



General Meeting 14 January 2019

Tom Brown Arena Community Centre, Ottawa



The meeting was called to order at 7:30 p.m. with 68 members present and 3 guests.

1. Welcome/Introductions/ Guests/ Announcements

Lynda Heffernan

Lynda welcomed members and guests, Cathy Flynn, Molly Fanous, and Alice Hutchison, to the first meeting of FFO in 2019. Lynda commented that the annual potluck is a wonderful way to start a new year always with a high level of energy, enthusiasm and fellowship present that truly give meaning to the words of friendship. Lynda expressed the clubs' appreciation to Jessica and Merv Sullivan for the time spent and the superb organization that makes this annual event such a success.

At this point in the meeting Lynda requested Wendy Adams, Past President to come forward. Wendy courageously accepted the presidency after being a member for only a short period of time. Despite this, Wendy successfully climbed a steep learning curve, always kept her eye on the big picture, and made good use of her experience as an administrator and HR person. Wendy led with a cheerful calm, a high level of organization and decision making by consensus. Lynda looks forward to relying on Wendy's experience and expressed appreciation for the opportunity to continue to work with her on the Board. On behalf of the club, Donna Nicholson, outgoing Past President, presented Wendy with a bouquet of flowers. Wendy thanked members for their tremendous assistance during her term as President.

Lynda also expressed the Clubs' thanks to Pierrette Benoit who has accepted the position of Field Representative for Eastern Canada with Friendship Force International and who will be excellent in this role.

Lynda was also pleased to thank Colin Leech who has agreed to accept an appointment to the FFO Board as a Member-at-Large.

2. Approval of Agenda

Lynda Heffernan

MOTION: To approve the draft Agenda for the 14 January 2019 Friendship Force Ottawa (FFO) General Meeting (GM). Moved by Joan Kinnie, seconded by Barb Smith, carried.

3. Approval of 01 October 2018 GM Draft Minutes

Charlotte Foster

MOTION: To approve the draft Minutes, as posted, for the 01 October 018 FFO GM. Moved by Anna Rochon, seconded by Joanne Curran, carried.

4. VP Membership – Report

Joanne Curran

Joanne reported that the current membership stands at 132 and welcomed the newest member Sharon Harvey. The three-minute FFI video on membership was shown and Joanne drew attention to the fact that members of FFO are featured in this video. Joanne encouraged each member of FFO, who are walking billboards for Friendship Force, to pass along to friends and acquaintances their messages of personal travel with Friendship Force as this continues to be the prime method for adding to the clubs' membership.

5. President

Lynda Heffernan

a) Media Team Update

Lynda was happy to announce that Colin Leech, an active new member, has volunteered to work on the clubs' AV presentations at meetings as of March when he will be officially retired. As Colin travels a lot, Lynda advised that the Board is continuing to look for additional members to become part of a team of AV coordinators. The Board has prepared a list of objectives to be met by purchasing some new AV equipment. This list has been circulated to a few interested, knowledgeable persons with the intent of obtaining some quotes for the purchase of equipment in the foreseeable future. This new system will be integrated and much easier to handle than the existing one. Lynda encouraged members to think about joining the AV team.

6. VP Journeys

Anna Rochon

a) 2019 Journeys' Update

Outbound

Anna reported that all Outbound Journeys are tentatively full except for the Trujillo, Peru Journey from April 24 to May 1, 2019.

Inbound

Anna advised that the three Inbound Journeys are as follows:

Greater Des Moines from May 14 to 21, 2019

Big Canoe, North Georgia from September 11 to 18, 2019 and

Taipei, Taiwan from October 16 to 23, 2019.

Additional volunteers are required for all three inbound journeys and a Host Coordinator is still required for the Big Canoe, North Georgia Journey. She encouraged members to become involved in these journeys as time is of the essence in preparing to host these journeys.

b) 2020 Journeys Selection

Anna outlined that the Outbound Journeys Selection for 2020 is as follows:

Indonesia – one week each in two locations with two different clubs (there are 9 different clubs in Indonesia). Anna reported that this request is being monitored considering the recent volcano and tsunami activity; however, Indonesia is spread over many islands and recent events may not be a factor.

Guadeloupe – one week

Romania – one week (there are 3 clubs in Romania)

Iowa and Illinois one week each

Haliburton, Canada – one week.

FFI will advise in early February regarding the 2020 Journeys Selection.

c) Presentations

Outbound - Australia

Joan Kinnie

With the aid of slides, Joan reported that 15 members from FFO participated in the Outbound Journey to Adelaide, Australia from September 13 to 20, 2018 and to Sydney, Australia from 21 to 27 September 2018. In Adelaide, members enjoyed visits to a local farmers market and Seppeltsfield Winery as well as a visit with the Royal Flying Doctors, which organization is in its

90th year of operation. The group also visited Port Adelaide, which is the original location of English settlement in Australia and enjoyed a cruise on Murray River and viewed the Anzac Centenary Memorial Walk. The journey portion to Sydney was spread out over a wide area and started with a welcome that was a tea. Activities included visits to Bondi Beach, Walkabout Wildlife Park, a bush walk, the scenic Blue Mountains, and a guided tour of Sydney City viewing an exhibit of Jewels of world renowned, Cockatoo Island, Sydney Harbour Bridge, the Sydney Opera House and a cube building at Arenberg.

Inbound – Brazil

Anna Rochon

Anna provided an overview of the Inbound Journey from Brazil which also included 3 Canadian ambassadors and some Americans and took place from 9 to 16 October 2018. Slides were shown of the varied activities which included visits to the Mosaic, the Thousand Islands, and Kemptville. It was a good trip in spite of having a very small committee.

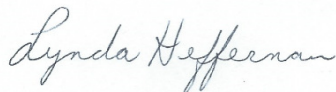
7. Treasurer

Alain Dawson

Alain referenced the Financial Report for the period 1 November 2018 to 31 December 2018, which reflects \$8,716 Net available for operations. Under Income and Expenses versus the 2018-2019 Budget a difference of -\$1,055. is estimated. Alain reported that the Board has approved members' waiver request of late membership payment fee for payment made on 2 January 2019 due to extenuating circumstances. The Board has also approved a motion for payment of FFI Membership of \$15. USD per FFO member as of 15 January 2019. The Financial Report, which appears under Supporting Documents, also provided a table comparing membership fees payment methods. Alain drew members' attention to the upcoming Journey Treasurer Training scheduled for 26 January 2019 at City View Retirement Community; the President will be sending an email to the membership inviting their attendance.

Adjournment: The meeting adjourned at 8:14 p.m.

NEXT GENERAL MEETING – Annual General Meeting is scheduled for Monday, 18 March 2019.



Lynda Heffernan
FFO President



Charlotte Foster
FFO Secretary

Supporting Documents:

1. 2018-19 Financial Report
2. VP Journeys Report

2018-19 Financial Report 1 Nov - 31 Dec 2018

1. Bank Balance

Since the beginning of the fiscal year (1 Nov 2017), the main transactions were membership fees and journey surplus for income and the Eastern Canadian Conference for expenses, resulting in the following bank balance:

1 Nov2017 opening balance		\$	10,199
Income amount	+	\$	4,720
Expense amount	-	\$	<u>320</u>
30 Dec 2017 closing balance		\$	14,599
Cheques to be deposited	+	\$	120
Expected service charge*	-	\$	2
Contingency fund	-	\$	5,000
Website renewal fund**	-	\$	<u>1,000</u>
Net available for operations		\$	8,716

- * As of 2 Jan 2019, BMO has not yet posted the end month (31 Dec) transactions. Expected service charge of \$0.20 for each of the 12 cheques deposited above the 25 free per month.
- ** Carried over until the work is done

2. Income & Expenses vs Budget

Includes the cheques to be deposited and the expected service charge.

Budget Line Items	2018-2019		
	Budget	Actual	Difference
Income			
Membership	143	121	22
Membership Fee	\$ 5,620	\$ 4,840	-\$ 780
Membership Late Fee	\$ 15	\$ -	-\$ 15
Membership Name Tag	\$ 96	\$ -	-\$ 96
Membership Total	\$ 5,731	\$ 4,800	-\$ 891
Journey Total	\$ -	\$ -	\$ -
Miscellaneous Total	\$ 164	\$ -	-\$ 164
Income Total	\$ 5,895	\$ 4,840	-\$ 1,055

Budget Line Items	2018-2019		
	Budget	Actual	Difference
Expenses			
Administration			
Bank Charges	\$ 10	\$ 7	\$ 3
Square Charges	\$ 25	\$ 15	\$ 10
Office Supply/Postage	\$ 10	\$ -	\$ 10
Printing/Photocopying	\$ -	\$ -	\$ -
Insurance	\$ 1,500	\$ -	\$ 1,500
Administration Total	\$ 1,545	\$ 21	\$ 1,524
Communications	\$ 295	\$ -	\$ 295
Membership			
Membership Badge	\$ 95	\$ -	\$ 95
AC/HC/JT Training	\$ 65	\$ 47	\$ 18
Recruitment/Retention	\$ 150	\$ -	\$ 150
New Member Reception	\$ 150	\$ -	\$ 150
Membership Total	\$ 460	\$ 47	\$ 413
Conferences			
Eastern Canadian Conf.	\$ 100	\$ 19	\$ 81
Income		\$ 2,301	
Expenses		\$ 2,321	
International Conference	\$ 1,000	\$ -	\$ 1,000
Conferences Total	\$ 1,100	\$ 19	\$ 1,081
Venue Rental			
GM/AGM Venue	\$ 210	\$ 6	\$ 204
Board Meeting Venue	\$ 100	\$ 100	\$ -
AC/HC/JT Training Venue	\$ 180	\$ 75	\$ 105
World Friendship Day Venue	\$ 50	\$ -	\$ 50
Recruitment/Retention Venue	\$ 50	\$ -	\$ 50
Friendly Wanderer Venue	\$ 120	\$ -	\$ 120
Venue Rental Total	\$ 710	\$ 181	\$ 529
Events			
World Friendship Day	\$ 50	\$ -	\$ 50
Year End Event	\$ 75	\$ 54	\$ 21
Golf	\$ -	\$ -	\$ -
Events Total	\$ 125	\$ 54	\$ 71
Miscellaneous Total	\$ 175	\$ -	\$ 175
FFI Support Total	\$ 3,275	\$ -	\$ 3,275
Expenses Total	\$ 7,685	\$ 323	\$ 7,362

Budget Line Items	2018-2019		
	Budget	Actual	Difference
Income Total	\$ 5,895	\$ 4,840	-\$ 1,055
Expenses Total	\$ 7,685	\$ 323	\$ 7,362
Surplus/Deficit	-\$ 1,790	\$ 4,517	\$ 6,307

3. Late membership payment Fee waiver approval

Motion to approve members' waiver request of late membership payment fee for payment made on 2 Jan due to extenuating circumstances.

4. 2018-19 FFI Membership Fee Payment Approval

Motion to approve payment of FFI Membership of \$15 USD per FFO member as of 15 Jan 2019, approx. \$2,710 (130 members * \$15 USD * 1.39 exchange rate). \$2,775 is budgeted.

5. Membership Fees Payment Methods

The table below provides a comparison of the usage of the offered methods of payment during the period of 1 Nov-31 Dec, for the 140 membership payments in 2016, 134 in 2017 and 121 in 2018. It shows that e-transfer is getting more popular.

Fiscal Year	Square	E-Transfer	Cheques	Cash
	# membership	# membership	# membership	# membership
2016-17	51	N/A	89	0
2017-18	14	44	75	1
2018-19	13	55*	53	0

* This is 10 more E-transfers that the whole of last fiscal year

There are no bank charges associated with this method of deposit; therefore this represents a minimum saving of \$7.40 had these 19 individuals and 18 couples paid by cheque @ \$0.20 per cheque for cheques deposited above the 25 free per month, which is the next lower payment method option cost.

The average cost per membership payment via Square is \$1.12; \$1.06 (2.65% for tap/insert/swipe transactions) each for 11 memberships; \$1.46 (2.9% + \$0.30 for online transactions) each for 2 memberships and \$1.51 (3.4% + \$0.15 each for keyed-in transaction) each for 0 membership for a total of \$14.58.

5. Journey Treasurer Training

The journey treasurer training is scheduled for 26 Jan 2019 possibly at City View Retirement Community, 151 Meadowlands Drive West. President to send message to the membership inviting them to attend, once the location is confirmed.

VP Journeys Report

2019 Outbound Journeys

2019 Journeys	Club	Ambassador Coordinator	Status
April 2-9 - (15022-2) April 10-17 - (15022-1)	Oklahoma City St Louis, Missouri	Merv & Jessica Sullivan mervies@thesullivans.ca	waitlist
April 24 - May 1 (15054-1)	Trujillo, Peru	Joanne Curran Jocurran5@gmail.com	open
July 2-9 - (15117-2) July 9-14 - (15117-1)	Ulan Ude, Russia Ulaanbaatar, Mongolia	Mary Jane Kelleher mikelleher@bell.net Colin Leech Colin@LakeTiverton.com	waitlist
Nov 5-12 - (15247-1) Nov 15-21 - (15247-2)	Palmerton N. & Fielding, Manawatu Christchurch, New Zealand	Joan Gregoire cigregoire@sympatico.ca Sharon Bedier Srbedier70@gmail.com	waitlist

2019 Inbound Journeys

2019 Journeys	Club	Host Coordinator	Status
May 10 - 17 (15101)	Greater des Moines, Iowa	Barb Smith Smithousel@sympatico.ca	All volunteers needed
Sept 12-19 (15197)	North Georgia Big Canoe		All volunteers needed
October 16-23 (15230)	Taipei, Taiwan	Jaap & Maria Schouten schouten@rogers.com	

FFO Outbound Choices for 2020

	Outbound destinations requested for 2020	Geographical Location
1st int'l	<u>Romania</u> - 1 week	Europe & <u>Eurasia</u> Region, South-East Europe.
2nd int'l	<u>Guadeloupe</u> - 1 week (Reciprocal)	Latin America Region, an island in the South Caribbean
3rd int'l	<u>Indonesia</u> - 2 weeks	Asian Region, North of Australia
4th int'l	<u>USA</u> - 2 weeks	Central USA: Illinois - 1 week Iowa - 1 week
Cdn	<u>Haliburton Highlands</u> 1 week or 4 days	In Ontario — Muskoka & Algonquin Park