



**Circlewood Board Meeting
January 11, 2019
88 Aloha Place
Edmonds, WA 98020**

- 10:00 Gather and Personal Updates
Devotional/prayer – *Leadership and the New Science - James*
- 10:30 Administrative Items
Action: Approve 10-19-18 Minutes (pp. 2-3) – *Glenn*
Action: Approve Sign thank you notes - *James*
2018 Board Review (pp. 4-9) - *Glenn*
Updated Board Terms – *Glenn*
Property Insurance Update - *James*
Executive Director Insurance Quarterly Review – *Glenn*
Financial Report – (pp. 10-16) *Louise*
Action: Approve 2019 Budget – *Louise and James*
Action: Paid Family and Medical Leave Contribution - *Louise*
- 11:00 Executive Director report (pp. 17-18) - *James*
Updated Vision
Annual and Quarterly Goals
- 12:15 Next Steps
Actions:
Review Assignments - *Forrest*
Next Meeting – April _____, 2019 - *Glenn*
Pray
- 12:30 Adjourn for Lunch with Tom and Christine Sine

Circlewood Board Meeting Minutes 10-19-18

- 10:00 Gather and Personal Updates
 - Glenn: Devotional/prayer – *Shalom and Community of Creation* conversation

- 10:30 Administrative Items
 - **Actions:**
 - Approved 7-27-18 Minutes
 - Signed thank you notes (lunch)
 - Executive Director Insurance – *Glenn*
 - Insurance was approved by all (by email)
 - James says thanks!
 - Determine board terms for Lenore and Louise – *Glenn*
 - Terms are three years
 - The terms will be worked out and sent out to accommodate newness of board, and the fact that these terms have not been defined until now.
 - **Information:**
 - Financial Update – *Louise*
 - Things look good, with admirable surpluses
 - Added six new donors in last six months
 - Will move money from checking to savings
 - Anticipating a \$50K donation later in year, maybe will leverage it for matching fundraising program at end of year
 - Insurance Update – *James*
 - We'll enact director/officer insurance and liability w/ Philadelphia
 - When we begin to do projects on land, will need to revisit coverage
 - No coverage on the building now but when we start fixing things up we'll need that
 - James will check on property coverage; board approves up to \$500 but we can revisit if it is more than that
 - Tax Exemption for Camano land – *James*
 - Need eventually to do some exploration about how and what of the land is taxable and at what rates
 - Note: The Sines will not donate the next portion in 2018 per tax planning advice - James will get clarification about what the land donation plan really is

- 10:45 Executive Director report - *James*
- Highlights below; see attached report for complete version
 - Educational trip was successful
 - James continues to develop teaching content, finding ways to “translate” the message about God and Creation
 - Also looking into developing seminary course
 - But first priority is finishing the doctoral thesis—and that needs some restructuring, said James. New focus: How do you help people make the paradigm shift re. ecologically biblical worldview
 - ***May is still the target date for completion***
 - Possible church partnerships in the works
 - Operational mentorships are helping James in terms of management and leadership of Circlewood

- 12:00 Lunch - *Forrest*

- 12:15 Next Steps
 - **Actions:**
 - Board and Staff Review Proposal (p. 10)
 - These review processes were approved by the board
 - Will be distributed in the next month or two for completion
 - Review Assignments – *Forrest*
 - James will look at property insurance for the land
 - Next Meeting – TBD via Doodle poll/

- 12:45 Pray

- 1:00 Adjourn

Circlewood Board Self Assessment 12-2018

Please answer each question using the following scale:

A=Strongly agree, B=Agree, C=Disagree, D=Strongly disagree, E=I don't know

Board Membership

___ 1. We have in our board membership the whole range of skills needed to do our work.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
B	C	B/C	B	A	B

___ 2. Our board is representative of the membership or constituency in matters of gender, race, age, perspective, and background.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
B	C	B/C	C	B	B

___ 3. All members of our board are dedicated to the cause and support it with their time, talent, and money.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	E	B	E	B	B

___ 4. We have a committee that leads the board in a self- assessment exercise annually and provides nominees as needed to keep our board strong.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
C	E	B/C	N/A	E	C

Comments:

Glenn: We currently have sufficient range of skills but may need to increase as we move forward with Camano land use issues. We need younger representation at some point.

Tim: An attorney would be helpful (#1) Some non-Covenant people would be more representative of the PNW (#2) This is a growth area (#4)

Lenore: We should support w/our money but dk #4 N/A this year.

Board duties

___ 1. We are clear on the purpose for which we exist (vision and mission).

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
B	B	A	B	A	B

___ 2. We have a clear plan and long-range strategy to fulfill our purpose with measurable goals.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
B	B	A	B	A	B

___ 3. Implementation of our plan has been delegated to management or committees with appropriate instructions and policies.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	C	B/C	N/A	A	C

___ 4. The financial and personnel resources needed to complete the plans are reasonably assumed to be available.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
C	C	B/C	N/A	A	B

___ 5. We evaluate program-effectiveness annually with management.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
B	C	B	N/A	A	B

___ 6. We keep our members or constituency well informed.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	B	B	B	A	B

Comments

Glenn: Finances are good and getting better but we need to increase base and pursue resources such as foundations.

Lenore: Questions 3,4, & 5 seem to be for bigger board and are premature for a first-year eval

Board committees

___ 1. We have the right board committees and are well served by them.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	C	B/C	N/A	B	B

___ 2. Our committees have clear job descriptions and complement the work of the board.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
B	E	B/C	N/A	B	B/C

___ 3. I serve on the _____ Committee(s)

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
Finance	E		N/A		

___ 4. The committee(s) on which I serve are serving a necessary board function well.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
B	C		N/A	A	B

___ 5. Is there another committee on which you would prefer to serve?

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
No	E		N/A	A	E

Comments

Forrest: These questions seem to assume a standard that we don't yet follow, because our small size I think. So all my disagrees are not critical in any sense. We just aren't there.

Lenore: N/a because we are a first-year small board. Committees will come as/if needed.

Board meetings

___ 1. Our meeting are orderly and productive.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	A	A	A	A	A

___ 2. The board meeting attendance record is good.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	A	A	A	A	A

___ 3. The agenda distributes the available time well, including time for visioning.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	A	A	A	A	A

___ 4. The frequency and length of our meetings is about right.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	A	A	A	A	A

___ 5. Our board works in a harmonious atmosphere that allows for vigorous exchange.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	A	A	A	A	A

___ 6. Actions items are well processed and presented in proposal form.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	A	A	B	A	A

___ 7. Our meeting docket gives us the information needed to do our board work.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	A	A	A	A	A

___ 8. The minutes accurately record what transpires at our board meetings.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	A	A	A	A	A

Comments:

Glenn: Thanks to James' preparation, I feel our meetings are well done.

Relationship between board and CEO

___ 1. The relationship between the board and CEO is characterized by trust and mutual respect.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	A	A	A	A	A

___ 2. Our CEO has a clear job description.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	B	A	A	A	B

___ 3. The board reviews its relationship with the CEO annually.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	C	B/C	N/A	A	B

___ 4. The board supplies the CEO with guidance and support without interference.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	B	B	A	A	A

___ 5. The CEO supplies the board with the information needed to do its work.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	A	A	A	A	A

Comments:

Glenn: Our CEO works hard and takes care of details.

Legal/financial

___ 1. We have a budget with midyear reporting that permits comparisons.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	B	B/C	E	A	B

___ 2. We have a bylaw provision that protects directors against directors and officers liability.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
A	B	B	A/E	E	B

___ 3. We have an independent financial audit annually with follow-up as necessary.

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
E	E	E	N/A	E	C

Comments:

Lenore: #2 I know we have insurance for this but don't know if it's a bylaw yet #3

___ Overall board rating of its governance performance

(Use a 10-point system with 10 being the highest)

Glenn P.	Forrest I.	Tim H.	Lenore T.	Tom R.	Louise C.
8	9	8			9

Comments/suggestions for commendation and/or improvement

Glenn: Our CEO is working hard and giving attention to every detail. We have a long ways to go to be a stable organization but we are making progress. We need to keep defining our mission and why it is so important. We need to focus attention on building support of churches, education institutions and individuals.

Lenore: I think I would have rather seen this self-assessment given to us as expectations for a second year evaluation

Circlewood

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

January - December 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
ACTIVITY REVENUE				
Event Income	2,200.00		2,200.00	
Publication Income	324.03		324.03	
Total ACTIVITY REVENUE	2,524.03		2,524.03	
Other Income	162.88		162.88	
Sales of Product Income (deleted)	0.00		0.00	
SUPPORT				
Donor Gifts				
Cash	133,341.88	60,000.00	73,341.88	222.24 %
Total Donor Gifts	133,341.88	60,000.00	73,341.88	222.24 %
Total SUPPORT	133,341.88	60,000.00	73,341.88	222.24 %
Total Income	\$136,028.79	\$60,000.00	\$76,028.79	226.71 %
GROSS PROFIT	\$136,028.79	\$60,000.00	\$76,028.79	226.71 %
Expenses				
ADMINISTRATIVE				
Bank Charges & Fees	104.26	100.00	4.26	104.26 %
Cedarstone	4,600.00	2,500.00	2,100.00	184.00 %
Costs of Publications	37.84		37.84	
GL Insurance	1,244.63		1,244.63	
Legal & Professional Services	450.00		450.00	
Licenses & Fees	100.00	60.00	40.00	166.67 %
Office Supplies	262.42	300.00	-37.58	87.47 %
Password Management	34.52	27.00	7.52	127.85 %
Payroll Processing Cost	557.90		557.90	
Postage	101.93	250.00	-148.07	40.77 %
Software Subscriptions	149.00		149.00	
Telecommunications	195.69	180.00	15.69	108.72 %
Total ADMINISTRATIVE	7,838.19	3,417.00	4,421.19	229.39 %
BOARD EXPENSES				
Meetings	317.51	200.00	117.51	158.76 %
Reimbursement		250.00	-250.00	
Retreat	167.40	250.00	-82.60	66.96 %
Total BOARD EXPENSES	484.91	700.00	-215.09	69.27 %
CAMANO EXPENSES				
Property Taxes	4,467.81	5,000.00	-532.19	89.36 %
Repairs & Maintenance	270.03	500.00	-229.97	54.01 %
Total CAMANO EXPENSES	4,737.84	5,500.00	-762.16	86.14 %
COMMUNICATION				
Newsletter	228.51	240.00	-11.49	95.21 %
Website	658.90	400.00	258.90	164.73 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total COMMUNICATION	887.41	640.00	247.41	138.66 %
FUNDRAISING				
Costs of Fundraising	1,027.30		1,027.30	
Donor Meals & Entertainment	93.84		93.84	
Donor Perfect		1,920.00	-1,920.00	
Fund Development	380.35	300.00	80.35	126.78 %
Merchant Fees	35.55		35.55	
Paypal	19.99		19.99	
Total FUNDRAISING	1,557.03	2,220.00	-662.97	70.14 %
PROGRAM				
Costs of Events	2,942.30	500.00	2,442.30	588.46 %
Costs of Merchant Fees (deleted)	430.19		430.19	
Total PROGRAM	3,372.49	500.00	2,872.49	674.50 %
STAFF EXPENSES				
Executive Director Salary	41,999.96	40,000.00	1,999.96	105.00 %
Executive Director Work Expenses	49.96	1,000.00	-950.04	5.00 %
Taxes--Medicare	609.01	580.00	29.01	105.00 %
Taxes--Social Security	2,604.00	2,480.00	124.00	105.00 %
Taxes--Washington Employment Administration Fund	8.43	8.00	0.43	105.38 %
Taxes--Washington Unemployment Insurance	2,394.00	2,280.00	114.00	105.00 %
Taxes--Workmans Compensation	218.79	218.00	0.79	100.36 %
Total STAFF EXPENSES	47,884.15	46,566.00	1,318.15	102.83 %
Total Expenses	\$66,762.02	\$59,543.00	\$7,219.02	112.12 %
NET OPERATING INCOME	\$69,266.77	\$457.00	\$68,809.77	15,156.84 %
NET INCOME	\$69,266.77	\$457.00	\$68,809.77	15,156.84 %

Circlewood

BALANCE SHEET

As of December 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BECU checking	17,847.45
BECU Savings	55,951.23
Key Bank Checking	0.00
Paypal	-19.99
Petty Cash & Cash Equivalent	0.00
Reimbursement Clearing	0.00
SaveSave Fees	191.98
Total Bank Accounts	\$73,970.67
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$73,970.67
Fixed Assets	
Camano Island Land	
Land Value	423,000.00
Total Camano Island Land	423,000.00
Total Fixed Assets	\$423,000.00
Other Assets	
CONSTRUCTION IN PROGRESS	
Building Structure - Retreat Center	96,603.85
Total CONSTRUCTION IN PROGRESS	96,603.85
Total Other Assets	\$96,603.85
TOTAL ASSETS	\$593,574.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Credit Cards	
BECU	154.24
Chase #4978	0.00
Key Bank #8088	0.00
Total Credit Cards	154.24
Total Credit Cards	\$154.24
Other Current Liabilities	
Sales Tax	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$154.24
Total Liabilities	\$154.24
TOTAL	
Equity	
Opening Balance Equity	0.00
Retained Earnings	524,153.51
Net Income	69,266.77
Total Equity	\$593,420.28
TOTAL LIABILITIES AND EQUITY	\$593,574.52

1/2

2018 Dashboard Key Metrics

Financial

Monthly Givers	Grew from 12 to 20
Monthly Gifts Average	Grew from \$4,600 to \$5200
One-time Gifts	42
One-time Gifts total	\$74,100
New First-time Givers	34
Total Givers	48
Year-End Giving	25 gifts totaling \$59,188
2018 Net Income	\$69,266

Other

Volunteer Hours	427
Donor Perfect Contacts	From 226 to 286
Website visitors (from Aug.)	Average 48/month
FBook Followers (from Nov.)	132 Followers

2019 Circlewood Budget

INCOME	2018 Budget	2018 Actual	2019 Budget	NOTES
DONOR SUPPORT				
Cash	60,000	133,342	85,000	
In-kind				
TOTAL DONOR SUPPORT		133,342	85,000	
ACTIVITY REVENUE				
Presentation Income			1000	Preaching, Teaching, Workshops, etc.
Church Partnerships			1500	Renew Covenant
Publication Income		324	250	
Event Income		2200	2500	Summer Retreat
Other Income		163	150	Interest, Cash Rebates, etc.
TOTAL INCOME	60,000	136,029	88,900	
PROGRAM EXPENSES				
EDUCATIONAL				
Summer Retreat			3000	
Other	500		1000	For unknown opportunities.
TOTAL EDUCATIONAL			4000	
PRACTICAL PROJECTS				
Camano - Property Taxes	5,000	4,468	5,000	Taxes on 20 acres of land.
Comano- Maintenance	500	270	500	
Comano - Development			10,000	NNRG Care plan / Permit consultation / Misc.
Comano - Insurance		395	500	
TOTAL CAMANO EXP.	5,500	5,133	16,000	
Church Partnerships			500	Pilot project w/Renew Covenant.
FORMING LEADERS				
Leadership Events			250	For unknown opportunities.
CONNECTING REFORMERS				
Events, meetings, conferences			500	Inhabit Conference in April
TOTAL PROGRAM EXPENSES	11500	5133	21,250	

ADMINISTRATIVE				
Office Supplies	300	262	300	
Postage	250	102	250	
Cedarstone	2,500	4,600	3,500	Annual "Deep Dive" + Quarterly Phone Calls
WA State registration	60	0	60	
Bank Charges and Fees	100	104	100	
Telecommunications	180	196	180	
Legal and Prof. Services		450	450	
Last Pass	27	35	35	
Quickbooks				
Licences and Fees		100	100	
Software Subscriptions		149	150	
Cost of Publications		38	50	
Gusto Payroll Subscription		558	600	
TOTAL ADMIN. EXP.	3,417	6,594	5,775	
STAFF EXPENSES				
Exec. Director Salary	40,000	42,000	46,000	Increase due to health insurance cost for whole year.
Exec. Dir. Work Expenses	1,000	50	500	
Intern			2,000	For help in summer.
Workmans Comp.	218	219	218	
Social Security	2,480	2,604	2,700	
Medicare	580	609	620	
WA Unemployment Ins.	2,280	2,394	2,450	
WA Emp. Admin. Fund	8	8	8	
TOTAL STAFF EXPENSES	46,566	47,884	54,496	
BOARD				
Meetings	200	317	550	Food, Yearly retreat, etc.
Reimbursements	250		250	
Liability Insurance		850	850	
TOTAL BOARD EXPENSES	450	1167	1650	
COMMUNICATION / MARKETING				
Constant Contact	240	229	240	Prepaid through Nov. 2018. 1 year is \$240. Included in DonorPerfect?
Website	400	659	400	Domain name purchase, host fees, and gift for designer.
Marketing Materials			500	Banner display, etc.
TOTAL COMM. EXPENSES	640	888	1140	

FUNDRAISING				
Merchant Fees		466	500	
Donor Perfect	1920		1920	\$159/month
Paypal		20		
Cost of Fundraising		1027	2000	Meals with donors, thank you gits, events, etc.
TOTAL FUNDRAISING EXP.	1920	1513	4420	
OTHER EXPENSES				
TOTAL EXPENSES	69,993	68,312	88,731	0
TOTAL PROFIT	-9,993	67,717	169	

VISION

Every follower of Jesus cultivating God's comprehensive shalom in their corner of creation.

MISSION

To reform Christian faith around God's renewal of all creation.

TAGLINE: "Re-Forming Faith from the Ground Up"

LONG-TERM OBJECTIVES

Objective #1 Create (or promote) educational resources and experiences.	Objective #2 Develop compelling practical examples of the vision.	Objective #3 Forming re-formation leaders.	Objective #4 Connect and support fellow reformers.	Objective #5 Establish strong organization foundation.
<p>Key Results</p> <ul style="list-style-type: none">• A suite of resources (using various media) accessible to curious non-academics.• Formal partnerships with academic institutions.• Participatory learning experiences for all ages.	<p>Key Results</p> <ul style="list-style-type: none">• Circlewood Village on Camano as a living demonstration / example / center.• A network of Circlewood churches.	<p>Key Results</p> <ul style="list-style-type: none">• Diverse array of Jesus followers intentionally leading re-formation in their settings.• Children and youth who do not need to be re-formed.	<p>Key Results</p> <ul style="list-style-type: none">• Circlewood participating in and organizing connectional events and endeavors.	<p>Key Results</p> <ul style="list-style-type: none">• Effective and engaged Board.• Passionate and committed staff and volunteers.• Sustainable and diverse resource stream.• Clear and compelling communications and marketing.• Efficient administration.

QUARTERLY OBJECTIVES JAN-MAR, 2019

Objective #1: Create (or promote) educational resources and experiences.

Key Results

- Submit thesis draft by March 1
- Secure preaching/teaching opportunity at First Covenant, Seattle.
- Promotion of A Rocha's *Wild Wonder* curriculum.
- Draft plan for summer retreat.

Objective #2: Develop compelling practical examples of the vision.

Key Results

- Camano
 - Meet with Chris Wilson of Polymer Land Consultants.
 - Completed forest assessment with Northwest Natural Resources Group.
 - Blessing from Sines to adapt existing architectural drawings.
 - Identify possible Native American contacts.
- Signed contract with Renew Covenant Church.

Objective #3: Form re-formation leaders.

Key Results

Objective #4: Connect and support fellow reformers.

Key Results

- Register for Inhabit Conference.

Objective #5: Establish strong organization foundation.

Key Results – Board

- Invitation extended to Beth Knox to join board.
- Draft of Board Handbook.

Key Results – Staff

- Returning from “Deep Dive” with 3-4 key takeaways.

Key Results – Resources

- Signed rental agreement with Aaron Mitchell for use of land in July.

Key Results – Communications/Marketing

- Key Partner Meeting on calendar for March or April.
- Website – updated program page
- Business cards acquired.

Key Results – Administration

- Timely tax information to donors.

Other Opportunities

- Coffee partnership with CICR/MTI/Circlewood is moving forward.

Risks and Concerns

- Thesis completion may take up considerable time.

Circlewood Board Meeting Minutes 1-11-19

Present: James Amadon, Louise Conner, Forrest Inslee, Glen Palmberg, Tom Ruebel,
Lenore Three Stars

Absent: Tim Hedberg

- 10:00 Gather and Personal Updates
 - Devotional/prayer *Earth Honoring Faith* by Rasumussen and *Leadership and the New Science* by Wheatley - James

- 10:30 Administrative Items
 - Approved 10-19-18 Minutes (pp. 2-3) – Glenn
 - 2018 Board Review (pp. 4-9) – Glenn
 - Lenore requested a purpose brief for Circlewood, to help us present the core message to those who want to know more about us; James will create and distribute that
 - Updated Board Terms – Glenn
 - Board members now have three-year terms, up to two terms consecutively; after that, must take a year off before serving again
 - Possible new guidelines (to be proposed by James and Glen and decided next meeting):
 - Renomination for second term must happen by someone on the nominating committee
 - Prior to second term, board member must take one meeting off (to allow for open discussion of renomination)
 - Officers in conversation with director will constitute the nominating committee (for now, that is the whole board)
 - Property Insurance Update - James
 - Insurance company advises against insuring building—over Possible new guidelines (to be proposed and decided next meeting):
 - \$1000—because it is on vacant land
 - We'll hold off on insuring replacement value of building, but James will ask about liability insurance on the building specifically
 - Executive Director Insurance Quarterly Review – Glenn
 - Check-in: James reports current amount is fine for his family
 - Financial Report – (pp. 10-16) Louise

- Positive report, increasing income (details in attached docs)
 - **Action:** Approve 2019 Budget – *Louise and James*
 - Moved and approved to approve the budget
 - **Action:** Paid Family and Medical Leave Contribution - *Louise*
 - Moved and approved to fully fund the contribution

- 11:00 Executive Director report (pp. 17-18) - *James*
 - Updated Vision
 - Annual and Quarterly Goals

- 12:15 Next Steps
 - **Actions:**
 - Review Assignments – *Forrest*
 - James will create a purpose brief for Circlewood
 - James and Glen will propose new board term renewal guidelines, plus officer selection guidelines
 - James will send out poll for next meeting –April, 2019 at Forrest’s place
 - Pray

- 12:30 Adjourn for Lunch with Tom and Christine Sine