

Circlewood Board Meeting May 14, 2021

1:00 pm – Gather Check-in Opening prayer – <i>Glenn</i> Overview of the meeting – <i>James</i>	
1:30 – Administrative items	
Action: Approve February Meeting Minutes – Glenn	Pages 2-3
Financial Summary – James and Louise	Page 4
Additional resources	Pages 6-11
2:00 – Vision and Mission – OSKR updates	Pages 12-14
Program Updates	
Podcast - Forrest	
The Ecological Disciple - Louise	
Social Media - Jessalyn	
"Gather" film event – July 2, 6:30-8:30 - <i>James</i>	
The Seattle School of Theology – <i>Forrest</i>	
Camano Vision - <i>James</i>	
Resource Updates	
Circlewood Vision Webinar – date TBD - James	
Capital Campaign – James and David	
2:50 - Next Steps	
Proposed Retreat: September 24-26	
Check-in - What feelings/insights/questions do you have as we close	?

3:00 - Pray and Adjourn

Circlewood Board Meeting February 21, 2021 via zoom

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

James shared a poll for those present, which also began a time of check-ins. Glenn opened the meeting in prayer.

James gave a brief update on what he's been doing in the last few weeks, including books that he has been reading on organizational building, ecology, and books by or about Native Americans. He also gave an overview of the meetings to be held today and tomorrow.

Glenn presented the minutes for the last meeting. Tim moved that the minutes be approved as presented. Forrest seconded the motion. The motion passed unanimously.

Financial Update: James gave a financial summary for 2020. With last year's addition of staff and contractors and the Camano development work, Circlewood ended the year with a net loss of \$22,680, which will James said could be easily absorbed by reserve funds. James summarized the outlook for 2021 including: the hiring of Jessalyn Megerle as social media director and increased hours for James and Louise. Future 2021 plans include increased hours for Forrest and site design and development work on Camano. James introduced the 2021 budgets, which include an operating budget, a project budget (using already available funds), and a growth budget which includes items that are grant-dependent. Profit/loss for 2021 through the middle of February shows a net loss of \$30,726, of which \$26,029 was for the Camano road work which will be offset by timber sales to be done later this year. It is too early to do a projected cash flow, which will be provided later in the year.

Vison Work: James presented a clarified vision statement, containing core beliefs, purpose, and mission and the new tag line, "Accelerating the Greening of Faith." There was discussion around the word "lead" in the vision statement and general affirmation of the revised statement.

2021 OSKR's: James discussed the 2021 OSKR's to give the Board a view of what Circlewood is trying to accomplish this year in Programs (media—podcast, blog and social media, education and Camano), Circlewood's Core (Board—perhaps with a focus for a board that might be added after the board meeting conversations, Staff, Volunteer Opportunities, Administration), and Resource for Growth. Forrest gave an update on the team working on producing the podcast and shared some new ideas for the podcast. Mike and James shared about their conversation with a Murdock trustee. David expressed the desirability of making any sort of connections with local corporations.

James presented the Farm and Forest Proposal brought to the Board by Glenn and James regarding the funds given and loaned for the purchase of a property on Camano, as follows:
Change the designation of the \$300,000 gift from farm property to forest

- development work. The donors, Mike and Kathy Holmgren, have agreed to this.
- Return the \$350,000 loan to Mike and Kathy. They have communicated that that it could be available to us again should we need it.

• Move the \$300,000 gift from our Covenant Trust account into our BECU account so it is available for development costs. James and board members expressed their gratitude to the Holmgrens for their generosity and flexibility. The proposal passed unanimously.

2021 Finalized Budget: The 2021 finalized budget was presented for approval. The operating growth budget includes growth items which are grant-dependent; the funding for the project budget is the \$300,000 Holmgren gift. Forrest moved that we adopt the budgets as presented. The motion passed unanimously.

Glenn expressed his appreciation for the meeting's organization and presentation. It was determined that tomorrow's meeting will be not be included in the minutes and will instead be treated as a retreat.

Tom moved that the motion be adjourned. Forrest seconded the motion. The meeting was adjourned.

Tim closed the meeting in prayer.

Submitted by

Louise Conner Secretary

Action Items:

• None

Financial Summary Through April 30, 2021

2021 Summary

This year we have added a part-time Social Media Director and increased hours for Louise and James. We plan to increase Forrest's hours mid-year. We have money set aside for site design and preliminary development work on Camano. We created a growth budget for further design/development work as well as new program ideas that would be funded with new giving and/or grants.

2021 Resource Goals

	2651	(Hac a lot of "stratch" itoms)
Operations	265k	(Has a lot of "stretch" items)
Cap. Campaign – Donors	770k	(Most likely will receive in 2021 and 2022)
Cap. Campaign – Grants	400k	(Will submit Murdock grant in fall)
Media Grants	45k	(No luck so far with foundation work in this area)
TOTAL	1,480,000	
Profit/Loss as of April 30:		
Income	29,100	(Roughly same as last year, minus PPP loan)
Operating Expenses	95,020	(26k for road– will be recouped by logging)
Camano Project Exp.	6,670	(Design work so far)
Total Profit/Loss	(72,590)	(Take out 6,670 and add 30k for logging = 36k under)
Cash on Hand as of April 30:		
Regular Checking	20,472	
Forest Checking	616	(Designated for forest stewardship expenses)
Savings	357,354	(\$295k designated for Camano)
Covenant Trust 2	0	(300k moved to savings. 350k loan returned)
Total	378,442	(\$295k designated; 83k undesignated)

Projected Cashflow for 2021

Projected Operating Income	191,190
Projected Operating Expenses	239,238
Total	(48,048)
Projected Designated Funds	688,170
Projected Designated Expenses	158,170
Total	530,000
TOTAL projected cash on hand	481,950

(Assumes no change in donors)

(Would be covered by savings)

(300k from 2020; 385k from cap. campaign) (Design work and early construction fees)

APPENDIX

Resource Dashboard

REVENUE/EXPENSE	2021 Obj.	Jan-Apr 2021	2020 YTD	2020 Total
One-time Gifts \$10 - \$1000	60 gifts \$12,000	8 \$1133		47 gifts \$9372
One-time Gifts \$1000+	15 gifts \$143,000	1 \$2000	N/A	10 gifts \$61,520
Recurring Givers \$100 - \$1000/yr	20 givers \$10,000	19 \$3,248	N/A	18 givers \$8337
Recurring Givers \$1000+/year	12 givers \$63,000	10 \$20,216	N/A	10 givers \$61,729
New Givers	22	5		18
Total Givers	70	35		48
Camano Project	25 \$385,000	0 \$0	N/A	N/A
Foundations	1 \$400,000	0 \$0	0 \$0	\$0
Corporate Partners	3 \$5000	2 \$2218	0 \$0	\$850
Corporate paid vol. hrs.	100 hrs \$2,500	22 \$550	0 \$0	16 hrs / \$400
Program Revenue	\$3500	\$0	\$0	\$2890
Product Revenue	\$30,000	\$60	\$12	\$105
Other Revenue	\$1000	\$147	\$23	\$
TOTAL GIVING/REVENUE	\$827,000	\$29,100	\$7808	\$156,771
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Operations Expenses	\$265,000	\$95,020	\$9919	\$161,725
Project Expenses	\$300,000	\$6,670	\$426	\$17,544
Growth Expenses	\$45,000	\$0	\$0	\$0
TOTAL EXPENSES	\$610,000	\$101,690	\$10,345	\$179,268
Net Income	\$5000	-\$72,590	-\$537	-\$22,497
	22000	-212,220	->>>/	-222,497

Other Dashboard Data

	2021 Obj.	Jan. 2021	2020 YTD	2020 Total
Donor Perfect Contacts	500	398	367	383
Facebook Followers	750	417	N/A	307
Instagram Followers	500	194	N/A	119
Volunteer Hours	750	185	52	640
Website Visitors/month	500/month	280	77/month	232/month avg.
James' Work Miles			N/A	2114
Podcast Episode Downloads	1000/episode 20,000 total	250/episode 8534 total	N/A	N/A

Circlewood

Budget vs. Actuals: 2021 Circlewood Operating Budget - FY21 P&L

January - April, 2021

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGE
Income				
ACTIVITY REVENUE				
CAMANO ACTIVITY REVENUE				
Forest Income		10,000.00	-10,000.00	
Total CAMANO ACTIVITY REVENUE		10,000.00	-10,000.00	
EDUCATION ACTIVITY INCOME				
Church Partnerships		733.32	-733.32	
Other Education Income		1,666.64	-1,666.64	
Total EDUCATION ACTIVITY INCOME		2,399.96	-2,399.96	
MEDIA ACTIVITY REVENUE				
Publication Income	41.71	133.32	-91.61	31.29 9
Total MEDIA ACTIVITY REVENUE	41.71	133.32	-91.61	31.29 9
Total ACTIVITY REVENUE	41.71	12,533.28	-12,491.57	0.33 9
Interest Income	143.84		143.84	
Other Income	3.51	50.00	-46.49	7.02
Sales of Product Income	18.13		18.13	
SUPPORT				
Donor Gifts				
Camano Island Coffee Roasters Income	110.93	166.68	-55.75	66.55
Cash	28,782.04	72,822.68	-44,040.64	39.52
Forest Stewardship		2,500.00	-2,500.00	
Total Donor Gifts	28,892.97	75,489.36	-46,596.39	38.27
Total SUPPORT	28,892.97	75,489.36	-46,596.39	38.27
Total Income	\$29,100.16	\$88,072.64	\$ -58,972.48	33.04
GROSS PROFIT	\$29,100.16	\$88,072.64	\$ -58,972.48	33.04
Expenses				
ADMINISTRATIVE				
Bank Charges & Fees	64.50	33.32	31.18	193.58
Cedarstone	9,999.00	14,000.00	-4,001.00	71.42
Legal & Professional Services		500.00	-500.00	
Liability Insurance		833.32	-833.32	
Licenses & Fees	200.00	33.32	166.68	600.24
Office Supplies	364.64	333.32	31.32	109.40
Password Management	52.90	25.00	27.90	211.60
Payroll Processing Cost	244.39	250.00	-5.61	97.76
Postage	59.15	83.32	-24.17	70.99
Software Subscriptions		50.00	-50.00	
State Registrations	25.00	166.68	-141.68	15.00
Telecommunications	80.93	80.00	0.93	101.16
Total ADMINISTRATIVE	11,090.51	16,388.28	-5,297.77	67.67 9

BOARD EXPENSES

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGE
Meetings	132.04	833.32	-701.28	15.85 %
Reimbursement		83.32	-83.32	
Total BOARD EXPENSES	132.04	916.64	-784.60	14.40 %
CAMANO LAND AND DEVELOPMENT				
Maintenance		666.68	-666.68	
Property Taxes	4,622.21	3,633.32	988.89	127.22 %
Total CAMANO LAND AND DEVELOPMENT	4,622.21	4,300.00	322.21	107.49 %
COMMUNICATION				
Marketing Materials		166.68	-166.68	
Newsletter		73.32	-73.32	
Website	113.33	233.32	-119.99	48.57 %
Total COMMUNICATION	113.33	473.32	-359.99	23.94 %
FUNDRAISING				
Cost of Fundraising	622.18	2,500.00	-1,877.82	24.89 %
Donor Perfect	249.61	640.00	-390.39	39.00 %
Merchant Fees	132.60	166.68	-34.08	79.55 %
Total FUNDRAISING	1,004.39	3,306.68	-2,302.29	30.37 %
PROGRAM EXPENSES				
CAMANO PROGRAMS				
Camano Program Expense	3,822.50	1,666.68	2,155.82	229.35 %
Forest Expense	26,028.50	8,676.00	17,352.50	300.01 %
Forest Stewardship		1,000.00	-1,000.00	
Total CAMANO PROGRAMS	29,851.00	11,342.68	18,508.32	263.17 %
EDUCATION PROGRAMS				
Education Expenses	250.00	1,166.68	-916.68	21.43 %
Total EDUCATION PROGRAMS	250.00	1,166.68	-916.68	21.43 %
MEDIA PROGRAM EXPENSES				
Blog Expenses	156.39	333.32	-176.93	46.92 %
New Media Program Expenses		166.68	-166.68	
Podcast Expenses	296.00	1,666.68	-1,370.68	17.76 %
Podcast Producer	6,666.68	11,000.00	-4,333.32	60.61 %
Total MEDIA PROGRAM EXPENSES	7,119.07	13,166.68	-6,047.61	54.07 %
OUTREACH PROGRAMS				
Events, meetings, conferences	946.31		946.31	
Total OUTREACH PROGRAMS	946.31		946.31	
Total PROGRAM EXPENSES	38,166.38	25,676.04	12,490.34	148.65 %
STAFF EXPENSES	50,100.00	20,070.04	12,400.04	140.007
ADMINISTRATIVE ASSISTANT EXPENSES				
	535.74	619.00	-83.26	86.55 %
Administrative Assistant Employer Taxes Administrative Assistant Mileage Reimbursement	555.74	83.32	-83.32	00.00 7
Administrative Assistant Mileage Reinbursement Administrative Assistant Wages	6,500.00	6,666.64	-83.32 -166.64	97.50 %

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Administrative Assistant Work Expenses		83.32	-83.32	
Total ADMINISTRATIVE ASSISTANT EXPENSES	7,035.74	7,452.28	-416.54	94.41 %
EXECUTIVE DIRECTOR EXPENSES				
Executive Director Employer Taxes	1,869.39	1,766.00	103.39	105.85 %
Executive Director Mileage Reimbursement	192.80	800.00	-607.20	24.10 %
Executive Director Salary	23,000.00	23,000.00	0.00	100.00 %
Executive Director WA FML reimbursement	38.84	39.00	-0.16	99.59 %
Executive Director Work Expenses	235.11	333.32	-98.21	70.54 %
Total EXECUTIVE DIRECTOR EXPENSES	25,336.14	25,938.32	-602.18	97.68 %
SOCIAL MEDIA COORDINATOR EXPENSES				
Social Media Coordinator Employer Taxes	231.76	231.00	0.76	100.33 %
Social Media Coordinator Mileage Reimbursement		83.32	-83.32	
Social Media Coordinator Wages	2,773.60	2,773.32	0.28	100.01 %
Social Media Coordinator Work Expenses	1,099.90	200.00	899.90	549.95 %
Total SOCIAL MEDIA COORDINATOR EXPENSES	4,105.26	3,287.64	817.62	124.87 %
STAFF CONFERENCES		333.32	-333.32	
TaxesWashington Employment Administration Fund	81.97		81.97	
Total STAFF EXPENSES	36,559.11	37,011.56	-452.45	98.78 %
Unapplied Cash Bill Payment Expense	3,333.00		3,333.00	
Total Expenses	\$95,020.97	\$88,072.52	\$6,948.45	107.89 %
NET OPERATING INCOME	\$ -65,920.81	\$0.12	\$ -65,920.93	-54,934,008.33 %
NET INCOME	\$ -65,920.81	\$0.12	\$ -65,920.93	-54,934,008.33 %

Budget vs. Actuals: 2021 Circlewood Project Budget - FY21 P&L

January - April, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
PROJECT FUNDS				
Existing Funds		300,000.00	-300,000.00	
Total PROJECT FUNDS		300,000.00	-300,000.00	
Total Income	\$0.00	\$300,000.00	\$ -300,000.00	0.00%
GROSS PROFIT	\$0.00	\$300,000.00	\$ -300,000.00	0.00 %
Expenses				
CIRCLEWOOD VILLAGE EXPENSES				
Construction Document Fees		15,000.00	-15,000.00	
Design Development Jan-May	6,670.00	20,000.00	-13,330.00	33.35 %
Design Development Jun-Dec		16,666.68	-16,666.68	
Infrastructure		28,333.32	-28,333.32	
Tiny House		20,000.00	-20,000.00	
Total CIRCLEWOOD VILLAGE EXPENSES	6,670.00	100,000.00	-93,330.00	6.67 %
Total Expenses	\$6,670.00	\$100,000.00	\$ -93,330.00	6.67 %
NET OPERATING INCOME	\$ -6,670.00	\$200,000.00	\$ -206,670.00	-3.34 %
NET INCOME	\$ -6,670.00	\$200,000.00	\$ -206,670.00	-3.34 %

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Balance Sheet

As of April 30, 2021

100570	TOTAL
ASSETS	
Current Assets	
Bank Accounts	00.075.00
BECU checking	20,375.23
BECU checking Forest	616.25
BECU Savings Covenant Trust	357,354.69 7.46
	0.00
Holmgren Property Gift	0.00
Holmgren Property Loan Total Covenant Trust	7.46
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	\$378,525.62
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$378,525.62
Fixed Assets	
Camano Island Land	
Land Value	863,000.00
Total Camano Island Land	863,000.00
Total Fixed Assets	\$863,000.00
Other Assets	
CONSTRUCTION IN PROGRESS	
Building Structure - Retreat Center	96,603.85
Total CONSTRUCTION IN PROGRESS	96,603.85
Total Other Assets	\$96,603.85
TOTAL ASSETS	\$1,338,129.47

2021 Objectives, Strategies, and Key Results Update

2020 OBJECTIVE #1: Expand and Develop Programs			
2021 KEY RESULTS	PROGRESS YTD	Q2 Goals	COMMENTS
Expand Creative Media			
1,000 listeners per podcast episode with 20% outside U.S.	*New producer Dave Ulfers freeing up Forrest to focus on content. *Estimating 300 listeners per episode. *11% listeners outside U.S.	*Keep making quality episodes.	Forrest continues to produce insightful interviews.
New email blog with 250 subscribers.	*Launched <i>The Ecological Disciple</i> ! *50 subscribers	*Create OSKR plan for rest of year.	Louise has done excellent work setting this up and as a featured writer!
750 FB Followers / 500 IG followers	*Jessalyn Megerle hired as Social Media Director.	*Jessalyn visit Camano. *3 posts/wk.	Jessalyn is doing great work!
Education strategy			
Detailed plan in place	*Invited to 2 meetings with The Seattle School of Theology and Psychology. Big opportunity for educational partnership.	*Get ready add program development to Forrest's work with Circlewood.	The plan is for Forrest to start this aspect of work in July.
2021 programs	*"Gather" movie event July 2 *Wilderness trip planned for August		
Camano Ready to Build			
Detailed design for whole site + Phase 1.	*New design images produced. *New partner: Construction for Change *Registered as official project of "The Living Building Challenge" *Phase 1 sketched out.	*Continue to refine design. *Add new partners: ecological landscaper.	It is exciting to see the design moving forward.
Infrastructure plan in place.	*Construction for Change researching this.	*Strategic planning with DVA and Construction for Change	We think Construction for Change may be the answer to our prayer for this need.

2021 OBJECTIVE #2: Strengthen Circlewood's Core				
2020 KEY RESULTS	YTD PROGRESS	Q2 GOALS	COMMENTS	
Engaged Board				
	*Two great board meetings.	*Plan for September retreat.	Can't wait to meet in person!	
Collaborative Staff				
Staff team setting ambitious goals for 2022.	*Implemented monthly staff meetings.		Staff is collaborating in new ways!	
Integrated Comm. + Mark. plan serving our community circles.	*Drafted Circlewood Community Circles and funnel.		This will take more shape as the year progresses.	
Mission-focused Admin.				
Office system that supports online collaboration and physical sustainability.	*Office 365 up and running. Moved main platform to TEAMS. *Purchased recycled greeting cards for board and staff.	*Continue to learn how to use TEAMS wel	Many thanks to Sean Sutton and Louise Conner for making this possible.	
Data system that supports relationship building with Circlewood community.			This will come a little later in the year.	

2020 OBJECTIVE #4: Resource for Growth			
2020 KEY RESULTS	YTD PROGRESS	Q2 GOALS	COMMENTS
Treat Donors as Partners			
\$228k through 70 one-time gifts (5 avg. \$25k) and 32 recurring gifts	*5 new donors	*June webinar focused on Circlewood vision and call for support.	Might need to revise goals for new major donors in light of need to also have major donors for capital campaign.
Cultivate Foundation Relationships			
250k Initial major grant proposal.	*Were invited to submit grant by Murdock. Aiming for \$400k.	*Get basic grant application info into system.	Plan on submitting proposal late September after capital campaign commitments secured.
30k-50k small grants	*Pursued 4 foundations and did not make headway		Not sure how or when to pursue these.
Launch Capital Campaign			
Secure 770k in commitments and 385k in hand.	*Resource team shifted into capital campaign team	*Collect names and reach out to potential major campaign contributors.	Building toward major September event.
Build Program Inc.			
3.5k in program income			Not sure yet what program lineup will be.
Cultivate Corp. Rel.			
10k - Microsoft	*\$550 given in volunteer time/money.	*Identify Camano volunteer projects.	
6k – Affiliate partnerships (Spark and CICR)	*Met with founders of Spark Giving.		*Waiting for new Spark platform.
Develop Forest Prod.			
5k – Timber thinning	*Timber thinning happening now (May).		*Profit will depend on timber market at time of sale.
List of potential products			This will come later in the year.