

FFCNC Board Meeting Minutes

May 11, 2017

Present: Marylin Moniquette-John, Charles John, Barbara North, Ray Kiszely, Judy Greene, Martha Brown (6)

The Board of Directors of FFCNC met on Thursday, May 11, 2017. The meeting was held at 10:30 AM at the Main Street United Methodist Church of Kernersville, NC. Barbara North, Leadership Council Coordinator, opened the meeting with a welcome. The only item on the consent agenda was the minutes for the previous meeting held on April 6, 2017. A motion was made and seconded to approve them. All present approved the minutes.

Global Themed Arts Journey:

- Judy Greene, Journey Coordinator, distributed a board update (attached), a draft of the schedule for the week, and a draft of the ambassador profiles. In addition to these, she made the following comments:
- When journeys are advertised on the new FFI website, the site automatically says “wait list only” when the ambassador capacity for the journey is met. Nonetheless, she continues to receive inquiries.
- One ambassador is from Tanzania and will need a visa. Judy and FFI staff have sent letters to the embassy in support of his visit here. Judy and FFI have agreed that this gentleman can pay his fee when he arrives in lieu of him paying it now and potentially having to refund his money later if his visa is not granted.
- Today Judy placed in the mail to all members who indicated a desire to be involved in this journey a ticket order form to be completed by them.
- Regarding the draft of the schedule/itinerary –
 - Judy asked the board members to provide feedback about the program, especially related to the plans for meals. Some of the meals are “on your own.” If the final total cost of the journey is less than anticipated, Judy may refund money to the ambassadors to offset the cost of meals. Hosts will probably not have to provide many lunches or dinners; mostly only the breakfasts.
 - Judy is also interested in our thoughts regarding which days are scheduled for which activities & how to allow hosts to spend more time with their guests based on the guest’s interests and where (GSO vs. WS) they are hosted.
 - She tried not to start the days too early to allow GSO host families to arrive in WS on time without rushing.
 - Welcome brunch at Old Salem –
 - She plans to have some “get acquainted” activities.
 - If host families and guests want to view the film about Old Salem they should plan to arrive about fifteen minutes early.
 - On Sunday she is hoping the ambassadors can participate in a “Make & Take” art project at Art for Art’s Sake.

- Judy asked us to review the list of suggested activities listed for “free time.” Are these suggestions OK? Are there other suggestions?
- In her scheduling she tried to avoid downtown traffic which will be busy during this week.
- Host/Ambassador matching should be announced next week.
- A question was raised as to whether there will be an orientation for host families. It was decided to do this and Judy will target Saturday, July 15 for this event.
- In general, Judy has received lots of interest and participation from FFCNC members.
- Some discussion revolved around the transportation to the Blue Ridge Music Center: charter bus vs. individual drivers. The suggestion was made that it may be prudent to ask all ambassadors and hosts attending this event to take the bus in order to insure full use of the bus.

Journey Update:

- Martha emailed a journey update prior to this meeting. It is attached to these minutes.
- She was asked to clarify the statements regarding ambassadors from Burundi. The bottom line is that FFCNC ambassadors will have priority filling the 15 ambassador seats on the journey to FF Northeast Ohio. If there are more ambassadors coming from Burundi than FFNEO can accommodate, FFI staff will take responsibility to find other hosting opportunities for them.
- Some discussion was held regarding the comments in the journey update about members who have no interest in traveling to Taiwan. Martha asked the board their opinion regarding polling FFCNC members now about general interest in this trip. Those present thought this was a good idea. Martha will send an email to the membership consisting basically of two questions:
 - Which members may be interested in traveling to Taiwan?
 - If a member is interested in the Taiwan journey, where would he/she be interested in traveling if a week or two is planned for extended travel?
- Martha raised several questions related to the inbound coordinator credit that was approved by the board in Sept. 2015.
 - Who has earned it so far? When does their credit expire? (Per our policy this is Dec. 31 of the third year following the year of the inbound journey.)
 - Ray Kiszely for the inbound from the United Kingdom in fall of '15. Expires Dec. 31, 2018.
 - Ray Kiszely for the Ukrainian Open World in May '16. Expires Dec. 31, 2019.
 - Coming up this year will be –
 - Judy Greene for the Global Arts journey in Aug. Will expire Dec. 31, 2020.
 - Crista Douthit for the Moscow inbound in Nov. Will expire Dec. 31, 2020.

- Martha recommended that these people actually receive a document of some kind in addition to the Journey Coordinator maintaining a list. This way if the list is lost, the recipient has documentation that he/she was awarded the credit.
- Ray made the suggestion that this document/certificate be awarded during a club meeting such as the annual meeting, thereby recognizing the host coordinator in a more public manner and at the same time making members more aware of the policy to award this credit. It was agreed that we should do this.
- Martha raised concern that these credits could eventually reduce our treasury as our annual revenue is very little and there is not enough to fund a \$300 credit, especially when we have more than one inbound in a year. She recommended that inbound journeys fund this credit much like the outbound earned ED (exchange director; now ambassador coordinator) seat is paid for by the ambassadors participating on the journey.
- Ray then suggested that each ambassador on a journey contribute a flat amount of \$20 for the purpose of funding the Host Coordinator \$300 credit. Even though, depending on the number of ambassadors on an inbound journey, the total amount collected may be more or less than \$300 per journey, all agreed that this is a simpler method to calculate.
- A motion was made, seconded and approved to fund the inbound credit in the manner that Ray suggested. This will begin with the Moscow inbound journey in Nov. 2017.

Brazil Journey Update:

- Charles John has been asked by the Host Coordinator to deliver the host club fee in cash in American dollars. The amount due for this is \$5,600. Charles did some research and learned that Brazilian law requires visitors to the country to declare the money they are bringing into the country when it exceeds 10,000 reais. At today's conversion rate, this is about \$3,200. Thus, Charles was concerned about personally bringing \$5,600 into the country in cash. The decision was made to follow the procedure which was used when the club traveled to Moscow and was also asked to bring cash to pay the host club fee. At that time, the Ambassador Coordinator divided the cash up among a small number of ambassadors who agreed to carry this additional cash. Immediately upon arrival, the cash was returned to the Ambassador Coordinator who gave it to the Host Coordinator as soon as they met.

Treasurer's Report:

- Due to technical difficulties, Ray was not able to bring a printed treasurer's report. However, following the meeting, this was completed and is attached with this report.
- Ray notified the board that \$3,000 was withdrawn from the Winston-Salem Foundation account and deposited into the Wells Fargo account. This was done because the amount of money in the Wells Fargo account that was not allocated to a specific upcoming expense (such as the payment to the Brazilian club mentioned above) was very low. Ray was concerned that the Arts Journey may soon need money for deposits, ticket purchases, etc. and wanted to be prepared for this need.

- Ray shared with the board that, based on this experience, he now knows that it is not difficult to withdraw funds from the WS Foundation as long as he has 7 – 10 days advance notice.
- Discussion returned to the Arts journey and it was stated that previously the board approved \$150/ambassador (total of \$3,000 for 20 ambassadors) to be contributed by FFCNC.

Membership Report:

- Marylin reported that Lucy Kaplan's home phone number was listed incorrectly on the membership list. It is 336-768-7186.
- Marylin raised two other questions, but due to our meeting running longer than usual, it was agreed to move these questions to the next agenda. They are:
 - What are the criteria for a Legacy member?
 - Currently the Membership Coordinator handles snail mail. Marylin is wondering if it would be more logical for this to be handled by the Communications Coordinator.

Social Activities:

- Given the vacancy of the Activities Coordinator, Barbara North reported on this.
- Barbara Guess has agreed to plan the next social event. Prior to the board meeting B. Guess had sent B. North a list of suggestions. The board discussed the options presented and recommended attending a Blue Grass concert scheduled for Triad Park on Sunday, June 4. B. North will follow up on some details and questions such as whether a pavilion can be reserved for a pot luck dinner.
- It was noted that an invitation needs to be sent out soon.

Vacancies:

- Barbara North reported that both Communications and Activities Coordinator positions are still vacant. She has contacted several members in an attempt to find replacements for these positions, but so far has been unsuccessful. She will continue to work on this.
- In the meantime, we will do our best to address these needs by finding members willing to take on a specific task.
- Let Barbara know if you have any suggestions of members who could fill these roles.

FFI Webinars

- Barbara shared that she sent a message to Zella Harris, our gatekeeper, asking her to send a message to the membership encouraging them to watch one of the webinars scheduled by FFI on May 16.
- The question was raised as to whether FFI will capture this webinar and post it on YouTube.

Global Themed Arts Journey:

- Discussion returned to this topic.

- Judy mentioned that the play tickets will cost more than anticipated; the discount we are receiving is not as large as Judy was originally led to expect. As a result, she will use the administrative fee she budgeted to make up the difference and the contingency fee as well, if needed.
- Also, the journey's budget is subsidizing to a small extent the cost of the Welcome and Farewell meals for members who wish to attend.
- The dinner planned for Wednesday night at Woody Clinard's and Tamara Michael's homes will be purchased at Bojangles.

There being no further business, the meeting was adjourned. The next meeting will be Thursday, June 1, 2017 at 10:30 AM at the Main Street United Methodist Church in Kernersville.

Respectively submitted,

Martha Brown, Journey Coordinator and substitute Secretary for this meeting.