

Friendship Force Knoxville

Board Meeting

October 6, 2020

Present via ZOOM: Vice President, Jayne Raparelli, Diana Lopez, Janis Robinson, Bruce Robinson, Sandy Kehne, Jonathan Hash, Ray Simko, Ron Mayer, Leslie Badaines, and Barbara Elder.

The meeting was opened at 6:00 P.M. on Tuesday, October 6, 2020, via ZOOM by Vice President, Jayne Raparelli

Secretary's Report: Minutes from the Board meeting on September 8, 2020 were approved.

Treasurer's Report: There was no revenue and only one expense of \$14.74 for a name badge in the month of September. Since it is doubtful that we will have many more expenses for 2020, we will most likely end the calendar year close to the current balances. This does not consider the \$1,120 that we owe FFI for affiliation fees for this year, 2020, which is due at the beginning of 2021, nor does it consider any dues received this year for 2021.

Bruce Robinson moved that FFK provide new members with their name badge gratis effective January 1, 2020. The motion was seconded and passed unanimously.

Vice President's Report: Jayne announced that Jean Mayer and Jonathan Hash will comprise the nominating committee. The slate will be presented at the next Board Meeting and voted on at the November annual meeting on Tuesday, November 24, 2020.

The Board decided its next meeting will be at noon on Monday, October 26th via ZOOM. There will be no November board meeting. On October 26, the Board will determine 2021 dues, finalize the 2021 Membership Application/Renewal and Member Interest Survey, and decide on revisions to the FFK bylaws, policies and procedures and journey guidelines. The dues and bylaws revisions will be presented and voted on at the November 24 annual meeting.

It was noted that articles to Don Dougall for the November FFK Newsletter should be received by him by November 1 with the Newsletter being sent by November 10th.

Membership Survey Results—Jayne's report

The phone committee, under the direction of Ray Simko, spoke with 22 members. Betsy Tonkin followed up by sending emails to those members who had not responded to the phone calls. She received two responses. The results from 24 members are as follows:

Interest in participating in outdoor small gatherings of up to 10 people –

5 members

Help with 40th anniversary celebration in May 2021 – 9 members

Two of the 9 are maybes

Two had already volunteered before

One person of the 9 said they think the anniversary celebration should be postponed until at least August or September 2021.

Assist with club website – 1 member

Do you read the FFK newsletter – Most surveyed said they read the newsletter.

Do you visit the FFK website – most do not.

Ray noted that the value of the website is an informational and recruiting tool for new members and others who are interested in learning more about the club. If anyone expresses an interest in the club, members should direct them to our website. The site contains almost everything one might want to know about FFK.

Our website: www.Friendshipforceknoxville.org

How can the newsletter be improved – 1 member commented that sometimes there is duplication.

Suggestions for the Board –

Recruit younger members

Put the website address in the newsletter. (This has been done starting with the Starting with the September 2020 newsletter.)

Have more ZOOM meetings for members.

Other comments –

*Love the programs that Janice has provided for us. It works well on ZOOM. Is available to the general public.

*Our members' ages, (more than 57% over 65 and nearly 40% over 80), explains why many of our members are fearful of COVID-19, and will probably not actively participate in club functions until after a vaccine is available to the general public.

Report on Review of Bylaws, Policies and Procedures and Journey Policies:

Diana reviewed potential changes for FFK governing documents and obtained agreement on a few inconsistencies.

1. Agreed to use Journey Coordinator, Host Coordinator and Ambassador Coordinator as the official titles for these three positions.
2. Agreed that hosts can be prospective members, but ambassadors must be members.

The Board discussed what should be contained in the official minutes of the Board and the Annual Meeting. A compilation of the programs and number of attendees could be included once a year. A list of the property of the club and who is maintaining it also needs to be drawn up and a decision made on who is the keeper of such property and list. We also need to add descriptions for the Historian and the Club Concerns positions.

The Board also discussed the Program Committee and the Activity Committee and whether there should be two committees for each with additional chairs to be added to the Board or have sub-committees working on parts of the duties. We need further input before making any decisions.

Diana will mark up the changes in the Bylaws, and Policies and Procedures, and they will be presented at the next Board meeting for a vote. The Bylaws will then go to the membership for a vote at the annual meeting. The Journey Policies will

have a new format to match that of the Policies and Procedures with some additional clarifications and definitions to be voted on by the Board at the next meeting. Diana thanked Leslie for all her input, especially on the Journey Policies.

Journey Co-Coordinator: FFI will send the form for outbound journeys in 2022 in mid-October. We will complete it requesting one outbound international to Australia with perhaps the inclusion of New Zealand as a second choice and Colombia/Costa Rica as a third choice. For outbound domestic club journeys for 2022, the Board agreed to request Columbia Cascades, Albuquerque, and Missoula as options. We can set up others as needed. The form is due 13 November, 2022.

Diana notified FFI, and they agreed that we could cancel the Azerbaijan portion of the Romania journey in 2021. Diana sent an email to the host coordinator in Baku but no response has been received. She also produced a flyer to use for recruiting purposes and will be sent to the membership and other prospective ambassadors in the near future.

Leslie has contacted the hosts in San Antonio and in Australia. San Antonio has reconfirmed our visit to them in September 2021 and their visit to us in October 2021. Mike McDonough is added as host coordinator with Jayne Raparelli for San Antonio. Leslie is the ambassador coordinator.

No dates have been set nor any changes made for the other journeys for 2021 or 2022.

Programs: The October regular meeting will be on Tuesday, October 27 via ZOOM, and a presenter has not been finalized but will be soon.

The regular November meeting is still scheduled on Tuesday, November 24.

Communication: Ray advised the Board that a new feature has been listed to the website giving a rundown on events occurring in Knoxville.

Historian: Jonathan will begin scanning photos and making a list of the FFK items he has in his possession.

Club Concerns: Jayne reported that Renee asked for guidance on when to **include a member's situation in the FFK newsletter. The board decided the member**

should be contacted and asked if they wanted their personal information in the FFK newsletter, and the wording they wanted in the newsletter.

The meeting was adjourned by the Vice President at 7:40 P.M.

Respectfully submitted,

Barbara Elder

FFK Secretary