

Friends of Paraguay Meeting Minutes
Sunday, September 24, 2006 @2:00 pm
6203 Cloud Drive, Springfield, VA 22150

In Attendance:

Jenn, Marybeth, Pat, Valerie, Janice, Julie, Kent

--The FOP Vice President, Mark Lopes, is in Bolivia for work. He has offered to help with any *e-distance* activities. He will return.

Unfinished Business/Minutes:

Once minutes are approved by the Board, they will be posted on the website.

Financial Report (Janice):

- The Presidents now have access to online banking account at Wachovia
- As of August 31, 2006 there is \$9767.31 in the checking account.
- After paying outstanding commitments (Altervida grant and 06 Annual Picnic) the balance will be \$3,769.46
- See attached Balance Sheet for details

Non-profit Status Update (Janice):

- Thanks to Janice, FOP has submitted all the appropriate paperwork to maintain its non-profit status. FOP can therefore accept matching funds and donors will receive the tax benefits of donating to FOP.
- The official non-profit status letter will be posted on the website.
- As long as the budget is kept below \$25,000, we do not have to file a 990. We will make a concerted effort to stay below that level.

Mailbox News (Jenn/Janice):

- We received the IRS notification and 1 membership check since the last meeting.
- Pablo will be responsible for checking the mailbox and Jenn will be the backup.

E-ñanduti (Jenn/Janice):

- Allison Spaulding may be able to help with emails and newsletters
- In the next newsletter, we'll ask for pictures to include on the website.
- The newsletter will be sent out via email on a quarterly basis and events will be announced separately via emails as needed. (January will be the next newsletter)

Membership Data Base (Janice/Pablo):

FOP is now subscribing to a service through Yahoo called Campaigner. (Fee is \$25/month) Members can now subscribe/unsubscribe to be on our mailing list from the FOP website. Their information will automatically be updated in an online database. The service also allows us also to create newsletters and send them to addresses in the database (limit with the \$25 monthly fee is 2500 mailings per month) without breaking any anti-spam laws. We will no longer maintain the membership database in Access.

Website (Pat):

The new website is up and running!

FOP e-mail (Jeanne Bell/Janice):

- Allison Spaulding may be able to help with emails and newsletters
- Current editors of PCV/PY newsletter, The Kuat, contact FOP requesting that we send out a survey to all FOP members. The Board agreed to include a shorter version of the survey with the next email.

Happy Hour/Speaker Events (Brian):

- Brian was not present at the meeting but was tasked with organizing a happy hour for late October or early November.

45th Anniversary (Mark Hathaway (sent info):

- Kent will draft a survey to see who would be interested in participating in a 45th Anniversary celebration/trip to Paraguay. He'll send the draft to Janice.
- Responses to the survey will be sent to FOP email address and Jeanne will review them.

National Council (Jim Feaster):

- Jim Feaster was not present but has been following events/happenings with the National Council. Julie will check with Jim to see if there are any issues currently on the table we should know about.
- In general, we know the FOP is an active member and that the Council is reorganizing and trying to offer more services to the membership.

Business Requiring Board Approval (Julie/Kent):

- Kansas Chapter of Partners of the Americas has asked if we can add their members' names to our mailing list. The Board decided that we are happy to have Partners members involved in FOP but to avoid anti-spam problems, interested people need to subscribe themselves to the FOP newsletter. Janice will respond the email request.
- FOP received a request to advertise a Paraguayan owned business' services. The Board voted and agreed that supporting local, Paraguayan businesses meets the organizations mission. The Board agreed to post "advertisements" on the website those Paraguayan owned businesses throughout the US that contact FOP. A disclaimer clearing FOP of responsibility to validate the quality or accuracy of services will be included.

Other (Open):

- We would like to create a postcard to give to COSing volunteers with the other information they receive at the COS conference.

Action Items (Julie/Kent):**Next Meeting (Julie/Kent):**

Sunday, November 12th.

Attachment 1
Financial Report

Friends of Paraguay
Financial Report - 9/24/06 Board Meeting

Checking Account Balance	\$9,767.31	
<i>(as of 8/31 bank statement)</i>		
Pending transactions		
Deposit - Membership	\$55.00	
Ck #441 - Jun/Jul website hosting		\$18.90
Campaigner		\$25.00
Website hosting		\$8.95
Funds Available	\$9,769.46	
Outstanding Commitments		
Altervida grant (final payment)	\$5,000.00	
06 Annual Picnic	\$1,000.00	
Subtotal	\$6,000.00	
Balance available	\$3,769.46	

Janice Davis