



**Circlewood Board Meeting  
September 30, 2020**

**3:00pm** – Gather

- Check-in
- Opening prayer – *Glenn*
- Overview of the meeting – *James*

**3:30** – Administrative items

- Action:** Approve July Meeting Minutes – *Glenn* Pages 2-3
- Action:** Nominating Committee and Current Terms Pages 4-5
- Financial Report – *James, Louise, and Tim* Page 6
- Additional resources Appendix

**4:00** – Vision and Mission

- OSKR Updates – *James* Page 7
- Detailed OSKR info Appendix
- Camano Development Team update – *James*
- Timeline and Goals Appendix
- Action:** Proposal for on-site housing Page 8
- Resource Team update- *James*
- Grant Developer update
- October event Page 9

**4:45** - Next Steps

- Louise will send out minutes and assignments
- Check-in - What feelings/insights/questions do you have as we close?
- Pray and Adjourn

**Next Meeting – December – Specific date TBD**

**Circlewood  
Board Meeting Minutes  
July 17, 2020, 7:00 pm, via Zoom**

Present: James Amadon, Lenore Three Stars, Glenn Palmberg, Tim Hedberg, Forrest Inslee, Tom Ruebel, Beth Knox, Louise Conner. Guest: David Jones. Absent: Mike Holmgren

James started with a Zoom poll and those present shared personal updates. Glenn opened the meeting with prayer. Glenn announced a board decision made in June via email to give a \$2000 bonus to James for his extra hours and excellent work. Beth moved that the proposed agenda be adopted, with the freedom to move items around on the agenda as deemed appropriate. Tim seconded the motion. The motion passed. The minutes from 4/2/20 were presented for approval. Lenore moved that they be approved as presented. Beth seconded the motion. The motion passed.

Glenn presented the move of Tim to the Treasurer position and Louise to the Secretary position and asked for confirmation from the Board. Tom moved that Tim and Louise be confirmed in those new positions. Beth seconded the motion. The motion passed.

James presented an overview of Circlewood's financial position through the second quarter of 2020. As of June 30, income is \$50,340 (excluding the in-kind gift of 20 acres), operating expenses are \$76,400, Camano project expenses are \$8,900, with total loss of \$34,960 thus far in the year. The projected cashflow for 2020 is -\$12,510. James also reviewed the dashboard information, pointing out the increase in Facebook followers and in website visitors, both of which are being driven by the podcast. The podcast audience and the number of downloads continue to rise. More details of Circlewood's financial status were provided in the board meeting packet.

Louise shared the new password protected board member pages now housed on the Circlewood website, which will function as a board handbook. The current password is camano2020. Glenn wondered about using this to make personal information of donors available to board members. James and David will talk about this possibility as there may be some issues with best practices.

James informed the board that the planned wilderness trip has been cancelled. He also reviewed the Bible, Ecology and Practical Earthkeeping webinar and talked about possibilities for similar programs in the future, possibly facilitated by Anna Carlson and other ideas such as group spiritual direction, which Eric Krumland might facilitate. James pointed out that we can bring in outside teachers and facilitators, helping others implement ideas that they have passion for.

James has created an Instagram account for Circlewood and is learning how to use this better. He pointed out that many younger people are on Instagram rather than Facebook. James presented a slideshow of an updated vision statement. A discussion was held around the language and ideas presented, including the local and global aims of Circlewood. James prayed and the meeting was recessed until Saturday morning.

**Saturday, July 18, 9:00 am. via Zoom.**

Present: James Amadon, Lenore Three Stars, Glenn Palmberg, Tim Hedberg, Forrest Inslee, Tom Ruebel, Beth Knox, Louise Conner, Guests: David Vandervort, David Jones. Absent: Mike Holmgren

The meeting reconvened and James took a Zoom poll as an opening activity.

James introduced architect David Vandervort. David shared his background, his history with Mustard Seed Associates and his work with Circlewood. He shared different aspects of his work with Circlewood including road work, work connected with the forestry plan, and development of an architectural plan based on the vision and aspirations for forming a Circlewood Village. He shared slides evoking the experience it is hoped that entering the land will create as well as specific architectural plans created for the property. Board members shared thoughts and questions about the plans. Appreciation of the current plans was expressed and there was excitement about moving forward. The three aspects that the Vandervort firm will be moving forward on are: practical aspects such as the access road work, a prototype of housing, and a master plan. To construct the current plans, a ballpark cost estimate of \$3-\$5 million was given. A first step needs to be identified, either toward a prototype housing unit and/or finishing up the current shelter. Further discussion was held on the project after David Vandervort left the meeting, including the hope of connecting with the Tulalip tribe (Lenore has a new contact name), and interest in talking with people connected with the Murdock Trust as there seems to be significant shared vision. There are board members who have connections with both past and present Murdock trustees.

On the Camano project, next steps were identified as first priorities: 1. Design: a. Clarity on the road, b. Having the first buildable piece of the project in the works (i.e. a prototype housing unit), 2. Continuing to work with David Vandervort Architects and Terra Phoenix on the bigger picture. 3. Potential funding: Looking at Murdock funding. 4. Identifying the right people to bring into the project—keeping open and looking for that.

From this meeting, there are actions on these three areas (architecture, practical piece, funding). The Development Team will bring an update and concrete proposals to the October board meeting. James will continue to reach out to the landowner who is currently opposed to us using the access road. James will make a list of priority steps and send the list to the Development Team for clarification.

All Board Members with ideas on how to improve the board experience and community, ideas about the proposed Seed Campaign, or program ideas are invited to send these to James or schedule a meeting with him to discuss those ideas.

Tom moved that the meeting be adjourned. Forrest seconded the motion. The motion passed. The meeting was adjourned and the meeting was closed in prayer. Next Meeting: The next meeting will be in October and has yet to be scheduled.

Submitted by:  
Louise Conner, Secretary

**Action Items:**

- James and David--will talk about this possibility of housing donor information on the website board page as there may be some issues with best practices.
- The Development Team--will bring an update and concrete proposals to the Oct board mtg.
- James--will continue to reach out to the landowner currently opposed to access road usage.
- James--will send list of priority steps to the Development Team for clarification.
- All Board Members—those with ideas on how to improve the board experience and community, ideas about the proposed Seed Campaign, or program ideas are invited to send these to James or schedule a meeting with him to discuss those ideas.



# Board Proposal

## Board Nomination Process, Guidelines, and Current Board Member Terms

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 (in the future, this may be delegated to a Board Development Committee).
2. As board positions open, or additional positions are considered, the Board will select a chair for the nominating process, and 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 board members.
3. When the Board is considering whether or not to nominate current board members for a second term, the members being considered must recuse themselves from the discussion and vote.
4. Board members who have served two successive terms may be nominated again after a one-year break.
5. If a person is elected 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.

### Proposed Terms of Current Board Members

These proposed terms are designed to stagger the terms to preserve continuity on the board.

Position	Name	Term start	Term end	Term #	Position
1	Glenn	Jan 2018	Dec. 2020	1	Chair
2	Tim	Jan 2018	Dec. 2020	1	Vice Chair / Treasurer
3	Louise	Jan. 2019	Dec. 2021	1	Secretary
4	Forrest	Jan. 2019	Dec. 2021	2	
5	Tom	Jan 2020	Dec 2022	1	
6	Lenore	Jan 2020	Dec 2022	1	
7	Beth	Jan. 2021	Dec 2023	1	
8	Mike	Jan 2021	Dec 2023	1	

**Specific proposal:** We propose that the Board adopt numbers 1-6 above as our board nomination process and guidelines from this day forward, and the term descriptions of current members as outlined above.

## Financial Information Through Q3 of 2020

We entered 2020 planning to spend some of our accumulated savings in order to add more staff/contracted help and to enable the development process on Camano to move forward. The understanding was that we would need to bring in new resources to make the additions sustainable and to fund new endeavors. We expected to use some of our existing savings; we did not expect the coronavirus and its impact on developing new resources.

Updated 2020 Resource Goal            200k            (Revised from stretch goal of 445k)

Q4 Resource Goals                            15 new monthly donors / 5 major donor relationships  
 45 EOY gifts totaling \$20k / 1 major EOY gift \$50k  
 4 Grant applications with 1 win  
 1 Timber Sale profit 20-30k

<b>Profit/Loss as of September 30:</b>		(Projecting through the end of the month)
Income	70,060	(Includes 8900 PPP loan)
Operating Expenses	121,425	
<u>Camano Project Exp.</u>	<u>14,430</u>	(Budgeted 30,000 for 2020)
<b>Total Profit/Loss</b>	<b>(65,795)</b>	

<b>Cash on Hand as of September 30:</b>	
Checking	14,200
<u>Savings</u>	<u>98,250</u>
<b>Total</b>	<b>112,450</b>

<b>Projected Cashflow for 2020</b>		
Projected Income	175,700	(Projects \$15k EOY giving, \$20k timber net, \$50k EOY gift)
<u>Projected Expenses</u>	<u>192,600</u>	(Includes \$70k of increased staffing costs for 2020)
<b>Total</b>	<b>(16,900)</b>	

# 2020 Objectives, Strategies, and Key Results Summary - Q3

(Detailed report in appendix)

## 2020 OBJECTIVE #1: Get Camano Project Going

- Timber Harvest scheduled for mid-October. Should provide us with around 20k profit, and may also provide helpful access road improvements.
- We are getting closer to being ready to submit an application to formally open the access road.
- Terra Phoenix Design is a new partner, and will help us create a master plan by December 31.
- We've made some good contacts with neighbors. Security remains an issue, and we need to get someone on or near the land soon.

## 2020 OBJECTIVE #2: Expand Circlewood's Voice and Community

- The podcast continues to bring in new listeners with each episode. Forrest and I have lots of creative ideas, most of which require more time to make them happen.
- We will be offering an improved version of *The Bible, Ecology, and Practical Earthkeeping* online in Oct-Nov.
- We have made connections with 2 people who will help us develop strategy and plans for improving our communications systems and social media use.

## 2020 OBJECTIVE #3: Strengthen Circlewood's Core

- Began to plan for increased staff roles:
  - James to go  $\frac{3}{4}$  time Jan 2021.
  - Louise to add 5 or 10 hours starting Jan 2021.
  - Forrest to go  $\frac{1}{2}$  time in late spring/summer of 2021, with the goal of moving to Camano.

## 2020 OBJECTIVE #4: Resource for Growth

- Revised 2020 revenue goal down from stretch goal of 445k to 200k.
- Created fundraising plan for Q4.
- Contracted with Tara Britton, Grant Developer, to create Foundation profile and identify priority funding projects.

## 2021 Vision planning

- James and David planning process in November to bring in board and others in vision planning and brainstorming in the areas of Board, Staff, Camano, Communications, and Online Programming.



## Board Proposal

### Authorization to pursue housing options on Camano.

Proposed by: James Amadon, Glenn Palmberg

Description: It is becoming increasingly important for us to have an in-person presence on our near our property on Camano in order to build relationships with neighbors, provide site security, and assist in early-stage construction and program development. We have identified two options that would meet this need:

- **Option 1:** Purchase a tiny home/RV and recruit an individual or couple to live on the land. The estimated cost range for this would be **40-60k**, depending on the size and quality of the tiny home/RV, any costs to set up off-grid living, and a small stipend (if needed).
- **Option 2:** There is a 2-acre property near ours which would allow us to accomplish the above goals and expand the Camano vision to include a small farm. This option would provide immediate housing and program space while the forest is being developed. Property sale has been pending for 3 months – we want to be ready to act should sale fall through. Estimated cost is **550-600k**. We have a generous donor offering \$200k toward the purchase. Options for purchase include:
  - Circlewood ownership through combination of gifts and loans
    - 200k + additional gifts for down payment.
    - Conventional bank loans and/or loans from individuals make up difference.
  - Independent ownership with Circlewood partnership
    - Individual or group buys property.
    - Circlewood purchases over time through set payments or lease-to-own.

**Proposal #1:** That the Board authorize the Camano Development Team to act on option 1 if option 2 is not possible.

**Proposal #2:** That the Board authorize the Resource Team to submit an offer on the property in option 2. This would be a back-up offer to the current pending offer, and a regular offer should the current pending offer be rescinded or rejected.





## **Board Discussion**

**October 29 Zoom Event from 7-8pm**

**Signs of Hope in a Troubled World:  
A Circlewood Webinar hosted by Mike Holmgren**

In the midst of troubling events and ongoing struggles, it can seem like good news is hard to find. But there are signs of hope all around that can connect, encourage and strengthen us as we seek to bring change to our world. Join former Seattle Seahawks coach Mike Holmgren and Circlewood Executive Director James Amadon as together we highlight and discuss these Signs of Hope.

**Thursday, October 29, 2020 at 7:00 pm PST**

Great discussions, quick presentations, Q&A, and some thoughts from Mike – a great way to spend an hour (and no more). We invite you and your friends to join us as we “Zoom in” on good things that are going on – Signs of Hope!

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### **Goals of the Webinar**

- Gather existing Circlewood supporters
- Attract new people
- Connect, strengthen, and encourage attendees
- Inform attendees about Circlewood’s mission and current projects
- Invite attendees to respond in 3 ways
  - Sign Circlewood Declaration – a short pledge to be a life-giving inhabitant of creation (still to be written)
  - Sign up for Circlewood updates
  - Become a Circlewood supporter/partner

### **Board Involvement**

- Attend
- Promote
- Personally invite 2-5 people

# APPENDIX

## Resource Dashboard

	2020 Obj.	YTD total (Jan-Aug)	Q3 growth	2019 YTD	2019 Total
<b>Circlewood Supporters:</b> One-time Givers \$10 - \$1000	40	5	+1	N/A	29
<b>Circlewood Supporters:</b> One-time Gift Total	\$22,500	\$869	+\$103	N/A	\$17,800
<b>Circlewood Sustainers:</b> Recurring Givers \$100 - \$1000/yr	25	16	0	N/A	19
<b>Circlewood Sustainers:</b> Recurring Gift Total	\$9000	\$6000	+\$1958	N/A	\$8072
<b>Circlewood Stewards:</b> One-time Donors \$1000+/year	6	1	0	N/A	4
<b>Circlewood Stewards:</b> One-time Gift Total	\$75,000	\$1500	+\$	N/A	\$60,500
<b>Circlewood Stewards:</b> Recurring Donors \$1000+/year	15	10	0	N/A	13
<b>Circlewood Stewards:</b> Major Donors Gift Total	\$67,500	\$46,200	+\$16,000	N/A	\$96,500
<b>New Givers</b>	25	2	0	3	21
<b>Total Givers</b>	75	30	0	29	60
<b>Foundations</b>	0	0	0	0	\$0
<b>Corporate Partners</b>	\$2500	\$78	+78	0	\$850
<b>Corporate paid vol. hrs.</b>	0 hrs / \$	0	0	0	16 hrs / \$400
<b>Program Revenue</b>	\$3500	\$2880	+\$0	N/A	\$2890
<b>Product Revenue</b>	\$20,000	\$340	+\$4	N/A	\$105
<b>Total Giving/Revenue</b>	\$200,000	\$70,060	+\$20,750	\$66,675	\$185,850
<b>Net Income</b>		-\$65,795	-\$32,000	\$30,015	\$98,500

# Other Dashboard Data

	2020 Obj.	2020 YTD	Q3 growth	2019 YTD	2019 Total
<b>Circlewood Friends:</b> Donor Perfect Contacts	500	361	0	314	336
<b>Circlewood Friends:</b> FB Followers	300	285	+25	N/A	189
<b>Volunteer Hours</b>		570	+120	201	640
<b>Website Visitors/month</b>		200		56/month	72/month avg.
<hr/>					
<b>James' Work Miles</b>		1534	+390	N/A	1678
<b>James' Work Hours/week</b>		30		N/A	27.3 hrs/wk
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<b>Podcast Episode Downloads</b>		3306	+2195	N/A	N/A
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## 2020 Projected Cash Flow

	<b>70,059</b>	<b>NOTES</b>
<b>2020 Q1+Q2+Q3 Income</b>		
2020 Q4 Est. Income		
Activity revenue	20400	20,000 harvest income. Conservative estimate.
Sales	300	
Monthly donors	17,200	Assumes numbers stay the same
End of Year	15000	Based on 2019 EOY giving
Special Gift	50,000	Promised gift for Nov/Dec
Coffee	250	
Corporate	2500	Assumes participation in Microsoft giving program in Oct.
<b>TOTAL Q4 Est. Income</b>	<b>105,650</b>	
<b>TOTAL 2020 EST. INCOME</b>		
	<b>175,709</b>	
<b>2020 Q1+Q2+Q3 Expenses</b>		
	<b>130,500</b>	
2020 Q4 Est. Expenses		
Administrative	15,000	Includes Cedarstone fees and Louise's salary, Insurance, general costs
Board	1,000	
Camano Operations	5,200	Taxes
Communication	500	
Fundraising	3000	Includes potential hire of Grant Developer
Program	7,900	Podcast expenses+Webinar
Camano Project Dev.	15,000	Design costs for road and master plan
Staff	14,500	James' salary, taxes, expenses
<b>Total Q4 Est. Expenses</b>	<b>62,100</b>	
<b>TOTAL 2020 EST. EXPENSES</b>		
	<b>192,600</b>	

# Circlewood

## BUDGET VS. ACTUAL OPERATING AND PROJECT COMBINED

January 2020 - August 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>ACTIVITY REVENUE</b>				
Church Partnerships	1,000.00		1,000.00	
Forest Income	1,078.35	60,000.00	-58,921.65	1.80 %
Other Program Income	800.00	6,000.00	-5,200.00	13.33 %
Podcast Income		2,000.00	-2,000.00	
Publication Income	26.12	150.00	-123.88	17.41 %
<b>Total ACTIVITY REVENUE</b>	<b>2,904.47</b>	<b>68,150.00</b>	<b>-65,245.53</b>	<b>4.26 %</b>
Interest Income	129.66		129.66	
Other Income	9,883.35	150.00	9,733.35	6,588.90 %
Sales of Product Income	326.27		326.27	
<b>SUPPORT</b>				
<b>Donor Gifts</b>				
Camano Island Coffee Roasters Income	77.95	250.00	-172.05	31.18 %
Cash	52,037.91	165,698.00	-113,660.09	31.41 %
Forest Stewardship		2,500.00	-2,500.00	
<b>Total Donor Gifts</b>	<b>52,115.86</b>	<b>168,448.00</b>	<b>-116,332.14</b>	<b>30.94 %</b>
<b>Total SUPPORT</b>	<b>52,115.86</b>	<b>168,448.00</b>	<b>-116,332.14</b>	<b>30.94 %</b>
<b>Total Income</b>	<b>\$65,359.61</b>	<b>\$236,748.00</b>	<b>\$ -171,388.39</b>	<b>27.61 %</b>
<b>GROSS PROFIT</b>	<b>\$65,359.61</b>	<b>\$236,748.00</b>	<b>\$ -171,388.39</b>	<b>27.61 %</b>
<b>Expenses</b>				
<b>ADMINISTRATIVE</b>				
Administrative Assistant	6,600.00	10,000.00	-3,400.00	66.00 %
Bank Charges & Fees		100.00	-100.00	
Cedarstone	24,662.07	45,000.00	-20,337.93	54.80 %
Costs of Publications		50.00	-50.00	
Legal & Professional Services	2,510.00	500.00	2,010.00	502.00 %
Liability Insurance		1,250.00	-1,250.00	
Licenses & Fees	10.00	100.00	-90.00	10.00 %
Office Supplies	118.95	300.00	-181.05	39.65 %
Password Management	52.90	35.00	17.90	151.14 %
Payroll Processing Cost	485.25	600.00	-114.75	80.88 %
Postage	14.53	250.00	-235.47	5.81 %
Software Subscriptions	75.00	150.00	-75.00	50.00 %
State Registrations	20.00	250.00	-230.00	8.00 %
Telecommunications	134.65	240.00	-105.35	56.10 %
<b>Total ADMINISTRATIVE</b>	<b>34,683.35</b>	<b>58,825.00</b>	<b>-24,141.65</b>	<b>58.96 %</b>
<b>BOARD EXPENSES</b>				
Meetings	1,291.10	1,200.00	91.10	107.59 %
Reimbursement	151.18	250.00	-98.82	60.47 %
<b>Total BOARD EXPENSES</b>	<b>1,442.28</b>	<b>1,450.00</b>	<b>-7.72</b>	<b>99.47 %</b>

# Circlewood

## BUDGET VS. ACTUAL OPERATING AND PROJECT COMBINED

January 2020 - August 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>CAMANO DEVELOPMENT</b>	618.50		618.50	
<b>CAMANO LAND AND DEVELOPMENT</b>				
Camano--Maintenance	34.98	500.00	-465.02	7.00 %
Camano--Property Taxes	3,501.45	7,826.00	-4,324.55	44.74 %
<b>Total CAMANO LAND AND DEVELOPMENT</b>	<b>3,536.43</b>	<b>8,326.00</b>	<b>-4,789.57</b>	<b>42.47 %</b>
<b>COMMUNICATION</b>				
Marketing Materials	17.00	500.00	-483.00	3.40 %
Newsletter	205.59	240.00	-34.41	85.66 %
Website	596.03	600.00	-3.97	99.34 %
<b>Total COMMUNICATION</b>	<b>818.62</b>	<b>1,340.00</b>	<b>-521.38</b>	<b>61.09 %</b>
<b>FUNDRAISING</b>				
Cost of Fundraising	574.54	5,000.00	-4,425.46	11.49 %
Donor Perfect	857.57	1,920.00	-1,062.43	44.67 %
Merchant Fees	207.90	500.00	-292.10	41.58 %
<b>Total FUNDRAISING</b>	<b>1,640.01</b>	<b>7,420.00</b>	<b>-5,779.99</b>	<b>22.10 %</b>
<b>PROGRAM</b>				
<b>CAMANO PROGRAMS</b>				
Camano Program Expense	4,745.70	3,000.00	1,745.70	158.19 %
Forest Stewardship	2,409.34	40,000.00	-37,590.66	6.02 %
Summer Retreat	200.00		200.00	
<b>Total CAMANO PROGRAMS</b>	<b>7,355.04</b>	<b>43,000.00</b>	<b>-35,644.96</b>	<b>17.10 %</b>
<b>OTHER PROGRAM EXPENSES</b>		4,500.00	-4,500.00	
<b>OUTREACH PROGRAMS</b>				
Blog Expenses		500.00	-500.00	
Events, meetings, conferences		500.00	-500.00	
Fuller Class Expenses	500.00	500.00	0.00	100.00 %
Other Outreach Expenses	1,773.35		1,773.35	
Podcast Expenses	1,175.42	5,000.00	-3,824.58	23.51 %
Podcast Producer	15,000.03	20,000.00	-4,999.97	75.00 %
<b>Total OUTREACH PROGRAMS</b>	<b>18,448.80</b>	<b>26,500.00</b>	<b>-8,051.20</b>	<b>69.62 %</b>
<b>Total PROGRAM</b>	<b>25,803.84</b>	<b>74,000.00</b>	<b>-48,196.16</b>	<b>34.87 %</b>
<b>PROJECT EXPENSES</b>				
Architect Fees	5,052.70		5,052.70	
Survey Work	8,391.00		8,391.00	
<b>Total PROJECT EXPENSES</b>	<b>13,443.70</b>		<b>13,443.70</b>	
<b>STAFF EXPENSES</b>				
Executive Director Mileage Reimbursement	1,102.08	2,400.00	-1,297.92	45.92 %
Executive Director Salary	32,068.57	46,000.00	-13,931.43	69.71 %
Executive Director Work Expenses	398.20	1,000.00	-601.80	39.82 %
Intern		2,000.00	-2,000.00	
Reimbursement for Taxes--WA Family & Medical Leave	73.04	117.00	-43.96	62.43 %

# Circlewood

## BUDGET VS. ACTUAL OPERATING AND PROJECT COMBINED

January 2020 - August 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Taxes--Medicare	598.35	675.00	-76.65	88.64 %
Taxes--Social Security	3,177.56	2,900.00	277.56	109.57 %
Taxes--Washington Employment Administration Fund	11.78	15.00	-3.22	78.53 %
Taxes--Washington Unemployment Insurance	39.24	50.00	-10.76	78.48 %
Taxes--Workmans Compensation	189.12	230.00	-40.88	82.23 %
<b>Total STAFF EXPENSES</b>	<b>37,657.94</b>	<b>55,387.00</b>	<b>-17,729.06</b>	<b>67.99 %</b>
<b>Total Expenses</b>	<b>\$119,644.67</b>	<b>\$206,748.00</b>	<b>\$ -87,103.33</b>	<b>57.87 %</b>
NET OPERATING INCOME	<b>\$ -54,285.06</b>	<b>\$30,000.00</b>	<b>\$ -84,285.06</b>	<b>-180.95 %</b>
Other Expenses				
OTHER EXPENSE		30,000.00	-30,000.00	
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$ -30,000.00</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$ -30,000.00</b>	<b>\$30,000.00</b>	<b>0.00 %</b>
NET INCOME	<b>\$ -54,285.06</b>	<b>\$0.00</b>	<b>\$ -54,285.06</b>	<b>0.00%</b>

# Circlewood

## BALANCE SHEET

As of August 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BECU checking	19,623.75
BECU checking Forest	1,590.45
BECU Savings	98,246.63
Key Bank Checking	0.00
Paypal	-19.99
Petty Cash & Cash Equivalent	0.00
Reimbursement Clearing	0.00
SaveSave Fees	191.98
<b>Total Bank Accounts</b>	<b>\$119,632.82</b>
Other Current Assets	
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$119,632.82</b>
Fixed Assets	
Camano Island Land	
Land Value	863,000.00
<b>Total Camano Island Land</b>	<b>863,000.00</b>
<b>Total Fixed Assets</b>	<b>\$863,000.00</b>
Other Assets	
CONSTRUCTION IN PROGRESS	
Building Structure - Retreat Center	96,603.85
<b>Total CONSTRUCTION IN PROGRESS</b>	<b>96,603.85</b>
<b>Total Other Assets</b>	<b>\$96,603.85</b>
<b>TOTAL ASSETS</b>	<b>\$1,079,236.67</b>



# Circlewood

## BALANCE SHEET

As of August 31, 2020

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Credit Cards	
BECU	501.47
Chase #4978	0.00
Key Bank #8088	0.00
<b>Total Credit Cards</b>	<b>501.47</b>
<b>Total Credit Cards</b>	<b>\$501.47</b>
Other Current Liabilities	
Sales Tax	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$501.47</b>
<b>Total Liabilities</b>	<b>\$501.47</b>
Equity	
Opening Balance Equity	0.00
Retained Earnings	691,666.80
Net Income	387,068.40
<b>Total Equity</b>	<b>\$1,078,735.20</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,079,236.67</b>

## 2020 Objectives, Strategies, and Key Results Update

2020 OBJECTIVE #1: Get Camano Project Going			
2020 KEY RESULTS	Q1+Q2+Q3 PROGRESS	Q4 GOALS	COMMENTS
2020 Forest Stewardship Projects completed	*Harvest thinning scheduled for Oct. Trees marked and ready.	*Successful harvest and sale.	Coronavirus may affect timber prices. May also affect our ability to host volunteer work parties, particularly for replanting.
Receive remaining 20 acres from Sines	*We have successfully transferred the remaining 20 acres!	*Sines will be honored at Oct. 29 event with a gift.	
Prepare application to open right of way and create permanent driveway into property.	*Coordination begun between Development Team, Northwest Natural Resources Group, Janicki Logging, and 2020 Engineering. *Identified key neighbors and met with most. *Met with land use atty.	*Continue to work with partners to put together a plan that is ecologically friendly and financially feasible.	We are in a critical phase of this project.
Master Plan in place	*Development Team began work. *David Vandervort Architects done site survey and working to prepare plan. *Terra Phoenix Design team added as site designers.	*Further design work with DVA, Terra Phoenix. *Master plan by Dec. 31 with Phase 1 plan.	We are getting closer to a comprehensive site and program plan that will play a key role in fundraising.
2 programs connecting people to land.	*Wilderness trip cancelled. *Summer gathering date cancelled.	*Consider option of on-site caretaker.	Limits to what we can do during coronavirus.

## 2020 OBJECTIVE #2: Expand Circlewood's Voice and Community

2020 KEY RESULTS	Q1+Q2+Q3 PROGRESS	Q4 GOALS	COMMENTS
Podcast with regular episodes and growing community of listeners.	<ul style="list-style-type: none"> <li>*13 episodes are now live</li> <li>*3,300 episode downloads, estimated regular listeners at 350.</li> <li>*Added donation option.</li> </ul>	<ul style="list-style-type: none"> <li>*Continue episode production</li> <li>*Plan for 2021</li> </ul>	Forrest is doing excellent work. Podcast is driving a lot of traffic to website.
Weekly blog			On hold for the moment as we figure out a larger communications strategy.
Active Facebook account with weekly posts and 300 followers.	<ul style="list-style-type: none"> <li>*Much more active in posting.</li> <li>*285 followers</li> <li>*Added Instagram account – 60 followers</li> <li>*Connected with young person who will help develop social media strategy.</li> </ul>	<ul style="list-style-type: none"> <li>*Create social media strategy for 2021.</li> </ul>	
Begin online education/formation programs	<ul style="list-style-type: none"> <li>*Explored Fuller class and determined not to pursue partnership at this time.</li> <li>*Ran 5-week online class – <i>The Bible, Ecology and Practical Earthkeeping</i> with 20 participants.</li> <li>*Offered resources for understanding environmental and racial justice.</li> </ul>	<ul style="list-style-type: none"> <li>*Offer second Bible, Ecology, and Practical Earthkeeping class.</li> <li>*Put together plan for online group supporting environmental leaders who are Christ-followers.</li> </ul>	Anna Carlson and Eric Krumland facilitated the pilot course and are open to doing so again. The more facilitators, the more we can offer.
Update Website	<ul style="list-style-type: none"> <li>*Updated content, added podcast.</li> </ul>	<ul style="list-style-type: none"> <li>*Revise current website based on updated vision/mission work.</li> </ul>	
Clear Role with Christ and Cascadia Journal	<ul style="list-style-type: none"> <li>*James wrote one of the first articles for the renewed journal.</li> </ul>	<ul style="list-style-type: none"> <li>*Work with Forrest to determine best role for Circlewood.</li> </ul>	Christ and Cascadia is an online journal started by Fuller Seminary and recently acquired by Seattle School of Theology – Forrest is the new editor.

2020 OBJECTIVE #3: Strengthen Circlewood's Core			
2020 KEY RESULTS	Q1+ Q2+Q3 PROGRESS	Q4 GOALS	COMMENTS
Add 2 Board Members	*Welcomed Mike to the Board. *Clarified terms and nominating process.	*Identify what we need in new board members.	Does not feel like a pressing need yet, but good to start thinking about this.
Every Board member active in comm. work	*Started Development Team *Started Resource Team	*Continue to develop these teams.	
Hold 2 great retreats and 2 great meetings.	*Held retreat in February. *Held board meeting April 20 *Board meeting July 17-18	*Board meeting early December	James missed being together!
Clarify James' role for the next phase of CW	*Initial conversations with David Jones	*Bring plan to Dec. board meeting.	As Circlewood grows, James' role is shifting in several ways.
Integrate David Jones more fully into Circlewood	*Participated in February retreat and April/July board meetings. *Read <i>Shalom + Comm. of Creation</i> .	*Continue to evaluate role and bring update to Dec. meeting.	David continues to help shape CW's direction and strategically navigate COVID disruptions.
Expand Forrest's role to include Camano	*Created plan for 2021.	*Further define and include in 2021 budget.	This is an important element in our continued growth.
Established Admin. Assistant	*Louise began work on March 1.	*Include expanded hours in 2021 budget.	Louise is doing great work! This role will need to be expanded for Circlewood to continue to grow.

2020 OBJECTIVE #4: Resource for Growth			
2020 KEY RESULTS	Q1+Q2+Q3 PROGRESS	Q4 GOALS	COMMENTS
\$200,000 Revenue (revised from 445k)	*\$70k income *Projected income for 2020 - \$178,000 *Created Q4 fundraising plan to reach 200k. *Contracted with Grant Developer	*15 new monthly donors. *5 new relationships with potential major donors. *4 grant apps and 1 win *20k timber harvest net *45 EOY donors at 20k	Current coronavirus crisis requires revision of plans. The Resource Team will continue to work on strategic planning while also factoring in contingencies.

# Camano Update

## Progress in 2020 YTD

**January** - Development Team began mtg.

**February** - Met with Construction for Change

**March** - Met with Janicki Logging re: thinning forest

**April** - Met with Engineering 2020 re: driveway project

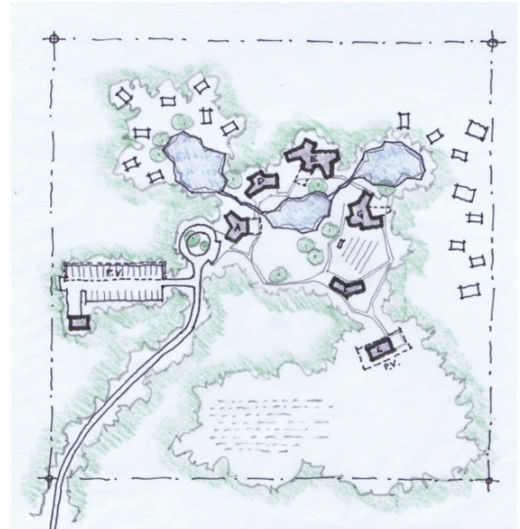
**May** - Finalized transfer of remaining 20 acres with Tom and Christine Sine.

**June** - Marked trees to harvest for thinning project. Topographical survey of likely building areas done by David Vandervort Architects. Met with key neighbor.

**July** - Met with Terra Phoenix Design team on the land to explore the possibilities for adding agriculture, agro-forestry, and sustainability systems to master plan.

**August** – Had follow up meeting with Terra Phoenix Design. Asked the to put together proposal for their engagement

**September** – Camano Development Team met. Had vision meeting with David Vandervort Architects. Met with 3 key neighbors.



## Goals for rest of the year

- Complete Timber thinning by end of October
- Have a sharable Master Plan by Dec. 31 with Phase 1 details
- Complete Access Easement Opening application by Dec. 31

**Circlewood  
Board Meeting Minutes  
September 30, 2020, 3:00 pm, via Zoom**

Present: Glenn Palmberg, James Amadon, Mike Holmgren, Tim Hedberg, Lenore Three Stars, Tom Ruebel, Forrest Inslee, Beth Knox, Louise Conner, Guest: David Jones

Check in: James shared a poll, with questions about each board members to open the meeting and begin check-ins. Glenn opened the meeting in prayer. A motion was made to approve the minutes as amended. The motion was seconded and passed.

Glenn and James presented the “Board Nomination Process, Guidelines, and Current Board Member Terms” proposal to the board. Proposed terms are intended to stagger terms and listed start dates are somewhat artificial in order to accomplish this aim. Glenn and James proposed that the Board adopt the proposed 6 steps as our board nomination process and guidelines from this day forward, and the term descriptions of current members as outlined. Discussion was held on which term this should be for Forrest. His current term was changed to his first term from second term. The motion, with the amendment, passed.

James gave an update on finances, pointing Board members to the appendix for further supporting information. The revenue goal for 2020 was revised from \$445K to \$200K due to the impact of the coronavirus and moving an anticipated capital campaign to 2021. Goals for the last quarter include bringing in new donors, new relationship, and having a good end of the year campaign. He also hopes to get grant applications out by end of year. The timber harvest on Camano should be happening in a couple of weeks. So far in 2020, we have spent down our savings by about \$66,000, which was the plan since the beginning of 2020. The cash on hand is still pretty strong (\$112,450). Our best estimate of income and expenses through the end of the year is a small total loss of about \$17,000 for 2020. These are conservative projection of both expenses and income as we hope to connect with some more people and may also have more expenses in Camano development. Louise pointed out that the in-kind land gift given this year is excluded from budget vs. expense reports in the appendix, but the balance sheet does include this gift. The land value was derived from the land appraisal done at the time of the gifting. The Board moved to accept the financial report and the motion was seconded and approved.

Objectives, Strategies and Key Results.

Camano Project: The timber harvest is going forward in mid-October. The team is working hard on the access road project by working with a surveyor, land use attorney and neighbors to put together the best plan that makes most sense for everyone. Good progress has been made and the hope is to have an application to the county to open the road by end of 2020. A new design partner--Terra Phoenix Design has been brought in. They specialize in thinking about projects like this from a whole-project and permaculture perspective. We are waiting to hear their proposal on their involvement and we are hoping to have a master plan to share with people by the end of the year. Someone ran through the gate to our property and severely damaged it. We have talked with neighbors about people running through the property on ATV's at all hours and have determined it is a very small number of people. Through these conversations, good connections with neighbors have been made as we collaborate on the issues. James and Forrest have made many of these connections.

Circlewood's Voice & Community: The podcast continues to reach new listeners. Forrest is doing an awesome job putting together compelling episodes. James and Forrest have lots of creative ideas, some which are being set aside until there is more time to do them. We are offering *The Bible, Ecology, and Practical Earthkeeping* again this fall. Anna Carlson is facilitating the class and we have made a few improvements. We have some new volunteers who are going to help us in the areas of social media and general communication strategy.

Circlewood's core: Have begun to plan for increases in staff roles next year. This will be part of our budget presentation and discussion at our next board meeting. We plan to move James to  $\frac{3}{4}$  time, add some hours to Louise's time, and are looking ahead further into 2021 to how we can expand Forrest's role.

Resource for Growth: Dave talked about Tara Britton, the grant developer we have contracted with. Many of David's connections from the past are more evangelical and less in line with environmental issues. He introduced Tara's experience and his impressions of her. We have asked her to create a 40-foundation profile. She will identify foundations that align with what we're trying to do and provide us with useful information about that foundations, including deadlines, involvement, etc. We provided her with a preliminary list of projects we consider fundable so she can begin to match that list with possible grants. She is capable of a wide range of tasks, including preliminary work, grant writing, and grant assessment. We should have the foundation profile list by end of month and may have one or two places where we could send letters of interest to by end of year.

Vision planning: David and James want to bring more people into the brainstorming and collaboration process to discern where Circlewood might be heading. The goal is to identify places where board members are already involved or where they would like to have more of a voice and then create a format to explore that area together, putting goals in place for 2021. In late October, David and James will contact board members to invite people onto these teams, with November meetings planned. There will probably be two meetings, which will start with everyone together and then break into smaller groups.

Glenn and James brought a proposal in partnership with the resource team and Camano development team: Authorization to pursue housing options on Camano. As we gear up to do things programmatically and with development on Camano, it is becoming increasingly important to have people on site—learning, interacting with neighbors, problem solving, building support and providing basic security. We need an in-person, on-site communication person. There are two options:

1. Purchase a tiny home or RV, which is off-grid capable, can be driven onto the land, install someone to explore that lifestyle for a few months who can act as a Circlewood ambassador, learn more about the forest. James talked to one person, but doesn't think it's the right person and stated that finding the right person is harder than finding a home or RV that would work.

2. Noticed some months ago a nearby property on the market, which almost backs up to our access road. Have dreamt for a while about forest and farm presence on Camano. This property would allow that. It is two acres, has a 2500 sq. ft. home, a detached garage with an apartment, a view of Puget Sound, and a large field. James shared PowerPoint pictures of the property and location. James, Tom and Forrest have walked on the land. They have contacted a realtor friend of Forrest's. There is a three-month old pending offer on the property, which is delayed due to

Issues with the seller. We have been encouraged to put together a back-up offer if the Board is interested in pursuing this. The estimated cost is between \$550K-600K. A generous donor has offered the first \$200k as a down payment. There are a couple of different options for purchase:

1. Pursue Circlewood ownership through combination of gifts and loans
3. Independent ownership by someone else but in partnership w/Circlewood in terms of use, lease, option to own in future. If the Board agrees and gives authority, the resource team would iron out details. Although this is unexpected, James has thought and talked to people about it, and it would allow us to start programming and plant something sooner than anticipated. Glenn expressed his excitement that this would allow us to move ahead much more quickly than otherwise. He suggested we start to get ready and if this property doesn't work out, we would be ready if another opportunity came. Forrest has had direct conversation with the seller's realtor and our realtor; the house is in foreclosure, with at least three banks holding a claim, so title is not free and clear and there no telling how long it will take to resolve. We could put together offer in case it becomes available again. The property was listed on Zillow in June for \$550K, the Zillow estimate is \$750K. The current offer is \$595K and has changed from a cash offer to a financed offer. With the changed offer, that offer may no longer have precedence. There is a tentative appointment next Tuesday (Oct 6<sup>th</sup>) to see the property with our realtor, and maybe seller's realtor. The two proposals were discussed and people mentioned many positive opportunities this property would provide to Circlewood. The Board was unanimous in their enthusiasm about the 2<sup>nd</sup> option. A proposal was introduced; discussion continued. The final proposal was as follows: The board authorizes Forrest and James to work with the Resource team to put an offer together on the house for up to \$650K and to consult the Board as needed. The motion passed. A vote on the other proposal was set aside on as the Board decided to focus on this option for now and will return to the other option if this option fall through.

Circlewood is holding an October 29<sup>th</sup> Zoom event. It stemmed from David and James thinking about lack of ability to meet w/people who might want to learn about Circlewood. Goals of the evening: 1. Encourage people 2. Draw people by having Mike's name attached 3. Provide an opportunity to talk about Circlewood. 4. Provide options for people to connect with Circlewood. The name is: *Signs of Hope in a Troubled World: A Circlewood Webinar hosted by Mike Holmgren*. James commented that people are hungry for this. There are lots of things to be worried and anxious about, and angry about. We will be highlighting people and places who are working hard to imagine and work toward an alternative future, which is the kind of transformation that Circlewood is wanting to foster and support. We hope to gather existing Circlewood friends, make a chance to invite new people in to get a sense of who we are, and give people ways to connect with us. The program will be tight and engaging. The Board can be involved by attending if possible, promoting the event on social media and sending emails. Board involvement—attend if you can, promote on social media, email to send out, and personally invite 2-5 people who might enjoy the event and be interested in our work. It will be a Zoom webinar and will be broadcast on Facebook Live.

Glenn affirmed James' leadership and reflected on Circlewood's progress in the last couple of years.

It was moved, seconded and passed that the meeting be adjourned. Tim closed the meeting in prayer. Next Meeting—December—Specific date TBD

Actions Items:



- Forrest, James, Resource Team-- put an offer together on the Camano property for up to \$650K and consult the Board as needed.
- All Board Members—Support the upcoming Circlewood webinar by attending if possible, promoting the event, and personally inviting 2-5 people

**On Wednesday, October 7, 2020, the Board approved the following resolution via email vote:**

Resolved, that Circlewood shall establish the Circlewood Investment Management Account with Covenant Trust Company. Further resolved, that the Executive Director and Chairperson are hereby authorized to execute the documents required to establish this account with Covenant Trust Company. Further resolved, that the Executive Director and Chairperson are hereby authorized to provide investment direction to Covenant Trust Company regarding this account. Further resolved, that the Executive Director and Chairperson are hereby authorized to request payments from this account.

[Note: This establishes a place to hold the 650k for possible farm purchase

Submitted by:

Louise Conner  
Secretary