



friendship force
OTTAWA



FFO Board meeting Notes March 26, 2025 09:30 AM ET by Zoom

Present: Joan Kinnie (President); Vivien Runnels (Secretary); Pierrette Benoit (Member-at-Large); Colin Leech (Treasurer) Julie Breeze (VP Events).

Apologies: Lynne Deachman (VP membership); Valerie Wright (Member-at-Large).

1. Financial items

The Board discussed items relating to the overall management, costs, and security of FFO's funds including its bank account, journey accounts and their logistics. Further discussion items included, the need for and an updated description of the review. These items were prefaced by extensive email discussion by the Board, and in-person meetings with the bank, and follow-up phone calls to the bank. Newer products do not seem to offer any advantage to FFO, and a board decision was made to retain the current bank account unchanged. *Treasurer Colin Leech* will follow up again with the bank, with a request for something in writing about suitable accounts.

The Treasurer will also work with a volunteer to set up the parameters of the financial review and to help prepare for the review. The description should helpfully include a list of documents required for a review.

The President will follow up with information related to FFI's policies with respect to club and journey financial management.

2. FFO Resources and Website

- i) On the FFO website (Resources), members will find all of FFO's documents etc. outlining roles and responsibilities. Some of these documents, including financial guidelines, need review and possible updating. Colin Leech thought that there are some items that can be combined, or clarified, particularly with respect to board terms. With respect to the AGM and an annual budget meeting, it was noted that the Budget is discussed before presentation to the AGM, and questions are responded to at the Annual General meeting (4.1)
- ii) Changes to the website should be directed to Pierrette Benoit. Working with Richard Hatherill who is the webmaster, Pierrette is the only person to make changes to the calendar.

3. Record keeping and digital archives

Alain Dawson is FFO's digital archivist. Each person in their own board roles will pass on club documents to the archivist.

4. Journeys (Julie Breeze)

With respect to Ghana journey later this year, one new member and one person from AB are interested. One more ambassador is needed. Kern County planning is going well (Anna van Adrichem Rochon and Linda Heffernan). Planning for the Hungary journey is proceeding. The coordinator, Mary Jane Kelleher, is not looking for new volunteers although that could change. The outbound to Missoula/Medicine Hat in June 2025 (Coordinator Leonard Bonnet) is coming up rapidly. We don't have information about next year's journeys yet.

6. Update from Eastern Canada Presidents meeting

Joan reported at the last Presidents' meeting that local clubs would like to have more journeys close by. If we organize our own journeys does the hosting club get credits for future inbounds? Although we would expect the answer to be yes (for example, Hungary has paid FFI fees), Joan will contact the FFI Rep for Canada to confirm or not.

The presidents' meeting received some information from FFI in response to some questions asking about FFI's budget. FFI is working on a tight budget: no staff member has an office, and all are working from home. There will be a request for an additional US\$15 flat assessment fee for a journey for each person, in addition to the \$25 per day already in existence starting in May 2025.

6. VP Membership

Lynne Deachman sent a written report which Joan relayed. New Members in 2025 now total

6. Membership lists are up to date (Bryan Horton) and Anna has added all new members to the FFI Member Portal. Wendy has initiated discussions with new members re their photos and biographies, and Lynne has organized the new members' name badges which they can pick up at one of the upcoming events (e.g. Trivia, Happy Wanderers). She has also let them know about the FFI Member Portal. Lynne is in discussion with at least 7 potential members. Joanne Curran suggested inviting them to a small group luncheon that Joanne is organizing on April 4. One woman accepted the invitation. Process changes for the name tags: Lynne has asked Mark-It to advise her about the maximum number of characters that would fit on a name badge in order to amend the application form that appears on the page [Contact Us | FFO](#). This, and the addition of extra boxes for our new members to indicate what name they want on their name tag will make the process a little more efficient.

Joan said thanks to all for attending the board meeting and the board meeting closed at 11am.