



**Circlewood Board Retreat and Meeting**  
**February 21, 2020**  
**THEME: Circlewood 2020-2030**

- 9:00** – Gather: Snacks and Coffee available
- 9:15** – Retreat Begins  
Welcoming Mike and David - *Glenn*  
Overview of the day – *James*  
Opening Prayer – *Glenn*
- 9:30** – Individual prayer, reflection, preparation and sharing  
Guiding questions Page 2
- 10:15** – Celebrating accomplishments  
2019 Fin. Reports and Min. Highlights – *Louise and James* Pages 7-10  
2020 Update (w/ podcast sample)- *James and Forrest* Pages 11-13
- 10:30** – Dreaming Together - *James*  
Guiding documents Pages 3-5
- 1:00** – Lunch Break
- 2:00** – Turning Dreams into Reality – *small group work*  
Small group worksheet Page 6
- 3:00** – Small Group Reporting  
Board Review Summary Page
- 4:00** – Business Session  
**Action:** Approve 12-2-19 Minutes - *Glenn* Pages 14-15  
**Action:** Approve Updated 2020 Budget – *James and Louise* Pages 16-18  
**Action:** Postpone Name Change - *James*
- 4:30** – Prayer and Adjourn - *Tim*
- 5:00** – Dinner at Thai Kitchen

# Prayer | Reflection | Preparation

## Centering Prayer

Creator God, thank you for the gift of this day, this place, and this people. Help me today to receive what you have to give me. Help me to offer what you have given me to share. Be with me through this day, and be honored in all I do and say. Amen.

## Reflection Questions

1. What is on your mind and heart today? What is giving you joy? What is weighing you down?
2. Where does God seem to be moving in your life?

## Preparation for Vision Work

*[A]new birth is happening. You can hear it as the earth groans for salvation, as poets and philosophers tell its stories, as scientists search the soil and cosmos for life, as the oppressed, poor, and marginalized push for dignity and economic justice. It is time for the church to wake up. There is nothing worse than sleeping through a revolution.* - Diana Butler Bass, *Grounded*

1. What excites you about Circlewood's mission?
2. What is your biggest dream for Circlewood?

# Dreaming Together

## **Our Vision:**

A reimagined Church healing humanity's relationship with the Earth and leading the way to a just and flourishing future.

## **Our Mission:**

"To cultivate transformative communities that love and care for all Creation."  
"To cultivate a community of Christ-following, Creation-loving change agents."

## **Our People:**

Those drawn to our vision who are ready to learn and work with us.

## **Our Values:**

Humility  
Collaboration  
Respect  
Kinship  
Integration  
Imagination  
Change

To guide our dream/vision work, we will be thinking of Circlewood in terms of 3 geographical locations over three periods of time.

	2021	2025	2030
Camano			
Cascadia			
Country and Beyond			

## **Guiding Question**

What could the ministry of Circlewood look like in these areas as we move through the next ten years?



# Circlewood on Camano Vision

## The Vision

Set within a dynamic forest on beautiful Camano Island, Circlewood Village will be a place where people come for:

**Connection** - to experience the wholeness, beauty, healing, and joy that comes from living in intentional relationship with God, others, and the whole community of creation.

**Co-learning** – to explore the ecological worldviews, ways of life, and spiritualities that challenge the status quo and call us to new understanding.

**Change** - to collaborate with others on creative change that integrates personal, social, ecological, and spiritual renewal.

In service to this vision, Circlewood Village will function as:

- *A gathering place* – bringing people together for connection, co-learning, and collaboration.
- *A living laboratory/demonstration center* – an example of what it looks like in one particular place to integrate people and landscape, faith and forest, etc.
- *A sanctuary* – a place to find peace, rest, and renewal.
- *A muse* – opening up imaginations so that people can see new possibilities in their own lives, communities, and places.
- *A teacher* - enabling new ways of thinking, acting, and being.
- *Common ground* – a place to come together around a shared love and concern for the earth and all its creatures.

## Who is Circlewood Village for?

The village will be particularly geared toward:

- People of faith seeking to integrate care for the earth into their personal communal religious and spiritual traditions. While Circlewood is rooted in the Christian tradition, the village will seek ways to be ecumenical and inter-faith.
- People of good-will who share Circlewood’s values and are also working towards a more just, equitable, and sustainable future.

## What will happen there?

We imagine a variety of practices and programs such as:

- Forest Stewardship
  - Taking care of the forest as it takes care of us.
  - Silviculture, Permaculture, Agriculture
- Educational programs
  - Formal programs with institutional partners
  - Classes/workshops geared to wider audiences
  - Special areas of focus:
    - Ecology and faith
    - Basic ecology
- Special events
  - Religious celebrations
  - Seasonal gatherings
- Retreats
  - Personal and corporate
- Imagination/innovation/incubation gatherings
  - Gathering people who share specific fields or common interests to explore new ways of being and doing.

## What will it look like?

- We imagine 4 “micro-villages”, each with its own ability to host people and programs, with a village center that has the capacity to host larger gatherings.
  - Micro-village 1 – housing for 20 with current structure finished as common space.
  - Micro-village 2 – Permanent residents – staff, interns, e.g.
  - Micro-village 3 – TBD
  - Micro-village 4 – TBD
  - Village Center
    - Building for large gatherings, Greenhouse...
- Buildings and grounds that are integrated aesthetically, practically, and ecologically into the surrounding forest.
  - Sustainability systems
    - Power – solar, geo-thermal
    - Water – rainwater catchment, wastewater processing
    - Food – permaculture and agriculture on-site
    - Buildings – insulation, chemical-free, green roofs
  - Trails
  - Roads and parking

# Turning Dreams into Reality

## Guiding Question

What will we need to strengthen, add, or change to provide the foundation on which Circlewood can grow?

In one year, five years, ten years?

## Internal Development

Focused on Administrative Systems  
(James, Louise, Tim)

Financial Systems  
Human Resources  
Policies + Procedures

## External Development

Focused on development and fundraising  
(Glenn, Mike, Tom)

Fundraising  
Networking/Partnerships  
Communications  
Public Relations

## Board Development

Focused on Board health and function  
(Lenore, Forrest, David)

Membership  
Meetings  
Assessment

# 2019 Highlights

## PROGRAM

- James completed Doctor of Ministry degree program.
- Podcast creation
- Partnership with Renew Covenant Church
- Speaking and Teaching
  - 4 Sermons
  - 2 Class Lectures
  - 3 Workshops
- Camano
  - Partnership with NNRG - Forest Stewardship Plan
  - Partnership with David Vandervort Architects
  - Youth Retreat
  - Summer Gathering



## BOARD

- New Member: Beth Knox
- Initiated Summer Retreat



## SUPPORT

- Circlewood Friends – Grew from 226 to 336
- Facebook followers – Grew from 0 to 189
- Volunteer Hours – Grew from 427 to 640
- Number of Donors – Grew from 48 to 54
- Net Income - \$69,260



# Circlewood

## BUDGET VS. ACTUALS: CIRCLEWOOD BUDGET 2019 - FY19 P&L

January - December 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>ACTIVITY REVENUE</b>				
Church Partnerships	1,000.00	1,500.00	-500.00	66.67 %
Event Income	1,390.00	2,500.00	-1,110.00	55.60 %
Presentation Income	1,500.00	1,000.00	500.00	150.00 %
Publication Income	105.64	250.00	-144.36	42.26 %
<b>Total ACTIVITY REVENUE</b>	<b>3,995.64</b>	<b>5,250.00</b>	<b>-1,254.36</b>	<b>76.11 %</b>
Interest Income	192.08		192.08	
Other Income	183.46	150.00	33.46	122.31 %
<b>SUPPORT</b>				
Donor Gifts	1,600.00		1,600.00	
Cash	170,999.49	85,000.00	85,999.49	201.18 %
<b>Total Donor Gifts</b>	<b>172,599.49</b>	<b>85,000.00</b>	<b>87,599.49</b>	<b>203.06 %</b>
<b>Total SUPPORT</b>	<b>172,599.49</b>	<b>85,000.00</b>	<b>87,599.49</b>	<b>203.06 %</b>
<b>Total Income</b>	<b>\$176,970.67</b>	<b>\$90,400.00</b>	<b>\$86,570.67</b>	<b>195.76 %</b>
<b>GROSS PROFIT</b>	<b>\$176,970.67</b>	<b>\$90,400.00</b>	<b>\$86,570.67</b>	<b>195.76 %</b>
<b>Expenses</b>				
<b>ADMINISTRATIVE</b>				
Bank Charges & Fees	9.80	100.00	-90.20	9.80 %
Cedarstone	6,316.33	3,500.00	2,816.33	180.47 %
Costs of Publications		50.00	-50.00	
Legal & Professional Services	1,403.45	450.00	953.45	311.88 %
Liability Insurance	1,205.00	850.00	355.00	141.76 %
Licenses & Fees	50.00	100.00	-50.00	50.00 %
Office Supplies	299.99	300.00	-0.01	100.00 %
Password Management	52.84	35.00	17.84	150.97 %
Payroll Processing Cost	585.17	600.00	-14.83	97.53 %
Postage	110.00	250.00	-140.00	44.00 %
Software Subscriptions	82.00	150.00	-68.00	54.67 %
State Registrations		60.00	-60.00	
Telecommunications	229.77	180.00	49.77	127.65 %
<b>Total ADMINISTRATIVE</b>	<b>10,344.35</b>	<b>6,625.00</b>	<b>3,719.35</b>	<b>156.14 %</b>
<b>BOARD EXPENSES</b>				
Meetings	649.50	550.00	99.50	118.09 %
Reimbursement		250.00	-250.00	
<b>Total BOARD EXPENSES</b>	<b>649.50</b>	<b>800.00</b>	<b>-150.50</b>	<b>81.19 %</b>
<b>CAMANO DEVELOPMENT</b>	<b>2,152.93</b>	<b>10,000.00</b>	<b>-7,847.07</b>	<b>21.53 %</b>
<b>CAMANO LAND AND DEVELOPMENT</b>				
Camano--Insurance		500.00	-500.00	
Camano--Maintenance	216.27	500.00	-283.73	43.25 %
Camano--Property Taxes	5,384.51	5,000.00	384.51	107.69 %



	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total CAMANO LAND AND DEVELOPMENT</b>	<b>5,600.78</b>	<b>6,000.00</b>	<b>-399.22</b>	<b>93.35 %</b>
CHURCH PARTNERSHIPS		500.00	-500.00	
COMMUNICATION				
Marketing Materials	94.64	500.00	-405.36	18.93 %
Newsletter	207.59	240.00	-32.41	86.50 %
Website	349.06	400.00	-50.94	87.27 %
<b>Total COMMUNICATION</b>	<b>651.29</b>	<b>1,140.00</b>	<b>-488.71</b>	<b>57.13 %</b>
FUNDRAISING				
Cost of Fundraising	3,892.77	2,000.00	1,892.77	194.64 %
Donor Perfect	948.24	1,920.00	-971.76	49.39 %
Merchant Fees		500.00	-500.00	
<b>Total FUNDRAISING</b>	<b>4,841.01</b>	<b>4,420.00</b>	<b>421.01</b>	<b>109.53 %</b>
PROGRAM				
CAMANO PROGRAMS				
Summer Retreat	619.02	3,000.00	-2,380.98	20.63 %
<b>Total CAMANO PROGRAMS</b>	<b>619.02</b>	<b>3,000.00</b>	<b>-2,380.98</b>	<b>20.63 %</b>
OUTREACH PROGRAMS				
Events, meetings, conferences	125.51	500.00	-374.49	25.10 %
Leadership Events	62.04	250.00	-187.96	24.82 %
Other Outreach Expenses	1,099.30	1,000.00	99.30	109.93 %
Podcast Expenses				
Podcast Supplies and Equipment (deleted)	59.31		59.31	
<b>Total Podcast Expenses</b>	<b>59.31</b>		<b>59.31</b>	
Podcast Producer	1,666.67		1,666.67	
<b>Total OUTREACH PROGRAMS</b>	<b>3,012.83</b>	<b>1,750.00</b>	<b>1,262.83</b>	<b>172.16 %</b>
<b>Total PROGRAM</b>	<b>3,631.85</b>	<b>4,750.00</b>	<b>-1,118.15</b>	<b>76.46 %</b>
STAFF EXPENSES				
Executive Director Salary	45,999.96	46,000.00	-0.04	100.00 %
Executive Director Work Expenses	977.74	500.00	477.74	195.55 %
Intern		2,000.00	-2,000.00	
Reimbursement for Taxes--WA Family & Medical Leave	116.55		116.55	
Taxes--Medicare	666.96	620.00	46.96	107.57 %
Taxes--Social Security	2,852.01	2,700.00	152.01	105.63 %
Taxes--Washington Employment Administration Fund	13.80	8.00	5.80	172.50 %
Taxes--Washington Unemployment Insurance	45.96	2,450.00	-2,404.04	1.88 %
Taxes--Workmans Compensation	225.36	218.00	7.36	103.38 %
<b>Total STAFF EXPENSES</b>	<b>50,898.34</b>	<b>54,496.00</b>	<b>-3,597.66</b>	<b>93.40 %</b>
<b>Total Expenses</b>	<b>\$78,770.05</b>	<b>\$88,731.00</b>	<b>\$ -9,960.95</b>	<b>88.77 %</b>
NET OPERATING INCOME	<b>\$98,200.62</b>	<b>\$1,669.00</b>	<b>\$96,531.62</b>	<b>5,883.80 %</b>
NET INCOME	<b>\$98,200.62</b>	<b>\$1,669.00</b>	<b>\$96,531.62</b>	<b>5,883.80 %</b>

# Circlewood

## BALANCE SHEET

As of December 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BECU checking	30,426.55
BECU Savings	142,078.67
Key Bank Checking	0.00
Paypal	-19.99
Petty Cash & Cash Equivalent	0.00
Reimbursement Clearing	0.00
SaveSave Fees	191.98
<b>Total Bank Accounts</b>	<b>\$172,677.21</b>
Other Current Assets	
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$172,677.21</b>
Fixed Assets	
Camano Island Land	
Land Value	423,000.00
<b>Total Camano Island Land</b>	<b>423,000.00</b>
<b>Total Fixed Assets</b>	<b>\$423,000.00</b>
Other Assets	
CONSTRUCTION IN PROGRESS	
Building Structure - Retreat Center	96,603.85
<b>Total CONSTRUCTION IN PROGRESS</b>	<b>96,603.85</b>
<b>Total Other Assets</b>	<b>\$96,603.85</b>
<b>TOTAL ASSETS</b>	<b>\$692,281.06</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Credit Cards	
BECU	614.26
Chase #4978	0.00
Key Bank #8088	0.00
<b>Total Credit Cards</b>	<b>614.26</b>
<b>Total Credit Cards</b>	<b>\$614.26</b>
Other Current Liabilities	
Sales Tax	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$614.26</b>
<b>Total Liabilities</b>	<b>\$614.26</b>
<b>EQUITY</b>	
Equity	
Opening Balance Equity	0.00
Retained Earnings	593,466.18
Net Income	98,200.62
<b>Total Equity</b>	<b>\$691,666.80</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$692,281.06</b>

# **2020 OSKR Update**

(OSKR - Objectives, Strategies, and Key Results)

## **Progress on 4 Major Objectives**

### **Objective #1 – Get Circlewood on Camano Moving**

- Sines have agreed to donate remaining 20 acres. Appraisal ordered.
- Agreement signed with NNRG for selective thinning of forest in late summer/early fall.
- Development Team has formed and met twice.
- Signed MOU with Construction for Change.

### **Objective #2 – Expand Circlewood Community and Voice**

- Eight podcast episodes in production.
- Communication Calendar drafted.
- Signed agreement with Youth Dynamics for Summer Backpacking Trip
- Started Fuller class with 5 board members and 2 guests.
- Renewed partnership with Renew Covenant Church.
- Preached at Bellingham Covenant, Highland Covenant, and Evergreen Mennonite.

### **Objective #3 – Strengthen Circlewood’s Core**

- Added Mike Holmgren to Board.
- David Jones began increased partnership Jan. 1

### **Objective #4 – Resource for Growth**

- Created Resource for Growth plan
- Created Microsoft outreach plan.
- Submitted Letter of Inquiry to Roy Hunt Foundation
- Scheduled Timber Harvest

# Resource Dashboard

	2020 Objectives	2020 YTD	2019 YTD	2019 Total
<b>Circlewood Friends:</b> Donor Perfect Contacts		367	N/A	336
<b>Circlewood Friends:</b> FB Followers		192	N/A	189
<b>Circlewood Supporters:</b>				
One-time Givers \$10 - \$1000		1		29
<b>Circlewood Supporters:</b> One-time Gift Total		\$100		\$17,800
<b>Circlewood Sustainers:</b>				
Recurring Givers \$100 - \$1000/yr		19		19
<b>Circlewood Sustainers:</b> Recurring Gift Total		\$770		\$8072
<b>Circlewood Stewards:</b>				
One-time Donors \$1000+/year				4
<b>Circlewood Stewards:</b> One-time Gift Total				\$10,500
<b>Circlewood Stewards:</b> Recurring Donors \$1000+/year		19		13
<b>Circlewood Stewards:</b> Major Donors Gift Total		\$5180		\$146,500
<b>New Givers</b>				
		1	1	21
<b>Total Givers</b>		30	23	60
<b>Foundations</b>				
				\$0
<b>Corporate Partners</b>	\$5000			\$850
<b>Corporate paid vol. hrs.</b>	190 hrs / \$4750			16 hrs / \$400
<b>Program Revenue</b>				
				\$2890
<b>Product Revenue</b>		\$13		\$105
<b>Total Giving/Revenue</b>				
		\$7785	\$5520	\$176,940
<b>Expenses</b>		\$9919	\$5160	\$78,450
<b>Net Income</b>		(\$2134)	\$360	\$98,490

# Other Dashboard Data

	2020 Objectives	2020 YTD	2019 YTD	2019 Total
<b>Volunteer Hours</b>		110	56	640
<b>Website Visitors/month</b>		77/month	41/month	72/month avg.
<b>James' Work Miles</b>		N/A		1678
<b>James' Work Hours/week</b>		29.3 hrs/wk	N/A	27.3 hrs/wk

**Circlewood Board Meeting Minutes**  
**December 2, 2019**  
**15022 Bel Red Road, Bellevue WA**

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

**5:00** - Gather, Personal Updates, and Dinner

**5:30** - Administrative Items

- **Action:** Approved 10-7-19 Minutes
- Patch give away to donors announced-Giving Tuesday
- **Discussion:** Board would like to compensate for more than the proposed 20 hrs. per week in 2020 given the fact that James works more than 20 hours already.
  - **Action:** Board voted to approve the proposed hours step schedule
  - will reconsider at midyear 2020, to see if we can add a bonus then and/or at the end of the year to compensate.
- Financial Report - Louise  
Generally good news. We will seek to find other potential organizational associations which use the Benevity giving system.

**5:30** - Annual and Quarterly OSKR Review - *James*

Highlights:

- We should net about 30K with the forest thinning
- James invited any interested board member to be part of the land development plan.
  - Involves monthly meetings, with the bulk of involvement in the first six months of 2020.
  - Let James know, and if there are others outside the board, suggest that to James as well.
- Podcast Update by Forrest
- Mike Holmgren has agreed to join the board!
- Louise is going to track her volunteer hours more carefully as the load grows; may be an issue we need to address in the future
- David Jones is helping us move toward a grant, to be initiated this month

**6:00** - 2020 Vision and Mission Update and Action - *James*

- **Discussion:** Cedarstone Proposal
  - We took 4c off the job description
  - A significant board concern: How will we implement his good ideas without assuming James will add to his workload? This will be part of the conversation even prior to his accepting the position. James will be communicating to David that we hope he will part of the answer to the necessary implementation work that his input/ideas will create
  - We'll let Cedarstone/David propose the contract, then we'll adjust
  - We'll be sure that language is included that allows termination of contract at any time, for cause or no cause
  - **Action:** Voted to move ahead with the proposal to hire David Jones
- **Discussion:** 2020 Budget - *Louise*
  - Beth advised on some issues with the numbers presented, so James and Louise will do some revision, check it with Beth, then ask for approval by email
  - **Action:** Board voted to implement organization name change proposal

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Bylaws work will be done at later meeting

- **Discussion:** Fuller Class – *James*

**Action:** Board voted to spend the \$500 for participating board members plus guests

We'll tentatively aim for a February start

**7:34** - Next Steps

- Annual Board and Executive Director Review - *Glenn*
- Next Meeting Options – *James will send Doodle poll*
- **Action:** Review Assignments – *Forrest*
- Check-in - What feelings/insights/questions do you have as we close?
- Pray and Adjourn

2020 Circlewood Operating Budget					
INCOME	2019 Budget	2019 Actual	2019 Projected	2020 Budget	NOTES
<b>DONOR SUPPORT</b>					
Unrestricted Cash	85,000	95,214	177,000	165,698	
In-kind					
Forest Stewardship		1,590	1,590	2,500	
Camano Island Coffee Roasters		237	250	250	
<b>TOTAL DONOR SUPPORT</b>	<b>85,000</b>	<b>97,041</b>	<b>178,840</b>	<b>168,448</b>	
<b>ACTIVITY REVENUE</b>					
Presentation Income	1000	1500	1500		Board determined this should be personal income for Exec. Dir.
Church Partnerships	1500	1000	1000		Renew Covenant?
Publication Income	250	86	110	150	
Event Income	2500	1390	1390		Summer Retreat--this is now included in "Other Program Income"
Podcast Income				2000	Two sponsors
Blog Income					
Forest Income				60000	Estimated income from commercial thinning in 2020
Other Program Income				6000	
<b>TOTAL ACTIVITY REVENUE</b>	<b>5250</b>	<b>3976</b>	<b>4000</b>	<b>68150</b>	
<b>GRANTS</b>			1000	0	Not sure yet if grants are possible this year
<b>OTHER INCOME</b>	150	335	350	150	Interest, Cash Rebates, etc.
<b>TOTAL INCOME</b>	<b>90,400</b>	<b>101,352</b>	<b>184,190</b>	<b>236,748</b>	
<b>PROGRAM EXPENSES</b>					
<b>OUTREACH PROGRAMS</b>					
Podcast Producer				20,000	Added separate line for Podcast in 2020
Podcast Expenses				5000	
Blog Expenses				500	
Fuller Class Expenses				500	
Leadership Event Expenses	250	62	62	0	We included this in "Events, Meetings, Conferences"
Events, Meetings, Conferences	500	126	126	500	Inhabit Conference in April
Other Outreach Expenses					
<b>TOTAL OUTREACH EXPENSE</b>	<b>750</b>	<b>188</b>	<b>188</b>	<b>26,500</b>	



<b>CAMANO PROGRAMS</b>					
Program Expense				3000	2020 programs undefined
Summer Retreat	3000	619	619		
Forest Stewardship				40000	Estimated commercial thinning expenses plus other unknown in 2020
<b>TOTAL CAMANO PROGRAMS</b>	3000	619	619	43000	
<b>OTHER PROGRAM EXPENSE</b>					
	1000	1099	4850	4500	Used for Youth retreat, Podcast in 2019. In 2020 for backpacking trip and others as needed.
<b>TOTAL PROGRAM EXPENSE</b>	4750	1906	5657	74,000	
<b>CAMANO LAND &amp; DEVELOPMENT</b>					
Property Taxes	5,000	5,384	5,384	7,826	Assumes taxes on 40 acres of land.
Maintenance	500	81	100	500	
Insurance					
<b>TOTAL CAMANO L&amp;D EX</b>	<b>5,500</b>	<b>5,465</b>	<b>5,484</b>	<b>8,326</b>	
Church Partnerships	500				Pilot project w/Renew Covenant.
<b>ADMINISTRATIVE</b>					
Administrative Support				10,000	For Administrative Assistant position
Office Supplies	300	188	200	300	
Postage	250		100	250	
Cedarstone	3,500	4,918	5,418	45,000	Annual "Deep Dive" + Quarterly Phone Calls/ In 2020 Cedarstone services plus expenses
State Registrations	60	0		250	
Bank Charges and Fees	100		0	100	
Telecommunications	180	191	230	240	
Legal and Prof. Services	450	500	500	500	
Liability Insurance	1,350	1,205	1,205	1,250	This includes general liability and board and officers insurance
Last Pass	35	53	53	35	
Quickbooks					
Licences and Fees	100	50	50	100	
Software Subscriptions	150	82	82	150	
Cost of Publications	50			50	
Gusto Payroll Subscription	600	486	587	600	
<b>TOTAL ADMIN. EXP.</b>	<b>7,125</b>	<b>7,673</b>	<b>8,425</b>	<b>58,825</b>	

<b>STAFF EXPENSES</b>					
Exec. Director Salary	46,000	38,333	46,000	46,000	
Exec. Dir. Work Expenses	500	360	500	1,000	Added \$40/month for cell phone
Exec. Dir. Mileage Reimburse		529	1,000	2,400	
Intern	2,000			2,000	For help in summer.
Workmans Comp.	218	188	225	230	
Social Security	2,700	2,377	2,856	2,900	
Medicare	620	556	667	675	
WA Unemployment Ins.	2,450	38	46	50	
WA Emp. Admin. Fund	8	12	14	15	
Reimbursemet WA FML		97	117	117	
<b>TOTAL STAFF EXPENSES</b>	<b>54,496</b>	<b>42,490</b>	<b>51,425</b>	<b>55,387</b>	
<b>BOARD</b>					
Meetings	550	587	850	1200	Retreats, meeting expenses
Reimbursements	250			250	
<b>TOTAL BOARD EXPENSES</b>	<b>800</b>	<b>587</b>	<b>1700</b>	<b>1450</b>	
<b>COMMUNICATION / MARKETING</b>					
Constant Contact	240	207	207	240	Prepaid through Nov. 2019? 1 year is \$240. Included in DonorPerfect?
Website	400	313	335	600	Domain name purchase, host fees, and gift for designer.
Marketing Materials	500	61	100	500	Banner display, etc.
<b>TOTAL COMM. EXPENSES</b>	<b>1140</b>	<b>581</b>	<b>642</b>	<b>1340</b>	
<b>FUNDRAISING</b>					
Merchant Fees	500		125	500	
Donor Perfect	1920	865	850	1920	\$159/month
Cost of Fundraising	2000	3531	3750	5000	Meals with donors, thank you gifts, events, etc.
<b>TOTAL FUNDRAISING EXP.</b>	<b>4420</b>	<b>4396</b>	<b>4725</b>	<b>7420</b>	
<b>OTHER EXPENSES</b>					
				30,000	Possible new opportunities
<b>TOTAL EXPENSES</b>	<b>78,731</b>	<b>63,098</b>	<b>78,058</b>	<b>236,748</b>	
<b>TOTAL PROFIT</b>	<b>11,669</b>	<b>38,254</b>	<b>106,132</b>	<b>0</b>	

**Circlewood Board Meeting Minutes**  
**February 21, 2020**  
**15022 Bel Red Road, Bellevue WA**

**Present:** Louise Conner, Beth Knox, James Amadon, Glenn Palmberg, Tim Hedberg, Tom Ruebel, Forrest Inslee, Lenore Three Stars, Mike Holmgren

**4:00pm** – Meeting was started

- Minutes from 12-2-19 meeting were unanimously approved.
  
- Updated 2020 budget was unanimously approved.
  
- Discussion was had around postponing officially changing organizational name. It was determined that no official decision was needed to postpone. James would bring update to next meeting.

**4:30pm** – Meeting adjourned.