



## General Meeting 07 October 2019

Tom Brown Arena Community Centre, Ottawa



The meeting was called to order at 7:00 p.m. with 65 members present.

**1. Welcome/Introductions/ Guests/ Announcements** **Lynda Heffernan**

Lynda thanked members for coming out for an earlier and shorter meeting so that everyone can return home early to listen to the Leaders' Debate.

**2. Approval of Agenda** **Lynda Heffernan**

**MOTION: To approve the draft Agenda for the 07 October 2019 Friendship Force Ottawa (FFO) General Meeting. Moved by Colin Leech, seconded by Michael Curran, carried.**

**3. Approval of 10 June 2019 GM Draft Minutes** **Charlotte Foster**

**MOTION: To approve the draft Minutes, as posted, for the 10 June 2019 FFO GM. Moved by Jaap Schouten, seconded by Mary Jane Kelleher, carried.**

**4. VP Membership – Report** **Joanne Curran**

Joanne referenced the Membership Report which had been sent out prior to the meeting and invited any questions, of which there were none.

**5. President** **Lynda Heffernan**

**a. Change of Date for December AGM to 02 December 2019 and location**

Lynda alerted members regarding the change of date for the December AGM to 02 December 2019 and the location will be at the Riverside United Church with the format being a potluck Christmas dinner with a shorter Annual General Meeting following the dinner. Lynda advised that to date 66 members have signed up for the potluck dinner and Wendy Adams and Claire Fortin are coordinating the sign-up list for food. Lynda also invited volunteers to contact her to help with the table decorations for the dinner

**b. Report on FFI 2019 Conference** **Joan Kinnie**

Joan referred to the detailed report on the FFI 2019 Conference which appears in the recent Capcon. Joan stated that she found the Conference very inspiring and useful with positive discussion about building and maintaining membership.

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

**a. Financial Report 1 November 2018 to 27 September 2019**

- 1) Alain reported that as of 27 September 2019 the net available for operations stands at \$3,167.
- 2) Alain referenced the increase of to the Membership badge (FFO Name Tag) from \$12.00 to \$12.50, which commenced on 19 September 2019, to offset the increase in procurement cost.

**b. FFO 2019-2020 Budget**

Alain advised members that the proposed 2019-2020 budget reflects an overall increase in the membership fee from \$40.00 to \$55.00 to offset the FFI \$5.00 USD increase (\$7.00 Canadian) in individual membership fees and the remaining \$8.00 Canadian operating cost increase is to allow the membership fee to be constant for the next few years. Alain stated that this results in a deficit budget of \$1,647. With a total income of \$7,594. and total expenses of \$9,241. The main expenses will be \$1,000. For upgrading the audio system and \$1,063 for replenishing the FFO pins. Alain confirmed that the budget would still reflect a deficit despite the increase to the membership fees.

**MOTION: To approve the FFO 2019-2020 Budget as presented; moved by Pierrette Benoit, seconded by Mary Jane Kelleher, Carried.**

**8. VP Journeys Report**

**Anna Rochon**

**a) 2019 Journeys Update**

**Inbound**

Anna reported that the Big Canoe, North Georgia Inbound Journey in September was successful, and she expressed appreciation to Bob and Eve Elliott and all the members who helped. The next Inbound Journey is Taipei, Taiwan is in mid-October and Jaap and Maria Schouten and their team have everything ready.

**Outbound**

The remaining Outbound Journey is set for November to New Zealand Manawatu and Christchurch and everything is on schedule.

Anna expressed appreciation to all the members who helped with the 2019 Journeys.

**b) 2020 Journeys Update**

**Inbound**

The first Inbound Journey in 2020 is from Richmond, Virginia and is a reciprocal journey with Elaine Bradley as the Host Coordinator and will take place after Mothers' Day in May.

Cairo, Egypt will visit on June 10<sup>th</sup> to 17<sup>th</sup> and Joan Kinnie agreed to be Host Coordinator.

Manawatu, Wanganui and Horowhenua, New Zealand will visit from September 3<sup>rd</sup> to 10<sup>th</sup> and a Host Coordinator is still required.

**Outbound**

18 FFO members are journeying to Guadeloupe from February 20<sup>th</sup> to 28<sup>th</sup> and Pierrette Benoit is Ambassador Coordinator.

In September Solo-Surakarta & Surabaya, Indonesia will be hosting FFO ambassadors and Joanne Curran will be leading this outbound.

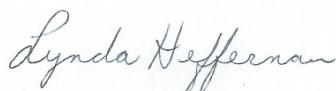
The second week of October Northern Illinois and for the second part, Greater Des Moines will welcome a group from FFO. Anna encouraged members to sign up for this journey.

Anna advised that the originally proposed journey to Haliburton, Ontario for 2020 may be postponed to 2021; she will have more information at the December AGM concerning this journey.

Anna drew members attention to the upcoming presentation of the Peru Outbound Journey scheduled to take place at The Barley Mow, Westboro on November 18, 2019 at 7:00 p.m.

**Adjournment:** The meeting adjourned at 7:25 p.m.

**NEXT GENERAL MEETING – The Annual General Meeting is scheduled for Monday, 02 December 2019 after FFO's Christmas Potluck Dinner at Riverside United Church.**



**Lynda Heffernan**  
FFO President

**Charlotte Foster**  
FFO Secretary

**Supporting Documents:**

1. Membership Report
2. 2018-19 Financial Report 1 Nov 2018 – 27 September 2019
3. Journey Report

## VP Membership Report

### 1. CHILDRENS INTERNATIONAL SUMMER VILLAGES (CISV) Partnership

In recent months CISV came up in separate conversations I've had with five members of FFO. As alumni of CISV the common message they communicated to me was that our two organizations, CISV and FF, share similar values. They also encouraged me to reach out to CISV to see whether we could partner in a recruitment campaign locally. I subsequently sent out an email to the Ottawa Chapter Chair of CISV, Denis Trudeau, extending an invitation to explore whether our organizations could work together locally on a recruitment initiative. I could see FFO inviting CISV to present to our club in the hope that our members will be excited enough to want to share this information with their children and grand kids. In turn I'd like to see FFO being able to contact CISV's alumni with an invitation to join our organization. I am awaiting a response.

### 2. MAGAZINE Articles

I have also sent a letter to the online magazine FIFTY-FIVE PLUS asking the editor whether she would consider writing an article about our organization. I am awaiting a response to this email as well. A similar letter will be sent to **Zoomer** Magazine.

### 3. FILM NIGHT

You'll recall that one of the suggestions that came from the Membership Committee (John Cooke specifically) to increase our membership was to hold a FILM NIGHT in November which would be open to the public at large. It might be too ambitious to target November for this film night (John will be leaving shortly for a few months) but, if not November, possibly the end of February to celebrate World Friendship Day. Regrettably John has just informed me that the Family Cinema may not be running for much longer due to technical difficulties with the Ottawa School Board (health and safety issues with their equipment). Stay tuned!

The film we were considering featuring was a *Free trip To Egypt*

<https://www.ottawalife.com/article/inspiring-documentary-free-trip-to-egypt-opening-at-bytowne-cinema-this-friday?c=53>

The film is about an entrepreneur of Muslim faith who decides to reach out to the very people who fear him, seeking to build a bridge of mutual understanding and friendship. Traveling across the U.S. to find Americans concerned about an Islamic threat, Tarek Mounib makes them an intriguing offer...a free trip to Egypt to live with Muslims in their own environment.

Sounded intriguing to me and the concept reminded me of FFI's mission. We'll see whether it is even available for a small group viewing and at what cost!

### 4. PARTNERSHIP WITH FARCC

I met over the phone with Harry (President) and Claire (Membership) from Force de L'Amité. I mentioned to them that although we are trying to organize a November film night we might just end up doing something similar to celebrate World Friendship Day sometime around March 1. They seemed ready to help us sell tickets to this event and to publicize it among their network. Claire also shared with me their membership strategic plan for the next few years. I, in turn, shared with her the recruitment/retention suggestions that our Membership Committee came up with.

## VP Membership Report

### 5. FRIENDLY WANDERERS:

Since John and Danielle's successful Barley Mow South Africa presentation, John has suggested that the next presenter contact him for the process to be followed and then take the lead in setting up the presentation. They would then become the "centre" of expertise for the following presenter and so on and so on. I personally think that the concept of Friendly Wanderers as a recruitment vehicle is an excellent one. There are websites that we can use to promote FFO's travel presentations which might lead to a greater public interest in the future:

- <https://spotlight.ottawa.ca/en>
- <http://www.ottawacitizen.com/entertainment/events-listings/submit-your-event.html>
- <https://ottawa.ctvnews.ca/community/events>
- <https://www.insideottawavalley.com/user/login/?referrer=/user/event>
- <https://www.simcoe.com/ottawaregion-events/community/>
- <https://www.kijiji.ca/t-login.html?targetUrl=L3Atc2VsZWN0LWNhdGVnb3J5Lmh0bWw/Y2F0ZWdvcnIJZD0yODlecn1T0JnWl1RGVKL21XU3pMSIU5UT09>
- <https://www.rogerstv.com/billboard?lid=191&rid=4&mid=32&ref=billboard>
- <https://apt613.ca/events/list/>

I'd also like to suggest we give consideration to building on John's idea by NOT presenting our outbound journeys at GMs but rather ask the ambassadors to make a Friendly Wanderers public presentation at the Barley Mow following each journey. This will ensure a regular supply of presenters, it offers FFO members a social outing for another evening, limited coordination of Friendly Wanderers is required AND we stand a better chance of attracting new members than we do by having them attend a GM.

The downside of this idea is... we may end up decreasing our members' attendance at GMs and secondly, we would need to vet who presents their journey travelogue to make certain it is a professional presentation.

## **2018-19 Financial Report**

### **1 Nov 2018 - 27 Sep 2019**

#### **1. Bank Balance**

The income and expenses that occurred during the period of 1 Nov 2018 to 27 Sep 2019, resulted in the following changes to the bank balance:

1 Nov 2018 opening balance	\$	<b>10,199</b>	
Income amount	+	\$ 5,872	\$23 below budget
Expense amount	-	\$ 6,904	\$1,781 below budget
27 Sep 2019 closing balance	\$	<b>9,167</b>	
Contingency fund	-	\$ 5,000	
Website renewal fund*	-	\$ 1,000	
Net available for operations	\$	<b>3,167</b>	

\* Carried over until the work is done

#### **2. Membership Badge cost**

The price of the Membership badge (FFO Name Tag) increased from \$12.00 to \$12.50 starting 19 Sep 2019, to offset the increase in procurement cost.

#### **3. Proposed 2018-19 Budget**

The proposed budget is based on 125 renewed and 9 new memberships with a membership fee increase of \$15 from \$40 to \$55 to cover:

- a) \$5 USD (\$7 CAD) for FFI Membership fee increase; and
  - b) \$8 CAD for FFO operating cost increase;
- and allow the membership fee to be constant for the next few years.

This results in a deficit budget of \$1,647 with a total income of \$7,594 and total expenses of \$9,241 which contain two expenses which are out of the ordinary:

- a) \$1,000 for replacing the audio system; and
- b) \$1,063 for replenishing the FFO pins (a buy of 250 pins, currently 41 on hands).

Please review the budget details on the next two pages.

## Proposed 2019-20 Budget

Fiscal Year Renewed + New members	2016-17	2017-18	2018-19	2018-19	2019-20
	157+5	140 + 8	128 + 8	128+9	125 + 9
Budget Line Items	Actual	Actual	Actual	Year-End Prediction	Budget
<b>Membership Fee</b>	\$ 40	\$ 40	\$ 40	\$ 40	\$ 55
<b>Income</b>					
Membership					
Membership Fee	\$ 6,480	\$ 5,840	\$ 5,360	\$ 5,380	\$ 7,270
Membership Late Fee	\$ 50	\$ 20	\$ 20	\$ 20	\$ 5
Membership Badge	\$ 90	\$ 60	\$ 108	\$ 120	\$ 125
Membership Total	\$ 6,620	\$ 5,920	\$ 5,488	\$ 5,520	\$ 7,410
Events					
Outbound Journeys	\$ 78	\$ 1	\$ -	\$ -	\$ -
Inbound Journeys	\$ 1,695	\$ 589	\$ -	\$ -	\$ -
Event Total	\$ 1,773	\$ 590	\$ -	\$ -	\$ -
Miscellaneous					
Bank Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Name Magnets	\$ 8	\$ -	\$ 4	\$ 4	\$ 4
FFO Pins	\$ 160	\$ 140	\$ 380	\$ 380	\$ 180
Guadeloupe Disaster	\$ -	\$ 620	\$ -	\$ -	\$ -
Miscellaneous Total	\$ 168	\$ 760	\$ 384	\$ 384	\$ 184
<b>Income Total</b>	<b>\$ 8,561</b>	<b>\$ 7,270</b>	<b>\$ 5,872</b>	<b>\$ 5,904</b>	<b>\$ 7,594</b>
<b>Expenses</b>					
Administration					
Bank Charges	\$ 24	\$ 7	\$ 7	\$ 7	\$ 10
Square Charges	\$ 63	\$ 16	\$ 16	\$ 16	\$ 20
Office Supply/Postage	\$ -	\$ -	\$ 58	\$ 58	\$ 15
Printing/Photocopying	\$ 54	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 1,280	\$ 1,337	\$ 1,275	\$ 1,275	\$ 1,300
Administration Total	\$ 1,422	\$ 1,360	\$ 1,356	\$ 1,356	\$ 1,345
Communications					
Capital Connection	\$ -	\$ -	\$ -	\$ -	\$ -
Website	\$ 196	\$ 196	\$ 196	\$ 196	\$ 200
Canffex	\$ -	\$ -	\$ -	\$ -	\$ 64
Audio/Visual	\$ 11	\$ -	\$ 702	\$ 720	\$ 1,000
Communications Total	\$ 207	\$ 196	\$ 897	\$ 916	\$ 1,264

Budget Line Items	Fiscal Year	2016-17	2017-18	2018-19	2018-19	2019-20
	Actual	Actual	Actual	Year-End Prediction	Budget	
Membership						
Membership Badge	\$ 92	\$ 67	\$ 101	\$ 112	\$ 123	
AC/HC/JT Training	\$ -	\$ 18	\$ 47	\$ 47	\$ 60	
Recruitment/Retention	\$ -	\$ 101	\$ -	\$ -	\$ 250	
Membership Total	\$ 92	\$ 186	\$ 148	\$ 159	\$ 433	
Conferences						
Eastern Canadian Conference	\$ -	\$ 500	\$ 19	\$ 19	\$ -	
International Conference	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	
Conferences Total	\$ -	\$ 500	\$ 1,019	\$ 1,019	\$ -	
Rental						
GM/AGM Room	\$ 161	\$ 195	\$ 80	\$ 207	\$ 215	
Board Meeting Room	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	
AC/HC/JT Training	\$ -	\$ 60	\$ 75	\$ 75	\$ 225	
Friendship Day	\$ -	\$ -	\$ -	\$ -	\$ 75	
Recruitment/Retention	\$ -	\$ -	\$ -	\$ -	\$ 75	
Friendly Wanderer	\$ 141	\$ 28	\$ -	\$ -	\$ 120	
Rental Total	\$ 402	\$ 383	\$ 255	\$ 382	\$ 810	
Events						
World Friendship Day	\$ -	\$ -	\$ -	\$ -	\$ 150	
Year End Party	\$ 109	-\$ 11	\$ 42	\$ 42	\$ 25	
Golf	\$ -	\$ -	\$ -	\$ -	\$ -	
Events Total	\$ 109	-\$ 11	\$ 42	\$ 42	\$ 175	
Miscellaneous						
Meeting Food & Refreshment	\$ 104	\$ 152	\$ 15	\$ 160	\$ 170	
Gifts	\$ -	\$ -	\$ 25	\$ 25	\$ 25	
FFO Pins	\$ -	\$ -	\$ -	\$ -	\$ 1,063	
Other*	\$ -	\$ 1,052	\$ -	\$ -	\$ -	
Miscellaneous Total	\$ 104	\$ 1,204	\$ 40	\$ 185	\$ 1,258	
FFI Support						
FFI Membership Fee	\$ 3,103	\$ 2,639	\$ 2,655	\$ 2,655	\$ 3,456	
Annual Fund Contribution	\$ 503	\$ 505	\$ 492	\$ 492	\$ 500	
Support Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	
FFI Support Total	\$ 3,606	\$ 3,143	\$ 3,147	\$ 3,147	\$ 3,956	
Expenses	\$ 5,941	\$ 6,961	\$ 6,904	\$ 7,206	\$ 9,241	
Surplus/Deficit	\$ 2,621	\$ 309	-\$ 1,032	-\$ 1,302	-\$ 1,647	

**\*Expenses - Other:**

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

## VP Journeys Report

### INBOUND JOURNEYS 2020

We visited **Richmond, Virginia** a couple of years ago. They will be visiting us during the Tulip Festival in **May** after Mother's Day. One of our hosts, Brenda Wingfield, will be the Ambassador coordinator. She and many from the Richmond club are waiting to select exact dates. Elaine Bradley will be the Host Coordinator. All are welcome to volunteers for this reciprocal trip.

**Cairo, Egypt** will visit on June 10<sup>th</sup> to 17<sup>st</sup> on their way to Haliburton. Haliburton is well into their planning. Joan Kinnie agreed to be Host Coordinator for this inbound. Again, everyone is welcome to help.

**Manawatu, Wanganui and Horowhenua, New Zealand** are doing an extensive 3-part Journey that includes Ottawa September 3<sup>rd</sup> to 10<sup>th</sup>. They will also visit Harrisburg, USA and Halle-Salle Germany as part of this around the globe trip. Host coordinator is sought.

### OUTBOUND JOURNEYS 2020

**Guadeloupe** will be receiving 18 ambassadors escaping from the Canadian winter from Feb 20<sup>th</sup> to 28<sup>th</sup>. Pierrette Benoit is Ambassador Coordinator going to the sunshine with the other escapees.

**Solo-Surakarta & Surabaya, Indonesia** are looking forward to our visit on this double Journey to their country in September. Joanne Curran will be leading this outbound.

**Northern Illinois and second portion to Greater Des Moines** The ambassadors from Greater des Moines enjoyed their visit to Ottawa in the spring and are anxious to welcome a group the second full weekend of October when the Madison County Bridges Festival is held (for those who are interested in The Bridges of Madison County) book and movie.

Northern Illinois includes Chicago, a world-class city filled with museums, art, music, parks, skyscrapers, and great restaurants. Chicago was built by people from many countries and cultures, and contains neighborhoods that speak to the history and heritage of all of them. The magnificent lakefront provides beauty and entertainment in every season. From suburban homes to small-town shops to country roads, there is something for everyone.

**Haliburton, Ontario \*August 2021\*** The club has asked us to visit with them for a number of years. They are a drive away and of course; this doesn't require a passport or airports. Let Anna know if you would like to be the Ambassador coordinator for this domestic Journey.

The maples have changed into their fall frocks. Bob & Eve Elliott and their committee kept our guests from Big Canoe, Georgia busy during the Journey in September. Jaap and Maria Schouten and team will have ambassadors from Taipei, Taiwan visit October 16<sup>th</sup> -23rd. Please extend a hand of welcome or host an activity when Ambassadors are visiting our beautiful city.

A full Journey is heading to both the north and south islands of New Zealand. The ambassadors have recently been advised that visas are now required to this destination. It proves, again, that we can not be complacent when checking document requirements - even until the last minutes before travel.

I purchased a fridge magnet on my last Journey with the club. The group visited the home of Mark Twain in Hannibal, Missouri. He said, "Travel is fatal to prejudice, bigotry, and narrowmindedness." Myself and the other members on the board are planning the selection of destinations for 2021. We will not have confirmations until early next year.