



**Circlewood Board Meeting**

**July 17-18, 2020**

**Friday, July 17**

**7:00pm** – Gather

Check-in

Opening prayer – *Glenn*

Overview of the meeting – *James*

**7:30** – Administrative items

**Action:** Approve 4-20-20 Meeting Minutes – *Glenn*

Page 2

**Action:** New Secretary and Treasurer confirmation – *Glenn*

Financial Report – *James and Louise*

Pages 3-12

Overview

Resource Dashboard

2020 Projected Cashflow

Budget Year to Date

Balance Sheet

New Board Webpage – *Louise*

Screen Share

**8:00** – Vision and Mission

OSKR Updates – *James*

Pages 12-14

**Discussion:** Updated Vision – *James*

Screen Share

**SATURDAY, JULY 18**

**9:00 am** – Discerning Next Steps Together

**Discussion:** Circlewood Village Vision with David Vandervort

Page 15

**Discussion:** The Next 6 Months

Page 16

Seed Capital Campaign Draft

Page 17

**10:30** - Next Steps

**Action:** Review Assignments – *Louise*

Check-in - What feelings/insights/questions do you have as we close?

Pray and Adjourn

**Next Meeting – October – Specific date TBD**

## **Circlewood Board Meeting Minutes**

**April 20, 2020**

**10:00 – 1:00**

**Zoom Meeting**

**In attendance:** Louise Conner, Beth Knox, James Amadon, Glenn Palmberg, Tim Hedberg, Tom Ruebel, Forrest Inslee, Lenore Three Stars, Mike Holmgren, with David Jones included as a guest participant

### **10:00 – Gather**

Check-in

Opening prayer – *Glenn*

Overview of the meeting – *James*

### **10:30 – Administrative items**

**Action:** Approved 2-21 Meeting Minutes

**Discussion:** Covid-19's impact on Circlewood

**Action:** Officer position changes – *Glenn*

Board approved changes, pending conversations with those involved

Louise from Treasurer to Secretary

Forrest from Secretary

New Treasurer

**Action:** By-laws changes

Board approved proposed changes to the bylaws

Financial Report – *Louise*

### **11:15 – Mission and Ministry Items**

OSKR Updates - *James*

**Discussion:** Promoting the Earthkeepers Podcast - *Forrest*

**Discussion:** Expanding Forrest's Role - *James*

### **12:00 - Next Steps**

Check-in:

Lenore raised the issue of language use, and James proposed discussion post-meeting

**Next Meeting – Board Retreat, July 17-19**

## Financial Information Through Q1 and Q2 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.

### As of June 30:

Income	50,340	(Includes 8900 PPP loan)
Operating Expenses	76,400	
<u>Camano Project Exp.</u>	<u>8,900</u>	(Budgeted 30,000 for 2020)
<b>Total Profit/Loss</b>	<b>(34,960)</b>	

### As of June 30:

Checking	17,000	
<u>Savings</u>	<u>118,240</u>	
<b>Total</b>	<b>135,240</b>	(Reflects the 34,960 spenddown)

### Projected Cashflow for 2020 – details on p.6

Projected Income	166,290	(Includes projected EOY giving and 1 large gift)
<u>Projected Expenses</u>	<u>178,800</u>	
<b>Total</b>	<b>(12,510)</b>	

### New resources needed for:

2020 Oper. Sustainability	12,510	(To break even for the year)
Seed Capital Campaign	90,000	(To expand James, Forrest, + Louise's roles)
<u>Camano Dev. Costs</u>	<u>?</u>	(Est. costs for driveway and phase 1 coming soon)
<b>TOTAL</b>	<b>102,510</b>	

# Resource Dashboard

	2020 Obj.	YTD total	Q2 growth	2019 YTD	2019 Total
<b>Circlewood Friends:</b> Donor Perfect Contacts	500	361	+14	314	336
<b>Circlewood Friends:</b> FB Followers	300	260	+59	N/A	189
<b>Circlewood Supporters:</b>					
One-time Givers \$10 - \$1000	40	4	+3	N/A	29
<b>Circlewood Supporters:</b> One-time Gift Total	\$24,500	\$766	+\$666	N/A	\$17,800
<b>Circlewood Sustainers:</b>					
Recurring Givers \$100 - \$1000/yr	40	16	0	N/A	19
<b>Circlewood Sustainers:</b> Recurring Gift Total	\$17,000	\$4058	+\$1958	N/A	\$8072
<b>Circlewood Stewards:</b>					
One-time Donors \$1000+/year	8	1	+1	N/A	4
<b>Circlewood Stewards:</b> One-time Gift Total	\$260,000	\$1500	+\$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	\$70,000	\$31,200	+\$14,700	N/A	\$96,500
<b>New Givers</b>					
	38	2	+1	3	21
<b>Total Givers</b>	103	30	0	29	60
<b>Foundations</b>					
	0	0	0	0	\$0
<b>Corporate Partners</b>	\$5000	0	0	0	\$850
<b>Corporate paid vol. hrs.</b>	190 hrs / \$4750	0	0	0	16 hrs / \$400
<b>Program Revenue</b>					
	\$3500	\$2380	+\$1300	N/A	\$2890
<b>Product Revenue</b>	\$60,000	\$22	+\$4	N/A	\$105
<b>Total Giving/Revenue</b>					
	\$445,000	\$50,340	+\$20,750	\$66,675	\$185,850
<b>Net Income</b>		-\$34,950	-\$10,075	\$30,015	\$98,500

# Other Dashboard Data

	2020 Obj.	2020 YTD	Q2 growth	2019 YTD	2019 Total
<b>Volunteer Hours</b>		428	+190	201	640
<b>Website Visitors/month</b>		166/month	+100/month	56/month	72/month avg.
<hr/>					
<b>James' Work Miles</b>		1154	390	N/A	1678
<b>James' Work Hours/week</b>		30.3 hrs/wk	-1 hr/wk	N/A	27.3 hrs/wk
<hr/>					
<b>Podcast Episode Downloads</b>		1,111	+1064	N/A	N/A
<hr/>					

<b>2020 Projected Cash Flow</b>			
2020 Q1+Q2 Income	<b>50,340</b>	<b>NOTES</b>	
2020 Q3+Q4 Est. Income			
Activity revenue	12500	10,000 harvest income. Conservative estimate.	
Sales	300		
Monthly donors	35,400	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 Q3+Q4 Est. Income</b>	<b>115,950</b>		
<b>TOTAL 2020 EST. INCOME</b>	<b>166,290</b>		
2020 Q1+Q2 Expenses	85,300		
2020 Q3+Q4 Est. Expenses			
Administrative	25,000	Includes Cedarstone fees and Louise's salary	
Board	1,000		
Camano Operations	5,000		
Communication	500		
Fundraising	3000	Includes potential hire of Grant Developer	
Program	15,000	Podcast expenses	
Camano Project Dev.	15,000	Design costs for road and master plan	
Staff	29,000	James' salary, taxes, expenses	
<b>Total Q3+Q4 Est. Expenses</b>	<b>93,500</b>		
<b>TOTAL 2020 EST. EXPENSES</b>	<b>178,800</b>		
<b>TOTAL 2020 ESTIMATED NET INCOME</b>	<b>-12,510</b>		

# Circlewood

## BUDGET VS. ACTUAL OPERATING AND PROJECT COMBINED

January - December 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
<b>ACTIVITY REVENUE</b>				
Church Partnerships	500.00		500.00	
Forest Income	1,078.35	60,000.00	-58,921.65	1.80 %
Other Program Income	1,300.00	6,000.00	-4,700.00	21.67 %
Podcast Income		2,000.00	-2,000.00	
Publication Income	22.62	150.00	-127.38	15.08 %
<b>Total ACTIVITY REVENUE</b>	<b>2,900.97</b>	<b>68,150.00</b>	<b>-65,249.03</b>	<b>4.26 %</b>
Interest Income	107.11		107.11	
Other Income	8,910.00	150.00	8,760.00	5,940.00 %
Sales of Product Income	326.27		326.27	
<b>SUPPORT</b>				
Donor Gifts				
Camano Island Coffee Roasters Income		250.00	-250.00	
Cash	39,029.61	165,698.00	-126,668.39	23.55 %
Forest Stewardship		2,500.00	-2,500.00	
In-kind Gifting	440,000.00		440,000.00	
<b>Total Donor Gifts</b>	<b>479,029.61</b>	<b>168,448.00</b>	<b>310,581.61</b>	<b>284.38 %</b>
<b>Total SUPPORT</b>	<b>479,029.61</b>	<b>168,448.00</b>	<b>310,581.61</b>	<b>284.38 %</b>
<b>Total Income</b>	<b>\$491,273.96</b>	<b>\$236,748.00</b>	<b>\$254,525.96</b>	<b>207.51 %</b>
<b>GROSS PROFIT</b>	<b>\$491,273.96</b>	<b>\$236,748.00</b>	<b>\$254,525.96</b>	<b>207.51 %</b>
Expenses				
<b>ADMINISTRATIVE</b>				
Administrative Assistant	4,400.00	10,000.00	-5,600.00	44.00 %
Bank Charges & Fees		100.00	-100.00	
Cedarstone	17,996.07	45,000.00	-27,003.93	39.99 %
Costs of Publications		50.00	-50.00	
Legal & Professional Services	2,010.00	500.00	1,510.00	402.00 %
Liability Insurance		1,250.00	-1,250.00	
Licenses & Fees		100.00	-100.00	
Office Supplies	118.95	300.00	-181.05	39.65 %
Password Management	52.90	35.00	17.90	151.14 %
Payroll Processing Cost	316.92	600.00	-283.08	52.82 %
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	76.33	240.00	-163.67	31.80 %
<b>Total ADMINISTRATIVE</b>	<b>25,080.70</b>	<b>58,825.00</b>	<b>-33,744.30</b>	<b>42.64 %</b>
<b>BOARD EXPENSES</b>				
Meetings	874.33	1,200.00	-325.67	72.86 %
Reimbursement	151.18	250.00	-98.82	60.47 %

**BUDGET VS. ACTUAL OPERATING AND PROJECT COMBINED**

January - December 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total BOARD EXPENSES</b>	<b>1,025.51</b>	<b>1,450.00</b>	<b>-424.49</b>	<b>70.72 %</b>
CAMANO DEVELOPMENT	618.50		618.50	
CAMANO LAND AND DEVELOPMENT				
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>
COMMUNICATION				
Marketing Materials	11.00	500.00	-489.00	2.20 %
Newsletter		240.00	-240.00	
Website	519.46	600.00	-80.54	86.58 %
<b>Total COMMUNICATION</b>	<b>530.46</b>	<b>1,340.00</b>	<b>-809.54</b>	<b>39.59 %</b>
FUNDRAISING				
Cost of Fundraising	441.36	5,000.00	-4,558.64	8.83 %
Donor Perfect	620.42	1,920.00	-1,299.58	32.31 %
Merchant Fees	148.50	500.00	-351.50	29.70 %
<b>Total FUNDRAISING</b>	<b>1,210.28</b>	<b>7,420.00</b>	<b>-6,209.72</b>	<b>16.31 %</b>
PROGRAM				
CAMANO PROGRAMS				
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>
OTHER PROGRAM EXPENSES		4,500.00	-4,500.00	
OUTREACH PROGRAMS				
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	1,079.42	5,000.00	-3,920.58	21.59 %
Podcast Producer	11,666.69	20,000.00	-8,333.31	58.33 %
<b>Total OUTREACH PROGRAMS</b>	<b>15,019.46</b>	<b>26,500.00</b>	<b>-11,480.54</b>	<b>56.68 %</b>
<b>Total PROGRAM</b>	<b>22,374.50</b>	<b>74,000.00</b>	<b>-51,625.50</b>	<b>30.24 %</b>
PROJECT EXPENSES				
Architect Fees	2,313.33		2,313.33	
Survey Work	6,587.50		6,587.50	
<b>Total PROJECT EXPENSES</b>	<b>8,900.83</b>		<b>8,900.83</b>	
STAFF EXPENSES				
Executive Director Mileage Reimbursement	877.83	2,400.00	-1,522.17	36.58 %
Executive Director Salary	22,999.98	46,000.00	-23,000.02	50.00 %
Executive Director Work Expenses	376.21	1,000.00	-623.79	37.62 %
Intern		2,000.00	-2,000.00	



**BUDGET VS. ACTUAL OPERATING AND PROJECT COMBINED**

January - December 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Reimbursement for Taxes--WA Family & Medical Leave	48.55	117.00	-68.45	41.50 %
Taxes--Medicare	397.29	675.00	-277.71	58.86 %
Taxes--Social Security	1,877.82	2,900.00	-1,022.18	64.75 %
Taxes--Washington Employment Administration Fund	8.22	15.00	-6.78	54.80 %
Taxes--Washington Unemployment Insurance	27.38	50.00	-22.62	54.76 %
Taxes--Workmans Compensation	139.32	230.00	-90.68	60.57 %
<b>Total STAFF EXPENSES</b>	<b>26,752.60</b>	<b>55,387.00</b>	<b>-28,634.40</b>	<b>48.30 %</b>
<b>Total Expenses</b>	<b>\$90,029.81</b>	<b>\$206,748.00</b>	<b>\$ -116,718.19</b>	<b>43.55 %</b>
NET OPERATING INCOME	<b>\$401,244.15</b>	<b>\$30,000.00</b>	<b>\$371,244.15</b>	<b>1,337.48 %</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>\$401,244.15</b>	<b>\$0.00</b>	<b>\$401,244.15</b>	<b>0.00%</b>

**Circlewood**  
**BALANCE SHEET**  
As of July 8, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BECU checking	13,577.37
BECU checking Forest	1,590.42
BECU Savings	118,243.08
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>\$133,582.86</b>
Other Current Assets	
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$133,582.86</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>\$1,093,186.71</b>

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Credit Cards	
BECU	275.76
Chase #4978	0.00
Key Bank #8088	0.00
<b>Total Credit Cards</b>	<b>275.76</b>
<b>Total Credit Cards</b>	<b>\$275.76</b>
Other Current Liabilities	
Sales Tax	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$275.76</b>
<b>Total Liabilities</b>	<b>\$275.76</b>
Equity	
Opening Balance Equity	0.00
Retained Earnings	691,666.80
Net Income	401,244.15
<b>Total Equity</b>	<b>\$1,092,910.95</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,093,186.71</b>

## 2020 Objectives, Strategies, and Key Results Update

2020 OBJECTIVE #1: Get Camano Project Going				
2020 KEY RESULTS	Q1+Q2 PROGRESS	Q3 GOALS	COMMENTS	
2020 Forest Stewardship Projects completed	*Harvest thinning scheduled for Aug/Sept. 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!	*Determine how to honor Sines.	Ideas welcome as to how to honor Sines and celebrate their generosity.	
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. *Met key neighbor.	*Continue to work with partners to put together a plan that is ecologically friendly and financially feasible. *Need to connect with local, county-familiar permit navigator.	We are entering 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 and Terra Phoenix. *Identification of 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 planned. *Summer gathering date planned.	*Wilderness trip still on July 27-Aug. 1		

2020 OBJECTIVE #2: Expand Circlewood's Voice and Community			
2020 KEY RESULTS	Q1+Q2 PROGRESS	Q3 GOALS	COMMENTS
Podcast with regular episodes and growing community of listeners.	*7 episodes are now live *1,100 episode downloads, estimated regular listeners at 240. *Podcast retreat in June to plot out next steps.	*Refined vision and direction *Monetization plan *6 new episodes	Forrest is doing excellent work.
Weekly blog			On hold for the moment as we figure out a larger communications strategy.
Active Facebook account with weekly posts and 300 followers.	*Much more active in posting. *260 followers *Added Instagram account – 60 followers	*Consider creating an interactive group page, either for Circlewood as a whole or for the Earthkeepers podcast.	Forrest interested in helping make this happen.
Begin online education/formation programs	*Explored Fuller class and determined not to pursue partnership at this time. *Ran 5-week online class – <i>The Bible, Ecology and Practical Earthkeeping</i> with 20 participants. *Offered resources for understanding environmental and racial justice.	*Determine next online offering(s)	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	*Updated content, added podcast.	*Revise current website based on updated vision/mision work.	Now that we are in our third year, we could use a website redesign.
Clear Role with Christ and Cascadia Journal		*Work with Forrest to determine best role for Circlewood. * <u>May need volunteer editor/group.</u>	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 PROGRESS	Q3 GOALS	COMMENTS
Add 2 Board Members	* Welcomed Mike to the Board.	* 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	Ideal to have a fall retreat if restrictions lift, which is looking doubtful.
Clarify James' role for the next phase of CW	* Initial conversations with David Jones * Expanded hours included in Seed Capital Campaign.	* Bring something to fall 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 board meeting. * Read <i>Stalom + Comm. of Creation</i> .	* Will participate in July board mtg. * Continue to evaluate role and bring update to fall meeting.	David continues to help shape CW's direction and strategically navigate COVID disruptions.
Expand Forrest's role to include Camano	* Included in Seed Capital Campaign.	* Hone Seed Capital Campaign and seek funders.	This is an important element in our continued growth.
Established Admin. Assistant	* Louise began work on March 1. * Expanded hours included in Seed Capital Campaign.		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 PROGRESS	Q3 GOALS	COMMENTS
\$445,000 Revenue	* \$50,340 income * Projected income for 2020 - \$166,000 * Coffee partnership ideas on hold	* Identify potential funders for Seed Capital Campaign. * Explore hiring Grant Developer * Formalize Microsoft partnership plan.	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 re: partnering

### March

- Met with Janicki Logging re: thinning forest

### April

- Met with Engineering 2020 re: driveway project

### May

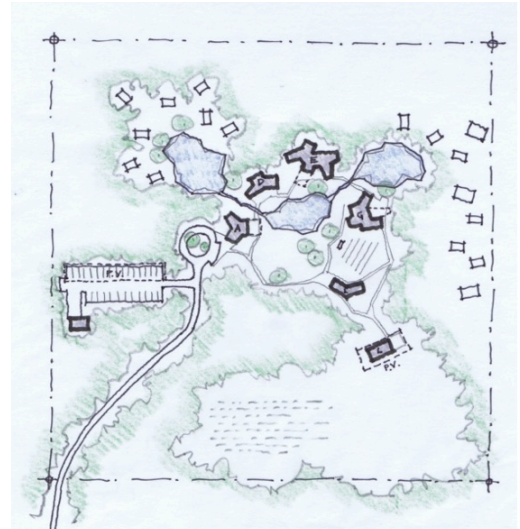
- Finalized transfer of remaining 20 acres with Tom and Christine Sine.

### 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.



## Goals for rest of the year

- Timber thinning – late August/early September
- Master plan
- Driveway project plan
- Identify costs and resource strategy for driveway and phase 1 building plan

# Board Strategy Discussion

## The next 6 months

### Board

We currently have 8 members of the Board.

- How critical is it that we seek additional members in the next 6 months?
  - What qualities and characteristics are important to look for?
  - Should we begin to delegate this work to a smaller group?

### Staff

We currently have two employees: James (Exec. Dir.) and Louise (Admin.)

We also have three contracted workers: Forrest Inslee and Forrest Reed (podcast), and David Jones (Advising, Communications, Resources)

- The Resource team has put together a Seed Capital Campaign that would allow us to:
  - Expand and enhance the podcast.
  - Accelerate Camano development.
  - Enable James to write and speak more.
- This would involve expanding Forrest's role and adding paid hours to James and Louise. The cost for this would be \$90,000 in new funds.
- See p. 17 for more information.

In the midst of a time of social distancing and economic uncertainty, how might we go about this over the next 6 (or 12) months?

### Programming

Current programming is limited by the coronavirus:

- Very small in-person gatherings outside – e.g. a few people meeting on Camano
- Earthkeepers Podcast
- Online endeavors like “The Bible, Ecology, and Practical Earthkeeping”

What might we explore/develop in these areas over the next 6 months?





## Seed Capital Proposal (DRAFT) July, 2020

**Background:** In just the past two years, Circlewood has developed a several-hundred-strong community of like-minded people committed to becoming life-giving inhabitants of creation and helping chart a new way forward for humanity and the planet. We are creating an example of this vision within 40 acres of forestland on Camano Island that will serve as a living laboratory and training ground for those interested in furthering transformation in their own communities. We are also strengthening a global community of change-makers through our Earthkeepers podcast, a forthcoming blog, and various online learning communities. We have been blessed with a great start, and are poised to accelerate our mission.

### Next Steps:

- Developing innovative programming at Circlewood Village on Camano Island.
  - Implementing the first key steps of our 30-year Forest Stewardship Plan.
  - Launching Phase 1 of development – road access, utilities, and first buildings.
  - Building local support in the Camano-Stanwood area.
  
- Expanding our capacity to serve local, regional, and international community leaders.
  - Enhancing the Earthkeepers podcast with high profile guests and a broad diversity of voices.
  - Creating written and video productions that reach new audiences.
  - Increasing online educational courses and resources.

**Opportunity:** We are seeking \$90,000 in seed capital that would enable Circlewood’s core staff members to implement these key initiatives. Seasoned ministry executive David Jones will help support this effort, working under James’s leadership and alongside the Circlewood Board.

### Financial Breakout

• Expand Forrest’s role	\$25k
• Enable James to go full-time	\$50k
• <u>Increase Louise’s hours from 10 to 20</u>	<u>\$15k</u>
<b>TOTAL</b>	<b>\$90k</b>

[NOTE TO BOARD: Brief bios and descriptions of roles to be added. We imagine this information being presented in Power Point format to potential funders.]

**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 to 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 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—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.