



**Circlewood Board Meeting  
April 30, 2018, 9:30am-11:30 pm  
6710 108th Ave NE  
Kirkland, WA 98033**

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## Agenda

- 9:30 Gather and greeting  
Devotional/prayer  
Personal “check in”  
**Action:** Sign thank you notes  
**Action:** Approve 1-12-18 and 2-12-18 meeting minutes
- 9:45 Executive Director report - *James*  
Programming Update  
5-Year Vision  
**Action:** Determine consulting relationship with Cedarstone
- 10:10 Board Development  
Directors and Officers Insurance update  
Advisory Team – Corey Greaves  
**Action:** Set next meeting -
- 10:40 Internal Operations  
Financial Report - *Louise*  
2018 Year-to-Date  
Cedarstone “Faith and Learning” report – *Louise and James*  
Camano Update - *James*
- 10:45 External Outreach  
Fundraising Report – *James*  
**Action:** Decide on Camano Island Coffee partnership  
Communication  
Website Update - *James*
- 11:15 Review Action Steps - *Forrest*  
Pray
- 11:30 Adjourn

**Circlewood  
Board Meeting Minutes  
1-8-18**

In attendance:

James Amadon  
Glenn Palmberg  
Louise Conner  
Forrest Inslee

By phone:

Tim Hedberg  
Greg Nelson  
Lenore Three Star

- ❖ Personal check-in time
- ❖ The board welcomed Louise to her first board meeting
- ❖ Discussed the matter of how to include people not in attendance in the future; will make a long-term schedule of meetings so people can plan in advance. Also, if we end up having more than a couple people meeting from a distance, we'll consider a computer application like Zoom to make things more personal and immediate.
- ❖ Voted to bring Lenore Three Star on the board; after unanimous yes vote, Lenore was brought in to join the meeting by phone (see bio below)
- ❖ James gave his Exec Director report (see attached):
- ❖ We are very excited about James' Cedarstone consulting session coming up. All expressed deep gratitude to the Sines for making this possible. Board would like James to ask about follow up/support beyond the initial consulting session
- ❖ We considered Ruebels (Camano residents) for an additional board position; they have strong ties to the community, and Tom is presently very involved in helping to care for the land; Diane is involved in spiritual direction ministry there. Consensus: Approach them both and let them decide which of them should be on the board.
- ❖ James proposed a new experiment in fundraising with small groups. The board authorized him to move forward with this.
- ❖ James spoke of his work with a local church's community garden.
- ❖ James would also like to consider a sort of informational/educational 2-3 day trip to look at exemplary creation care sites and examples of ecological justice. Forrest recommended that he market this at Inhabit conference as a summer mini course

- ❖ Land transfer went through for 2017: Woohoo! (Thanks again to the Sines!)
- ❖ James has worked on clearing out the itinerant campers on the land, with local help. Reported damage to trees. Put up security cameras in two locations, as well as locks on the gate and “No Trespassing” signage.
- ❖ The board selected and affirmed the following board positions:
  - Board Chair: Glen Palmberg (already affirmed)
  - Vice Chair: Tim Hedberg (to be confirmed with him)
  - Treasurer: Louise Conner
  - Secretary: Forrest Inslee

Action Items:

- James will try to connect to Randy Woodley per Lenore’s recommendation
- Glen will try connect with Covenant World Relief for possible association that could lead to funding
- Forrest will work with James to arrange involvement with Inhabit Conference
- James will connect with A Rocha to explore the basic name-association sort of partnership with them
- James and Forrest will meet on Feb. 2 on Camano with Jeff Ericson (Camano Island Coffee), and Dave Luebke (Plant with a Purpose)
- James will make efforts to meet one of the neighbor families to ask them to keep their eyes open, and to update them a bit
- Forrest and James will check with Sines about insurance for the land: Can they cover insurance on both theirs and Circlewood’s sections for the coming year?
- Glen and James will create a proposed plan to schedule board meetings for 2018
- James will approach Reubels about board membership
- Forrest will do a Doodle poll for next month – generally for the first two weeks of Feb., on a M W or F
- ***ALL board members need to submit to James a brief bio and statement of support for Circlewood’s website as soon as possible.***

## **Circlewood Board Meeting 2-12-18**

**Present:** Glenn Palmberg, Tim Hedberg, Forrest Inslee, Louise Conner, Greg Nelson, Lenore Three Stars, Tom Ruebel

**Introductions** all around, meet potential new board member, Tom Ruebel

**Opening meditation** – Louise

**Check in**, including Louise's question: What is a point of connection to the Circlewood vision

### **Director Report - James:**

- Look at last meeting minutes
- Feedback solicited on new vision statement (James will incorporate suggestions by next meeting)
- Summary of events and engagements to come, incl.
- Covenant youth event
- Clean up on the land for Earth Day? Sat. April 21
- Planning an education travel seminar for creation care examples in the region

**Voted to accept Greg Nelson's resignation, with gratitude**

**Voted to accept Tim Hedberg in role of vice chair**

### **Meeting schedule - James:**

- Move away from monthly meetings
- Perhaps next meeting an overnight retreat?
  - Forrest will do Doodle poll
  - Cascade camp as site?  
Lenore recommended Randy Woodley's educational farm/center as possible future site

### **Formation of committees – James and Glen:**

- Need three areas of committee focus
  - Board development
  - Internal operations
  - External outreach
- Voted to create three-committee structure now, without dividing board yet (all on all committees for now)

### **Cedarstone - James:**

- Discuss three options for possible continued engagement with organization
  - Regular Coaching and Strategic Planning - \$400/mo
    - James likes this option if possible
    - But perhaps adapt it to less frequent consultations to reduce price

- Marketing, Communication, and Strategic Ministry Planning - \$2,000/mo (not for consideration at this point in our development)
- “Faith and Learning” back office support (see separate proposal) -7% of donations (currently about \$340/mo)
  - Greg suggests that this is a good deal at this price. Saves time, allows focus on important stuff. But when the donations get bigger, either renegotiate, or discuss exit strategy from the relationship. So would be a good support for this early stage of development

**Conversation about Camano land development:**

- Glenn had conversation with someone about questions that need to be answered prior to development
- Tom knows an architect who can be the one to help ask the questions, visit the county
- James: Three questions to answer re. feasibility:
  - Permissions
  - Cost
  - Fit

**Circlewood website – James:**

- Showed us the site under construction

**Voted to bring on Tom Ruebel as board member**

**Action Steps:**

- Forrest will send Doodle poll for possible retreat dates
- James will get more information on the Cedarstone Faith and Learning office support option (but the board is inclined to give the go ahead next meeting to engage them for a year)
- James will ask Cedarstone about an adapted, less expensive Coaching option and possibly seek to raise some special project funds for this
- James will glean as much info about land use questions as possible based on available resources
- Tom will engage the volunteer architect and coordinate meeting with James

# Executive Director Report

## February 13 – April 30, 2018

### Summary

The last two and a half months have been spent solidifying some administrative processes (like banking and donating), continuing to network, holding our first fundraising event, and beginning to outline a 5-year vision.

### Vision and Mission

- The emerging mission statement:  
*Empowering followers of Jesus to care for the earth in ways that deepen their faith and cultivate God's comprehensive shalom.*

We do this through education, hands-on experience, and community building. (LEARN - ACT - CONNECT)

### STRATEGIC GOALS UPDATE

#### GOAL: IMPLEMENT CIRCLEWOOD NAME/BRAND

- Website is almost finished - domain name is [www.circlewood.online](http://www.circlewood.online) through Wix.

#### GOAL: BECOME A STABLE ORGANIZATION POISED FOR GROWTH

- Administration
  - Opened BECU checking and savings accounts, as well as credit card, and are in process of transferring banking from Key Bank.
  - Picked up remaining MSA items from the Sines' home.
  - Working on Nonprofit Directors' and Officers' Liability insurance
  - March 16 – Met with Advisory Team (Beth Knox, Mike Holmgren, Mark Novak) for executive coaching.
  - March 26 – Met with Scott Dudley, Senior Pastor of Bellevue Presbyterian Church to share update on Circlewood.
- Board
  -
- Communication/Networking
  - Feb. 28 - Met with Seattle area pastors to share information about Circlewood.
  - March 4 – Preached at Creekside Covenant Church
  - March 9 – Met with Rick Mylander, Covenant pastor who blogs about creation and spirituality at [rickmylander.com](http://rickmylander.com).
  - March 23 - Sent out 3<sup>rd</sup> enews
  - April 16 – Spoke with Danielle Humphries, former pastor who is going through a 9 month farming internship at Cloud Nine Farms in Bellingham.
  - April 29 – Preached at Renew Covenant Church, led workshop for leaders, and did a garden blessing for their project.

- Fundraising
  - We have set up a new online giving form through DonorPerfect.
  - We have five new donors.
  - March 26 - Met with Camano Island Coffee Company to talk about partnership.
  - April 5 – met with John and Shonnie Scott to give Circlewood update.
  - April 7 - First small group gathering held at Louise Conner’s home.

**GOAL: PURSUE INITIAL PROGRAM OPPORTUNITIES**

- Taught three-part course at Covenant Shores Retirement Community Mar. 5, 12, 19.
- Programs in development
  - Leadership learning trip – taking key leaders and others on an educational trip to help them think through and experience what a Christian ecological worldview is like. Idea is to visit urban, suburban/rural, and wilderness areas and integrating educational components with the experience. Target date is mid-August. Potential Covenant connection through Adam Gustine, director of ministry development for Love Mercy, Do Justice arm of the Covenant Church. Would like to have an intern help with this trip.
  - Possible discipleship program for young adults – partnering with Cascades Camp and Conference Center in Yelm WA.
    - Sent them a broader description to the Cascades board of how Circlewood might work together with them.
  - Backyard Habitat program with A Rocha – called “Love Your Place”, they are trying to help transform 10,000 places, backyards, churchyards, schoolyards, into habitat that helps mitigate damage and species loss and improves the quality of ecosystems. They need a PNW presence, and Circlewood might be a great conduit.

**GOAL: CARE FOR THE LAND ON CAMANO**

- Earth Day Cleanup was postponed due to muddy road conditions.
- I have begun to compile information on the land and its potential development.

**Personal**

- Have made progress on my Duke thesis - plan is to be done by end of summer.
- My son Luke and I are will participate in a North Cascades Institute program on May 16 - a spring snake count with Institute biologists in the Methow Valley.





## Proposal for the Board April 30, 2018

**Subject:** Consulting Relationship with Cedarstone.

**Author:** James Amadon, Executive Director

**Description:** I am proposing that we enter into an consulting relationship for one year (May 2018 – April 2019) with Cedarstone that involves the following:

- 1) Three Quarterly 2-hour phone calls – May 3, August 9, November 8, April 4
  - a. Topics for the calls would be at James’ discretion, but probably will focus on strategy around the developing 5-year plan.
- 2) One “Deep Dive” in Wheaton IL with Executive Director and Board Chair – February, 2019. This is an intensive look at all components of Circlewood to identify and address challenges, and focus strategy toward accomplishing the mission.

Cost would be: \$2800 (payable in whatever timing we decide). This is reduced from the initial quote of \$4800.

**Rationale:** Our “Deep Dive” with Cedarstone was very helpful, and Glenn and I left hoping we could continue to use Cedarstone as a sounding board as Circlewood grows. Quarterly phone calls would be helpful to me in terms of talking through strategy and organizational issues with David Jones, one of Cedarstone’s partners. David has extensive experience and contacts within the non-profit Christian world. Having another “Deep Dive” would also provide an outside perspective on Circlewood as a whole.

**Stakeholders:** This will affect James, Glenn, and, by extension, the board as a whole.

**Goals:** The goals for this relationship are:

Goal 1: Additional input into Circlewood’s organizational health, as well as the

strategy underlying our mission.

Goal 2: Increased cohesion between the Executive Director and Board Chair.

Measurable 1: Specific points of strategy that emerge from Cedarstone conversations.

This will result in the following short-term outcomes:

Outcome 1: Increased confidence for James as an Executive Director and Glenn as Chair.

Outcome 2: Increased organizational focus.

This will have the following long-term impact:

Impact 1: Smooth working relationship between Executive Director and Board

Chair (and by extension the Board)

Impact 2: Staff and Board are empowered to make clear decisions based on clear

strategy and objectives.

**Main activities needed to enact the proposal:**

We will need to communicate with Cedarstone our agreement to this proposal.

**Specific proposal:** I propose that we enter into an consulting partnership with Cedarstone based on the above description.

**Proposed by:** James Amadon, Executive Director



## 2018-2023 Vision DRAFT

### 2023 VISION:

In 2023, Circlewood is empowering followers of Jesus from around the Pacific Northwest to care for the earth in ways that deepen their faith and cultivate God's comprehensive shalom. With key partners in place and abundant resources to draw from, we are running creative programs that are transforming the way people think and act through classes, workshops, internships and immersive, hands-on experiences. All this is done from our newly established center. Our expanded staff and fully-engaged board is pleased with our progress and already strategizing for 2030, particularly around expanding what we offer and extending our influence nationally.

From our established center, we are engaged in the following programs/activities:

- **Sustainable Agriculture** – We have a small but growing organic and diversified farm. It is a place of hands-on education and a source of revenue.
- **Conservation** – Partnering with A Rocha USA, we have conservation activities and education underway. These include how we understand and use our property, as well as external programs such as “Love Your Place” in which we help landowners (individuals, churches, schools) preserve and create healthy habitats. We also offer conservation education to community institutions such as schools.
- **Leadership Formation** – We are investing in the next generation of Christian leaders through immersive internships that focus on developing followers of Jesus who include care for the earth as a core aspect their discipleship and seek to cultivate God's comprehensive shalom in their vocations. Internship areas include vocational ministry, sustainable agriculture, conservation, and non-profit management. Interns come through our partnerships/relationships with individuals, churches, other non-profit organizations, and educational institutions.
- **General Education** – We offer an increasing variety of educational offerings designed to foster individual and group transformation. These range from brief, one-time classes and seminars to months-long courses that can be used for credit in undergraduate and graduate institutions.
- **Hospitality/Retreats** – We welcome people and groups to come and experience Circlewood as a place to seek God, deepen their personal discipleship, and explore their particular vocations within the framework of our common vocation to care for the earth and seek God's comprehensive shalom. We have programs developed especially for those on a sabbatical and institutional leaders.

## HOW WE WILL MAKE THIS VISION REALITY

### PLACE

We will find and inhabit a place that connects people to the land and has the developed infrastructure to support the type of programs and activities described above. This would include:

- Acreage and infrastructure to make a farm possible.
- Facilities for hosting over-night residents and program participants.
- Facilities for hosting programs.
- Inclusion of or proximity to natural features such as woods, mountains, and/or various bodies of water.

### Timeline:

2018

- Assess the viability of our land on Camano for this vision.
- Explore alternative possibilities.
- Secure sources of funding.

2019

- Begin development of Camano land or begin search for alternatives.

2020

- Land is occupied and regular activities begin.

2021 – 2023

- Activities expanded.

### Resources Needed:

Financial

- \$1,500,000 to \$2,500,000

People

- Development and/or Acquisition professionals.
- Volunteers

### BOARD

We will build a 12-member Board of Directors that operates in governance mode. We will also build an Advisory Board made up of people with particular skills and influence.

### Timeline:

2018

- Board of Dir. has 8 members
- 3 main Committees formed
- Advisory Board defined

2019

- Board of Dir. has 10 members
- Committees operational
- Advisory Board has 6 members

2020

- Board of Dir. has 12 members
- Advisory Board has 10 members

2021 – 2023

**Resources Needed:**

Board of Directors: People passionate about Circlewood’s mission. Diversity in gender, ethnicity, and relevant experience.

Advisory Board: People passionate about Circlewood’s mission. Potential members of Board of Directors. People with relevant experience, networks, and influence.

**STAFF**

We will recruit for the following key positions:

*Executive Director* – Sets and shares the vision, brings in key partners, works closely with the board, oversees staff, and focuses on teaching aspect of programming.

*Operations Manager* – Manages the day-to-day operations of the site and helps lead programs (could be brought on as a co-executive director).

*Farm Director* – Starts and manages the farm, which includes overseeing its programs.

*Administrative Assistant* – Manages Circlewood’s basic administrative needs.

*Communications Director* – Oversees Circlewood’s communications strategy and manages communication tools such as website, social media, print, etc.

**Timeline**

2018

- 

2019

- Executive Director moves to full-time.
- Operations Manager added
- Administrative Assistant added

2020

- Farm Director added

2021

- Communications Director added

**Resources Needed**

Financial – Depends on part-time or full-time. New employees will have to raise a significant portion of their salary.

- Executive Director - \$60,000
- Operations Manager - \$30,000 to \$60,000
- Farming Director - \$20,000 to 40,000
- Administrative Assistant - \$10,000 to 20,000

- Communications Director - \$20,000 to \$40,000
  - Total: \$140,000 to \$220,000

## **STRATEGIC PARTNERSHIPS**

We will cultivate the following partnerships:

- A Rocha USA and A Rocha Canada
- Pacific Northwest Christian Colleges/Universities
  - Seattle Pacific
  - Seattle School of Theology
- Evangelical Covenant Church
  - Pacific Northwest Conference
  - North Park University

## **FUND/FRIEND RAISING**

We will develop the following sources of income:

- Individual Donors
- Trusts and Foundations
  - Murdock Trust
  - Lilly Foundation
- Business/Corporate
  - Camano Island Coffee
- Program Revenue

### Timeline

2018

- 40 Regular Individual Donors

2019

- 100 Regular Individual Donors

2020

- 125 Regular Individual Donors

2021

- 175 Regular Individual Donors

2022

- 225 Regular Individual Donors

2023

- Estimated Budget: \$300,000
  - 300 Regular Individual Donors = \$180,000
  - Grants = \$75,000
  - Program Revenue = \$45,000

**Circlewood Month to Month Gift Comparison April 2017 through partial April 2018**

Month	# Regular Givers	# of Gifts	Monthly Gift Total
April 2017	11	12	\$3,305
May 2017	6	6	\$805
June 2017	4	4	\$730
July 2017	5	5	\$655
August 2017	10	11	\$7,568
Sept. 2017	10	11	\$6,755
Oct. 2017	10	10	\$4,555
Nov. 2017	13	13	\$5,594
Dec. 2017	14	13	\$5,594
Jan. 2018	13	13	\$6,601
Feb. 2018	18	15	\$6,000
Mar. 2018	20	16	\$7,704
April 2018 to date	22	9	\$4,355

# Circlewood

## BUDGET VS. ACTUALS: CIRCLEWOOD BUDGET JAMES - FY18 P&L

January - March, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
ACTIVITY REVENUE				
Publication Income	158.76		158.76	
<b>Total ACTIVITY REVENUE</b>	<b>158.76</b>		<b>158.76</b>	
Sales of Product Income	0.00		0.00	
SUPPORT				
Donor Gifts				
Cash	17,455.50	15,000.00	2,455.50	116.37 %
<b>Total Donor Gifts</b>	<b>17,455.50</b>	<b>15,000.00</b>	<b>2,455.50</b>	<b>116.37 %</b>
<b>Total SUPPORT</b>	<b>17,455.50</b>	<b>15,000.00</b>	<b>2,455.50</b>	<b>116.37 %</b>
Uncategorized Income	0.08		0.08	
<b>Total Income</b>	<b>\$17,614.34</b>	<b>\$15,000.00</b>	<b>\$2,614.34</b>	<b>117.43 %</b>
<b>GROSS PROFIT</b>	<b>\$17,614.34</b>	<b>\$15,000.00</b>	<b>\$2,614.34</b>	<b>117.43 %</b>
Expenses				
BOARD EXPENSES				
Meetings		50.01	-50.01	
Reimbursement		62.50	-62.50	
Retreat		62.50	-62.50	
<b>Total BOARD EXPENSES</b>		<b>175.01</b>	<b>-175.01</b>	
CAMANO EXPENSES				
Property Taxes		1,249.99	-1,249.99	
Repairs & Maintenance		125.00	-125.00	
<b>Total CAMANO EXPENSES</b>		<b>1,374.99</b>	<b>-1,374.99</b>	
FUNDRAISING				
Donor Perfect		480.00	-480.00	
Fund Development	82.95	75.00	7.95	110.60 %
<b>Total FUNDRAISING</b>	<b>82.95</b>	<b>555.00</b>	<b>-472.05</b>	<b>14.95 %</b>
GENERAL				
Bank Charges & Fees	68.51	25.00	43.51	274.04 %
Cedarstone	2,500.00	624.99	1,875.01	400.01 %
Licenses & Fees	30.00	15.00	15.00	200.00 %
Marketing				
Newsletter	22.94	60.00	-37.06	38.23 %
Website	231.42	100.00	131.42	231.42 %
<b>Total Marketing</b>	<b>254.36</b>	<b>160.00</b>	<b>94.36</b>	<b>158.98 %</b>
Office Supplies		75.00	-75.00	
Password Management	34.52	6.75	27.77	511.41 %
Payroll Processing Cost	151.25		151.25	
Postage		62.50	-62.50	
Telecommunications	29.90	45.00	-15.10	66.44 %
<b>Total GENERAL</b>	<b>3,068.54</b>	<b>1,014.24</b>	<b>2,054.30</b>	<b>302.55 %</b>



	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>PROGRAM</b>				
Costs of Events		125.01	-125.01	
Costs of Merchant Fees	97.65		97.65	
Costs of Publications	22.85		22.85	
<b>Total PROGRAM</b>	<b>120.50</b>	<b>125.01</b>	<b>-4.51</b>	<b>96.39 %</b>
<b>STAFF EXPENSES</b>				
Executive Director Salary	9,999.99	9,999.99	0.00	100.00 %
Executive Director Work Expenses		250.00	-250.00	
Taxes--Medicare	145.02	144.99	0.03	100.02 %
Taxes--Social Security	619.98	620.00	-0.02	100.00 %
Taxes--Washington Employment Administration Fund	2.01	2.01	0.00	100.00 %
Taxes--Washington Unemployment Insurance	570.00	570.00	0.00	100.00 %
Taxes--Workmans Compensation	54.45	54.50	-0.05	99.91 %
<b>Total STAFF EXPENSES</b>	<b>11,391.45</b>	<b>11,641.49</b>	<b>-250.04</b>	<b>97.85 %</b>
<b>Total Expenses</b>	<b>\$14,663.44</b>	<b>\$14,885.74</b>	<b>\$ -222.30</b>	<b>98.51 %</b>
<b>NET OPERATING INCOME</b>	<b>\$2,950.90</b>	<b>\$114.26</b>	<b>\$2,836.64</b>	<b>2,582.62 %</b>
<b>NET INCOME</b>	<b>\$2,950.90</b>	<b>\$114.26</b>	<b>\$2,836.64</b>	<b>2,582.62 %</b>



## Proposal for the Board April 30, 2018

**Subject:** Partnership with Camano Island Coffee Company

**Author:** James Amadon, Executive Director

**Description:** I am proposing that we enter into an affiliate partnership with Camano Island Coffee Company. This would entail pointing Circlewood followers to a webpage that encourages them to join CICC's Coffee Lovers Club – a subscription based coffee delivery. For every sign up through the site we get 10% (typically about \$20 a year per person).

**Rationale:** Camano Island Coffee Company is a socially minded business centered on four core principles (see [www. \(see www.camanoislandcoffee.com\)](http://www.camanoislandcoffee.com) ) :

- 1) Organic, shade-grown coffee beans that preserve farmer health and prevents forest destruction (and tastes really good!).
- 2) Guaranteed fair wages for farmers.
- 3) Working toward land ownership for farmers through Agros International ([www.agros.org](http://www.agros.org)) and Food4Farmers ([www.food4farmers.org](http://www.food4farmers.org)).
- 4) Generational Change

By partnering with CICC in this way, Circlewood supports CICC's work and also benefits directly by:

- 1) Having a concrete way to empower Circlewood people to care for the environment in a holistic way.
- 2) Bringing in additional revenue.
- 3) Building our reputation by partnering with an established, well respected, socially and environmentally responsible business.
- 4) Giving us a chance to explore a creative funding model. If it works well there are more extensive ways to affiliate with CICC.

Non-profits are allowed to make money on activities related to its nonprofit status. It can even make money on unrelated activities as long as the profit is small, staff time is not spent on unrelated activities. Here is a link to a helpful article: <https://smallbusiness.findlaw.com/incorporation-and-legal-structures/non-profit-taxes-when-non-profits-make-a-profit.html>.

**Stakeholders:** This will affect current and future Circlewood supporters, as well as anyone who likes coffee and can be encouraged to purchase through us.

**Goals:** The first goal is to be able to grow our mission of empowerment by offering a concrete way people can care for the earth. The second goal is to raise money for Circlewood.

Measurable 1: People sign up for the coffee.

Measurable 2: New revenue stream.

This will result in the following short-term outcomes:

Outcome 1: The ability to identify people who are engaging with Circlewood, either

for the first time or at a deeper level.

Outcome 2: The ability to expand our staffing and/or programming.

Outcome 3: The ability to assess business-related endeavors.

This will have the following long-term impact:

Impact 1: Increased engagement of Circlewood people.

Impact 2: Expansion of revenue-generating possibilities.

Impact 3: Happy people drinking good coffee ☺.

**Main activities needed to enact the proposal:**

We will need to sign an affiliate agreement with CICC (see attached).

**Specific proposal:** I propose that we enter into an affiliate partnership with Camano Island Coffee for the period of one year.

**Proposed by:** James Amadon, Executive Director



**Camano Island Property Information**  
**Prepared for the Circlewood Board - April 30, 2018**

**DESCRIPTION OF PROPERTY**

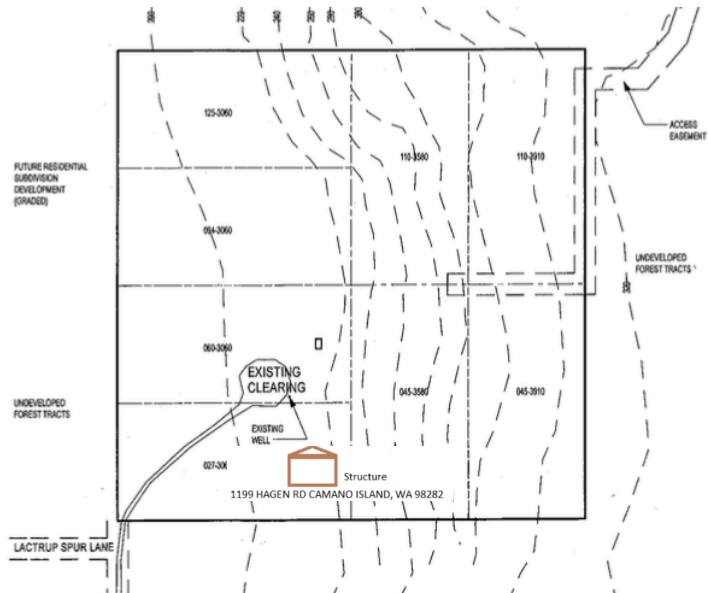
Property Address – 1199 Hagen Rd., Camano Island WA 98282

40 acres in total, divided into 8 separate 5-acre lots. Currently, Circlewood has been gifted 20 acres from Tom and Christine Sine, with the other 20 coming over the next few years.

<b>Circlewood owned lots</b>	<b>Assessed Value</b>	<b>2018 Taxes</b>
R23114-027-3060	\$181,150 (has structure on it)	\$964.00
R23114-060-3060	\$90,000	\$423.24
R23114-094-3060	\$91,500	\$423.24
R23114-125-3060	\$91,500	\$423.24
<b>TOTAL</b>	<b>\$454,150</b>	<b>\$2233.72</b>

Sine owned lots

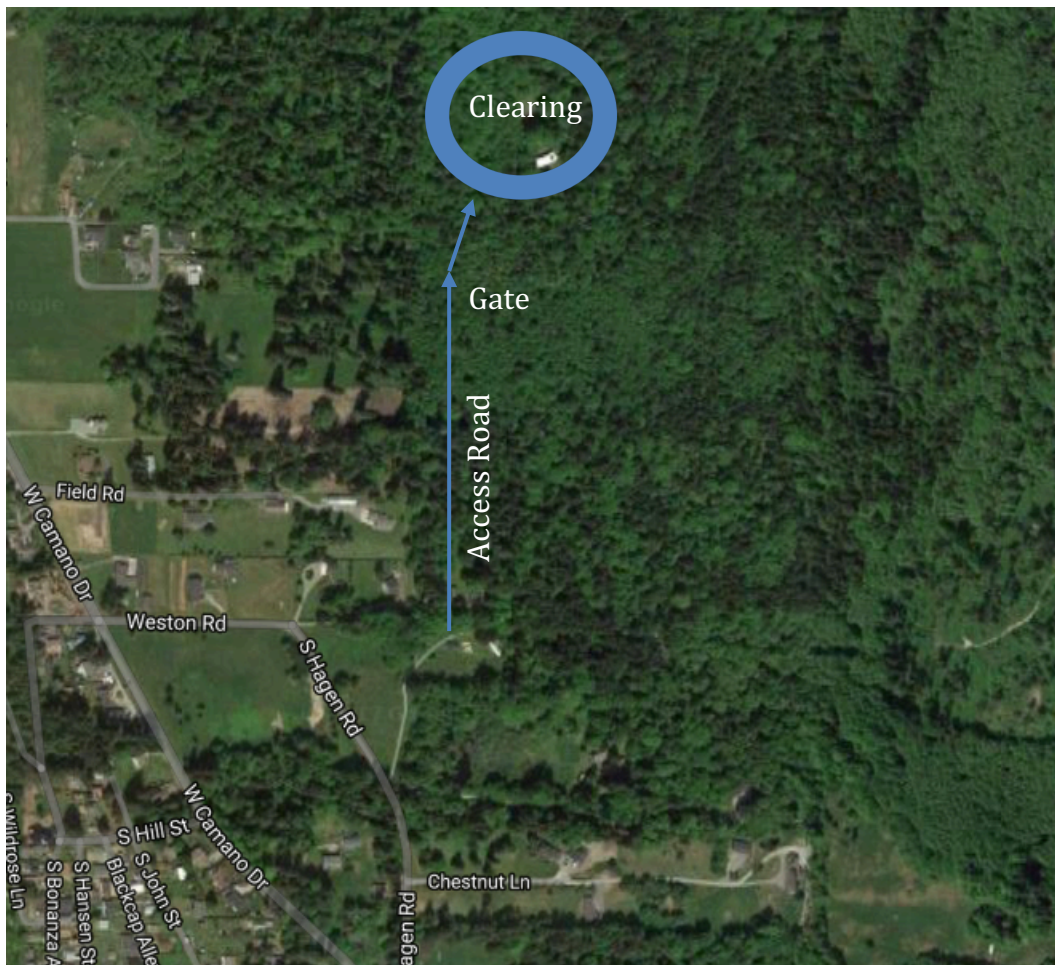
- R23114-045-3910
- R23114-110-3910
- R23114-110-3580
- R23114-045-3580



## Directions to Circlewood Site on Camano Island

From Seattle:

- Take I-5 to Exit 212 for WA 532 W toward Stanwood/Camano Is.
- Turn left onto Stanwood Bryant Rd/WA 532
- Follow WA 532 for 10 miles.
- Bear left past Camano Gateway info center and Camano Commons.
- Continue on NE Camano Dr for 5.8 mi
- Turn right onto E Monticello Dr – Go 1.9 mi
- Turn right onto W Camano Dr - Go 0.3 mi
- Take slight right onto S Hagen Rd
- Turn down the gravel road that says 1313 S
- Keep to the left and follow the gravel road about .3 mi
- Go through the gate at the end of the road
- Circlewood clearing will be just ahead.





## PROPERTY HISTORY

Tom Sine has always had an interest in community living and spent much time in the 1980's visiting communities around the world. After his first trip to Iona, Scotland in 1982 he was particularly inspired by the Celtic Christian tradition and their emphasis on a faith that seemed to impact every area of life. When he and Christine were married in 1992 they visited Iona together and she too was inspired by the Celtic way of life. This led to a vision of a Celtic-inspired retreat center.

In 1989, Tom purchased 40 acres of undeveloped land on Camano Island north of Seattle WA with the intent of building a retreat center that captured some of the spirit of a 6<sup>th</sup> century Celtic monastery. In 1991, Tom held what would become annual guided prayer retreats on Camano, at first held at Camano Island State Park.

In 1996 an acre of land on the property was cleared and a well dug. In 2004 the first Celtic retreat was held on the land. Retreats focused on connecting with one another and the land, and included an altar made of branches, a labyrinth, prayer trails, and an outdoor chapel. In 2009, Mustard Seed Associates hosted a Wild Camano Botanical Tour with a local pastor.



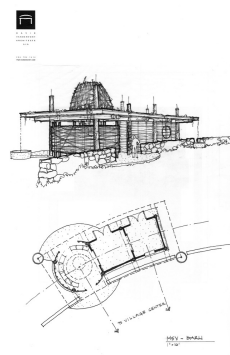
Around 2010, plans were drawn up to develop the land into Mustard Seed Village, which included housing, classroom, and agricultural elements all grounded in sustainability (see budget below).

land, but it did not become feasible.

In 2013, plans were made to host a Creation Care Study Program on the

In 2011, the Sines began gifting the land to Mustard Seed Associates (now Circlewood).

In 2014, construction began on a classroom. The building endured two significant experiences of vandalism, and remains unfinished.



As of 2018, Circlewood owns 20 acres, (with 20 more to come), cares for the land, and is assessing how the land fits into its mission.

## DEVELOPMENT INFORMATION

### Original Preliminary Budget

#### Mustard Seed Village – Preliminary Budget (9/24/2012)

##### Phase I - Assembly Building/ Utility Development (Construction in 2012-13)

- Site Work	<u>\$60,000</u>
o Septic	\$6,000
o Well Pump and Water to the Site	\$6,000
o Access Road Construction	\$32,000
o Utilities (Power and Communications)	\$16,000
- Building Construction	<u>\$75,000</u>
o Assembly/ Classroom Remaining Cost to Finish	\$65,000
▪ Framing Walls and Roof	
▪ Siding and Exterior Trim	
▪ Interior Finish	
▪ Doors and Windows	
▪ Heat/Plumbing/Electrical	
o Green roof and Landscaping and Misc.	\$10,000
- Development Soft Costs	<u>\$5,000</u>
o Engineering and Permit Fees Permits	
	<u>\$140,000</u>

##### Phase II - Main Village Development (Construction in 2014 - 2015)

- Site Work	<u>\$120,000</u>
o Clearing and Grading	
o Additional Road and Parking	
o Utilities	
o Landscaping, Gardens, Pasture	
- Building Construction	<u>\$2,000,000</u>
o Commons Building – Dining, Kitchen, Library, Meeting rooms, etc.	
▪ 2,600 sqft. @ \$280/sqft	
o Living Quarters – Students + faculty	
▪ 3,200 sqft @ \$260/sqft	
o Classrooms – 2 classrooms	
▪ 1,200 sqft @ \$225/sqft	
o Offices	
▪ 450 sqft. @ \$240/sqft	
o Outdoor Chapel	\$25,000
o Greenhouse	\$30,000
o Sustainable implementation PV, Constructed Wetland, Water storage, etc.	\$135,000
o Green roof and Landscaping and Misc.	\$75,000
- Development Soft Costs	<u>\$130,000</u>
o Architecture, Engineering, Consultants, Permits	
- Misc./ Contingency	<u>\$50,000</u>
	<u>\$2,300,000</u>

**Phase III Upper Village Development (Future)**

- Site Work	<u>\$100,000</u>
o Clearing and Grading	
o Additional Road and Parking	
o Utilities	
o Landscaping	
- Building Construction	<u>\$2,000,000</u>
o Commons Building – Dining, Kitchen, Meeting rooms, etc.	
▪ 2,500 sqft @ \$280/sqft	
o Living Quarters – Residents and Guests	
▪ 2,500 sqft @ \$240/sqft	
o Caretakers Cottage 600 sqft @ \$250/sqft	
o Studio Building 1,600 sqft @ \$240/sqft	
o Prayer Tower	
o Accessory Structures	
- Development Soft Costs	<u>\$100,000</u>
o Architecture, Engineering, Consultants, Permits	
- Misc./ Contingency	<u>\$100,000</u>
	<u>\$2,400,000</u>

**Basic Infrastructure Project Costs – Updated 2017**

**Updated Master Plan** - Rough Estimated Cost: ??????

**New/Renewed Building Permit** - Rough Estimated Cost: ?????

**Zoning Permit** - Rough Estimated Cost: ??????

- In 2009/2010 MSA had a meeting with Island County with regard to a proposed Mustard Seed Village/Center for Imagination project and a Zoning Code Interpretation. (See ZCI report below - specific outcomes on pages 8-9).

**Road Completion** - Rough Estimated Cost: \$100,000 to \$150,000

**Capping the Well** - Rough Estimated Cost: \$5,000 - \$8,000

**Tiny House or Temporary Trailer for Caretaker**

- Rough Estimated Cost for Tiny House: \$25,000 to \$33,000
- Rough Estimated Cost for Trailer: \$8,000 to \$15,000

**Electricity Brought In** - Rough Estimated Cost: Would be included in the road work

**Repair and Finish Work on Existing Structure**

- Rough Estimated Cost for windows: \$8,500
- Rough Estimated Cost for finish work: \$20,000 to \$40,000

**TOTAL INFRASTRUCTURE ROUGH ESTIMATED COSTS: \$141,500 to \$239,500**



## **Circlewood Board Meeting 4-30-18**

**Present:** Glenn Palmberg, Tim Hedberg, Forrest Inslee, Louise Conner, James Amadon, Lenore Three Stars (online), Tom Ruebel

### **GATHER AND GREETING**

- Opening meditation – James
- Check in conversation:
  - We do need to think about positioning and influence for Circlewood
  - But first priority is James PhD – and that should be written by summer’s end
  - Most evangelicals don’t believe in global warming, or prioritize creation care
  - We need to support the ones who are already on board with creation care
  - Esp. (someday) those who are in less-eco-friendly environments in the US
  - Lenore: Maybe we need to partner with those who have the values, like Native people groups in the area
- Minutes from January and February approved
- Thank you notes passed around and signed

### **EXECUTIVE DIRECTOR REPORT**

- General from James See distributed report 4-27-18
  - Overview of home-based fundraising pilot event
    - At Louise’ home
    - Presented the Circlewood cause
    - Gifts and books at end
    - Do better next time? Be more concrete about vision
  - We can explore other forms and value added components to such meetings
    - Big name speakers/teachers
    - Rain garden course
    - Panel of local leaders from environmentally invested groups
    - Guided eco-tours to orient people to local ecology
    - Maybe we help churches set up a creation care group as one of our services to the community/ways to engage supporters
- James still planning the August “environmental best practices” regional tour
- James and Tom are making new friends among the neighbors; Christine is a neighbor who wants to help with keeping an eye out
- We’ll plan a cleanup day when the weather gets better
- James showed us the 5-year vision in progress
  - James will finalize a vision draft, then put it through an evaluation process with some friends/professionals who will help clarify and streamline it
  - We’ll then be able to share that and post it to the website when that is ready
  - We need to plan board time for the five-year plan in the near future
- Cedarstone
  - James proposed a set of support/formation needs to Cedarstone

- They have tailored a program and price, proposed at the meeting today
- ***The board approves moving ahead with contracting with Cedarstone for this***

## **INTERNAL OPERATIONS**

- Insurance update: We are exploring getting, Board and Officer insurance, and Land insurance
- Advisory board
  - James will ready a proposal for next meeting to establish such a board
  - We differentiate at the moment from James' "advisory team" – which may or may not be a part of the broader board
  - We should consider at least the recruitment of a lawyer for this advisory board
- Financial report
  - We do have new givers, and income is inching up even without enormous effort
  - Brent Haggen will continue to help with taxes/status for 50% discount
  - ***Proposed: Pending exploration of Amazon Smile percentage donation program, the board approves in advance that we set up that agreement for Circlewood***

## **EXTERNAL OUTREACH**

Camano Island Coffee, proposal for association

- ***Proposal for profit-sharing coffee club sales was unanimously approved for a one-year contract***

## **ACTION STEPS**

- Forrest and James will work out a time for a longer board meeting; will send Doodle poll for possible dates
- We will collaboratively consider new iterations of the home- or church- based events that connect, educate, and friendraise/fundraise
- James will sign the contract with Cedarstone for advising/consulting
- James will sign contract with Camano Island Coffee to begin setting up sales option
- Tom will explore Amazon Smile agreement for added income and set it up if all looks like it would work for us
- Tom will connect with James and the volunteer architect to show him the land info packet and get his help thinking about what it will take in terms of resources to move on to next steps of development