



**Circlewood Board Meeting
December 2, 2019
15022 Bel Red Road, Bellevue WA**

5:00 - Gather, Personal Updates, and Dinner

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

Prayer

5:15 - Administrative Items

Action: Approve 10-7-19 Minutes – *Glenn* Page 2

Action: Sign thank you notes – *James*

Action: Salary/Hours Step Schedule for James – *Glenn* Page 3

Financial Report (handed out at mtg) – *Louise* Page 4

5:30 - Annual and Quarterly OSKR Review - *James* Pages 5-9

Podcast Update - *Forrest*

6:00 - 2020 Vision and Mission Update and Action

Action: Cedarstone Proposal – *James* Pages 10-12

Action: 2020 Budget - *Louise* Pages 13-15

Action: Name Change Proposal – *James* Page 16

Action: Fuller Class – *James* Page 17

7:15 - Next Steps

Annual Board and Executive Director Review - *Glenn*

Next Meeting Options – *Glenn* Page 18

Action: Review Assignments – *Forrest*

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

Pray and Adjourn

Circlewood Board Meeting Notes
October 7, 2019
808 Aloha Pl. Edmonds, WA 98020

10:00 Gather and Personal Updates

10:30 Administrative Items

- **Action: 7-13-19 Minutes approved**

James noted that some of the action items are pending and have morphed a bit since last meeting, but they are still in his purview

- **Discussion:** Organizational documents – bylaws, policies, procedures.

This was postponed for a future date

Action: Louise, Beth, and James will work on these docs and have them for next time.

- Executive Director Insurance Quarterly Review – Glenn

There is some uncertainty due to changes in Emily's insurance from work, but Glenn, Beth, and Louise are authorized to make any nec. decisions if these changes have immediate implications for James

- Financial Report (pp. 4-7) – Louise

James reported that Microsoft is now our partner in terms of empowering employee donations of money (they match) and volunteer work (they pay \$25/hr to CW)

Action: Report was unanimously approved

11:00 2020 Vision—Annual and Quarterly OKR Rev (pp. 8-13) James

- **Objective 1** – Complete Phase 1 of Circlewood Village

Resource: Letter of Agreement with DVA (pp. 21-22)

- **Objective 2** – Expand Circlewood's Community and Voice

Discussion: Fuller class

Action: Beth, Tom, Glenn, Lenore, Forrest, Louise, and James agreed to take the pilot course

Action: Podcast Proposal and the hiring of Forrest approved; the basis (contract, employee) to be determined. Commitment is for 14 months.

Discussion: James intends to move to Camano by 2022; we need to begin thinking about when and how to move him to full-time

- **Objective 3** – Strengthen Circlewood's Core

Discussion: David Jones and Cedarstone (pp. 16-20)

We will meet with David as a board before making the decision to hire him

- **Objective 4** – Fund for Growth

Discussion: Capital Campaign

11:45 Next Steps

- **Actions:** Review Assignments - Forrest

- Next Meeting Options – Glenn

James will send out a doodle poll to find a date in December

- Pray and Adjourn

1:00 Lunch



Proposal for the Board

James Salary Step Schedule

Proposed By: Glenn Palmberg and James Amadon

Author: James Amadon

Brief Description: This proposal provides a tentative schedule by which James' hours would increase to full-time.

Key Details:

2020	20 hours/week
2021	30 hours/week
2022	Full-time

This schedule provides mutual understanding between the Board and James and will function as a working timeline to help with strategic planning. It does not commit either James or the Board to follow the timeline – specific decisions about changes in James' hours will be made at future board meetings.

Specific Proposal:

That we adopt the schedule above as a working proposal to help us in our strategic planning.

Dashboard Key Metrics

	2019 YTD	2018 YTD	2018 Total
Financial			
Monthly Givers	27	20	20
Monthly Gifts Average	\$5600	\$4909	\$5200
One-time Givers	6	11	
Total one-time gifts (includes extra gifts from monthly givers)	19	17	42
One-time Gifts total	\$36,720	\$14,927	\$74,100
New Givers	8	17	34
Total Givers	33	31	48
Other Income	\$4290	\$2724	\$2750
Net Income	\$33,520	\$14,121	\$69,250
Other			
Volunteer Hours	583	395	430
Donor Perfect Contacts	337	282	286
Website visitors	69 per month	N/A	48 per month
FBook Followers	184	123	132
James' hours	28.6/wk	N/A	N/A
James' mileage	1612	N/A	N/A
James' honoraria	\$150	N/A	N/A

MISSION

To cultivate transformative communities that love and care for all creation.



VALUES

Hopeful, Integrative, Faith-based

“Cultivating Communities that Care for Creation”

**2020 Objective: Implementing first key aspects of clarified vision:
Visible progress on Camano, Circlewood community increased and deepened.**

2020 Objective #1 Complete Phase 1 of Circlewood Village.	2020 Objective #2 Expand Circlewood's community and voice.	2020 Objective #3 Strengthen Circlewood's core.	2020 Objective #4 Fund for Growth
<p>Strategy and Key Results</p> <p>Active Forest Stewardship</p> <ul style="list-style-type: none">• Timeline in place for forest stewardship and 2020 actions done• Attain Forest Stewardship Council certification• Remaining 20 acres transferred <p>Basic Infrastructure</p> <ul style="list-style-type: none">• Road work begun• Well operational• Caretaker(s) on site <p>Inspired and Purposeful Design</p> <ul style="list-style-type: none">• First micro-village plans submitted to county <p>Local Engagement</p> <ul style="list-style-type: none">• 2 programs that engage people with the land.• Relationship with and blessing of local Native tribe(s).	<p>Strategy and Key Results</p> <p>Interactive media</p> <ul style="list-style-type: none">• Blog launched with X posts and X subscribers• Podcast with weekly episodes and 100 subscribers• Website offers clear pathways to all media, program, and support options.• Facebook at least 1 post/wk. and 300 followers• Integrated comm. calendar. <p>Print Media and Marketing</p> <ul style="list-style-type: none">• Basic literature + travel display• 2 brand awareness items <p>Intentional Speaking and teaching</p> <ul style="list-style-type: none">• 5 targeted speaking events• Host initial class w Fuller. <p>Program Development</p> <ul style="list-style-type: none">• Detailed draft of program that connects w/inst. of learning <p>Relationship Building</p> <ul style="list-style-type: none">• 2 community events	<p>Strategy and Key Results</p> <p>Engaged Board</p> <ul style="list-style-type: none">• Add 2 new members• Every board member actively participating in committee work.• 2 retreat meetings <p>Expanded personnel roles</p> <ul style="list-style-type: none">• Executive Director able to envision and manage growth• Experienced podcast producer• Integrated consultant• 4 Volunteer positions <p>Passionate Members/Partners</p> <ul style="list-style-type: none">• 25 official members <p>Growth-enabling Administration</p> <ul style="list-style-type: none">• Legal name change• Board and policy handbook	<p>Strategy and Key Results</p> <p>Regular Donors</p> <ul style="list-style-type: none">• Retain 100% of 2019 donors• Grow from 55 to 100 donors <p>Capital Campaign</p> <ul style="list-style-type: none">• Determine timing and scope <p>Program Income</p> <ul style="list-style-type: none">• 2 podcast sponsors <p>Grants</p> <ul style="list-style-type: none">• 3 Letters of Inquiry of applications <p>Business Partnerships</p> <ul style="list-style-type: none">• Integrate Camano Coffee and Realize Giving into media, communication and marketing plans. <p>Forest Stewardship</p> <ul style="list-style-type: none">• Stewardship practices pay for themselves.

2020 Objective 1: Complete Phase 1 of Circlewood Village

2020 KEY RESULTS	STATUS	2019 Q4 KEY RESULTS	COMMENTS	2020 Q1 KEY RESULTS
Timeline in place for forest stewardship and 2020 actions done		*Received Draft of Forest Management Plan.		*Summary of 30 year goals. *Identification of 2020 goals.
Attain Forest Stewardship Cert.				*Join NNRG as member *Apply for certification
Receive 20 acres		*Acquired verbal agreement from Sines.		*Initiate land assessment and paperwork.
Road Work Begun		*ROW research almost completed. *Signed agreement with Survey company.	County advised us to have a survey of road done as well as some title research prior to application.	*Schedule ROW survey *Choose engineering firm. *Identify potential construction companies
Well Operational		*Louise did some preliminary research on well companies.		*Process for well completion outlined.
Caretaker(s) on site			Still unsure about how to go about this.	*Develop housing plan and job description.
Micro-village plans submitted to county		*4 year development timeline created with architect.		*Update Camano Village vision. * Put together development team + first meeting.
2 programs that engage people with land.		*Reached tentative agreement with Eric Krumland of Youth Dynamics for 4-day summer backpacking trip.		*Draft Forest service and learning program for website. *Determine summer retreat/gathering on Camano.
Relationship/Blessing of local Native tribe(s)		*Visited Hibulb Cultural Center.	I encourage all board members to visit.	*Lenore to speak with Lakota friend.
Additional Comments/ Opportunities				

2020 Objective 2: Expand Circlewood's Community and Voice

2020 KEY RESULTS	STATUS	2019 Q4 KEY RESULTS	COMMENTS	2020 Q1 KEY RESULTS
Podcast launched with weekly episodes and 100 subscribers		*Forrest began work as podcast producer! *OSKR system set up.	Forrest is doing a great job!	*Podcast demos created.
Blog launched with X posts			Once podcast is up and running, I will turn my attention to blog.	*Draft vision of blog.
Website offers clear pathways for all media, programs, and support.				*Set up podcast webpage. *General updates of pages.
Facebook at least 1 post/week and 300 followers		Added 3 followers – now at 185. Posted 4 times.		*Posting 1x/week.
Integrated comm. calendar.			Part of David Jones proposal.	Draft 2020 calendar with David Jones.
Basic print literature and travel display.			Not high priority at the moment.	
2 brand awareness items		Patches created by Paul Hoeffler.		Board, staff and supporters post patch pictures on Circlewood FB and personal social media.
5 targeted speaking eng.		*Workshop @ Renew Cov. Oct. 16.		*Teaching Bellingham Cov.– Jan. 12 *Preaching Alive Cov. – Feb. 9
Host 1 class w/Fuller			*Taking class will enable us to become facilitators.	*Take Environmental Justice class as participants.
Detailed draft of program that connects with inst. of learning		*Spoke with Rhonda McEwan of Regent College		*Brainstorm list of potential program components.
2 community events				*Schedule “Night at the Oskers” and Key Partner mtg.
Additional Comments/ Opportunities				

2020 Objective 3: Strengthen Circlewood's Core				
2020 KEY RESULTS	STATUS	2019 Q4 KEY RESULTS	COMMENTS	2020 Q1 KEY RESULTS
Add 2 Board Members		*Confirmed Mike Holmgren is a yes.		*Create list of potential members.
Every board member active in committee work			Would like to align committees with 4 main objectives.	*Board members identified with particular objectives.
Exec. Dir. able to envision and manage growth		*Increased clarity on 2020 OSKR's		*Update job description *Annual review implemented.
Experienced podcast producer		*Forrest began work Nov. 1.	Forrest is researching best practices and making connections with experienced podcasters as well as those who may help us with production.	*2 Demos completed.
Integrated consultant - Managing Director		*Board met with David Jones. *Revised proposal for Dec. meeting.		*Report from David showing clear progress toward his OSKR's.
4 Volunteer positions		*Louise providing increased admin volunteer work – we meet every 2 weeks.	Have a meeting with potential volunteer on Dec. 5	
25 official members			Not sure yet how to define this.	
Legal Name Change		*Louise has done preliminary research. *Proposal prepared for Dec. mtg.		*Initial steps taken.
Board and Policy Handbook			Louise and Beth have offered to help with this – so far I have not been able to get to it.	*List of everything needed and preliminary work compiling information.
Additional Comments/ Opportunities				

2020 Objective 4: Fund for Growth				
2020 KEY RESULTS	STATUS	2019 Q4 KEY RESULTS	COMMENTS	2020 Q1 KEY RESULTS
Retain 100% of 2019 donors		End of Year appeal sent out Nov. 29 with personal notes to all donors.		*Determine strategy with David Jones.
Grow to 100 Donors		*Established Benevity account – allows for matching donations w/companies like Microsoft. *Received verbal commitment from donor that Circlewood will be written into donor’s will.	We are at 56 donors.	*Determine strategy with David Jones.
Determine scope and timing of capital campaign.				*Determine process with David Jones.
2 Podcast sponsors			Lower priority while we are setting up podcast.	
3 Grant LOI’s and Applications			Part of David Jones proposal.	*LOI to Roy Hunt Foundation.
Integrate CICR + Realize Giving into media/mark.			Will factor into 2020 communication calendar.	*Include in 2020 communication calendar.
Forest Stewardship practices pay for themselves			Working with NNRG on this.	*Include in 2020 stewardship plan.
Additional Comments/ Opportunities				



Proposal for the Board

Subject: Catalyzing and managing Circlewood’s mission by expanding David Jones’ role.

Proposed By: Glenn Palmberg and James Amadon

Author: James Amadon

Brief Description: This proposal recommends that Circlewood increase our partnership with Cedarstone by essentially “embedding” David Jones in Circlewood to help us prepare for, and take, the necessary steps to further our mission. As we grow, David can help us by expanding his work in the following areas:

- Funding for Growth
- Strengthening Circlewood’s Core
- Expanding Circlewood’s Community and Voice
- Participating in Circlewood’s Mission

James and Glenn have enjoyed a warm and productive work relationship with David over the past two years, much of which has been about setting things in place for ministry expansion. As Circlewood comes to a point where growth is possible but will require some significant and strategic steps, David is in a place where he is able and willing to invest in Circlewood to help move the mission forward.

Key Details:

David’s Responsibilities

1. **Funding for Growth** – David would help Circlewood raise the funds needed to expand our work. This would be done through:
 - a. *Donors*
 - i. Assisting in the strategy and planning needed to increase the number of regular donors (monthly or annually) from 55 to 100. (With an average gift of \$50/month, this would add \$27,000/yr.)
 - ii. Assisting in identification of and relationship building with 5-7 donors able to give at least \$20,000/year for 2-3 years to help us as we grow.
 - b. *Grants*
 - i. Creating a grant information file with at least 10 solid prospects for funding of \$10,000 and greater, and assisting in at least 3 letters of inquiry and grant applications.

- c. *Capital Campaign*
 - i. Identifying the timing and scope of a capital campaign. This may include pre-campaign work such as a feasibility study.
- 2. **Strengthening Circlewood's Core - Organizational Development:** David would expand and deepen his role of helping Circlewood's leaders guide and steward the mission through a time of growth. This would be done through:
 - a. *Executive Coaching with James*
 - i. Weekly 1-hour meetings focused on developing, implementing and refining Circlewood's Objectives, Strategies, and Key Results (OSKR's).
 - ii. 2 in-person meetings.
 - b. *Board Support*
 - i. Monthly 1-hour phone meeting with James and Board Chair.
 - ii. Annual "Strategy and Evaluation Retreat" with James and Board Chair.
 - iii. Attend at least one board meeting in person.
- 3. **Expanding Circlewood's Voice and Community - Communication Development.** David would help us expand and coordinate our communication through:
 - a. Monthly 1-hour phone meetings with James and Forrest to help position, present, post, and market Circlewood's podcast and blog.
 - b. Developing (with James) an integrated communications strategy and calendar.
 - c. Writing/editing of communication pieces as needed.
- 4. **Participating in Circlewood's mission.**
 - a. Reading 2 key books recommended by James and Board.
 - b. Identifying ways to integrate care for creation more fully into his personal and professional life.
 - c. Daily prayer for Circlewood.

David would also have weekly planning time and additional phone calls and meetings as needed.

Timing: The role would begin on Jan. 1, 2020 and run through Dec. 31, 2020. David would report directly to the Executive Director and provide quarterly reports on progress. The Board would assess the role at each board meeting.

Cost: David's expanded role would continue to be contracted through Cedarstone. We would allocate \$40,000 to be paid to Cedarstone, along with \$5000 to cover expenses (such as travel). Funds would come from a combination of monthly giving/revenue, savings, and/or special fundraising.

Comparison Chart

Year	Cost	Partnership details
2018	\$4600	Annual Deep Dive, Quarterly phone calls
2019	\$6000-\$7000 Est.	Annual Deep Dive, Day-long meeting in Boise, Monthly phone calls (sometimes weekly).

Rationale:

The following factors indicate we are in a position to take significant growth steps:

- Strong and connected board and staff.
- Clear sense of vision and direction.
- Solid finances.
- Increasing interest in who we are and what we are doing.
- Culture becoming more aware of, and concerned about, ecological realities – both inside and outside the Church - and significant aspects of our culture continuing to resist these realities.

Some limitations to growth include:

- Lack of significant growth capital.
- Challenges of modern communication and marketing.
- Board size.
- Limits of Executive Director in time, experience, and expertise.

David can help us take advantage of the opportunities and overcome current limitations.

Risks:

The main risk is that new funding will not emerge, leaving us with depleted savings. It is also important to note the risk that not doing this will stagnate our growth and cause current opportunity windows to narrow.

Specific Proposal:

That we expand David Jones' role as defined above.

2020 Circlewood Budget					
INCOME	2019 Budget	2019 Actual	2019 Projected	2020 Budget	NOTES
DONOR SUPPORT					
Unrestricted Cash	85,000	95,214	115,000	95,000	
In-kind					
Forest Stewardship		1,590	1,590	2,500	
Camano Island Coffee Roasters		237	250	250	
Capital Campaign Funds				150,000	Not sure if we will undertake in 2020
TOTAL DONOR SUPPORT	85,000	97,041	116,840	247,750	
ACTIVITY REVENUE					
Presentation Income	1000	1500	1500		Board determined this should be personal income for Exec. Dir.
Church Partnerships	1500	1000	1000		Renew Covenant?
Publication Income	250	86	110	150	
Event Income	2500	1390	1390		Summer Retreat
Podcast Income				2000	Two sponsors
Blog Income					
Forest Income				60000	Estimated income from commercial thinning in 2020
Other Program Income				6000	
TOTAL ACTIVITY REVENUE	5250	3976	4000	8150	
GRANTS			1000	20000	
OTHER INCOME	150	335	350	150	Interest, Cash Rebates, etc.
TOTAL INCOME	90,400	101,352	122,190	276,050	
PROGRAM EXPENSES					
OUTREACH PROGRAMS					
Podcast Producer				20,000	Added separate line for Podcast in 2020
Podcast Expenses				5000	
Blog Expenses				500	
Fuller Class Expenses				500	
Leadership Event Expenses	250	62	62	0	For unknown opportunities
Events, Meetings, Conferences	500	126	126	500	Inhabit Conference in April
Other Outreach Expenses					
TOTAL OUTREACH EXPENSE	750	188	188	26,500	
CAMANO PROGRAMS					
Program Expense				3000	2020 programs undefined
Summer Retreat	3000	619	619		
Forest Stewardship				35000	Estimated commercial thinning expenses plus other unknown in 2020
TOTAL CAMANO PROGRAMS	3000	619	619	38000	
OTHER PROGRAM EXPENSE	1000	1099	4850	4500	Used for Youth retreat, Podcast in 2019. In 2020 for backpacking trip and others as needed.
TOTAL PROGRAM EXPENSE	4750	1906	5657	69,000	

CAMANO LAND & DEVELOPMENT					
Property Taxes	5,000	5,384	5,384	7,826	Assumes taxes on 40 acres of land.
Maintenance	500	81	100	500	
Development	10,000	1500	1500	150,000	Architect fees/ Permit consultation / Assessment for land grft/Misc.
Insurance					
TOTAL CAMANO L&D EX	15,500	6,965	6,984	158,326	
Church Partnerships	500				Pilot project w/Renew Covenant.
ADMINISTRATIVE					
Office Supplies	300	188	200	300	
Postage	250		100	250	
Cedarstone	3,500	4,918	5,418	45,000	Annual "Deep Dive" + Quarterly Phone Calls/ In 2020 Cedarstone services plus expenses
State Registrations	60	0		250	
Bank Charges and Fees	100		0	100	
Telecommunications	180	191	230	240	
Legal and Prof. Services	450	500	500	500	
Liability Insurance	1,350	1,205	1,205	1,250	
Last Pass	35	53	53	35	
Quickbooks					
Licences and Fees	100	50	50	100	
Software Subscriptions	150	82	82	150	
Cost of Publications	50			50	
Gusto Payroll Subsrption	600	486	587	600	
TOTAL ADMIN. EXP.	7,125	7,673	8,425	48,825	
STAFF EXPENSES					
Exec. Director Salary	46,000	38,333	46,000	46,000	
Exec. Dir. Work Expenses	500	360	500	1,000	Added \$40/month for cell phone
Exec. Dir. Mileage Reimburse		529	1,000	2,400	
Intern	2,000			2,000	For help in summer.
Workmans Comp.	218	188	225	230	
Social Security	2,700	2,377	2,856	2,900	
Medicare	620	556	667	675	
WA Unemployment Ins.	2,450	38	46	50	
WA Emp. Admin. Fund	8	12	14	15	
Reimbursemet WA FML		97	117	117	
TOTAL STAFF EXPENSES	54,496	42,490	51,425	55,387	

BOARD						
Meetings	550	587	850	1200	Retreats, meeting expenses	
Reimbursements	250			250		
Liability Insurance						
TOTAL BOARD EXPENSES	800	587	850	1450		
COMMUNICATION / MARKETING						
Constant Contact	240	207	207	240	Prepaid through Nov. 2019? 1 year is \$240. Included in DonorPerfect?	
Website	400	313	335	600	Domain name purchase, host fees, and gift for designer.	
Marketing Materials	500	61	100	500	Banner display, etc.	
TOTAL COMM. EXPENSES	1140	581	642	1340		
FUNDRAISING						
Merchant Fees	500		125	500		
Donor Perfect	1920	865	850	1920	\$159/month	
Cost of Fundraising	2000	3531	3750	5000	Meals with donors, thank you gifts, events, etc.	
TOTAL FUNDRAISING EXP.	4420	4396	4725	7420		
OTHER EXPENSES						
TOTAL EXPENSES	88,731	64,598	78,708	341,248		#REF!
TOTAL PROFIT	1,669	36,754	43,482	-65,198		



Proposal for the Board

Legal Name Change

Proposed By: James Amadon

Author: James Amadon

Brief Description: This proposal involves legally changing our name from “Mustard Seed Associates” to “Circlewood”

Key Details:

At the moment our legal name is “Mustard Seed Associates” and “Circlewood” is our Doing Business As (DBA) name. This presents some confusion when we have to list our legal name – such as the Benevity donation platform, Charity Navigator, and all IRS documentation. When people look us up, sometimes “Mustard Seed Associates” appears, and we do not use that name in any of our programming or communications.

Changing the name will allow there to be consistency, and doing it now before it gets even more complicated seems to make the most sense.

The process involves:

1. December Board Meeting - A Board vote to change the name and amend our Bylaws to reflect name change.
2. January - Amending our Articles of Incorporation with the State of Washington.
3. As soon as WA State sends us updated Articles of Incorporation –
 - a. Notifying bank, other vendors, , etc. charity databases of name change.
4. May - Inform the IRS of the name change when filing annual 990 return.
5. Request new 501(c)3 letter from IRS with new name after 990 processed.

Specific Proposal:

That we change our legal name from “Mustard Seed Associates” to “Circlewood”, following the process outlined above, and that the minutes record this action and the result of the vote.



Information for Board Discussion

2020 Board Meeting Schedule

Author: James Amadon

I am wondering if we could consider the following board meeting schedule for 2020:

February Day-Long Retreat

- Look back at 2019
- Working on 2020 Goals and Objectives
- Possible location: New Earth Refuge retreat center near La Conner, WA.
- Proposed Date: Feb. 15

April – 3 Hour Meeting

- 2020 progress check-in.

July Overnight Retreat

- Mid-year assessment and planning.
- Relationship building.
- Location: Camano Island – Ruebels have agreed to host – thank you Tom!
- Proposed Dates: July 17-19.

October – 3 Hour Meeting

- 2020 progress check in.
- End of year planning.
- Preview of 2021.



Information for Board Discussion

Fuller Class

Author: James Amadon

At the last Board meeting everyone expressed interest in taking the “Environmental Justice” class through Fuller’s new online platform, Fuller Connect. Here are the details:

Commitment

- 4 weeks of self-guided learning through Fuller Connect. It typically takes around 60 minutes per week, but you decide when to go through the material, and how fast or slow to go.
- Five 60-minute webinars with the class and facilitator.

Cost

- \$500 flat fee allows us to invite up to 12 people (\$42/person). Circlewood would cover the cost.

Benefits

- The Board is able to do some learning together – along with a few others we can invite.
- We will be able to discern whether or not this particular platform and learning style works for Circlewood.
 - If we think yes, Fuller has already given us the green light to facilitate this particular class (and potentially create new classes).
 - If we are the facilitators, we receive 90% of the revenue.

Next Steps

- Determine if there is still consensus on pursuing this opportunity.
- Identify the 4-5 week window we want to take the class.
- Get it set up with Fuller.
- Identify the webinar times.

Circlewood Board Meeting Minutes
December 2, 2019
15022 Bel Red Road, Bellevue WA

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

5:00 - Gather, Personal Updates, and Dinner

5:30 - Administrative Items

- **Action:** Approved 10-7-19 Minutes Page 2
- Patch give away to donors announced-Giving Tuesday
- **Discussion:** Board would like to compensate for more than the proposed 20 hrs. per week in 2020 given the fact that James works more than 20 hours already.
 - **Action:** Board voted to approve the proposed hours step schedule Page 3
 - will reconsider at midyear 2020, to see if we can add a bonus then and/or at the end of the year to compensate.
- Financial Report - Louise Page 4
Generally good news. We will seek to find other potential organizational associations which use the Benevity giving system.

5:30 - Annual and Quarterly OSKR Review - *James* Pages 5-9

Highlights:

- We should net about 30K with the forest thinning
- James invited any interested board member to be part of the land development plan.
 - Involves monthly meetings, with the bulk of involvement in the first six months of 2020.
 - Let James know, and if there are others outside the board, suggest that to James as well.
- Podcast Update by Forrest
- Mike Holmgren has agreed to join the board!
- Louise is going to track her volunteer hours more carefully as the load grows; may be an issue we need to address in the future
- David Jones is helping us move toward a grant, to be initiated this month

6:00 - 2020 Vision and Mission Update and Action - *James*

- **Discussion:** Cedarstone Proposal Pages 10-12
 - We took 4c off the job description
 - A significant board concern: How will we implement his good ideas without assuming James will add to his workload? This will be part of the conversation even prior to his accepting the position. James will be communicating to David that we hope he will part of the answer to the necessary implementation work that his input/ideas will create
 - We'll let Cedarstone/David propose the contract, then we'll adjust
 - We'll be sure that language is included that allows termination of contract at any time, for cause or no cause
 - **Action:** Voted to move ahead with the proposal to hire David Jones

- **Discussion:** 2020 Budget - *Louise* Pages 13-15
 - Beth advised on some issues with the numbers presented, so James and Louise will do some revision, check it with Beth, then ask for approval by email

- **Action:** Board voted to implement organization name change proposal
Page 16
Bylaws work will be done at later meeting

- **Discussion:** Fuller Class – *James* Page 17
Action: Board voted to spend the \$500 for participating board members plus guests
We'll tentatively aim for a February start

7:34 - Next Steps

- Annual Board and Executive Director Review - *Glenn*
- Next Meeting Options – *James will send Doodle poll* Page 18
- **Action:** Review Assignments – *Forrest*
- Check-in - What feelings/insights/questions do you have as we close?
- Pray and Adjourn