



**Circlewood Board Meeting
July 13, 2019
793 N. Sunset Drive
Camano Island, WA 98282**

- 9:00 Gather and Personal Updates
1. How are you personally?
2. What feelings/ideas/questions are you bringing to the meeting?
Prayer
- 9:30 Administrative Items
Action: Approve 4-19-19 Minutes (p. 2) – *Glenn*
Action: Sign thank you notes - *James*
Executive Director Insurance Quarterly Review – *Glenn*
Nominating Committee Process Proposal (p.15) – *Glenn*
Book and Speaking Income Proposal (p.16) - *Glenn*
Financial Report (pp. 3-6) – *Louise*
- 10:00 Annual and Quarterly Goals Review (pp. 7-12) - *James*
Discussion: How to narrow focus and increase capacity (pp.13-14)
- 11:45 Next Steps
Actions:
Review Assignments - *Forrest*
Next Meeting Options – *Glenn*
Check-in
What feelings/insights/questions do you have as we close?
Pray and Adjourn
- 12:00 Lunch

Circlewood Board Meeting Minutes
April 19, 2019
808 Aloha Place
Edmonds, WA 98020

- 10:00 Gather and Personal Updates – Special welcome to Beth Knox
1. How are you personally?
2. What feelings/insights/questions are you bringing to the meeting?
Prayer
- 10:30 Administrative Items (started with these, then backed up to the personal)
Action: *Approved* 1-11-19 Minutes (pp. 2-3)
Action: *Signed* thank you notes at lunch
Action: *Discussed* elements of a new nominating Committee Policy Proposal, plus some additional board member requirements; will vote on more complete version next time
Task: Glenn will work with Beth on the draft
Action: *Signed* official record copy of the by-laws
Executive Director Insurance Quarterly Review – *No changes*
Financial Report by Louise
- 11:00 Annual and Quarterly Goals Review (pp. 7-12) – *James*
Task: Per Lenore’s recommendation, James will research the “vision quest” org. that has used the land in the past for a summer retreat, and submit their request for board review/approval.
Task: Tom will look into land manager candidate
Task: James will follow up with person who worked with Jeff Ericson to develop Camano Commons
Action: *Approved* Agathos Proposal to NOT move forward
Action: *Approved* Cedarstone Proposal to continue their services
Action: *Approved* asking Mike Holmgren to join the board
- Camano Discussion
- 12:15 Next Steps
Actions:
Review Assignments - *Forrest*
Next Meeting Options – *Glenn*
Check-in
What feelings/insights/questions do you have as we close?
Pray and Adjourn
- 12:30 Lunch – Camano Discussion continued

Circlewood

BUDGET VS. ACTUALS: CIRCLEWOOD BUDGET 2019 - FY19 P&L

January - June, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
ACTIVITY REVENUE				
Church Partnerships	500.00	750.00	-250.00	66.67 %
Event Income		1,249.98	-1,249.98	
Presentation Income	750.00	499.98	250.02	150.01 %
Publication Income	65.83	124.98	-59.15	52.67 %
Total ACTIVITY REVENUE	1,315.83	2,624.94	-1,309.11	50.13 %
Interest Income	56.76		56.76	
Other Income	183.40	75.00	108.40	244.53 %
SUPPORT				
Donor Gifts				
Cash	65,119.83	42,499.98	22,619.85	153.22 %
Total Donor Gifts	65,119.83	42,499.98	22,619.85	153.22 %
Total SUPPORT	65,119.83	42,499.98	22,619.85	153.22 %
Total Income	\$66,675.82	\$45,199.92	\$21,475.90	147.51 %
GROSS PROFIT	\$66,675.82	\$45,199.92	\$21,475.90	147.51 %
Expenses				
ADMINISTRATIVE				
Bank Charges & Fees		50.02	-50.02	
Cedarstone	2,417.91	1,749.98	667.93	138.17 %
Costs of Publications		26.00	-26.00	
Legal & Professional Services	500.00	225.00	275.00	222.22 %
Licenses & Fees		49.98	-49.98	
Office Supplies	188.38	150.00	38.38	125.59 %
Password Management	52.84	17.52	35.32	301.60 %
Payroll Processing Cost	288.10	300.00	-11.90	96.03 %
Postage		124.98	-124.98	
Software Subscriptions	82.00	75.00	7.00	109.33 %
Telecommunications	114.12	90.00	24.12	126.80 %
WA State Registration		30.00	-30.00	
Total ADMINISTRATIVE	3,643.35	2,888.48	754.87	126.13 %
BOARD EXPENSES				
Liability Insurance		424.98	-424.98	
Meetings	292.70	274.98	17.72	106.44 %
Reimbursement		124.00	-124.00	
Total BOARD EXPENSES	292.70	823.96	-531.26	35.52 %
COMMUNICATION				
Marketing Materials	60.72	250.02	-189.30	24.29 %
Newsletter	2.00	120.00	-118.00	1.67 %
Website	202.92	200.02	2.90	101.45 %
Total COMMUNICATION	265.64	570.04	-304.40	46.60 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
FUNDRAISING				
Costs of Fundraising	3,403.51	999.98	2,403.53	340.36 %
Donor Perfect	93.68	960.00	-866.32	9.76 %
SafeSave Payments	255.36		255.36	
Total Donor Perfect	349.04	960.00	-610.96	36.36 %
Fund Development	37.71		37.71	
Merchant Fees	87.00	249.98	-162.98	34.80 %
Total FUNDRAISING	3,877.26	2,209.96	1,667.30	175.44 %
PROGRAM				
CONNECTING REFORMERS				
Events, meetings, conferences	125.51	249.98	-124.47	50.21 %
Total CONNECTING REFORMERS	125.51	249.98	-124.47	50.21 %
EDUCATIONAL				
Other	625.35	499.98	125.37	125.08 %
Summer Retreat		1,500.00	-1,500.00	
Total EDUCATIONAL	625.35	1,999.98	-1,374.63	31.27 %
FORMING LEADERS				
Leadership Events	62.04	124.98	-62.94	49.64 %
Total FORMING LEADERS	62.04	124.98	-62.94	49.64 %
PRACTICAL PROJECTS				
Camano--Development	10.26	4,999.98	-4,989.72	0.21 %
Camano--Insurance		249.98	-249.98	
Camano--Maintenance	52.56	248.00	-195.44	21.19 %
Camano--Property Taxes	2,692.37	2,499.98	192.39	107.70 %
Church Partnerships		249.98	-249.98	
Total PRACTICAL PROJECTS	2,755.19	8,247.92	-5,492.73	33.40 %
Total PROGRAM	3,568.09	10,622.86	-7,054.77	33.59 %
STAFF EXPENSES				
Executive Director Salary	22,999.98	22,999.98	0.00	100.00 %
Executive Director Work Expenses	102.27	249.98	-147.71	40.91 %
Reimbursement for Taxes--WA Family & Medical Leave	58.26		58.26	
Taxes--Medicare	333.48	309.98	23.50	107.58 %
Taxes--Social Security	1,426.02	1,350.00	76.02	105.63 %
Taxes--Washington Employment Administration Fund	6.90	3.98	2.92	173.37 %
Taxes--Washington Unemployment Insurance	22.98	1,224.98	-1,202.00	1.88 %
Taxes--Workmans Compensation	112.68	108.98	3.70	103.40 %
Total STAFF EXPENSES	25,062.57	26,247.88	-1,185.31	95.48 %
Total Expenses	\$36,709.61	\$43,363.18	\$ -6,653.57	84.66 %
NET OPERATING INCOME	\$29,966.21	\$1,836.74	\$28,129.47	1,631.49 %
NET INCOME	\$29,966.21	\$1,836.74	\$28,129.47	1,631.49 %

Circlewood

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BECU checking	21,439.98
BECU Savings	84,282.83
Key Bank Checking	0.00
Paypal	-19.99
Petty Cash & Cash Equivalent	0.00
Reimbursement Clearing	0.00
SaveSave Fees	191.98
Total Bank Accounts	\$105,894.80
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$105,894.80
Fixed Assets	
Camano Island Land	
Land Value	423,000.00
Total Camano Island Land	423,000.00
Total Fixed Assets	\$423,000.00
Other Assets	
CONSTRUCTION IN PROGRESS	
Building Structure - Retreat Center	96,603.85
Total CONSTRUCTION IN PROGRESS	96,603.85
Total Other Assets	\$96,603.85
TOTAL ASSETS	\$625,498.65
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Credit Cards	
BECU	2,066.26
Chase #4978	0.00
Key Bank #8088	0.00
Total Credit Cards	2,066.26
Total Credit Cards	\$2,066.26
Other Current Liabilities	
Sales Tax	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$2,066.26
Total Liabilities	\$2,066.26

Cash Basis Sunday, July 7, 2019 03:57 PM GMT-7

1/2

	TOTAL
Equity	
Opening Balance Equity	0.00
Retained Earnings	593,466.18
Net Income	29,966.21
Total Equity	\$623,432.39
TOTAL LIABILITIES AND EQUITY	\$625,498.65

Dashboard Key Metrics

	2019 Q1+2	2018 Q1+2	2018 Total
Financial			
Monthly Givers	22/month	13/month	20 (Dec.)
Monthly Gifts Average	\$5480	\$4650	\$5200
One-time Gifts	8	11	42
One-time Gifts total	\$29,086	\$7180	\$74,100
New First-time Givers	5	10	34
Total Givers	53	24	48
Other Income	\$1655	\$1760	\$2750
Net Income	\$31,750	\$5900	\$69,250
Other			
Volunteer Hours	201	76	430
Donor Perfect Contacts	314	247	286
Website visitors	57 per month	N/A	48 per month
FBook Followers	161	N/A	132

VISION

Every follower of Jesus cultivating God's comprehensive shalom in their corner of creation.



MISSION

To reform Christian faith around God's renewal of all creation.

"Re-Forming Faith from the Ground Up"

LONG-TERM OBJECTIVES and 2019 KEY RESULTS

Objective #1 Create (or promote) educational resources and experiences.	Objective #2 Develop Circlewood Village on Camano Island.	Objective #3 Forming and supporting creation-centered leaders.	Objective #4 Establish strong organization foundation.
<p>2019 Key Results</p> <ul style="list-style-type: none">• D.Min. complete• 1-2 web resources• 6 presentations• Anchor workshop/class• Book publishing plan	<p>2019 Key Results</p> <p>Camano</p> <ul style="list-style-type: none">• Updated master plan• Feasibility study• Recruit project manager• Initiate onsite programs• Forest Conservation Plan• Caretaker plan in place for 2020• Recieve 10 more acres	<p>2019 Key Results</p> <ul style="list-style-type: none">• 1-2 Informal gathering of leaders• 15-20 networking mtgs. <p>Church Partners</p> <ul style="list-style-type: none">• Partnership strategy• 2 official partnerships	<p>2019 Key Results</p> <p>Board</p> <ul style="list-style-type: none">• Add 2 members• Update board packet• Form Bd. Dev. comm. <p>Staff</p> <ul style="list-style-type: none">• Renew w/Cedarstone• Team of coaches for James <p>Resources</p> <ul style="list-style-type: none">• 75 financial partners• 20 coffee subscribers• \$2500 program rev. <p>Comm./Marketing</p> <ul style="list-style-type: none">• 1000 DP Contacts• 250 FB followers• Basic Marketing pieces• Ann. Review + Fin. Rep.• Blog feasibility report <p>Administration</p> <ul style="list-style-type: none">• Financial Review process

LONG-TERM OBJECTIVE: Create (or promote) educational resources and experiences.

2019 KEY RESULTS	STATUS	Q2 PROGRESS	Q3 GOALS	COMMENTS
Complete D.Min.				Goal complete!
1-2 Web Resources			*Complete first resource.	Idea is to create a book/resource list and a practical "how-to" list. This is what people are asking me for.
6 presentations		*July 3-6: Workshop @ Cascades Camp	*Give workshop/presentation at August retreat.	Verbal commitment with Selah director to help lead a Selah retreat in 2020.
Anchor Workshop / Class		*Been invited by Fuller Seminary to participate in their new online learning platform.	*Get 2 people trained as Fuller facilitators so we can begin offering courses.	Anchor workshop will be a comprehensive introduction to the themes of Circlewood's work, and can be facilitated/led by others with minimal training.
Book publishing plan		*Spoke with 2 published authors.	*Begin work on book proposal.	
Additional Comments/ Opportunities				

LONG-TERM OBJECTIVE: Develop Circlewood Village on Camano Island

2019 KEY RESULTS	STATUS	Q2 PROGRESS	Q3 GOALS	COMMENTS
Update Master Plan			*Draft plan by fall bd. meeting.	We are at the point where we are ready to articulate a specifically Circlewood vision for the property.
Feasibility Study		*Met with David Vandervort regarding infrastructure. David is in contact with county officials.	*In-person meeting with county. *Infrastructure options by fall bd. meeting.	
Recruit project manager			*Depends on how far we get on infrastructure plan.	Project manager type person (could also be a builder/developer/company) will be essential to navigate the complex development process. Ideally this would be a person/org that understands our vision.
Initiate onsite programs		*Led Youth retreat July 1-2. *August retreat registration up.	*August 9-11 retreat.	
Receive 10 more acres		*Discussion with Sines and our accountant led to decision to postpone this until 2020.		
Forest Conservation Plan		*Met with Kirk Hanson of NNRC on Camano. *Secured EQIP funding (\$1000).	*Receive conservation plan.	
Caretaker plan by 2020		*Spoke with Daniel and Lisa DeRosa about living on the land.	*Write out caretaker description. *Research housing options and related needs.	
Additional Comments/ Opportunities				

LONG-TERM OBJECTIVE: Connect and Support Leaders.

2019 KEY RESULTS	STATUS	Q2 PROGRESS	Q3 GOALS	COMMENTS
Develop Partnership Strategy		*Basic strategy draft by next board meeting.		Not sure if this should be a primary focus at this point.
2 official partnerships				
15-20 networking meetings		*Tod Bolsinger – Fuller Seminary *Inhabit Conference *Erik Krumland – Youth Dynamics *Brooks Bolsinger – Subsplash *Mona Campbell – Kristoferson Farm	*Michael Langer, Seattle Pacific University *Seattle School of Theology *Yellowstone Theological Institute	In addition to initiating some of these networking opportunities, people are beginning to seek me out or connect me with interested people in their network.
Additional Comments/ Opportunities				

LONG-TERM OBJECTIVE: Establish strong organizational foundation

2019 KEY RESULTS	STATUS	Q2 PROGRESS	Q3 GOALS	COMMENTS
BOARD				
Add 2 members		*Beth Knox joined the board. *Mike Holmgren invited.	*Decision from Mike H.	
Update Board Member Packet			*Ready for fall meeting	
Form Board Dev. Committee		*Glenn and James had initial phone call with David Jones.	*Next phone call with David Jones.	
3 year Business plan		*On hold.		Not sure this is needed or the right approach.
STAFF				
Renew partnership with Cedarstone		*Signed new contract.	*July 31 trip to Boise to spend day with David Jones going over major priorities.	The Boise trip came about through happy coincidence.
Develop team of coaches for James		*Continued to meet with coaches.		Open to additional coaching but not actively seeking. Could use someone to help with actual communications work.
RESOURCES				
75 financial partners		*We are at 53.		Need strategy here.
Coffee revenue \$150/quarter		\$56		Opportunity to provide churches with missional coffee and promote Circlewood.
\$2500 program rev.		\$1250 ytd	Estimate \$2000	

(Cont...) LONG-TERM OBJECTIVE: Establish strong organizational foundation

COMMUNICATIONS / MARKETING				
1000 Contacts		*Now up to 324.	*Reach 400	Speaking engagements gather contacts well.
250 FB followers		*Now up to 74	*Reach 100	
Basic Marketing materials		*Presentation banner designed	*Presentation banner made.	
Annual Review and Financial Report				Not sure yet how/when to do this.
Blog / Podcast feasibility report		*Met with Christ and Cascadia leaders. Decided not to pursue outright ownership. Other options may be possible.	*Continue discussions with Forrest.	This could provide us with an established platform, a large readership, and connections with like-minded leaders in the region.
Additional Comments/ Opportunities				



Discussion Guide for the Board July 11, 2018

Subject: Discernment regarding Circlewood’s focus and capacity.

Description: Much of the first two years of Circlewood has been spent honing the vision, building the organization, meeting with potential supporters, and pursuing almost every program opportunity that has come our way. We have reached a point where the vision is much clearer, the organization is stable/poised for growth, I can’t always keep up with the requests from people to meet with me, and we have more opportunities for programming than we have time for. God has been good! That said, from my vantage point, we are at a point where we need to do the following two things:

1. **Narrow our focus** – what are the most important things to accomplish in the next 3-12 months?
2. **Increase our capacity** – what do we need to do to keep growing?

Narrowing our focus:

Our current mission statement: “Empowering people to integrate care for the earth into every aspect of their faith and life.”

Our current tag-line: “Re-forming faith from the ground up.”

Our current program tag-lines: Learning | Living | Leading

I recently reduced our 5 long-term goals down to 4: Three program goals that align with the Learning | Living | Leading paradigm, and 1 organizational goal:

- Goal #1 – Develop educational resources and experiences.
- Goal #2 – Develop Circlewood Village on Camano Island.
- Goal #3 – Connect, Support, and Form Leaders.
- Goal #4 – Build a strong organization.

Here is my take on what the priorities should be over the next year in these areas (knowing we will need to be flexible and be open to new opportunities).

Goal #1

- *Publish book
- *Fuller Sem. Classes

Goal #2

- *Establish caretakers
- *Start infrastructure
- *Create detailed plan
- *Increase programming

Goal#3

- *Continue to network

Goal #4

- *Empower board
- *Grow board
- *Increase resources
- *Expand community

Increasing our Capacity

What do we need to be able to reach these goals? I'm less clear about direction here.

PEOPLE

Staff

Increase James' hours?
Add staff?

Volunteers

Create positions?

Community

Formalize?

Board

What does board need?

RESOURCES

Donors

Strategy?

Program Revenue

Business Partners

Camano Coffee
Realize Giving

Additional info:

I have started tracking my time. Here is the data for 5 weeks, starting June 1:

Average weekly hours: 30

Percentage of time broken down by category:

Administrative	24%
Church/org.	3%
Camano	20%
Education	24%
Networking	29%

*Can't draw too many hard conclusions yet – it is only 5 weeks, and some of the categories overlap. I will continue to track this.



Proposal for the Board July 13, 2018

Subject: Board Nomination Process and Guidelines

Proposed by: James Amadon, Glenn Palmberg

Description: The number, selection, and tenure of board members are currently defined by our constitution as follows:

Section 3.02. Number, Selection, and Tenure. The Board shall consist of not less than three (3) directors. Nominees for the Board of Directors must be approved by a majority vote of the currently active Board of Directors. Each director shall hold office for a term of three (3) years. Directors may serve successive terms if nominated and approved by the majority vote of his/her fellow directors. Vacancies existing by reason of resignation, death, incapacity or removal before the expiration of his/her term shall be filled by a majority vote of the remaining directors. In the event of a tie vote, the President shall choose the succeeding director. Directors will elect their successors. A director elected to fill a vacancy shall be elected for the unexpired term of that director's predecessor in office. At least two (2) members of the Board of Directors will be representatives of church organizations or faith communities, chosen to provide spiritual leadership and guidance on matters of theology and ethics.

The following defines the nominating process and offers some additional guidelines:

1. The nominating process comes under the responsibilities of the Board Development Committee.
2. As board positions open, the Board Development Committee will consult with the Executive Director for his or her recommendations for new board members, as well as his or her input regarding potential board members proposed by committee members.
3. When the Board Development committee is considering whether or not to nominate current board members for a second term, the members being considered must recuse themselves from the vote.
4. Board members who have served 2 successive terms may be nominated again after a 1 year break.
5. If a person is elected to the board to serve a partial term, that person will be eligible for an additional two full terms.
6. The Board Development Committee will only consider candidates who agree to:
 - a. Regular attendance at board meetings.
 - b. Support Circlewood financially (at a level determined by the candidate/member).
 - c. Support the Circlewood mission.

Specific proposal: We propose that the Circlewood Board adopt numbers 1-6 as our board nomination process and guidelines.



Proposal for the Board July 13, 2018

Subject: Book and Speaking Income

Proposed by: Glenn Palmberg

Description: Since a book written by our Executive Director is a priority and will be written soon, I want us to clarify issues around any revenue the book may garner. I am therefore proposing the following for your consideration and discussion.

I recommend that all proceeds from the book be income for James (this assumes he is the sole author). I also propose that honoraria from his speaking and teaching be income for him and not Circlewood. I further recommend that these decisions not be precedent. When the executive director is paid full time the board will reexamine arrangements for future books and honoraria.

Rationale:

James is currently part time and this first book will be in large part the result of his dissertation and course work at Duke Divinity School, which was done at his expense and almost exclusively on his personal time. In addition, speaking and teaching honoraria can be used to supplement James' part time income.

Specific proposals:

Proposal 1: I propose that all income from James' first book go to James.

Proposal 2: I propose that all speaking and teaching honoraria go to James until he is a full time employee of Circlewood.

Circlewood Board Annual Meeting Minutes July 13, 2019
793 N. Sunset Drive
Camano Island, WA 98282

Present: James Amadon, Louise Conner, Beth Knox, Lenore Three Stars, Glenn Palmberg, Tom Ruebel, Forrest Inslee

9:00 Gather and Personal Updates

1. How are you personally?
2. What feelings/ideas/questions are you bringing to the meeting?

Prayer

9:30 Administrative Items

Approved 4-19-19 Minutes (see attached)

Signed thank you notes at lunch

Nominating Committee Policy

• **Action (Beth, Glenn and James):**

○ Develop a proposal for bylaws change re. annual mtg. incl. definition of “majority”, etc.

○ Adjust the Nominating Committee Policy draft for consideration next mtg.

Honorariums, income

○ *Decision:* Approved provisional language for the following

○ James will keep speaking honorariums for the present, to be reviewed if/when he is full-time

○ James will report all honorariums (to be recorded)

○ **Action: (Glenn)** Develop proposal for more detailed policy on this for next meeting

○ **Action: (Forrest and James):** Clarify ownership of curricula that is developed for other

organizations, including material to appear in James’ publications

○ *Decision:*

○ Revenue from income generating activities such as online education will accrue to Circlewood in the future

○ Future income-generating arrangements with external organizations must be reviewed and approved by the board

Director Expenses

○ *Decision:* Board approved policy stating that director will be reimbursed for expenses related to Circlewood, including mileage, meals, and lodging, as well as costs associated with meetings (mileage, food/drink for others involved)

○ **Action: (Beth)**

▪ Develop/borrow guiding language for a permanent component of policy on this

- James will include this in a larger policy document in process *Approved/Accepted*:
Financial Report (see attached)
Executive Director Insurance Quarterly Review – *Glenn*

10:00 Director Report

Annual and Quarterly Goals Review (see attached)

- Reported on logical ways forward in terms of land donations
- Report on moving forward to getting people in residency on the

land
- Overview of pending and current new associations/partnerships
- Board matters
- New board material will come for future approval
- Mike Holmgren is considering membership
- We need to continue to look to potential board members

Note: During lunch Forrest agreed, with Glenn and James, to put together proposal language to use when asking individual donors to contribute to a 5-unit tiny house project. The project will allow resident caretakers to live on the land in one unit, and generate income with the other four. Beth will send Forrest some guidelines for how to shape such a proposal.