



Circlewood Board Meeting
February 13, 2023
11am-1:00pm

11:00 – Convene

Check-in and Opening prayer – *Glenn*
Overview of the meeting – *James*

11:30 – Administrative items

Action: Approve minutes for 12.5.22 meeting – *Glenn*

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Action: Review 2023 meeting schedule

- **Spring In-Person Planning Day - Sat., May 6 from 9am-3pm**
- In-person Annual Retreat – September 22-24 on Camano
- End of Year Zoom Meeting – December 4, 10am-Noon

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

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11:40 - OSKR's update - James
Additional Resources

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11:50 – Discussion – Board Leadership and Development Plan – Glenn
Board Development Committee
Operations Committee

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12:30 – Executive Session – Glenn

Action: Adoption of 2023 Budgets
Budget Summaries
Line-item budgets

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1:00 – Prayer and Adjourn

Circlewood
Board Meeting Minutes
December 5, 2022
Regular Session

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

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

James presented an overview of the planned meeting and expressed gratitude for the good things that have happened over the past six months in spite of the challenges.

The minutes from the online vote of July 12 were sent out to board members earlier. Tim moved that the minutes be accepted as written. Tom seconded the motion. The motion passed.

The minutes from the regular session of the September 23 meeting were presented for approval. Lenore moved that the minutes be accepted as presented. Tim seconded the motion. The motion passed. The Executive session minutes from September 23 were sent out to members of that session. Tom moved that the minutes be accepted as written. Tim seconded the motion. The motion passed.

James presented the following tentative board meeting schedule for 2023.

- Zoom meeting—Feb. 13, 10 am to Noon
- Spring In-person planning day—Sat., May 6, 9 am to 3 pm
- In person annual retreat—September 22-24 on Camano
- End of Year Zoom meeting—December 4, 10 am to noon

The February and December dates are tentative. Tim may not be available for September date. These dates will be refined and brought to the board.

James presented financial information. Money from the Murdock Grant will be the last money in, which means we need to raise the rest of \$150K needed and they will finish off the capital campaign with the \$229K grant. We have not yet received the paperwork for the grant. It is expected in the next week or two. Raising the 150K includes the possibility of a loan.

OSKR Update. There is detailed information in the packet.

OSKR #1 Media: 26% of Earthkeepers downloads are outside the U.S. TED currently has 221 subscribers and is getting closer to adding a third column. Social media is helping to connect people to Circlewood. Jenny and Emerson Cobbley are doing volunteer work on our website.

Education: James is planning a February cohort. We are connecting with new partners such as Warm Beach, Seattle University, and Bethany Community Church. Louise is organizing local excursions.

Circlewood Village: \$54,000 to 55,000 was raised at the fundraiser. There is a new person working on our county permit. There are lots of complicated pieces to the site plan, including the long driveway. James and Forrest meet with Ray Colliver and David Vandervort every other week.

OSKR #2: Staff is holding weekly meetings, with monthly in-person meetings on Camano, to orient staff to Camano and spend time together.

OSKR #3: In all three OSKR areas, there are advantages to James being on Camano, including resource growth.

James introduced a discussion on the Board Leadership and Development Plan as outlined through the Murdock training. The priorities and those responsible are listed below:

- Life Cycle of a Board Member: Point Person/Organizer is Louise. We need to define a process and put together a Board Development Team that meets monthly. An invitation was extended to those who would like to help with this.
- Contingency Plan: Point Person is Tim. James and Tim will draft a plan and bring it to the next board meeting.
- Strategic Plan: Point Person in James. James will write a draft to be reviewed by Ed McDowell and Jeff Pinneo. A draft will be presented at the February meeting.
- Board Calendar. Point person in Louise. She will look at templates and bring a draft to the February meeting.
- Act of Outreach. Point Person is Glenn. There have been some actions in this area. We will continue to identify opportunities that fit each board member.

Board members discussed the Murdock Grant and their willingness to take a risk on us even though we are a new organization due to a belief in our vision and mission, the strength of the board and staff, and the potential they see. Glenn wants to bring a plan to keep outreach and fundraising moving forward.

The regular session of the board meeting was adjourned.

Submitted by
Louise Conner
Secretary

December 5, 2022
Executive Session

Present: Board Members—Glenn Palmberg, Tim Hedberg, Lenore Three Stars, Tom Ruebel, Louise Conner, James Amadon; Not present—Kathy Holmgren, Beth Knox.

Louise and James stepped out of the meeting for the staff salary discussion.

Item 1 – The Executive board unanimously approved a 7.7% Cost of Living increase to all salaries for 2023.

Item 2 – The Executive Board unanimously approved a gift of \$100 to each staff member of Circlewood as a Christmas gift. The money is to come out of the 2022 Circlewood budget.

Tom motioned to adjourn the meeting. Lenore seconded the motion.

Minutes submitted by Tim Hedberg, acting secretary

James and Louise rejoined the Executive Session. The preliminary 2023 operating and project budgets were presented. An updated budget will be brought back for the February board meeting. Lenore made a motion to approved both the operating and project budgets as presented. Tom seconded the motion. The motion passed.

A Nominating Committee meeting was convened to vote on possible second terms from Tom and Lenore, who are completing their first terms at the end of the year. The committee voted to extend invitations to both Tom and Lenore for second terms. Lenore accepted the invitation. Tom accepted the invitation. Their second terms will run from January 2023-December 2025.

Tim closed the meeting in prayer. Louise moved to adjourn the meeting. Tom seconded the motion. The meeting was adjourned.

Submitted by
Louise Conner, Secretary

Financial Summary Through January 31, 2023

2023 Summary

Operational Budget: We are 1 month through our fiscal year. We are watching expenses closely.

Project Budget: Our project managers are putting together a detailed 2023 budget that is not quite ready.

2023 Resource Goals

Operations	292k	(Will need 80k in new operations revenue)
Cap. Campaign – Donors	300k	
Cap. Campaign – Grants	239k	(Murdock Trust grant)
Other Grants	<u>0k</u>	(We will continue to look into possibilities)
TOTAL	831k	

Profit/Loss as of January 31:

Income	31,600	(21k operating inc.; 10k capital campaign inc.)
<u>Expenses</u>	<u>32,500</u>	(20k operating exp.; 12.5k capital project exp.)
Total Profit/Loss	(900)	

Cash on Hand as of February 12:

Regular Checking	23,905	
Forest Checking	4,065	(Designated for forest stewardship expenses)
<u>Regular Savings</u>	<u>206,880</u>	
Total	234,850	

Projected Operating Inc.

Projected Operating Exp.

Total	()	Too soon in the year to project
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Projected Designated Inc.

Projected Designated Exp.

Total	()	Too soon in the year to project
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Projected Cashflow at end of 2023

Cash on hand at start of 2023

Projected profit/loss for 2022

TOTAL projected cash on hand		(Too soon in the year to project)
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NOTES

OSKR's - 2023 Update

Objective #1 : Expand and Develop Programs

MEDIA UPDATE

- Earthkeepers podcast experimenting with guest hosts.
- The Ecological Disciple adding third column on practical earthkeeping.
- Social Media continues to add followers.
- Website redesign scheduled to launch in March.

EDUCATION UPDATE

- Ecological Pastoral Leadership cohort starting Feb. 26.
- Birding excursion in Skagit Valley Mar. 4.
- Science for Earthkeepers online course begins March 14.
- Rewilding projects with Bethany Comm. Church and Andi Saccacio continue.
- Partnerships with Tech for the Poor, Au Sable, and Seminary for Wild continuing.

CIRCLEWOOD VILLAGE

- Building permit application for initial building submitted.
- Complete site plan almost ready for submittal.
- Site preparation for construction has started.
- Will need to raise approximately \$300k this year.

Objective #2 : Strengthen Circlewood's Core

BOARD

- Board Leadership and Development plan progressing.
- Need to set up initial committees and add new members this year.

STAFF

- Staff meeting once a month in-person on Camano.

Objective #3: Resource for Growth

DONOR SUPPORT/CAPITAL CAMPAIGN

- Planning in works for small group fundraisers and Spring Stand campaign.
- 15k raised for project in Jan/Feb.

BOARD LEADERSHIP AND DEVELOPMENT PLAN UPDATE

Background: The Board Development and Leadership Training program through the Murdock Trust helped us identify 5 strategic goals for the Board. This document highlights the progress we have made and what still needs to happen.

Goal #1: Define process and create resources for the life cycle of a board member.

Point Person: Louise

Progress Made: None

Next Steps:

- Put together Board Development team that meets monthly.

Goal #2: Develop a contingency plan

Point Person: Tim

Progress Made: Tim and James met and will be meeting monthly.

Next Steps:

- James and Tim to draft plan for May meeting

Goal #3: Develop a three-year rolling strategic plan

Point Person: James

Progress Made: Discussions with staff.

Next Steps:

- James to set aside week of March 6 for long-term vision work.
- Review by Ed McDowell (Murdock Coach) and Jeff Pinneo (Murdock Trustee)
- Draft presented at May meeting

Goal #4: Develop a board calendar

Point Person: Louise

Progress Made: First draft done

Next Steps:

- Updated Draft presented at May meeting.

Goal #5: Empower board members for one act of outreach

Point Person: Glenn

Progress Made:

- Beth invited James to present at Nov. Seattle Rotary Meeting
- Tim is organizing a Circlewood presentation at Covenant Shores
- Glenn and Louise invited several people to fundraiser.

Next Steps:

- Continue to identify opportunities that fit each board member.

BOARD DEVELOPMENT COMMITTEE

PURPOSE: The Board Development Committee helps the Board serve and advance Circlewood's mission.

The committee pursues this purpose by overseeing the board's work to:

- Identify, recruit, and welcome new Board members.
- Guide and honor departing Board members.
- Hold well-run, engaging meetings.
- Assess the Board's effectiveness.

The committee meets monthly, and reports to the Board at each meeting.

Membership consists of

- At least two Board members
 - Board Chair
 - Executive Director
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ORGANIZATIONAL DEVELOPMENT COMMITTEE

PURPOSE: The Organizational Development Committee helps the Board shape Circlewood's internal systems and structures to best serve the mission.

The committee pursues this purpose by overseeing the board's work to develop policies and procedures for:

- Clear and healthy financial practices.
- State and federal compliance pertaining to non-profits.
- Human Resources

The committee meets monthly, and reports to the Board at each meeting.

Membership consists of

- At least two Board members
- Board Chair
- Executive Director

Board Proposal

2023 Finalized Operating and Project Budgets

We authorized preliminary 2023 budget at the December meeting. We have a finalized operating budget for approval – still waiting for a line-item project budget.

OPERATING BUDGET SUMMARY

Category	2022 Budget	2022 Notes	2023 Budget	2023 Notes
Donor Support	205,600		205,350	
New Funds	28,850		80,482	
Activity Revenue	2100		7600	
Other Income	19,300	19k E.R.C.	150	
TOTAL INCOME	255,850		293,582	
Program	10,700		19,100	9k increase for T.E.D. third column
Camano Land	13,000		17,000	2023 property tax increase.
Administrative	33,826		20,126	No more Cedarstone consulting.
Staff	184,484	July increase for James + Jessalyn.	217,576	Full year for James and Jessalyn, + a 7.7% cost of living adjustment for all staff.
Board	4250		5450	
Comm./Marketing	1260		4500	Video production equipment
Fundraising	8000		9500	
Other	331		330	
TOTAL EXPENSE	255,850		293,582	40k increase - 14%

PROJECT BUDGET SUMMARY

Category	2022 Budget	NOTES	2023 Budget	Notes
Existing Funds	226,000		191,000	Designated Funds
New Funds			539,000	239k Murdock Grant + 300k donors
Expenses:	100,000		500,000	Will bring detailed 2023 budget to next bd. mtg.

Proposal: That the board approve the \$291,848 finalized 2023 operating budget and the continuation of the \$500,000 preliminary 2023 project budget.

Circlewood

Budget vs. Actuals: 2023 Circlewood Final Operating Budget - FY23 P&L

January 2023

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
Income				
ACTIVITY REVENUE				
CAMANO ACTIVITY REVENUE				
Camano Events Income		83.33	-83.33	
Total CAMANO ACTIVITY REVENUE		83.33	-83.33	
EDUCATION ACTIVITY INCOME				
Church Partnerships		208.33	-208.33	
Other Education Income		166.66	-166.66	
Total EDUCATION ACTIVITY INCOME		374.99	-374.99	
MEDIA ACTIVITY REVENUE				
Publication Income		8.33	-8.33	
Total MEDIA ACTIVITY REVENUE		8.33	-8.33	
Total ACTIVITY REVENUE		466.65	-466.65	
Interest Income	126.90		126.90	
Other Income		12.50	-12.50	
Sales of Product Income	11.78		11.78	
SUPPORT				
Donor Gifts				
Camano Island Coffee Roasters Income	103.31	29.17	74.14	354.17 %
Cash	31,353.82	16,666.67	14,687.15	188.12 %
Forest Stewardship		416.67	-416.67	
Total Donor Gifts	31,457.13	17,112.51	14,344.62	183.83 %
Total SUPPORT	31,457.13	17,112.51	14,344.62	183.83 %
Total Income	\$31,595.81	\$17,591.66	\$14,004.15	179.61 %
GROSS PROFIT	\$31,595.81	\$17,591.66	\$14,004.15	179.61 %
Expenses				
ADMINISTRATIVE				
Bank Charges & Fees		8.33	-8.33	
Legal & Professional Services		125.00	-125.00	
Liability Insurance		1,250.00	-1,250.00	
Licenses & Fees		8.33	-8.33	
Office Supplies	12.22	50.00	-37.78	24.44 %
Password Management	52.85	6.33	46.52	834.91 %
Payroll Processing Cost	68.55	75.00	-6.45	91.40 %
Postage	11.40	62.50	-51.10	18.24 %
Software Subscriptions	995.70	20.83	974.87	4,780.12 %
State Registrations		50.00	-50.00	
Telecommunications	23.57	20.83	2.74	113.15 %
Total ADMINISTRATIVE	1,164.29	1,677.15	-512.86	69.42 %
BOARD EXPENSES				
Meetings	33.01	433.33	-400.32	7.62 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Reimbursement		20.83	-20.83	
Total BOARD EXPENSES	33.01	454.16	-421.15	7.27 %
CAMANO LAND AND DEVELOPMENT				
Maintenance	153.01	166.67	-13.66	91.80 %
Property Taxes		1,250.00	-1,250.00	
Total CAMANO LAND AND DEVELOPMENT	153.01	1,416.67	-1,263.66	10.80 %
COMMUNICATION				
Equipment/Hardware		208.33	-208.33	
Marketing Materials	18.00	41.67	-23.67	43.20 %
Marketing Software		83.33	-83.33	
Website	23.93	41.67	-17.74	57.43 %
Total COMMUNICATION	41.93	375.00	-333.07	11.18 %
FUNDRAISING				
Cost of Fundraising	126.95	583.33	-456.38	21.76 %
Donor Perfect	90.07	125.00	-34.93	72.06 %
Merchant Fees	317.91	83.33	234.58	381.51 %
Total FUNDRAISING	534.93	791.66	-256.73	67.57 %
PROGRAM EXPENSES				
CAMANO PROGRAMS				
Camano Program Expense		208.33	-208.33	
Forest Stewardship		333.33	-333.33	
Total CAMANO PROGRAMS		541.66	-541.66	
EDUCATION PROGRAMS				
Education Expenses		125.00	-125.00	
Total EDUCATION PROGRAMS		125.00	-125.00	
MEDIA PROGRAM EXPENSES				
Blog Expenses	5.51	758.33	-752.82	0.73 %
Podcast Expenses	118.00	166.67	-48.67	70.80 %
Total MEDIA PROGRAM EXPENSES	123.51	925.00	-801.49	13.35 %
Total PROGRAM EXPENSES	123.51	1,591.66	-1,468.15	7.76 %
STAFF EXPENSES				
ADMINISTRATIVE ASSISTANT EXPENSES				
Administrative Assistant Employer Taxes	196.26	195.83	0.43	100.22 %
Administrative Assistant Mileage Reimbursement		20.83	-20.83	
Administrative Assistant Wages	2,334.02	2,333.50	0.52	100.02 %
Administrative Assistant Work Expenses		20.83	-20.83	
Total ADMINISTRATIVE ASSISTANT EXPENSES	2,530.28	2,570.99	-40.71	98.42 %
ASSOCIATE DIRECTOR EXPENSES				
Associate Director Employer Taxes	307.16	282.25	24.91	108.83 %
Associate Director Mileage Reimbursement		41.67	-41.67	
Associate Director Salary	3,590.00	3,590.00	0.00	100.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Associate Director Work Expenses		20.83	-20.83	
Total ASSOCIATE DIRECTOR EXPENSES	3,897.16	3,934.75	-37.59	99.04 %
EXECUTIVE DIRECTOR EXPENSES				
Executive Director Employer Taxes	698.10	684.08	14.02	102.05 %
Executive Director Mileage Reimbursement		166.67	-166.67	
Executive Director Salary	8,526.25	8,526.25	0.00	100.00 %
Executive Director WA FML reimbursement	9.71	14.50	-4.79	66.97 %
Executive Director Work Expenses	130.02	83.33	46.69	156.03 %
Total EXECUTIVE DIRECTOR EXPENSES	9,364.08	9,474.83	-110.75	98.83 %
SOCIAL MEDIA COORDINATOR EXPENSES				
Social Media Coordinator Employer Taxes	159.27	159.00	0.27	100.17 %
Social Media Coordinator Mileage Reimbursement		20.83	-20.83	
Social Media Coordinator Wages	1,866.87	1,866.75	0.12	100.01 %
Social Media Coordinator Work Expenses		20.83	-20.83	
Total SOCIAL MEDIA COORDINATOR EXPENSES	2,026.14	2,067.41	-41.27	98.00 %
STAFF CONFERENCES		41.67	-41.67	
STAFF MEETINGS	68.74	41.67	27.07	164.96 %
Total STAFF EXPENSES	17,886.40	18,131.32	-244.92	98.65 %
Total Expenses	\$19,937.08	\$24,437.62	\$ -4,500.54	81.58 %
NET OPERATING INCOME	\$11,658.73	\$ -6,845.96	\$18,504.69	-170.30 %
Other Expenses				
OTHER EXPENSE		27.50	-27.50	
Total Other Expenses	\$0.00	\$27.50	\$ -27.50	0.00%
NET OTHER INCOME	\$0.00	\$ -27.50	\$27.50	0.00 %
NET INCOME	\$11,658.73	\$ -6,873.46	\$18,532.19	-169.62 %

Circlewood

Budget vs. Actuals: 2023 Circlewood Project Budget - FY23 P&L

January 2023

	JAN 2023				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
PROJECT FUNDS					\$0.00	\$0.00	\$0.00	0.00%
Existing Funds		193,538.00	-193,538.00		\$0.00	\$193,538.00	\$ -193,538.00	0.00%
New Funds		12,500.00	-12,500.00		\$0.00	\$12,500.00	\$ -12,500.00	0.00%
Total PROJECT FUNDS		206,038.00	-206,038.00		\$0.00	\$206,038.00	\$ -206,038.00	0.00%
SUPPORT					\$0.00	\$0.00	\$0.00	0.00%
Grants		19,083.33	-19,083.33		\$0.00	\$19,083.33	\$ -19,083.33	0.00%
Total SUPPORT		19,083.33	-19,083.33		\$0.00	\$19,083.33	\$ -19,083.33	0.00%
Total Income	\$0.00	\$225,121.33	\$ -225,121.33	0.00%	\$0.00	\$225,121.33	\$ -225,121.33	0.00%
GROSS PROFIT	\$0.00	\$225,121.33	\$ -225,121.33	0.00 %	\$0.00	\$225,121.33	\$ -225,121.33	0.00 %
Expenses								
CIRCLEWOOD VILLAGE EXPENSES					\$0.00	\$0.00	\$0.00	0.00%
Circlewood Construction					\$0.00	\$0.00	\$0.00	0.00%
Site Work	1,241.50		1,241.50		\$1,241.50	\$0.00	\$1,241.50	0.00%
Tiny House		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
Total Circlewood Construction	1,241.50	5,000.00	-3,758.50	24.83 %	\$1,241.50	\$5,000.00	\$ -3,758.50	24.83 %
Circlewood Village Design Expenses					\$0.00	\$0.00	\$0.00	0.00%
Architect	3,819.50		3,819.50		\$3,819.50	\$0.00	\$3,819.50	0.00%
Engineering	3,481.25		3,481.25		\$3,481.25	\$0.00	\$3,481.25	0.00%
Project Management	4,025.00		4,025.00		\$4,025.00	\$0.00	\$4,025.00	0.00%
Total Circlewood Village Design Expenses	11,325.75		11,325.75		\$11,325.75	\$0.00	\$11,325.75	0.00%
Total CIRCLEWOOD VILLAGE EXPENSES	12,567.25	5,000.00	7,567.25	251.35 %	\$12,567.25	\$5,000.00	\$7,567.25	251.35 %
Total Expenses	\$12,567.25	\$5,000.00	\$7,567.25	251.35 %	\$12,567.25	\$5,000.00	\$7,567.25	251.35 %
NET OPERATING INCOME	\$ -12,567.25	\$220,121.33	\$ -232,688.58	-5.71 %	\$ -12,567.25	\$220,121.33	\$ -232,688.58	-5.71 %
NET INCOME	\$ -12,567.25	\$220,121.33	\$ -232,688.58	-5.71 %	\$ -12,567.25	\$220,121.33	\$ -232,688.58	-5.71 %

2023 Objectives, Strategies, and Key Results Update

2023 OBJECTIVE #1: Expand and Develop Programs			
2023 KEY RESULTS	PROGRESS YTD	Next Steps	COMMENTS
<i>Expand Creative Media</i>			
Earthkeepers 1,500 downloads per month with 20% outside U.S. and 33% non-Western guests	*January – 1443 downloads	*Guest hosted episodes *New Earthkeepers website by April	
The Eco Disciple 400 subscribers. 60 Stand members	*232 subscribers *47 Stand members	*Launch 3 rd column in March	
Social Media TBD	*		
OTHER Updated main website New logos	*New site and logos designed	*Launch redesigned website with new logos by March 1.	

2023 KEY RESULTS	PROGRESS YTD	Next Steps	COMMENTS
<i>Education strategy</i>			
Launch cohorts 1-2 online courses 2-3 partnerships	*Pastors cohort set for Feb-May *online course set for March-May *Partnerships progressing with Tech for Poor, Au Sable, and Sem. For Wild	*Connect Au Sable and Sem for Wild with Warm Beach.	
<i>Camano – Establish presence</i>			
Establish first onsite building, caretaker, and programs.	*Submitted septic design for building. *Hired well drillers. *Decided to pursue prototype housing.	*Submit Master Site Plan in March. *Test and finish well. *Get pricing on prototype.	*Lots of moving parts regarding the timing of construction.

2023 OBJECTIVE #2: Strengthen Circlewood's Core

2023 KEY RESULTS	YTD PROGRESS	Next Steps	COMMENTS
<i>Engaged Board</i>			
*Complete all 5 strategic goals. *Add X new members	*Drafted Calendar	*Contingency plan for May mtg. *3-year rolling plan for May mtg. *updated board calendar for May mtg. *2 active committees by May mtg.	
<i>Collaborative Staff</i>			
TBD			
<i>Mission-focused Admin.</i>			
*Create volunteer support program. *New insurance. *Property tax plan.	*Explored property tax options. *Tried several new insurers.	*Applying to Brotherhood Mutual	*May need new approach for insurance. *May not have good tax options yet.

2023 OBJECTIVE #3: Resource for Growth

2023 KEY RESULTS	YTD PROGRESS	Next Steps	COMMENTS
<i>Treat Donors as Partners</i>			
TBD	*		
<i>Cultivate Foundation Relationships</i>			
239k Murdock grant	*	*	*Will receive when gap funding need is met.
Other grants TBD			
<i>Capital Campaign</i>			
300k raised	*15k raised		
<i>Build Program Inc.</i>			
4k	*		
<i>Cultivate Corp. Rel.</i>			
5k	*4k raised		
<i>Other</i>			
TBD			

2023 Circlewood Operating Budget								
INCOME	2022 Budget Jan-June	2022 Budget July -Dec	2022 Budget Total	2022 YTD - Jan-Nov.	2022 Projected	NOTES	2023 Budget	NOTES
DONOR SUPPORT								
Unrestricted Cash	50,000	150,000	200,000	168,042	199,022	EOY projections: 75k gift; 25k small gifts; 6k regular giving. Does not include 19k in ERC.	200,000	Assumes no change in giving.
In-kind	0	0	0					
Forest Stewardship	2,500	2,500	5,000				5,000	Assumes Microsoft opportunities
Camano Island Coffee Roasters	300	300	600	245	245		350	Assumes minimal growth
TOTAL DONOR SUPPORT	52,800	152,800	205,600	168,287	199,267		205,350	
NEW FUNDS	0	28,850	28,850		0		80,482	New funds needed to cover full expenses.
ACTIVITY REVENUE								
CAMANO ACTIVITY REVENUE								
Forest Income	0	0	0					
Camano Events Income	0	0	0				1,000	Unsure yet what is possible in 2023
TOTAL CAMANO ACT. INCOME			0				1,000	
EDUCATION ACTIVITY REVENUE								
Presentation Income	0	0	0				0	
Church Partnerships	500	0	500			Bellingham Covenant	2,500	
Other Education Income	0	1,500	1,500			Online courses.	4,000	
TOTAL EDUCATION INCOME			2,000				6,500	
MEDIA ACTIVITY REVENUE								

22	MEDIA ACTIVITY REVENUE								
23	Publication Income	50	50	100	63	70		100	This comes from previous publications of MSA.
24	Podcast Income	0	0	0					
25	TED Income		0	0					
26	Other Media Income			0	63				
27	TOTAL MEDIA INCOME			100				100	
28	TOTAL ACTIVITY REVENUE	550	1,550	2,100	63	70		7,600	
29	OTHER INCOME	19,150	150	19,300	20,180	20,180	19,790 ERC, 390 interest	150	interest, no ERC
30	TOTAL INCOME	72,500	183,350	255,850	188,530	219,517		293,582	
32		2022 Budget Jan-June	2022 Budget July -Dec	2022 Budget Total	2022 YTD	2022 Proj.		2023 Budget	NOTES
33	PROGRAM EXPENSES								
34	CAMANO PROGRAMS								
35	Camano Program Expense	0	2,500	2,500			2022 programs undefined	2,500	2023 programs undefined
36	Forest Expense	500	1,000	1,500			Forestry expenses	0	
37	Forest Stewardship	250	250	500			NNRG	4,000	Designated funds in hand for this from 2022.
38	TOTAL CAMANO PROG EXP	750	3,750	4,500	0	0		6,500	
39	EDUCATION PROGRAMS								
40	Education Expenses	500	500	1,000	369	369	Online courses, webinars, new ideas.	1,500	Online courses, webinars, new ideas.
41	TOTAL EDUC PROG EXP	500	500	1,000	369	369		1,500	
42	MEDIA PROGRAMS								
43	Podcast Expenses	1,000	1,200	2,200	1,428	1,596		2,000	Production and equipment.
44	TED Expenses	500	500	1,000	92	150	Budgeted for paid writer for 3rd column.	9,100	\$50/column = \$2600, third column editor = \$6500
45	New Media Programs	1,000	1,000	2,000		0	Video expenses and other opportunities that may emerge	0	Video costs moved to Marketing/Comm budget.
46	TOTAL MEDIA PROG EXP	2,500	2,700	5,200	1,520	1,746		11,100	
47	TOTAL PROGRAM EXP.	3,750	6,950	10,700	1,889	2,115		19,100	

49	CAMANO LAND & DEVELOPMENT								
50	Property Taxes	5,500	5,500	11,000	10,444	10,444		15,000	Assessment took jump for 2023. We will work on implementing programs/practices that may reduce property tax for 2024.
51	Maintenance	500	1,500	2,000	392	392		2,000	May need new gate.
52	Insurance	0	0	0					Included in general liability insurance below
53	TOTAL CAMANO L&D EXP.	6,000	7,000	13,000	10,836	10,836		17,000	
54									
55		2022 Budget Jan-June	2022 Budget July -Dec	2022 Budget Total	2022 YTD	2022 Proj.		2023 Budget	NOTES
56	ADMINISTRATIVE								
57	Office Supplies	300	300	600	36	56		600	
58	Postage	400	700	1,100	282	330	Jam, book expenses included in fundraising exp.	750	
59	Cedarstone	13,500	0	13,500	13,233	13,233	*Cedarstone services plus expenses	0	
60	State Registrations	300	300	600	355	400		600	
61	Bank Charges and Fees	50	50	100	50	60		100	
62	Telecommunications	125	125	250	228	250		250	
63	Legal and Prof. Services	750	750	1,500	630	630		1,500	May need help setting up supplemental non-profit to handle non faith-based programing.
64	Liability Insurance	7,500	7,500	15,000	383	1,700		15,000	This includes general liability and board and officers insurance - we will be looking at alternative providers in 2022-23.
65	Last Pass	38	38	76	53	53		76	
66	Licences and Fees	50	50	100	82	92		100	
67	Software Subscriptions	75	75	150	207	247		250	Adobe, TechSoup,
68	Gusto Payroll Subscription	425	425	850	687	825		900	
69	TOTAL ADMIN. EXP.	23,513	10,313	33,826	16,226	17,876		20,126	

71	STAFF EXPENSES								7.7% COLA on non-insurance salary, SSI COLA is 8.7%
72	Exec. Director Salary	34,500	43,125	77,625	80,932	88,850	Full time after June, includes \$500 for health insurance until Sept., \$1000 for last quarter	102,315	
73	Exec. Dir. Work Expenses	500	500	1,000	290	350	includes \$40/mo cell phone	1,000	
74	Exec. Dir. Mileage Reimburse	1,000	1,000	2,000	742	1,200		2,000	
75	ED Employer Taxes	2,926	3,657	6,583	6,681	7,275		8,209	
76	ED Reimbursemet WA FML	69.72	86.99	156.71	107	117.00	\$11.62 through June 14.50 after June per mo.	174	
77	TOTAL EXEC. DIR.	38,996	48,369	87,365	88,752	97,792		113,698	
78	Assoc. Director Salary	20,000	20,000	40,000	36,666	40,000	(Current pay= \$38.46 per hour/20 hours)	43,080	
79	Assoc Dir. Work Expenses	125	125	250	36	50		250	
80	Assoc Dir. Mileage Reimburse	250	250	500		0		500	
81	AD Employer Taxes	1,734	1,734	3,468	2,856	3,145		3,387	
82	TOTAL ASSOC. DIR.	22,109	22,109	44,218	39,558	43,195		47,217	
83	Admin. Assist./Managing Ed. Wages	13,000	16,250	29,250	23,834	26,000	(Current pay=\$25 per hour/20 hours) Budgeted for increased hours in July that did not happen	28,002	Right column calculated on 30 hours beginning in July and \$600/mo insurance addition.
84	Admin. Assist./Managing Ed Work I	125	125	250	103	110		250	
85	Admin. Assist./Managing Ed Mileage	125	125	250	0	0		250	
86	AA/ME Employer Taxes	1,108	1,334	2,442	2,008	2,190		2,350	
87	TOTAL ADMIN. ASST./MANAGING	14,358	17,834	32,192	25,945	28,300		30,852	
88	Marketing & Comm. Manager. Wage	7,280	10,400	17,680	15,947	17,680	(Current pay = \$20 per hour/20 hours) Increased hours in July	22,401	Right column shows 30 hrs starting in July, and \$600/mo. insurance
89	Marketing & Comm Manager Work I	125	125	250		20		250	
90	Marketing & Comm. Manager Mileage	125	125	250		50		250	
91	Marketing & Comm. Employer Taxes	629	900	1,529	1,363	1,510		1,908	
92	TOTAL MARKETING & COMM. MC	8,159	11,550	19,709	17,310	19,260		24,809	

94	Intern	0	0	0					Would come through grants
95	STAFF MEETINGS							500	*New 2023 expense line for staff meetings, one-on-ones
96	STAFF CONFERENCES	500	500	1,000	127	230		500	2 Conferences to network post-COVID
97	TOTAL STAFF EXPENSES	84,122	100,362	184,484	171,692	188,777		217,576	
98									
99		2022 Budget Jan-June	2022 Budget July -Dec	2022 Budget Total	2022 YTD	2021 Projected	NOTES	2023 Budget	NOTES
100	BOARD								
101	Meetings	500	3,500	4,000	5,192	5,192		5,200	Retreats, meeting expenses
102	Reimbursements	125	125	250	0			250	
103	TOTAL BOARD EXPENSES	625	3,625	4,250	5,253	5,253		5,450	
105	COMMUNICATION / MARKETING								
106	Marketing Software							1,000	Constant Contact/Later/Flickr/Editing Software
107	Constant Contact	150	150	300		550	Prepay through 12 months	0	Prepaid through Oct. 2023
108	Websites (Main + Earthkeepers)	300	160	460	363	412		500	New Earthkeepers website
109	Marketing Materials	250	250	500	107	115		500	Patches/Printed material, etc.
110	Equipment/Hardware							2,500	Camera/Mic/Gimbal/Wildlife camera/Batteries
111	TOTAL COMM. EXPENSES	700	560	1,260	470	1,077		4,500	
112									
113	FUNDRAISING								
114	Merchant Fees	250	250	500	683	849		1,000	\$3.45/mo over 2021, plus per transaction fees
115	Donor Perfect	750	750	1,500	1,270	1,400		1,500	*Due to having over 1000 records, our monthly rate has increased from \$35/mo to \$83/mo
116	Cost of Fundraising	3,000	3,000	6,000	6,931	7,250		7,000	Meals with donors, thank you gifts, events, etc., +grant writer
117	TOTAL FUNDRAISING EXP.	4,000	4,000	8,000	8,884	9,499		9,500	
118	OTHER EXPENSES	0	331	331	100	150		330	
119	TOTAL EXPENSES	122,709	133,141	255,850	215,250	235,433	Minus the 45k grant expenses this represented a 12% increase	293,582	14.2% increase from 2022