



**General Meeting April 10, 2017**  
**Tom Brown Arena Community Centre, Ottawa**



The meeting was called to order at 7:30 p.m. with 68 members and 6 guests present.

**1. Approval of Agenda**

Wendy Adams

**MOTION: To approve the draft Agenda, as presented, for the April 10, 2017 Friendship Force Ottawa (FFO) General Meeting (GM). Moved by Carolyn Masleck, seconded by Jennifer Rae, carried.**

**2. Welcome/Introductions/Guests/Announcements**

Wendy Adams

Wendy welcomed everyone and thanked the many volunteers for their contributions.

**3. VP Membership**

Lynda Heffernan

a) Report

Lynda welcomed the guests: Laura Cain, Randy Holmes, Charlotte Hohban, Elvira Bosnyak, Cheryl Wang and daughter Helen Zhang. As of today, FFO has 158 members with at least four people expressing an interest to join.

On May 2<sup>nd</sup> Lynda Heffernan and Jennifer Rae will be presenting information about FFO at an information table at a Federal Civil Servant retirement seminar. Many thanks to Eugenie Prevost for arranging this opportunity.

**4. Approval of January 16, 2017 GM Draft Minutes**

Heather Harrison

**MOTION : To approve the draft Minutes, as presented, for the January 16, 2017 FFO GM. Moved by Lynda Heffernan, seconded by Gertraude Martin, carried.**

**5. VP Journeys**

Eugenie Prevost

a) Upcoming 2017 Journeys

Eileen Howell

Eileen summarized the recent journey to Guadeloupe noting that it was a wonderful experience and that the children from Ottawa and Guadeloupe made many new friendships. She also spoke about the upcoming journey with Guadeloupe and the need for volunteers.

b) 2018 Journeys

Eugenie Prevost

Eugenie reviewed the process for over-subscribed journeys, and, reminded people of the May 26, 2017 deadline to sign up for a journey. See Appendices A and B for more sign-up information and details about upcoming journeys.

c) Swedish Inbound Exchange Presentation

Ian Wilson

Ian explained that this journey was a reciprocal visit from the people in Helsingborg, Sweden. Everyone had a great time and there were a variety of activities in and around Ottawa, including a reception with Mayor Jim Watson.

- d) Australian Inbound Exchange Presentation Janet Wilkinson

A group of 28 ambassadors from Australia were hosted by FFO and Force de l'amitié de la région de la capitale canadienne (FARCC). Mother Nature came through in full force to offer our visitors a real winter experience. Janet thought that of the many great experiences the highlight was a visit to the Nunavut Sivuniksavut, 450 Rideau Street, Ottawa which included a throat singing performance.

## 6. Treasurer

Alain Dawson

- a) Financial Statement

Alain presented the financial situation as of April 2, 2017 (see Appendix C) with the following explanations.

The attached report is a simplified view of the FFO financial statements. The budget line items have been revamped to include more main line items instead of the majority of the sub-line items being under "Membership".

The main budget line items are colour coded in the actual column, as per the legend, to indicate its status: Above or Below Budget or On Track. For any main line items that are not On Track, all its associated sub-line items are displayed to show the source(s) of the discrepancy.

How was the status determined - The budget was broken down in quarters and the budget amount assigned to each quarter in accordance to the timing of the last two years' income and expenses.

Membership income is below budget as a result of lower membership fees, 158 actual members versus the 178 used to create the budget. But the unexpected income from events and unbudgeted income for the sale of FFO pins put the total income back On Track.

The expenditures so far are below budget due to lower event costs. The year end party was practically self-sustained; the World Friendship Day did not occur in March; and, the lower FFI support costs as a result of lower enrolment.

A question was raised about the Annual Fund Contribution. The Annual Fund is the new name given by FFI to the Legacy Fund. The small expenditure shown is the result of a correction to the FFI Membership Fee. The over payment was transferred to the Annual Fund instead of sending it back to FFO.

- b) Magnet Replacements for Nametags

There are still a few magnets available for \$4.00 each if anyone needs a replacement for their FFO badge.

## 7. VP Communications and Support

John Cooke

John informed members that FFO is renewing its website and all members, regardless of their experience or expertise, are invited to contact John. See Appendix D for John's report.

## 8. President

Wendy Adams

a) 2017 Christmas Party Planning Volunteers

Members who have ideas for a Christmas party and would like to work together to plan and organize the event are invited to contact Wendy. Wendy informed members that there are no pre-conceived ideas for the December celebration, and, there will only be a party if volunteers come forward.

b) FFI Website Research

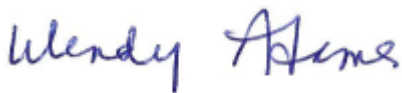
The April 2017 CapCon included a contest asking members to send Wendy an email quoting a few lines from the testimonial on the new FFI website submitted by Heather Pettipas. The first three people to come forward would win a great prize. The three winners, each of whom was presented with an FFO pin by Wendy, are Paul Koch, Donna Dawson, and, Brian Armstrong.

c) The Case of the Missing SD Cards

In March, Wendy sent out an email to FFO members with a few photos attached. David Dixon, a gentleman in Cornwall, England had found two SD cards in a used camera bag and noticed that some of the people in the photos on the cards were wearing FFO badges. It was quickly determined that the SD cards belonged to Marion Dunning. The detective work went so smoothly, Mr. Dixon has renamed Wendy, Sherlock Holmes.

**Adjournment:** The meeting adjourned at 8:25 p.m.

**NEXT GENERAL MEETING is scheduled for Monday, June 19, 2017 at the Tom Brown Arena.**



Wendy Adams  
FFO President



Heather Harrison  
FFO Secretary

### Appendices:

Appendix A: Important Information Impacting Exchanges

Appendix B: 2017 and 2018 Journey Information

Appendix C: Financial Statements of 2 April 2017

Appendix D: VP, Communications and Support Report

## Appendix A: Important Information Impacting Exchanges

FFO has recently embraced the following terminology changes which will impact all clubs. From now on:

1. "Exchanges" will be called "**Journeys**", and
2. "Exchange Directors (ED)" will be called "**Ambassador Coordinators (AC)**" and "**Host Coordinators (HC)**."

Of course, the move to this new terminology will take time requiring not only a change in our verbiage, but all our documentation.

### Announcing Exchanges (Journeys) for 2018

FFO has been successful in obtaining our top choices of: Hungary, South Africa, Washington D.C., and Australia!!!!!!

### NEXT STEPS - OUTBOUND JOURNEYS: INDIVIDUAL FFO MEMBERS REQUEST PROCESS

#### **STEP 1:**

Please review the attached chart as the listed approximate flight cost and length, ambassador physical requirements, etc. may impact your decision-making process.

**STEP 2:** Please **email** your "**REQUEST(S)**" to have a space on an Outbound Journey(s) (Exchanges) to Journeysffo@gmail.com **OR** register at the **April 10, FFO GM**.

*If you are a couple it is important you include both names.*

**STEP 3: It is anticipated the journeys (exchanges) will be **oversubscribed**.**

When this is the case there is a random or random draws (see FFO Policies below). **THEREFORE, DO NOT MAIL A CHEQUE AT THIS TIME.**

**STEP 4: THE DEADLINE TO RECEIVE ALL 'REQUESTS' IS MAY 26, 2017.**

**STEP 5:** All FFO Members will be invited to attend the **random draw event for oversubscribed journeys (exchanges)**. The results of the random draw event will be emailed to all members.

**Successful draw Members will be sent detailed instructions regarding mailing or providing a cheque at the June 19, 2017 GM to secure their place.**

In Friendship,  
Eugenie Prevost  
VP Journeys (Exchanges)

## Appendix B: 2017 and 2018 Journey Information

2017 FFO Remaining Inbound Journeys (previously called Exchanges)			
Dates	Journey	HC Host Co-ordinator	Information
May 11- 18	Memphis; The Villages, Fl	Elaine Bradley & Heather Pettipas	Tickets on Sale
June 3 - 17	Guadeloupe Children & Parents	Eileen Howell & Andrew Stirling	Need Day Hosts (Adults); Ltd #: Meals on Wheels
June 29 - July 2	Canada 150 <sup>th</sup> To 3 Quebec Cities & Ottawa	Pierrette Benoit	Need Emergency Back-up Hosts (2); Tickets on Sale
July 29 - Aug 12	Guadeloupe Adults	Eileen Howell & Andrew Stirling	Need Night, Day and Dinner hosts (split with FARCC)
October 25-28	Greater Hamilton & Burlington	Claire Fortin & Barbara Stiles	Need Night and Day Hosts

2018 FFO Journeys (previously called Exchanges)			
Date/Direction	Club	Ambassadors/Fitness	Flight Cost/Time
Inbound February 7 to 13	Big Canoe, North Georgia	Club will guarantee 12 for journey	
Outbound March 7 to 13	Cape Town, SA Contacting Cape Hope for Stop Over	<b>15</b> Ambassadors invited; Hosts work; Carry own luggage, go up and down steps, <b>walk all day</b>	\$1500 (estimate) 25 to 30 hours includes time to refuel - don't get off plane)
Inbound May 15-23	Oita, Japan	Unknown	
Outbound TBD: June (Members are teachers so need to get past exams)	Pecs, Hungary Exploring Stop Over in Budapest	<b>12</b> Ambassadors invited; Hosts work (teachers); Ambassadors must be able to <b>walk all day</b> including steps	\$1500 (if fly to Pecs from Budapest) 12 to 15 hours
Outbound September	Sydney and Adelaide	<b>24</b> Ambassadors invited; Ambassadors must be able to carry own luggage, go up and down steps and <b>walk 3 kms both morning and afternoon</b>	\$1500 - \$2000 (estimate) 24 to 30 hours
Outbound Sept 10 - 14 (four nights and three full days)	Quebec City Mini Exchange	<b>15</b> Ambassadors Ambassadors must be able to <b>walk all day</b> , carry own luggage, go up and down steps	Train or Drive costs
Inbound Prop. Oct 9 -16	Brasilia, Brazil	16 to 20	
Outbound October 23 -30	Washington, DC	<b>15</b> Ambassadors Ambassadors must take subway, <b>walk all day</b> including going up and down steps.	\$500 (estimate) 1 hour 40 minutes

NOTE: Fitness Requirements provided by Outbound Clubs

April 3, 2017

**Appendix C: Financial Statements of 2 April 2017**

Budget Line Items	2016-17 (158 members)		
	Budget	Actual	Difference
<b>Income</b>	<b>\$ 7,220</b>	<b>\$ 7,319</b>	<b>\$ 99</b>
Membership	\$ 7,220	\$ 6,400	-\$ 820
Membership Fee	\$ 7,120	\$ 6,320	-\$ 800
Membership Late Fee	\$ -	\$ 50	\$ 50
Membership Badge	\$ 100	\$ 30	-\$ 70
Events	\$ -	\$ 875	\$ 875
* Outbound Japan/Taiwan journey	\$ -	\$ 78	\$ 78
** Inbound Australia journey	\$ -	\$ 797	\$ 797
Miscellaneous	\$ -	\$ 44	\$ 44
FFO Pins	\$ -	\$ 44	\$ 44
<b>Expenses</b>	<b>\$ 9,160</b>	<b>\$ 3,560</b>	<b>\$ 5,600</b>
Administration	\$ 1,660	\$ 88	\$ 1,572
Communications	\$ 780	\$ 11	\$ 769
Membership	\$ 510	\$ 20	\$ 490
Conferences	\$ 1,000	\$ -	\$ 1,000
Rental	\$ 590	\$ 185	\$ 405
Events	\$ 570	\$ 109	\$ 461
World Friendship Day	\$ 70	\$ -	\$ 70
Year End Party	\$ 500	\$ 109	\$ 391
Miscellaneous	\$ 150	\$ 24	\$ 126
FFI Support	\$ 3,900	\$ 3,123	\$ 777
FFI Membership Fee	\$ 3,400	\$ 3,103	\$ 297
Annual Fund Contribution	\$ 500	\$ 20	\$ 480
<b>Surplus/Deficit</b>	<b>-\$ 1,940</b>	<b>\$ 3,759</b>	<b>\$ 5,699</b>
* Forfeited 2 FFO fees for cancellation within 6 months			
** Forfeited 3 Ambassador's Fees for health & Host's overcharges			
Legend: Exceed Budget Income /Below Budget Expenses; On Track; Below Budget Income / Exceed Budget Expenses			

## **Appendix D: VP, Communications and Support Report**

**FFO GM of April 10, 2017**

### **1. Vacancy: FFO Website Manager**

The Board is looking for an individual to update and maintain the club website starting immediately. If you are interested in filling this position or want more information, please contact Wendy Adams or John Cooke.

### **2. Update to FFI Web Site - FFO Club Information:**

Good news! Finally, we have been updated as follows:

#### **Club Details**

##### **Ottawa**

- Location: Ottawa
- Members: 157
- Founded: January 1995
- [Visit club website](#)

**Interested in joining this club?**

#### **About the club**

Friendship Force Ottawa (FFO) was founded in 1995 with about 30 members. At present, the club has 157 members (the largest in Canada). Over the past 20 years+ we have hosted and sent out our members to more clubs than we can mention here. Annually, the Ottawa club generally hosts three to four inbound Journeys and usually participates in three to four outbound Journeys, for a total of six to eight Journeys per year.

#### **About the region**

Approximately 1 million Canadians live in Ottawa on the border of Canada's two largest provinces, Ontario and Quebec, at the heart of a bilingual region of English and French-speaking residents. Our Parliament Buildings are surrounded by national museums, vibrant neighborhoods, scenic parks and bikeways. Ottawa has four distinct seasons: Spring, when thousands of tulips bloom; Summer, when our festivals are cause for celebration; Fall, when the maple leaves turn bright shades of red, and Winter, when the Rideau Canal is turned into "The World's Longest Skating Rink." Ice carvers come from around the world to showcase their talents during Winterlude.

## **Appendix D: VP, Communications and Support Report (continued)**

### **About the Journey**

An ambassador can expect to interact with many FFO members who are Night, Day and Dinner Hosts, and who participate in the many social functions. Arrival day is usually spent relaxing and getting to know the host family. Activities planned for the second day usually begin with a welcome party or event.

Program opportunities which offer a mix of culture, nature, politics, and entertainment are organized for the week, in consultation with the incoming club. Some free time allows our guests to choose a preferred activity. “Eye candy” describes the beds of tulips, the magnificent fall colors in the city, the Gatineau Hills and the Rideau Canal. Every journey involves visits to some National Capital showcases. Particularly popular are: The Canadian Museum of History; The National Gallery of Canada; The Parliament Buildings with ceremonial pageantry; Rideau Hall (Governor General’s residence); The Canadian Museum of Nature and Gatineau Park. Because our region is made up of two cities, Ottawa (Ontario) and Gatineau (Quebec), our guests are introduced to at least two cultural experiences. Making new friends and sharing interesting experiences are the primary intent of the week which culminates in a farewell dinner on the last evening of the Journey. Ambassadors are escorted by hosts the next day to their points of departure.

Closest major airport(s) and travel destinations: Ottawa International Airport (MacDonald/Cartier) is a 20 minute drive to downtown Ottawa. Ottawa is a 2-hour drive to Montreal, Quebec, a 6-hour drive to Quebec City, Quebec and a 5-hour drive to Toronto, Ontario. Buses and trains are available to these destinations as well. Flights are available to Ottawa from most major USA cities, either direct or through Toronto or Montreal.

Transportation between the airport and our city is \$40 (CAN) – ambassador pick-up is generally made by hosts!

John Cooke

VP, Communications and Support