was well accepted by the membership.

In the past, the savings account was held as a contingency fund, that function is now reflected in a line item in the general account.

All cheques written by the Treasurer or other members of the Board are reconciled to the general account.

The Club has been operating with a deficit using up excess cash over the amount kept as a contingency.

RECOMMENDATIONS:

The Club Treasurer should:

- Complete the elimination of the exchange account as soon as possible.

- Report cash position as actuals not estimates.

- Provide the Board with written reports at Board Meetings to ensure recording of these reports as part of the meeting minutes.

To maintain a prudent contingency fund the Board should consider raising the membership fees to keep operations in a fiscal balance.

CONCLUSION:

In my review I concluded that the financial procedures, the maintenance of the general account and the publishing of statements are adequate for the Club. The financial reports fairly reflect the financial position of the Club.

Raymond Cote CPA CMA

January 10, 2017