



Circlewood Board Meeting – February 20, 2024
4:00 – 6:00 pm

4:00 – Personal Check-in

Opening Prayer/Thought – *Tim*

When Life Becomes A Contest (Deeper Dreams) - By David Bjorlin
To the tune of O Sacred Head Now Wounded

When life becomes a contest for new and better things
When markets speak as prophets and cynics rule as kings
When children are exploited to fund our lavish schemes
God, give us broader visions and nurture deeper dreams

When earth becomes a product to buy, abuse, and sell
When woods are turned to wasteland where creatures cannot dwell
When we inflame your climate to dangerous extremes
God, give us bold solutions and nurture deeper dreams

When church becomes a business that only seeks to grow
When Christ is voted chairman our sacred CEO
When faith is one more racket and wealth alone redeems
God, give us greater wisdom and nurture deeper dreams

Till captives caged by money are fully freed to give
Till all of us live simply so all can simply live
Till peace cascades like waters and justice finally streams
God, give us hopeful visions and nurture deeper dreams

Overview of the meeting – *Tim and James*

4:30 - Administrative items

Action: Approve minutes for December meeting – *Tim*

Pages 3-5

Information: Financial Summary – *James, Louise*

Page 6

Detailed info: Profit/Loss, Balance Sheet, Dashboard

Pages 14-21

Action: Approve 2024 Finalized Budgets

Pages 8-9

Full budget details

Pages 22-29

4:45 – Committee Reports

Capital Campaign - *James*

Board Development – *Tim*

Kathy Holmgren Resignation Letter

Page 10

5:00 – OSKR summary- *James*

Page 7

Detailed OSKR report

Pages 11-13

5:15 – Executive Session

5:55 – Prayer and Adjourn – *Tim*

Circlewood Board Meeting Minutes
December 6, 2023
Regular Session via Zoom

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

Glenn opened the meeting with prayer. Those present gave personal check-ins and James gave an overview of the meeting agenda.

The three sets of regular and executive session minutes from October 9 and October 10 were presented for approval. Tom moved that they be approved as written. Beth seconded the motion. The motion passed.

James shared a financial summary. We project to finish year with an operational surplus of \$13,000. We expect to have \$99,455 cash on hand at the beginning of 2024 (\$77,265 for operations, \$6,070 for forest, and \$7,500 in project funds).

James gave an OSKR update.

#1. Expand and Develop Programs.

Media: Earthkeepers podcast works to have a global focus through guests and perspectives. The theme for 2024 will be greening vocations. The Ecological Disciple's Practical Earthkeeping column is focusing on first-person narratives.

Education: The upcoming Ecological Leadership cohort is open to people from different areas and careers. There is room for 15; we would love to have 12. James and Forrest will co-lead. We did not receive the Lilly grant we applied for—we may try to learn why. James is having more speaking engagements and needs a "Circlewood table."

Circlewood Village: We are waiting on permitting and are hung up between the county and the state on our water system approval.

#2. Strengthen Circlewood's Core.

Board: We have added Dave Sim, which is great; we need to keep our momentum, adding board members and committees.

Staff: The staff will spend next two weeks planning and setting goals.

#3. Resource for Growth. We are implementing a more robust end-of-year giving campaign this year. Tom and Glenn spoke at Julfest at First Covenant Seattle and the offering was to benefit Circlewood. Tom volunteered to send thank-you cards to those who gave at Julfest.

The regular session of the board meeting was adjourned.

Submitted by
Louise Conner
Secretary

Circlewood Board Meeting Minutes
December 6, 2023
Executive Session via Zoom

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

James reviewed the current board terms as well as the proposals under consideration in this meeting: Dave Sim's initial term, convening the nomination committee to extend invitations to Beth and Kathy to second terms, and inviting Glenn and Tim to new one-year terms.

A Nominating Committee Meeting was convened. Dave Sim left the meeting.

Tim proposed that Dave Sim be invited to a board term beginning on January 1, 2024 and running through December 31, 2026. Beth seconded the motion. The motion passed.

Dave Sim returned to the meeting. Beth and Kathy left the meeting.

Tim informed the board that he had spoken to Beth about a second term. Beth is willing to serve a second term, but anticipates possible continuing conflicts with her job. If the board would prefer, she could serve as an advisor rather than a board member. Tim left a message for Kathy asking her to consider serving as a board member for a second term, but did not hear back from her before this meeting.

Tim moved that we extend invitations to Beth and Kathy for a second term on the Circlewood board. Tom seconded the motion. The motion passed. A discussion was held on whether this was a first or second term for Kathy since she has been completing Mike Holmgren's term. It was determined that this would be a first term for Kathy.

Beth and Kathy returned to the meeting.

Kathy was invited to serve a first term on the Circlewood board; Beth was invited to serve a second term on the Circlewood Board. Kathy will give her answer by the end of December; Beth accepted the invitation.

Glenn and Tim left the meeting. Glenn left the assigning of a new chair for this discussion to the remaining members of the nominating committee.

The rationale for inviting Glenn and Tim to one-year terms beyond the two terms they have already served was discussed; in particular, the continuity and momentum that we would lose if they stepped off right now at the same time. The Board Guidelines stating that board members step off for a year after serving two terms was also discussed.

Louise nominated Beth as the new chair for this discussion. Beth accepted.

Discussion was held on the best language for this proposal.

Louise moved that the Board suspend the current policy requiring board members to step off the Board for a year after serving two consecutive terms and appoint Tim and Glenn each to a single additional term of one year. After that year of service, the requirement to rotate off the Board would go back into effect.

Beth seconded the motion. It was requested that the motion be read aloud. Louise read aloud the motion and the motion carried. Glenn and Tim returned to the meeting. Beth reported the results to Tim and Glenn and both accepted their one-year appointments. The Nominating Committee meeting ended.

A proposed 2024 Board Calendar was presented. It includes Board meetings as well as committee meetings that would happen between board meetings. The specific dates are still to be determined. Beth moved to approve the Board Calendar as proposed. Kathy seconded the motion. The motion passed.

James introduced the proposed preliminary budget. A finalized budget will be presented for approval at the February board meeting. A detailed budget is provided within the meeting packet. To fund the budget, new funds totaling \$25,394 will be needed.

Louise left the meeting.

Louise returned to the meeting.

Tim moved that the proposed preliminary operating budget be approved. Tom seconded the motion. The motion passed.

The proposed preliminary project budget was presented. It has more details than is usual this year.

We expect to begin 2024 with \$7500 in designated project funds. Someone is willing to loan the \$239,000 that would later be paid back by the Murdock Grant when the building project is completed. \$10,000 has been pledged by Bethany Community Church. We have been lumping the first building and grounds with the prototype cottage as one project, but are now breaking them apart into Priority #1 and Priority #2. To complete the first-priority project, we need \$135,500 and then we can move ahead with the project once the permitting is complete. The second priority will require an additional \$150,000 to complete.

Tom moved that we adopt the 2024 Preliminary Project Budget as Proposed. Beth seconded the motion. The motion passed.

Beth moved that the meeting be adjourned. Kathy seconded the motion. The motion passed. Tim prayed and the executive session of the board meeting was adjourned.

Submitted by
Louise Conner
Secretary

Financial Summary Through January 2024

2024 Summary

Operational Budget: We are off to a good start in 2024.

Project Budget: Thanks to a recent \$250,000 pledge, we have enough money for the first project.

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)
TOTAL	799,220	

Profit/Loss as of Jan. 31:

Income	28,015	(Includes \$4300 podcast grant, and late end of year giving)
Operating Expenses	19,210	
<u>Camano Project Exp.</u>	<u>150</u>	
Total Profit/Loss	8,655	

Cash on Hand as of Jan. 31:

Regular Checking	15,935	
Forest Checking	8,135	(Propose to allocate up to \$5,000 for project landscaping)
<u>Savings</u>	<u>111,310</u>	(Propose to designate \$45,000 of this for project)
Total	135,380	

Projected Operating Inc. Too early in year for projections.

Projected Operating Exp.

Total

Projected Designated Funds

Projected Designated Exp.

Total

Projected profit/loss for 2024

Projected Cashflow at end of 2024

Cash on hand at start of 2025

OSKR's – 2024 Update – January

Objective #1 : Expand and Develop Programs

MEDIA UPDATE

- We are getting ready to help launch a new podcast. The *Youth In Climate Action* podcast will focus on helping young, Christian adults understand and take action on climate change and other environmental concerns.
- We have started planning the publication of a collection of James' writing – "Seven Shifts We Need to Make."
- Social Media continues to connect people to Circlewood.

EDUCATION UPDATE

- Our latest Ecological Leadership cohort begins next week.
- We are exploring outdoor education opportunities in the Stanwood/Camano school district.
- James visited the Stillaguamish Community Center with Teddy's 4th grade class.

CIRCLEWOOD VILLAGE

- We have secured funding for the initial project!
- Permits continue to move slowly.

Objective #2 : Strengthen Circlewood's Core

BOARD

- Board Development Team had a great first meeting.

STAFF

- Jessalyn continues to run our social media. We need to hire a new Communications and Marketing Director.

Objective #3: Resource for Growth

DONOR SUPPORT/CAPITAL CAMPAIGN

- \$75,000 raised in year-end campaign.
- \$250,000 pledged to capital campaign.

Board Proposal – 2024 Finalized 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	2024 Prelim. Budget	2024 Final Budget	2024 Notes
Donor Support	205,350	271,950	271,950	Assumes no change in giving.
New Funds	80,482	25,394	13,144	New funds needed to fully fund budget.
Activity Revenue	7600	5,125	19,425	FB includes 10k from BCC and \$4300 podcast grant
Other Income	150	700	700	Mostly interest
TOTAL INCOME	293,582	303,169	305,219	3.8% increase from 2023 budget
Program	19,100	14,100	17,750	FB includes highed ed. expenses
Camano Land	17,000	15,000	13,800	FB includes updated prop. Taxes.
Administrative	20,126	21,775	21,775	
Staff	217,576	231,464	229,964	Includes 3.2% Cost of Living increase
Board	5450	5,750	5,750	
Comm./Marketing	4500	4,750	4,350	
Fundraising	9500	10,000	11,500	
Other	330	330	330	
TOTAL EXPENSE	293,582	303,169	305,219	\$2,000 increase from prelim. budget

Proposal: That the board approve the \$305,219 finalized 2024 operating budget.

NOTES

Significant changes from the preliminary budget include:

- \$10,000 in new income from Bethany Community Church. This has not been designated yet – we hope it might be used to increase Forrest’s hours at some point this year.

- Slight increase in fundraising expenses reflects needs of growing supporter community.

PROJECT BUDGET SUMMARY

Category	2024 Budget	Notes
Existing Funds	50,000	45k from 2023 surplus. 5k from forest stewardship fund.
Murdock Grant	239,000	Loan may not be necessary.
Pledged Funds	255,000	Includes \$250k pledge
TOTAL FUNDS	544,000	
Access. Building + Grounds	384,000	Includes construction, site work, landscaping, design work, project mngmt.
Prototype Cabin	150,000	Not sure if this will be done in 2024 yet.
Onsite staffing	6,000	Not sure exact need yet.
Reserve funds	4,000	Would use to help start next phase.
TOTAL EXPENSES	544,000	

Proposal: That the board approve the \$544,000 finalized 2024 project budget.

NOTES

- With new pledge, we are able to fund the project.
- We are still working on permitting.
- 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.

February, 2024

Dear Circlewood Board,

I will always be thankful for my time on the Circlewood Board of Directors. I learned a great deal and became even more dedicated to its mission and vision. I see caring for God's creation as a path forward, especially for future generations to re-connect with the church. I sense the gravity of global warming and what this means for my grandchildren (especially) and the world we are leaving them.

I could go on and on - this is to say I am still on board with Circlewood and will continue to support it. However, I am conflicted as to my ability to be a good board member - critical and objective – due to my close family relationship to the Amadon family. This is why I chose not to continue with a second term.

I will miss our times together as I have enjoyed very much getting to know each and every one of you. I love being with "like-minded people". Mike and I still want to be a part of Circlewood whenever we are needed.

Blessings on all of you,

Kathy

2024 Objectives, Strategies, and Key Results Update

2024 OBJECTIVE #1: Expand and Develop Programs			
2023 KEY RESULTS	PROGRESS YTD	Next Steps	COMMENTS
<i>Expand Creative Media</i>			
Earthkeepers *1,750 downloads per month;25% non U.S *Launch new podcast	*January – 946 downloads *Grant received for new podcast	*Release 100 th episode in March *Launch new podcast in March / April	
The Eco Disciple *500 subscribers. *75 Stand members *1 published book	*336 subscribers *47 Stand members	*Prpare “7 Shifts We Need to Make” for publishing.	
Social Media *800 FB followers *800 IG followers *150 LI followers *125 YT followers	*700 FB followers *655 IG followers *109 LinkedIn followers *100 YouTube followers *131 Twitter followers	Hire new Communications and Marketing Director	We are not focusing on Twitter at the moment.

2023 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.	*Online course in test mode. *Leadership cohort starts late Feb. *Chris Overland volunteering to develop children and youth opps.	*Attend WA stat outdoor ed training. *Run leadership cohort.	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 for first project	*Secure building permit. *Schedule construction for building. *Figure out housing unit timing.	*Lots of moving parts regarding the timing of construction.

2024 OBJECTIVE #2: Strengthen Circlewood's Core

2023 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 Development 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	*James exploring coaching with Erik Samuelson.	*Hire new Comms and Marketing person	Expanding hours will depend on resources.
<i>Mission-focused Admin.</i>			
*Updated property tax options. *Updated handbooks	*New policies for board approval.	*Keep bringing needed policies forward.	

2024 OBJECTIVE #3: Resource for Growth

2023 KEY RESULTS	YTD PROGRESS	Next Steps	COMMENTS
<i>Treat Donors as Partners</i>			
*30 new one-time gifts *10 new rec. givers		*Put together mid-year STAND campaign.	
<i>Cultivate Foundation Relationships</i>			
2 grant applications		*Identify public school grant opps. *Identify 1 new grant idea.	
<i>Capital Campaign</i>			
*\$255,000 donors *\$239,000 Murdock	*\$255,000 pledged	*Assess loan options/needs regarding Murdock money.	*Capital campaign team has not set goals for additional money yet.
<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 (JAN)	2023 YTD	2023 Total
One-time Gifts \$10 - \$1000	100 gifts \$13,000	3 \$900	2 \$450	76 gifts \$11,400
One-time Gifts \$1000+	35 gifts \$160,000	1 \$1000	1 \$1000	29 gifts \$154,000
Recurring Givers \$100 - \$1000/yr	30 givers \$13,200	24 \$980	25 \$1020	24 givers \$12,100
Recurring Givers \$1000+/year	15 givers \$125,000	12 \$11,800	10 \$6550	12 givers \$122,000
New Givers	40	0	3	72
Total Givers	180	40	40	119
Capital Campaign				
	2 255,000	0 \$0	1 \$5800	4 \$19,500
Foundations				
	2 243,300	1 \$4300	0 \$0	0 \$0
Corporate Partners				
	2 \$2500	0 \$0	1 \$100	1 \$450
Corporate paid vol. hrs.				
	100 hrs \$2500	0 \$0	0 \$0	84 hrs \$2080
Program Revenue				
	\$2000	\$0	\$0	\$5650
Product Revenue				
	\$50	\$20	\$10	\$25
Other Revenue				
	\$1,000	\$60	\$130	\$1700
TOTAL GIVING/REVENUE				
	\$817,550	\$19,060	\$15,060	\$328,905
Operations Expenses				
	\$307,470	\$19,210	\$19,940	\$289,600
Project Expenses				
	\$540,000	\$150	\$12,570	\$158,600
TOTAL EXPENSES				
	\$847,470	\$19,360	\$32,510	\$448,200
Net Income				
	-\$29,920	-\$150	-\$17,450	-\$119,295

Other Dashboard Data

	2024 Obj.	YTD (Jan)	2023 Total
Donor Perfect Contacts	700	566	575
Facebook Followers	800	700	691
Instagram Followers	800	655	658
Twitter Followers	TBD	131	124
LinkedIn	150	109	99
Youtube	150	100	90
Website Visitors/month	300/month	250/month	205/month avg.
Podcast Episode Downloads	1750 dloads/mth	960/month	/episode
The Ecological Disciple Subscribers	500	336	130

Circlewood

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

January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
ACTIVITY REVENUE				
CAMANO ACTIVITY REVENUE				
Camano Events Income		83.33	-83.33	
Total CAMANO ACTIVITY REVENUE		83.33	-83.33	
EDUCATION ACTIVITY INCOME				
Church Partnerships		0.00	0.00	
Other Education Income		333.33	-333.33	
Total EDUCATION ACTIVITY INCOME		333.33	-333.33	
MEDIA ACTIVITY REVENUE				
Other Media Income		4.17	-4.17	
Publication Income	17.53	6.25	11.28	280.48 %
Total MEDIA ACTIVITY REVENUE	17.53	10.42	7.11	168.23 %
Total ACTIVITY REVENUE	17.53	427.08	-409.55	4.10 %
Interest Income	60.74	58.33	2.41	104.13 %
Other Income		0.00	0.00	
SUPPORT				
Donor Gifts				
Camano Island Coffee Roasters Income		37.50	-37.50	
Cash	23,638.10	22,500.00	1,138.10	105.06 %
Forest Stewardship		125.00	-125.00	
Total Donor Gifts	23,638.10	22,662.50	975.60	104.30 %
Grants	4,300.00		4,300.00	
Total SUPPORT	27,938.10	22,662.50	5,275.60	123.28 %
Total Income	\$28,016.37	\$23,147.91	\$4,868.46	121.03 %
GROSS PROFIT	\$28,016.37	\$23,147.91	\$4,868.46	121.03 %
Expenses				
ADMINISTRATIVE				
Bank Charges & Fees		8.33	-8.33	
Legal & Professional Services		125.00	-125.00	
Liability Insurance	1,327.50	1,250.00	77.50	106.20 %
Licenses & Fees		25.00	-25.00	
Office Supplies	42.97	50.00	-7.03	85.94 %
Password Management	52.90	6.25	46.65	846.40 %
Payroll Processing Cost	69.63	91.67	-22.04	75.96 %
Postage	79.20	62.50	16.70	126.72 %
Software Subscriptions	22.03	125.00	-102.97	17.62 %
State Registrations		50.00	-50.00	
Telecommunications	23.68	20.83	2.85	113.68 %
Total ADMINISTRATIVE	1,617.91	1,814.58	-196.67	89.16 %
BOARD EXPENSES				
Meetings	35.24	458.33	-423.09	7.69 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Reimbursement		20.83	-20.83	
Total BOARD EXPENSES	35.24	479.16	-443.92	7.35 %
CAMANO LAND AND DEVELOPMENT				
Maintenance		166.67	-166.67	
Property Taxes		1,083.33	-1,083.33	
Total CAMANO LAND AND DEVELOPMENT		1,250.00	-1,250.00	
COMMUNICATION				
Equipment/Hardward		208.33	-208.33	
Marketing Materials		41.67	-41.67	
Marketing Software	19.58	83.33	-63.75	23.50 %
Website	147.81	62.50	85.31	236.50 %
Total COMMUNICATION	167.39	395.83	-228.44	42.29 %
FUNDRAISING				
Cost of Fundraising	83.67	583.33	-499.66	14.34 %
Donor Perfect	90.07	125.00	-34.93	72.06 %
Merchant Fees	284.81	125.00	159.81	227.85 %
Total FUNDRAISING	458.55	833.33	-374.78	55.03 %
PROGRAM EXPENSES				
CAMANO PROGRAMS				
Camano Program Expense		125.00	-125.00	
Forest Stewardship		333.33	-333.33	
Total CAMANO PROGRAMS		458.33	-458.33	
EDUCATION PROGRAMS				
Education Expenses		333.33	-333.33	
Total EDUCATION PROGRAMS		333.33	-333.33	
MEDIA PROGRAM EXPENSES				
Blog Expenses		216.67	-216.67	
Podcast Expenses	141.00	166.67	-25.67	84.60 %
Total MEDIA PROGRAM EXPENSES	141.00	383.34	-242.34	36.78 %
Total PROGRAM EXPENSES	141.00	1,175.00	-1,034.00	12.00 %
STAFF EXPENSES				
ADMINISTRATIVE ASSISTANT EXPENSES				
Administrative Assistant Employer Taxes	201.97	203.00	-1.03	99.49 %
Administrative Assistant Mileage Reimbursement		20.83	-20.83	
Administrative Assistant Wages	2,408.56	2,408.17	0.39	100.02 %
Administrative Assistant Work Expenses		20.83	-20.83	
Total ADMINISTRATIVE ASSISTANT EXPENSES	2,610.53	2,652.83	-42.30	98.41 %
ASSOCIATE DIRECTOR EXPENSES				
Associate Director Employer Taxes	315.85	291.33	24.52	108.42 %
Associate Director Mileage Reimbursement		41.67	-41.67	
Associate Director Salary	3,704.79	3,704.83	-0.04	100.00 %
Associate Director Work Expenses		20.83	-20.83	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total ASSOCIATE DIRECTOR EXPENSES	4,020.64	4,058.66	-38.02	99.06 %
EXECUTIVE DIRECTOR EXPENSES				
Executive Director Employer Taxes	719.32	713.83	5.49	100.77 %
Executive Director Mileage Reimbursement	367.87	166.67	201.20	220.72 %
Executive Director Salary	8,799.08	8,799.00	0.08	100.00 %
Executive Director WA FML reimbursement	9.71	14.58	-4.87	66.60 %
Executive Director Work Expenses	27.69	83.33	-55.64	33.23 %
Total EXECUTIVE DIRECTOR EXPENSES	9,923.67	9,777.41	146.26	101.50 %
ONLINE JOURNAL COLUMN EDITOR		541.67	-541.67	
SOCIAL MEDIA COORDINATOR EXPENSES				
Social Media Coordinator Employer Taxes	17.00	206.58	-189.58	8.23 %
Social Media Coordinator Mileage Reimbursement		20.83	-20.83	
Social Media Coordinator Wages	200.07	1,926.50	-1,726.43	10.39 %
Social Media Coordinator Work Expenses		20.83	-20.83	
Total SOCIAL MEDIA COORDINATOR EXPENSES	217.07	2,174.74	-1,957.67	9.98 %
STAFF CONFERENCES		41.67	-41.67	
STAFF MEETINGS	20.21	41.67	-21.46	48.50 %
Total STAFF EXPENSES	16,792.12	19,288.65	-2,496.53	87.06 %
Total Expenses	\$19,212.21	\$25,236.55	\$ -6,024.34	76.13 %
NET OPERATING INCOME	\$8,804.16	\$ -2,088.64	\$10,892.80	-421.53 %
Other Expenses				
OTHER EXPENSE		27.50	-27.50	
Total Other Expenses	\$0.00	\$27.50	\$ -27.50	0.00%
NET OTHER INCOME	\$0.00	\$ -27.50	\$27.50	0.00 %
NET INCOME	\$8,804.16	\$ -2,116.14	\$10,920.30	-416.05 %

Circlewood

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

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
PROJECT FUNDS				
Existing Funds		7,500.00	-7,500.00	
New Funds		145,500.00	-145,500.00	
Total PROJECT FUNDS		153,000.00	-153,000.00	
Total Income	\$0.00	\$153,000.00	\$ -153,000.00	0.00%
GROSS PROFIT	\$0.00	\$153,000.00	\$ -153,000.00	0.00 %
Expenses				
CIRCLEWOOD VILLAGE EXPENSES				
Circlewood Construction				
Contingency		30,000.00	-30,000.00	
Contractor		232,000.00	-232,000.00	
Landscape		5,000.00	-5,000.00	
Subcontractor/Owner		97,500.00	-97,500.00	
Tiny House		0.00	0.00	
WA Sales Tax		7,000.00	-7,000.00	
Total Circlewood Construction		371,500.00	-371,500.00	
Circlewood Village Design Expenses				
Architect		4,000.00	-4,000.00	
Insurance		5,000.00	-5,000.00	
Legal		1,500.00	-1,500.00	
Mechanical Engineering		3,000.00	-3,000.00	
Permits	148.63	1,000.00	-851.37	14.86 %
Project Management		6,000.00	-6,000.00	
Total Circlewood Village Design Expenses	148.63	20,500.00	-20,351.37	0.73 %
Total CIRCLEWOOD VILLAGE EXPENSES	148.63	392,000.00	-391,851.37	0.04 %
Total Expenses	\$148.63	\$392,000.00	\$ -391,851.37	0.04 %
NET OPERATING INCOME	\$ -148.63	\$ -239,000.00	\$238,851.37	0.06 %
NET INCOME	\$ -148.63	\$ -239,000.00	\$238,851.37	0.06 %

Circlewood
Balance Sheet
As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BECU checking	15,780.91
BECU checking Forest	8,133.79
BECU Savings	111,309.08
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	\$135,231.24
Other Current Assets	
Uncategorized Asset	-899.02
Total Other Current Assets	\$ -899.02
Total Current Assets	\$134,332.22
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	\$1,357,503.72

Circlewood
Balance Sheet
As of January 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Credit Cards	
BECU	13.90
Total Credit Cards	13.90
Total Credit Cards	\$13.90
Other Current Liabilities	
Holmgren Loan	0.00
Refundable Advance	0.00
Sales Tax	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$13.90
Total Liabilities	\$13.90
Equity	
Donor Restricted - Camano	145,913.80
Opening Balance Equity	0.00
Retained Earnings	1,202,920.49
Net Income	8,655.53
Total Equity	\$1,357,489.82
TOTAL LIABILITIES AND EQUITY	\$1,357,503.72

2024 Circlewood Finalized Operating Budget		
INCOME	2024 Budget	NOTES
DONOR SUPPORT		
Unrestricted Cash	270,000	
In-kind	0	
Benevity	1,500	A corporate donor program (Microsoft)
Camano Island Coffee Roasters	450	Assumes minimal growth
TOTAL DONOR SUPPORT	271,950	
NEW FUNDS	13,144	
ACTIVITY REVENUE		
CAMANO ACTIVITY REVENUE		
Forest Income	0	Forest product sales still aspirational.
Camano Events and Programs	1,000	Unsure yet what is possible in 2024
TOTAL CAMANO ACT. INCOME	1,000	
EDUCATION ACTIVITY REVENUE		
Presentation Income	0	Unsure of future opportunities.
Church Partnerships	10,000	Bethany Community Church
Other Education Income	4,000	Presentations/workshops/cohorts/etc.
TOTAL EDUCATION INCOME	14,000	
MEDIA ACTIVITY REVENUE		

23	Publication Income	75	This comes from previous publications of MSA.
24	Podcast Income	4,300	Grant money for new Youth in Climate Action podcast.
25	TED Income	0	
26	Other Media Income	50	
27	TOTAL MEDIA INCOME	4,425	
28	TOTAL ACTIVITY REVENUE	19,425	
29	OTHER INCOME	700	interest
30	TOTAL INCOME	305,219	
32		2024 Budget	NOTES
33	PROGRAM EXPENSES		
34	CAMANO PROGRAMS		
35	Camano Program Expense	1,500	2024 programs undefined
36	Forest Expense	0	
37	Forest Stewardship Program	4,000	
38	TOTAL CAMANO PROG EXP	5,500	
39	EDUCATION PROGRAMS		
40	Education Expenses	4,000	Online courses, webinars, new ideas.
41	TOTAL EDUC PROG EXP	4,000	
42	MEDIA PROGRAMS		
43	Podcast Expenses	6,300	Production and equipment, Youth in Action podcast
44	TED Expenses	1,950	\$2600 for full year paying guest writers - have not started this yet.
45	New Media Programs	0	Video costs moved to Marketing/Comm budget.
46	TOTAL MEDIA PROG EXP	8,250	
47	TOTAL PROGRAM EXP.	17,750	

49	CAMANO LAND & DEVELOPMENT		
50	Property Taxes		We will continue to look for ways to reduce tax burden.
		11,800	
51	Maintenance	2,000	
52	TOTAL CAMANO L&D EXP.	13,800	
53			
54		2024 Budget	NOTES
55	ADMINISTRATIVE		
56	Office Supplies	600	
57	Postage	750	
58	State Registrations	600	
59	Bank Charges and Fees	100	
60	Telecommunications	250	
61	Legal and Prof. Services	1,500	
62	Liability Insurance	15,000	Insurance may increase as we gain more liability coverage.
63	Last Pass	75	
64	Licences and Fees	300	
65	Software Subscriptions	1,500	Adobe, TechSoup, Office 365
66	Gusto Payroll Subscription	1,100	
67	TOTAL ADMIN. EXP.	21,775	
68			

69	STAFF EXPENSES	With 3.2 % COLA	
70	Exec. Director Salary	105,588	
71	Exec. Dir. Work Expenses	1,000	\$600 for leadership coaching
72	Exec. Dir. Mileage Reimburse	2,000	
73	ED Employer Taxes	8,566	
74	ED Reimburse ment WA FML	175	
75	TOTAL EXEC. DIR.	117,329	
76	Assoc. Director Salary	44,458	
77	Assoc Dir. Work Expenses	250	
78	Assoc Dir. Mileage Reimburse	500	
79	AD Employer Taxes	3,496	
80	TOTAL ASSOC. DIR.	48,704	
81	Admin. Assist./Managing Ed. Wage	28,898	
82	Admin. Assist./Managing Ed Work	250	
83	Admin. Assist./Managing Ed Milea	250	
84	AA/ME Employer Taxes	2,436	
85	TOTAL ADMIN. ASST./MANAGING	31,834	
86	Marketing & Comm. Manager. Wa	23,118	
87	Marketing & Comm Manager Work	250	
88	Marketing & Comm. Manager Mile:	250	
89	Marketing & Comm. Employer Tax	2,479	
90	TOTAL MARKETING & COMM. M	26,097	
91	TED COLUMN EDITOR	5,000	No one hired yet. 6500 for full year

93	Intern		Would come through grants
94	STAFF MEETINGS	500	expense line for staff meetings, one-on-ones
95	STAFF CONFERENCES	500	2 Conferences to network
96	TOTAL STAFF EXPENSES	229,964	
97			
98		2024 Budget	NOTES
99	BOARD		
100	Meetings	5,500	Retreats, meeting expenses
101	Reimbursements	250	
102	TOTAL BOARD EXPENSES	5,750	
103			
104	COMMUNICATION / MARKETING		
105	Marketing Software	1,000	Constant Contact/Later/Flickr/Editing Software
106	Websites (Main + Earthkeepers)	350	
107	Marketing Materials	500	Patches/Printed material, etc.
108	Equipment/Hardware	2,500	Camera/Mic/Gimbal/Wildlife camera/Batteries
109	TOTAL COMM. EXPENSES	4,350	

111	FUNDRAISING		
112	Merchant Fees	1,500	Costs to process donations
113	Donor Perfect	1,500	*Due to having over 1000 records, our monthly rate has increased from \$35/mo to \$83/mo
114	Cost of Fundraising	8,500	Meals with donors, thank you gifts, events, etc., +grant writer
115	TOTAL FUNDRAISING EXP.	11,500	
116	OTHER EXPENSES	330	
117	TOTAL EXPENSES	305,219	
118			
119	TOTAL PROFIT	0	

2024 Circlewood Project Budget

1			
2	INCOME	2024 Project Budget	NOTES
3	EXISTING FUNDS	50,000	From 2023 surplus
4	2024 EXPECTED FUNDS		
5	Pledged for 2024	255,000	250k from Mike and Kathy Holmgren
6	Grants Expected	239,000	Loan to be secured if needed, paid back by Murdock grant.
7	TOTAL EXPECTED FUNDS	494,000	
8	TOTAL INCOME	544,000	
9			
10	EXPENSES	2024 Project Budget	NOTES
11	ACCESORY BUILDING/ LANDSCAPING		
12	CONSTRUCTION		
13	Contractor	232,000	Covers majority of materials and labor for accesory building construction
14	Contingency	30,000	Unexpected costs.
15	Subcontractor/Owner	89,500	See breakdown on the side.
16	WA Sales Tax	7,000	
17	Landscape	5,000	
18	TOTAL CONSTRUCTION	363,500	

19	DESIGN and DEV.		
20	Architect	4,000	
21	Mech. Engineering	3,000	Probably not necessary
22	Project Management	6,000	
23	Permits	1,000	
24	Legal	1,500	
25	Insurance	5,000	
26	TOTAL DESIGN and DEV.	20,500	
27	TOTAL ACC. BUILDING	384,000	
28			
29	HOUSING/STAFFING OPTIONS		
30	Prototype Forest Cottage	150,000	Need to determine process with county.
31	Staffing	6,000	If needed.
32	TOTAL HOUSING STAFF EXPENSES	156,000	
33			
34	TOTAL PROJECT EXPENSES	540,000	
35			
36	TOTAL PROFIT	4,000	Used for next phase.