



**Circlewood Board Retreat
September 23-25, 2022
Camano Island, WA**

FRIDAY, SEPTEMBER 23

4:00 – Rental homes available.

Social Night at the Women’s Home

5:30 – Happy Hour begins

6:30 – Dinner

SATURDAY, SEPTEMBER 24

Breakfast – provided at both rental homes

9:00 – Business Meeting Begins at women’s home

Check-in and Opening prayer – *Glenn*

Overview of the meeting – *James*

9:30 – Administrative items

Action: Approve minutes for 4.28.22 meeting – *Glenn*

Pages 3-4

Action: Confirm next meeting – Monday, December 5, 10am-noon

Information: Financial Summary – *James, Louise and Tim*

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Additional resources

Pages 10-14

9:40 – **Action:** Adoption of Statement of Inclusion

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10:00 - OSKR’s update - *James*

Pages 7-8

10:30 – Coffee Break

10:50 – **Discussion** - Program Development - *James*

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11:30 – Executive Session – *Glenn*

12:00 – Prayer and Adjourn for Lunch

1:30 – Reconvene for Board Development Strategy Session

Separate packet

3:30/4:00 – End Session

5:30 – Happy hour begins at Men’s cabin

6:30 – Dinner

SUNDAY, SEPTEMBER 25, 2022

Breakfast – provided at both rental homes

8:30 – Check out of homes and leave for Warm Beach Camp
20800 Marine Drive, Stanwood, WA 98282

9:00 –Tour with Exec. Director and Murdock Board Coach, Ed McDowell

9:45 – Discussion with Ed regarding Board strategic goals.

12:00 – Lunch at Warm Beach.

1:00 - Depart

**Circlewood
Board Meeting Minutes
May 21, 2022**

Present: Board Members—Glenn Palmberg, Tim Hedberg, Tom Ruebel, Lenore Three Stars, Louise Conner, James Amadon; Absent—Beth Knox, Kathy Holmgren; Guest—Forrest Inslee

Glenn opened the meeting with prayer and check-ins. James gave an overview of the meeting. The minutes from the regular and executive sessions of the February 29, 2022 meeting were presented for approval. Tim moved that the minutes be approved as presented. Tom seconded the motion. The motion passed.

James presented the Financial Summary which is contained within the meeting packets and covers the first third of the year. The Operating Budget is on track to be close to full funding by the end of the year. The Project Budget is positive so far due the 50K grant that we received from Technology for the Poor and the fact that project work has been paused while waiting for Island County to respond to our application. Having resolved, for now, the issues with the county, the expenses have restarted. James mentioned that the Murdock grant may be approved but at an amount slightly lower than our request. A fall campaign event is being planned. The costs are time frame of the project are still estimates.

James, Forrest, and Glenn met last week with Job Ebenezer and his son. We became connected with Job through Joe Sheldon. Tom gave a report on the grounds of the property. Firewood was being taken off the property (beyond what we had offered to people). Because there isn't currently a gate, Tom put a chain across the road and that has stopped the loss of wood. Neighbors are also helping keep an eye on it.

Louise went over the Camano Island Property Tax Exemption report. The agriculture exemption seems to be the most likely exemption possibility. The Board discussed the report. James commented that once he is on the island, exemption options may become clearer. Further financial reports are included in the meeting packet.

James gave a 2022 OSKR update.

Objective #1: Expand and Develop Programs.

- James brought updates from our programming areas: Earthkeepers, The Ecological Disciple, Social Media, Education, and Circlewood Village.

Objective #2: Strengthen Circlewood's Core.

- Board. Members of the Board are working with Murdock Board Training to identify strategic steps. James, Glenn, and Louise will participate in the in-person training in early June.
- Staff. James' hours will increase to full time and Jessalyn's hours will increase to 20 hours a week in July. Louise's hours will not increase at this time. In addition to James and family moving to Camano, Jessalyn & Jerry are also hoping to move to Camano. Although David Jones is a contractor, he has functioned as a staff member. We budgeted for him through June. He would like to continue working with Circlewood beyond that, but James feels that his strengths and our needs no longer match up as they have in the past, so we do not plan to have him continue past June. David knows this is a possibility.

Objective #3: Resource for Growth

- Donor Support: Our Circlewood Stand campaign strengthened our connection to current donors, but did not bring in new donors.
- Foundations/Grants: The Murdock application has been submitted. James had a good hour-long conversation with the Stewardship Foundation, but was told afterwards that we should come back when we're more established.

- We are on target for most of our OSKR goals.
- Initially, we had two phases of development for the property, but members of the project team have general agreement that many people need to see the bigger picture, so that when we can run a program from a finished building, it will help people catch the vision. For that reason, finishing the current building will be done before launching the bigger project.

A discussion on Board Development was held, in particular reviewing the work done with the Murdock Training Program and work still needed. There was discussion about the following:

- Whether the current three goals are sufficient or if we need to add two more goals so that we have the suggested five.
- Creating events where we can get to know people who may be potential board members
- We hope to bring a fairly substantial strategic three-year plan to the fall meeting that we will receive input on before the meeting.
- There is a need to diversify the board denominationally
- We have a good coach in Ed and need to make sure we use him well, possibly inviting him to the fall board meeting
- Ed may be able to help us think through parts of our three-year plan
- The appendix in the Murdock booklet includes a framework for deciding on board members
- James mentioned that one aspect of our culture is to “surprise and delight.”
- We will work to identify five goals for the next three years that will frame the three-year plan

The board meeting broke for lunch.

Program Development Discussion

Media. James, Forrest, and Louise shared about the program areas. Forrest shared that having big-name guests a couple times a year increases legitimacy and exposure and that alternatively, there is value in bringing exposure to those who are not well known. Louise shared some information about the diversity and numbers of TED readers. Vidhya will be writing one post a month on practical earthkeeping and we are exploring other potential writers as well. James shared about the work in social media. Dave Ulfers is ready to do a video project whenever we pull a project together. In general, our media work has allowed us to move forward in programming during a time when COVID made in-person programming impossible and as a result media became more central than expected.

Education. Highland and Bellingham Covenant are currently testing an online course that Forrest developed with The Seattle School. Forrest expressed the feeling that the course and venue aren't quite right and expects to learn more once course evaluations have been completed. Going forward, we will focus more on developing a course in the way we want and then offer it to others for their adaptation rather than trying to fit within the framework of others. Our priority is creating programs that transform people rather than necessarily having a certification program. The possibility of sponsors was discussed.

Circlewood Village. There are great people working on the project. The hope is that we can finish the existing building without having it tied to the final approval plan, which would most likely take a longer time to get approval, but the first building may not be completed by the end of the year. Our architect plans to have a site plan ready by the end of June. A fall campaign event for 30-40 involving key people and their friends is being planned.

The Regular Session of the board meeting closed and the Executive Session began.

Louise Conner
Secretary

Financial Summary Through August 31, 2022

2022 Summary

Operational Budget: We are 2/3 through our fiscal year. While expenses currently outpace income, our projections put us close to fully funding our operations by the end of the year.

Project Budget: The 50k grant from Technology for the Poor has been helpful this year. We are comfortably funded for the work to be done the rest of this year. Next year will depend on result of Murdock grant and fundraising efforts.

2022 Resource Goals

Operations	255k	(Has some "stretch" items for second half of 2022)
Cap. Campaign – Donors	150k	(Fundraising events beginning in Q4)
Cap. Campaign – Grants	350k	(Murdock Grant application – originally 400k)
<u>Other Grants</u>	<u>0k</u>	(We continue to look into possibilities)
TOTAL	755k	(Revised with more accurate information)

Profit/Loss as of August 30:

Income	141,740	(55k for Camano project. 19k from IRS. 67,830k donors/misc)
Operating Expenses	151,835	(Net operating loss of 65k – fairly typical for time of year)
<u>Camano Project Exp.</u>	<u>72,075</u>	(Net project loss of 17,075 – covered by 2021 funds)
Total Profit/Loss	(82,070)	

Cash on Hand as of Sept. 23:

Regular Checking	20,050	
Forest Checking	60	(Designated for forest stewardship expenses)
<u>Savings</u>	<u>209,000</u>	
Total	229,110	

Projected Operating Inc.	226,000	(Assumes no changes to reg. giving and slight EOY increase)
<u>Projected Operating Exp.</u>	<u>230,000</u>	(Assumes spending of all remaining budget items fully)
Total	(4,000)	

Projected Designated Funds	554,000	(Assumes \$350k grant and \$150k contributions in Q4)
<u>Projected Designated Exp.</u>	<u>158,000</u>	(Assumes building costs start in 2023)
Total	396,000	

Projected Cashflow at end of 2022

Cash on hand at start of 2022	310,000	
<u>Projected profit/loss for 2022</u>	<u>392,000</u>	
TOTAL projected cash on hand	702,000	(Would start 2023 w/ 86k for operations; 616k for project)

NOTES

PROPOSAL – REVISED STATEMENT OF INCLUSION

Brought by: James and Glenn

Background: Circlewood seeks to be an organization and community that welcomes people from a diverse array of backgrounds – our source of unity is a shared concern and care for creation. An official statement of inclusion would recognize, support, and encourage this unity within diversity. We presented the following draft draft at the May meeting:

“We are all kin.

As we accelerate the greening of faith together, we honor and welcome every person who loves and cares for creation, and recognize the unique gifts and perspectives that come from differences in gender, race, ethnicity, religion, age, national origin, social background, sexual orientation, and disability.”

We have tweaked the language slightly based on board and staff feedback to the following:

“We are all kin. As we accelerate the greening of faith together, we honor and welcome every person who loves and cares for creation. We recognize the unique gifts and perspectives that come from differences in ability, gender, race, color, ethnicity, religion, age, national origin, social background, gender identity, and sexual orientation.”

Proposal: That we adopt the revised statement, to be used at James’ discretion in Circlewood’s communication and marketing endeavors.

OSKR's - 2022 Update

Objective #1 : Expand and Develop Programs

EARTHKEEPERS PODCAST

2022 Goal: 1000 downloads/month with 20% outside U.S. and 33% non US/West guests

UPDATE: Forrest continues to do great work, and is focusing this year on environmental justice. We are already averaging over 1000 downloads per month, are right at the 20% mark for listeners outside the US and 33% for non US/Western guests. We just hit 25,000 total downloads.

THE ECOLOGICAL DISCIPLE

2022 Goal: 250 subscribers with 60 CW Stand members

UPDATE: Have 210 subscribers with 48 Stand members. We continue to work on are working launching a 3rd weekly column focused on practical earthkeeping. Louise is doing a great job.

SOCIAL MEDIA

2022 Goal: 750 FB followers; 500 IG followers; 150 Twitter followers

UPDATE: 546 FB followers; 417 IG followers; 57 Twitter followers.

Jessalyn is now at 16 hours/week and doing a great job. We are also hard at work redesigning the website and updating logos, with volunteer help from Jenny and Emerson Cobbley.

EDUCATION

2022 Goal: Launch 2 online courses; define partnership with TSS; define educational programming at Circlewood Village.

UPDATE: We finished 1 online course, and are working on where to place it. We were scheduled to host Au Sable students on the land this summer, but a Covid outbreak cancelled the event. The partnership with The Seattle School is on pause. New partnerships with the global studies school at Northwest University, and with Warm Beach Camp, are being explored.

CIRCLEWOOD VILLAGE

2022 Goal: Establish first onsite building, caretaker, and programs.

UPDATE: Applications to finish existing building, open right of way into property, and approval for overall site plan, are scheduled to be submitted this fall. Fundraiser in Seattle on November 12. Murdock grant application will be decided around November 17.

Objective #2 : Strengthen Circlewood's Core

BOARD

2022 Goal: Clear Board Development plan

UPDATE: Murdock Board Leadership and Development program is going well. Training days online and in person are done. Strategic steps will be honed this meeting, in partnership with our Murdock-assigned board coach, Ed McDowell of Warm Beach Camp.

STAFF

2022 Goal: Increase staff capacity.

UPDATE: Starting July 1, Jessalyn was moved from 10 hours to 16 hours/week, and James was moved to full time.

ADMINISTRATION

2022 Goal: TBD

UPDATE: No clear goal for this has emerged. We will spend time on this as we get closer to 2023.

Objective #3: Resource for Growth

DONOR SUPPORT

2022 Goal: 200k through 135 donors

UPDATE: We launched *The Circlewood Stand*, which is the name for the community of supporters standing FOR an ecologically-conscious faith and WITH Circlewood as we grow together and pursue our mission. We have 12 new financial supporters this year. Projections at this point are for raising \$226k by the end of the year.

FOUNDATIONS/GRANTS

2022 Goal: 400k major grant with Murdock and \$30k minor grants

UPDATE: Murdock grant site visit completed; decision expected around November 17. Murdock informed us not to expect more than 350k. James had a good conversation with the Stewardship foundation but they are not inviting us to apply at this point. Still looking for inroads into other foundations/grant opportunities.

CAPITAL CAMPAIGN

2022 Goal: Raise 550k

UPDATE: We have brought in 54k. We hope for 350k with Murdock and \$150k in new campaign contributions. We are focused on a Nov. 12 fundraiser in Seattle, as well as getting individual conversations/meetings on the calendar.

PROGRAM INCOME

2022 Goal: 2k

UPDATE: Media programs do not bring in revenue at this point, and ed programs still in development.

CORPORATE GIVING

2022 Goal: 5k

UPDATE: Potential here for summer/fall volunteer days with Microsoft – most likely 2023.

OTHER REVENUE

2022 Goal: 19.5K

UPDATE: We received 19k from the Employee Retention Credit Act of 2020.

PROGRAM Development Discussion Guide

Background: We have identified three core program areas for Circlewood: media, education, and Circlewood Village. It is important for the Board to understand what we are currently doing in these areas and what is in development, and to contribute to the long-term strategy in these areas.

MEDIA – Connects us, and our listeners/readers, to creative people, ideas, stories, and movements around the globe.

- What we are working on:
 - Video production with Dave Ulfers.

EDUCATION – What we are working on in our three areas.

Sustainable development

- We are working with Job Ebenezer of Technology for the Poor to create a demonstration center on Camano that would highlight small scale and sustainable technological solutions to poverty, food production, etc.
- Forrest has started conversation with the Global Studies school at Northwest University regarding adding an ecological component to their international community development program.

Ecological leadership.

- James is developing a pilot retreat for leaders – perhaps hosted at Warm Beach in the winter/early spring.
- James has been invited to attend a week-long workshop next summer at Westmont College focused on training evangelical college students to be climate activists. He has been asked to be the closing worship speaker as well.

Practical earthkeeping;

- Working to produce a Climate Vigil in partnership with Climate Vigil and Porter's Gate Music for November. This would gather people for a worship experience focused on climate change, with a goal that it produce action among participants.
- We are working to produce short media pieces on practical steps people can take that would be shared across all our media outlets.

CIRCLEWOOD VILLAGE – model demonstration site; educational hub; Circlewood HQ

- What we are working on
 - Refining the site design.
 - Planning in detail for the existing building and surrounding landscape/infrastructure.

Resource Dashboard

REVENUE/EXPENSE	2022 Obj.	Jan-Aug 2022	2021 YTD	2021 Total
One-time Gifts \$10 - \$1000	75 gifts \$13,000	15 \$2850	13 \$1675	64 gifts \$11,200
One-time Gifts \$1000+	15 gifts \$100,000	3 \$4700	2 \$4500	13 gifts \$96,000
Recurring Givers \$100 - \$1000/yr	40 givers \$17,000	25 \$7800	23 \$7060	24 givers \$10,900
Recurring Givers \$1000+/year	15 givers \$70,000	13 \$48,800	11 \$40,700	12 givers \$62,200
New Givers	49	12	10	56
Total Givers	135	50	41	86
Capital Campaign				
	150,000	9 \$4800	N/A	N/A
Foundations				
	2 350,000	1 \$50,000	0 \$0	\$0
Corporate Partners				
	2 \$2500	1 \$370	1 \$2200	\$2430
Corporate paid vol. hrs.				
	100 hrs \$2500	0 \$0	22 \$550	22 hrs \$550
Program Revenue				
	\$2000	\$0	\$0	\$1000
Product Revenue				
	\$150	\$50	\$100	\$120
Other Revenue				
	\$19,000	\$20,100	\$230	\$300
TOTAL GIVING/REVENUE				
	\$655,000	\$139,500	\$54,275	\$181,700
Operations Expenses				
	\$255,000	\$150,845	\$164,820	\$245,200
Project Expenses				
	\$90,000	\$61,535	\$45,170	\$79,800
TOTAL EXPENSES				
	\$345,000	\$212,380	\$209,990	\$325,000
Net Income				
	\$310,000	-\$72,880	-\$155,715	-\$143,300

Other Dashboard Data

	2022 Obj.	As of Aug 2022	2021 Total
Donor Perfect Contacts	600	494	438
Facebook Followers	700	546	470
Instagram Followers	500	417	300
Twitter Followers	200	57	N/A
Volunteer Hours	1000	430	755
Website Visitors/month	500/month	311/month	286/month avg.
Podcast Episode Downloads	1000 dloads/mth 25,000 total	1212/month 24,186 total	350/episode 15,214 total
The Ecological Disciple Subscribers	250	207	130

Circlewood

Budget vs. Actuals: 2022 Operating and Project Combined

January - August, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
ACTIVITY REVENUE				
EDUCATION ACTIVITY INCOME				
Church Partnerships		333.36	-333.36	
Other Education Income		1,000.00	-1,000.00	
Total EDUCATION ACTIVITY INCOME		1,333.36	-1,333.36	
MEDIA ACTIVITY REVENUE				
Publication Income	7.40	66.64	-59.24	11.10 %
Total MEDIA ACTIVITY REVENUE	7.40	66.64	-59.24	11.10 %
Total ACTIVITY REVENUE	7.40	1,400.00	-1,392.60	0.53 %
Interest Income	241.11		241.11	
Other Income	19,760.41	12,866.64	6,893.77	153.58 %
PROJECT FUNDS				
New Funds	54,911.50		54,911.50	
Total PROJECT FUNDS	54,911.50		54,911.50	
Sales of Product Income	43.11		43.11	
SUPPORT				
Donor Gifts				
Camano Island Coffee Roasters Income	245.34	400.00	-154.66	61.34 %
Cash	66,533.35	99,999.98	-33,466.63	66.53 %
Forest Stewardship		3,333.36	-3,333.36	
Total Donor Gifts	66,778.69	103,733.34	-36,954.65	64.38 %
Grants		9,616.66	-9,616.66	
Total SUPPORT	66,778.69	113,350.00	-46,571.31	58.91 %
Total Income	\$141,742.22	\$127,616.64	\$14,125.58	111.07 %
GROSS PROFIT	\$141,742.22	\$127,616.64	\$14,125.58	111.07 %
Expenses				
ADMINISTRATIVE				
Bank Charges & Fees	50.00	66.64	-16.64	75.03 %
Cedarstone	13,233.00	9,000.00	4,233.00	147.03 %
Legal & Professional Services		1,000.00	-1,000.00	
Liability Insurance		10,000.00	-10,000.00	
Licenses & Fees		66.64	-66.64	
Office Supplies		400.00	-400.00	
Password Management		50.64	-50.64	
Payroll Processing Cost	481.85	566.64	-84.79	85.04 %
Postage	289.72	733.36	-443.64	39.51 %
Software Subscriptions	210.35	100.00	110.35	210.35 %
State Registrations	60.00	400.00	-340.00	15.00 %
Telecommunications	181.03	166.64	14.39	108.64 %
Total ADMINISTRATIVE	14,505.95	22,550.56	-8,044.61	64.33 %

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
BOARD EXPENSES				
Meetings	2,244.36	2,666.64	-422.28	84.16 %
Reimbursement		166.64	-166.64	
Total BOARD EXPENSES	2,244.36	2,833.28	-588.92	79.21 %
CAMANO LAND AND DEVELOPMENT				
Maintenance		1,333.36	-1,333.36	
Property Taxes	5,222.23	7,333.36	-2,111.13	71.21 %
Total CAMANO LAND AND DEVELOPMENT	5,222.23	8,666.72	-3,444.49	60.26 %
CIRCLEWOOD VILLAGE EXPENSES				
Circlewood Construction				
Site Work	651.33		651.33	
Total Circlewood Construction	651.33		651.33	
Circlewood Village Design Expenses				
Architect	39,358.00		39,358.00	
Engineering	6,534.35		6,534.35	
Landscaping	6,435.00		6,435.00	
Project Management	10,510.00		10,510.00	
Sustainability	9,237.32		9,237.32	
Total Circlewood Village Design Expenses	72,074.67		72,074.67	
Total CIRCLEWOOD VILLAGE EXPENSES	72,726.00		72,726.00	
COMMUNICATION				
Marketing Materials	107.42	333.36	-225.94	32.22 %
Newsletter		200.00	-200.00	
Website	290.44	306.64	-16.20	94.72 %
Total COMMUNICATION	397.86	840.00	-442.14	47.36 %
FUNDRAISING				
Cost of Fundraising	4,170.29	4,000.00	170.29	104.26 %
Donor Perfect	204.55	1,000.00	-795.45	20.46 %
Merchant Fees	852.07	333.36	518.71	255.60 %
Total FUNDRAISING	5,226.91	5,333.36	-106.45	98.00 %
PROGRAM EXPENSES				
CAMANO PROGRAMS				
Camano Program Expense		1,666.64	-1,666.64	
Forest Expense		1,000.00	-1,000.00	
Forest Stewardship		333.36	-333.36	
Total CAMANO PROGRAMS		3,000.00	-3,000.00	
EDUCATION PROGRAMS				
Education Expenses	369.02	666.64	-297.62	55.36 %
Total EDUCATION PROGRAMS	369.02	666.64	-297.62	55.36 %
MEDIA PROGRAM EXPENSES				
Blog Expenses	75.18	666.64	-591.46	11.28 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
New Media Program Expenses		1,333.36	-1,333.36	
Podcast Expenses	894.00	1,466.64	-572.64	60.96 %
Total MEDIA PROGRAM EXPENSES	969.18	3,466.64	-2,497.46	27.96 %
Total PROGRAM EXPENSES	1,338.20	7,133.28	-5,795.08	18.76 %
STAFF EXPENSES				
ADMINISTRATIVE ASSISTANT EXPENSES				
Administrative Assistant Employer Taxes	1,462.69	1,554.00	-91.31	94.12 %
Administrative Assistant Mileage Reimbursement		166.64	-166.64	
Administrative Assistant Wages	17,334.00	18,416.68	-1,082.68	94.12 %
Administrative Assistant Work Expenses	69.14	166.64	-97.50	41.49 %
Total ADMINISTRATIVE ASSISTANT EXPENSES	18,865.83	20,303.96	-1,438.13	92.92 %
ASSOCIATE DIRECTOR EXPENSES				
Associate Director Employer Taxes	2,002.01	2,312.00	-309.99	86.59 %
Associate Director Mileage Reimbursement		333.36	-333.36	
Associate Director Salary	26,666.64	26,666.64	0.00	100.00 %
Associate Director Work Expenses	29.00	166.64	-137.64	17.40 %
Total ASSOCIATE DIRECTOR EXPENSES	28,697.65	29,478.64	-780.99	97.35 %
EXECUTIVE DIRECTOR EXPENSES				
Executive Director Employer Taxes	4,622.04	4,144.99	477.05	111.51 %
Executive Director Mileage Reimbursement	742.40	1,333.36	-590.96	55.68 %
Executive Director Salary	57,333.34	48,875.00	8,458.34	117.31 %
Executive Director WA FML reimbursement	77.68	98.72	-21.04	78.69 %
Executive Director Work Expenses	192.21	666.64	-474.43	28.83 %
Total EXECUTIVE DIRECTOR EXPENSES	62,967.67	55,118.71	7,848.96	114.24 %
SOCIAL MEDIA COORDINATOR EXPENSES				
Social Media Coordinator Employer Taxes	920.08	928.98	-8.90	99.04 %
Social Media Coordinator Mileage Reimbursement		166.64	-166.64	
Social Media Coordinator Wages	10,747.20	10,746.64	0.56	100.01 %
Social Media Coordinator Work Expenses		166.64	-166.64	
Total SOCIAL MEDIA COORDINATOR EXPENSES	11,667.28	12,008.90	-341.62	97.16 %
STAFF CONFERENCES				
Taxes--Washington Employment Administration Fund	-48.74		-48.74	
Total STAFF EXPENSES	122,149.69	117,576.85	4,572.84	103.89 %
Total Expenses	\$223,811.20	\$164,934.05	\$58,877.15	135.70 %
NET OPERATING INCOME	\$ -82,068.98	\$ -37,317.41	\$ -44,751.57	219.92 %
Other Expenses				
OTHER EXPENSE	100.00	110.10	-10.10	90.83 %
Total Other Expenses	\$100.00	\$110.10	\$ -10.10	90.83 %
NET OTHER INCOME	\$ -100.00	\$ -110.10	\$10.10	90.83 %
NET INCOME	\$ -82,168.98	\$ -37,427.51	\$ -44,741.47	219.54 %

Circlewood
Board Meeting Minutes
July 12, 2022 via email

On Tuesday, July 12, 2022, the Board approved the following resolution via email vote:

Louise moved that we add \$2000 to James' next paycheck in order to cover the cost of taxes on the \$6000 in moving expenses that the board previously approved and disbursed.

Tim seconded the motion. A vote was taken via email and the proposal passed.

Circlewood
Board Meeting Minutes
September 23, 2022
Regular Session

Present: Board Members—Glenn Palmberg, Tim Hedberg, Lenore Three Stars, Beth Knox, Kathy Holmgren, Louise Conner, James Amadon; Guests—Jessalyn Gentry; Absent—Tom Ruebel

Glenn called the meeting to order and opened in prayer. Those present shared personal check-ins.

The minutes from the regular session of the May 21, 2022 meeting were presented for approval. Lenore moved that the minutes be approved as presented. Beth seconded the motion. The motion passed.

The time of the next meeting was discussed, and it was decided that it will be on December 5 from 10 am to noon and will be either in person, on zoom, or a hybrid.

James presented the Financial Summary contained within the meeting packet and pointed people to the extra resources included in the packet. He shared that he believes Circlewood is at a pretty good place financially. With the project budget we are spending money that has already been set aside, not income. Circlewood has faithful donors, with more being added at a trickle. The big question is whether we will be given a Murdock grant which will be decided at the end of November. A fundraising event is being planned, the success of which remains to be seen.

The Development Team (James, Forrest, Ray Colliver, and David Vandervort) are being careful with expenses and will pause the longer-range project to finish the existing building. Ray, our project manager and his partner are managing the county process. James estimated it would take 3 ½ months to finish the current building and the groundbreaking for that may be in March.

Beth will look into Seattle rotary grants.

A discussion was held on the revised Statement of Inclusion, which reads, “We are all kin. As we accelerate the greening of faith together, we honor and welcome every person who loves and cares for creation. We recognize the unique gifts and perspectives that come from differences in ability, gender, race, color, ethnicity, religion, age, national origin, social background, gender identity, and sexual orientation.” Beth moved that we adopt the revised statement, to be used at James’ discretion in Circlewood’s communication and marketing endeavors. Lenore seconded the motion. The motion passed.

Beth suggested that we include our statement of purpose as a reminder at the beginning of meetings.

James and staff shared OSKR updates.

Objective #1 Expand and Develop Programs. The podcast had the most downloads ever last month. Forrest is focusing on environmental justice this year. About 20% of listeners are outside the U.S. The Ecological Disciple is doing some cross-posting with Godspace Light and Christ and Cascadia. We are working with Jenny and Emerson Cobbley on updating the website and Circlewood area logos, such as TED and Earthkeepers). We are helping produce a YouTube Climate Vigil video to coincide with COP27. We are going to add a one-minute intro video to the front page of the Circlewood website. Forrest is ending his work with Seattle School, and we are exploring partnerships with many different people/organizations but are now working on putting together our own material first, based on our strengths and then looking into integrating it with others.

Objective #2 Strengthen Circlewood's Core. We will be working on board OSKR's in the afternoon session.

Objective #3 Resource for Growth. We will probably exceed our yearly goal for donor support, which was \$200k. We will hear about the Murdock grant mid-November. The board received and approved a financial and OSKR update.

The meeting went into recess.

Minutes submitted by Louise Conner, Secretary

The regular session of the Circlewood Board meeting resumed after lunch.

Present: Board Members—Glenn Palmberg, Tim Hedberg, Lenore Three Stars, Beth Knox, Kathy Holmgren, James Amadon; Guests—Jessalyn Gentry; Absent—Tom Ruebel, Louise Conner

James introduced the Murdock Trust Training Packet and briefly went over the top five strategic steps.

1. Define process and create resources for the life cycle of a board member. See below.
2. Tim and James are to develop a contingency plan
3. James is developing a three-year rolling strategic plan
4. Louise is developing a board calendar
5. Glenn is empowering for outreach

Define process and create resources for the life cycle of a board member.

Questions to help define this:

- How do we find new board members? Answers given: demographics and skills matrix, process to connect with board potentials, "board buddies" for first 6 months.
- When do we have working teams outside board meetings? What is board role in outside policy decisions such as sick/vacation time?

- How do we increase board members? We have a healthy board; how do we expand it but keep it healthy?

James proposed identifying a task force/timeline for goal of life cycle of board members. Beth suggested reviewing each briefly to identify which we are missing: legal, accounting, sustainability, education, non-Covenant background, ages, racial diversity. The question of whether board members need to be Christian was raised. A discussion followed. A further discussion was held on whether we lead with the “greening” or with “faith” from our mission statement. James invited board members to come back to December board meeting with ideas about how to make faith central without using the word, “Christian.”

Beth, Lenore, James (plus others who want to be part of the discussion) will bring something to the December board meeting to address the question of what we say when people ask if we are a Christian organization or not. What words can we consistently use?

The meeting was adjourned.

Minutes taken by Jessalyn Gentry in absence of Louise Conner
Submitted by Louise Conner, Secretary

Circlewood
Board Meeting Minutes
September 23, 2022
Executive Session

Present: Board Members—Glenn Palmberg, Tim Hedberg, Lenore Three Stars, Beth Knox, Kathy Holmgren, Louise Conner, Absent—Tom Reubel

Glenn brought the following proposal:

“James and his family moved in July from Redmond to Camano and is now full time with Circlewood. Up until now, their health insurance has come through Emily’s employer, and Circlewood has been contributing \$500/month to help offset costs. Emily had to resign from her job for the move, and is not currently employed. The Amadons have elected to continue their existing coverage through COBRA, which means they can continue to be covered under their previous insurance for up to 12 months, but have to cover the entire premium (at a cost of just over \$2000/month). I am proposing that we increase our contribution to help cover this cost.

Proposal: That Circlewood add an additional \$500/month to help with James’ health insurance costs (for a total of \$1000/month), for the period September-December, 2022. Future decisions will be made as part of the 2023 budget. This proposal is contingent on confirming an appropriate way to do this that is in accord with current IRS requirements.”

A discussion was held. Tim moved that we adopt the proposal. Beth seconded the motion. The motion passed.

Beth will forward information for next year regarding Kaiser insurance in case COBRA runs out or in case we want to offer health insurance to the rest of the staff. The board authorized Glenn to check in with all Circlewood staff to see how things are going.