

FRIENDS IN ACTION International  
Board Meeting

Date: February 6<sup>th</sup> – 7<sup>th</sup>, 2024

Time: 8:30 am – 5:00 pm

Location: New Hope Church, Cape Coral / ZOOM

The combined FIA Board of Directors met on Tuesday and Wednesday, January 6, 2024 at the New Hope Church in Cape Coral, Florida. Attendees:

Attending (In Person):

**USA board members**: Matt Durkee, Executive Director; Andy Hunt, Chairman & Treasurer; Ted Iljes; Faye Brown; Randy Schneiders, Steve Nehlsen, Secretary.

Attending (Virtual): Paul Jarot (USA)

Agenda**1. Welcome, Introductions, Instructions (Andy Hunt).**

*Motion to accept & approve meeting agenda (passed)*

**a. Reviewed Board Positions & Roles (Operational & International)**

- i. Chair **Andy Hunt**, Vice Chair **Paul Jarot**, Secretary **Steve Nehlsen**, Treasurer **Andy Hunt**
- ii. FIA Board Eldership Committee – Steve Nehlsen and Matt Durkee

b. Distributed signing package to be returned by the end of the meeting on Wednesday.

**2. Devotional & Prayer****3. Consent Agenda & Minutes**

*Motion to approve and accept the Consent Agenda (including organization monthly and year end financials and department reports) and minutes from the previous October 26 & 27, 2023 Board meeting (passed)*

**FOR DISCUSSION****4. Old Business****i. Item: Organization & Policy Review**

- FIA USA Bylaws & Membership Guidelines  
Proposed changes were reviewed.

*Motion to accept the changes to the US Bylaws (passed)*

- Membership Guidelines

*Motion to accept changes to the Membership Guidelines (passed)*

- Financial Policies (Review and Payroll Policy recommendations)

**(Deputized Member Discussion)**

*Based on an Unemployment Insurance claim that was made by a former employee in 2023, it has come to our attention that some policy changes are needed. Changes were reviewed:*

- *Where do the funds come from moving forward?*
- *Shift to a payroll process to avoid future situation.*
- *4 options were presented*
  - *Set a target “withholding amount*
  - *Designate a certain amount of FIA funds*
  - ***Addition/increase to admin fee to hire an organization to handle such cases in the future. (Recommendation)***
  - *Do nothing, respond on case-by-case basis.*

***Motion made to implement the “deputized worker model” in FIA payroll process, which would provide a standardized, self-funded (member funded) reserve account to prepare us to meet any eventual need for the worker (passed)***

## **5. State of the Mission Report**

- i. Review of 2023 activity/events, highlights by department, field and ministry (Canada, USA, International)*
- ii. Matt provided the Board with a review of what God has been doing in FIA International ministries. God has been working in and through the ministries of FIA International. We don’t want to lose sight of what is happening beyond the “nuts and bolts” of what we do in these ministries.*
- iii. Where are we going? (Visioneering from Matt)*
  - *Investing in People – volunteers, donors, partners, and missionaries.*
  - *Partnership Connection*
  - *Purpose – what will we be and where will we go moving forward?****Thanks be to God for His great work!***

## **6. Focused Board Prayer Time**

## **7. Financial Report & Partnership Development**

- i. Banquet Report Summaries*
- ii. Year-end Financial Reports*
- iii. FIA USA & FIA Canada Income Report (2023)*

*Financial Review – the financial reports were viewed and highlighted. Giving was a bit less than 2022, but overall net income was positive.*

***Requests for reporting to be considered for the future:***
  - 1. Trends:***

***Individuals vs Churches / One-time vs Monthly / Year-over-year / Projects***
  - 2. Is there more potential for the use of a QR code?***
- iv. Partnership Development and Funding Projections (2024)*

*Motion to allocate a \$100,000 donation against the amortization of the Headquarters mortgage, as per donor wishes (passed)*

*Motion to accept the application of WNM funds as per proposed field and project allocation, as the need arises (passed)*

## 8. Operations & Fields (Annual Report, 2024 Objectives & Projections)

*The reports were reviewed and follow-up questions were entertained. Updates were provided by Matt, as needed. Highlights included the following:*

***Bolivia** – a few updates were provided. Healthy example of North American support of an indigenous work.*

***Nicaragua** - questions were raised about the future of the work in Nicaragua, to be addressed in future meetings after survey trip*

***PNG** – questions re: staffing and forward-thinking discussion brought some clarity for the next steps the pursue*

*Motion to approve the purchase of the Hino truck for PNG. Funds to be drawn from WNM when needed (passed)*

*Note: Focus for the Board re. future of PNG work:*

- Maintenance and stewardship of the equipment during missionary absence*
- Request support from missionaries to assist in the raising of funds for missionary vehicle*
- Clarification needed for the greater vision of future PNG ministry.*

*Meeting adjourned for the day.*

**End of Day 1**

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## 9. Devotions & Prayer

*Steve led devotions from Luke 7:36-50. What's my why? How do I do my why? With gratitude and love? The contrast of the Pharisee and the "sinful woman" is a powerful lesson for us.*

## 10. Resume International Fields & Objectives Discussions

### **West Africa**

*Discussed the challenges of drilling deep wells, having a clean source of water, and keeping it cost-effective. They are in the learning and experimental phase.*

### **Vanuatu (field & water project)**

***Ranch Project:** Need two more couples to help with the work. FIA missionary has high energy and output, but needs help. Putting together a proposal for a solar project.*

***Water Project:** Water survey is being conducted for each village for what water source is available to them, what the need is and accessibility. Are there other options?*

*Motion for the board to recommit to the plans to partner in Vanuatu through the Vanuatu water project, based on the recent developments and God's provision for next steps (passed)*

### **New Proposed Projects**

- i. **Bolivia – SAM Airstrip** – The area to be accessed is very remote and the provision of an airstrip would be very helpful for access to the Gospel. This would also open the door to the Araona people group, as well as other unreached people groups in this region of Bolivia. The openness of the people to the Gospel is quite positive. They are requesting help with planning, coordinating and finishing the runway at Campo Central.

*Motion to approve the research and assessment of a partnership with SAM (South America Mission) to develop an airstrip in Bolivian jungle (passed)*

### **11. Board Training Video (Bd Development)**

- a. Review of previous Video objectives:
  - i. Skillset Review (Combined Board Profile)
  - ii. Qualification Discussion (Bd Member Search)
- b. Board Training Video  
*ED responsibilities compared to Board responsibilities was discussed. How do we continue to grow in this area of strategic planning? Where does that fit in our Board meetings?*

### **12. Focused time of Prayer (2024 Organizational Objectives)**

### **13. Risk Management Discussion**

- i. Age-minimum additional medical clearance  
*Do we need to establish a policy that governs the age of a person going on a short-term trip or additional requirements for people with pre-existing conditions?  
\*\*Contacting other organizations is recommended to see how they handle this situation.*
- ii. Field-specific comprehensive insurance requirement for PNG and Vanuatu.
- iii. Develop 2-3 yr plan Risk Management plan goals (organization)  
*Personnel have been approached about supporting a 2-3 year training and development period, to build up a team to take on Risk Management for FIA International. That person should be someone outside of a board member.*

#### **Areas of Focus:**

*Headquarters / Short-term Teams / Fields*

### **14. Member Care & Personnel Care**

- i. FIA Connection Conference (4 days, 3 nights)
  - Review Budget & Objectives
  - Review Proposed Schedule & Bd involvement

***Motion to approve the proposed organization and budget for an FIA Connection Conference involving every member possible within the organization (passed)***

**15. Board/Mission Development (Forward Thinking)**

**a. FIA International – Mission Governance & Direction**

- i. Forward-focus discussion (**deferred to July board meeting**)
  - a. Where are we going, what are we doing to get there?
  - b. Are we going the direction we should be going?
  - c. Is our “why” solid;
    - i. Yes/no, if “no” where, and why not?
  - d. Is our “what” consistent with who we are
  - e. What is holding us back from growing?
  - f. Are we missing something here as an opportunity?
- ii. Mission growth/direction (2023 vs 2024)
- iii. Field/org concerns, risks, weaknesses, threats
- iv. Future growth/objectives as a mission
- v. Future growth/objectives as a board

**b. Board Assessment - Executive Director Evaluation / Board Evaluations**

The assessment process was discussed in order to try to find the best way to do an evaluation of the ED. What model would be best? The proposed evaluation will be used this year, with modifications to the evaluation to be made by ED, based on their application to his role. Chair will do ED evaluation this month along with Matt. Board evaluation will be done as a group in the July meeting. Evaluation results will be sent to all board members once it has been completed by Chair and ED.

**Motion made to implement an Executive Director Review, in addition to a Board review, in the January Board meeting each year. (passed)**

**16. Other Business:**

- a. Review Board Membership Process? (comment from last board training session)
  - i. Approve Jay Brubacher to PNG Board

**Motion made to approve Jay Brubacher to the PNG Board (passed)**

- b. Collect Whistleblower & Conflict of Interest Documents (Bd Member Signatures)
- c. Review 2024 Calendar (*add as a page in the report all org calendar dates/events*)

**Bd Meetings**

- i. May – Virtual Meeting (Jan – May progress report, fields and ops), May 28<sup>th</sup>
- ii. July – Int’l Bd Meeting, July 25<sup>th</sup> & 26<sup>th</sup>, 2024 (after FIA Connection Retreat at Refreshing Mountain Retreat Center)
- iii. October – Int’l Bd Meeting, October 24<sup>th</sup> & 25<sup>th</sup> and possibly morning of 26<sup>th</sup>.
- d. Other Business:

**17. Closing Prayer**

**18. Adjournment**

***Motion to adjourn.***