

ATTACHMENT 1

Calendar Link:

https://widerhorizons.clubexpress.com/content.aspx?page_id=4001&club_id=754819

DRAFT AGENDA		Facilitator: Liz Ohlson	
Time	Item	Leader / Presenter	Outcome
<i>DRAFT AGENDA</i> <i>Wider Horizons Board of Directors</i>		Monday, March 9, 2020 11:30 – 2:00 pm Central Area Senior Center 500 30 th Ave S Seattle WA 98144	
11:30	Consent Agenda (vote to approve all items without discussing them individually): <ul style="list-style-type: none"> Agenda [Att. 1] Draft Minutes of the 2.8.2020 Board meeting [Att. 2] 	Liz Ohlson	Decision: <u>Adopt Consent Agenda</u>
11:40	President's Report <ul style="list-style-type: none"> New Board member orientation June retreat date (Task Force to plan) Our response to coronavirus concerns 	Ann Lawrence	Information/Discussion
12:00	Executive Director's Report [Att. 3]	Denise Klein	Information/Discussion
12:15	Financials: <ul style="list-style-type: none"> Cash Flow Report [Att. 4] Profit & Loss – Budget vs. Actual [Att. 5] Other reports from QuickBooks available upon request 	Denise Klein	Information/Discussion
12:30	Report of the Nominating Committee [Att. 6: Slate of Officers]	Michael Kischner	Decision: <u>Adopt Slate</u>
12:35	Collation of Information from the January All-Member Meeting	Liz Ohlson	Information/Discussion
12:50	Preparing for a Serious Health Event <ul style="list-style-type: none"> Update on the trainings Update on copyright 	Denise Lishner Liz Ohlson	Information/Discussion
1:10	Reports/Highlights from Affinity Groups that have met since the last Board Meeting [Att. 7] <ul style="list-style-type: none"> Fundraising Group Outreach to Engage 	Ann Lawrence	Information/Discussion
1:30	New Business <ul style="list-style-type: none"> Mayor's African American Elders Council 	Sue Lerner	Information

Invited: Susan Adler, Paul Beck, Charles Heaney, Michael Kischner, Ann Lawrence, Sue Lerner, Denise Lishner, Gigi Meinig, Liz Ohlson, Nancy Robb, Sharon Sobers-Outlaw, Donna Sunkel, **Staff:** Denise Klein. **Next Meeting Mon., April 11, 11:30 am – 2:00 pm in basement of CASC**

Attachment 2

DRAFT 2.8.20 Minutes	<i>Minutes</i> <i>Wider Horizons Board of</i> <i>Directors</i>	9:30 – noon February 8, 2020 Central Area Senior Center Facilitator: Paul Beck
Introduction of New Board Members: Ann welcomed all the new Board members who also briefly identified themselves and everyone had new nameplates as well.		
Consent Agenda: The Consent Agenda was unanimously adopted.		
Executive Director Report: Denise presented her oral report first. In it, she stated she believed member growth was on the verge of “taking off.” For that reason, and particularly if we are successful in obtaining King County VSHSL funding, she will need additional help with tasks such as taking Minutes at the Board and other group meetings; member onboarding (an 18 step process); and arranging for member services. A motion to set up a Task Force to work on this passed unanimously. Sue Lerner, Donna Sunkel, Ann Lawrence volunteered. Denise suggested Jeanne Marie Thomas, a member, would be a help given her experience. She mentioned she had provided wording for Goal 5, which was to have been assigned to Paul’s <i>Better Lives</i> Task Force: “Our members will lead their best lives by understanding available housing options. This was necessary for clarity in the King County VSHS Levy proposal (see below).”		
Financials: Denise addressed the updated Cash Flow report. There has been improvement because Board members and others have paid their dues early. She noted that the financials for January were not yet available given how early in the month this Board meeting happened. She called attention to the end-of-2019 Financials included in the Board member packet but did not directly address them. She stated that at the New Member Orientation, much information about these kinds of reports would be presented. New members asked questions about revenue generation and Denise responded that we have a special group that addresses this, primarily through solicitation of major donors. The other strategy we pursue is to apply for grants. She has a robust list of where we will apply this year and several applications have already been submitted. More will be submitted after the King County proposal has gone in.		
President’s Report: Ann stated that the agenda for the new Board member orientation (March 1) is in process. She recapped the all-member meeting of January 30 and said how pleased she was with it, particularly how lively were member questions and discussion, since one of her objectives was that people be able to ask questions easily. And she thanked all those who made it happen. Michael Kischner added that he thought the meeting had a “wonderful tone.” Ann alluded to the new Board member buddy system she has set up. The Health Advocacy Task Force voted almost unanimously to pursue copyright of the Handbook. A motion to proceed with copyrighting future editions passed. Liz will be on point with the work to do so. Denise Lishner noted that the group that originally prepared the Handbook would revise it under her leadership by the time of the next printing. We will be placing a sheet within the remaining copies of the Handbook that says “copyright pending.” Ann mentioned the Board retreat will be in June and members will be polled regarding their thoughts about it. She is interested in a robust discussion of <i>transparency</i> . She called for a Nominating Committee to slate Board officers (Vice President, Treasurer, Secretary). Volunteers included Sharon Sobers-Outlaw, Paul Beck, and Michael Kischner. Michael will convene and Ann will attend. Their first task will be to better define the roles and responsibilities of each position and the ultimate objective will be to find Board members to fill each slot on the slate.		
King County VSHSL Grant Proposal: Sue facilitated a discussion of the grant proposal. At the end of the discussion, the Board voted unanimously to approve submission of the proposal which will incorporate not only the feedback they provided today, but also the feedback that our list of reviewers provides by February 14. The Board discussion focused on the target populations (low income/African Americans) and the following points were made/questions asked:		

- Michael asked about Rianna (referenced in Sue’s cover memo) – who was she and what would we tell her? Sue explained that she is the PNA Village Coordinator who approached us to see if we wanted to collaborate with them. They are part of an existing Hub that was previously funded and, especially given how short the time frame is, we will decline to do a proposal jointly with other villages. NEST has already declined.
- Sue and Paul spoke in favor of approving the proposal which 1) supports WH in meeting its goals and 2) is very much in line with what we are already doing.
- Liz asked how we would sustain free memberships. Sharon responded that these were necessary in order to become more than just a white middle class model.
- Liz asked that we move up Goal 1 so it stands out more. Michael asked for another editorial positioning change to strengthen our case.
- Sharon spoke about the holiday party at Debby’s, which she saw as a very important demonstration of our approach and said it was highly successful and one of the best things we had done to show our interest in serving African Americans. She also noted we are making real progress toward inclusion and cited the generosity of our members in responding to the Central Area Senior Center’s fundraising request. She thought that should be referenced in the proposal.
- Paul said we needed to do a very good job of making our case in the proposal and Denise assured him we would.

Reports from Affinity Groups: Two reports comprised the majority of the affinity group reports. Michael Kischner reported on the Communications Task Force, which completed its work in two sessions. Their recommendations will include: 1) improvements to the website to make it more user-friendly; 2) a buddy system for new members as well as information given to them about all the groups they could join; 3) improving the visitability of people’s homes (exterior lighting, readable house numbers; hand rails); 4) that all meetings be open to all members. Charles reported on the recent meeting of the Member Growth Group. Most important is that a gathering for our local adult children is being planned for May so they can get to know more about Wider Horizons and its value to their parents. Denise Lishner reported she is convening a group for people who do not have children so they can share their concerns with each other.

New Business: Ann Lawrence’s house will be on the Mt. Baker Garden Tour on June 20. Sharon talked about the desirability of our offering training about safety for seniors, including registering with 911 if someone in one’s household had cognitive deficits. Sue pointed out you can do the same thing with the Fire Dept. if someone lives in your abode who can’t easily get out when elevators lock down. That seemed like a good suggestion for the future.

New Board Meeting Time: We will meet on the second Monday of each month, from 11:30 am to 2 pm, beginning with March 9, hopefully in the basement of the Central Area Senior Center. Sharon suggested we could be served the senior meal. Denise will check with the Center to see if that space is available and whether the meal can be part of the deal. Some may choose to bring a sack lunch.

Adjournment: The meeting was adjourned at 12:00 pm.

Present: Board members: Susan Adler, Paul Beck, Charles Heaney, Michael Kischner, Ann Lawrence, Sue Lerner, Denise Lishner, Gigi Meinig, Liz Ohlson, Sharon Sobers-Outlaw, Donna Sunkel; Denise Klein, staff

Absent: Nancy Robb

Next Meeting: **Monday, March 9:30 am-noon; CASC basement (hopefully); facilitating.**

ATTACHMENT 3: Executive Director's Report – 3.8.2020

Work on Goals:

- Goal 1: Member Growth

Oh my gosh! We've just added 2 more and are now at 87, members (one is a 3-month trial that is going well and one is an out-of-area member). I'll introduce them in an upcoming Monday Morning Memo. I have an interview today another couple (friends of Michael & Beret K.) and there are more people in the pipeline. I'll be advertising for some help with onboarding, which is quite time-consuming, as well as other things.

- Goal 2: Diversity

- a. The Onyx gallery fundraiser was terrific, though lightly attended by our folks. A total of 20-25 people attended, slightly more of us than of the Onyx Board members. Good relationships were begun that may well bear future fruit for both organizations. Thanks to Sharon Sobers-Outlaw, whose idea this was.
- b. When all was said and done, I may have spent 70 hours on the grant proposal for the King County Vets & Seniors Levy proposal. Lots of great help and feedback from Denise Lishner, Jeanne Marie Thomas, Sue Lerner and other WH members. We submitted the proposal on Monday, February 24. Were we to get the grant, our diversity efforts would be well-supported.
- c. The class I helped prospective member Edna Daigre arrange at the Central Area Senior Center had about 15 people at its first session. However, since people seem to be afraid to go to the center because of the coronavirus, I'm not sure what will happen going forward. I'm also doing a little to help Edna apply for a King County grant.

- Goal 3: Support members who are isolated and may be homebound

- a. We are paying some special attention to members who are isolated and homebound due to the virus, but when Bob Anderson offered grocery delivery or errands, he did not get many takers.
- b. I did care management support for at least one member and met or spoke on the phone with several others who are homebound.
- c. Also attended the Outreach to Engage Group about which more on the agenda when Sue reports for Kay Beisse, our convener.
- d. It's time to set up the phone tree since so many people are restricting their activities and staying home. Social isolation is, arguably, more of a detriment to more people's health than the virus.
- e. I spent a great deal of time this past week talking to members and, especially, emailing about the virus and, to a degree, became stressed by taking on other people's anxieties. I have adopted a couple of new practices to reduce that stress.

- Goal 4: Financial Sustainability
 - a. I think we will manage to get through the year cash-wise, so long as we continue to manage expenses and **keep our donations up and growing.**
 - b. If we were to receive King County funding of an appropriate amount (the final proposal request was for \$309,000 over 3.7 years), that will change everything. I am uncertain at this point how the coronavirus will affect that since it calls for us to do more at community focal points.
 - c. At this point, I'm not sure whether we should set up a Finance Committee or whether I should meet regularly with the Treasurer to go over all the reports. A point of discussion....

- Goal 6: Communications
 - a. We hope to get a Newsletter out by the beginning of next week. Fingers crossed that coronavirus craziness does not continue to interfere.

Board Support

- I've almost completed the notes from our last Member Growth meeting. Liz Ohlson is taking over the facilitation of that group. We are planning a mid-May gathering, but everything that way is uncertain.
- Fundraising group met; I did those Minutes, and Ann will report on that.

Services:

- Liz Ohlson and I interviewed a stellar new volunteer, Patrick Sullivan, who has leapt in and helped (or is scheduled to help) at least four members.
- Arranged services for perhaps a half dozen members, in addition to the activities described above under Goal 3. Our members continue to respond quickly and in adequate numbers when we put our requests out.

**Modified Cash - Projection
2020**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
2	Cash	\$ 14,957	\$ 19,430	\$ 22,115	\$ 16,542	\$ 10,869	\$ 5,431	\$ (1,042)	\$ 14,195	\$ 10,122	\$ 7,749	\$ 3,876	\$ 11,653	
3														
4	Donations	\$ 525				\$ 135	\$ 200			\$ 1,700	\$ 500	\$ 12,900	\$ 12,900	\$ 28,860
5														
6	Dues	\$ 600	\$ 2,120	\$ 600	\$ 500	\$ 600	\$ 1,000	\$ 21,410	\$ 2,100	\$ 2,100	\$ 1,800	\$ 1,050	\$ 3,266	\$ 37,146
7														\$ 66,006
8	Expenses	\$ (6,173)	\$ (6,173)	\$ (6,173)	\$ (6,173)	\$ (6,173)	\$ (7,673)	\$ (6,173)	\$ (6,173)	\$ (6,173)	\$ (6,173)	\$ (6,173)	\$ (6,173)	\$ (75,576)
9														
10		\$ 19,430	\$ 15,377	\$ 16,542	\$ 10,869	\$ 5,431	\$ (1,042)	\$ 14,195	\$ 10,122	\$ 7,749	\$ 3,876	\$ 11,653	\$ 21,646	\$ (9,570)

6:52 AM
03/07/20
Accrual Basis

Wider Horizons
Profit & Loss Budget vs. Actual - 2020
January 2020

	<u>Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Direct Contributions	2,625.00	4,208.26	(1,583.26)
Indirect Contributions	500.00		
Program Revenue	5,750.00	3,227.88	2,522.12
Total Income	8,875.00	7,436.14	1,438.86
Expense			
Bank Service Charges	30.89		
Communications	50.00	50.00	0.00
Dues & Memberships	38.52	39.62	(1.10)
Event-related expenses	517.60	458.37	59.23
Grants & Contributions	0.00	41.67	(41.67)
Insurance	119.58	125.00	(5.42)
IT-related expenses	208.03	233.37	(25.34)
Licenses, Fees, Taxes	113.00	14.62	98.38
Meals & Entertainment	3.10	62.50	(59.40)
Office Expense	189.77	75.00	114.77
Payroll-related Expenses	4,669.79	4,690.00	(20.21)
Printing & Reproduction	0.00	45.83	(45.83)
Professional Services	285.00	375.00	(90.00)
Program Supplies	0.00	62.50	(62.50)
Local Travel Expense	37.90	25.00	12.90
Total Expense	6,263.18	6,298.48	(35.30)
Net Ordinary Income	2,611.82	1,137.66	1,474.16
Net Income	<u>2,611.82</u>	<u>1,137.66</u>	<u>1,474.16</u>

	<u>% of Budget</u>
Ordinary Income/Expense	
Income	
Direct Contributions	62.4%
Indirect Contributions	
Program Revenue	178.1%
Total Income	119.3%
Expense	
Bank Service Charges	
Communications	100.0%
Dues & Memberships	97.2%
Event-related expenses	112.9%
Grants & Contributions	0.0%
Insurance	95.7%
IT-related expenses	89.1%
Licenses, Fees, Taxes	772.9%
Meals & Entertainment	5.0%
Office Expense	253.0%
Payroll-related Expenses	99.6%
Printing & Reproduction	0.0%
Professional Services	76.0%
Program Supplies	0.0%
Local Travel Expense	151.6%
Total Expense	99.4%
Net Ordinary Income	229.6%
Net Income	<u><u>229.6%</u></u>

ATTACHMENT 6

Slate of Officers:

Vice President: Charles Heaney

Treasurer: Gigi Meinig

Secretary: Michael Kischner

Current Wider Horizons Groups - March 2020

Affinity Groups		Leadership Groups and Task Forces
<p><u>Book Group</u> Monthly, 2nd Tuesday, 10:30 am Central Area Senior Center Nancy Robb, 206 919-1069</p>	<p><u>Magazine Group</u> Potluck every other month on Wednesdays at 6 pm; check calendar or Monday Memo, Eleanor & Scott Dills home, 206 329-6192</p>	<p><u>Best Lives/Housing Task Force</u> Paul Beck, Chair & Board Liaison 206 618-7729</p> <p><u>Fundraising Group</u> Bob Anderson, Chair, 206 744-0432 Ann Lawrence, Board Liaison 206 722-1965</p> <p><u>Health Care Advocacy Task Force</u> Denise Lishner, Convener, 206 324-1754 Sue Lerner, Board Liaison, 206 579-5483</p> <p><u>Member Events</u> Liz Ohlson, Board Liaison, 206 849-6536</p> <p><u>Membership Growth Group</u> Liz Ohlson, Chair & Board Liaison 206 475-6706</p> <p><u>Newsletter</u> Charles Heaney, Editor & Board Liaison 206 696-4090</p> <p><u>Outreach to Engage Members Group</u> Kay Beisse, Convener, 206 769-7695 Sue Lerner, Board Liaison, 206 579-5483</p> <p><u>Website Improvement</u> Sue Lerner, Board Liaison, 206 579-5483</p>
<p><u>Bridge Group</u> Monthly, Chris Morris's home 516 509-7465</p>	<p><u>Members Without Children: Special Challenges.</u> Begins in March 2020 Denise Lishner, deniselishner@comcast.net</p>	
<p><u>Co-Cooking</u> Periodically in members' homes Ann Lawrence, 206 722-1965</p>	<p><u>Men Drinking Coffee</u> 2 x a month on different days/at different locations Charles Heaney, 206 612-3685</p>	
<p><u>Garden Group</u> Monthly activities (mostly visiting gardens in the area) in "season" Eleanor Dills, 206 329-6192</p>	<p><u>Pods (based on geographic area of residence): Each pod meets on its own schedule. Every other month is typical. Members may join any pod. Pods often sponsor events to which all are invited.</u></p>	
<p><u>Gardeners</u> Working on members' gardens Denise Klein, 206 650-3586</p>	<p><u>Scrabble</u> Monthly at various homes Debbie Ward, 415 686-0941</p>	
<p><u>Happy Hour</u> Monthly at Jimmy's, 3rd Sunday, 4 pm, Denise Klein, 206 650-3586</p>	<p><u>Warm for Winter</u> Monthly on first Monday, 10 am Donna Sunkel's home, 206 861-6549</p>	
<p><u>Memoir Group</u>, monthly, first Saturday, 10:30 am @ Ann Lawrence's home</p>	<p><u>Women's Wine & Dine</u> as requested, Denise Klein, 206 650-3586</p>	

Board Members: See member directory for contact information: Susan Adler, Paul Beck, Charles Heaney, Michael Kischner, Ann Lawrence (President), Sue Lerner, Denise Lishner, Gigi Meinig, Liz Ohlson, Nancy Robb, Sharon Sobers-Outlaw, Donna Sunkel