



Circlewood Board Meeting – December 6, 2023
2:00-4:00pm

2:00 – Meeting Begins

Personal Check-in and Opening Prayer – *Glenn*

Overview of the meeting – *James*

2:30 - Administrative items

Action: Approve minutes for October meeting – *Glenn*

Information: Financial Summary – *James, Louise*

Additional resources

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2:45– OSKR’s update - *James*

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3:00 – Executive Session

Action: Board Terms

Action: 2024 Board Calendar

Action: 2024 Preliminary Budgets

Budget Summaries

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3:55 – Prayer and Adjourn – *Tim*

Circlewood Board Meeting Minutes
October 9, 2023
Regular Session

Present: Board Members—Glenn Palmberg, Tim Hedberg, Lenore Three Stars, Tom Ruebel, Louise Conner, James Amadon; Guests—Dave Sim, Forrest Inslee, Jessalyn Gentry. Absent: Beth Knox, Kathy Holmgren

James opened the meeting with prayer. There was a check-in of those present and a debrief of the prior evening's celebration. James gave an overview of the meetings over the next two days. Today's focus will be on programming around big ideas and tomorrow's emphasis will be on leadership (board and staff) and resources. The goal is that enough things are thought through so that a draft of a three-year plan can be created.

The minutes from the regular and executive session of the May 6th meeting and the email vote taken on May 26th were presented for approval. Tom moved that all three be accepted as presented. Lenore seconded the motion. A discussion was held on Glenn's work on letters. The minutes were approved.

James reported on the conclusion of the circumstances with Job Ebenezer, in which half of the funds (\$25,000) that were donated were returned to his donor-advised fund.

James gave a financial summary. Increased giving this year has relieved the financial pressure on the operating budget. The project budget spending has been paused except for minor expenses. The capital campaign team, (Glenn, Tim, Beth & James) is meeting again. Possible funding sources are the Cowlitz and Tulalip tribes. James is meeting someone from Stillaguamish fisheries. James mentioned the need to grow our number of small donors. Glenn's daughter-in-law is willing to help research grants, etc.

OSKR's:

#1 Programs.

Media: Some of the plans and hopes for The Ecological Disciple are: website redesign, printed versions of what we have written (perhaps our own publishing arm), a paid subscription option, more writers to add diversity, and workshops. These would require more staff time. Things to consider: pastoral and church resources, spoken word, a monthly meditative book, email snippet of who we are, a media package to give people to introduce people to Circlewood, "Best of" collections, grant writing (Stewardship Foundation).

Education: Focusing on ecological leadership—faith based, broadly public. Needs include faculty and a process. The steps depend on the outcome of the Lilly grant. Some ideas are: cohorts & a conference, workshops, retreats, school of ecological leadership, application to all professions, based in a person's particular place, apprentices.

Circlewood Village: Goals are to finish the first classroom, on-site staff, overnight capacity, forest care (cataloging species). Needs are money and permits.

The staff will send a mailing list of project managers, etc. (their names and roles) to the Board.

The regular session of the board meeting was adjourned.

October 10, 2023
Regular Session Minutes, second part

Present: Board Members—Glenn Palmberg, Tim Hedberg, Lenore Three Stars, Tom Ruebel, Louise Conner, James Amadon; Guest—Forrest Inslee. Absent: Beth Knox, Kathy Holmgren

The regular session of the board meeting resumed at 9:00 am on October 10, 2023.

#2 Circlewood's Core

Board: Ideally a diverse board of 10-12 members. Needs: active Board Development Committee, process for board members, definition of diversity, staff policies, Operations/Policy Committee. Possible steps: Dave Sim invitation.

Tom moved that we extend an invitation to Dave Sim to join the Circlewood Board. Tim seconded the motion. The motion passed. Tim will meet with Dave to extend the invitation. James will work on getting Dave, Kathy, and Beth together since Kathy and Beth have not met Dave.

Policies: Tom and Lenore expressed willingness to be part of team to work on staff policies and procedures. James & Louise will draft two to three policies for Tom and Lenore to review. If they need to meet in order to move these policies forward, it can be done via Zoom before the December board meeting.

Staff: Needs—C.O.O.(someone to do day-to-day so James can concentrate on programming, Development (someone to work on new sources of funding), shifting roles for current staff (funds for salaries, Lilly grant, possible use of consultants). Possible intern next year.

#3 Resources for Growth

Goals: operations, both small and large donors, grants, affiliate sales, programs, sales. Needs: less dependence on big donors, more intentional calls to giving, alternative income, grant research/writing, relationship building w/potential large gift donors. Most of Circlewood's funding is from donors. Percentages for each were requested. Questions to consider: How do we keep it relational as we grow? Initiatives within the Stand—updated list from Camano (Tom Ruebel), check against list in newsletter.

The regular session of the board meeting was adjourned.

Submitted by Louise Conner, Secretary

Circlewood Board Meeting Minutes
October 9, 2023
Executive Session

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

Absent: Beth Knox, Kathy Holmgren

A poll will be sent out to schedule a two-hour December board meeting on Zoom. The meeting was closed in a time of prayer.

Submitted by Louise Conner, Secretary

Financial Summary Through November 2023

2023 Summary

Operational Budget: Increased giving this year has enabled us to cover our expenses. Projections have us finishing the year with an operational surplus of \$13,000.

Project Budget: We have spent significant project funds to get us to the cusp of our first construction project and submission of the full site design. We have frozen spending until we can raise the amount needed to fund the first construction project. We have \$7500 pledged for Q4, and \$10,000 so far for 2024.

2023 Resource Goals

| | | |
|------------------------|----------------|--|
| Operations | 293,500 | (Our operations budget) |
| Cap. Campaign – Donors | 350,000 | (Early estimate of what we needed in 2023) |
| Cap. Campaign – Grants | 239,000 | (Murdock Grant – pushed to 2024) |
| Other Grants | <u>0</u> | |
| TOTAL | 882,500 | |

Profit/Loss as of Nov. 31:

| | | |
|----------------------------|------------------|---|
| Income | 266,915 | (237k operations; 29k capital campaign) |
| Operating Expenses | 242,230 | |
| <u>Camano Project Exp.</u> | <u>158,600</u> | (Does not include 25k returned – moved to 2022) |
| Total Profit/Loss | (133,915) | |

Cash on Hand as of Nov. 30:

| | | |
|------------------|---------------|--|
| Regular Checking | 15,895 | |
| Forest Checking | 4,070 | (Designated for forest stewardship expenses) |
| <u>Savings</u> | <u>52,720</u> | |
| Total | 72,685 | (4k forest stew. 68k operations) |

| | | |
|---------------------------------|----------------|-------------------|
| Projected Operating Inc. | 275,285 | (Assumes 38k Dec) |
| <u>Projected Operating Exp.</u> | <u>262,280</u> | |
| Total | 13,005 | |

| | | |
|----------------------------------|------------------|---------------------------|
| Projected Designated Funds | 39,450 | (Assumes \$9500 in Dec.) |
| <u>Projected Designated Exp.</u> | <u>159,600</u> | |
| Total | (120,150) | (Covered by cash on hand) |

Projected profit/loss for 2023 (107,145) (This reflects spending on the project.)

Projected Cashflow at end of 2023

Cash on hand at start of 2024 99,455 (77,265 operations; 6,070 forest; 7,500k project)

OSKR's – 2023 Update – January – November

Objective #1 : Expand and Develop Programs

MEDIA UPDATE

- Earthkeepers podcast had an all-time high of 1,800 downloads in October.
- The Ecological Disciple is averaging 1000+ website visitors per month.
- Social Media continues to add followers.

EDUCATION UPDATE

- Upcoming 2024 Ecological Leadership cohort has 7 people registered so far.
- We did not receive the Lilly grant we applied for.
- James has been doing more preaching/teaching/speaking lately.

CIRCLEWOOD VILLAGE

- All permits for constructing first building have been submitted. Waiting on well approval.

Objective #2 : Strengthen Circlewood's Core

BOARD

- Added Dave Sim to the board!
- Need to set up initial committees and add new members in 2024.

STAFF

- Staff will spend next 2 weeks planning for 2024.

Objective #3: Resource for Growth

DONOR SUPPORT/CAPITAL CAMPAIGN

- 29k raised for capital campaign through November 2023.
- 49 one-time gifts for total of \$96,500 (one gift was for \$75k)
- 35 monthly givers for total of \$120,000
- 26 new givers.
- End-of-Year Campaign in full swing.

Board Proposal – Board Terms

Current Terms

| Name | Term Begins | Term Ends | Term # | Notes |
|--------|-------------|-----------|--------|-----------------------|
| Glenn | Jan. 2021 | Dec. 2023 | 2 | |
| Tim | Jan. 2021 | Dec. 2023 | 2 | |
| | | | | |
| Louise | Jan. 2022 | Dec. 2024 | 2 | |
| | | | | |
| Tom | Jan. 2023 | Dec. 2025 | 2 | |
| Lenore | Jan. 2023 | Dec. 2025 | 2 | |
| | | | | |
| Beth | Jan. 2021 | Dec. 2023 | 1 | |
| Kathy | Jan. 2021 | Dec. 2023 | 1 | Finishing Mike's term |

For the following proposals, the board members named in the proposal will need to recuse themselves temporarily from the meeting. Board members who remain become the official nominating committee. A chair must be selected, followed by discussion, and then a vote. After the vote, recused members are welcomed back in and informed of the result.

Proposal #1: That the Board formally welcome Dave Sim to a three-year term from Jan. 2024 to Dec. 2026.

Proposal #2: That the Board invite Beth and Kathy to a second term, which would begin in January, 2024, and extend to December, 2026.

Proposal #3: That the Board invite Glenn and Tim to one-year terms, which would begin in January, 2024 and end in December, 2024. Though Glenn and Tim are completing their second term this month, and our guidelines stipulate a one-year break after serving two terms, having both Glenn and Tim step off the board and this time would create significant disruption in board leadership and continuity. This proposal gives us an additional year of board service and leadership from Glenn and Tim, and allows us to formulate a continuity plan in 2024.

Board Proposal – 2024 Board Calendar

Proposal: That the Board adopt the following calendar framework for 2024. Specific dates TBD.

January

- Board Development Committee meets
- Capital Campaign Team meets

February

- Board meeting: 1-day retreat

March/April

- Board Development Committee meets
- Capital Campaign Team meets
- Organizational Development Committee meets

May

- Board meeting – Two-hour Zoom.

June/July/August

- Board Development Committee meets
- Capital Campaign Team meets
- Organizational Development Committee meets

September/October

- Board meeting – Two-day retreat

October/November

- Board Development Committee meets
- Capital Campaign Team meets
- Organizational Development Committee meets

December

- Board meeting – Two-hour Zoom.

Board Development Comm.

Tim
Beth
Louise
(Haven't met yet)

Capital Campaign Team

Tim
Beth
Glenn

Org. Development Comm.

Not yet formed

Board Proposal – 2024 Preliminary Budgets

We have put together preliminary 2024 budgets for operations and Circlewood Village project. We will present a finalized budget proposal at our first board meeting of the new year. Full line-item budgets are in the packet.

OPERATING BUDGET SUMMARY

| Category | 2023 Budget | 2023 Notes | 2024 Budget | 2024 Notes |
|----------------------|----------------|--------------------|----------------|---|
| Donor Support | 205,350 | | 271,950 | Assumes no change in giving. |
| New Funds | 80,482 | | 25,394 | New funds needed to fully fund budget. |
| Activity Revenue | 7600 | | 5,125 | Could be higher with more ed. programs. |
| Other Income | 150 | | 700 | Mostly interest |
| TOTAL INCOME | 293,582 | Projected: 275,000 | 303,169 | 3% increase from 2023 budget |
| | | | | |
| Program | 19,100 | | 14,100 | |
| Camano Land | 17,000 | | 15,000 | Mostly property taxes |
| Administrative | 20,126 | | 21,775 | |
| Staff | 217,576 | | 231,464 | Includes 3.2% Cost of Living increase |
| Board | 5450 | | 5,750 | |
| Comm./Marketing | 4500 | | 4,750 | |
| Fundraising | 9500 | | 10,000 | |
| Other | 330 | | 330 | |
| TOTAL EXPENSE | 293,582 | Projected: 262,000 | 303,169 | |

Proposal: That the board approve the \$303,169 preliminary 2024 operating budget.

NOTES

- Staff costs without 3.2% COL increase are \$224,177, a difference of \$7,287.
- Jessalyn has been offered a full-time job with a marketing company. She would like to stay with Circlewood, but life circumstances require her to look for work that offers a full-time salary and benefits. She has graciously waited to respond to the job offer until we had a chance to see what is possible. We have explored options that would enable her to stay (more hours with a higher hourly rate), but her needs are beyond what we are able to offer. Assuming that Jessalyn resigns, we will take the following steps:
 - Celebrate her work with Circlewood.
 - Create a transition plan that could draw funds from the current position.
 - Take time to evaluate Circlewood’s communications, marketing, and staffing needs.
 - Include any staffing change proposals in the 2024 finalized budget.

PROJECT BUDGET SUMMARY

| Category | 2024 Budget | Notes |
|----------------------------|----------------|---|
| Existing Funds | 7,500 | Anticipated in Dec. 2023 |
| Murdock Grant | 239,000 | To be loaned and paid back with grant. |
| Pledged Funds | 10,000 | Bethany Community Church - Seattle |
| Funding Need #1 | 135,500 | Would fund finishing building and accompanying site work. Should be permitted soon. First priority. |
| Funding Need #2 | 150,000 | Would fund first onsite cottage. Still need to work through permit logistics. Second priority. |
| TOTAL FUNDS | 542,000 | |
| | | |
| Access. Building + Grounds | 392,000 | Includes construction, site work, landscaping, design work, project mngmt. |
| Prototype Cottage | 150,000 | |
| Total Expenses: | 542,000 | Contingent on Funds Available. |

Proposal: That the board approve the \$542,000 preliminary 2024 project budget.

NOTES

- We have someone ready to loan us \$239,000, which would be repaid when the Murdock grant is released, which happens when the project is complete.
- We are closing in on permit approval to finish the existing building. It is important that we do our best to do this in 2024, as we risk losing momentum on the project if it sits another year. We have programming ideas ready to go! With \$135,500 in new funds, we could “green light” this project.
- We will need someone to live onsite, as both host and security. The most ideal option is to construct our first forest cottage and have that be a home for the onsite host. We do not believe it is wise to approach Island County about the cottage until the building permit for the existing structure is secured. Once we have the “green light” for the forest cottage, it will take \$150,000 to construct (future cottages will be less expensive). Other options include some kind of temporary housing (tiny home, trailer, etc.) while we figure out the long-term solution.

2024 Circlewood Preliminary Operating Budget

| INCOME | 2023 Budget Total | 2023 YTD - Jan-Nov. | 2023 Projected | NOTES | 2024 Budget | 2024 Budget w/COLA | NOTES |
|-----------------------------------|-------------------|---------------------|----------------|---|----------------|--------------------|---|
| DONOR SUPPORT | | | | | | | |
| Unrestricted Cash | 200,000 | 236,511 | 274,881 | Dec projections: 25k EOY gifts; 13k regular giving. | 270,000 | 270,000 | |
| In-kind | 0 | 0 | | | 0 | 0 | |
| Benevity - Forest Stewardship | 5,000 | 0 | 1,975 | | 1,500 | 1,500 | A Benevity program (Microsoft) |
| Camano Island Coffee Roasters | 350 | 557 | 557 | | 450 | 450 | Assumes minimal growth |
| TOTAL DONOR SUPPORT | 205,350 | 237,068 | 277,413 | | 271,950 | 271,950 | |
| NEW FUNDS | 80,482 | | 0 | | 18,107 | 25,394 | |
| ACTIVITY REVENUE | | | | | | | |
| CAMANO ACTIVITY REVENUE | | | | | | | |
| Forest Income | 0 | 0 | 0 | | 0 | 0 | Forest product sales still aspirational. |
| Camano Events and Programs | 1,000 | 0 | 0 | | 1,000 | 1,000 | Unsure yet what is possible in 2024 |
| TOTAL CAMANO ACT. INCOME | 1,000 | 0 | 0 | | 1,000 | 1,000 | |
| EDUCATION ACTIVITY REVENUE | | | | | | | |
| Presentation Income | 0 | 0 | 0 | | 0 | 0 | Unsure of future opportunities. |
| Church Partnerships | 2,500 | 0 | 0 | | 0 | 0 | Placeholder for opportunities. |
| Other Education Income | 4,000 | 5,200 | 5,650 | Cohorts | 4,000 | 4,000 | Presentations/workshops/cohorts/etc. |
| TOTAL EDUCATION INCOME | 6,500 | 5,200 | 5,650 | | 4,000 | 4,000 | |
| MEDIA ACTIVITY REVENUE | | | | | | | |
| Publication Income | 100 | 39 | 39 | | 75 | 75 | This comes from previous publications of MSA. |
| Podcast Income | 0 | 0 | 0 | | 0 | 0 | Still trying to figure this out. |
| TED Income | 0 | 0 | 0 | | 0 | 0 | |
| Other Media Income | 0 | 39 | 39 | | 50 | 50 | |
| TOTAL MEDIA INCOME | 100 | 39 | 78 | | 125 | 125 | |

| | | | | | | | | |
|----|--------------------------------------|----------------------------------|---------------------|-------------------|---|--------------------|-------------------------------|---|
| 28 | TOTAL ACTIVITY REVENUE | 7,600 | 5,239 | 5,728 | | 5,125 | 5,125 | |
| 29 | OTHER INCOME | 150 | 758 | 800 | interest | 700 | 700 | interest |
| 30 | TOTAL INCOME | 293,582 | 243,065 | 283,941 | | 295,882 | 303,169 | |
| 31 | | | | | | | | |
| 32 | | 2023 Budget Total | 2023 YTD | 2023 Proj. | | 2024 Budget | 2024 Budget w/COLA | NOTES |
| 33 | PROGRAM EXPENSES | | | | | | | |
| 34 | CAMANO PROGRAMS | | | | | | | |
| 35 | Camano Program Expense | 2,500 | | 1,500 | This is for permitting, but should not be in this budget, I think | 1,500 | 1,500 | 2024 programs undefined |
| 36 | Forest Expense | 0 | | | Forestry expenses | 0 | 0 | |
| 37 | Forest Stewardship Program | 4,000 | | 500 | This is for gate, but shouldn't be in this budget perhaps | 4,000 | 4,000 | Linked to Benevity fund |
| 38 | TOTAL CAMANO PROG EXP | 6,500 | 0 | 2,000 | | 5,500 | 5,500 | |
| 39 | EDUCATION PROGRAMS | | | | | | | |
| 40 | Education Expenses | 1,500 | 2,700 | 3,700 | Online courses, webinars, new ideas. | 4,000 | 4,000 | Online courses, webinars, new ideas. |
| 41 | TOTAL EDUC PROG EXP | 1,500 | 2,700 | 3,700 | | 4,000 | 4,000 | |
| 42 | MEDIA PROGRAMS | | | | | | | |
| 43 | Podcast Expenses | 2,000 | 1,196 | 1,500 | | 2,000 | 2,000 | Production and equipment. |
| 44 | TED Expenses | 2,600 | 104 | 115 | Budgeted for paying guest writers. Moved column editor to staff | 2,600 | 2,600 | \$50/ column =\$2600 if possible |
| 45 | New Media Programs | 0 | 18 | 25 | Video expenses and other opportunities that may emerge | 0 | 0 | Video costs moved to Marketing/Comm budget. |
| 46 | TOTAL MEDIA PROG EXP | 4,600 | 1,318 | 1,640 | | 4,600 | 4,600 | |
| 47 | TOTAL PROGRAM EXP. | 12,600 | 4,018 | 7,340 | | 14,100 | 14,100 | |
| 48 | | | | | | | | |
| 49 | CAMANO LAND & DEVELOPMENT | | | | | | | |
| 50 | Property Taxes | 15,000 | 11,092 | 11,092 | | 13,000 | 13,000 | We will continue to look for ways to reduce tax burden. |
| 51 | Maintenance | 2,000 | 1,075 | 1,075 | | 2,000 | 2,000 | |
| 52 | TOTAL CAMANO L&D EXP. | 17,000 | 12,167 | 12,167 | | 15,000 | 15,000 | |

| | 2023 Budget Total | 2023 YTD | 2023 Proj. | | 2024 Budget | 2024 Budget w/COLA | NOTES | |
|----|------------------------------|----------------|----------------|----------------|---|-----------------------|----------------|--|
| 54 | | | | | | | | |
| 55 | ADMINISTRATIVE | | | | | | | |
| 56 | Office Supplies | 600 | 361 | 400 | | 600 | 600 | |
| 57 | Postage | 750 | 654 | 675 | Jam, book expenses included in fundraising exp. | 750 | 750 | |
| 58 | State Registrations | 600 | 300 | 300 | | 600 | 600 | |
| 59 | Bank Charges and Fees | 100 | 78 | 78 | | 100 | 100 | |
| 60 | Telecommunications | 250 | 258 | 275 | | 250 | 250 | |
| 61 | Legal and Prof. Services | 1,500 | 660 | 660 | | 1,500 | 1,500 | |
| 62 | Liability Insurance | 15,000 | 5,674 | 5,674 | | 15,000 | 15,000 | Insurance may increase as we gain more liability coverage. |
| 63 | Last Pass | 76 | 53 | 75 | | 75 | 75 | |
| 64 | Licences and Fees | 100 | 348 | 348 | | 300 | 300 | |
| 65 | Software Subscriptions | 250 | 1,280 | 1,458 | | 1,500 | 1,500 | Adobe, TechSoup, Office 365 |
| 66 | Gusto Payroll Subscription | 900 | 917 | 1,050 | | 1,100 | 1,100 | |
| 67 | TOTAL ADMIN. EXP. | 20,126 | 10,583 | 10,993 | | 21,775 | 21,775 | |
| 68 | | | | | | | | |
| 69 | STAFF EXPENSES | | | | 7.7% COLA given at start of 2023 | With 3.2 % COLA | | |
| 70 | Exec. Director Salary | 102,314 | 93,788 | 102,314 | | 102,314 | 105,588 | |
| 71 | Exec. Dir. Work Expenses | 1,000 | 530 | 570 | includes \$40/mo cell phone | 1,000 | 1,000 | |
| 72 | Exec. Dir. Mileage Reimburse | 2,000 | 805 | 805 | | 2,000 | 2,000 | |
| 73 | ED Employer Taxes | 8,210 | 7,608 | 8,283 | | 8,300 | 8,566 | |
| 74 | ED Reimbursemet WA FML | 174.00 | 158 | 175.00 | | 175 | 175 | |
| 75 | TOTAL EXEC. DIR. | 113,698 | 102,889 | 112,147 | | 113,789 | 117,329 | |
| 76 | Assoc. Director Salary | 43,079 | 39,490 | 43,080 | | 43,079 | 44,458 | |
| 77 | Assoc Dir. Work Expenses | 250 | 0 | 50 | | 250 | 250 | |
| 78 | Assoc Dir. Mileage Reimburse | 500 | 0 | 0 | | 500 | 500 | |
| 79 | AD Employer Taxes | 3,388 | 3,378 | 3,686 | | 3,388 | 3,496 | |
| 80 | TOTAL ASSOC. DIR. | 47,217 | 42,868 | 46,816 | | 47,217 | 48,704 | |

| | | | | | | | | |
|-----|---------------------------------------|----------------------------------|---------------------|---------------------------|---------------------------------------|--------------------|-------------------------------|--|
| 81 | Admin. Assist./Managing Ed. Wages | 28,002 | 25,674 | 28,002 | | 28,002 | 28,898 | |
| 82 | Admin. Assist./Managing Ed Work I | 250 | 30 | 50 | | 250 | 250 | |
| 83 | Admin. Assist./Managing Ed Mileag | 250 | 59 | 59 | | 250 | 250 | |
| 84 | AA/ME Employer Taxes | 2,350 | 2,159 | 2,355 | | 2,360 | 2,436 | |
| 85 | TOTAL ADMIN. ASST./MANAGING | 30,852 | 27,922 | 30,466 | | 30,862 | 31,834 | COLA in right column |
| 86 | Marketing & Comm. Manager. Wag | 22,401 | 20,535 | 22,401 | | 22,401 | 23,118 | |
| 87 | Marketing & Comm ManagerWork I | 250 | 7 | 20 | | 250 | 250 | |
| 88 | Marketing & Comm. Manager Mileag | 250 | 0 | 50 | | 250 | 250 | |
| 89 | Marketing & Comm. Employer Taxe | 1,908 | 2,164 | 2,355 | | 2,400 | 2,479 | |
| 90 | TOTAL MARKETING & COMM. MC | 24,809 | 22,706 | 24,826 | | 24,809 | 26,097 | COLA added in right hand column |
| 91 | TED COLUMN EDITOR | 6,500 | 4,805 | 5,500 | Moved from above (last year's budget) | 6,500 | 6,500 | |
| 92 | | | | | | | | |
| 93 | Intern | 0 | 0 | 0 | | | | Would come through grants |
| 94 | STAFF MEETINGS | 500 | 319 | 350 | | 500 | 500 | expense line for staff meetings, one-on-ones |
| 95 | STAFF CONFERENCES | 500 | 0 | 0 | | 500 | 500 | 2 Conferences to network |
| 96 | TOTAL STAFF EXPENSES | 224,076 | 201,509 | 220,105 | | 224,177 | 231,464 | |
| 97 | | | | | | | | |
| 98 | | 2023 Budget Total | 2023 YTD | 2023 Projected | NOTES | 2024 Budget | 2024 Budget w/COLA | NOTES |
| 99 | BOARD | | | | | | | |
| 100 | Meetings | 5,200 | 3,489 | 3,500 | | 5,500 | 5,500 | Retreats, meeting expenses |
| 101 | Reimbursements | 250 | 0 | 0 | | 250 | 250 | |
| 102 | TOTAL BOARD EXPENSES | 5,450 | 3,489 | 3,500 | | 5,750 | 5,750 | |

| | | | | | | | | |
|-----|----------------------------------|----------------|----------------|----------------|--|----------------|----------------|--|
| 104 | COMMUNICATION / MARKETING | | | | | | | |
| 105 | Marketing Software | 1,000 | 127 | 150 | | 1,000 | 1,000 | Constant Contact/Later/Flickr/Editing Software |
| 106 | Websites (Main + Earthkeepers) | 500 | 681 | 700 | | 750 | 750 | |
| 107 | Marketing Materials | 500 | 240 | 240 | | 500 | 500 | Patches/Printed material, etc. |
| 108 | Equipment/Hardware | 2,500 | 0 | 0 | | 2,500 | 2,500 | Camera/Mic/Gimbal/Wildlife camera/Batteries |
| 109 | TOTAL COMM. EXPENSES | 4,500 | 1,048 | 1,090 | | 4,750 | 4,750 | |
| 110 | | | | | | | | |
| 111 | FUNDRAISING | | | | | | | |
| 112 | Merchant Fees | 1,000 | 1,285 | 1,375 | | 1,500 | 1,500 | Costs to process donations |
| 113 | Donor Perfect | 1,500 | 990 | 1,100 | | 1,500 | 1,500 | *Due to having over 1000 records, our monthly rate has increased from \$35/mo to \$83/mo |
| 114 | Cost of Fundraising | 7,000 | 6,969 | 7,000 | | 7,000 | 7,000 | Meals with donors, thank you gifts, events, etc., +grant writer |
| 115 | TOTAL FUNDRAISING EXP. | 9,500 | 9,244 | 9,475 | | 10,000 | 10,000 | |
| 116 | OTHER EXPENSES | 330 | 0 | 150 | | 330 | 330 | |
| 117 | TOTAL EXPENSES | 293,582 | 242,058 | 264,670 | | 295,882 | 303,169 | First column is no change. Second is 3%. |
| 118 | | | | | | | | |
| 119 | TOTAL PROFIT | 0 | 1,007 | 19,271 | | 0 | 0 | |

Circlewood

Budget vs. Actuals: 2023 Circlewood Operating and Project Budget Combined

January - November, 2023

| | TOTAL | | | |
|--|---------------------|---------------------|---------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| ACTIVITY REVENUE | | | | |
| CAMANO ACTIVITY REVENUE | | | | |
| Camano Events Income | | 916.66 | -916.66 | |
| Total CAMANO ACTIVITY REVENUE | | 916.66 | -916.66 | |
| EDUCATION ACTIVITY INCOME | | | | |
| Church Partnerships | | 2,291.66 | -2,291.66 | |
| Other Education Income | 5,200.00 | 3,666.66 | 1,533.34 | 141.82 % |
| Total EDUCATION ACTIVITY INCOME | 5,200.00 | 5,958.32 | -758.32 | 87.27 % |
| MEDIA ACTIVITY REVENUE | | | | |
| Publication Income | 10.46 | 91.66 | -81.20 | 11.41 % |
| Total MEDIA ACTIVITY REVENUE | 10.46 | 91.66 | -81.20 | 11.41 % |
| Total ACTIVITY REVENUE | 5,210.46 | 6,966.64 | -1,756.18 | 74.79 % |
| Interest Income | 758.59 | | 758.59 | |
| Other Income | 0.00 | 137.50 | -137.50 | 0.00 % |
| PROJECT FUNDS | | | | |
| New Funds | | 73,776.00 | -73,776.00 | |
| Total PROJECT FUNDS | | 73,776.00 | -73,776.00 | |
| Sales of Product Income | 28.48 | | 28.48 | |
| SUPPORT | | | | |
| Donor Gifts | | | | |
| Camano Island Coffee Roasters Income | 557.38 | 320.84 | 236.54 | 173.73 % |
| Cash | 260,360.14 | 183,333.34 | 77,026.80 | 142.01 % |
| Forest Stewardship | | 4,583.34 | -4,583.34 | |
| Total Donor Gifts | 260,917.52 | 188,237.52 | 72,680.00 | 138.61 % |
| Total SUPPORT | 260,917.52 | 188,237.52 | 72,680.00 | 138.61 % |
| Total Income | \$266,915.05 | \$269,117.66 | \$ -2,202.61 | 99.18 % |
| GROSS PROFIT | \$266,915.05 | \$269,117.66 | \$ -2,202.61 | 99.18 % |
| Expenses | | | | |
| ADMINISTRATIVE | | | | |
| Bank Charges & Fees | 0.00 | 91.66 | -91.66 | 0.00 % |
| Legal & Professional Services | 660.00 | 1,375.00 | -715.00 | 48.00 % |
| Liability Insurance | 5,673.75 | 13,750.00 | -8,076.25 | 41.26 % |
| Licenses & Fees | 348.48 | 91.66 | 256.82 | 380.19 % |
| Office Supplies | 361.16 | 550.00 | -188.84 | 65.67 % |
| Password Management | 52.85 | 69.66 | -16.81 | 75.87 % |
| Payroll Processing Cost | 917.51 | 825.00 | 92.51 | 111.21 % |
| Postage | 653.86 | 687.50 | -33.64 | 95.11 % |
| Software Subscriptions | 1,279.78 | 229.16 | 1,050.62 | 558.47 % |
| State Registrations | 300.00 | 550.00 | -250.00 | 54.55 % |
| Telecommunications | 258.27 | 229.16 | 29.11 | 112.70 % |

| | TOTAL | | | |
|---|-------------------|------------------|-------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Total ADMINISTRATIVE | 10,505.66 | 18,448.80 | -7,943.14 | 56.94 % |
| BOARD EXPENSES | | | | |
| Meetings | 3,489.92 | 4,766.66 | -1,276.74 | 73.22 % |
| Reimbursement | | 229.16 | -229.16 | |
| Total BOARD EXPENSES | 3,489.92 | 4,995.82 | -1,505.90 | 69.86 % |
| CAMANO LAND AND DEVELOPMENT | | | | |
| Maintenance | 1,075.39 | 1,833.34 | -757.95 | 58.66 % |
| Property Taxes | 11,092.40 | 13,750.00 | -2,657.60 | 80.67 % |
| Total CAMANO LAND AND DEVELOPMENT | 12,167.79 | 15,583.34 | -3,415.55 | 78.08 % |
| CIRCLEWOOD VILLAGE EXPENSES | | | | |
| Circlewood Construction | | | | |
| Site Work | 26,594.10 | | 26,594.10 | |
| Total Circlewood Construction | 26,594.10 | | 26,594.10 | |
| Circlewood Village Design Expenses | | | | |
| Architect | 42,698.27 | | 42,698.27 | |
| Engineering | 39,595.00 | | 39,595.00 | |
| Project Management | 44,585.00 | | 44,585.00 | |
| Structural Engineering | 2,217.50 | | 2,217.50 | |
| Survey Work | 2,900.00 | | 2,900.00 | |
| Total Circlewood Village Design Expenses | 131,995.77 | | 131,995.77 | |
| Construction Document Fees | 10.00 | | 10.00 | |
| Total CIRCLEWOOD VILLAGE EXPENSES | 158,599.87 | | 158,599.87 | |
| COMMUNICATION | | | | |
| Equipment/Hardware | | 2,291.66 | -2,291.66 | |
| Marketing Materials | 240.36 | 458.34 | -217.98 | 52.44 % |
| Marketing Software | 127.58 | 916.66 | -789.08 | 13.92 % |
| Website | 681.07 | 458.34 | 222.73 | 148.59 % |
| Total COMMUNICATION | 1,049.01 | 4,125.00 | -3,075.99 | 25.43 % |
| FUNDRAISING | | | | |
| Cost of Fundraising | 6,969.02 | 6,416.66 | 552.36 | 108.61 % |
| Donor Perfect | 990.77 | 1,375.00 | -384.23 | 72.06 % |
| Merchant Fees | 1,285.61 | 916.66 | 368.95 | 140.25 % |
| Total FUNDRAISING | 9,245.40 | 8,708.32 | 537.08 | 106.17 % |
| PROGRAM EXPENSES | | | | |
| CAMANO PROGRAMS | | | | |
| Camano Program Expense | | 2,291.66 | -2,291.66 | |
| Forest Stewardship | | 3,666.66 | -3,666.66 | |
| Total CAMANO PROGRAMS | | 5,958.32 | -5,958.32 | |
| EDUCATION PROGRAMS | | | | |
| Education Expenses | 2,700.35 | 1,375.00 | 1,325.35 | 196.39 % |
| Total EDUCATION PROGRAMS | 2,700.35 | 1,375.00 | 1,325.35 | 196.39 % |

| | TOTAL | | | |
|--|-----------------------|---------------------|-----------------------|-------------------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| MEDIA PROGRAM EXPENSES | | | | |
| Blog Expenses | 103.92 | 8,341.66 | -8,237.74 | 1.25 % |
| Media Marketing Expenses | 18.00 | | 18.00 | |
| Podcast Expenses | 1,437.19 | 1,833.34 | -396.15 | 78.39 % |
| Total MEDIA PROGRAM EXPENSES | 1,559.11 | 10,175.00 | -8,615.89 | 15.32 % |
| Total PROGRAM EXPENSES | 4,259.46 | 17,508.32 | -13,248.86 | 24.33 % |
| STAFF EXPENSES | | | | |
| ADMINISTRATIVE ASSISTANT EXPENSES | 12.57 | | 12.57 | |
| Administrative Assistant Employer Taxes | 2,158.89 | 2,154.16 | 4.73 | 100.22 % |
| Administrative Assistant Mileage Reimbursement | 58.95 | 229.16 | -170.21 | 25.72 % |
| Administrative Assistant Wages | 25,674.22 | 25,668.50 | 5.72 | 100.02 % |
| Administrative Assistant Work Expenses | 17.76 | 229.16 | -211.40 | 7.75 % |
| Total ADMINISTRATIVE ASSISTANT EXPENSES | 27,922.39 | 28,280.98 | -358.59 | 98.73 % |
| ASSOCIATE DIRECTOR EXPENSES | | | | |
| Associate Director Employer Taxes | 3,378.71 | 3,104.75 | 273.96 | 108.82 % |
| Associate Director Mileage Reimbursement | | 458.34 | -458.34 | |
| Associate Director Salary | 39,490.00 | 39,490.00 | 0.00 | 100.00 % |
| Associate Director Work Expenses | | 229.16 | -229.16 | |
| Total ASSOCIATE DIRECTOR EXPENSES | 42,868.71 | 43,282.25 | -413.54 | 99.04 % |
| EXECUTIVE DIRECTOR EXPENSES | 52.68 | | 52.68 | |
| Executive Director Employer Taxes | 7,608.37 | 7,524.91 | 83.46 | 101.11 % |
| Executive Director Mileage Reimbursement | 804.75 | 1,833.34 | -1,028.59 | 43.90 % |
| Executive Director Salary | 93,788.75 | 93,788.75 | 0.00 | 100.00 % |
| Executive Director WA FML reimbursement | 106.81 | 159.50 | -52.69 | 66.97 % |
| Executive Director Work Expenses | 529.52 | 916.66 | -387.14 | 57.77 % |
| Total EXECUTIVE DIRECTOR EXPENSES | 102,890.88 | 104,223.16 | -1,332.28 | 98.72 % |
| ONLINE JOURNAL COLUMN EDITOR | 4,805.00 | | 4,805.00 | |
| SOCIAL MEDIA COORDINATOR EXPENSES | 7.04 | | 7.04 | |
| Social Media Coordinator Employer Taxes | 2,164.11 | 1,749.00 | 415.11 | 123.73 % |
| Social Media Coordinator Mileage Reimbursement | | 229.16 | -229.16 | |
| Social Media Coordinator Wages | 20,535.57 | 20,534.25 | 1.32 | 100.01 % |
| Social Media Coordinator Work Expenses | | 229.16 | -229.16 | |
| Total SOCIAL MEDIA COORDINATOR EXPENSES | 22,706.72 | 22,741.57 | -34.85 | 99.85 % |
| STAFF CONFERENCES | | 458.34 | -458.34 | |
| STAFF MEETINGS | 319.10 | 458.34 | -139.24 | 69.62 % |
| Total STAFF EXPENSES | 201,512.80 | 199,444.64 | 2,068.16 | 101.04 % |
| Total Expenses | \$400,829.91 | \$268,814.24 | \$132,015.67 | 149.11 % |
| NET OPERATING INCOME | \$ -133,914.86 | \$303.42 | \$ -134,218.28 | -44,135.15 % |
| Other Expenses | | | | |
| OTHER EXPENSE | | 302.50 | -302.50 | |
| Total Other Expenses | \$0.00 | \$302.50 | \$ -302.50 | 0.00 % |
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| NET OTHER INCOME | \$0.00 | \$ -302.50 | \$302.50 | 0.00 % |
| NET INCOME | \$ -133,914.86 | \$0.92 | \$ -133,915.78 | -14,555,963.04 % |

Circlewood

Balance Sheet

As of November 30, 2023

| | TOTAL |
|---------------------------------------|-----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| BECU checking | 15,894.23 |
| BECU checking Forest | 4,070.38 |
| BECU Savings | 52,719.88 |
| Covenant Trust | 7.46 |
| Holmgren Property Gift | 0.00 |
| Holmgren Property Loan | 0.00 |
| Total Covenant Trust | 7.46 |
| Paypal | 0.00 |
| Petty Cash & Cash Equivalent | 0.00 |
| Reimbursement Clearing | 0.00 |
| SaveSave Fees | 0.00 |
| Total Bank Accounts | \$72,691.95 |
| Other Current Assets | |
| Uncategorized Asset | -899.02 |
| Total Other Current Assets | \$ -899.02 |
| Total Current Assets | \$71,792.93 |
| Fixed Assets | |
| Camano Island Land | |
| Land Value | 863,000.00 |
| Total Camano Island Land | 863,000.00 |
| Total Fixed Assets | \$863,000.00 |
| Other Assets | |
| CONSTRUCTION IN PROGRESS | 246,023.70 |
| Building Structure - Retreat Center | 114,147.80 |
| Total CONSTRUCTION IN PROGRESS | 360,171.50 |
| Total Other Assets | \$360,171.50 |
| TOTAL ASSETS | \$1,294,964.43 |

Circlewood

Balance Sheet

As of November 30, 2023

| | TOTAL |
|--|-----------------------|
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| Credit Cards | |
| BECU | 1,592.52 |
| Total Credit Cards | 1,592.52 |
| Total Credit Cards | \$1,592.52 |
| Other Current Liabilities | |
| Holmgren Loan | 0.00 |
| Refundable Advance | 0.00 |
| Sales Tax | 0.00 |
| Total Other Current Liabilities | \$0.00 |
| Total Current Liabilities | \$1,592.52 |
| Total Liabilities | \$1,592.52 |
| Equity | |
| Donor Restricted - Camano | 145,913.80 |
| Opening Balance Equity | 0.00 |
| Retained Earnings | 1,281,372.97 |
| Net Income | -133,914.86 |
| Total Equity | \$1,293,371.91 |
| TOTAL LIABILITIES AND EQUITY | \$1,294,964.43 |