



friendship force  
OTTAWA



### Notes Executive Team meeting

Feb 6 2024 4:15PM (Zoom)

Present: Anna Van Adrichem-Rochon, Vivien Runnels, Joan Kinnie, Pierrette Benoit, Colin Leech, Marie-France and Bryan Horton.

Regrets: Gertraude Martin

1) President - Welcome and Comments – Anna Van Adrichem-Rochon

Noted that everyone has received a copy of the agenda. An addition for Joan K. has been added under additional comments.

2) Secretary – Vivien Runnels.

Vivien had nothing to bring to the Board's attention.

3) Treasurer – Colin Leech

There has been some activity in the account, i.e. money in and money out. Colin was able to save money on US\$ transfer to FFI.

- a) Membership renewals – total count is now 80. Other new members may be joining later this year.

We were very sorry to hear about the death of Wendy Adam's husband. The suggestion by Pierrette to make a donation to the Canadian Cancer Society in his memory was approved by the board.

ACTION: Colin to send cheque to the Canadian Cancer Society.

- b) With respect to the financial review for 2023, it was noted that the terms of reference currently are for an audit.

ACTION: Colin will ask Leonard Bonnet for a renewed description for a review. Colin will ask Leonard or Merv to do the financial review.

Joan K asked Colin to send a copy of the terms of reference (unclear where these might be and will look at the FFO website to see if they are in the tools section).

c) Money from bridge club

ACTION – Anna will follow up with Bob Elliott about the remaining money from the bridge club.

d) Google Calendar

Colin noted that the Google Calendar costs about \$75 a year. It is useful when we have a lot of events, and we have a lot of things we can add. Pierrette has access to the calendar and has added information she knows about (Wendy also has access to the calendar). Google Calendar is an easy way to get information out to the membership. It was noted that Richard has helped FFO to save money on the website. Pierrette has posted some dates to the calendar, and will add inbounds and outbounds as dates are determined. There was a discussion about adding items that took place in the past, such as adding the art appreciation for January since it may be useful for showing the club's activities to members and others, including possible new members. Looking at the website, the history of such events doesn't appear to show. The Board agreed to keep the calendar: for \$75 it is worth keeping it going.

ACTION: Pierrette will get in touch with other FFO social groups so information can be added.

e) Additional items from the Treasurer.

The Board agreed not to give FFI a donation due to our very tight budget. Colin reminded the Board that we need to get Marie-France as signer on the bank account. This can be done in the next few weeks. (Noted that Joan is back on 23-25 February about the same time as Colin will be back).

4) VP Membership – Marie-France & Bryan Horton

a) Membership application forms – review is in progress.

b) Plans for recruitment: Marie-France received an article from Joanne Curran with testimonies from members. She will see if we can publish this in the federal retirees' newsletters. Pierrette said one FF group posted on Facebook looking for new members. To add to the Facebook page is easy and inexpensive. Pierrette agreed to repost every 3 months or so to the Facebook page so it stays current.

One of the suggestions from a previous meeting was sending an email asking members to 'like' our page every time something new gets posted.

Anna said it's OK for Pierrette to go ahead with putting this on the headline as we're always looking to recruit new members.

c) Mentors for new members – to be determined.

d) Club contact list. The question was asked about why we have the dates on which members joined in the contact list. For privacy reasons, future issues of the

membership contact list will not show this 'Date Joined' field. The data are not deleted, just not displayed.

- e) Additional related comments
- i) FARCC is having a couple of events as per Colin's email sent to members (February 14<sup>th</sup> (Mongolia) and February 23<sup>rd</sup> (Introduction to FARCC and FFI).
  - ii) Mary Jane heard about a space at Carlingwood that might be available. It would be good if the accessibility of the room could be checked. Checking accessibility as a matter of course would be useful for many events.
  - iii) The FFO toolbox is accessible to anyone who accesses the site. Therefore we need to be careful about what is posted. We will discuss this subject further in the future. At this time we will stay with the FFO website, until the FFI website gets sorted.
  - iv) Remember to let members know next time the contact list goes out that we have removed the year of joining for privacy reasons.
  - v) Colin said he would add the new members. Marie-France will send out the new contact list by the end of next week (Anna leaves on Feb 16<sup>th</sup>: Colin and Marie-France will let her know who the three new people are and she will add to the distribution list).
  - vi) There are some other minor changes that need to be made by Bryan to the membership list.

5) VP Journeys – Joan Kinnie

- a) Joan Kinnie advised the board that membership selection of journeys has been made for 2025: Flathead Valley Montana and Medicine Hat got the most votes, and Ghana and Tanzania were the second choice. These requests have been sent to FFI. Since then Anna received a note to say our club could request some journey locations in Europe. Joan looked through the listed clubs and chose three clubs based on the larger size of the clubs. She has sent them to FFI. The clubs were Isle of Wight and Cornwall, England and Leuven in Belgium. They have been received by FFI.
- b) Joanne Curran received a request from Bakersfield that they would like to visit Ottawa in 2025. Their preference would be tulip season. Before they send the request to FFI, we were asked if we would be able to host them. All were in agreement that we would be willing to host Bakersfield. Joanne will link with Anne (from Bakersfield) to advise them of our decision.
- c) With respect to the numbers we can host, Pierrette says we can accommodate 20 ambassadors – our information should say 12-20. The final number depends on the configuration of singles and couples.
- d) Joan talked to FARCC club president Daniel (La Force de l'amitié de la région de la capitale canadienne - Friendship Force of the Canadian Capital Region). FARCC is a sister club in the capital that operates mostly in French. We said we would help them if they needed help and hoped to get help in return. In this we are looking at

reciprocal arrangements. The goal is to get to know their club a little better. It should be known that they are not a Gatineau club but the French-speaking club of Friendship Force in the Capital. Ohio will be going to FARCC in May 2024.

e) Updates on Costa Rica, Nor Peru and Mexico

Dates have been set for two inbounds:

i) The group from Mexico - 27<sup>th</sup> April to May 4<sup>th</sup>, 2024. Barb Smith is the coordinator for that inbound, and there is a team supporting Barb. A meeting has been scheduled for next Monday.

ii) October 2-9, 2024 Peru will visit FFO. Joanne Curran is the coordinator.

iii) Outbound to Costa Rica – 15 -21<sup>st</sup> November, and 22-28 November, 2024. A couple of people have dropped out thus there may not be a need for a draw. The hosting club seems to be a really active club. The question was posed as to how many people are going and how many are needed. So far at least 12 people have signed up. If we are short we can recruit more members from the club. Singles may be hosted together in some homes, depending on availability and numbers participating. More information on that issue will be forthcoming. Julie Breeze and Joan Kinnie are the coordinators for this journey.

f) Additional comments

It was noted that it was unusual for FFI to say we can make a request to Europe. Joan K. said some of the European clubs are small (3 members). FFI doesn't use our website when it does its matches. Hopefully when clubs look at our club they are looking at the FFI website (Myfriendshipforce.Org). This raised the question about our membership numbers and who we can host. Bryan said we could handle 20 when we had 100 members. Maybe this is too high now – maybe 16 would be better. If you have 18 singles for example, it's difficult. If you have 10 couples it's easier. We can leave the numbers the way they are but if all are singles, we may have to reduce the numbers. Suggest a minimum of 12 and a maximum of 20 based on the configuration of who is coming. Decision was made to leave the text as it is.

6) Members at Large – Pierrette Benoit

Anna invited updates from the member at large.

a) Website updates – Pierrette has prepared a table of items that need to be finished. She has talked with Richard and sent him this table. With respect to the items in the toolbox, it was suggested that we change the dates so they are current.

Whatever is going on the website will go to Pierrette first and then to Richard. Pierrette will let people know what has to be worked on. The website has been out of date for a long time. Thanks to Pierrette for doing this work and coordinating with Richard which is working well.

Marie-France also thanked Pierrette for her work on membership. Pierrette took care of new members and made the phone calls to non-renewing members with Gertraude. Pierrette left emails and messages. They caught some who forgot to renew, and those they haven't heard from have likely left. Marie-France repeated her thanks.

Anna said in retrospect we should have sent out a letter in November to remind members to renew by December 31<sup>st</sup>. There is some suggestion that changing this date might be beneficial, such as moving the end of year to November 1<sup>st</sup>, with a date of November 30<sup>th</sup> for renewal; or a deadline of December 15 for members to sign up. Anna asked the board to think about changing the year in further discussion at a later date.

b) Items for the General Meeting on March 5, 2024

Anna asked if there are any other topics in addition to journeys and the treasurer's reports. The goal for the general meeting is to have a one hour meeting. Members are looking for social time as well as a short meeting. Amica Westboro will be the location for the next General meeting on March 5<sup>th</sup> 2024 from 1 PM. Future General Meetings will be relocated to a different site with more capacity.

Other dates for meetings have been listed. It was agreed that an email is good for sending information. Meeting numbers may have been affected by Covid or for other reasons. We'll see how it goes.

ACTION: Anna will send a reminder email to everyone about the change of dates to March 5<sup>th</sup> 2024 for the General Meeting at the Amica.

Anna thanked all for their participation.

Meeting Adjourned at 5:20pm.