



Finlandia Foundation® Columbia-Pacific Chapter

Board of Directors Meeting
April 11, 2010
3:00 – 5:30
Portland State University
Cramer Hall
Finnish Classroom

Board Members

Present: Elisa Boynton, Dennis Usitalo, Jim Rinta, Seppo Saarinen, Dirk Schulbach

Absent: Jukka Perkiomaki, Dave Alford

Quorum present? Yes

Others present: Denver James, member

Proceedings:

Meeting called to order at 3:00 by President, Seppo Saarinen

Dirk requested that the agenda be modified so Denver James could audit the FFCPC books. Denver James discussed audit information regarding 2009 audit of the books for FFCPC. Denver spoke about Virginia example: **1. Adequacy of internal control, 2. Proper Authorization, 3. Physical existence of assets, 4. Confirmation of Nonprofit Tax exempt status.** Much discussion ensued. Since some Board members had not received Denver's information, Denver was dismissed to do the audit at a later date. No decisions were made.

1. Seppo described his beliefs on team building and information sharing.
 - a. Team agreements
 - b. Standing agreements
 - c. Development of plan
 - d. Everyone has an opportunity
2. Each Board member shared their historical background and beliefs.
3. Must Do Actions
 - a. Information sharing with FFCPC members from FF National has not been coming to all the members. Seppo said that would change. He indicated he would find out and work with National to change this.
 - b. Length of term was discussed to have the Board members for 1 and 2 years. During the discussion, Dennis, Elisa and Seppo volunteered to

serve for a 1-year term. However, with two members missing no decision was made regarding this issue but at least we have an idea of how to make the Board composed of 1 and 2 year terms. No action was taken.

- c. It was suggested Leena Riker keep that current membership roster. It was suggested she act as the keeper of the records. Dirk said he could contact her and ask if she would accept the appointment. Seppo agreed that if Leena were willing she would be good person to continue.
 - d. Questions about next year's budget were asked. However since no events have been planned no budget has been developed. Seppo indicated the Board needs a plan to develop a budget. No action was taken.
 - e. Bank account status and the Bank FFCPC is currently doing business with was discussed. Seppo wanted Jukka and his name added to the account. Dirk, Seppo and Jukka's name will be on the signature card. All three people need to be there at the same time to have names add or changed. Seppo said he would contact Jukka and pick a suitable time. The question regarding changing banks was discussed but no changes were recommended.
 - f. Annual dues reduction was discussed. Dirk said he thought we should cut our dues in half to \$15 a year from the current \$30 a year. Improve our value to cost ration might get additional members. Suggestion that we come back to visit the dues issue later. No action was taken.
 - g. What should we have on the contact of notice document? Discussion about the FFCPC mission statement or National FF mission statement being used. Seppo indicated the National FF mission should be used. No action was taken.
 - h. We need sub teams and get regular members involved. Elisa has been doing the News Letter and indicated she would be willing to continue doing it. Originally wanted to do it quarterly but is it necessary? Should we do it 2 times a year or 4 times a year? Elisa thought 3 times a year would be adequate. The Board will support and be available to help.
 - i. Information from visiting groups needs to be communicated sooner and better. Seppo purposed we set up small teams to look into it. We bring a report of what we know and what is not known. SHF is a nice connection and we can share event sponsorship. One person should be committed to sending out public information to our membership. Elisa volunteered to do this since she represents the music and culture events.
4. Information to the members
 - a. We need to create a website for information purpose. We need to get feed back and ask for volunteers. This is a seven member Board and we need to get more people involved. Dennis is the lead for event planning. Get more people to join or rejoin, we also need to get feed back from the members. No action was taken.
 5. 2010 Events
 - a. How about a May Day celebration? Elisa thought we should send out notices to the Finnish community about significant Finnish days and celebrations. Elisa volunteered to head up this effort. Elisa wanted to

know if she should finish the Newsletter she started. It was decided she should.

6. Dirk's list
 - a. Membership dues? Members that have already paid we should just extend the membership for two years. No action was taken.
 - b. Seppo suggested we change the annual meeting to January. We need to change the by-laws to have it happen. The Board can make a recommendation to change the time line for renewals. We are out of sync with the FF National . We need to have everyone get the National Newsletter. Dirk suggested we lower the annual rate to \$15. Several members paid lifetime memberships. We should protect that money and keep it in reserve. No action was taken.
 - c. Seppo suggested we have an annual BBQ. Where would we host the BBQ? Maybe Messiah Church or some local park. Member feed back form will help us understand our general membership better. Would it be good to get to know our membership? No action was taken.
7. Next date for the Board Meeting.
 - a. May 9 first choice
 - b. May 2 second choice
 - c. May 16 third choice
8. Communication to members.
 - a. All but one member has e-mail. Sophia Johnson is the only member not having e-mail. In addition Dennis suggested we keep some Newsletter in the Finnish Room. No action taken
 - b. It was suggested we publish a shorten version of the board minutes to distribute to the general membership. Jim said he could do it. It isn't necessary to get very detailed but should include dates of events and solicitation for volunteers.
9. Communication to National
 - a. If there is enough notification about an event National will post it in their Newsletter.
10. Dead Lines
 - a. We often read about the scholarships after the fact. Seppo indicated he would work with National.
11. Fundraiser events
 - a. Finnish pancake breakfast at ScanFair...Dave Alford and Dennis will talk about it and come up with a plan to share with the Board.
12. Events to sponsor
 - a. ScanFair
 - b. SHF Midsummer
 - c. Astoria Midsummer
 - d. Expatriate Parliament
 - e. Elisa has been very active in bring groups to the church. Should be partner with other groups? We can add this on the list if that would be OK. We should be able to partner with others. No action was taken.

13. Membership plan

- a. How do we get people to rejoin? Who would be the best membership lead? I would ask for volunteers? How about asking Dave Alford? Seppo indicated he would approach Dave with the task.

14. Budget plans

- a. Talked about cutting the annual dues at ½. Are we OK with that? What happens to our revenue if we cut it? The members are not getting much for their money. We are not doing enough that justifies asking \$30. Seppo suggested a senior discount for members. No action taken.
- b. Reducing the annual dues would take a Board vote and an all member vote. We need to talk about this as a full Board. Not much to show yet. The full Board needs to vote. No action taken.

15. Audit

- a. We are out of sync with doing our books. We have not had them audited yet. Eila Chisholm and Denver James were elected to do the audit, however since Eila was a Board member last year, there would be a conflict with Eila being involved this year. Dirk suggested Kaino and Don do the 2009 books and Jim suggested Denver join them. Eila and Denver could do the 2010 books and present at the next annual meeting. Seppo suggested we contact the membership through e-mail with this. No action taken.
- b. Oregon State report is being done by Dirk.

16. Other

- a. We will develop a budget as events planned.
- b. Change the mission statement to reflect the National mission statement. No action taken.
- c. Elisa will be responsible for music and cultural events. We need to talk about it in every meeting. No action taken
- d. Lapel pins, Dave Alford has some, Seppo suggested that we carry some and have them available for new members. No action taken
- e. When there is an event, we should be visible and have a booth. No action taken.
- f. Discussion about Jaakko Tuominen Scholarship. No action taken.

Meeting adjourned 5:40

Respectfully submitted,

Jim Rinta
Secretary