

2018 National Conference Report In Agenda order

- It is acceptable to nominate a couple for a Wayne Smith medal but they will have to share the medal
- Guidelines for a newsletter have been set out. Clubs are requested to follow them
- Outreach award – no submissions – very disappointing
- Robert Cooper (NZ National Treasurer) re Finances. Thanks to those clubs who paid electronically, on time (Those clubs who still pay by cheques cause unacceptable problems).
- Robert has produced a budget for the coming year
- Robert has had issues with hosting fees from FFI. They take 10 days to come through after Maryam has submitted the request (which she copies to Robert) to FFI accounts. Unacceptable – Matthew will ascertain the reason why FFI take so long to transfer the funds to NZ.
- Moved that the 60cent levy per member for Field Reps account continue – approved
- Moved that the public liability insurance continue for further 12 months (only 2 clubs do not participate)
- Kimberly Fraser was introduced – enthusiastic and welcomes our communication kimberly@friendshipforce.org [NB: although this email address was included in a slide, and carefully noted, a recent email from her came from kimberly@thefriendshipforce.org]
- Domestic Fund is now US\$3,500. Will not roll over so we need to use it this year or it goes into FFI general funds. Probably get about the same amount from 2018 domestic journeys.
- FFI are requested to be more specific on the Matching Form for journeys rather than just “Special Needs – diet, smoker/non-smoker, physical limitations, allergies”. These should be better defined (some horror stories came with this one)
- National Leadership Forum – 14/15 February 2019, Coast Community Church, Paraparaumu hosted by Wellington and Kapiti. Delegates will arrive in the morning, meet in the afternoon, dine in the evening, meet the following morning and depart at lunch time. Catering has been arranged - \$20 for lunch, afternoon tea, morning tea. Dinner will be at own cost.
- All clubs should use their club@friendshipforce.org.nz addresses (came as a surprise to many who had no knowledge of their club’s email address)
- Kapiti Coast, Wellington, South Taranaki, Taupo and Marlborough have their own websites and have easy access to important information. Other clubs were encouraged to get theirs set up – will cost nothing for the setup, just the monthly fee
- The National Website is working extremely well and has generated several enquiries
- When sending an email to a Field Rep or another club, please state your full name and which club you are from (Colin Ridge plea from the heart)
- The name of the Presidents and Leaders meeting will be changed to Club Delegates meeting – clubs can nominate 2 delegates, not necessarily presidents.

Matthew Nidek Report

- NZ is one of the strongest regions
- In 2016/2017 FFI hired part-time staff who live in the region (e.g. Brazil, Japan, Europe). It’s worked well. RSM Kimberly Fraser will attend meetings in Aus and NZ
- Domestic fees – FFI are being purposeful! It doesn’t go into the operating budget. NZ needs to get ideas to FFI for the use of this money by April. It won’t roll over.
- Revenue is up because more people are travelling – more journeys but less people on them. The cruises raise good revenue.

- Robert Cooper again stressed the need for FFI to improve the release of money for hosting – takes far too long
- Staffing changes have been made at HQ.
- No International Conference in 2018
- 2019 International Conference in USA will be business focussed, still working on the city/venue (it was to be Costa Rica, but recent earthquake meant they no longer have the infrastructure)
- New website and associated database is up and running and working extremely well
- Marketing – they plan to create more material – you will be able to access it through the “member resources” section of the FFI website
- International Website: The 2016 Annual Report is on the web <https://www.thefriendshipforce.org/who-we-are/governance/>
- 2017 will be available mid-March
- It will be another breakeven year for FFI
- They are depreciating their website

**Domestic Fund – when NZ apply for this money, we need a purpose.
Ideas on how to use it**

- Financial support for the Leaders Forum in February 2019
- Pay for Kimberly to visit all NZ clubs (a Field Rep suggestion)
- Produce a Marketing Toolkit for clubs to use for membership drives e.g. DVD which could be used at Expos, A&P days, libraries, which could run continuously, brochures etc. etc. Kimberly could design and organise this and the package could be available to all clubs. This option was the most popular and a request will be sent to FFI in a timely manner.
- It was noted by several delegates that FFI should be paying for Kimberly to visit NZ

Handy Hint picked up during conversation with other leaders

- Send a letter to an Incoming Ambassador Co-ordinator, requesting it be forwarded to his/her Ambassadors with information and suggestions. e.g. carrying their own bags (surprising how many can't do this and it has led to problems), please bring small gift for day and dinner hosts, extra small expenses they might incur, conduct on a Marae during a formal welcome, etc.etc. [Someone even said we should send the Code of Conduct written by Debbie and accepted by FFI!!]

IT Workshop with Debbie

- Google drive – useful docs
Open the website www.friendshipforce.org.nz
Open the secure **Members** page and login (check with the national webmaster for details on how to do this)
Click on the blue login button.
You will see a welcome page. Click on the Google Drive button.