



**Circlewood Board Retreat – May 18, 2024**  
**9:00am – 3:00 pm**

**9:00** – Personal Check-ins

Opening Prayer/Reflection – *Dave*

Overview of the meeting – *Tim and James*

**9:45** - Administrative items

**Action:** Approve minutes for February meeting – *Tim*

Regular Meeting Meeting Minutes

Pages 3-4

Executive Session Minutes

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**Information:** Financial Summary – *James, Louise, Tim*

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Dashboard, Profit/Loss, Balance Sheet

Pages 11-18

**10:00** – Committee Reports

Capital Campaign - *James*

Board Development – *Tim*

**10:15** – OSKR summary- *James*

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Detailed OSKR report

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**10:45** – Executive Session

**11:00** – Adjourn and Break for Lunch

**1:00** – Vision Discussion

Pages 19-21

Program Possibilities

Media

Education

Circlewood Village

Partner Possibilities

Pacific Rim Institute

Staffing Possibilities

Marketing and Communications

Youth position

Admin, Finance, and *The Ecological Disciple*

Funding Possibilities

Donor Growth

Grants

**2:45** - Key Dates

**Monday, June 10 – 3:00pm** – Board Development Team Meeting

**TBD** – Capital Campaign Team meeting

**Saturday, Sept. 28 (Possible Date)** – Annual Circlewood Celebration

- Dedication of new building
- Celebration of the past year
- Earthkeeper Awards

**Fri. Oct. 11- Sunday, Oct. 13 (Possible Date)** – Board Retreat – Camano Island

**2:55** - Closing prayer

Circlewood Board Meeting Minutes  
February 20, 2024  
Regular Session via Zoom

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

Those present gave personal check-ins.

Tim shared a hymn and board members read the verses aloud. He opened the meeting with prayer. James gave an overview of the meeting agenda.

The minutes from the Regular Session of the December 6, 2023 board meeting were presented for approval. Tom moved that the minutes be approved as written. Lenore seconded the motion. The motion passed.

The minutes from the Executive Session of the December 6, 2023 were presented. A discussion was held on what had been decided and discussed when Louise, the Secretary, was absent from the meeting. It was agreed that three items: a gift for Jessalyn, Christmas gifts for staff, and the budget with a 3.2% cost of living, were discussed and agreed upon. Glenn moved that the minutes be approved as discussed. Beth seconded the motion. The motion passed.

James presented a financial summary, directing people to the packet for further details. The year has started off pretty well. In particular, the year-end given was very good. With an expectation of \$25,000 in year-end gifts, we received \$75,000 in year-end gifts. In addition Mike and Kathy Holmgren have pledged \$250,000 for the Village project so that the first building project can happen this year.

A proposed final operating budget of \$305,219 was proposed. James went over the changes between the finalized budget and the preliminary budget which was passed in December. The biggest changes are: gift from Bethany Community Church, staffing wage changes due to Jessalyn leaving, anticipated education programs, increase in fundraising budget line, and income and expense from a podcast grant through Westmont College. James raised the possibility of a bridge loan until Murdock sends the grant funds. James will be asking Murdock for further details about the loan process when he next meets with a Murdock trustee. He commented that this trustee has told him to finish this grant cycle before applying for another one. Beth moved that the proposed final operating budget be accepted. Lenore seconded the motion. A discussion was held. Questions regarding property tax exemption and combining land parcels were raised. The proposed final operating budget passed as presented.

James presented the final project budget of \$544,000 was proposed. It is not as detailed since some pricing will need to be updated and costs may change when contractors are reengaged. When Glenn, Tim, James, and Louise will determine when these changes are large enough that they need to be brought before the Board. It includes \$5,000 to be used from the Forest Checking account for landscaping and \$45,000 from the savings account to be used for the Village project to seed the project and get it started. Tom moved that the project budget be approved. Beth seconded the motion. The motion passed.

Beth gave a report from the Capital Campaign Committee, which includes, Beth, James, Dave, Tim, and Glenn. Beth reported that they had a good meeting, with members given specific assignments. All are to work on identifying connectors, identifying major donors, and working on major donor events that would introduce more people to Circlewood. James reported that he and Forrest are thinking about partner

organizations who would help create the Village with us. The emphasis is foster relationships that are transformational, not just transactional.

Tim reported on the Board Development Committee, which includes, James, Beth, Tim, and Louise. The committee has met once so far. Kathy Holmgren's letter of resignation was shared with the board members. James and Tim had lunch with Mike and Kathy to thank them and keep in touch with them about what is happening. Tim invited Board members who either have suggestions about skill sets which the Board could use or have names of specific people to suggest as board members or as people who could serve in other roles in Circlewood, to give those suggestions to any of the committee members. The Board would like to add 2-4 board members by the end of the year. Lenore suggested adding a tax specialist. The committee will bring a live list of potential names to future board meetings.

OSKR Update.

Media. Forrest and James shared updates on the Earthkeepers podcast. Forrest has been working with Christine to launch her podcast and the Youth in Climate Action podcast and two other entities have asked for podcast coaching from Forrest. The 100<sup>th</sup> episode of Earthkeepers will be the YICA podcast. James and Louise have taken over the TED Practical Earthkeeping column now that Jessalyn has left. James and Louise shared highlights of TED, including increasing number of people visiting the website, others listing TED posts as resources on their websites and newsletters, and positive affirmation from some Louise has written about.

Education. The ECL cohort will begin on Sunday. There are seven enrolled, plus James and Forrest, who will be co-leading. Chris Overland has volunteered to explore gaps in outdoor education in local school districts to explore ways Circlewood could help fill these gaps. This would have a local focus and be state-funded. James also shared about visiting the Stillaguamish Community Center for a field trip with Teddy's class. It was a great day of learning and James made some connections he plans to follow up on. Forrest shared a sign that Bethany Community Church shared on their rewilding project and shared that it has been a good learning experience. He has been encouraged that it has been a witness to the community.

Forest left the meeting.

The Regular Session of the Board meeting ended.

Submitted by  
Louise Conner  
Secretary

Circlewood Board Meeting Minutes  
February 20, 2024  
Executive Session via Zoom

Present: Board Members—Glenn Palmberg, Tim Hedberg, Lenore Three Stars, Tom Ruebel, Beth Knox, Dave Sim, Louise Conner, James Amadon

James spoke about the situation with the current staffing, noting that James and Louise have been taking up the work that Jessalyn had been doing with Marketing and Communications and with the Practical Earthkeeping column of TED. James wanted to let some time pass in order to evaluate the job description and current needs. He stated that we now need to put the job description together. Jessalyn is still doing a couple hours of social media per week through March. James said it would be good to increase staff capacity and that work will increase even more when the village is up and running. Forrest, Louise, and Chris could all see increased hours.

The next Board meeting is intended to be a day retreat, either on Camano Island or in Bellevue—ideally a Saturday in May from 9-3. Louise or James will send an email about scheduling this. Lenore said that the 4<sup>th</sup> or the 18<sup>th</sup> would work for her.

Tim closed the meeting with prayer.

Submitted by  
Louise Conner  
Secretary

## Financial Summary Through April 2024

### 2024 Summary

*Operational Budget:* Projections for the year are good, although we are heavily dependent on a large pledged gift of uncertain timing and strong year-end giving, which puts a little pressure on the next 3-6 months, especially if we hire a Communications/Marketing person and/or a Third Column editor for *The Ecological Disciple*. Long-term, we need to grow our monthly donor base and other revenue streams.

*Project Budget:* We are in a strong financial position to finish the building and associated utilities and landscaping.

### 2024 Resource Goals

Operations	305,220	(Our operations budget)
Cap. Campaign – Donors	255,000	(2024 pledges)
Cap. Campaign – Grants	239,000	(Murdock Grant)
<u>Other Grants</u>	<u>0</u>	(Will pursue as opportunities arise)
<b>TOTAL</b>	<b>799,220</b>	

### Profit/Loss as of April 30:

Operations Income	70,860	(Includes \$4300 podcast grant)
Camano Project Income	250,000	
Operating Expenses	82,150	(Operating loss of 11,290)
<u>Camano Project Exp.</u>	<u>3,640</u>	
<b>Total Profit/Loss</b>	<b>235,070</b>	

### Cash on Hand as of Apr. 30:

Regular Checking	5,580	
Forest Checking	8,135	(5k designated for project)
<u>Savings</u>	<u>348,390</u>	(\$295k designated for project; 53k for operations)
<b>Total</b>	<b>362,105</b>	

Projected Operating Inc.	285,590	(Assumes no major changes to expected giving)
<u>Projected Operating Exp.</u>	<u>289,635</u>	(Assumes hiring a Marketing/Comm. person in July)
<b>Total</b>	<b>(4,045)</b>	

Projected Designated Funds	494,000	
<u>Projected Designated Exp.</u>	<u>407,640</u>	(This may go up or down a bit)
<b>Total</b>	<b>86,360</b>	

Projected profit/loss for 2024    82,310

### Projected Cash on hand at start of 2025

Operations	80,950
<u>Project</u>	<u>136,360</u>
<b>Total</b>	<b>217,310</b>

# OSKR's – 2024 Update (January – April)

## Objective #1 : Expand and Develop Programs

### MEDIA UPDATE

- Released 100<sup>th</sup> episode of **Earthkeepers** podcast in March. Helped launch the 6-episode **Youth In Climate Action** podcast, which focuses on helping young, Christian adults understand and take action on climate change and other environmental concerns.
- Subscribers to *The Ecological Disciple* continue to sign up. We have started planning the publication of a collection of James' writing – “Seven Shifts We Need to Make.”

### EDUCATION UPDATE

- Our latest Ecological Leadership cohort ends next week.
- We are developing faith-based youth programming and exploring outdoor education opportunities in local school districts.

### CIRCLEWOOD VILLAGE

- Permits, funding, and builder secured! Construction set to begin in June.
- June 1 work day to help get ready.

## Objective #2 : Strengthen Circlewood's Core

### BOARD

- Board Development Team continues to develop materials.

### STAFF

- Chris Overland volunteering up to 10 hours/week developing youth programming.
- Need a Marketing and Communications person.

## Objective #3: Resource for Growth

### DONOR SUPPORT/CAPITAL CAMPAIGN

- Donor retention remains high. Welcoming new donors a slow process.
- \$250,000 raised, and \$239,000 loan secured for project (will be paid back with Murdock grant money).

## 2024 Objectives, Strategies, and Key Results Update

2024 OBJECTIVE #1: Expand and Develop Programs			
2024 KEY RESULTS	PROGRESS YTD	Next Steps	COMMENTS
<i>Expand Creative Media</i>			
<b>Earthkeepers</b> *1,750 downloads per month;25% non U.S *Launch new podcast	*Released 100 <sup>th</sup> episode in March. *Average downloads slightly down *Successfully helped launch 6-episode <i>Youth in Climate Action</i> podcast.	*Tweak episodes to focus on listener concerns and action steps.	
<b>The Eco Disciple</b> *500 subscribers. *75 Stand members *1 published book	*367 subscribers *47 Stand members	*Prepare “7 Shifts We Need to Make” for publishing.	
<b>Social Media</b> *800 FB followers *800 IG followers *150 LI followers *125 YT followers	*719 FB followers *690 IG followers *123 LinkedIn followers *104 YouTube followers *131 Twitter followers	Hire new Communications and Marketing Director	We are not focusing on Twitter at the moment. Jessalyn Gentry continues to oversee our social media.

2024 KEY RESULTS	PROGRESS YTD	Next Steps	COMMENTS
<i>Develop Education</i>			
*Publish “Practical EK” online course. *1 leadership cohort. *1 “leader listening” event. *Explore Children and Youth opportunities.	*Decided not to publish “Practical Earthkeeping online course. *Leadership cohort finishes next week. *Chris Overland volunteering to develop youth programming. *Attended WA outdoor ed. training	*Decide timing of next cohort. *Secure Summer 2025 ed week with McMinnville Youth Collective. *Continue to explore possibilities to serve local public schools.	Lots of movement in education – we are sure to have changes throughout the year.
<i>Camano – Establish presence</i>			
*Finish building. *Onsite caretaker. *1 workhop *Build prototype	*Secured funding and permitting for first project.	*Finalize construction schedule. *Figure out housing/securing.	



## 2024 OBJECTIVE #2: Strengthen Circlewood's Core

2024 KEY RESULTS	YTD PROGRESS	Next Steps	COMMENTS
<i>Engaged Board</i>			
*2 Active Committees. *2-4 new members *Plan Ambassador program	*2 committees are meeting *Board Dev. Comm. receiving names.	*	Ambassador program – not sure on timing.
<i>Expand Staff Capacity</i>			
*Add hours for Forrest *Add hours for Louise *Hire new Comms. *Coaching for James	*Opportunity has developed for Chris Overland to volunteer as youth programming developer.	*Hire new Comms and Marketing person. *Develop long-term plan for youth programming position.	Expanding hours will depend on resources.
<i>Mission-focused Admin.</i>			
*Updated property tax options. *Updated handbooks	*Tim and James starting to look at staff handbook. *Louise developing Admin handbook.	*Keep bringing needed policies forward.	

### 2024 OBJECTIVE #3: Resource for Growth

2024 KEY RESULTS	YTD PROGRESS	Next Steps	COMMENTS
<i>Treat Donors as Partners</i>			
*30 new one-time gifts *10 new rec. givers	*1 new one-time giver *1 new recurring giver	*Put together mid-year STAND campaign.	*Difficult to develop this without Marketing/Comm person.
<i>Cultivate Foundation Relationships</i>			
2 grant applications		*Apply to Floyd and Delores Endowment Fund.	*Should look into hiring a grant writer.
<i>Capital Campaign</i>			
*\$255,000 donors *\$239,000 Murdock	*\$250k received. 5k pledged. *\$239k loan secured.	*Keep raising money!	
<i>Build Program Inc.</i>			
*\$2000			Program possibilities still need to be identified.
<i>Cultivate Corp. Rel.</i>			
*\$4500	*Conversation started with Sean Sutton of Microsoft.	*Begin planning volunteer opps.	
<i>Other</i>			
TBD			

# Resource Dashboard

REVENUE/EXPENSE	2024 Obj.	2024 YTD (APR)	2023 YTD	2023 Total
One-time Gifts \$10 - \$1000	100 gifts \$13,000	10 \$1960	12 \$2330	76 gifts \$11,400
One-time Gifts \$1000+	35 gifts \$160,000	3 \$4000	3 \$3500	29 gifts \$154,000
Recurring Givers \$100 - \$1000/yr	30 givers \$13,200	25 \$4130	25 \$4088	24 givers \$12,100
Recurring Givers \$1000+/year	15 givers \$125,000	12 \$41,100	12 \$26,590	12 givers \$122,000
<b>New Givers</b>	<b>40</b>	<b>2</b>	<b>8</b>	<b>72</b>
<b>Total Givers</b>	<b>180</b>	<b>52</b>	<b>52</b>	<b>119</b>
<b>Capital Campaign</b>				
	2 255,000	1 \$250,000	1 \$5800	4 \$19,500
<b>Foundations/Grants</b>				
	2 243,300	1 \$4300	0 \$0	0 \$0
<b>Corporate Partners</b>				
	2 \$2500	1 \$110	1 \$100	1 \$450
<b>Corporate paid vol. hrs.</b>				
	100 hrs \$2500	0 \$0	0 \$0	84 hrs \$2080
<b>Program Revenue</b>				
	\$2000	\$0	\$3500	\$5650
<b>Product Revenue</b>				
	\$50	\$30	\$10	\$25
<b>Other Revenue</b>				
	\$1,000	\$390	\$300	\$1700
<b>TOTAL GIVING/REVENUE</b>				
	\$817,550	\$320,840	\$68,020	\$328,905
<b>Operations Expenses</b>				
	\$307,470	\$82,150	\$88,740	\$289,600
<b>Project Expenses</b>				
	\$540,000	\$3,640	\$109,770	\$158,600
<b>TOTAL EXPENSES</b>				
	\$847,470	\$85,790	\$198,510	\$448,200
<b>Net Income</b>				
	-\$29,920	\$235,070	-\$130,492	-\$119,295

# Other Dashboard Data

	2024 Obj.	YTD (Apr.)	2023 Total
Donor Perfect Contacts	700	580	575
Facebook Followers	800	719	691
Instagram Followers	800	690	658
Twitter Followers	TBD	138	124
LinkedIn	150	123	99
Youtube	150	104	90
Website Visitors/month	300/month	232/month	205/month avg.
Podcast Episode Downloads	1750 dloads/mth	874/month	/episode
The Ecological Disciple Subscribers	500	367	325

# Circlewood

## Budget vs. Actuals: 2024 Circlewood Final Operating Budget - FY24 P&L

January - April, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
ACTIVITY REVENUE				
CAMANO ACTIVITY REVENUE				
Camano Events Income		333.32	-333.32	
<b>Total CAMANO ACTIVITY REVENUE</b>		<b>333.32</b>	<b>-333.32</b>	
EDUCATION ACTIVITY INCOME				
Church Partnerships		3,333.32	-3,333.32	
Other Education Income		1,333.32	-1,333.32	
<b>Total EDUCATION ACTIVITY INCOME</b>		<b>4,666.64</b>	<b>-4,666.64</b>	
MEDIA ACTIVITY REVENUE				
Other Media Income		16.68	-16.68	
Podcast Income		1,433.32	-1,433.32	
Publication Income	28.72	25.00	3.72	114.88 %
<b>Total MEDIA ACTIVITY REVENUE</b>	<b>28.72</b>	<b>1,475.00</b>	<b>-1,446.28</b>	<b>1.95 %</b>
<b>Total ACTIVITY REVENUE</b>	<b>28.72</b>	<b>6,474.96</b>	<b>-6,446.24</b>	<b>0.44 %</b>
Interest Income	412.16	233.32	178.84	176.65 %
Other Income		0.00	0.00	
Sales of Product Income	6.38		6.38	
SUPPORT				
Donor Gifts				
Camano Island Coffee Roasters Income	116.86	150.00	-33.14	77.91 %
Cash	65,998.75	90,000.00	-24,001.25	73.33 %
Forest Stewardship		500.00	-500.00	
<b>Total Donor Gifts</b>	<b>66,115.61</b>	<b>90,650.00</b>	<b>-24,534.39</b>	<b>72.94 %</b>
Grants	4,300.00		4,300.00	
<b>Total SUPPORT</b>	<b>70,415.61</b>	<b>90,650.00</b>	<b>-20,234.39</b>	<b>77.68 %</b>
<b>Total Income</b>	<b>\$70,862.87</b>	<b>\$97,358.28</b>	<b>\$ -26,495.41</b>	<b>72.79 %</b>
GROSS PROFIT	<b>\$70,862.87</b>	<b>\$97,358.28</b>	<b>\$ -26,495.41</b>	<b>72.79 %</b>
Expenses				
ADMINISTRATIVE				
Bank Charges & Fees		33.32	-33.32	
Legal & Professional Services		500.00	-500.00	
Liability Insurance	3,723.00	5,000.00	-1,277.00	74.46 %
Licenses & Fees		100.00	-100.00	
Office Supplies	42.97	200.00	-157.03	21.49 %
Password Management	52.90	25.00	27.90	211.60 %
Payroll Processing Cost	291.58	366.68	-75.10	79.52 %
Postage	124.17	250.00	-125.83	49.67 %
Software Subscriptions	908.49	500.00	408.49	181.70 %
State Registrations		200.00	-200.00	
Telecommunications	101.75	83.32	18.43	122.12 %
<b>Total ADMINISTRATIVE</b>	<b>5,244.86</b>	<b>7,258.32</b>	<b>-2,013.46</b>	<b>72.26 %</b>

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>BOARD EXPENSES</b>				
Meetings	425.57	1,833.32	-1,407.75	23.21 %
Reimbursement		83.32	-83.32	
<b>Total BOARD EXPENSES</b>	<b>425.57</b>	<b>1,916.64</b>	<b>-1,491.07</b>	<b>22.20 %</b>
<b>CAMANO LAND AND DEVELOPMENT</b>				
Maintenance	163.20	666.68	-503.48	24.48 %
Property Taxes	5,899.00	3,933.32	1,965.68	149.98 %
<b>Total CAMANO LAND AND DEVELOPMENT</b>	<b>6,062.20</b>	<b>4,600.00</b>	<b>1,462.20</b>	<b>131.79 %</b>
<b>COMMUNICATION</b>				
Equipment/Hardward		833.32	-833.32	
Marketing Materials		166.68	-166.68	
Marketing Software	78.32	333.32	-255.00	23.50 %
Website	514.61	116.68	397.93	441.04 %
<b>Total COMMUNICATION</b>	<b>592.93</b>	<b>1,450.00</b>	<b>-857.07</b>	<b>40.89 %</b>
<b>FUNDRAISING</b>				
Cost of Fundraising	90.07		90.07	
Donor Perfect	636.19	2,833.32	-2,197.13	22.45 %
Merchant Fees	516.01	500.00	16.01	103.20 %
<b>Total FUNDRAISING</b>	<b>1,512.48</b>	<b>3,833.32</b>	<b>-2,320.84</b>	<b>39.46 %</b>
<b>PROGRAM EXPENSES</b>				
<b>CAMANO PROGRAMS</b>				
Camano Program Expense		500.00	-500.00	
Forest Stewardship		1,333.32	-1,333.32	
<b>Total CAMANO PROGRAMS</b>		<b>1,833.32</b>	<b>-1,833.32</b>	
<b>EDUCATION PROGRAMS</b>				
Education Expenses	874.17	1,333.32	-459.15	65.56 %
<b>Total EDUCATION PROGRAMS</b>	<b>874.17</b>	<b>1,333.32</b>	<b>-459.15</b>	<b>65.56 %</b>
<b>MEDIA PROGRAM EXPENSES</b>				
Blog Expenses	37.42	650.00	-612.58	5.76 %
Podcast Expenses	650.85	2,100.00	-1,449.15	30.99 %
<b>Total MEDIA PROGRAM EXPENSES</b>	<b>688.27</b>	<b>2,750.00</b>	<b>-2,061.73</b>	<b>25.03 %</b>
<b>Total PROGRAM EXPENSES</b>	<b>1,562.44</b>	<b>5,916.64</b>	<b>-4,354.20</b>	<b>26.41 %</b>
<b>STAFF EXPENSES</b>				
<b>ADMINISTRATIVE ASSISTANT EXPENSES</b>				
Administrative Assistant Employer Taxes	807.90	812.00	-4.10	99.50 %
Administrative Assistant Mileage Reimbursement		83.32	-83.32	
Administrative Assistant Wages	9,634.24	9,632.68	1.56	100.02 %
Administrative Assistant Work Expenses	29.96	83.32	-53.36	35.96 %
<b>Total ADMINISTRATIVE ASSISTANT EXPENSES</b>	<b>10,472.10</b>	<b>10,611.32</b>	<b>-139.22</b>	<b>98.69 %</b>
<b>ASSOCIATE DIRECTOR EXPENSES</b>				
Associate Director Employer Taxes	1,263.39	1,165.32	98.07	108.42 %
Associate Director Mileage Reimbursement	180.90	166.68	14.22	108.53 %

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Associate Director Salary	14,819.16	14,819.32	-0.16	100.00 %
Associate Director Work Expenses		83.32	-83.32	
<b>Total ASSOCIATE DIRECTOR EXPENSES</b>	<b>16,263.45</b>	<b>16,234.64</b>	<b>28.81</b>	<b>100.18 %</b>
EXECUTIVE DIRECTOR EXPENSES				
Executive Director Employer Taxes	2,877.28	2,855.32	21.96	100.77 %
Executive Director Mileage Reimbursement	367.87	666.68	-298.81	55.18 %
Executive Director Salary	35,196.32	35,196.00	0.32	100.00 %
Executive Director WA FML reimbursement	38.84	58.32	-19.48	66.60 %
Executive Director Work Expenses	75.76	333.32	-257.56	22.73 %
<b>Total EXECUTIVE DIRECTOR EXPENSES</b>	<b>38,556.07</b>	<b>39,109.64</b>	<b>-553.57</b>	<b>98.58 %</b>
ONLINE JOURNAL COLUMN EDITOR		1,666.68	-1,666.68	
SOCIAL MEDIA COORDINATOR EXPENSES				
Social Media Coordinator Employer Taxes	104.89	826.32	-721.43	12.69 %
Social Media Coordinator Mileage Reimbursement		83.32	-83.32	
Social Media Coordinator Wages	1,233.77	7,706.00	-6,472.23	16.01 %
Social Media Coordinator Work Expenses		83.32	-83.32	
<b>Total SOCIAL MEDIA COORDINATOR EXPENSES</b>	<b>1,338.66</b>	<b>8,698.96</b>	<b>-7,360.30</b>	<b>15.39 %</b>
STAFF CONFERENCES		166.68	-166.68	
STAFF MEETINGS	117.61	166.68	-49.07	70.56 %
<b>Total STAFF EXPENSES</b>	<b>66,747.89</b>	<b>76,654.60</b>	<b>-9,906.71</b>	<b>87.08 %</b>
<b>Total Expenses</b>	<b>\$82,148.37</b>	<b>\$101,629.52</b>	<b>\$ -19,481.15</b>	<b>80.83 %</b>
NET OPERATING INCOME	<b>\$ -11,285.50</b>	<b>\$ -4,271.24</b>	<b>\$ -7,014.26</b>	<b>264.22 %</b>
Other Expenses				
OTHER EXPENSE		110.00	-110.00	
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$110.00</b>	<b>\$ -110.00</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$ -110.00</b>	<b>\$110.00</b>	<b>0.00 %</b>
<b>NET INCOME</b>	<b>\$ -11,285.50</b>	<b>\$ -4,381.24</b>	<b>\$ -6,904.26</b>	<b>257.59 %</b>

# Circlewood

## Budget vs. Actuals: 2024 Circlewood Project Budget Final - FY24 P&L

January - April, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>PROJECT FUNDS</b>				
Existing Funds		16,666.68	-16,666.68	
New Funds		85,000.00	-85,000.00	
<b>Total PROJECT FUNDS</b>		<b>101,666.68</b>	<b>-101,666.68</b>	
<b>SUPPORT</b>				
Donor Gifts				
Designated Project Gift	250,000.00		250,000.00	
<b>Total Donor Gifts</b>	<b>250,000.00</b>		<b>250,000.00</b>	
<b>Total SUPPORT</b>	<b>250,000.00</b>		<b>250,000.00</b>	
<b>Total Income</b>	<b>\$250,000.00</b>	<b>\$101,666.68</b>	<b>\$148,333.32</b>	<b>245.90 %</b>
<b>GROSS PROFIT</b>	<b>\$250,000.00</b>	<b>\$101,666.68</b>	<b>\$148,333.32</b>	<b>245.90 %</b>
<b>Expenses</b>				
<b>CIRCLEWOOD VILLAGE EXPENSES</b>				
Circlewood Construction				
Contingency		10,000.00	-10,000.00	
Contractor		77,333.32	-77,333.32	
Landscape		1,666.68	-1,666.68	
Subcontractor/Owner		32,500.00	-32,500.00	
Tiny House		0.00	0.00	
WA Sales Tax		2,333.32	-2,333.32	
<b>Total Circlewood Construction</b>		<b>123,833.32</b>	<b>-123,833.32</b>	
Circlewood Village Design Expenses				
Architect		1,333.32	-1,333.32	
Insurance		1,666.68	-1,666.68	
Legal		500.00	-500.00	
Mechanical Engineering		1,000.00	-1,000.00	
Permits	897.15	333.32	563.83	269.16 %
Project Management		2,000.00	-2,000.00	
Structural Engineering	2,743.75		2,743.75	
<b>Total Circlewood Village Design Expenses</b>	<b>3,640.90</b>	<b>6,833.32</b>	<b>-3,192.42</b>	<b>53.28 %</b>
Operations				
Prototype Housing		50,000.00	-50,000.00	
Staffing		2,000.00	-2,000.00	
<b>Total Operations</b>		<b>52,000.00</b>	<b>-52,000.00</b>	
<b>Total CIRCLEWOOD VILLAGE EXPENSES</b>	<b>3,640.90</b>	<b>182,666.64</b>	<b>-179,025.74</b>	<b>1.99 %</b>
<b>Total Expenses</b>	<b>\$3,640.90</b>	<b>\$182,666.64</b>	<b>\$ -179,025.74</b>	<b>1.99 %</b>
<b>NET OPERATING INCOME</b>	<b>\$246,359.10</b>	<b>\$ -80,999.96</b>	<b>\$327,359.06</b>	<b>-304.15 %</b>
<b>NET INCOME</b>	<b>\$246,359.10</b>	<b>\$ -80,999.96</b>	<b>\$327,359.06</b>	<b>-304.15 %</b>



# Circlewood

## Balance Sheet

As of May 6, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BECU checking	5,452.80
BECU checking Forest	8,135.79
BECU Savings	348,533.62
Covenant Trust	7.46
Holmgren Property Gift	0.00
Holmgren Property Loan	0.00
<b>Total Covenant Trust</b>	<b>7.46</b>
In Kind Clearing	0.00
Paypal	0.00
Petty Cash & Cash Equivalent	0.00
Reimbursement Clearing	0.00
SaveSave Fees	0.00
<b>Total Bank Accounts</b>	<b>\$362,129.67</b>
Other Current Assets	
Uncategorized Asset	-37.46
<b>Total Other Current Assets</b>	<b>\$ -37.46</b>
<b>Total Current Assets</b>	<b>\$362,092.21</b>
Fixed Assets	
Camano Island Land	
Land Value	863,000.00
<b>Total Camano Island Land</b>	<b>863,000.00</b>
<b>Total Fixed Assets</b>	<b>\$863,000.00</b>
Other Assets	
CONSTRUCTION IN PROGRESS	420,433.27
Building Structure - Retreat Center	114,147.80
<b>Total CONSTRUCTION IN PROGRESS</b>	<b>534,581.07</b>
<b>Total Other Assets</b>	<b>\$534,581.07</b>
<b>TOTAL ASSETS</b>	<b>\$1,759,673.28</b>

# Circlewood

## Balance Sheet

As of May 6, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Credit Cards	
BECU	1,415.20
<b>Total Credit Cards</b>	<b>1,415.20</b>
<b>Total Credit Cards</b>	<b>\$1,415.20</b>
Other Current Liabilities	
Holmgren Loan	0.00
Refundable Advance	0.00
Sales Tax	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$1,415.20</b>
<b>Total Liabilities</b>	<b>\$1,415.20</b>
Equity	
Donor Restricted - Camano	145,913.80
Opening Balance Equity	0.00
Retained Earnings	1,377,330.06
Net Income	235,014.22
<b>Total Equity</b>	<b>\$1,758,258.08</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,759,673.28</b>

## Vision Discussion

### PROGRAM POSSIBILITIES

#### Media

The **Earthkeepers podcast** continues to do well. We just passed 100 episodes. Forrest is consistently thinking about how to improve episodes and reach new people. Helping launch an additional 6-episode podcast (*Youth in Climate Action*) was a fruitful exploration of expanding our podcast work. We learned that we can do it, and that it takes the right people/vision to do it well and keep it going.

*Key Question: How can EK be more engaging and relevant to podcast listeners?*

**The Ecological Disciple** has seen an increase in the rate of subscribers – currently at 370. We continue to publish three thematic columns – James’ “The Way Forward,” Louise’s “The Art of Creation,” and guest writers’ “Practical Earthkeeping.”

*Key Questions:*

*For those who read the journal, what’s most interesting and/or helpful?*

*How can we continue to grow and develop the journal?*

#### Education

We are completing our second Ecological Leaders cohort, co taught by James and Forrest.

*Key Question: What educational programs to offer in the next 6-12 months.*

We are exploring youth programming with Chris Overland, who is volunteering up to 10 hours/week in this capacity. Chris lives on Camano. He is an adjunct professor at Northwest University in Kirkland, where he teaches Environmental Science. Chris and James have been reaching out to local school districts to identify needs and opportunities for outdoor education, as well as developing a week-long program for youth groups tentatively titled “EDIFY: Ecological Discipleship Immersion For Youth.” We already have a group of churches from McMinnville, OR looking to do this in the summer of 2025.

*Key Proposal:* That the Board officially endorse this program exploration and approve Chris as a volunteer staff member.

## **Circlewood Village**

We hope to begin site work, landscaping, and finishing the existing building in June. We estimate that it will take 12-16 weeks – project would be completed by end of September.

*Key Questions:*

What programming, and other strategic uses, does this open up for us?

How we will provide security for the finished building?

## **PARTNER POSSIBILITIES**

### Pacific Rim Institute

Forrest was recently hired as the Interim Executive Director for the Pacific Rim Institute on Whidbey Island. Part of his work involves determining possibilities for partnership with Circlewood.

*Key Question: What steps should we take to explore this with Forrest?*

## **STAFFING POSSIBILITIES**

### Marketing and Communications

We have been without a Marketing and Communications person since January. James and Louise are doing the bulk of the work. Jessalyn continues to oversee our social media. We are ready to put together an updated job description and look to hire.

### Youth position

Chris Overland is currently a volunteer. There is a good possibility that this position might need to be paid in the near future. We need to determine how we would make this happen.

### Admin and *The Ecological Disciple*

Louise and James have been working on shifting her position to focus solely on *The Ecological Disciple*. This will entail hiring someone to oversee Circlewood's administration. Tentative timeline is this fall.

*Key Questions:*

*Is there wisdom in carving out the financial aspect of the Administrative work?*

*Is there wisdom in combining the Marketing/Comms and Administrative roles (assuming we found someone with capacities for both?).*

## FUNDING POSSIBILITIES

### Donor Growth

Our donor retention remains strong. We are somewhat vulnerable in our dependence on the giving of Mike and Kathy Holmgren. We need to expand our donor base to reduce this vulnerability. Progress would move faster in this area with a Communications staff member and a more coordinated donor development strategy. In the not-to-distant future we may benefit from a Development staff person.

### Capital Campaign

Capital needs will remain as long as we are developing Circlewood Village. Expanding the campaign team, as well as identifying the next campaign theme, will be helpful as we continue to invite new people into supporting the village.

### Grants

Awareness of foundations and potential grants continues to grow. It would help to have a grant researcher/writer helping us expedite the grant process.

*Key Question: What does the Board need in order to continue growing in its support of Circlewood's funding needs?*