



The meeting was called to order at 7:30 p.m. with 42 members present and 2 guests.

- 1. Welcome/Introductions/ Guests/ Announcements** **Lynda Heffernan**
Lynda welcomed members and guests, Elly Khazau a friend of Elizabeth Pauk and Linda Walker, a friend of Gertraude Martin, to the meeting.
- 2. Approval of Agenda** **Lynda Heffernan**
MOTION: To approve the draft Agenda for the 18 March 2019 Friendship Force Ottawa (FFO) General Meeting (GM). Moved by Pierrette Benoit, seconded by Ian Wilson, carried.
- 3. Approval of 14 January 2019 GM Draft Minutes** **Charlotte Foster**
MOTION: To approve the draft Minutes, as posted, for the 14 January 2019 FFO GM. Moved by Donna Dawson, seconded by Joanne Curran, carried.
- 4. VP Membership – Report** **Joanne Curran**
Joanne introduced three new members; Shirley McKey, Linda Nesbitt Miller, who has already signed up for the Mongolia and Siberia journey, and Molly Fanous, a friend of Donna Nicholson. Joanne drew members attention to the calling cards placed on the seats and encouraged members to use them to pass on to persons interested in Friendship Force. As a possible recruiting means, members were encouraged to advise the VP Membership of any other organization with which they were associated. This way when FFO reaches out to these organizations with the offer of a presentation, it can be demonstrated to the organization being approached that “x” number of their members have also joined FFO, thereby demonstrating that FFO is not competing with their organization for membership. Over the next few months, Joanne advised that new initiatives will be introduced towards increasing membership and she welcomed suggestions from members.
- 5. President** **Lynda Heffernan**
 - a) Media Equipment Update** **Alain Dawson**
Alain advised that the Board had agreed that the purchase of a computer is a priority purchase for the club and at the March 2, 2019 Board meeting the following motion was approved: **MOTION: To approve the purchase of a refurbished computer with required software and accessories that will fulfill FFO’s needs for no more than \$1,000., taxes and warranty included. Moved by Alain, seconded by Joan, carried.** Consequently, he will be introducing a motion to amend the budget under Item 7 of the Treasurer’s Report. Lynda advised that the Board is also in the process of pricing equipment with a view to replacing the audio system in subsequent years.

b) Media Team Coordinator

Colin Leech

Linda expressed the club's thanks to Alain Dawson for filling with the Media coordination while still being Treasurer and she introduced Colin Leech, who has volunteered for the job of Media Coordinator. Colin stated that he will need some volunteers to assist for set up, microphone assistance, power point presentation preparation, and to fill in when he is unavailable.

6. VP Journeys

Anna Rochon

a) 2019 Journeys' Update

Inbound

Anna advised that the three Inbound Journeys are as follows:

Iowa, Greater Des Moines from May 10 to 17, 2019 with Barb Smith as Host Coordinator – most hosting and the program has been arranged.

North Georgia, Big Canoe, from September 11 to 19, 2019 with Eva Elliott agreeing to take on the role of Host Coordinator. There are 19 ambassadors booked to take part in this journey and members are encouraged to volunteer for the various roles for this journey.

Taiwan, Taipei from October 16 to 23, 2019.

Communication for this journey has become more regular and the agenda is already planned.

Outbound

Oklahoma City, Oklahoma & St. Louis, Missouri from April 2 to 9, and 10 to 17, 2019 with Ambassador Coordinators Merv and Jessica Sullivan – The group will be travelling soon and have had a couple last minute cancellations.

Peru – Trujillo April 24 to May 1, 2019 with Ambassador Coordinator Joanne Curran and 14 are booked for this trip.

Siberia – Ulan Ude, Mongolia – Ulaan Baatar from July 2 to 9, and July 10 to 17, 2019 with Ambassador Coordinators Mary Jane Kelleher and Colin Leech. This journey comprises an experienced group of ambassadors and everything is moving along well.

New Zealand Manawatu and Christchurch from November 5 to 12 and November 15 to 22, 2019 with Ambassador Coordinators Joan Gregoire and Sharon Bedier. This also is an experienced group of ambassadors and everything is moving along well with plans for before and after programs. There is currently one space but there are two on a waitlist.

b) 2020 Journeys Selection

Anna advised that the 2020 Journey Assignments have now been received from Friendship Force International and are as follows:

Inbound

May – Richmond, Virginia;

June – Cairo, Egypt; and

September – Manawatu, Wanganue & Horowhenua, New Zealand.

Outbound

February – Guadeloupe;

August – Solo-Surakarta and Surabaya, Indonesia – double journey – time to be negotiated;

October – Northern Illinois and Greater Des Moines – double journey; and

????? – Haliburton, Ontario.

c) **Presentation**

Outbound - Washington

Dorothy Brunet

With the aid of slides, Joan reported that 19 ambassadors from FFO participated in the Outbound Journey to Washington from 23 to 30 October 2018. The Washington club is a very active club with subgroups of a walking club, blues and wine tasting club. The activities included tours to the Library of Congress and lunch in the cafeteria, as well as visits to the Botanical Gardens, Arlington Cemetery, the Holocaust Museum, the Suffragette Museum, the Smithsonian – African American branch and the American Art Museum. A tour of Georgetown was very interesting to view the homes decorated for Halloween and they also visited the John F. Kennedy Centre. Dorothy stated, “We went as strangers and left as friends”.

7. Treasurer’s Report

Alain Dawson

a) **Bank Balance**

Alain presented the 2018-18 Financial Report for the period 1 November 2018 to 28 February 2019 which reflects a net available for operations of \$6,503. and the details of income being largely from membership dues. The major part of expenses was for FFI membership fees. In response to a question about the amount in the club’s contingency fund, Alain stated there is \$5,000. Alain also advised that there is \$1,000. Reserved for a representative from FFO to go to the FFI Conference in Colorado.

- b) In accordance with the Board’s decision to purchase a newer computer for the club Alain explained that a motion is now required to amend the 2018-19 budget.

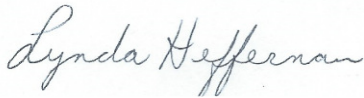
MOTION: That the 2018-19 budget be amended to add \$1,000. to a new budget line item “Special Project” to be used for the purchase of a replacement computer with software and accessories. Moved by Vic Hudon, seconded by Pierrette Benoit, carried.

c) **Journey Treasurer Workshop**


Alain reported that a Journey Treasurer Workshop was held on 26 January 2016 at the City View Retirement Community in Nepean with 13 members participating. Participants were using three different platforms to run the Journey Treasurer template and the latest template uses macros for added functionality which created issues for Open Office calculations; consequently, Alain advised that he is developing a version for Open Office calculations.

Adjournment: The meeting adjourned at 8:17 p.m.

NEXT GENERAL MEETING – Annual General Meeting is scheduled for Monday, 10 June 2019.



**Lynda Heffernan
FFO President**



**Charlotte Foster
FFO Secretary**

Supporting Documents:

Membership Report March 2019

FFO Journey Report March 18th for GM

2018-19 Financial Report 1 Nov 2018 - 28 Feb 2019

Membership Report

Joanne Curran, VP Membership

FFO remains a vibrant social club with the majority of our 131 members having signed up for one of the club's social activities.

However, our operating pool of ambassadors and hosts is diminishing.

This reality means that those who are in a position to night and/or day host (the minority of members) are regularly asked to do so.

To address this situation the Board has agreed to:

Make membership recruitment & retention a priority for 2019.

**Develop a sustainable membership
recruitment & retention strategy for the next 3 years.**

CALL TO MEMBERS:

We'd like to promote FFO to the alumni or members of organizations like
*Children's International Summer Villages, Rotary Club,
Canada Homestay Network, CARP, NAFR etc.*

**If you are or were a member
of any one of these or other relevant organizations,
could you please let me know.**

This way we can demonstrate to these organizations
that many of their members have joined FFO and
many others may want to do so as well!

FFO Journeys Report

Anna Rochon, VP Journeys

2020 Journey Assignments Received from Friendship Force International

Inbound

- May Richmond, Virginia
- June Cairo, Egypt
- September Manawatu, Wanganui & Horowhenua, New Zealand

Outbound

- February Guadeloupe
- August Solo-Surakarta and Surabaya, Indonesia - double
- October Northern Illinois and Greater Des Moines – double
- ??????? Haliburton, Ontario

2019 INBOUND JOURNEYS

IOWA, Greater Des Moines

Host Coordinator Barb Smith

May 10 -17 Most hosting and program has been arranged.

NORTH GEORGIA, Big Canoe

Host Coordinator Eve Elliott

Sept. 12-19 The search for a Host Coordinator has ended with Eve Elliott agreeing to take on the role. There are 19 people booking to take part in this Journey. A willingness to volunteer for various roles has been expressed by people talked to.

TAIWAN, Taipei

Host Coordinators Jaap & Maria Schouten

Oct. 16-23 Communication has become more regular. Already have agenda planned.

2019 OUTBOUND JOURNEYS

Oklahoma City, Oklahoma & St Louis, Missouri

Ambassador Coordinators Merv & Jessica Sullivan

April 2-9, 10-17 Group will be travelling soon. Have had a couple last minute cancellations.

PERU – Trujillo

Ambassador Coordinator Joanne Curran

April 24-May 1-14 booked for this trip.

SIBERIA - Ulan Ude, MONGOLIA - Ulaan Baatar

Ambassador Coordinators: Mary Jane Kelleher & Colin Leech

July 2-9, 10-17 An experienced group of ambassadors. Everything is moving along well.

NEW ZEALAND Manawatu and Christchurch

Ambassador Coordinators : Joan Gregoire & Sharon Bedier

Nov. 5-12, 15-22 An experienced group of ambassadors. All moving along well with plans for before and after programs. There is one space BUT 2 on a waitlist.

2018-19 Financial Report

1 Nov 2018 - 28 Feb 2019

Alain Dawson, Treasurer

1. Bank Balance

The income and expenses that occurred during the period of 1 Nov 2018 to 28 Feb 2019, resulted in the following changes to the bank balance:

1 Nov 2018 opening balance	\$ 10,199
Income amount	+ \$ 5,356
Expense amount	- \$ 3,053
28 Feb 2019 closing balance	\$ 12,503
Contingency fund	- \$ 5,000
Website renewal fund*	- \$ 1,000
Net available for operations	\$ 6,503

* Carried over until the work is done

The sources of the income are:

a. 131 FFO membership fees	\$ 5,240;
b. 4 FFO late membership Members fees.....	\$ 20;
c. 3 FFO Membership Badges	\$ 36;
d. 14 FFO pins sales	\$ 56; and
e. 1 Name Magnet.....	\$ 4.

The sources of the expenses are:

a. FFI Membership Fee	\$ 2,655;
b. Bank & Square charges.....	\$ 23;
c. Membership Badges.....	\$ 34;
d. Eastern Canadian Conference	\$ 19;
e. AC/HC/JT Training	\$ 47;
f. AC/HC/JT Training room rental	\$ 75;
g. Board meeting donation in lieu of rental.....	\$ 100;
h. GM/AGM Venue Rental	\$ 6;
i. Food for GM/AGM	\$ 15;
j. Year end events.....	\$ 54; and
k. Gift of Flowers	\$ 25.

2. Budget amendment

The current budget calls for \$5,895 in income and \$7,685 in expenses resulting in a deficit budget of \$1,790. With \$10,199 in the bank at the beginning of the fiscal year of which \$5,000 and \$1,000 allocated for contingency and for website renewal and minus the budget deficit of \$1,790 leave \$2,409 in surplus.

The Board proposes that up to a max of \$1,000 be used to buy a replacement FFO computer with software and accessories and that money be set aside in subsequent years to replace the current audio system.

Motion: That the 2018-19 budget be amended to add \$1,000 to a new budget line item "Special Project" to be used for the purchase of a replacement computer with software and accessories.

2018-19 Financial Report

1 Nov 2018 - 28 Feb 2019

Alain Dawson, Treasurer

3. Journey Treasurer Workshop

The journey treasurer workshop was held on 26 Jan 2019 at City View Retirement Community, 151 Meadowlands Drive West with 13 participants. It went very well and appreciated by all. Venue and snacks were provided free of charge by City View Retirement Community. The one thing that I would change is the room set up for better viewing of the screen by all participants. Also parking at City View is on the street which is not ideal in winter.

During the workshop, I observed that participants were using three different platforms to run the Journey Treasurer template: MS Office Excel and OpenOffice Calc on MS Windows and MS Office Excel on Mac OS. The newest version of the JT template using macros for added functionality did not act the same way on each platform. Work is currently in progress to resolve these differences. So far I came to the conclusion that at least two versions of the template will be required one for Microsoft Office Suite and one for the OpenOffice Office Suite.