

FRIENDS IN ACTION INTERNATIONAL (USA)
BOARD OF DIRECTORS MINUTES
JANUARY 31 & FEBRUARY 1, 2022

The Friends in Action (FIA) board of directors met for the regularly scheduled winter board meeting on Monday, January 31, 2022 and Tuesday, February 1, 2022 at New Hope Church, 431 Nicholas Parkway East, Cape Coral, FL 33990. The meeting was also facilitated using ZOOM internet for those unable to attend in person: Matt Durkee, Executive Director, and Faye Brown. Physical attendees included Andy Hunt, Chairman/Treasurer; Ted Illjes, Secretary; Paul Jarot and Steve Nehlsen (board member candidate).

I. CALL TO ORDER/ WELCOME/INTRODUCTIONS/INSTRUCTIONS

- A. Andy Hunt called the meeting to order
- B. Motion was made to accept and approve the meeting agenda for January 31 & February 1, 2022. Motion seconded and approved.

II. DEVOTIONS AND PRAYER

- A. Matt Durkee led in devotions and prayer by reading Isaiah 43. What the Lord is doing through FIA is important as we see His blessings. We all shared the attributes of God and His impact on our lives and ministry before spending time in prayer.

III. CONSENT AGENDA AND MINUTES

- A. A motion was made to accept and approve the Consent Agenda, and the seven items on the Consent Agenda were approved and seconded.

IV. OLD BUSINESS

- A. Transfer of the Bluefields property in Nicaragua is in progress. Waiting for signature from the original owner to complete transfer to new owner.
- B. Vanuatu-Luganville Townhouse for sale.
 - 1. Tenants want to stay and are requesting 1 year lease.
 - 2. If the house sells (new owner), we will give tenants a 3-month notice. Presently receiving \$900/month with \$100/month to handle property rental.
- C. FIA Missouri Property Sale
 - 1. An offer was received (considered low) and a motion was made to make a counter offer of \$180,000 with a bottom limit of \$170,000. Motion seconded and approved.

V. FINANCIAL REPORT (given by Andy Hunt & Matt Durkee)

- A. Reviewed the financial reports. We have seen a significant increase in the supporting funds coming into FIA.
- B. A motion was made to approve the November & December 2021 financial reports and the 2021 year-end financial report. Motion seconded and approved.
- C. Plan to institute a Partnership Development Drive using a matching funds goal. The 2022 goal is **\$300,000**.
- D. International Wire Transfers Process
 - 1. A motion was made to have wire transfer requests be approved by the authorized officer and signed off by Executive Director or the COO, if Executive Director is not available. Motion seconded and approved.
- E. A reminder was made to add the yearly \$5,000 to the contingency fund.
- F. Short-term vs. long-term funding objectives
 - 1. Reserves – recommended keeping 2-4 months short-term reserve
 - 2. Mortgage repayment – a motion was made to place a \$100,000 payment on the Headquarters building loan principal this February. Motion seconded and approved.

- VI. **MEMBER CARE REPORT** (Matt Durkee)
- A. 2022 Headquarters – Spiritual Life Conference to improve relationships and community among members
 - B. Plan to invite staff members to go on short-term trips
 - C. 2023 - every 3 years schedule FIA International Spiritual Life Conference
 - D. Resignation of Dean Block from Canadian Board. Consideration of a card of thanks to Dean (The US FIA Board will handle this).
- VII. **INTERNATIONAL FIELD REPORTS, INCLUDING GOALS AND OBJECTIVES** (submitted by Matt Durkee)
- A. Reports submitted from West Africa, PNG, Vanuatu, Nicaragua, Bolivia and Moldova
 - 1. Discussed Covid travel restrictions and implications
 - 2. A motion was made to approve the International Field Reports. Seconded and approved.
 - B. International Fields Budget
 - 1. Reviewed the 2021 budget vs. actual
 - 2. Reviewed the 2022 international projected budget
 - 3. A motion was made to accept FIA International Fields & Headquarters Operational Budget Goals for 2022. Motion seconded and approved.
- VIII. **RISK MANAGEMENT DISCUSSION** (Faye Brown)
- A. Faye submitted FIAI Crisis Management Team Member Roles
 - B. Additional formats submitted included:
 - 1. Contingency Plan Format
 - 2. FIAI Risk Rating Matrix
 - 3. FIAI Evacuation Plan Outline
 - 4. Components of a Go and Stay Bag plus addendum
 - 5. Team leader/field leader assessment for go/no go and evaluation form – field
 - C. A Risk Management Program is under consideration to be integrated into the FIA organization

FEBRUARY 1, 2022

- IX. **DEVOTIONS AND PRAYER** (Led by Andy Hunt)
- A. “Dare we ask for more?” “God gave the increase.” In the parable of the talents, the one who brought the increase received the blessing. Matthew 25-23
 - 1. Andy asked the questions:
 - a. Do we want more?
 - b. Am I ready for more?
 - c. Will I seek for more – will I ask?
 - B. Reminder – pray and fast on Wednesdays
- X. **FRIENDS IN ACTION USA GOVERNANCE AND VISION** (Matt Durkee/Andy Hunt)
- A. Review our Vision and Ends Policies
 - 1. Matt asked each of us to express the fulfillment of our Mission Statement and consider the following questions:
 - a. Is this what we are known for?
 - b. Are we doing all we can in the areas that we are known?
 - c. What makes us unique/strong?
 - d. How can we develop that?
 - e. What is our current greatest weakness?

- f. What is holding us back as an organization?
- g. Are we missing something that is an opportunity?
- 2. Matt asked each of us to consider if we are following or meeting the 7 Ends Policies
- 3. Matt asked Steve to submit a partial re-write of the “Ends Policy.”
- 4. Discussed organization weaknesses
 - 1. Member Care
 - 2. Need of quality people – retention and recruitment

XI. **FRIENDS IN ACTION USA BOARD DEVELOPMENT** (Andy Hunt/Matt Durkee)

- A. FIA Canada Board Membership Guidelines
 - 1. Reviewed changes proposed by FIA CANADA to allow merging with FIA USA Board Membership Guidelines
 - 2. A motion was made to accept the proposed changes to the FIA USA Board Membership Policy as submitted by Matt Durkee. Motion seconded and approved.
- B. Joint FIA USA/Canada Governance Model
 - 1. Reviewed Joint Ministry Agreement
 - 2. Plan to have 3 joint board meetings per year – 1 joint meeting in person, and two board virtual meetings with the respective boards, Canadian and USA meeting in person in their respective country.
 - 3. It was agreed to move forward with a Joint Ministry Agreement
 - a. Two board members from each country to draft international board working documents were chosen
 - (1) Andy Hunt & Faye Brown
 - (2) Two Canadian board members to be determined
 - b. First joint meeting will be on **July 28 & 29, 2022.**

XII. **OTHER BUSINESS**

- A. Board Positions
 - 1. Ted Illjes agreed to another 3-year term of service beginning October, 2021
 - 2. Andy Hunt agreed to another 3-year term of service beginning October 2021
 - 3. A motion was agreed to the above terms of service; seconded and approved
 - 4. We will need to approve Matt Durkee for another 3-year term of service in October 2022
 - 5. A motion was made to approve Andy Hunt as Chairman and Treasurer; Paul Jarot as Vice-Chairman and Ted Illjes as Secretary. Motion seconded and approved.
 - 6. FIA USA Board Eldership Committee
 - (a) Need 2 people, if needed, to serve as Elders: Steve Nehlsen and Matt Durkee agreed to serve.
- B. Whistleblower and Conflict of Interest documents – signatures required
 - 1. Signatures completed. Ted will send to FIA Headquarters
- C. Future Dates of Upcoming Events:
 - 1. FIA USA board meeting dates: **July 28 & 29, 2022; October 27 & 28, 2022**
 - 2. Banquet at Harrisburg, PA Hotel – **October 29, 2022**
 - 3. Banquet at Lebanon Valley Bible Church (PA) – **October 28, 2022**
 - 4. Banquet in Illinois – moved to **November 18, 2022**
 - 5. **May 14, 2022** - Community Day 30th FIA anniversary celebration at Headquarters building
- D. Donor Development – Tim Johnston
 - 1. Tim is considering a new location for the launch of a new FIA network
- E. Andy Hunt is considering a one-hour ZOOM meeting, in April 2022

In closing, we asked the Lord to bless the work of FIA mission. Meeting adjourned.

Respectfully submitted,
Theodore Illjes, Secretary