



Circlewood Board Meeting - May 6, 2023
9:00am – 3:00pm PDT

8:30 – Gather for Coffee and Conversation

9:00 – Meeting Begins

Personal Check-in and Opening Prayer – *Glenn*

Overview of the meeting – *James*

9:30 – Celebrating 5 Years of Circlewood

Pages 2-3

10:00 - Administrative items

Action: Approve minutes for 2.13.23 meeting – *Glenn*

Pages 4-5

Information: Financial Summary – *James, Louise*

Pages 6-7

Additional resources

Pages 17-21

10:30 – OSKR’s update - *James*

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Full OSKR summary

Pages 14-16

Lilly Grant proposal info

Separate att.

10:45 – Coffee Break

11:00 – **Action:** Request for return of funds – *Glenn*

Pages 9-11

11:45 – Break for Lunch

1:00 – **Preparing for the Next Five Years – Board Development**

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1:45 – Coffee Break

2:00 – **Preparing for the Next Five Years – Friendraising and Fundraising**

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2:45 – Executive Session – *Glenn*

3:00 – Prayer and Adjourn - *Tim*

Next Meeting – Fall Retreat Date Options

Oct. 8-10	Sun-Tues
Oct. 13-15	Fri-Sun
Oct. 15-17	Sun-Tues
Oct. 20-22	Fri-Sun
Oct. 22-24	Sun-Tues



The First Five Years 2017-2022

2017

- James hired as part-time Executive Director of Mustard Seed Associates
- Name changed to Circlewood
- New board begins to form
 - Glenn Palmberg; Forrest Inslee; Tim Hedberg; Louise Conner; Greg Nelson
- 10 acres of land donated

2018

- Lenore Three Stars and Tom Ruebel added to Board
- Summer road trip to see ecologically-focused sites across PNW
- Began partnership with David Jones and Cedarstone consulting group
- Circlewood website launched.
- Camano Island Coffee affiliate partnership launched.
- By the numbers
 - 48 supporters give \$133,000
 - 427 volunteer hours
 - 286 households in database
 - 132 Facebook followers

2019

- 30-year Forest Management Plan formed
- Beth Knox and Mike Holmgren joins the Board
- Forrest hired to start podcast.
- James completes D.Min.
- Youth retreat and summer retreat on Camano
- By the numbers
 - 54 supporters give \$172,000
 - 640 volunteer hours
 - 336 households in database
 - 189 Facebook followers

2020

- Earthkeepers podcast launches.
- Remaining 20 acres donated by Tom and Christine Sine.
- Completed Forest thinning.
- Louise joins staff as Administrative Assistant
- *Bible, Ecology, and Practical Earthkeeping* class offered
- By the numbers
 - 48 supporters give \$156,000
 - \$300,000 capital campaign gift
 - 840 volunteer hours
 - 383 households in database
 - 307 Facebook followers; 119 Instagram followers
 - 5700 podcast downloads

2021

- Jessalyn joins staff as Social Media Director
- Launched *The Ecological Disciple*
- Hosted online viewing of movie “*Gather*”
- Kathy Holmgren joins the Board
- By the numbers
 - 86 supporters give \$181,000
 - 755 volunteer hours
 - 438 households in database
 - 470 Facebook followers; 300 Instagram followers
 - 9400 podcast downloads
 - 130 *Ecological Disciple* subscribers

2022

- Awarded \$239,000 grant from the M.J Murdock Charitable Trust
- Participated in Murdock’s Board Development Program
- Amadons move to Camano. James moved to full time.
- \$100,000 raised for Circlewood Village
- By the numbers
 - 102 supporters give \$174,000
 - 542 volunteer hours
 - 503 households in database
 - 603 Facebook followers; 467 Instagram followers
 - 13,600 podcast downloads
 - 227 *Ecological Disciple* subscriber

Circlewood
Board Meeting Minutes
February 13, 2023
Regular Session

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

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

James presented an overview of the meeting.

The minutes from the regular session of the December 5, 2022 meeting were presented for approval. Tom moved that the minutes be accepted as presented. Tim seconded the motion. The motion passed.

Glenn raised the topic of fundraising and mentioned that his daughter has agreed to help Circlewood with fundraising.

The Executive session minutes from December 5 were sent out earlier to members of that session. Louise moved that the minutes be accepted as written. Tom seconded the motion. The motion passed.

The spring in-person planning day is currently scheduled for May 6th from 9-3. Tim is unavailable on that date. A poll will be sent out to poll people on their availability on April 29, May 6th, May 20th, and May 27th from 9-3. Circlewood will fly Lenore in for the meeting.

James presented the financial summary.

James also presented an OSKR update. For Circlewood Village, the team is trying to get the permit submitted by March 1st. James shared the current Circlewood Village design.

Board Leadership and Development Plan Update. Two Committees are being planned.

- Board Development Committee. The purpose of this team will be to help the Board serve and advance Circlewood's mission. Glenn and James will identify potential team members.
- Organizational Development Committee. This committee will help the Board shape Circlewood's internal systems and structures to best serve the mission. Glenn and James will identify potential team members.

Board members who are interested in serving on these committees should contact James or Glenn.

The regular session of the board meeting was adjourned.

Submitted by
Louise Conner
Secretary

Circlewood
Board Meeting Minutes
February 13, 2023
Executive Session

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

James presented the revised operating budget. It is mostly the same as the preliminary budget that was accepted in December. The activity revenue is higher in the new budget. The total for the proposed 2023 operating budget is \$291,848.

The revised project budget reflects a lump sum of \$500,000 in expenses. It is still too early to predict specific expenses. James will bring specific line items as soon as possible.

Tom moved that the board approve the \$291,848 finalized 2023 operating budget and the continuation of the \$500,000 preliminary 2023 project budget. Lenore seconded the motion. The motion passed.

Tim closed the meeting in prayer.

Tim moved that the Executive session of the board meeting be adjourned. Tom seconded the motion. The motion passed. The meeting was adjourned.

Presented by
Louise Conner
Secretary

Financial Summary Through April 30, 2023

2023 Summary

Operational Budget: Increased costs are straining the budget. We will need to find additional income to maintain spending rates until end-of-year giving.

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 fully fund construction and submit full site application.

2023 Resource Goals

Operations	293,500	(Our operations budget)
Cap. Campaign – Donors	350,000	(What we need to begin construction on first project)
Cap. Campaign – Grants	239,000	(Murdock Grant – funds available after project complete)
Other Grants	<u>0</u>	(Possible Lilly grant – funding may start in 2024)
TOTAL	882,500	

Profit/Loss as of April 30:

Income	68,015	(62k operations; 6k capital campaign)
Operating Expenses	87,935	(Net operating loss of 25k- covered by 2022 funds)
Camano Project Exp.	<u>109,775</u>	(Net project loss of 104k – covered by 2022 funds)
Total Profit/Loss	(129,695)	

Cash on Hand as of May 2:

Regular Checking	19,990	
Forest Checking	4,065	(Designated for forest stewardship expenses)
Savings	<u>76,750</u>	
Total	100,775	

Projected Operating Inc.	225,140	(Assumes no changes to reg. giving and EOY giving)
Projected Operating Exp.	<u>265,665</u>	
Total	(40,525)	

Projected Designated Funds	15,790	(Assumes no more designated funds than already given)
Projected Designated Exp.	<u>156,270</u>	(Assumes no more expenses after current invoices paid)
Total	(140,480)	(Covered by cash on hand)

Projected Cashflow at end of 2023

Cash on hand at start of 2023	266,220
Projected profit/loss for 2023	<u>181,000</u>

TOTAL projected cash on hand 85,220 (Would start 2024 with 34k operations and 51k project)

NOTES – see next page

CASH FLOW NOTES

Operational cash flow

- As of May 1, we have \$50,000 in operational reserves. Expenses currently outpace monthly income by about \$10,000. In past years, we have had larger reserves that have carried us through the year, and then been replenished by end of year giving.
- Unless our income increases, we will need to figure out how to cut expenses around July or August.

Circlewood Village Project cash flow

- After we pay current outstanding invoices and receive \$10,000 pledged from Bethany Community Church, we will have approximately \$61,500 in project funds. This includes the \$50,000 from Technology for the Poor.
- Once we have raised approximately \$350,000, we have someone ready to loan us \$239,000, which would cover all costs to finish the existing building and build our first housing unit. Once completed, the Murdock grant would be given, and would pay back the loan.

OSKR's - 2023 Update – January - April

Objective #1 : Expand and Develop Programs

MEDIA UPDATE

- Earthkeepers podcast continues to add listeners.
- The Ecological Disciple added a third column on practical earthkeeping.
- Social Media continues to add followers.
- New website is up and it is great!

EDUCATION UPDATE

- Ecological Pastoral Leadership cohort started in February and is going well.
- Successful birding excursion in Skagit Valley Mar. 4. Prairie tour on Whidbey in May.
- Rewilding projects with Bethany Comm. Church and Andi Saccacio continue.
- Partnerships with Au Sable and Seminary for Wild continuing to develop.
- We are applying for a Lilly grant to further our work with church leaders.

CIRCLEWOOD VILLAGE

- Complete site plan almost ready for submittal (this takes a lot of work!)
- Site preparation for construction has started.
- Will need to raise approximately \$300k this year before greenlighting construction. This means a fall build at the earliest – could be looking at next spring.

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

- Need to arrange small group fundraisers and restart campaign team without J.Paul Fridenmaker
- 15k raised for project in Jan/Feb. – includes \$5k from Highland Covenant and \$10k from Bethany Community Church.

Technology for the Poor Request

Background: In late 2021, Technology for the Poor, a non-profit led by Job Ebenezer focused on promoting sustainable technologies for developing countries, approached us with a partnership offer, which included a \$50,000 gift. Job recently requested that we return all or part of the gift due to his dissatisfaction with how the partnership was going.

Relevant Timeline

- Dec. 21, 2021 – At the invitation of Job, Forrest, and James meet with him and his son Arul. Job expressed interested in Circlewood helping continue Technology for the Poor’s legacy of promoting sustainable technology.
- March, 2022
 - A Memorandum of Understanding is signed (included below).
 - Explicit permission is given to Circlewood to form educational materials and spend funds at our discretion.
 - Two donations/gifts sent
 - \$25,000 wired directly to our account from “Technology for the Poor”
 - \$25,000 check through Thrivent Charity from the Ebenezer foundation.
- May 26, 2022 – Glenn, Forrest, and James meet with Job and his son Arul at his home in Shoreline to get to know him better and talk through plans.
- Summer, 2022 – Circlewood presentation to Au Sable students, using some of Job’s materials, postponed due to Covid outbreak.
- Sept. 12, 2022 – Forrest and James meet with Job at his home in Shoreline to check on progress of dual purpose bicycle, which is not ready.
- Oct. 12, 2022 – Job presents workshop at Highland Covenant Church
- Oct, 26, 2022 – Job begins making specific requests/demands/complaints
 - That we construct a tepee to house his dual purpose bicycle.
 - That we have not asked him to develop courses.
 - That we have not arranged more speaking opportunities.
- Dec. 14, 2022 – Glenn, Forrest, and James meet with Job over Zoom to hear concerns and clarify expectations. Seems like a way forward is possible.
- February 2023 – Work is done towards revised MOU.
 - Job requests a tepee again, a summer intern, and church bulletin inserts for Easter. We tell him (again) that a tepee is not appropriate but that we have plans for storage, a summer intern not needed because we can help him, and that though we can’t do bulletin inserts we will publish multiple articles of his in *The Ecological Disciple*.
- March 2023 – A revised MOU is presented to Job with more detailed objectives. It is rejected and request made to return “some of the funds.”

Issues with Returning Funds

- Legal Questions
 - “States usually assume that a gift is no longer the property of a donor once a charity accepts it. And because nonprofits are expected to act in the public interest, state regulators may rule that returning a donation harms the public good.”

- If the Murdock grant was given, in part, based on us having the \$50,000, returning it might put us in a bad position.
 - If we do return all or part of the donation, we need to have Job mail his 2022 giving statement back to us and he needs to guarantee that he didn't and won't use that returned donation as a deduction in his tax filing.
 - "A contribution to a donor-advised fund is an irrevocable commitment to charity; the funds cannot be returned to the donor or any other individual or used for any purpose other than grantmaking to charities." We think this means that if we "refunded" the money, he wouldn't be able to just take it back into his own personal account.
- Our use of the funds
 - The original agreement with Job and Technology for the Poor expressly gave Circlewood full discretion on use of funds to develop educational materials and develop Circlewood Village.
 - By the end of the MOU time frame (March 2023), we had developed some instructional material for use with Au Sable, which was not used due to a Covid outbreak. This included paid time for Forrest.
 - We factored in the \$50,000 while doing the development work necessary to get our first village project ready for construction – which included planning for storage space for Job's dual-purpose bicycle.
 - The \$50,000 was included as part of the Murdock grant application.
 - The proposed MOU that would have set the parameters for partnership from March 2023-March 2024 went beyond the first MOU in terms of Circlewood commitments. While we could not grant Job's specific requests, we believe our proposals fit with what he wanted to do.
- Key questions
 - Do we need more legal clarification? If so, to whom do we go?
 - If legal issues were clear, what course do we want to proceed?

Memorandum of Understanding
Between
Circlewood, and Technology for the Poor

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Circlewood and Technology for the Poor to collaborate on the offering of educational activities and materials.

Background

In the realm of development among the poor, particularly in the global south, there is always the need for technologies that are financially sustainable and contextually appropriate. At the same time, some of these same technologies could aid people in the global north to live in more environmentally responsible ways. Technology for the Poor's founder and president, Dr. Job Ebenezer, possesses years of knowledge and experience in these technologies. Circlewood, in its mission to help people to live in more earth-respecting ways, has the physical and systemic infrastructure to develop and deliver educational programs based on such expertise.

Purpose

This MOU describes the agreed-upon collaborative partnership between Circlewood, and Technology for the Poor to develop educational opportunities focused on technologies for sustainability. Subject categories for these initiatives include low-tech power production, urban and regenerative gardening, and sustainable low-cost building techniques and materials. These learning opportunities may include (but are not limited to):

- Topical site-based seminars
- Multi-unit online courses
- Stand-alone units for integration into courses offered by other institutions
- Physical demonstration models

Curricula for educational offerings will be based in part on informational materials developed by Dr. Ebenezer, and will draw as well on direct consultation with him as needed.

These educational initiatives will be located primarily at the Circlewood Forest site on Camano Island, WA. This collaborative agreement includes the development of facilities at this site for the teaching and modeling of sustainable technologies. Specifically, this includes the development of an indoor classroom space, dedicated outdoor space for technology demonstrations, and storage space for demonstration materials.

Reporting

At least once per year, Technology for the Poor President Dr. Job Ebenezer, and Circlewood Associate Director Dr. Forrest Inslee will meet on-site at the aforementioned classroom facility, to assess the ongoing suitability of that site, to consider evaluative data drawn from educational program clients, and to discuss any mutually agreed upon program adjustments and further development.

Funding

To facilitate the launch of this educational endeavor, the Ebenezer Fund of the Thrivent Charitable Foundation will provide the sum of \$50,000.00. These funds will be used at the

discretion of Circlewood to both 1) develop the aforementioned instructional facility at Circlewood Forest, and 2) to develop and promote the aforementioned educational programs. This MOU does not entail a commitment of these funds, and is intended only to define shared goals and strategies.

Duration

This MOU is at-will and may be modified by mutual consent of an authorized official of Technology for the Poor, and an authorized official of Circlewood. This MOU shall become effective upon signature by Dr. Job Ebenezer, President of Technology for the Poor, and James Amadon, Executive Director of Circlewood, and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by both parties, this MOU shall end on March 1, 2023.

Preparing for the Next Five Years: Board Development Discussion

To continue the development of our Board, we propose the following:

- 1. The formation of a Board Development Team that will:**
 - a. Meet at least twice between board meetings.
 - b. Develop Board materials and procedures for:
 - i. Recruiting and welcoming new Board members.
 - ii. Educating and informing Board members.
 - iii. Planning enjoyable and productive Board meetings.
 - iv. Celebrating outgoing Board members.
 - c. Bring relevant proposals and discussions to Board meetings.
 - d. NEXT STEPS
 - i. Identify who will be on this team.

- 2. The formation of a list of potential Board members that will be reviewed and added to at each Board meeting.**
 - a. NEXT STEPS
 - i. Spend 10 minutes generating a list.
 - ii. Identify if there are any candidates that might be ready to be invited to Sept. retreat.

- 3. Consider making Tim Hedberg and Glenn Pamberg co-chairs.**
 - a. Rationale
 - i. Tim and James live near to each other and can meet more regularly, and Tim is open to planning and leading meetings.
 - ii. Glenn is eager to take on fundraising projects, and retaining the chair title may help open some doors.
 - iii. NEXT STEPS
 1. If this seems like a good idea, a Board member can make a motion.

Preparing for the Next Five Years: Friendraising and Fundraising

This time is dedicated to furthering our ongoing work to:

1. Introduce people to Circlewood.
2. Develop our income streams.

FRIENDRAISING (aka Networking)

- Resources to help people get to know who we are and what we do.
 - New Website
 - New Power Point / Attachable pdf
 - Monthly newsletter (just need an email)
 - James – happy to meet anyone (or a group) on Zoom or in person
- Ideas from Glenn
- What other tools would be helpful to you?

FUNDRAISING

- Current sources
 - Capital Campaign gifts
 - One-time gifts
 - Recurring gifts
 - End of Year effort
 - Murdock grant
 - Camano Island Coffee Affiliate program – small amount
 - Program income – small amount
 - Product income – small amount
- Ways to increase funding
 - “Get to know Circlewood” events
 - Groups of various sizes – online or in person
 - Personal invitations
 - New program funds
 - *The Ecological Disciple* will soon have a paid subscription option
 - Ecological Leadership cohorts will increase
 - Once we have a classroom on Camano, options start to open up.
 - Grants
 - We sent in a letter of interest for the J.M Pritzger Prize for Innovation
 - We will pursuing a Lilly Foundation grant this year.
 - Camano Island Coffee
 - Will be promoted on the Earthkeepers podcast
 - Where can you see yourself participating?

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	*1310 downloads per month average *24% listeners outside US *4 of 7 episodes focused on non-Western contexts or people	*Guest hosted episodes *New Earthkeepers website should be up by end of April.	
The Eco Disciple 400 subscribers. 60 Stand members	*261 subscribers *47 Stand members *3 rd column launched	*Enable optional financial subscription *Update web and post designs	Switching to a paid subscription option will open up a new revenue stream, though it will take time to grow.
Social Media TBD	*640 FB followers (40 new this year) *522 IG followers (55 new this year) *99 Twitter followers *79 Youtube followers *75 LinkedIn followers		
OTHER	*New website up! *New program area logos!		Many thanks to Jenny and Emerson Cobbley for their great design work!

2023 KEY RESULTS	PROGRESS YTD	Next Steps	COMMENTS
<i>Education strategy</i>			
Launch cohorts 1-2 online courses 2-3 partnerships	*Pastors cohort going strong *Online course on rewilding land in development. *Partnerships with Au Sable, Seminary of the Wild, and Warm Beach continue to develop. *Partnership with Technology for the Poor ending. *2 nd Birding excursion a success	*Plan participation in Au Sable's summer program. *Apply for Lilly Endowments <i>Thriving Congregations Initiative</i> grant. *Host Prairie restoration excursion on Whidbey Island May 13.	A grant from the Lilly Foundation would be very catalytic for us.
<i>Camano – Establish presence</i>			
Establish first onsite building, caretaker, and programs.	*Submitted septic design for building. *Well has been piped and tested.	*Submit Master Site Plan. *Take time to examine strategy for first construction project and project overall	*We've spent down existing funds to get to this point. Will need to raise approx. \$350k to give the construction of building and first housing unit the green light.

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 *3-year rolling plan *updated board calendar *2 active committees	
<i>Collaborative Staff</i>			
TBD			
<i>Mission-focused Admin.</i>			
*Create volunteer support program. *New insurance. *Property tax plan.	*Explored property tax options. *Secured new insurance!	*Will need to develop staff handbook to increase coverage in a few areas.	

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		*Raise remaining funds needed to start construction.	
Lilly Foundation		*Submit grant for <i>Thriving Congregations Initiative</i>	*Proposal is due June 23. Decisions made in fall
<i>Capital Campaign</i>			
350k raised	*10k promised from Bethany Community Church	*	
<i>Build Program Inc.</i>			
4k	*\$3,500 from pastor cohort	*Add paid subscription option to <i>The Ecological Disciple</i>	
<i>Cultivate Corp. Rel.</i>			
5k	*4k raised in matching funds		
<i>Other</i>			
TBD			

Circlewood

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

January - April, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
ACTIVITY REVENUE				
CAMANO ACTIVITY REVENUE				
Camano Events Income		333.32	-333.32	
Total CAMANO ACTIVITY REVENUE		333.32	-333.32	
EDUCATION ACTIVITY INCOME				
Church Partnerships		833.32	-833.32	
Other Education Income	3,500.00	666.64	2,833.36	525.02 %
Total EDUCATION ACTIVITY INCOME	3,500.00	1,499.96	2,000.04	233.34 %
MEDIA ACTIVITY REVENUE				
Publication Income		33.32	-33.32	
Total MEDIA ACTIVITY REVENUE		33.32	-33.32	
Total ACTIVITY REVENUE	3,500.00	1,866.60	1,633.40	187.51 %
Interest Income	423.64		423.64	
Other Income		50.00	-50.00	
Sales of Product Income	23.48		23.48	
SUPPORT				
Donor Gifts				
Camano Island Coffee Roasters Income	103.31	116.68	-13.37	88.54 %
Cash	63,966.52	66,666.68	-2,700.16	95.95 %
Forest Stewardship		1,666.68	-1,666.68	
Total Donor Gifts	64,069.83	68,450.04	-4,380.21	93.60 %
Total SUPPORT	64,069.83	68,450.04	-4,380.21	93.60 %
Total Income	\$68,016.95	\$70,366.64	\$ -2,349.69	96.66 %
GROSS PROFIT	\$68,016.95	\$70,366.64	\$ -2,349.69	96.66 %
Expenses				
ADMINISTRATIVE				
Bank Charges & Fees		33.32	-33.32	
Legal & Professional Services		500.00	-500.00	
Liability Insurance	2,210.25	5,000.00	-2,789.75	44.21 %
Licenses & Fees		33.32	-33.32	
Office Supplies	39.40	200.00	-160.60	19.70 %
Password Management	52.85	25.32	27.53	208.73 %
Payroll Processing Cost	274.20	300.00	-25.80	91.40 %
Postage	54.34	250.00	-195.66	21.74 %
Software Subscriptions	1,050.71	83.32	967.39	1,261.05 %
State Registrations		200.00	-200.00	
Telecommunications	94.07	83.32	10.75	112.90 %
Total ADMINISTRATIVE	3,775.82	6,708.60	-2,932.78	56.28 %
BOARD EXPENSES				
Meetings	469.95	1,733.32	-1,263.37	27.11 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Reimbursement		83.32	-83.32	
Total BOARD EXPENSES	469.95	1,816.64	-1,346.69	25.87 %
CAMANO LAND AND DEVELOPMENT				
Maintenance	465.40	666.68	-201.28	69.81 %
Property Taxes	5,546.51	5,000.00	546.51	110.93 %
Total CAMANO LAND AND DEVELOPMENT	6,011.91	5,666.68	345.23	106.09 %
COMMUNICATION				
Equipment/Hardward		833.32	-833.32	
Marketing Materials	54.00	166.68	-112.68	32.40 %
Marketing Software		333.32	-333.32	
Website	95.72	166.68	-70.96	57.43 %
Total COMMUNICATION	149.72	1,500.00	-1,350.28	9.98 %
FUNDRAISING				
Cost of Fundraising	934.45	2,333.32	-1,398.87	40.05 %
Donor Perfect	360.28	500.00	-139.72	72.06 %
Merchant Fees	681.01	333.32	347.69	204.31 %
Total FUNDRAISING	1,975.74	3,166.64	-1,190.90	62.39 %
PROGRAM EXPENSES				
CAMANO PROGRAMS				
Camano Program Expense		833.32	-833.32	
Forest Stewardship		1,333.32	-1,333.32	
Total CAMANO PROGRAMS		2,166.64	-2,166.64	
EDUCATION PROGRAMS				
Education Expenses	2,450.35	500.00	1,950.35	490.07 %
Total EDUCATION PROGRAMS	2,450.35	500.00	1,950.35	490.07 %
MEDIA PROGRAM EXPENSES				
Blog Expenses	54.24	9,100.00	-9,045.76	0.60 %
Media Marketing Expenses	18.00		18.00	
Podcast Expenses	522.00	2,000.00	-1,478.00	26.10 %
Total MEDIA PROGRAM EXPENSES	594.24	11,100.00	-10,505.76	5.35 %
Total PROGRAM EXPENSES	3,044.59	6,366.64	-3,322.05	47.82 %
STAFF EXPENSES				
ADMINISTRATIVE ASSISTANT EXPENSES				
Administrative Assistant Employer Taxes	785.05	783.32	1.73	100.22 %
Administrative Assistant Mileage Reimbursement		83.32	-83.32	
Administrative Assistant Wages	9,336.08	9,334.00	2.08	100.02 %
Administrative Assistant Work Expenses	17.76	83.32	-65.56	21.32 %
Total ADMINISTRATIVE ASSISTANT EXPENSES	10,138.89	10,283.96	-145.07	98.59 %
ASSOCIATE DIRECTOR EXPENSES				
Associate Director Employer Taxes	1,228.62	1,129.00	99.62	108.82 %
Associate Director Mileage Reimbursement		166.68	-166.68	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Associate Director Salary	14,360.00	14,360.00	0.00	100.00 %
Associate Director Work Expenses		83.32	-83.32	
Total ASSOCIATE DIRECTOR EXPENSES	15,588.62	15,739.00	-150.38	99.04 %
EXECUTIVE DIRECTOR EXPENSES				
Executive Director Employer Taxes	2,792.39	2,736.32	56.07	102.05 %
Executive Director Mileage Reimbursement		666.68	-666.68	
Executive Director Salary	34,105.00	34,105.00	0.00	100.00 %
Executive Director WA FML reimbursement	38.84	58.00	-19.16	66.97 %
Executive Director Work Expenses	234.95	333.32	-98.37	70.49 %
Total EXECUTIVE DIRECTOR EXPENSES	37,171.18	37,899.32	-728.14	98.08 %
ONLINE JOURNAL COLUMN EDITOR	1,205.00		1,205.00	
SOCIAL MEDIA COORDINATOR EXPENSES				
Social Media Coordinator Employer Taxes	740.43	636.00	104.43	116.42 %
Social Media Coordinator Mileage Reimbursement		83.32	-83.32	
Social Media Coordinator Wages	7,467.48	7,467.00	0.48	100.01 %
Social Media Coordinator Work Expenses		83.32	-83.32	
Total SOCIAL MEDIA COORDINATOR EXPENSES	8,207.91	8,269.64	-61.73	99.25 %
STAFF CONFERENCES		166.68	-166.68	
STAFF MEETINGS	194.49	166.68	27.81	116.68 %
Total STAFF EXPENSES	72,506.09	72,525.28	-19.19	99.97 %
Total Expenses	\$87,933.82	\$97,750.48	\$ -9,816.66	89.96 %
NET OPERATING INCOME	\$ -19,916.87	\$ -27,383.84	\$7,466.97	72.73 %
Other Expenses				
OTHER EXPENSE		110.00	-110.00	
Total Other Expenses	\$0.00	\$110.00	\$ -110.00	0.00%
NET OTHER INCOME	\$0.00	\$ -110.00	\$110.00	0.00 %
NET INCOME	\$ -19,916.87	\$ -27,493.84	\$7,576.97	72.44 %

Circlewood

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

January - April, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
PROJECT FUNDS				
Existing Funds		193,538.00	-193,538.00	
New Funds		50,000.00	-50,000.00	
Total PROJECT FUNDS		243,538.00	-243,538.00	
SUPPORT				
Grants		76,333.32	-76,333.32	
Total SUPPORT		76,333.32	-76,333.32	
Total Income	\$0.00	\$319,871.32	\$ -319,871.32	0.00%
GROSS PROFIT	\$0.00	\$319,871.32	\$ -319,871.32	0.00 %
Expenses				
CIRCLEWOOD VILLAGE EXPENSES				
Circlewood Construction				
Site Work	4,399.63		4,399.63	
Tiny House		20,000.00	-20,000.00	
Total Circlewood Construction	4,399.63	20,000.00	-15,600.37	22.00 %
Circlewood Village Design Expenses				
Architect	37,066.50		37,066.50	
Engineering	27,155.00		27,155.00	
Project Management	38,252.50		38,252.50	
Survey Work	2,900.00		2,900.00	
Total Circlewood Village Design Expenses	105,374.00		105,374.00	
Total CIRCLEWOOD VILLAGE EXPENSES	109,773.63	20,000.00	89,773.63	548.87 %
Total Expenses	\$109,773.63	\$20,000.00	\$89,773.63	548.87 %
NET OPERATING INCOME	\$ -109,773.63	\$299,871.32	\$ -409,644.95	-36.61 %
NET INCOME	\$ -109,773.63	\$299,871.32	\$ -409,644.95	-36.61 %

Circlewood

Balance Sheet

As of May 2, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BECU checking	15,092.71
BECU checking Forest	4,067.99
BECU Savings	77,262.58
Covenant Trust	7.46
Holmgren Property Gift	0.00
Holmgren Property Loan	0.00
Total Covenant Trust	7.46
Key Bank Checking	0.00
Paypal	0.00
Petty Cash & Cash Equivalent	0.00
Reimbursement Clearing	0.00
SaveSave Fees	0.00
Total Bank Accounts	\$96,430.74
Other Current Assets	
Uncategorized Asset	-37.46
Total Other Current Assets	\$ -37.46
Total Current Assets	\$96,393.28
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	84,546.96
Building Structure - Retreat Center	114,147.80
Total CONSTRUCTION IN PROGRESS	198,694.76
Total Other Assets	\$198,694.76
TOTAL ASSETS	\$1,158,088.04