



## General Meeting September 18, 2017

Tom Brown Arena Community Centre, Ottawa



The meeting was called to order at 7:30 p.m. with 73 members and three guests present.

### 1. Approval of Agenda

Wendy Adams

**MOTION: To approve the draft Agenda for the September 18, 2017 Friendship Force Ottawa (FFO) General Meeting (GM). Moved by Norm McLeod, seconded by Ian Wilson, carried.**

### 2. Welcome/Introductions/Guests/Announcements

Wendy Adams

Wendy welcomed everyone to the meeting, and wished a bon voyage to the FFO members leaving on a journey to Colorado and Texas.

### 3. VP Membership - Report

Lynda Heffernan

In an outreach for new members Anna Rochon made a presentation last week at Abbotsford House in the Glebe. This presentation was attended by around 40 people and at least 3 couples expressed a keen interest.

FFO was pleased to welcome 2 new members in August. Brian Malcolmson came to us through his brother-in-law, a member of Friendship Force Montreal. He has already volunteered to day host for a day during the Hamilton-Burlington journey and has become a member of the planning committee for the outbound trip to Pecs, Hungary. Ian Wilson has agreed to be his mentor. Sam Ludmer, the second new member, came to us after biking around Cape Breton with Richard Hatherill. He is going on the Colorado-Texas journey. Lynda noted that the best way to interest new members is by personal contact and encouraged members to keep doing good work. Membership now stands at 161.

Pierrette Benoit introduced guest Nancy Mulvihill, and Andrew Stirling introduced guests Paula and Ray Desloges.

### 4. Approval of June 19, 2017 GM Draft Minutes

Heather Harrison

**MOTION : To approve the draft Minutes, as presented, for the June 19, 2017 FFO GM. Moved by Pierrette Benoit, seconded by Carol Lundy, carried.**

### 5. VP Journeys

Eugenie Prevost

#### a) 2019 Journey Process and Survey

Eugenie emailed the survey and additional information to members on August 29. Results will be compiled, distributed to FFO members, and submitted to FFI by November 1. FFI will inform FFO of proposed journeys by January 15 allowing FFO until February 28 to request any changes.

#### b) 2018 Journeys

Eugenie Prevost

See the Chart at Appendix A for details. Eugenie explained that there are only two incoming journeys in 2018 because Big Canoe cancelled due to concerns that it would be too cold. They have since come back requesting to visit the first week of September 2018.

She noted that Host Coordinators are required for the incoming Japan and Brazil journeys.

In August, FFO agreed to an Indonesian club's request to come to Canada in the winter. This club has since chosen to visit a club in the United States instead.

- c) 2017 Journeys Eugenie Prevost  
There are two 2017 journeys remaining: inbound from Hamilton/Burlington October 24-28; and outbound to North Colorado and Georgetown, Texas September 27 to October 11. FFO Host Coordinators are asking for volunteers for the Hamilton/Burlington journey.
- d) Presentation - Memphis, Tennessee and The Villages, Florida Elaine Bradley  
Elaine recounted the visit of 25 ambassadors from the United States in May, and presented a slide show with pictures of ambassadors and FFO members (80 volunteers) enjoying Ottawa and its environs.
- e) Presentation - Schwerin, Germany Pierrette Benoit  
Pierrette led a group of 13 FFO ambassadors to Schwerin in May. She remarked on the many cultural and historical sites, and amazing monuments - some of which she included in her slide show. The farewell dinner was held in a rustic hall - a choice inspired by FFO's decision to host the farewell dinner for Schwerin ambassadors in a Gatineau chalet.

#### 6. Treasurer

Alain Dawson

- a) Financial Statements  
FFO had a budget surplus of \$1500 in 2016-17. This was due to several factors including: no funding for the Christmas Party or the FFI Conference and some income due to incoming ambassadors who cancel within 60 days of the journey or who do not follow the program. See Appendix B for Financial Report - 30 Aug 2017.
- b) 2017-18 Budget  
Alain explained to members that there is no need to raise fees because we will be using the surplus in the FFO account. The use of the surplus does not affect the contingency fund which remains at \$5000. See Appendix B for 2017-18 budget information.

**MOTION: To adopt the budget for 2017-18. Moved by Louis Delorme, seconded by Lynda Heffernan, carried.**

As a result of decisions taken at this meeting regarding the AGM, the 2017-18 budget was amended as follows:

1. An expense of \$125 was added for the Michelle Valberg presentation planned for the AGM resulting in the total deficit to increase from \$1,433 to \$1,558.
2. The budget line item "Year End Party" was amended to "Year End Event" to be more inclusive allowing the cost of the Michelle Valberg presentation at the AGM to be accounted under the same budget line item as a year end party.
3. The budget line item "Event" in the income section was amended to "Journeys" to more accurately reflect where any journey income is accounted.

**7. Past President**

Donna Nicholson

a) FFO Board Vacancies

The vacancies for the 2017-18 year are VP of Membership, two new Director-at-Large positions, and, Secretary.

b) Nominations for Board Vacancies

Donna asked members to let the Nominating Committee know if they were interested or knew of anyone else who might like to join the Board.

**8. President**

Wendy Adams

a) FFO Directory Update

Wendy announced that the Directory has been updated and thanked Donna Nicholson and Vic Hudon for taking the photos.

b) Hosting Working Group

Further to an article in the September 2017 Capcon, Wendy asked for volunteers to join this working group to examine FFO’s hosting practices for inbound journeys. The group will look at whether the club is providing a balance of fulfilling experience for visiting ambassadors while at the same time maintaining reasonable costs and obligations for FFO hosts.

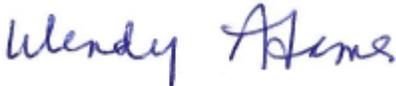
c) AGM Update

The FFO Annual report will be posted on the website in advance of the meeting for members’ review, and, there will be time at the meeting for questions. Members will be asked to vote on the new board members. Wendy asked members if they would support inviting respected photographer Michelle Valberg to present her photos at the ADM.

**MOTION: The FFO invite Michelle Valberg to speak at our AGM in December and that those that attend be charged \$5 per person to offset her speaker’s fee of \$500. Moved by Anna Rochon, seconded by Claire Fortin, carried.**

**Adjournment:** The meeting adjourned at 8:30 p.m.

**ANNUAL GENERAL MEETING is scheduled for Monday, December 4 at the Tom Brown Arena.**



Wendy Adams  
FFO President



Heather Harrison  
FFO Secretary

**Appendices:**

Appendix A: 2018 FFO Journeys

Appendix B: Financial Report - Aug 2017 and 2017-18 Budget

**Appendix A: 2018 FFO Journeys**

**2018 Outgoing and Incoming Journeys**

| <b>Outbound Journeys</b>  |                                      |   |  |
|---|--------------------------------------|---|--|
| <b>Date</b>   | <b>Journey</b>                       | <b>Ambassador Coordinator</b>   | <b>Status Information</b>  |
| March 7 to 14   | South Africa<br>Cape Town<br>14007   | Donna & Alain<br>Dawson<br><a href="mailto:alain.dawson@gmail.com">alain.dawson@gmail.com</a><br><a href="mailto:donnadawson2@gmail.com">donnadawson2@gmail.com</a> | Waiting List   |
| FF Pecs suggested:<br>June - between 2 <sup>nd</sup><br>and 3 <sup>rd</sup> weeks | Pecs, Hungary<br>14102               | Anna & Paul Rochon<br><a href="mailto:anna.varochon@gmail.com">anna.varochon@gmail.com</a>  | Waiting List   |
| Adelaide:<br>Sept 13-20<br>Sydney:<br>Sept 20-27                                  | Adelaide and Sydney<br>14151         | Joanne Curran & Joan Kinnie<br><a href="mailto:jocurran5@gmail.com">jocurran5@gmail.com</a><br><a href="mailto:joan@kinbon.ca">joan@kinbon.ca</a>                   | Waiting List   |
| Sept 10-14  | Quebec City<br>Mini Journey<br>14298 | Jaap & Maria Schouten<br><a href="mailto:schouten@rogers.com">schouten@rogers.com</a>   | Waiting List<br>(Deputy AC: Pierrette<br>Benoit)<br><a href="mailto:benoitp@ncf.ca">benoitp@ncf.ca</a> |
| Oct 23-30   | Washington, DC<br>14220              | Dorothy Brunet &<br>Kathy Hatherill<br><a href="mailto:rfbrunet@bell.net">rfbrunet@bell.net</a><br><a href="mailto:khatherill@gmail.com">khatherill@gmail.com</a>   | Waiting List   |
| <b>Inbound Journeys</b>   |                                      |   |  |
| May 9-16  | Oita, Japan<br>14085                 | TBD   | Will visit FF Niagara<br>May 2-9; Travel to<br>Ottawa May 9  |
| Proposed Oct 9-16   | Brasilia, Brazil<br>14192            | TBD   | Ongoing  |

**Appendix B: Financial Report - Aug 2017 and 2017-18 Budget** (Page 1 of 4 pages)

**GM Financial Report - 30 Aug 2017**

Since the last GM financial report in April, the few transactions have not changed our financial status appreciably, therefore, a simplified financial report format is presented tonight.

|                            |                 |  |                      |
|----------------------------|-----------------|--|----------------------|
| 1 Nov2016 opening balance  |                 |  |                      |
| General Account            | \$2,142         |  |                      |
| Reserve Account            | \$3,393         |  | closed in Mar 2017   |
| Exchange Account           | <u>\$1,734</u>  |  | closed Dec 2016      |
| <b>Total</b>               | <b>\$7,269</b>  |  |                      |
| Income amount              | \$8,509         |  | \$1,289 above budget |
| Expense amount             | <u>-\$5,247</u> |  | \$3,913 below budget |
| 30 Aug 2017closing balance | <b>\$10,531</b> |  | General Account      |

Removing the approved \$5,000 in contingency fund, currently leaves us with \$5,531 for operations.

The approved budget was a deficit budget in the amount of \$1,940. The current difference to budget is \$5,203 on the plus side. Looking forward, it is expected to end the year with a net surplus.

**Proposed 2017-18 Budget**

In 2015-16, 170 members renewed and 8 joined for a total of 178 members; in 2016-17, 157 members renewed, 5 joined and expecting 2 more by year end for a total of 164 members; therefore the 2017-18 budget is based on 160 members (150 renewal and 10 new membership).

For 2017-18, the membership fee will remain at \$40, resulting in a budget deficit of \$1,433.

Budget line items remarks:

- a. Communications - \$600 is allocated for website development, \$165 for web hosting and \$35 for domain name;
- b. Communications - Due to the uncertainty that 2016-17 allocation toward Canffex will be spent, \$150 was allocated for 2017-18  
Friendship Force Canada Council of President administration funds;
- c. Conference - The FFI area coordinator proposed an eastern Canadian conference possibly in Ottawa, with no further details \$500 was allocated;
- d. Events - Was voted at the Jun GM that the Year End party would simply consist of a supper at the Mandarin restaurant;
- e. Miscellaneous - In 2016-17, FFO pins were used as prizes, therefore the allocation of \$25 for gifts.

| Budget Line Items                | 2015-16<br>170 + 8 members | 2016-17<br>157 + 7 members | 2017-18<br>150 + 10 members |
|----------------------------------|----------------------------|----------------------------|-----------------------------|
|                                  | Actual                     | Year-End Prediction        | Budget                      |
| <b>Membership Fee</b>            | <b>\$ 40</b>               | <b>\$ 40</b>               | <b>\$ 40</b>                |
| <b>Income</b>                    | <b>\$ 7,366</b>            | <b>\$ 8,633</b>            | <b>\$ 6,644</b>             |
| Membership                       |                            |                            |                             |
| Membership Fee                   | \$ 7,075                   | \$ 6,560                   | \$ 6,400                    |
| Membership Late Fee              | \$ 65                      | \$ 50                      | \$ -                        |
| Membership Badge                 | \$ 60                      | \$ 110                     | \$ 100                      |
| Membership Total                 | \$ 7,200                   | \$ 6,720                   | \$ 6,500                    |
| Journeys                         |                            |                            |                             |
| * Outbound Japan/Taiwan          | \$ -                       | \$ 78                      | \$ -                        |
| ** Inbound Australia             | \$ -                       | \$ 797                     | \$ -                        |
| *** Inbound Memphis/The Villages | \$ -                       | \$ 899                     | \$ -                        |
| Journeys Total                   | \$ -                       | \$ 1,773                   | \$ -                        |
| Miscellaneous                    |                            |                            |                             |
| Bank Interest                    | \$ -                       | \$ -                       | \$ -                        |
| Name Magnets                     | \$ -                       | \$ 4                       | \$ 4                        |
| FFO Pins                         | \$ 166                     | \$ 136                     | \$ 140                      |
| Miscellaneous Total              | \$ 166                     | \$ 140                     | \$ 144                      |
| <b>Expenses</b>                  | <b>\$ 9,464</b>            | <b>\$ 7,093</b>            | <b>\$ 8,202</b>             |
| Administration                   |                            |                            |                             |
| Bank Charges                     | \$ 13                      | \$ 35                      | \$ 40                       |
| Square Charges                   | \$ 74                      | \$ 75                      | \$ 90                       |
| Office Supply/Postage            | \$ 45                      | \$ 15                      | \$ 15                       |
| Printing/Photocopying            | \$ -                       | \$ 155                     | \$ -                        |
| Insurance                        | \$ 1,217                   | \$ 1,280                   | \$ 1,290                    |
| Administration Total             | \$ 1,348                   | \$ 1,560                   | \$ 1,435                    |
| Communications                   |                            |                            |                             |
| Capital Connection               | \$ -                       | \$ -                       | \$ -                        |
| Website                          | \$ 196                     | \$ 596                     | \$ 800                      |
| Canffex                          | \$ -                       | \$ 100                     | \$ 150                      |
| Audio/Visual                     | \$ -                       | \$ 11                      | \$ 25                       |
| Communications Total             | \$ 196                     | \$ 707                     | \$ 975                      |

| Budget Line Items           | 2015-16          | 2016-17             | 2017-18          |
|-----------------------------|------------------|---------------------|------------------|
|                             | Actual           | Year-End Prediction | Budget           |
| <b>Membership</b>           |                  |                     |                  |
| Membership Badge            | \$ 92            | \$ 112              | \$ 102           |
| AC/HC/JT Training           | \$ 13            | \$ 50               | \$ 100           |
| Recruitment/Retention       | \$ 27            | \$ 200              | \$ 150           |
| New Member Reception        | \$ -             | \$ 100              | \$ 200           |
| <b>Membership Total</b>     | <b>\$ 131</b>    | <b>\$ 462</b>       | <b>\$ 552</b>    |
| <b>Conferences</b>          |                  |                     |                  |
| Eastern Canadian Conference | \$ -             | \$ -                | \$ 500           |
| International Conference    | \$ 1,000         | \$ -                | \$ -             |
| <b>Conferences Total</b>    | <b>\$ 1,000</b>  | <b>\$ -</b>         | <b>\$ 500</b>    |
| <b>Rental</b>               |                  |                     |                  |
| GM/AGM Room                 | \$ 192           | \$ 161              | \$ 200           |
| Board Meeting Room          | \$ 100           | \$ 100              | \$ 100           |
| AC/HC/JT Training           | \$ -             | \$ 50               | \$ 100           |
| Friendship Day              | \$ -             | \$ -                | \$ 50            |
| Recruitment/Retention       | \$ 50            | \$ 50               | \$ 50            |
| Friendly Wanderer           | \$ -             | \$ 141              | \$ 150           |
| <b>Rental Total</b>         | <b>\$ 342</b>    | <b>\$ 502</b>       | <b>\$ 650</b>    |
| <b>Events</b>               |                  |                     |                  |
| World Friendship Day        | \$ -             | \$ -                | \$ 50            |
| Year End Event              | \$ 504           | \$ 109              | \$ 125           |
| Golf                        | \$ -             | \$ -                | \$ -             |
| <b>Events Total</b>         | <b>\$ 504</b>    | <b>\$ 109</b>       | <b>\$ 175</b>    |
| <b>Miscellaneous</b>        |                  |                     |                  |
| Meeting Food & Refreshment  | \$ 133           | \$ 150              | \$ 150           |
| Gifts                       | \$ -             | \$ -                | \$ 25            |
| FFO Pins                    | \$ 962           | \$ -                | \$ -             |
| Other                       | \$ 40            | \$ -                | \$ -             |
| <b>Miscellaneous Total</b>  | <b>\$ 1,135</b>  | <b>\$ 150</b>       | <b>\$ 175</b>    |
| <b>FFI Support</b>          |                  |                     |                  |
| FFI Membership Fee          | \$ 3,342         | \$ 3,103            | \$ 3,240         |
| Annual Fund Contribution    | \$ 763           | \$ 500              | \$ 500           |
| Support Contribution        | \$ 703           | \$ -                | \$ -             |
| <b>FFI Support Total</b>    | <b>\$ 4,808</b>  | <b>\$ 3,603</b>     | <b>\$ 3,740</b>  |
| <b>Surplus/Deficit</b>      | <b>-\$ 2,099</b> | <b>\$ 1,541</b>     | <b>-\$ 1,558</b> |

**Appendix B: Treasurer's 2017 Report and Proposed 2017-18 Budget** (Page 4 of 4 pages)

- \* Forfeited 2 FFO fees for cancellation within 6 months of exchange as per refund policy
- \*\* Forfeited 3 Ambassador's fees for not attending + FFO members Overcharges
- \*\*\* Forfeited Ambassador's fee for 1 late cancellation + for event non-attendances + reduction in charges for all at the Mandarin