



Board Conference Call 10th December 2019

Attendance

Corrie Jongbloed	President
Wanda Fedora	President-Elect
Michaela O'Neill	Vice President
Donna Paton	Treasurer
Peter Anas	Executive Director

Apologies

Mel Hayes	Secretary
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Cont'd from 4th December 2019

Face to Face board meeting - the meeting has been confirmed for Dublin. Corrie and Peter will meet with the ISDH LOC the day before the IFDH Board meeting. Thursday afternoon will be spent with the LOC and Friday 14th Feb and Saturday 15th for the IFDH Board meeting. Members can return home on Sunday.

Action points – Board to arrange their own flights and are to let Peter and Donna know their hotel needs. Donna will get quotes for rooms from the hotel.

ISDH 2022 - Donna asked about having a skype meeting with the Irish prior to Feb but it was decided that we can wait until the February meeting. They have been asked to submit an updated budget, but it has not been received yet.

Management fee – the board asked for a breakdown of hours that are proposed to be worked by IFDH staff for the next 12 months. Anas Management uses time software per client. All time is tracked and categorised. The board asked if small charges could be included in the. Peter agreed to average the annual fees for copies, phone and fax, and invoice this monthly (e.g. \$100/mo.). Peter will give a monthly average of hours spent on IFDH and the board will understand the fees and the extra hours for the next 3 months so that we can discuss this once more and see if the new fee is a reasonable request. We do accept the management fee as proposed but we want clarity. Reports can be printed quarterly and presented every 6 months. Peter agreed to break down the fee and then send a quarterly report for the next 6 months. The board discussed to sign the contract and return to Peter upon approval.

ISDH Management fees- the board agreed their main issue with this bill is not the cost, but why it hasn't been mentioned before. ISDH is to be tracked separately in the future. Peter explained Anas Management didn't check the total on a monthly basis, but did total it until after they saw how much work it entailed. He also pointed out that with continued small ISDH tasks requested from the President and Board, it was hard to estimate costs ahead of time. It was suggested that the problem is the lack of clarity that there will be a fee paid for this. The board would have preferred warning of the fees beforehand. Peter did express his apologies, but the hours mounted before he had known. There was a large amount of communications and subsequent extra work that couldn't be predicted but did add up. They kept track of it and didn't realise how much it would cost. Board to discuss their decision on payment, with Peter not on the call.



Email from Australia – It was agreed to send the Australians a letter to clarify how much we expect to receive. 50,000 Au\$ has been received already.

Budget

- **Income** – The board agreed to the budget of income as presented.
 - o **Website banners** – we anticipate the same 6 sponsors we had this year.
 - o **Webinars:** Our Goal is to book 2 webinars this year.
 - o **Every Child Has a Toothbrush** – It was agreed that this program should have a higher fee by increasing from \$5,000 annually to \$10,000, new sponsor and new regulations. We are also to check the use of photos on Facebook and our website with the use of a Waiver.

- **Expenses (as presented):**
 - o the board agreed to Peter's management fees and the 7.5% on all sponsorship fees received by IFDH which will include all correspondence. If IFDH doesn't get paid, then Peter doesn't get the fee.
 - o We will discuss a new website in February
 - o Corrie queried the proposed Board Honoria which is \$17,000 in the original proposal per the Strategic Plan discussions, but in the budget it is \$10,250. Peter confirmed that this amount is for one in-person meeting (not two as per the proposal), plus the annual costs of supplies and computer use). The board discussed whether the honorarium should be just for workdays, or to include weekends missed from home as well as work days. The board agreed that we increase the budget to reflect this. Corrie does spend many days outside of what we pay travelling.

Action points

- Corrie to let us know how many days she has travelled in recent months.
 - Action point - Peter will make the changes to the budget as discussed (by increasing President Honoraria by \$2,000) and send it out to everyone.
- Donna asked about the honorarium and the attorney's IRS suggestions. Peter commented that the office is required to send out Tax forms for all personal fees above \$600.
 - To address the query from HOD on currency charges incurred by the transfer of membership fees, Donna suggested the Revolut business card. Later in the conversation, it was determined that Revolut, at this point, is not a global program.

Action point – Our Accountant Marilyn will look into this or other similar program and if suitable we can offer this as a suggested way to bypass these fees in the future.

Leadership Forum - Corrie suggested that the Leadership Forum should be included in the social Responsibility program as it also deals with the same benefits to the community and policy changes. We agreed to have this next level of social responsibility. To be discussed in February.

Peter fees on ISDH extra hours. *Peter left and the board discussed the matter.* The board agreed that they would offer Peter a reduced amount. The bill was over \$15,000. The board agreed to offer \$13,000.00

Action point- Corrie is to speak to Peter about this.

Meeting adjourned.