



**Circlewood Board Meeting
July 27, 2018
88 Aloha Place
Edmonds, WA 98020**

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Agenda

- 8:00 Gather and Personal Updates
Devotional/prayer - *Lenore*
- 8:30 Administrative Tasks
Action: Approve 4-30-18 Minutes
Action: Sign thank you notes
Action: Executive Director Insurance
Financial Update – *Louise*
Insurance Update - *James*
- 8:45 Executive Director report - *James*
- 9:00 5 Year Vision Overview
- 9:45 Goal #1 Discussion
- 10:30 Break
- 10:45 Goal #2 Discussion
- 11:45 Lunch
- 12:45 Goal #3 Discussion
- 1:30 Break
- 1:45 Next Steps
Action: Board Member Assignments
Action: Future Meeting schedule
- 2:45 Review Action Steps - *Forrest*
Pray
- 3:00 Adjourn

Executive Director Report

May 1 – July 27, 2018

Summary - The last three months has been focused on:

- Completing the first year goals and putting together a vision for the next 5 years.
- Continuing to network and grow our community of support.

MY FIRST YEAR IN REVIEW

I am excited to report that we have successfully completed our initial 4 goals, as outlined below. We have a lot to celebrate!

GOAL: IMPLEMENT CIRCLEWOOD NAME/BRAND

- Completed registration with state to allow us to do business as “Circlewood”.
- Created new communications platforms with Circlewood branding.
- Retained 5 out of 6 monthly MSA donors.
- Received blessing and continued support from Tom and Christine Sine.

GOAL: BECOME A STABLE ORGANIZATION POISED FOR GROWTH

- Administration
 - Reviewed existing administrative systems and made changes/additions:
 - Changed banks from Key Bank to BECU.
 - Implemented Donor Perfect as constituent management tool (and closed Paypal)
 - Closed or updated existing administrative support systems.
 - Found a replacement for Greg Nelson as bookkeeper/administrator.
 - *Many thanks to Louise Conner for her tremendous help!*
 - Transitioned majority of physical MSA property to Circlewood care.
 - Established consulting relationship with Cedarstone Partners.
 - Acquired office space at Creekside Covenant
- Board
 - Navigated change from Transition Board to Permanent Board
 - Grew from 2 to 6 members (5 new)
 - Elected new officers. *Thank you board members and officers!*
 - Created an Advisory Team as precursor to Advisory Board
- Communication/Networking
 - Launched monthly e-news.
 - Launched website.
 - Wrote 2 blog posts for Godspace.
 - Set up approximately 35 networking meetings.
 - Grew our contact list from 75 to 300+.
- Fundraising
 - Grew donor partnerships.
 - **July, 2017** – 5 donors - \$655 / **2018** - 30 donors avg.- \$ 6000/month
 - Attended Murdock Leadership Conference.
 - Hosted 3 small group fundraising events.

GOAL: PURSUE INITIAL PROGRAM OPPORTUNITIES

- Preached 5 times at Seattle-area churches
- Taught 2 workshops, gave 3 lectures.
- Assisted Renew Covenant in the development of a Community Garden.
- Became affiliate partners with Camano Island Coffee Roasters.
- Had preliminary conversations with A Rocha USA, Cascades Camp, and Danielle Humphries regarding future partnership.
- Planned Vision and Learning Trip for August 17-18

GOAL: CARE FOR THE LAND ON CAMANO

- Received 10 donated acres (now own 20 of the 40).
- Organized 2 Volunteer Clean-up days with 30 volunteers removing over 2 tons of waste.
- Added new security measures – signs, cameras, locks and neighbor connections.
- Compiled information on property to help assess development and program potential.

Personal

- I continue to enjoy the new work. The learning curve has been steep but invigorating. I love the way the board is coming together. I'm excited about the emerging vision. *Thank you for all your encouragement and support!*
- The work has been invigorating to my daily faith requiring more active trust in God.
- It's been a big transition for my family, with more to come as my wife Emily prepares to go back to teaching full-time in the fall. They have been unbelievably supportive.
- My Duke thesis continues to come together, albeit more slowly than I anticipated.



Vision 2018-2023

VISION:

"To bring care for the earth back into the heart of faith."

MISSION:

To empower followers of Jesus to care for the earth in ways that deepen their discipleship, transform their communities, and cultivate God's comprehensive shalom.

2023 VISION:

With key partners in place and abundant resources, we are running creative programs out of strategic locations. Our expanded staff and fully-engaged board is pleased with our progress and strategizing about expanding our programs and influence beyond the Pacific Northwest.

KEY GOAL #1: Establish integrated programs, events, and resources in 3 core program areas:

General Education

Create a variety of educational resources and experiences to help people understand why care for the earth is at the heart of Christian faith.

Potential Program Areas:

- Educational resources
 - Publish a book – (e.g. - “Following Jesus from the Ground Up”)
 - Write or acquire short pieces on the basics (Creation Care 101)
- Preaching and Teaching
 - Workshops, Lectures, Classes, etc.
- Vision and Learning Excursions / Retreats

Practical Care

Empowering people to care for the earth in practical, faithful ways.

Potential Program Areas:

- Faith and Food Connection
- Conservation - Helping people preserve and enhance healthy habitats in their homes, schools, churches, and workplaces.
 - Continuing to pursue partnership with A Rocha.
 - Workshops – gardening, landscape design, energy use, etc.

Leadership Formation

Forming Christian leaders who include care for the earth as a core aspect of their discipleship and leadership.

Potential Program Areas:

- Pastoral and Church Leadership
- Business Leadership
- Community and Home Leadership
- Possible forms: Cohorts, excursions, internships

KEY GOAL #2: Explore and establish specific locations for core programs and projects.

Cloud Mountain Farm – Everson, WA

Partner with Danielle Humphries in the creation of an organic farm. This would start as an incubator farm through Cloud Mountain. Our role could vary from overseeing the whole thing to specific program endeavors.

Potential Program Areas:

- Food Production
 - Growing, harvesting, and distributing healthy, organic food
 - Volunteer opportunities
 - Workshops – organic gardening, e.g.
- General Education
 - Learning experiences about food and faith, as well as sustainable agriculture.
- Leadership Development
 - Investment in Danielle as a leader.
 - Interns.

Camano Island

Establish Camano as a program center by building a retreat house and gardens based on permaculture principles and ideas.

Potential program areas:

- Design and Development
 - Work with students (and others who are interested) in the design and development stages of the project.
 - Volunteer works days / Campouts
- Guided stays that immerse participants in a habitat that integrates Christian faith, human community, and the forest ecosystem. Participants would:
 - Participants would experience and learn about how the site works, and apply new knowledge to their own habitats.
 - Leadership Development programs
 - Excursions with Camano as “base camp”
 - Spiritual Direction component through partnership with Selah.
- Workshops based on permaculture model.
- Affiliate Partnership with Camano Island Coffee Roasters

Seattle Metropolitan Area

Continue to pursue education and program opportunities.

Potential program areas:

- Preaching, Teaching, Writing
- Consultant for Renew Covenant’s Community Garden.

Cascades Camp and Conference Center – Yelm, WA

Explore opportunities to partner with the camp as new leadership takes root.

Potential program areas:

- TBD

KEY GOAL #3: Strengthen organizational foundation to support vision as it grows.

Board of Directors

Continue to develop a passionate, professional, and enjoyable Board of Directors.

- Grow the BD to 12 members
- Begin committee work
- Have a set calendar of meetings
- Create handbook and establish core policies
- Establish intentional board recruitment strategy
- Create annual board review process

Establish Advisory Board of interested, intelligent, and influential supporters.

- Write up description and recruit up to 10 members

Staff

Continue to invest in growth of James as Executive Director

- Cedarstone consulting
- Coaching through various contacts
- Increase hours/salary as needed/able
- Create annual review process

Explore additional staff positions as need or opportunity comes

- Administrative
- Program – Danielle Humphries, Camano

Resources

Increase resources through developing diverse revenue streams.

- Financial Investors/Partners
 - Increase individual financial partners to 100.
- In-kind contributions
 - Facilitate the transfer of remaining 20 acres on Camano
- Programs
 - Develop programs that are financially sustainable and/or profitable.
- Grants
 - Pursue relationships with key granting agencies (e.g. Murdock).
- Missional Businesses
 - Explore possible business ventures that fit mission and create additional income (e.g. compost company, re-sale Ebay)

Communication

Create key communications platforms and strategy

- Adapt Cedarstone yearly communication calendar
- Continue to refine and expand website
- Social Media
- Print Media (e.g. – Book or Brochures)
- Create Circlewood display for events and programs.

Circlewood Dashboard

	Jan	Feb.	Mar	Apr	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Year to Date Total
Monthly gifts	12	12	12	13	15	13	*15						
Monthly gift amount	\$4,601	\$4,600	\$4,553	\$4,639.50	\$4,780.10	\$4,675.10	*\$4810						\$27,849
One-time gifts	2	2	5	2	0	0	1						12
One-time gift amount	\$2,600	\$1,400	\$3,151.50	\$30.75	0	0	\$200						\$7,382
Total Number of gifts	14	14	17	14	17	12	*14						88
New givers	1	2	2	2	2	1	2						12
Total givers	14	15	18	20	22	24	*25						25
Total Amount of Gifts per QB	\$6,481	\$6,020	\$4,854.50	\$7,320.25	\$5,980.10	\$4,355.10							\$35,011
Other Income	\$51.06	\$100	\$107.78	\$109.42	\$8.65	\$1,400.53							\$1,777.44
Total Income	\$6,532.06	\$6,120	\$4,962.28	\$7,429.67	\$5,988.75	\$5,755.63	0	0	0	0	0	0	\$36,788.39
Total Expenses	\$4,035.67	\$6,564.96	\$4,398.28	\$6,379.40	\$4,016.70	\$5,286.31							\$30,681.32
Net Income	\$2,496.39	(\$444.96)	\$564.00	\$1,050.27	\$1,972.05	\$469.32	0	0	0	0	0	0	\$6,107.07
Volunteer Hours	16			16		40							72
Active Donor Perfect Contacts	226	240	247	250	266	276							276

Circlewood

BUDGET VS. ACTUALS: CIRCLEWOOD BUDGET JAMES - FY18 P&L

January - June, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
ACTIVITY REVENUE				
Events	1,400.00		1,400.00	
Publication Income	272.63		272.63	
Total ACTIVITY REVENUE	1,672.63		1,672.63	
Sales of Product Income	0.00		0.00	
SUPPORT				
Donor Gifts				
Cash	35,010.95	30,000.00	5,010.95	116.70 %
Total Donor Gifts	35,010.95	30,000.00	5,010.95	116.70 %
Total SUPPORT	35,010.95	30,000.00	5,010.95	116.70 %
Uncategorized Income	104.81		104.81	
Total Income	\$36,788.39	\$30,000.00	\$6,788.39	122.63 %
GROSS PROFIT	\$36,788.39	\$30,000.00	\$6,788.39	122.63 %
Expenses				
BOARD EXPENSES				
Meetings	51.96	100.00	-48.04	51.96 %
Reimbursement		125.02	-125.02	
Retreat	167.40	124.99	42.41	133.93 %
Total BOARD EXPENSES	219.36	350.01	-130.65	62.67 %
CAMANO EXPENSES				
Property Taxes	2,234.09	2,499.99	-265.90	89.36 %
Repairs & Maintenance	270.03	249.98	20.05	108.02 %
Total CAMANO EXPENSES	2,504.12	2,749.97	-245.85	91.06 %
FUNDRAISING				
Donor Perfect		960.00	-960.00	
Fund Development	380.35	150.00	230.35	253.57 %
Merchant Fees	35.55		35.55	
Paypal	19.99		19.99	
Total FUNDRAISING	435.89	1,110.00	-674.11	39.27 %
GENERAL				
Bank Charges & Fees	79.26	50.00	29.26	158.52 %
Cedarstone	3,200.00	1,250.00	1,950.00	256.00 %
Licenses & Fees	30.00	30.00	0.00	100.00 %
Marketing				
Newsletter	22.94	120.00	-97.06	19.12 %
Website	463.41	200.02	263.39	231.68 %
Total Marketing	486.35	320.02	166.33	151.97 %
Office Supplies	62.58	150.00	-87.42	41.72 %
Password Management	34.52	13.50	21.02	255.70 %
Payroll Processing Cost	287.90		287.90	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Postage	2.00	125.02	-123.02	1.60 %
Software Subscriptions	50.00		50.00	
T&E				
Donor Meals & Entertainment	25.44		25.44	
Total T&E	25.44		25.44	
Telecommunications	89.70	90.00	-0.30	99.67 %
Total GENERAL	4,347.75	2,028.54	2,319.21	214.33 %
PROGRAM				
Costs of Events		250.02	-250.02	
Costs of Fundraising	170.20		170.20	
Costs of Merchant Fees	197.92		197.92	
Costs of Publications	22.85		22.85	
Total PROGRAM	390.97	250.02	140.95	156.38 %
STAFF EXPENSES				
Executive Director Salary	19,999.98	20,000.00	-0.02	100.00 %
Executive Director Work Expenses		500.00	-500.00	
Taxes--Medicare	290.01	290.01	0.00	100.00 %
Taxes--Social Security	1,239.99	1,240.00	-0.01	100.00 %
Taxes--Washington Employment Administration Fund	4.02	4.01	0.01	100.25 %
Taxes--Washington Unemployment Insurance	1,140.00	1,140.00	0.00	100.00 %
Taxes--Workmans Compensation	109.23	109.00	0.23	100.21 %
Total STAFF EXPENSES	22,783.23	23,283.02	-499.79	97.85 %
Total Expenses	\$30,681.32	\$29,771.56	\$909.76	103.06 %
NET OPERATING INCOME	\$6,107.07	\$228.44	\$5,878.63	2,673.38 %
NET INCOME	\$6,107.07	\$228.44	\$5,878.63	2,673.38 %

Circlewood Board Meeting Minutes 4-30-18

Present: Glenn Palmberg, Tim Hedberg, Forrest Inslee, Louise Conner, Greg Nelson, Lenore Three Stars (online), Tom Ruebel

GATHER AND GREETING

- Opening meditation – James
- Check in conversation:
 - We do need to think about positioning and influence for Circlewood
 - But first priority is James PhD – and that should be written by summer’s end
 - Most evangelicals don’t believe in global warming, or prioritize creation care
 - We need to support the ones who are already on board with creation care
 - Esp. (someday) those who are in less-eco-friendly environments in the US
 - Lenore: Maybe we need to partner with those who have the values, like Native people groups in the area
- Minutes from January and February approved
- Thank you notes passed around and signed

EXECUTIVE DIRECTOR REPORT

- General from James See distributed report 4-27-18
 - Overview of home-based fundraising pilot event
 - At Louise’ home
 - Presented the Circlewood cause
 - Gifts and books at end
 - Do better next time? Be more concrete about vision
 - We can explore other forms and value added components to such meetings
 - Big name speakers/teachers
 - Rain garden course
 - Panel of local leaders from environmentally invested groups
 - Guided eco-tours to orient people to local ecology
 - Maybe we help churches set up a creation care group as one of our services to the community/ways to engage supporters
- James still planning the August “environmental best practices” regional tour
- James and Tom are making new friends among the neighbors; Christine is a neighbor who wants to help with keeping an eye out
- We’ll plan a cleanup day when the weather gets better
- James showed us the 5-year vision in progress
 - James will finalize a vision draft, then put it through an evaluation process with some friends/professionals who will help clarify and streamline it
 - We’ll then be able to share that and post it to the website when that is ready
 - We need to plan board time for the five-year plan in the near future
- Cedarstone
 - James proposed a set of support/formation needs to Cedarstone
 - They have tailored a program and price, proposed at the meeting today
 - ***The board approves moving ahead with contracting with Cedarstone for this***

INTERNAL OPERATIONS

- Insurance update: We are exploring getting, Board and Officer insurance, and Land insurance
- Advisory board
 - James will ready a proposal for next meeting to establish such a board
 - We differentiate at the moment from James' "advisory team" – which may or may not be a part of the broader board
 - We should consider at least the recruitment of a lawyer for this advisory board
- Financial report
 - We do have new givers, and income is inching up even without enormous effort
 - Brent Haggen will continue to help with taxes/status for 50% discount
 - ***Proposed: Pending exploration of Amazon Smile percentage donation program, the board approves in advance that we set up that agreement for Circlewood***

EXTERNAL OUTREACH

Camano Island Coffee, proposal for association

- ***Proposal for profit-sharing coffee club sales was unanimously approved for a one-year contract***

ACTION STEPS

- Forrest and James will work out a time for a longer board meeting; will send Doodle poll for possible dates
- We will collaboratively consider new iterations of the home- or church- based events that connect, educate, and friendraise/fundraise
- James will sign the contract with Cedarstone for advising/consulting
- James will sign contract with Camano Island Coffee to begin setting up sales option
- Tom will explore Amazon Smile agreement for added income and set it up if all looks like it would work for us
- Tom will connect with James and the volunteer architect to show him the land info packet and get his help thinking about what it will take in terms of resources to move on to next steps of development

Circlewood Board Meeting

7-27-18

Present: Glenn Palmberg, Tim Hedberg, Forrest Inslee, Louise Conner, James Amadon, Lenore Three Stars, Tom Ruebel

8:00 Gather and Personal Updates Devotional/prayer - *Lenore*

8:30 Administrative Tasks

- **Action:** Approve 4-30-18 Minutes
 - Amended to correct error: include James Amadon's name, delete Greg Nelson's name
- **Action:** Executive Director Insurance - James
 - James will work with Glenn on new insurance options for James and family, then report for board decision
 - This was voted on and approved for moving to this transition
- Financial Update – Louise
 - Donations are trending up, including new givers being added
 - James found \$2,400 in an old kickstarter-type account
- Update on Insurance for Circlewood – James
 - James consulted with a local agent, who referred to an agent in Edmonds
 - First Mark brokerage was the agency that eventually seemed to fit
 - James just applied for director's and officer's insurance, employment coverage, and general liability
 - It was recommended that anyone on a board get an "umbrella policy for board members" to "insure their insurance"
 - According to this site, the risk for Circlewood is quite low since we have one employee: <http://www.blueavocado.org/content/board-members-guide-nonprofit-insurance>
- **Action:** Sign thank you notes (later in break)

9:15 Executive Director report - James

- (See report handout)
- Lots to celebrate – goals for changes mostly completed, and things are on track
- Transition to new forms and systems has gone well
- Income is steadily increasing as well
- In particular, the idea of "Circlewood Church" affiliation has interesting possibilities based on James' experience with one local church and their community garden

9:30 Break

9:40 5-Year Vision Overview

- Used worksheet to make response notes as James presented (see separate doc)
- Laid out three goal areas

9:45ff. Goal 1-3 discussion and lunch

2:30 Approved meeting schedule for the next year
Considered board member involvements

2:45 Review Action Steps - *Forrest*

- Everyone - read Woodley's book on Shalom
- James and Tom - Begin to plan for tiny house on Camano in new year – explore granting or Kickstarter -type funding - permitting
- James - will report on what he is thinking about future salary/hours needs
- Greg and James - will explore the possibility of funding for Mark Carlton, for a Camano site director position
- Forrest and James - Consider what a “menu” of services that we could offer to Circlewood churches, and begin to frame monetized benefits structure and curriculum
- Tim and James - Visit Tiera Nueva/New Earth Recovery retreat house and research model and connection
- Lenore – working on Native community connections

2:50 Pray

3:00 Adjourn