

ATTACHMENT 1

<p style="text-align: center;"><i>DRAFT AGENDA</i></p> <p style="text-align: center;"><i>Wider Horizons Board of Directors</i></p>		<p style="text-align: right;">Monday, April 13, 2020 11:30 – 2:00 pm ZOOM CALL SET UP by Denise Klein</p>	
DRAFT AGENDA		Facilitator: Liz Ohlson	
Time	Item	Leader / Presenter	Outcome
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 3.26.2020 Board meeting [Att. 2] 	Donna Sunkel	Decision: <u>Adopt Consent Agenda</u>
11:40	President’s Report <ul style="list-style-type: none"> • July retreat plan 	Ann Lawrence	Information/Discussion
11:55	Executive Director’s Report [Att. 3]	Denise Klein	Information/Discussion
12:10	Financials: <ul style="list-style-type: none"> • Cash Flow Report [Att. 4] • Financial Activities & Profit & Loss – Budget vs. Actual [Atts. 5a & 5b] 	Denise Klein	Information/Discussion
12:20	Report of Accomplishments in Regard to 2019 Adopted Goals [Att. 6]	Denise Klein All	Information/Discussion
12:50	Report of Post-Apocalyptic and Other Communications, etc. <ul style="list-style-type: none"> • Phone Tree • Health System Information • Phone buddies • Zoom Drop-in call • Handbook Copyright Progress 	Donna Sunkel <ul style="list-style-type: none"> • Sue Lerner • Denise Klein <ul style="list-style-type: none"> • Liz Ohlson 	Information/Discussion
1:30	Reports/Highlights from Affinity Groups that have met since the last Board Meeting <ul style="list-style-type: none"> • Pod 6 Zoom call • Website Group • Other? 	Donna Sunkel <ul style="list-style-type: none"> • Liz Ohlson • Sue Lerner 	Information/Discussion
1:50	New Business		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., May 11, 11:30 am – 2:00 pm via Zoom

ATTACHMENT 2

Wider Horizons Board Meeting of March 27, 2020

Minutes – Revised Draft

The meeting was convened over Zoom at 10:30.

The **Consent Agenda** and **Draft Minutes** of the 2-9-2020 Board meeting were unanimously adopted.

Helping Our Members During the Present Pandemic

Everybody participated in a freewheeling, wide-ranging discussion of this central topic of the meeting. The same topic is being addressed by Villages across the country; some are sending their members explicit advice on pandemic-related topics. What should we be doing for our members? We discussed everything from the homebound person who needs groceries delivered to the door to the person seeking medical advice or dealing with stress, loneliness, and anxiety.

Denise Klein's views: Because Denise Klein is the center of Wider Horizons operations and communications, Michael Kischner asked her to amplify thoughts she shared at the meeting on various aspects of the subject. Here, with thanks, is her amplification in her own words, lightly edited by MK:

“Denise Klein said her priorities at this time are communication and connection. Before the virus hit King County, we offered more direct services to members (rides in particular) and tech support and home repair from volunteers. This, as well as our activities, have fallen off since our members and volunteers became self-isolating over the past several weeks.

“However, we have always offered much more to our members and even to others in the community, including prospective members: group communications (more than weekly) and, to individuals, information, referral to community resources, problem-solving in general, and supportive interactions. The latter two are done by Denise and by members for each other.

“Because many members check in directly with Denise or pass information on about others in the village who need assistance, she believes she knows a lot about who is struggling in various ways and also about the family and other resources these members have (or do not have).

“At present, through these means and, especially, the first phone tree calls that forwarded information directly to her or up the line and eventually to her, she knows that, as of last week all members were feeling well (a few had gotten over the flu or a cold). A dozen or so wanted a phone buddy. She believes members are receiving a great deal of information from many sources. They all reported they have a way to get food. A number have passed on information about shopping and grocery delivery and she has published that information as it has come in or weekly.

“Denise said that official communication going out to members needs to be ‘curated’ for several reasons:

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1. People are getting a lot of information about the virus itself, both medical and demographic so we have ceased sending that out as per Board direction.
2. It is risky to the organization to offer officially any information that could be construed as medical advice. Our insurers would almost certainly not cover a bad result of this and it is irresponsible even if they would do so—particularly since information is sometimes contradictory and represents opinion rather than science.
3. If they use a computer (and all but 2 do so), they are also likely getting a lot of information (from WH as well as other sources) about resources, entertainment, humor, music, and the like.
4. Even when information is not medical in nature, or directly about the virus, people can be overwhelmed and, often, less is more in terms of value.

“On a related topic, Denise anticipates that the number of Wider Horizons members getting sick is going to grow. Invariably, members, including phone buddies, will receive this information and it should be passed on to Denise. However, she needs to continue to receive phone calls and emails from individual members themselves (and sometimes from their family) if they need assistance. What will overwhelm her is if every member who is worried about someone else calls her. Denise has always welcomed calls from members seeking to solve personal problems, but at this time, calls should be for the purpose of consulting with her about the best course of action a member might take to help another member, not for simply sharing anxiety.

Denise, with the help of Sue Lerner, has (a) set up both a phone tree that is an official channel and (b) initiated a comprehensive approach to connecting people via Zoom. Both of these have created a high volume of work. The good news is that both structures will now be in place for use even when the virus is not the focus that it has been and will be for a while.”

Continuation of Secretary’s minutes:

Phone tree: Once a week, the phone tree will be used to call every member to ask how they are doing. Sue Lerner and Denise Klein will send each lead the script to use. We will keep this up for a month and then assess whether to continue or return to the original purpose of the phone tree – to convey time-sensitive information when the need arises.

Food delivery: Liz Ohlson will publish a weekly email update on food delivery. Members will be asked to send her information about stores and delivery services. Denise Klein will send out Liz’s update.

What to watch: Denise Lishner and Susan Adler will publish a weekly list of suggestions about movies and other electronic entertainment. Members will be asked to send recommendations. Denise Klein will send out the weekly list.

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Uplift: Ann Lawrence observed that people need and appreciate messages of uplift and good cheer. These have been part of what Denise Klein has been sending out to the members. No plan was suggested for doing this on a regular basis.

Medical advice: See Denise Klein's observations above. The Board discussed what they and other members should say to somebody who says they are not feeling well. Denise's position is that, as an organization, Wider Horizons should not offer advice that is even "remotely" medical or that can impact people's health. Buddies can communicate on health matters without organizational liability. The WHO and CDC websites both have advice for people who are not feeling well. There was not full agreement on whether we should direct people to those. As for contacting one's own doctor, that can be difficult these days. For Kaiser Permanente members, Liz pointed out that there are other things to do than call the consulting nurse (which can entail very long waits): Kaiser has other opportunities for getting medical advice at a distance on their website.

Other Business

Website Task Force: Sue Lerner reported that the task force had a Zoom meeting and continued to consider different website possibilities including Wordpress. Their intention is to develop a test website that members will be able to try out and comment on before it goes live. Should they survey members again on what they want? The committee has a good idea that members want a website that is accessible, easy to use, welcoming, and informative. Task force members: Sue Lerner, Wendy Carlton, Christian, Kelly Marcum, and Kathi Woods.

Member Growth Committee: Liz Ohlson reported on plans for the next forum. Possible speakers include Leonard Garfield of the Museum of Science and Industry (where we might be able to hold the forum); Lonnie Lusardo, author of *The Anatomy of Organized Hate*; and Wendy Lustbader, a nationally known gerontologist She would likely speak on caregiving, a topic that should have even more salience this fall than it does now. Additionally, Liz reported that discussions continue about an intergenerational meeting to be planned when people can meet again. Wider Horizons members have among them a total of 109 children, 61 in the Seattle area. Charles Heaney pointed out that getting members' children to an event might lead to their becoming recruiters and advocates for the organization.

Health Advocacy Group: Denise Lishner submitted this written report to the Secretary: "The Health Advocacy team met via Zoom on 3/19 concerning updating of the Handbook and training members to become health advocates. We presented three small group workshops to WH members reviewing the highlights of the Handbook and use of the checklist. Denise L will take the lead along with Donna and Kathleen (Wendy will edit and has written a supplemental page) to incorporate suggestions for revisions for the next version. We hope to have a draft by the end of May. Once it is finalized, we will copyright the new document. We need to find new sources of revenue to absorb the printing costs. The target audience will continue to be villages, potential new members and donors. We will indicate that this Handbook can be applied to other organizations as they deem appropriate. For recruitment and planned giving purposes, Bob Anderson and others will use the Handbook as an example of valuable WH products. Sue

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and Denise L will meet to brainstorm the Health Advocate training curriculum, and designation of trainers and trainees.”

Retreat planning: The date of this year’s Board retreat is to be July 7 at the home of Susan Adler. Discussions are underway about a facilitator.

Next Board meeting: The date is April 13. 11:30 – 2 PM..

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

Absent: Sharon Sobers-Outlaw

ATTACHMENT 3: Executive Director's Report – 4.11.2020

Work on Goals:

Denise pulled together a report on Goals Accomplishments (Attachment 6) so we can tie these up going into our July retreat.

Goal 1: Member Growth

- a. Our membership stands at 86 and holding. No new live prospects.
- b. We are in touch with all prospective members periodically and have answered some queries.
- c. Denise did a radio interview about villages and our village during the week of 4.6.20 and it will be available as a podcast soon. Sue is working on getting reps from other villages to contribute to an article Denise will write about how each of our villages is dealing with the challenges of the corona virus.

Goal 2: Diversity – Nothing this month to report

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

- a. We have phone buddies (13 or more dyads) for members who requested them.
- b. I participated in a high-quality webinar put on by GreyZone about health care advocacy in the time of the corona virus. Got some tips and good resources.

Goal 4: Financial Sustainability

- a. The Financial reports speak for themselves. We are on target with expenses and a bit ahead on member revenue.
- b. I applied for a forgivable \$10,000 loan available to non-profits under the coronavirus congressional relief act. The representation was that we would have the funds in our checking account within “2-3 days.” Ten days later it is not there. Imagine that.
- c. Our key financial challenge is to **keep our donations up and growing.**
- c. 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.

Goal 5: Best Lives

Under Denise Lishner's leadership (once again), she and five of our members put together a 6-page publication with information about how to access various health systems during the coronavirus if one has an urgent issue. We distributed it widely and it was very well-received.

Goal 6: Communications

- a. I spend quite of my time receiving, reading, filing, curating and re-sending information that members send me to share with other members. These communiques go to 1) our members; 2) non-members, some of whom are prospects, who have requested them; 3) occasionally to all our prospective members and donors.
- b. Sue and I collaborated to design a Phone Tree. It is quite spiffy and functional and has been activated twice. We think the process kinks have been ironed out and we expect to trigger it a third time this coming week.
- c. Sue and Ann hatched the idea of a *Zooming Around the Village* as a weekly Zoom call. The first call last Thursday, moderated by Sue and facilitated by me, attracted 14 or so people and was well-received. We'll be doing it once a week as long as the interest persists.
- d. I am personally in contact with at least 75% of our members on a weekly basis by phone, email, Zoom Happy Hours, and walks.
- e. There is no immediate plan to get the *Newsletter* out. It takes more focus than I can bring to the task right now. Several of us on the Editorial Board have discussed using some of the articles as attachments to the Monday Morning Memo.
- f. With this Board meeting, and in consultation with all of you, I've put in place a new schedule for transmitting Board packets to all members.

Board Support

1. I worked with Sue and then Ann and Donna to prepare for the late March and this Board meeting. What a delight to have Michael do the Minutes of our last meeting!
2. I prepped for both the Member Growth and the Fundraising Group meetings (the latter to be held this coming week).

Services:

1. Only a few members have made service requests through me and all of these have been met. Sue Lerner has provided support for technology issues—especially those related to participating in Zoom activities.
2. While our regular non-member volunteers are not going to members' homes, Liz Ohlson and Anne Focke have each recruited a team of neighbors who have helped or are willing to help our members—particularly with pickup and delivery of critical supplies. **We may want to keep some of this extra help in place for a long time.**
3. Other novel offers have been made and/or executed to get our members what they need (or from which they would benefit) and all needs appear to be being met—either formally or informally—by report of the Phone Tree.

**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	\$ 15,373	\$ 9,700	\$ 5,612	\$ 5,639	\$ 7,166	\$ 2,493	\$ (780)	\$ (4,853)	\$ 1,874	
3														
4	Donations		\$ 7,568			\$ 135	\$ 200			\$ 1,700	\$ 1,050	\$ 12,900	\$ 12,900	\$ 36,453
5														
6	Dues		\$ 9,570		\$ 500	\$ 1,950	\$ 7,500	\$ 7,700	\$ 1,500	\$ 1,200	\$ 1,050		\$ 2,666	\$ 33,636
7														\$ 70,089
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	\$ 30,395	\$ 15,373	\$ 9,700	\$ 5,612	\$ 5,639	\$ 7,166	\$ 2,493	\$ (780)	\$ (4,853)	\$ 1,874	\$ 11,267	\$ (5,487)

Wider Horizons
Statement of Financial Activities
January through February 2020

	TOTAL
Ordinary Income/Expense	
Income	
Direct Contributions	
Individual Contributions	7,155.00
Publicly Supported Foundati...	412.50
Total Direct Contributions	7,567.50
Indirect Contributions	11.12
Program Revenue	
Membership Dues	9,570.00
Total Program Revenue	9,570.00
Total Income	17,148.62
Expense	
Bank Service Charges	55.95
Communications	100.29
Dues & Memberships	52.82
Event-related expenses	
Event supplies	341.12
Venue Rental	1,250.00
Total Event-related expenses	1,591.12
Insurance	239.16
IT-related expenses	
IT Consultant services	383.03
Total IT-related expenses	383.03
Licenses, Fees, Taxes	113.00
Meals & Entertainment	113.97
Office Expense	372.72
Payroll-related Expenses	
L&I Expense	7.08
Payroll Service Fees	99.10
Payroll-related Expenses - Ot...	8,341.04
Total Payroll-related Expenses	8,447.22
Printing & Reproduction	53.32

Wider Horizons
Statement of Financial Activities
January through February 2020

	<u>TOTAL</u>
Professional Services	
Accounting Services	645.00
	<u> </u>
Total Professional Services	645.00
Local Travel Expense	136.32
	<u> </u>
Total Expense	12,303.92
	<u> </u>
Net Ordinary Income	4,844.70
	<u> </u>
Net Income	<u><u>4,844.70</u></u>

Wider Horizons
Profit & Loss Budget vs. Actual
January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Direct Contributions			
Individual Contributions	7,155.00	4,833.30	2,321.70
Corporate Contributions	0.00	250.00	(250.00)
Publicly Supported Foundatio...	412.50	3,333.30	(2,920.80)
Total Direct Contributions	7,567.50	8,416.60	(849.10)
Indirect Contributions	11.12		
Program Revenue			
Membership Dues	9,570.00	6,455.80	3,114.20
Total Program Revenue	9,570.00	6,455.80	3,114.20
Total Income	17,148.62	14,872.40	2,276.22
Expense			
Bank Service Charges	55.95		
Communications	100.29	100.00	0.29
Dues & Memberships	52.82	79.20	(26.38)
Event-related expenses			
Event supplies	341.12	416.70	(75.58)
Venue Rental	1,250.00	500.00	750.00
Total Event-related expenses	1,591.12	916.70	674.42
Grants & Contributions	0.00	83.34	(83.34)
Insurance	239.16	250.00	(10.84)
IT-related expenses			
IT Consultant services	383.03	466.70	(83.67)
Total IT-related expenses	383.03	466.70	(83.67)
Licenses, Fees, Taxes	113.00	29.20	83.80
Meals & Entertainment	113.97	125.00	(11.03)
Office Expense	372.72	150.00	222.72
Payroll-related Expenses			
FUTA	37.50		
WA Family Leave	21.11		
State Unemployment	226.67		
Social Security	516.67		
Medicare	120.83		
L&I Expense	7.08		
Payroll Service Fees	99.10		
Payroll-related Expenses - Ot...	8,341.04	9,380.00	(1,038.96)
Total Payroll-related Expenses	9,370.00	9,380.00	(10.00)
Printing & Reproduction	53.32	91.66	(38.34)

3:08 PM
04/11/20
Accrual Basis

Wider Horizons
Profit & Loss Budget vs. Actual
January through February 2020

	<u>Jan - Feb 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Professional Services			
Design Services	0.00	60.00	(60.00)
Accounting Services	645.00	540.00	105.00
Consultant Services	0.00	150.00	(150.00)
Total Professional Services	<u>645.00</u>	<u>750.00</u>	<u>(105.00)</u>
Program Supplies	0.00	125.00	(125.00)
Local Travel Expense	<u>136.32</u>	<u>50.00</u>	<u>86.32</u>
Total Expense	<u>13,226.70</u>	<u>12,596.80</u>	<u>629.90</u>
Net Ordinary Income	<u>3,921.92</u>	<u>2,275.60</u>	<u>1,646.32</u>
Net Income	<u><u>3,921.92</u></u>	<u><u>2,275.60</u></u>	<u><u>1,646.32</u></u>

Wider Horizons
Profit & Loss Budget vs. Actual
January through February 2020

	<u>% of Budget</u>
Ordinary Income/Expense	
Income	
Direct Contributions	
Individual Contributions	148.0%
Corporate Contributions	0.0%
Publicly Supported Foundatio...	12.4%
Total Direct Contributions	<u>89.9%</u>
Indirect Contributions	
Program Revenue	
Membership Dues	148.2%
Total Program Revenue	<u>148.2%</u>
Total Income	115.3%
Expense	
Bank Service Charges	
Communications	100.3%
Dues & Memberships	66.7%
Event-related expenses	
Event supplies	81.9%
Venue Rental	250.0%
Total Event-related expenses	<u>173.6%</u>
Grants & Contributions	0.0%
Insurance	95.7%
IT-related expenses	
IT Consultant services	82.1%
Total IT-related expenses	82.1%
Licenses, Fees, Taxes	387.0%
Meals & Entertainment	91.2%
Office Expense	248.5%
Payroll-related Expenses	
FUTA	
WA Family Leave	
State Unemployment	
Social Security	
Medicare	
L&I Expense	
Payroll Service Fees	
Payroll-related Expenses - Ot...	88.9%
Total Payroll-related Expenses	99.9%
Printing & Reproduction	58.2%

Wider Horizons
Profit & Loss Budget vs. Actual
January through February 2020

	<u>% of Budget</u>
Professional Services	
Design Services	0.0%
Accounting Services	119.4%
Consultant Services	0.0%
	<hr/>
Total Professional Services	86.0%
Program Supplies	0.0%
Local Travel Expense	272.6%
	<hr/>
Total Expense	105.0%
Net Ordinary Income	172.3%
	<hr/>
Net Income	172.3%
	<hr/> <hr/>

ATTACHMENT 6: WIDER HORIZONS 5-YEAR GOALS

Adopted originally in June of 2018; updated and re-adopted in October of 2019

Date of Report: 4.10.2020

Goals and Objectives	Assigned to	Accomplishments
<p>1. We will grow to 125 members in five years</p> <p>A. Focus on recruiting younger members</p> <ul style="list-style-type: none"> i. Create action steps with measurable outcomes ii. Report on actions and outcomes <p>B. Select new ways to build our visibility, while continuing current approaches that are working:</p> <ul style="list-style-type: none"> i. Create action steps with measurable outcomes ii. Report on actions taken and achievement of outcomes 	<p>Member Growth Group</p>	<p>Since this goal was first adopted, we have added just six new net members. We would need to increase the net member acquisition by 300% to reach our goal by 2023. This seems unlikely.</p> <p>The average age of members is lower than what would have been expected. When we opened, our average age was 73. It is now 76, five years later. This means that, while our founding members who are still with us are 5 years older, because we have gained more younger members (and lost more older ones), the average age has only increased by 3 years.</p> <p>Our newest strategy is to recruit “out of area” members. We have enrolled two in the past 6 months. We have also successfully given several trial memberships (3 mos. @ \$150).</p> <p>The Member Growth Group has just adopted a new strategy of focusing on adult children of members (living locally) to raise visibility. This is a long-range strategy in terms of member growth.</p> <p>Distribution of the <i>Preparing for a Serious Health Event</i> (see #3 below) is also a strategy for increasing visibility.</p>
<p>A. Our events and activities will be attended by a culturally and ethnically diverse group of people that is representative of the population of our service area so that members will continue to expand their understanding of racism in general and in our community.</p>	<p>The Board of Directors will be responsible.</p> <p>Denise will track and record events and attendees</p>	<p>We have had two events during the past year that emphasized diversity:</p> <ul style="list-style-type: none"> a. Delores Davis, a local African American nonagenarian and author spoke to a group of 20-25 people at a gathering last August. b. In January, we co-sponsored a transgender panel with GenPride. It was attended by more than 25 people and resulted in our first transgender member. c. Our application for funding from the King County Veterans Seniors and Human Services Levy was lengthy and detailed. It recapped all of our history and experience with studying and discussing racism and included a substantial focus on low income and African American elders.

ATTACHMENT 6: WIDER HORIZONS 5-YEAR GOALS

Adopted originally in June of 2018; updated and re-adopted in October of 2019

Date of Report: 4.10.2020

Goals and Objectives	Assigned to	Accomplishments
<p>3. We will strengthen our capacity to support members who are isolated and may be homebound</p> <p>A. Develop objectives with measurable outcomes</p> <p>B. Report on actions taken and achievement of outcomes</p>	<p>A. Member Outreach Group</p> <p>B. Denise will track achievements</p>	<p>A. As a result of the deliberation and endorsement of several member-led groups, we instituted a Phone Buddy System. Originally intended just for new members, after the onset of the pandemic, this option was offered to all members and some 26 people are now buddied up formally (others, informally).</p> <p>B. In addition, a pandemic-inspired Phone Tree, implemented in March of 2020, is proving a good, new way to support all members, including those who are isolated and homebound.</p>
<p>4. We will be sustainable with dues and realistic fundraising activities</p> <p>A. Set a 5-year reserves goal and propose an annual budget that has a surplus to build the reserves</p> <p>B. Promote the activities of the Fundraising Group to all members and assess/report on success</p>	<p>A. Finance Committee & Fundraising Group will report on actions taken</p> <p>B. Fundraising Group, Denise, and Newsletter Editorial Board</p>	<p>During the time between the budget development for 2020 and the present, the full Board of Directors has served in the stead of a Finance Committee. This is because it is important for the Board, especially new Board members, to have a full understanding of our financials in order to avoid cash flow or other financial issues.</p> <p>In April of 2020, the Board Treasurer will meet with the Fundraising Committee and report back to the full Board regarding actions taken or in process to assure the organization's financial stability.</p> <p>Denise has submitted several foundation grants as well as an application for a forgivable SBA loan for \$10,000.</p> <p>The Fundraising Committee has asked each member of the Board of Directors to identify at least one new donor who will be asked to contribute in the fall of 2020 during our annual campaign.</p>

ATTACHMENT 6: WIDER HORIZONS 5-YEAR GOALS

Adopted originally in June of 2018; updated and re-adopted in October of 2019

Date of Report: 4.10.2020

Goals and Objectives	Assigned to	Accomplishments
<p>6. Improve communication between and among members, member groups, Board and staff</p> <p>A. Routinely publicize interest group and Pod activities</p> <p>B. Improve access to calendar and newsletter</p> <p>C. Evaluate web site, including a survey of members</p> <p>D. Implement a new website if feasible/appropriate</p> <p>E. Evaluate current communication systems to determine whether members are using them (i.e., do they read the MMM, newsletter, other emails)</p> <p>F. Share the Annual Goals and Action Steps with the membership</p>	<p>A. Board Liaisons and Denise</p> <p>B. Denise</p> <p>C. Sue Lerner and Website Task Force</p> <p>D. Sue Lerner and Website Task Force</p> <p>E. Michael Kischner and Communications Task Force</p> <p>F. Sue Lerner and Denise</p>	<p>A. Denise routinely publicizes interest group and Pod activities in the Monday Morning Memo and other weekly email communications.</p> <p>B. She includes a link to the website calendar in the Memo and also a picture of the calendar.</p> <p>C. Sue has convened and structured a 5-member Website Task Force that is meeting regularly and in April fielded a survey of members.</p> <p>D. In process</p> <p>E. A Communications Task Force, chaired by Michael Kischner and consisting of a half-dozen members, met twice, surveyed the membership, and made recommendations, as well as affirming what was (Monday Morning Memo, Newsletter) and was not (website) working well. Their recommendation to set up a Buddy System for new members has been implemented (see #2 above).</p> <p>F. Accomplished</p>
<p>7. Create and disseminate to members a working definition of “Member-Driven”</p>	<p>Board of Directors</p>	<p>A working definition of “Member-Driven” was created and disseminated to the membership 8.2019. It is attached [6.a.].</p>

ATTACHMENT 6: WIDER HORIZONS 5-YEAR GOALS

Adopted originally in June of 2018; updated and re-adopted in October of 2019

Date of Report: 4.10.2020

Goals and Objectives	Assigned to	Accomplishments
<p>8. Assure Members' Privacy is maintained</p> <p>A. Develop a draft privacy policy</p> <p>B. Suggest policy revisions if necessary</p> <p>C. Revise and approve policy based on feedback</p> <p>D. Create plan to disseminate to members</p> <p>E. Create and implement strategy to assess policy compliance within Village and, if necessary, create strategies to increase compliance</p>	<p>A. Board of Directors</p> <p>B. Health Care Advocacy Task Force & Member Outreach Group</p> <p>C. Board</p> <p>D. Sue Lerner and Denise Klein</p> <p>E. Sue Lerner</p>	<p>A. The policy was drafted by Michael Kischner, Liz Ohlson, and Paul Beck and adopted by the Board of Directors in July of 2019.</p> <p>B. It was sent to the Health Care Advocacy Task Force in August after Denise drafted a preamble.</p> <p>C. It was also discussed at the Member Outreach Group on September 2.</p> <p>D. No changes were made based on either of these discussions.</p> <p>E. It is likely the policy was shared with the full membership. We should probably send it again.</p> <p>F. The final policy is attached [6.b.].</p>

6.a.

Definition of Participation in our Member-Driven Village

Adopted by the Wider Horizons Board of Directors

7.20.2019

In general, we agree that Members take the major roles of initiating and implementing our Village activities. We acknowledge that these responsibilities may vary among Members, Board, and Executive Director depending on the activity.

6.b.

Privacy Statement/Guidelines

**Adopted by the Wider Horizons Board of Directors
July 20, 2019**

Preamble

Below is our new policy designed to protect members' privacy. As a member of *Wider Horizons*, it will be very helpful if you take responsibility for: 1) stating when you are sharing information that you do not want "re-shared"; and 2) asking another member who has shared something with you if they would like that information to be kept confidential.

Policy

In their many different interactions with each other, staff, volunteers, and members of Wider Horizons may become privy to medical, financial, or other personal information of members who wish that information to be confidential.

Wider Horizons' staff and non-member volunteers are required to maintain confidentiality by laws and policies similar to those that govern professionals in medicine, education, and other settings. Members, on the other hand, must rely mainly on judgment, tact, and considerateness.

Therefore, the Board suggests the following guidelines for all members, employees, and volunteers:

- Share information only when a person has given express permission to share it.
- Share information only on a need-to-know basis.
- When in doubt, opt for confidentiality.