

**FRIENDS IN ACTION International
Board Meeting**

Date: October 24th & 25th, 2024

Time: 8:30am – 5:30pm (*Thursday, October 24th*) / 8:30 am – 12:30 pm (*Friday, October 25th*)

Location: FIA HQ (Middletown, PA) – 3950 E. Harrisburg Pike, Middletown, PA

Attending (In Person): Matt Durkee, Executive Director; Andy Hunt, Chairman & Treasurer; Faye Brown; Randy Schnieders, Steve Nehlsen, Secretary; Ted Illjes; Paul Jarot.

Canadian Board members: Roger Wingfield, Chairman; Irwin Pronk; Chris Smerdon

Attending (Virtual): None

Visitors: Matt and Rebekah Warren (candidate for Board Membership)

Agenda

Thursday, October 24th

1. [8:30] **Welcome, Introductions, Instructions** [15 mins]
 - a. *Motion to accept & approve Meeting Agenda (July 25th & 26th, 2024)*
A motion was made to approve the Meeting Agenda and seconded. It was passed.
2. [8:30 – 9:30] **Devotions & Prayer** [60 mins]
3. [9:40 – 10:40] **Bd Membership Interview (FIA USA)** [60 mins]

Interview with Matt and Rebekah Warren to consider how they might fit on the board and whether to bring Matt on the board.

 - a. Introduction & Recommendation
 - b. Personal Introduction/Remarks
 - i. Family and background
 - ii. Testimony & Life in Christ
 - iii. Calling to mission service/involvement
 - c. Board Q & A (open time of questions)
 - d. *Board Response [closed board discussion]*
 - e. Prayer
4. [10:55 – 11:00] **Consent Agenda** [5 min]
 - a. *Brief Review of Consent Agenda and Reports*
 - b. *Motion to accept & approve Consent Agenda*
A motion was made and seconded to approve the Consent Agenda. It was passed.
 - i. *Approve & Accept Minutes from previous meeting (July 25th & 26th, 2024)*
 - ii. *Operational Reports (for information)*
 1. *FIA Canada Operations*
 2. *FIA USA Operations*
 3. *Field Reports (update)*

iii. Financial Reports

- 5. [11:00 – 12:30] FIA International - Financial Report [90 min]**
- a. Review - FIA USA 2023 Financial Audit (report & recommendations)
 - i. *Motion to accept 2023 Financial Audit report & recommendations*
A motion was made and seconded to accept the 2023 Financial Audit. It was passed.
 - ii. *Continue Audit Financial discussion from July Bd meeting (quarterly reviews, etc)*
 - b. September & YTD Financial Statements
 - c. 2025 Housing Allowance (designation & approval)
A motion was made and seconded to approve the 2025 Housing Allowance of \$27,500 for both Jeremy Effler and Tim Johnston. It was passed.
 - d. Sr. Leadership Compensation
 - i. Review, discuss and approve ED, COO, Director of Partnership Development compensation package
A motion was made and seconded to accept the compensation package for senior leadership. The motion was passed.

[Lunch]

- 6. [1:30 – 2:00] Old Business – deferred to October Bd Meeting [30 min]**
- i. *Item: Age-related requirements for short-term team participation (domestic vs overseas deployment)*
Are there conditions or guidelines to help with this?
Age? Medical conditions? Doctor's approval? Team leader decision? Field leader? Questionnaire more clearly developed. What level of risk are we prepared to accept?
*****Tabled until February meeting. Research to report at that meeting.**
 - ii. *Strategic Planning & Governance Development – to be deferred to January 2025*
*****Prayer in November will be scheduled. Prayer is key!**
- 7. [2:15 -3:45] Board Development [90 mins]**
- i. FIA Board Policy Review
 - Board Policy Manual
 - Board Membership Process & Guidelines
 - USA/Canada Bylaws
 - ii. ED Evaluation – review & discussion
*****To be discussed at the February meeting.**
 - iii. Board Evaluation – review & discussion
*****Fill out the self-evaluation and return to Bd Chair by January (Including bd members coming off the board).**
 - iv. Board Member Recruitment
- 8. [4:00 – 5:30] Domestic Operations – Progress & 2025 Projections [120 mins]**
- i. Review of YTD FIA Canada/FIA USA operations YTD
 - a. Canada Operations
 - i. *Growth areas/focusing on operations team, recruitment & awareness*

b. US Operations

- i. Growth areas/focusing on operations team, shipping department, short-term teams, recruitment & awareness

Andy Bachert presented a report to the board.

- ii. Partnership Development Report

Tim Johnston brought a report to the board.

- ii. 2025 FIA Operations projected annual budget (for approval)

- **A motion was made and seconded to accept the FIA Operations Budget for 2025. It was passed.**

[End of Day]

9. [8:30 – 9:30] Devotions & Prayer [60 mins]

10. [9:40 – 12:00] International Fields – Progress & 2025 Projections [140 mins]

- a. Review of 3 yr plans

- i. International Fields - Nicaragua, Vanuatu, West Africa, Bolivia, PNG

*****Nicaragua - Revisit long-term plans for Nicaragua in our February meeting.**

*****PNG - New Board Members need to be appointed to the PNG Board to replace those that are stepping off the board.**

*****Vanuatu – New Board Members need to be appointed to the Vanuatu Board to replace those stepping off the board.**

- ii. Review & Affirm existing partnerships (ITEC, Dorcas House, Mexico, Uganda)

A motion was made and seconded to re-affirm existing partnership with ITEC, Dorcas House, Mexico, Uganda. It was passed.

A motion was made and seconded to accept funding for ITEC 2025 partnership trips. It was passed.

- b. Motion to accept & approve 2025 Goals & Objectives for FIA International fields**

A motion was made and seconded to accept & approve 2025 Goals and Objectives for FIA Intl. fields. It was passed.

- c. Motion to accept & approve 2025 Budget for FIA International**

A motion was made and seconded to approve the combined 2025 FIA Intl Budget. It was passed.

11. Other Business:

- a. Review 2025 Calendar (add as a page in the report all org calendar dates/events)

- b. Joint FIA International Board Meetings

- i. (Cape Coral, FL) February 4th & 5th, 2025 – confirm attendance to book accommodations

- ii. Operations Update (virtual) – May 20, 2025 – 7 PM EST

- iii.* August 14th & 15th, 2025
 - iv.* (Middletown, PA) October 23rd & 24th, 2025
 - c. New Board Member Discussion
A motion was made and seconded to invite Matt Warren to join the FIA Intl. Board as a board member. It was passed.
 - d. Board Member Resignation (acknowledgement)
A motion was made and seconded to accept the resignation of Roger Wingfield, Randy Schnieders, and Ted Illjes, effective Dec 31, 2024. It was passed.

A motion was made and seconded to request that Roger Wingfield, Randy Schnieders and Ted Illjes remain as Board Members Emeritus, effective Dec 31, 2024. It was passed.

12. Closing Prayer

13. Adjournment (motion)

A motion was made to adjourn.

Keys for the agenda at the next meeting:

- **Risk Management – What is our role?**
- **Member Care – How do we develop a plan?**
- **Strategic Development -**