

## Board Meetings Decision Summary

**10/7/20**

DECISION: The Circlewood Board approved the following resolution via email vote: Resolved, that Circlewood shall establish the Circlewood Investment Management Account with Covenant Trust Company. Further resolved, that the Executive Director and Chairperson are hereby authorized to execute the documents required to establish this account with Covenant Trust Company. Further resolved, that the Executive Director and Chairperson are hereby authorized to provide investment direction to Covenant Trust Company regarding this account. Further resolved, that the Executive Director and Chairperson are hereby authorized to request payments from this account.

**9/30/20**

DECISION: Adopted Board Nomination Process, Guidelines and Current Board Member Terms Proposal.

**6/8/20**

DECISION: The Board, in response to a 12/2/20 action item calling for midyear consideration of a bonus for James, voted to give a token bonus of \$2,000 to James. *This is not the amount we feel he deserves, but because we do not have the money at this time to give him the full amount he deserves, we suggest giving him this amount to express our affirmation of his performance and to recognize that he is significantly exceeding his compensated hours. We will continue to examine our financial resources regarding increases as we hope to have James full time and appropriately compensated when we can do so.*

**4/20/20**

DECISION: Voted to officially change name from Mustard Seed Associates to Circlewood and voted on amended Bylaws to reflect that change as well as changing bylaws to reflect titles of Chair and Vice Chair instead of President and Vice President.

**12/2/20**

DECISION: Adopted James Salary Step Schedule as working timeline to help with strategic planning. (2020:20 hours/week, 2021: 30 hours/week, 2022: full time)

REMAINING TO DO: Board will reconsider at midyear 2020, to see if we can add a bonus then and/or at the end of the year to compensate for the hours over 20 that James already works

DECISION: Voted to move ahead with the proposal to hire David Jones

DECISION: Board voted to implement organization name change proposal, which involves legally changing our name from "Mustard Seed Associates" to "Circlewood"

DECISION: Board voted to spend the \$500 for participating board members plus guests for Fuller class

**10/7/19**

DECISION; Podcast Proposal and the hiring of Forrest approved; the basis (contract, employee) to be determined. Commitment is for 14 months.

DECISION; Fuller class: Beth, Tom, Glenn, Lenore, Forrest, Louise, and James agreed to take the pilot course

DECISION: Glenn, Beth & Louise are authorized to make any necessary decisions regarding insurance if possible changes in Emily's insurance have immediate implications for James

REMAINING TO DO: (Louise, Beth, James) Work on organization documents: bylaws, policies, procedures

### **7/13/19**

DECISION: James will keep speaking honorariums for the present, to be reviewed if/when he is full-time (Provisional language)

DECISION: James will report all honorariums (to be recorded)

REMAINING TO DO: (Glenn) Develop proposal for more detailed policy on this for next meeting

REMAINING TO DO: (Forrest and James) Clarify ownership of curricula that is developed for other organizations, including material to appear in James' publications

REMAINING TO DO: Develop/borrow guiding language for a permanent component of policy on this James will include this in a larger policy document in process

DECISION: Revenue from income generating activities such as online education will accrue to Circlewood in the future

DECISION: Future income-generating arrangements with external organizations must be reviewed and approved by the board

DECISION: Board approved policy stating that director will be reimbursed for expenses related to Circlewood, including mileage, meals, and lodging, as well as costs associated with meetings (mileage, food/drink for others involved)

REMAINING TO DO: (Beth) Develop/borrow guiding language for a permanent component of policy on this. (James) James will include this in a larger policy document in process *Approved/Accepted:*

REMAINING TO DO: (Beth, Glenn, James) Develop a proposal for bylaws change re. annual mtg. incl. definition of "majority", etc.

### **4/19/19**

DECISION: Voted not to partner with Agathos International at this time

DECISION: Signed official record copy of by-laws

DECISION: Approved Cedarstone proposal to continue working with them

DECISION: Voted to ask Mike Holmgren to join the Board

### **1/11/19**

DECISION: Board approved Circlewood paying cost of WA Fa Medical Leave premium in full

DECISION: James will develop and distribute purpose brief for Circlewood

### **10/19/18**

DECISION: Board terms for Lenore and Louise set as three-year terms

DECISION: Director Officer Insurance will be obtained through Philadelphia; board approved up to \$500 on property coverage, will revisit if more needed

DECISION: Salary increase to help fund insurance for Executive Director was approved w/ quarterly review

DECISION: Approved the following review process:

**BOARD REVIEW TIMELINE**

**October – November:** Board members submit self-assessments.

**January Board Meeting:** Collated results shared and action steps identified.

**EXECUTIVE DIRECTOR REVIEW TIMELINE**

**October – November:** Board members submit comments to Board Chair.

**December:** In-person, 60-90 minute review conducted by Board Chair at a least one other board member chosen by chair.

**January:** Written summary produced and shared with Board and Exec. Dir.

REMAINING TO DO: Implement Executive Director Review

**7/27/18**

DECISION: (James, Glenn) New insurance options for James and family will be worked on by Glenn and James and reported to board. This insurance transition was approved by the Board.

**4/30/18**

DECISION: Board approved moving ahead with contracting with Cedarstone for support/formation assistance

DECISION: Pending exploration of AmazonSmile percentage donation program, the board approves in advance that we set up that agreement for Circlewood

DECISION: Proposal for profit-sharing coffee club sales was approved for a one-year contract

REMAINING TO DO: (James) Advisory Board Proposal for next meeting (differentiate from James' advisory team)

**2/12/18**

DECISION: Accepted resignation of Greg Nelson

DECISION: Voted on Board and Committee Structure--to create three committee structure now: Board Development, Internal Operations, External Outreach, without dividing board yet (all on committees for now)

DECISION; Voted to bring on Tom Ruebel as Board member

DECISION: Adopted Proposal of Board Roles & Responsibilities

DECISION: Tim Hedberg confirmed as Vice Chair

**1/8/18**

DECISION: Voted to bring Lenore Three Stars on Board

DECISION: Approved Proposal for Small Group Fund/Friend Raising for 2018

DECISION: Selected and affirmed following board positions: Board Chair: Glenn Palmberg, Vice Chair: Tim Hedberg (to be confirmed w/him), Treasurer: Louise Conner, Secretary: Forrest Inslee

**9/11/17**

DECISION: Adopt "Circlewood" as working name and name for work on Camano