



**Circlewood Board Meeting
May 28, 2022
9:00am – 3:00pm PDT
808 Aloha Pl., Edmonds, WA 98020**

8:30 – Gather for Coffee and Conversation

9:00 – Meeting Begins

Check-in and Opening prayer – *Glenn*

Overview of the meeting – *James*

9:30 – Administrative items

Action: Approve minutes for 2.19.22 meeting – *Glenn*

Information: Financial Summary – *James, Louise and Tim*

Camano Island Property Tax exemption update

Additional resources

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9:40 – OSKR's update - *James*

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10:10 – Coffee Break

10:30 - Discussion – Board Development – *Glenn and Tim*

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11:45 – Break for Lunch

1:00 – **Discussion** - Program Development

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2:00 – Coffee Break

2:15 – Executive Session – *Glenn*

Action: Adoption of Statement of Inclusion

Action: Camano transition for James

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3:00 – Prayer and Adjourn - *Tim*

Next Meeting – Tentative dates for Fall retreat – Sept. 23-25

Circlewood
Board Meeting Minutes—Regular Session
February 19, 2022 via Zoom

Present: Board Members—Glenn Palmberg, Tim Hedberg, Tom Ruebel, Beth Knox, Lenore Three Stars, Kathy Holmgren, Louise Conner, James Amadon; Guests—Forrest Inslee, David Jones.

Glenn opened the meeting with check-ins. The minutes from the regular and executive sessions of the December 13, 2021 meeting were presented for approval. Lenore moved that the minutes be approved as presented. Beth seconded the motion. The motion passed. A discussion was held regarding the in-person board meeting currently scheduled for May 7th from 9-3. Some board members were not available on that date, so a Doodle poll will be sent out.

James presented the Financial Summary contained within the meeting packet. We had strong end-of-year giving. This year, we will need to bring in about 74K more than last year to fully fund the budget. We spent \$80K on the Camano project last year, leaving \$220K in project funds; we will need to raise \$500K to continue the work there. The Capital Campaign Team is still working on donor target for the year. We will be applying for a Murdock Grant soon. If that is given, it will take some of the pressure off regarding what we would need to raise this year. It is too early to do financial projections for the year. Further financial reports are included in the meeting packet.

James gave a report on the OSKR's, recapping 2021 goals and how we did with them and updating the 2022 goals. Our overall goals are: Expand and Develop Programs, Strengthen Circlewood's Core, and Resource for Growth.

Objective #1: Expand and Develop Programs.

- **Media Work.** Podcast: James shared that they have learned that podcast audience grow at a slower pace than they expected, but there has been a steady growth. Dave Ulfers was added as a professional producer. They are exploring how to get a global audience. A current focus is on social and environmental justice issues. The 50th episode is coming up and will be celebrated. Many connections are being made through the podcast. TED: We have a 2022 goal to double our subscribers and are working on encouraging readers to support Circlewood financially. Vidhya Komattethu is planned to be our lead writer for a third column, focusing on practical earthkeeping. James introduced the board to Vidhya through her YouTube site. Social Media: Jessalyn is doing a fantastic job. We measure interaction and growth, but some parts of the social media work are hard to quantify. As people find us through social media, it connects people with Circlewood.
- **Education.** This is a place of focus this year as we clarify what kind of programs we will offer. Forrest is working on courses and moving the partnership with The Seattle School forward. There will be a meeting soon to talk about programming at Circlewood Village. Forrest gave an update on the courses in development and the connection with Job Ebenezer. Two courses are ready; the partnership will be under the Center for Transforming Engagement of The Seattle School and roles are being figured out. Forrest's aim is to show them that they don't need to produce all the videos themselves. The grant from Job Ebenezer is around his work on low-tech solutions for the poor, often used in developing countries where electricity, for instance, isn't available. The work has possibilities for those who want to lower their footprint as well. The grant would be \$50,000 to start with. Board members shared ideas of how this work could be used in other partnerships. Circlewood Village: Last year solidified what we're going to do there from a building and construction standpoint. This year we want to establish our first on-site building, caretaker, and

program, which will mean finishing the existing building as a small program center and get someone living on site perhaps in a tiny house. A lot will depend on the county approval process, which is slow. A skilled and experienced project manager has been found, which is a big win. The Camano project will be a huge topic for our May board meeting. James and Glenn talked with the Whidbey-Camano Land Trust about them taking a role in preserving forest land surrounding our property. They are not interested in taking the lead, but want to be informed if opportunities arise.

Objective #2: Strengthen Circlewood's Core.

- Board. A goal for this year is creating a clear board development plan. We had talked in December about bringing a proposal for two board committees to this meeting, but we were invited to apply for the Murdock Trust Board Training program. If we are accepted, that would be the process to develop a plan, so a committee proposal is not being brought to this meeting.
- Staff. Hours of staff were increased in 2021 and there are goals to increase them again in 2022.
- Administration. We established a virtual office through Teams in 2021. As we get more clarity about Camano work, setting up a new 501(3)(c) may be useful. This may be a topic for our May board meeting.

Objective #3: Resource for Growth

- Donor Support: We achieved all of our fundraising goals for 2021 except adding 3-4 major donors, which remains challenging. We put together a coordinated end of year campaign. We have just launched a giving campaign for the Circlewood Stand, with the idea of trying to create a membership feel for those who are supporting Circlewood. James shared The Circlewood Stand page. Our first Stand learning event will be a webinar with Randy Woodley and we will be sending copies of *Becoming Rooted to Stand* members. Any financial gift or repeated volunteering will enroll people in the Stand and our hope is that it creates a sense of community. James mentioned that this is something for board members to invite others into, either through emails or gatherings that he could speak at. Foundations: We are focusing on getting the Murdock grant in and pursuing other foundations. Last year, it was difficult getting our foot in the door anywhere besides Murdock. Capital Campaign: This will be a focus at the May board meeting.

Board members were invited to look through the rest of the OSKR updates included in the packet.

James noted that there needs to be longer conversation about points of connection and possible partnerships.

Glenn led the board in a discussion about Board Development in regard to the Murdock Trust Board Leadership and Development Program that James was invited to apply for. If we are accepted, it would involve Zoom meetings on May 2-3 from 9 am to 3 and in-person meeting in June. James and Glenn are required to attend. Tim went through it with another board a few years ago and the class was very significant to their growth as a board. It helped identify weak spots and cultivate strategy for the board. It was a real growth and learning opportunity. The first session will be open to the entire board and the in-person June sessions will be limited to four people total. It will culminate in a 3-5 year strategic plan with next steps. There are more applications than spots.

Non-board members (Forrest and David) left the meeting as the Regular session of the board meeting closed and the Executive Session began.

Louise Conner, Secretary

Financial Summary Through April 30, 2022

2022 Summary

Operational Budget: We are 1/3 through our fiscal year. While expenses currently outpace income, our projections put us close to fully funding our operations by the end of the year.

Project Budget: Thanks to a 50k grant, we have brought in more than we have spent so far. Expenses will increase dramatically at this point due to increased design work and development work.

2022 Resource Goals

Operations	255k	(Has some "stretch" items for second half of 2022)
Cap. Campaign – Donors	500k	(Still working out details of Cap. Campaign goals)
Cap. Campaign – Grants	400k	(Murdock Grant application)
Other Grants	<u>0k</u>	(We continue to look into possibilities)
TOTAL	1.155m	

Profit/Loss as of April 30:

Income	104,815	(54k for Camano project. 19k from IRS. 30k from donors)
Operating Expenses	74,535	(Net operating loss of 24,530)
<u>Camano Project Exp.</u>	<u>32,460</u>	(Net gain of 22,350)
Total Profit/Loss	(2,215)	

Cash on Hand as of May 16:

Regular Checking	20,290	
Forest Checking	60	(Designated for forest stewardship expenses)
<u>Savings</u>	<u>278,900</u>	(233k designated for Camano project. 45k for operations)
Total	299,250	

Projected Operating Inc.	226,000	(Assumes no changes to reg. giving and slight EOY increase)
<u>Projected Operating Exp.</u>	<u>230,000</u>	
Total	(4,000)	

Projected Designated Funds	550,000	(Assumes \$400k grant and \$150k contributions)
<u>Projected Designated Exp.</u>	<u>158,000</u>	(Assumes building costs start in 2023)
Total	392,000	

Projected Cashflow at end of 2022

TOTAL projected cash on hand **388,000**

NOTES

BOARD Report

Camano Island Property Taxes

Written by: Louise Conner

As was requested at the last Board meeting, I did additional research on the property tax exemptions available to nonprofits in the state of Washington.

I determined that Cascades Camp uses a “Church Camp” exemption (84.36.060) and Pacific Rim Institute uses a combination of exemptions: “Non-Profit Museum” (84-36-606), “Conservancy” (84.36.260), “Demonstration Farm” (84.36.570), and “Caretaker Residence” (84.36.260). For the most part, our work will not fall under these descriptions because of the specific requirements of each exemption.

Having read through the available nonprofit exemptions in Washington, the options that *may* be available to us in the future are: Written conservation plan approved by a conservation district (RCW 84.36.255), Conservation of Ecological Systems (RCW 84.36.260), Administrative offices of nonprofit religious organizations that are exempt (RCW 84.36.032), and Agricultural products (such as bee products) (RCW 84.36.470).

We are not ready to pursue these possible options, as we cannot yet fulfill the requirements. In 2023, we may be in a position where we can pursue application for partial or full property tax exemption through one of the options listed above.

For 2021-22, our property taxes will total \$12,649.04 for the year.

OSKR's - 2022 Update

Objective #1 : Expand and Develop Programs

EARTHKEEPERS PODCAST

2022 Goal: 1000 downloads/month with 20% outside U.S. and 33% non US/West guests

UPDATE: Forrest continues to do great work. We are already averaging over 1000 downloads per month, are right at the 20% mark for listeners outside the US and 33% for non US/Western guests.

THE ECOLOGICAL DISCIPLE

2022 Goal: 250 subscribers with 60 CW Stand members

UPDATE: Have 183 subscribers with 42 Stand members. We are working on launching a 3rd weekly column focused on practical earthkeeping. Louise is doing a great job.

SOCIAL MEDIA

2022 Goal: 750 FB followers; 500 IG followers; 150 Twitter followers

UPDATE: 515 FB followers; 359 IG followers; 35 Twitter followers. Jessalyn is doing a great job.

EDUCATION

2022 Goal: Launch 2 online courses; define partnership with TSS; define educational programming at Circlewood Village.

UPDATE: We are beta-testing an online course. We are proposing a Certificate in Ecological Christian Leadership to TSS. We are designing short education programs for Circlewood Village this summer. Forrest is moving this forward at a good pace.

CIRCLEWOOD VILLAGE

2022 Goal: Establish first onsite building, caretaker, and programs.

UPDATE: Spent 4 months wrangling with Island County planners over access road requirements. Issue is resolved for now, but slowed progress and indicates that it may be a long process of approval. Site plan to be submitted for approval around July 1. \$50k grant from Technology for the Poor is in. Murdock grant application for \$400k has been submitted.

Objective #2 : Strengthen Circlewood's Core

BOARD

2022 Goal: Clear Board Development plan

UPDATE: We were accepted to Murdock Trust Board Training program and completed the first training days with 5 board members and James attending. Next up, 2 training days in Vancouver with James, Glenn, and Louise. Goal is identification of strategic steps for the board/Circlewood.

STAFF

2022 Goal: Increase staff capacity.

UPDATE: In July, we will move Jessalyn to half time and James to full-time. We budgeted an increase in hours for Louise, but this will not be needed at this time.

ADMINISTRATION

2022 Goal: TBD

UPDATE:

Objective #3: Resource for Growth

DONOR SUPPORT

2022 Goal: 200k through 135 donors

UPDATE: We launched *The Circlewood Stand*, which is the name for the community of supporters standing FOR an ecologically-conscious faith and WITH Circlewood as we grow together and pursue our mission. The launch strengthened existing support but did not bring in new supporters. We have 9 new financial supporters so far. Projections at this point are for raising \$226k by the end of the year.

FOUNDATIONS/GRANTS

2022 Goal: 400k major grant with Murdock and \$30k minor grants

UPDATE: Murdock grant application has been submitted. We have been assigned a project officer, will receive a site visit in July, and are scheduled for a November decision. James had a good conversation with the Stewardship foundation but they are not inviting us to apply at this point.

CAPITAL CAMPAIGN

2022 Goal: Raise 550k

UPDATE: We have brought in 54k. We hope for 400k with Murdock (though they might come in lower), and \$100k+ in new campaign contributions. We are targeting an October campaign event.

PROGRAM INCOME

2022 Goal: 2k

UPDATE: Media programs do not bring in revenue at this point, and ed programs still in development.

CORPORATE GIVING

2022 Goal: 5k

UPDATE: Potential here for summer/fall volunteer days with Microsoft.

OTHER REVENUE

2022 Goal: 19.5K

UPDATE: We received 19k from the Employee Retention Credit Act of 2020.

BOARD Development Discussion Guide

Background: James, Glenn, Tim, Louise, Lenore, and Tom participated in the first training session. We also met with our Murdock-assigned coach, Ed McDowell, who is the Executive Director of Warm Beach Camps. The goals of the program are:

- Learn the four pillars of a high performing board: governance, culture, sustainability, and strategic planning.
- Clarify the board's role and the CEO's role—eliminate fuzzy responsibilities and create positive synergy
- Maximize the most critical relationship: the board chair and the CEO
- Become a board increasingly characterized by discernment and wisdom
- Leverage the four phases of board development: cultivation, recruitment, orientation, and engagement
- Establish dashboard metrics to monitor the health of an organization
- Identify the strategic next steps and benchmarks needed to create a sustainable future
- Align your mission, vision, and values with measurable results and goals
- Think carefully about the organizational future including succession planning and transitions
- Set the engagement bar high and foster a culture of continuous learning

Key takeaways from first session: we have a clear mission; we are doing a lot of good board work already; we are in a position to strengthen the board as Circlewood grows. The program asks us to identify up to 5 strategic goals – we left the first session with 3 potential goals:

- Empower board members to be ambassadors for Circlewood.
- Adopt a 3-year strategic plan.
- Expand the board.

The next session is June 6-7 in Vancouver. James, Glenn, and Louise will be attending.

Discussion Questions

- How are we doing in the four pillars of high-performing boards?
 - Governance – Overseeing ED, policies, strategy, and legal compliance.
 - Culture – cultivating and preserving core beliefs, assumptions, values, interaction
 - Sustainability – Building an organization that thrives and endures.
 - Strategic Planning – Process of setting priorities and goals for the future.
- What do we need to become Ambassadors for Circlewood.
- What do we need to expand the board?
- What other areas/goals should we consider?

PROGRAM Development Discussion Guide

Background: We have identified three core program areas for Circlewood: media, education, and Circlewood Village. It is important for the Board to understand what we are currently doing in these areas and what is in development, and to contribute to the long-term strategy in these areas. Forrest, James and Louise will share about each area, followed by a free range discussion.

MEDIA – Connects us, and our listeners/readers, to creative people, ideas, stories, and movements around the globe.

- What we are currently doing.
 - Earthkeepers podcast
 - The Ecological Disciple journal
 - Social Media – FB, IG, Twitter
- What we have in development
 - Video production discussions with Dave Ulfers

EDUCATION – Three areas of focus: sustainable development; practical earthkeeping; ecological leadership.

- What we are currently doing.
 - Testing online courses with the Seattle School.
 - Occasional webinars and one-day excursions.
- What we have in development
 - Potential Certificate in Ecological Christian Leadership
 - Summer educational experience on Camano for Au Sable Institute students

CIRCLEWOOD VILLAGE – model demonstration site; educational hub; Circlewood HQ

- What we are currently doing
 - Finishing site design stage and preparing to submit to county for approval.
 - Preparing plans to finish existing building, initial infrastructure, on-site staff.
- What we have in development
 - Capital campaign event for the fall

PROPOSAL – STATEMENT OF INCLUSION

Brought by: James and Glenn

Background: Circlewood seeks to be an organization and community that welcomes people from a diverse array of backgrounds – our source of unity is a shared concern and care for creation. An official statement of inclusion would recognize, support, and encourage this unity within diversity.

Proposal: That we adopt the following statement, to be used at James’ discretion in Circlewood’s communication and marketing endeavors:

We are all kin.

As we accelerate the greening of faith together, we honor and welcome every person who loves and cares for creation, and recognize the unique gifts and perspectives that come from differences in gender, race, ethnicity, religion, age, national origin, social background, sexual orientation, and disability.”

Resource Dashboard

REVENUE/EXPENSE	2022 Obj.	Jan-Apr 2022	2021 YTD	2021 Total
One-time Gifts \$10 - \$1000	75 gifts \$13,000	9 \$1280	9 \$1440	64 gifts \$11,200
One-time Gifts \$1000+	15 gifts \$100,000	1 \$1000	1 \$2000	13 gifts \$96,000
Recurring Givers \$100 - \$1000/yr	40 givers \$17,000	25 \$4000	20 \$2400	24 givers \$10,900
Recurring Givers \$1000+/year	15 givers \$70,000	13 \$21,400	10 \$20,000	12 givers \$62,200
New Givers	49	9	5	56
Total Givers	135	47	37	86
Capital Campaign				
	150,000	9 \$4800	N/A	N/A
Foundations				
	2 450,000	1 \$50,000	0 \$0	\$0
Corporate Partners				
	2 \$2500	1 \$125	1 \$2200	\$2430
Corporate paid vol. hrs.				
	100 hrs \$2500	0 \$0	22 \$550	22 hrs \$550
Program Revenue				
	\$2000	\$0	\$0	\$1000
Product Revenue				
	\$150	\$35	\$75	\$120
Other Revenue				
	\$19,000	\$19,940	\$195	\$300
TOTAL GIVING/REVENUE				
	\$755,000	\$102,580	\$28,860	\$181,700
Operations Expenses				
	\$255,000	\$74,535	\$93,000	\$245,200
Project Expenses				
	\$550,000	\$32,460	\$16,600	\$79,800
TOTAL EXPENSES				
	\$805,000	\$106,995	\$109,600	\$325,000
Net Income				
	\$0	-\$4,000	-\$80,740	-\$143,300

Other Dashboard Data

	2022 Obj.	As of Apr 2022	2021 Total
Donor Perfect Contacts	600	465	438
Facebook Followers	700	515	470
Instagram Followers	500	359	300
Twitter Followers	200	35	N/A
Volunteer Hours	1000	135	755
Website Visitors/month	500/month	308	286/month avg.
Podcast Episode Downloads	1000 dloads/mth 25,000 total	1028/month 19,329 total	350/episode 15,214 total
The Ecological Disciple Subscribers	250	182	130

Circlewood

Budget vs. Actuals: 2022 Operating and Project Combined January - April, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
ACTIVITY REVENUE				
EDUCATION ACTIVITY INCOME				
Church Partnerships		166.68	-166.68	
Other Education Income		500.00	-500.00	
Total EDUCATION ACTIVITY INCOME		666.68	-666.68	
MEDIA ACTIVITY REVENUE				
Publication Income	3.90	33.32	-29.42	11.70 %
Total MEDIA ACTIVITY REVENUE	3.90	33.32	-29.42	11.70 %
Total ACTIVITY REVENUE	3.90	700.00	-696.10	0.56 %
Interest Income	101.62		101.62	
Other Income	19,838.40	6,433.32	13,405.08	308.37 %
PROJECT FUNDS				
New Funds	54,811.50		54,811.50	
Total PROJECT FUNDS	54,811.50		54,811.50	
Sales of Product Income	32.50		32.50	
SUPPORT				
Donor Gifts				
Camano Island Coffee Roasters Income		200.00	-200.00	
Cash	30,028.06	33,333.32	-3,305.26	90.08 %
Forest Stewardship		1,666.68	-1,666.68	
Total Donor Gifts	30,028.06	35,200.00	-5,171.94	85.31 %
Grants		0.00	0.00	
Total SUPPORT	30,028.06	35,200.00	-5,171.94	85.31 %
Total Income	\$104,815.98	\$42,333.32	\$62,482.66	247.60 %
GROSS PROFIT	\$104,815.98	\$42,333.32	\$62,482.66	247.60 %
Expenses				
ADMINISTRATIVE				
Bank Charges & Fees	50.00	33.32	16.68	150.06 %
Cedarstone	8,283.00	4,500.00	3,783.00	184.07 %
Legal & Professional Services		500.00	-500.00	
Liability Insurance		5,000.00	-5,000.00	
Licenses & Fees		33.32	-33.32	
Office Supplies		200.00	-200.00	
Password Management		25.32	-25.32	
Payroll Processing Cost	205.19	283.32	-78.13	72.42 %
Postage	34.80	366.68	-331.88	9.49 %
Software Subscriptions	69.35	50.00	19.35	138.70 %
State Registrations		200.00	-200.00	
Telecommunications	86.59	83.32	3.27	103.92 %
Total ADMINISTRATIVE	8,728.93	11,275.28	-2,546.35	77.42 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
BOARD EXPENSES				
Meetings	1,561.27	1,333.32	227.95	117.10 %
Reimbursement		83.32	-83.32	
Total BOARD EXPENSES	1,561.27	1,416.64	144.63	110.21 %
CAMANO LAND AND DEVELOPMENT				
Maintenance		666.68	-666.68	
Property Taxes	5,222.23	3,666.68	1,555.55	142.42 %
Total CAMANO LAND AND DEVELOPMENT	5,222.23	4,333.36	888.87	120.51 %
CIRCLEWOOD VILLAGE EXPENSES				
Circlewood Construction				
Site Work	651.33		651.33	
Total Circlewood Construction	651.33		651.33	
Circlewood Village Design Expenses				
Architect	16,179.00		16,179.00	
Landscaping	6,435.00		6,435.00	
Project Management	9,197.50		9,197.50	
Total Circlewood Village Design Expenses	31,811.50		31,811.50	
Total CIRCLEWOOD VILLAGE EXPENSES	32,462.83		32,462.83	
COMMUNICATION				
Marketing Materials	44.02	166.68	-122.66	26.41 %
Newsletter		100.00	-100.00	
Website	193.56	153.32	40.24	126.25 %
Total COMMUNICATION	237.58	420.00	-182.42	56.57 %
FUNDRAISING				
Cost of Fundraising	2,949.23	2,000.00	949.23	147.46 %
Donor Perfect	204.55	500.00	-295.45	40.91 %
Merchant Fees	427.08	166.68	260.40	256.23 %
Total FUNDRAISING	3,580.86	2,666.68	914.18	134.28 %
PROGRAM EXPENSES				
CAMANO PROGRAMS				
Camano Program Expense		833.32	-833.32	
Forest Expense		500.00	-500.00	
Forest Stewardship		166.68	-166.68	
Total CAMANO PROGRAMS		1,500.00	-1,500.00	
EDUCATION PROGRAMS				
Education Expenses	369.02	333.32	35.70	110.71 %
Total EDUCATION PROGRAMS	369.02	333.32	35.70	110.71 %
MEDIA PROGRAM EXPENSES				
Blog Expenses	53.14	333.32	-280.18	15.94 %
New Media Program Expenses		666.68	-666.68	
Podcast Expenses	522.00	733.32	-211.32	71.18 %

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total MEDIA PROGRAM EXPENSES	575.14	1,733.32	-1,158.18	33.18 %
Total PROGRAM EXPENSES	944.16	3,566.64	-2,622.48	26.47 %
STAFF EXPENSES				
ADMINISTRATIVE ASSISTANT EXPENSES				
Administrative Assistant Employer Taxes	735.60	740.00	-4.40	99.41 %
Administrative Assistant Mileage Reimbursement		83.32	-83.32	
Administrative Assistant Wages	8,667.00	8,666.68	0.32	100.00 %
Administrative Assistant Work Expenses	69.14	83.32	-14.18	82.98 %
Total ADMINISTRATIVE ASSISTANT EXPENSES	9,471.74	9,573.32	-101.58	98.94 %
ASSOCIATE DIRECTOR EXPENSES				
Associate Director Employer Taxes	862.95	1,156.00	-293.05	74.65 %
Associate Director Mileage Reimbursement		166.68	-166.68	
Associate Director Salary	13,333.32	13,333.32	0.00	100.00 %
Associate Director Work Expenses		83.32	-83.32	
Total ASSOCIATE DIRECTOR EXPENSES	14,196.27	14,739.32	-543.05	96.32 %
EXECUTIVE DIRECTOR EXPENSES				
Executive Director Employer Taxes	2,212.31	1,950.66	261.65	113.41 %
Executive Director Mileage Reimbursement		666.68	-666.68	
Executive Director Salary	23,000.00	23,000.00	0.00	100.00 %
Executive Director WA FML reimbursement	38.84	46.48	-7.64	83.56 %
Executive Director Work Expenses	135.58	333.32	-197.74	40.68 %
Total EXECUTIVE DIRECTOR EXPENSES	25,386.73	25,997.14	-610.41	97.65 %
SOCIAL MEDIA COORDINATOR EXPENSES				
Social Media Coordinator Employer Taxes	418.09	419.32	-1.23	99.71 %
Social Media Coordinator Mileage Reimbursement		83.32	-83.32	
Social Media Coordinator Wages	4,853.60	4,853.32	0.28	100.01 %
Social Media Coordinator Work Expenses		83.32	-83.32	
Total SOCIAL MEDIA COORDINATOR EXPENSES	5,271.69	5,439.28	-167.59	96.92 %
STAFF CONFERENCES				
Taxes--Washington Employment Administration Fund	-32.53		-32.53	
Total STAFF EXPENSES	54,293.90	56,082.38	-1,788.48	96.81 %
Total Expenses	\$107,031.76	\$79,760.98	\$27,270.78	134.19 %
NET OPERATING INCOME	\$ -2,215.78	\$ -37,427.66	\$35,211.88	5.92 %
Other Expenses				
OTHER EXPENSE		0.00	0.00	
Total Other Expenses	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$ -2,215.78	\$ -37,427.66	\$35,211.88	5.92 %

Circlewood

Balance Sheet As of April 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BECU checking	6,537.03
BECU checking Forest	66.30
BECU Savings	216,095.08
Covenant Trust	7.46
Holmgren Property Gift	0.00
Holmgren Property Loan	0.00
Total Covenant Trust	7.46
Key Bank Checking	0.00
Paypal	0.00
Petty Cash & Cash Equivalent	0.00
Reimbursement Clearing	0.00
SaveSave Fees	0.00
Total Bank Accounts	\$222,705.87
Other Current Assets	
Uncategorized Asset	-37.46
Total Other Current Assets	\$ -37.46
Total Current Assets	\$222,668.41
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	4,745.00
Building Structure - Retreat Center	114,147.80
Total CONSTRUCTION IN PROGRESS	118,892.80
Total Other Assets	\$118,892.80
TOTAL ASSETS	\$1,204,561.21

Circlewood

Balance Sheet
As of April 30, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Credit Cards	
BECU	-1,384.01
Chase #4978	0.00
Key Bank #8088	0.00
Total Credit Cards	-1,384.01
Total Credit Cards	\$ -1,384.01
Other Current Liabilities	
Holmgren Loan	0.00
Sales Tax	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$ -1,384.01
Total Liabilities	\$ -1,384.01
Equity	
Donor Restricted - Camano	272,108.04
Opening Balance Equity	0.00
Retained Earnings	936,052.96
Net Income	-2,215.78
Total Equity	\$1,205,945.22
TOTAL LIABILITIES AND EQUITY	\$1,204,561.21

**Circlewood
Board Meeting Minutes
May 21, 2022**

Present: Board Members—Glenn Palmberg, Tim Hedberg, Tom Ruebel, Lenore Three Stars, Louise Conner, James Amadon; Absent—Beth Knox, Kathy Holmgren; Guest—Forrest Inslee

Glenn opened the meeting with prayer and check-ins. James gave an overview of the meeting. The minutes from the regular and executive sessions of the February 29, 2022 meeting were presented for approval. Tim moved that the minutes be approved as presented. Tom seconded the motion. The motion passed.

James presented the Financial Summary which is contained within the meeting packets and covers the first third of the year. The Operating Budget is on track to be close to full funding by the end of the year. The Project Budget is positive so far due the 50K grant that we received from Technology for the Poor and the fact that project work has been paused while waiting for Island County to respond to our application. Having resolved, for now, the issues with the county, the expenses have restarted. James mentioned that the Murdock grant may be approved but at an amount slightly lower than our request. A fall campaign event is being planned. The costs are time frame of the project are still estimates.

James, Forrest, and Glenn met last week with Job Ebenezer and his son. We became connected with Job through Joe Sheldon. Tom gave a report on the grounds of the property. Firewood was being taken off the property (beyond what we had offered to people). Because there isn't currently a gate, Tom put a chain across the road and that has stopped the loss of wood. Neighbors are also helping keep an eye on it.

Louise went over the Camano Island Property Tax Exemption report. The agriculture exemption seems to be the most likely exemption possibility. The Board discussed the report. James commented that once he is on the island, exemption options may become clearer. Further financial reports are included in the meeting packet.

James gave a 2022 OSKR update.

Objective #1: Expand and Develop Programs.

- James brought updates from our programming areas: Earthkeepers, The Ecological Disciple, Social Media, Education, and Circlewood Village.

Objective #2: Strengthen Circlewood's Core.

- Board. Members of the Board are working with Murdock Board Training to identify strategic steps. James, Glenn, and Louise will participate in the in-person training in early June.
- Staff. James' hours will increase to full time and Jessalyn's hours will increase to 20 hours a week in July. Louise's hours will not increase at this time. In addition to James and family moving to Camano, Jessalyn & Jerry are also hoping to move to Camano. Although David Jones is a contractor, he has functioned as a staff member. We budgeted for him through June. He would like to continue working with Circlewood beyond that, but James feels that his strengths and our needs no longer match up as they have in the past, so we do not plan to have him continue past June. David knows this is a possibility.

Objective #3: Resource for Growth

- Donor Support: Our Circlewood Stand campaign strengthened our connection to current donors, but did not bring in new donors.

- Foundations/Grants: The Murdock application has been submitted. James had a good hour-long conversation with the Stewardship Foundation, but was told afterwards that we should come back when we're more established.
- We are on target for most of our OSKR goals.
- Initially, we had two phases of development for the property, but members of the project team have general agreement that many people need to see the bigger picture, so that when we can run a program from a finished building, it will help people catch the vision. For that reason, finishing the current building will be done before launching the bigger project.

A discussion on Board Development was held, in particular reviewing the work done with the Murdock Training Program and work still needed. There was discussion about the following:

- Whether the current three goals are sufficient or if we need to add two more goals so that we have the suggested five.
- Creating events where we can get to know people who may be potential board members
- We hope to bring a fairly substantial strategic three-year plan to the fall meeting that we will receive input on before the meeting.
- There is a need to diversify the board denominationally
- We have a good coach in Ed and need to make sure we use him well, possibly inviting him to the fall board meeting
- Ed may be able to help us think through parts of our three-year plan
- The appendix in the Murdock booklet includes a framework for deciding on board members
- James mentioned that one aspect of our culture is to “surprise and delight.”
- We will work to identify five goals for the next three years that will frame the three-year plan

The board meeting broke for lunch.

Program Development Discussion

Media. James, Forrest, and Louise shared about the program areas. Forrest shared that having big-name guests a couple times a year increases legitimacy and exposure and that alternatively, there is value in bringing exposure to those who are not well known. Louise shared some information about the diversity and numbers of TED readers. Vidhya will be writing one post a month on practical earthkeeping and we are exploring other potential writers as well. James shared about the work in social media. Dave Ulfers is ready to do a video project whenever we pull a project together. In general, our media work has allowed us to move forward in programming during a time when COVID made in-person programming impossible and as a result media became more central than expected.

Education. Highland and Bellingham Covenant are currently testing an online course that Forrest developed with The Seattle School. Forrest expressed the feeling that the course and venue aren't quite right and expects to learn more once course evaluations have been completed. Going forward, we will focus more on developing a course in the way we want and then offer it to others for their adaptation rather than trying to fit within the framework of others. Our priority is creating programs that transform people rather than necessarily having a certification program. The possibility of sponsors was discussed.

Circlewood Village. There are great people working on the project. The hope is that we can finish the existing building without having it tied to the final approval plan, which would most likely take a longer time to get approval, but the first building may not be completed by the end of the year. Our architect plans to have a site plan ready by the end of June. A fall campaign event for 30-40 involving key people and their friends is being planned.

The Regular Session of the board meeting closed and the Executive Session began.
Louise Conner
Secretary

Circlewood
Board Meeting Minutes—Executive Session, Part 1
May 21, 2022

Present: Glenn Palmberg, Tim Hedberg, Lenore Three Stars, Tom Ruebel, Louise Conner, James Amadon, Absent: Beth Knox, Kathy Holmgren, Present for Part 1 of Executive Session: Forrest Inslee (non-Board member).

James and Glenn brought a proposal to adopt a statement of inclusion. This statement is not meant to be a legal human resources document or an employment policy, but a statement of values. The proposal is that we adopt the following statement, to be used at James' discretion in Circlewood's communication and marketing endeavors. A discussion was held on possible edits and additions. The proposed statement is:

"We are all kin. As we accelerate the greening of faith together, we honor and welcome every person who loves and cares for creation, and recognize the unique gifts and perspectives that come from differences in ability, gender, race, ethnicity, religion, age, national origin, social background, gender identity, and sexual orientation."

Tom moved that this statement of inclusion be adopted, giving leeway to James and Louise to edit the language and report back to the Board. Lenore seconded the motion. The motion passed.

James and Forrest left the meeting.

Louise Conner
Secretary

Circlewood
Board Meeting Minutes—Executive Session, Part 2
May 21, 2022

Glenn brought a proposal supporting James' move to Camano which was sent out to board members before the meeting.

The background of the proposal was this: James has discerned that a move to Camano Island is needed to further the work of Circlewood. He is planning to move his family this summer.

The Proposal: That we support James through the following::

- Allowing for reduced responsibilities from June 8-July 15. James would be available on an as-needed basis to Board and staff members as he prepares to sell his home, moves to Camano, and settles into his new home. He will be on vacation during this period from June 17-29.
- That we support James by covering half of the cost of moving (estimated to be between 11k-12k), up to \$6,000.

A discussion was held about this not being a precedent for anyone moving to Camano to work for Circlewood, but restricting this to the Executive Director. How to give this as non-taxable income was also discussed. Louise will look into how to do this and what category should be added to the budget for this fund. Voting for this proposal will be a vote to change the budget.

Tim moved that we adopt the proposal as outlined above. Tom seconded the motion. The motion passed.

Tim moved that the meeting be adjourned. Lenore seconded the motion. The motion passed.

The meeting was closed in prayer.

Louise Conner
Secretary