



## General Meeting 01 October 2018

Tom Brown Arena Community Centre, Ottawa



The meeting was called to order at 7:30 p.m. with 76 members present.

**1. Approval of Agenda**

**Wendy Adams**

**MOTION: To approve the draft Agenda for the October 1, 2018 Friendship Force Ottawa (FFO) General Meeting (GM) with the addition of 7c) Media Manager and 7d) Bob Elliott re Bridge. Moved by Donna Nicholson, seconded by Lynda Heffernan, carried.**

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

**Wendy Adams**

Wendy welcomed members and guests Beverley Tedford and Patricia Chamberland to the meeting.

**3. VP Membership – Report**

**Lynda Heffernan**

Lynda reported that the membership remains steady at 148. Name tags were presented to two new members, Stacey Cohen, who has already signed up for a journey to St. Louis and Oklahoma City; and Jennie Hornosty, who is also ready and willing to be active.

Lynda was pleased to report that thanks to Eileen Howell, FFO has been invited to give a talk to the University Women's Club on November 6<sup>th</sup> and Anna Rochon, Joanne Curran and Lynda will represent the club and plan to break the presentation into three parts based on the structure of Friendship Force and powerpoint presentations on outgoing and incoming journeys. They will be extending a reciprocal invitation to the group to attend the AGM on December 3<sup>rd</sup> to hear Louise Radmore speak about her life in Mongolia.

Lynda referred to the Eastern Canadian Conference being hosted by FFO on November 15 to 17 and that night hosting is being arranged for the participants and there are only a few more people to assign to night hosts and members were requested to speak with Lynda following the meeting if they could possibly help out.

**4. Approval of June 18, 2018 GM Draft Minutes**

**Charlotte Foster**

**MOTION: To approve the draft Minutes, as posted, for the 18 June 2018 FFO GM. Moved by Lynda Heffernan, seconded by Pierrette Brunet, carried.**

**5. VP Journeys**

**a) 2018 Journeys' Update**

As Eugenie Prevost was absent due to a medical emergency, Donna Dawson presented the report.

**Inbound Journeys Donna Dawson**

Donna encouraged members to check the signup list for the Inbound Brasilia Journey Scheduled for 9 to 16 October as additional help is always welcomed.

**Report on Oita, Japan Inbound Journey**

**Gail Nevraumont**

Gail reported that 14 ambassadors visited from May 9 to 16 following a second exchange to the Niagara region and were a very cohesive, adventurous, and flexible group. She thanked

the Inbound Committee of 12 members who worked very hard in making the journey a success. The Journey involved 13 FFO members as night hosts, 16-day hosts and 13 dinner hosts. The activities were Parliament, tulip festival, Omega Park, Museum of History, Byward Market, Gatineau Park and the Aboriginal Experience, which has been revamped and is now less than \$18.00 per person and was very enjoyable. New to this journey was the paying of parking fees for FFO members and she recommended that in future the inbound organizing committees have someone specifically assigned to this task. Also new to this journey was the first “Carry-In Dinners” which involved another 31 FFO members and went quite well. It really does give those who cannot contribute another way, an opportunity to contribute to the club. In general, it was well received, and she suggested that future focus be on ‘casual’ meals and more members volunteering in their specific areas. She regretted that the Committee was not able to recruit any new members and that greater effort was needed in this area. One suggestion for a future inbound journey is a community pot luck, which could be a great experience for the potluck introduction to Canadian cooking in a group.

**Outbound Journeys**

**Report on Pecs, Hungary**

**Anna Rochon**

With the aid of pictures, Anna reported on the Pecs, Hungary journey, which involved 12 members from FFO. Pecs is an ancient city in southern Hungary, close to the Croatian border. The lessons learned from this journey were that Pecs is a region of Hungary that is being rebuilt and certainly a gem worth exploring. There are currently three Friendship Force clubs in the country. FFO members had a great time interacting with a wide variety of ages and viewed the journey as a success.

**Report on Mini Journey to Québec City**

**Jaap Schouten**

Jaap reported that the Mini Journey to Québec City was three full days and four nights; however, it seemed longer because of the many activities. The Québec City club is very small, but their coordinator was fantastic and they are interested in visiting English speaking clubs. Pictures taken during the journey showed visits in the city which included the museum of architecture, the war lookout tower, and a guided tour through old Québec City. Jaap expressed appreciation to Petra Friedrichson, Jean Farrell, and Maria Schouten for their significant help on the exchange.

**b) 2019 Journeys Update**

**Inbound Journeys**

- May 14-21, 2019 Greater Des Moines, Iowa – Host Coordinator still needed
- September 11-18, 2019 Big Canoe, North Georgia, USA – Bryan Horton Host Coordinator
- October 16-23, 2019 Taipei, Taiwan – Jaap and Maria Schouten Host Coordinators

**Outbound Journeys**

- April 2-9, 2019 Oklahoma Merv and Jessica Sullivan
- April 9-16, 2019 St. Louis Ambassador Coordinators (still space)
- April 24-May 1, 2019 Trujillo, Peru Joanne Curran Ambassador Coordinator (still space)
- July 2-9, 2019 – Ulan Ude, Russia Mary Jane Kelleher and Colin Leech
- July 9-16, 2019 – Ulaanbaatar, Mongolia Ambassador Coordinators (waiting list)
- November 2019 (2 weeks)- Christchurch & Manawatu, NZ- Joan Gregoire & Sharon Bedier  
Ambassador Coordinators.

Donna thanked all who put their names forward for the 2019 journeys and reminded others that they can also sign up and be put on waiting lists.

- c) **2020 Journeys Selection** **Wendy Adams**  
Wendy outlined the FFO draft Outbound Journey requests for 2020 as being Indonesia (2 weeks), Guadeloupe (1 week), Romania (1 week), and Illinois (1 week) and Iowa (1 week). An outbound journey with a Canadian Friendship Force club may also be organized. Wendy advised that as Indonesia has had an earthquake and tsunami recently, further information regarding the feasibility of going there in 2020 will need to be explored. The deadline for submission of these outbound requests is November 1, 2018.

6. **Treasurer** **Alain Dawson**

- a) **Financial Statement to 19 August 2018**  
Alain presented the FFO Financial Report to 19 August 2018 which projects a small positive balance at the end of the year. The full report can be viewed under supporting documents appended to the minutes.
- b) **Draft FFO 2018-2019 Budget**  
Alain presented the FFO 2018-2019 Budget which indicates no increase in the cost of Membership; however, he alerted the members of the possible need to increase membership FFO membership fee in 2019.  
**MOTION: To approve the FFO 2018-2019 Budget as presented; moved by Carolyn Asselin, Seconded by Fay McNeil, Carried.**

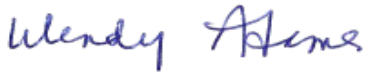
7. **Announcements** **Wendy Adams**

- a) **FFO Bridge Group** **Bob Elliott**  
Bob Elliott, Convener of the FFO Bridge Group reminded bridge players of the awards dinner night on Tuesday, 2 October 2018 at the Mandarin Restaurant at 5:00 p.m. and to sign up for the 2018-2019 bridge season.
- b) **FFO 2018 Mandarin Christmas Dinner on 20 November 2018**  
Wendy reminded members to reserve for the FFO year end Christmas dinner being held at the Mandarin Restaurant on West Hunt Club with refreshments and social time at 4:00 p.m. and the buffet dinner at 5:00 p.m. The approximate cost is \$30.00 paid individually and an email will be sent out closer to the date to confirm attendance.
- c) **Update on the Eastern Canada FF Conference in Ottawa on November 15-17, 2018**  
Wendy advised that the Eastern Canada FF Conference being held in Ottawa from Thursday, 15 November to Saturday, 17 November will involve participation by representatives from 11 Canadian FF clubs. All FFO members are invited to come to the Riverside Church at 3191 Riverside Drive for the Thursday, November 15<sup>th</sup> program – Lunch at 12:00 noon being catered by Leatherworks (\$14.00 per person) and the Guest Speaker will be FFI President, Jeremi Snook. This will be followed by a dinner (approximate cost of \$30.00 per person) at the Mandarin Restaurant at 5:00 p.m. Members were requested to send a cheque for \$14.00 for the lunch (made payable to FFO) to Wendy Adams by October 10, 2018 to confirm attendance.
- d) **Media Team**  
Wendy reported that Brian Ingham has asked to be replaced in his role as media manager for GM meetings after having faithfully carried out this role for five years and on behalf of the club membership expressed appreciation to Brian for his loyal and valued contribution. As a result, the job description has been changed to create a team of people in three areas: coordination and backup, audiovisual, and sound. Training will be provided, and the new

concept will come into effect at the January 2019 GM. If no volunteers step forward, then these services at the GM's may need to be discontinued. Interested members were invited to contact Wendy Adams. The Job Description for the Media Team members appears under Supporting Documents.

**Adjournment:** The meeting adjourned at 8:38 p.m.

**NEXT GENERAL MEETING – Annual General Meeting is scheduled for Monday, 03 December 2018.**



**Wendy Adams  
FFO President**



**Charlotte Foster  
FFO Secretary**

**Supporting Documents:**

- A. VP Journeys Report
- B. Draft FFO Outbound Requests to FFI for 2020
- C. 2017-18 Financial Report 1 Nov 2017 to 19 August 2018
- D. Proposed FFO 2018-2019 Budget
- E. Job Description for the Media Team Members



**2019 FFO INBOUND JOURNEYS**

DATE	JOURNEY	HOST COORDINATOR
MAY 14-21	GREATER DES MOINES	<b>VOLUNTEER(S) NEEDED</b>
SEPTEMBER 11-18	BIG CANOE, NORTH GEORGIA	Bryan Horton
OCTOBER 16-23 (CONTINUES ONTO HAMILTON, BURLINGTON)	TAIPAI, TAIWAN	Jaap & Maria Schouten

**2019 FFO OUTBOUND JOURNEYS**

DATE	JOURNEY	AMBASSADOR COORDINATORS
APRIL 2-9 APRIL 9-16	OKLAHOMA ST. LOUIS <b>STILL SPACE</b>	MERV & JESSICA SULLIVAN
APRIL 24-MAY 1	TRUJILLO, PERU <b>STILL SPACE</b>	JOANNE CURRAN
JULY 2-9 JULY 9-16	ULAN UDE, RUSSIA Ulaanbaatar, MONGOLIA Waiting List	MARY JANE KELLEHOR COLIN LEECH
NOVEMBER (2 WEEKS)	CHRISTCHURCH & MANAWATU, NEW ZEALAND No Waiting List	JOAN GREGOIRE SHARON BEDIER

As an **incentive** to **increase** the number of members volunteering to be **Host Coordinators (Inbound Journeys)**, the member (or 2 members) who are **approved by the Board** and **complete their duties** be allowed to choose either of the following:

- A. **PAYMENT** of the cost of the Inbound Journey Welcome and Farewell events for which he/she/they are the coordinator(s).
- B. **ASSURED SPACE(S) (Maximum 2)** on a following year's Outbound Journey, subject to the procedural conditions of that journey.\*

## Draft FFO Outbound Requests to FFI for 2020



	Outbound destinations requested for 2020	Geographical Location
1 <sup>st</sup> int'l	<u>Romania</u> - 1 week	Europe & <u>Eurasia</u> Region, South East Europe.
2 <sup>nd</sup> int'l	<u>Guadeloupe</u> -1 week (Reciprocal)	Latin America Region, an island in the South Caribbean
3 <sup>rd</sup> int'l	<u>Indonesia</u> - 2 weeks	Asian Region, North of Australia
4 <sup>th</sup> int'l	<u>USA</u> - 2 weeks	Central USA: Illinois - 1 week Iowa - 1 week
Cdn	<u>Haliburton Highlands</u> - 1 week or 4 days	In Ontario – Muskoka & Algonquin Park



**1. Bank Balance**

The income and expenses that occurred during the period of 1 Nov 2017 to 19 Aug 2018, resulted in the following changes to the bank balance:

1 Nov 2017 opening balance	\$	<b>9,890</b>	
Income amount	+	\$ 7,243	\$599 above budget
Expense amount	-	<u>\$ 6,736</u>	\$1,466 below budget
19 Aug 2018 closing balance	\$	<b>10,397</b>	
Contingency fund	-	\$ 5,000	
Website renewal fund*	-	<u>\$ 400</u>	
Net available for operations	\$	<b>4,997</b>	

\* Carried over until the work is done

The \$167 incomes since the financial report of 31 May are:

- a. 4 membership payments ..... \$80;
- b. 3 membership badges ..... \$30; and
- c. Oita, Japan Inbound Journey Surplus ..... \$57.

The \$2,064 expenses since the financial report of 31 May are:

- a. FFO Insurance ..... \$1,337;
- b. Donation to FFI Annual Fund (\$375 USD) ..... \$505;
- c. GM room rental (Tom Brown) ..... \$195; and
- d. Friendly Wanderer room rental (The Citizen) ..... \$28.

**2. Membership Badge cost**

The Board approved the price increase of the Membership badge (FFO Name Tag) to \$12.00 starting 1 Nov 2018, to offset the 2018 significant increase in procurement cost.

**3. Proposed 2018-19 Budget**

The proposed budget is based on 135 renewed and 8 new memberships and no change to the membership fee for a total income of \$5,895 and total expenses of \$7,685 resulting in a deficit of \$1,790. Please review the budget details on the next two pages.

## Proposed FFO 2018-2019 Budget

Fiscal Year Renewed + New members	2015-16 170+8	2016-17 157+5	2017-18 140 + 10	2018-19 135 + 8
<b>Membership Fee</b>	\$ 40	\$ 40	\$ 40	\$ 40
Budget Line Items	Actual	Actual	Year-End Prediction	Budget
<b>Income</b>				
Membership				
Membership Fee	\$ 7,075	\$ 6,480	\$ 5,880	\$ 5,620
Membership Late Fee	\$ 65	\$ 50	\$ 20	\$ 15
Membership Badge	\$ 60	\$ 90	\$ 70	\$ 96
Membership Total	\$ 7,200	\$ 6,620	\$ 5,970	\$ 5,731
Events				
Outbound Journeys*	\$ -	\$ 78	\$ -	\$ -
Inbound Journeys**	\$ -	\$ 1,695	\$ 589	\$ -
Event Total	\$ -	\$ 1,773	\$ 589	\$ -
Miscellaneous				
Bank Interest	\$ -	\$ -	\$ -	\$ -
Name Magnets	\$ -	\$ 8	\$ -	\$ 4
FFO Pins	\$ 166	\$ 160	\$ 132	\$ 160
Guadeloupe Disaster	\$ -	\$ -	\$ 620	\$ -
Miscellaneous Total	\$ 166	\$ 168	\$ 752	\$ 164
<b>Income Total</b>	<b>\$ 7,366</b>	<b>\$ 8,561</b>	<b>\$ 7,311</b>	<b>\$ 5,895</b>
<b>Expenses</b>				
Administration				
Bank Charges	\$ 13	\$ 24	\$ 7	\$ 10
Square Charges	\$ 74	\$ 63	\$ 20	\$ 25
Office Supply/Postage	\$ 45	\$ -	\$ -	\$ 10
Printing/Photocopying	\$ -	\$ 54	\$ -	\$ -
Insurance	\$ 1,217	\$ 1,280	\$ 1,337	\$ 1,500
Administration Total	\$ 1,348	\$ 1,422	\$ 1,364	\$ 1,545
Communications				
Capital Connection	\$ -	\$ -	\$ -	\$ -
Website	\$ 196	\$ 196	\$ 196	\$ 200
Canffex	\$ -	\$ -	\$ -	\$ 70
Audio/Visual	\$ -	\$ 11	\$ -	\$ 25
Communications Total	\$ 196	\$ 207	\$ 196	\$ 295
Membership				
Membership Badge	\$ 92	\$ 92	\$ 56	\$ 95
AC/HC/JT Training	\$ 13	\$ -	\$ 18	\$ 65
Recruitment/Retention	\$ 27	\$ -	\$ -	\$ 150
New Member Reception	\$ -	\$ -	\$ 50	\$ 150
Membership Total	\$ 131	\$ 92	\$ 124	\$ 460



Budget Line Items	2015-16	2016-17	2017-18	2018-19
	Actual	Actual	Year-End Prediction	Budget
Conferences				
Eastern Canadian Conference	\$ -	\$ -	\$ 500	\$ 100
International Conference	\$ 1,000	\$ -	\$ -	\$ 1,000
Conferences Total	\$ 1,000	\$ -	\$ 500	\$ 1,100
Rental				
GM/AGM Room	\$ 192	\$ 161	\$ 195	\$ 210
Board Meeting Room	\$ 100	\$ 100	\$ 100	\$ 100
AC/HC/JT Training	\$ -	\$ -	\$ 60	\$ 180
Friendship Day	\$ -	\$ -	\$ -	\$ 50
Recruitment/Retention	\$ 50	\$ -	\$ -	\$ 50
Friendly Wanderer	\$ -	\$ 141	\$ 28	\$ 120
Rental Total	\$ 342	\$ 402	\$ 383	\$ 710
Events				
World Friendship Day	\$ -	\$ -	\$ -	\$ 50
Year End Party	\$ 504	\$ 109	-\$ 11	\$ 75
Golf	\$ -	\$ -	\$ -	\$ -
Events Total	\$ 504	\$ 109	-\$ 11	\$ 125
Miscellaneous				
Meeting Food & Refreshment	\$ 133	\$ 104	\$ 125	\$ 150
Gifts	\$ -	\$ -	\$ -	\$ 25
FFO Pins	\$ 962	\$ -	\$ -	\$ -
Other***	\$ 40	\$ -	\$ 1,052	\$ -
Miscellaneous Total	\$ 1,135	\$ 104	\$ 1,177	\$ 175
FFI Support				
FFI Membership Fee	\$ 3,342	\$ 3,103	\$ 2,639	\$ 2,775
Annual Fund Contribution	\$ 763	\$ 503	\$ 505	\$ 500
Support Contribution	\$ 703	\$ -	\$ -	\$ -
FFI Support Total	\$ 4,808	\$ 3,606	\$ 3,143	\$ 3,275
<b>Expenses</b>	<b>\$ 9,464</b>	<b>\$ 5,941</b>	<b>\$ 6,876</b>	<b>\$ 7,685</b>
<b>Surplus/Deficit</b>	<b>-\$ 2,099</b>	<b>\$ 2,621</b>	<b>\$ 435</b>	<b>-\$ 1,790</b>

\* Income - Outbound Journey:

2016-17: Fukuoka, Japan/Taipei, Taiwan \$78.

\*\* Income - Inbound Journey:

2016-17: Adelaide & Sydney, Australia \$797; Memphis, TN & The Villages, FL, USA \$899; and 2017-18: Guadeloupe \$461; Guadeloupe F2F \$71; Oita, Japan \$57.

\*\*\* Expenses - Other:

2015-16: \$40 for Miscellaneous Membership Expenses; and 2017-18: \$1,052 as a donation for Guadeloupe disaster.



### **Media Team Coordinator (Schedule of FFO GM meetings dates in 2019: Jan 14, Mar 18, June 17)**

- Acts as a back-up and coordinates the scheduling and training of the team of people responsible for the operation of the sound and visual equipment at FFO meetings.
- Maintains the functionality and usability of the computer software, hardware and AV equipment.
- Keeps an AV equipment loan record
- Reports any issues to the Board President and makes recommendations to the Board regarding audio-visual and computer-related software and equipment purchases.
- Assists as required in the delivery, set-up and operation of the sound system, AV equipment, laptop, and other electronic equipment at all Club meetings.

### **Sound Technician**

- Acts as custodian of the sound system, e.g. microphones, speakers, sound board, extension cord
- Sets up and tests sound equipment for FFO meetings including portable and standing microphones and sound board. Operates the sound board during the meeting.

### **Audio Visual Technician**

- Acts as custodian of the laptop and projector
- Generates a slide presentation (such as PowerPoint) for showing at the meetings from the reports received, tests it beforehand and operates the laptop and projector at FFO GM meetings.