

MINUTES

Families with Children from China, Oregon SW Washington Chapter

Monday, May 7, 2007

6:30 – 8:30 P.M.

Meeting called by Betsy Haindl

Board Members Present Betsy Haindl, President, Paul Bollinger, Vice President, Joanna Agee, Treasurer, Myde Boles, Secretary
At Large Kathryn Collins, Holly Odil

Board Members Absent Judy Anderson, Jill Chen, Matt Carlson

Item	Owner
Call to order. Meeting called to order at 6:45.	Betsy
Verification of quorum. Quorum present.	
Review/adopt agenda. Adopted.	
Approve March 2007 Minutes.	Betsy
Motion to adopt March minutes by Paul, second by Kathryn. Approved.	
Treasurer's report	Joanna
<u>Income and expense update.</u> Income/Expense report provided (attached). Activity for April 2007: \$147.25 income – related to Chinese New Year (dinner, visitors). \$1,455.38 expense: \$175.64 reimbursement to Sarah Pons for Charitable Giving fundraising for CNY; \$929.74 for insurance, storage locker; \$350 Waiting families (Waiting Families raised \$258 for Adoption Mosaic presentation; FCC covered the remaining \$92).	
No activity in Charitable Giving account. Still have not received information from CGC about a plan for spending. Currently there is \$1352 in the CGC account (same as last month).	
Holly will email Sarah Pons about the giving plan status and remind her that FCC has funds to make available to CGC. Our fiscal year ends on June 30 and we want to know how they are planning to spend their funds this year.	
Six checks were deposited, but the online statement does not clarify what the deposits are. There are 4 deposits on February 27, 2007. These are related to CNY (Betsy). Betsy will follow up on the remaining checks.	
Status of new checks. Betsy will follow up.	
<u>Insurance update.</u> FCC now has Directors and Officers (D&O) insurance policy. Also, we have now changed from a business liability policy to a general liability policy (in addition to the D&O policy). This summer Board will identify events for which we want extra coverage so that we are fully covered. This will raise the cost of the policy.	

Membership report

Betsy

Need new chair. Cheryl is planning to resign by end of fiscal year. There has been 1 new member since last meeting.

Membership application review and update. Membership application is online. A discussion was held regarding proposed changes to the membership application.

Liaison Reports

All

Charitable giving – Holly. Will contact Sarah Pons.

Culture/outreach/Education – Jill, Matt, Holly, Kathryn. (See discussion of member survey below.)

Community building

China Sons – Holly. Cherry picking is next month. Car races in July.

Newsletter – Betsy. Deadline, May 15, Lynn resigning. Board discussed options for continuing the Newsletter. Board supports continuing with paper newsletter. Suggestion: form a Newsletter team (volunteers) and assign tasks. Issue: need volunteers.

Options for future format and content of the newsletter: use newsletter to highlight events (kids, pictures – but do we need a photo release form?), publicize Chinese links to listervs, internet shopping, etc.). Newsletter needs to be functional and timely; okay for design to be basic.

Action items: (1) Board members to recruit volunteers (informally); (2) Advertise in next edition of newsletter for volunteers.

Special Discussion: Volunteerism in FCC.

Board discussed the problem with recruiting and retaining volunteers.

Action item: Send a "Special Appeal" letter to FCC membership. The letter will include job descriptions for each volunteer position and describe the benefits of volunteering.

- Paul, Betsy will do job descriptions
- Joanna will write letter and include "benefits"

Discuss Membership plans, survey, timeframe, questions

Betsy

Board discussed implementation of a member survey to coincide with July dues renewal letters.

Proposed format of the survey: Survey will be administered online (using Survey Monkey or similar). In the member renewal packet there will be a card that directs each member to a website to fill out the survey. The survey incentive will be a \$5 discount off the price of membership (to be finalized) and will be obtained by extracting a code from the online survey at the end of successful completion. The code can then be transferred to the card and returned with the membership renewal. There will also be an

option to complete the survey in paper form by checking a box on the card and having it sent to the member.

Myde circulated a copy of the member survey used by FCC British Columbia chapter. Board liked most of the content of this. Action: Myde will edit and send to Board for comments and suggestions. In addition, there will be additional survey items related to (1) charitable giving – members' expectations and knowledge, (2) newsletter and communication, and (3) thoughts about requiring a photo release for the website and newsletter. At next month's meeting, Board will finalize decision about membership dues and discount for survey and finalize the survey content/format.

Review upcoming events

Betsy

Mother's day. Only 1 response. Discussion: does the event need more publicity? Or is the idea of honoring birthmothers threatening to some? Kathryn will purchase craft items and email to confirm logistics with Betsy.

Build a Bear. To take place on May 19. Half of bears will be distributed to Waiting Families who are newly returned from China, the other half will be distributed to CGC, ostensibly for Chengde Orphanage. Holly will talk to Sarah P. about this.

Mid Autumn Festival (9/25/07?). A committee is needed to get started on this event. This can be included in the Special Appeal letter (described above). Betsy will check the date of Mid-Autumn festival in China Town so that FCC event won't conflict. Further plans for this event will be discussed by email.

Evening in the Garden. To be discussed in more detail next month. The PCCG does not want to put on this event for FCC anymore, but they will let FCC use the Garden if FCC wants to organize and run the event. Board members expressed mixed opinions about whether FCC should continue with this event. There was general consensus with Paul's concluding remark that it would be unlikely to secure sufficient volunteers to put on this event successfully.

NAFA's newly returned parents events. Mentioned.

New Business

All

Retreat, dates, ideas on topics. Postponed to Fall.

Website. The website is now live, although there are still some bugs to work out. Kris Keener, webmaster, is investigating options for bulk email service for "What's New." FCC will need to pay for a service. Bravenet charges \$100 per year for 3000 subscribers. Board agreed to let Chris use her expertise to make a decision about which service to use.

Picture policy. Does FCC need a signed waiver to post pictures of children on the FCC website? To be discussed in more detail at a future meeting. We will add a question to the member survey about this.

Kim Kono leaving. Kim Kono is FCC's contact for Evening in the Garden at the Portland Classical Chinese Garden. See Evening in the Garden above.

Gift Certificate for Larry Blackmar. The gift certificate is a "thank you" for his help with as MC for CNY. Board agreed to give \$100 gift certificate to P.F. Changs restaurant.

Begin budget for 2007-2008 fiscal year. We will need annotated budget figures by June, including CGC and Dance Troupe.

New item: Subscription to Asian Reporter newspaper. Holly requested that the Board approve a personal subscription to the Asian Reporter so that she can maintain timely list of events in the Chinese community. Board approved. No vote necessary.

Next meeting: Monday June 4 at 6:30 at Shanghai Noble.

Adjournment. Meeting adjourned 8:45.

Betsy