

**FRIENDS IN ACTION, INTERNATIONAL
MINUTES - BOARD OF DIRECTORS' MEETINGS
AUGUST 17 & 18, 2023**

Friends in Action board of directors from Canada and USA met at the Headquarters building in Elizabethtown, PA on Thursday and Friday, August 17 and 18, 2023. Attendees: Matt Durkee, Canada Executive Director; Roger Wingfield, Canada; Chris Smerdon, Canada; Irwin Pronk, Canada; Andy Hunt, USA Chairman/Treasurer (via Zoom); Randy Schnieders, USA; Paul Jarot, USA, Vice Chairman; Faye Brown, USA; Steve Nehlsen, USA; Ted Illjes, USA Secretary (via Zoom).

I. WELCOME INSTRUCTIONS, DEVOTIONS, AND PRAYER TIME

- A. Roger shared from Deuteronomy 4. We must commit to never changing scripture and teach to all nations asking the Lord to lead. Invited the headquarters staff to join us in a time of prayer.
- B. A motion was made to accept and approve the meeting consent agenda. Seconded and approved.

II. PERSONAL INTRODUCTION AND UPDATES/ PRAYER TIME

- A. Personal information was shared amongst the board members, and we committed to pray for specific needs.
- B. It was noted that, as a board, we should keep our mission statement in front of us as much as possible.

Our Mission: Friends in Action, Intl. supports mission work in areas of limited infrastructure by using construction projects and practical service to speed the Gospel to those who have never heard.

III. CONSENT AGENDA AND MINUTES (Roger Wingfield)

- A. A motion was made to accept and approve the Consent Agenda and the January/February 2023 board minutes.
 - 1. Noted: The Bluefields property was successfully transferred to Ruth Bravos.
- B. A motion was made to accept and approve the Consent Report. Seconded and approved.

IV. ORGANIZATION/OPERATION UPDATE

- A. Reviewed the 2022 FIA Annual Report submitted by Matt Durkee
- B. Finance Discussion (2022 Audited Financial Statement Review) submitted in board report.

1. Kyle Hunt, FIA Financial Advisor and Auditor, reviewed the Walz Group Audit for December 31, 2022 and 2021. (Kara Johnston, from the Walz Group, was present).
 - (a) Kyle reported that the mission is in excellent financial position and that the restricted funds are being used and spent for their designated purpose.
 - (b) Review of Mortgage Total
 - (c) Kyle recommended that we review the overseas assets that we have on our books.
- C. A motion was made to approve the 2023 July USA FIA Financial Report. Seconded and approved.
- D. A motion was made to approve the 2022 audit for USA Financial Reports by the Walz Group. Seconded and approved.
- E. We will be asking the Walz Group to sign a written contract for their auditing fees, which increased by 11% this year. Note: we will be checking fees and services with other auditing companies.
- F. Canadian financials reviewed by Roger. A motion was made to approve the 2022 Canadian Financial Reports. Seconded and approved.
- G. International Operations Review/International Fields and Partners
 1. PNG – Roger met with Mike Butler (minutes of the meeting forthcoming)
 - (a) IPA Investment Protection Authority must be instituted and meet on an annual basis. Roger Wingfield, Chairman; Ruth Butler, Treasurer; and Randy Schnieders, Secretary, will be the officiating officers to meet once per year. Must submit an annual report to PNG government.
 - (b) Discussed the transition of personnel within FIA/PNG
 - (c) Discussed partnerships with other mission organizations
 - (d) Solar power system is partially funded, to be shipped in October 2023.
 - (e) Mike Butler will send a report on the status of PNG/FIA station via video and/or written report prior to each board meeting.
 - (f) Mike Butler requested purchase of a dump truck.
 2. Vanuatu – Jen & Levi Pitman
 - (a) Matt and Megan shared significant time with the Pitman family building a relationship.
 - (b) Shop rebuild is 40% complete
 - (c) Water project involves new and difficult challenges. Randy Schnieders said we will need to repair/rebuild the road to get equipment to the top of the mountain to access the water supply.

- (i) This will significantly increase our cost to the water project.
- (ii) The Vanuatu government will NOT pay for the repairs of the road.
- (iii) Randy estimated we will need additional 8 pieces of large equipment (high value)
- (iv) Additional information is needed before we proceed with the water project.
- (v) Further discussion/decisions for this project will be included in the October meeting agenda.

H. **New Fields/Mission Partners**

1. **Uganda** – presented by Matt Durkee. Watched a short video about the **Milandila Community Missions**.
 - (a) The Milandila Mission needs a facility in a remote location to facilitate a medical clinic and school.
 - (b) This would be an “in and out” project
 - (c) A motion was made to approve the Uganda project as reported by Matt Durkee. Seconded and approved.
2. **Dorcas House** – Burkina Faso, West Africa (presented by Steve & Amy Nehlsen)
 - (a) They need a remote facility to be constructed to house a medical clinic and school.
 - (b) FIA has done work previously with Dorcas House (ministry to girls/young women from various backgrounds)
 - (c) Two-year education/practical skills program followed by a residency period, including a strong biblical emphasis
 - (d) No longer under the CMA church, so they lost significant support
 - (e) Amy wishes to have Dorcas House be placed under the umbrella of FIA
 - (f) This fits our Mission Statement under practical support, limited infrastructure
 - (g) A motion was made to allow the Dorcas Ministry to come under the FIA Mission as a partnership for an open-ended period. Seconded and approved.

V. **PARTNERSHIP DEVELOPMENT USA** – Tim Johnston

- A. Tim shared from God’s Word from II Corinthians 9:10-12.
- B. Tim submitted a Partnership Development Overview and Update report, which was very thorough.
- C. Gift Investment & Endowment Policies

1. Al Carr presented the Investment Policy (Al, who is a certified investment counselor, is being considered to manage the FIA investments)
 2. Tim submitted an Endowment Spending Policy for FIA (must follow PA Statute Act 141)
 3. Tim submitted Allen Carr's resume
 4. Tim reviewed the various types and purposes of endowments
 5. Reviewed FIA Gift Acceptance Policies Guidelines submitted by Tim Johnston
 6. Tim submitted an Endowment Spending Policy for FIA (reviewed the Policy, written in accordance with Act 141)
 7. Tim submitted an FIA Investment Policy
- D. A motion was made to approve the USA FIA Gift Acceptance Policies and Guidelines. Seconded and approved.
- E. A motion was made to approve the Investment Policy for USA FIA. Seconded and approved.
- F. A motion was made to approve the Endowment Spending Policy for FIA USA, subject to approval of the Methodology Procedure. Motion not approved.
- END DAY 1

Reconvened at 8:30 AM August 18

Matt Durkee led devotions reading from Matthew 6 sharing the meaning and directions of the Lord's prayer. Had a time of prayer.

- F. (Continued)
1. Andy proposed the following Endowment Gift parameters to be added to the Endowment Spending Policy:
 - (a) Must be at least \$1,000
 - (b) We will have only one permanent fund, which will be used for operations and field development.
 - (c) Any other endowment fund request will need to be considered on a case-by-case basis by the Gift Acceptance Committee or board.
- G. A motion was made to approve the Endowment Spending Policy for FIA USA with the amended changes to the policy note above. Motion seconded and approved.
- H. A motion was made to approve Al Carr as the FIA USA Investment Advisor. Motion seconded and approved.

VI. FIA BOARD DEVELOPMENT

- A. Board Governance video presented by Irwin Pronk (purposes and discussion items included).
 - (a) Keep us legal
 - (b) Keep on track with the mission statement
 - (c) Set the values of the organization
 - (d) Provide direction to the Executive Director
 - (e) Evaluate Executive Director
 - (f) We are a governance board
 - (g) Provide direction for risk management policy

VII. RISK MANAGEMENT GROUP PHASE 1 & 2

- A. Update and discussion – Risk Management
 - 1. Irwin Pronk submitted a spread sheet analyzing risk levels, responses, policies needed, training action plans, etc. for the different mission locations of the organization.
 - 2. Roger suggested that we bring in our insurance broker to do a risk assessment.
 - 3. Andy Bachert reviewed emergency response action plans, procedures and equipment for the headquarters building.
 - 4. Team leaders will be trained in emergency procedures
 - 5. Our emergency policies and procedures need to be reviewed on an annual basis.
 - 6. A Crises Alert plan is available
 - 7. We will need to bring in outside training (considering Al Williams)
 - 8. Matt requested the risk assessment committee train our overseas missionaries.

VIII. OTHER BUSINESS

- A. The following items to be placed on the agenda for next meeting in October: Member care (requested by Irwin Pronk); FIA INTL organization/board vision & strategy; Vanuatu water project.
- B. Meeting dates: **October 26-27**, 2023 at headquarters; **February 6-7**, 2024 in Cape Coral, Florida (New Hope Fellowship Church, 431 Nicholas Parkway, Cape Coral, FL)
- C. Banquets
 - 1. Canadian banquet October 14, 2023
 - 2. PA banquets: October 27 & 28, 2023
 - 3. Illinois banquet: November 17, 2023

Closed meeting with a prayer.

Motion to adjourn. Motion approved and seconded

Respectfully Submitted,

Ted Illjes, Secretary

FIA USA Board of Directors