

Minutes Based on Agenda for Friendship Force Board Meeting

Dec. 17, 2017 at 2:00pm

Steggall's 3324 Riverbend Dr NE, Cedar Rapids

In attendance: Jim Steggall, Barb Steggall, Jean Thomas, Dean Thomas, Mary Stull, Judy Minor, Connie Williams, Audrey Bradford, Jerry Burke, Shirley Rosenkrans, Mary Ann Nelson and Larry Nelson.

1. Welcome, Introductions and review agenda - by Jim Steggall.
2. Minutes of Oct. 26 meeting - reviewed and approved
3. Past President - Jean & Dean
  - Completion of 2017 (11/30/17 year end) send President's report to FFI.
  - Mary and Jean have been checking an online link for president's report.
  - Complete annual audit and send President's report to FFI
  - Winston Edson has done the audit in the past. Jerry needs to contact him. Treasurer sends in a check to FFI along with the membership count
  - Renew Secretary of State registration and file 990n tax return.
  - Jerry is finishing the tax filing. He will renew the registration and update contact information.
4. President's Report - Jim & Barb - by Jim Steggall
  - a. Roles & Responsibilities
    - By laws updated this year covered chairs of committees and standing committees and directors at large.
    - President elect responsibilities - fund-raising chair and newsletter
    - All board members responsibilities are defined
  - b. Meetings/events for the Program Year
    - Goal: Establish a year plan.
    - Leos are on the Calendar
    - World Friendship Day - we had to do earlier because college students leave for spring break. Do on February 25 2:00? Contact Colleges. Find a location: Shueyville at church - Myron's Church? Connie? Library? IC?
    - Board meeting January 28, 2:00
    - Feb 18<sup>th</sup> WFD Gen meeting and pot luck 2:00
    - Jean discussed an upcoming March 21-6 day - Roads Scholar Journey to Albuquerque, NM. Do we need FFI ok to do Albuquerque Road Scholar? December/January Newsletter - Add the Albuquerque trip.
    - d. Prepare and submit Charter renewal to FFI - due by January 15
    - e. Cincinnati Super conference April 20-22, 2018 - few details out until January. Check by-laws to see who the club sends.
5. Treasurer - Jerry
  - a. Preliminary budget/discussion
    - Put down what the actual cost and then the budgeted
    - Where does Open World Money go? - Mary said "treat it as a Journey" - (the excess is moved to the general fund (should move over when Journey is complete)

- b. Update Quicken -
- c. We are ahead monetarily because of Open World and past Rockwell \$5000 grant
- d. Budget - use our number from last year - Year ends Nov 30

6. Committee Reports

- a. Membership - Marian - report sent
- There are 90 (ended last year at 88) only half have renewed
- With a lady from Texas up to 91 - absentee from Fort Worth
- b. Activities - Shirley
- Annual meeting went well
- c. Journeys - Connie Williams

- Incoming - Albuquerque is June 13-19 (small club) - invitations to people we met in Albuquerque

- Chair: Audrey Bradford - committee Steph and Connie
- Incoming - Ribeira Preto, Brazil is July 9-15 (14-16

ambassadors)

- Chair: Connie Williams - committee Jerry B
- We will charter a bus to take them and members of FF CR/IC to Chicago at the end of the Brazilian journey.
- Chair: Marian Weyten

- Incoming - Tauranga Western Bay of Plenty, New Zealand Sept 29 - Oct 6
- They will begin in Des Moines for quilt show, come to CR/IC, then onto Wichita and the Las Vegas

Chairs: Jerry Burke and Mary Ann Nelson - committee Larry Nelson

Motion for chairs Connie, Second MA Host coordinators.

- Incoming Open World (find out one to three months before)
- An understudy is need for Steve Williams and Vic Klopfenstein.
- Last year we surveyed members what areas they would be interested in early on. We have not heard from FFI about 2019.

d. Communications/Website - Mary

- Public Library had three display windows on our hosting and traveling
- Encourage members to host and day host as well. You don't have to travel.
- Friendship Force business type cards were discussed.

7. President Elect - John & Judy

- Newsletter for January done by Jim S
- Fundraising

8. Directors at Large- Rosie/Audrey

None

9. Other business

None

10. Summary, Calendar Updates, Wrap Ups

- We have a calendar through February

11. Next Meeting is January 28 2:00 Location TBA