

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, May 11, 2020 11:30 – 2:00 pm ZOOM CALL SET UP by Denise Klein</p>	
DRAFT AGENDA		Facilitator: Sue Lerner	
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 4.13.20 Board meeting [Att. 2] 	Sue Lerner	Decision: <u>Adopt Consent Agenda</u>
11:40	President’s Report <ul style="list-style-type: none"> • July retreat planning • Sharing Inslee’s Covid-19 materials/content 	Ann Lawrence	Information/Discussion
11:55	Executive Director’s Report [Att. 3]	Denise Klein	Information/Discussion
12:15	Financials: <ul style="list-style-type: none"> • Cash Flow Report [Att. 4a] • Profit & Loss – Budget vs. Actual [Att. 4b] • Report of April 2020 Fundraising Campaign 	Denise Klein Ann Lawrence	Information/Discussion
12:45	Report of Post-Covid 19 Communications and other Developments <ul style="list-style-type: none"> • Phone Tree • Weekly Zoom Drop-in call • Program Development 	Sue Lerner	Information/Discussion
1:15	Reports/Highlights from Affinity Groups that have met since the last Board Meeting <ul style="list-style-type: none"> • Website Group • Outreach Group • Newsletter • Handbook Copyright Progress • Health Care Advocacy • Other? 	Sue Lerner <ul style="list-style-type: none"> • Sue Lerner • Sue Lerner • Charles Heaney • Liz Ohlson • Denise Lishner 	Information/Discussion
1:45	New Business	Sue Lerner	Information
2:00	Executive Session	Ann Lawrence	

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., June 8, 11:30 am – 2:00 pm via Zoom

Wider Horizons Board Meeting of April 13, 2020

The meeting was convened over Zoom at 11:30, Donna Sunkel presiding, Sue Lerner spooning yogurt. The **Consent Agenda** was unanimously adopted. The **Minutes** of the March 27 meeting were approved.

President's Framing of the Meeting

Ann Lawrence observed that, in this trying time of the coronavirus, our vision and values of Wider Horizons are more relevant ever. Our vision statement declares that all our members “are fully treasured as an integral and contributing part of our vibrant, caring community where all of us are comfortable, connected, useful and respected.” The current situation, Ann said, gives us opportunities to “support each other in a concrete and specific fashion.”

President's Report

Next Board Retreat: Charles Heaney, Denise Klein, Ann Lawrence, Sue Lerner, and Gigi Meinig have asked Jeanne Marie Thomas to facilitate the retreat, which will be at the home of Susan Adler. Jeanne Marie has accepted. The planning group will meet again on April 22. They hope they will receive suggestions both from the Board and the membership at large for agenda topics.

Executive Director's Report

Membership: Denise Klein expanded on her full written report of April 11, 2020, which was attached to this meeting's materials. Membership stands at 86 with no strong prospects of new members at this time. While the coronavirus crisis is an ideal time to consider the benefits of Wider Horizons, for many it is a challenging time to consider a big step costing \$600 for one person.

Finances: Financially, we are “on target with expenses and a bit ahead on member revenue.” We have applied for a \$10,000 forgivable loan from the federal government. In response to Gigi Meinig, Denise explained that the “forgivable” part is that we have as many or more employees in July, 2020 as we had in January, 2020. The loan itself has not materialized yet, and Denise Klein does not think it will.

Member Donations: Gigi raised the question of whether members might be encouraged to donate to Wider Horizons part of their CARES Act checks from the U.S. government (up to \$1200 per individual, \$2400 per couple). Charles Heaney observed that, in addition to the checks, the CARES Act allows taxpayers to take \$300 dollars off the top of next year's taxes as unitemized charitable donations.

In the ensuing discussion, different views were expressed about seeking member donations from this unexpected windfall. One Board member pointed out that we are all facing many calls for donations, another that many of our own 401k accounts have dropped significantly in value. We seemed to agree that, for those who are in a position to donate to Wider Horizons out of their stimulus money, we should right away "plant the idea" of doing so.

The bottom line: Denise Klein went over financial details in her ED report and arrived at this bottom line: If WH gets no additional revenue from grants or donations by the end of this year, our expenses will have exceeded our revenues by \$5,487.

Report of Accomplishments in Regard to 2019 Adopted Goals

In preparing the recent grant application to King County, Denise Klein revisited some of the language in the "Accomplishments" column of our Wider Horizons 5-Year Goals document adopted in June, 2018 and re-adopted in October, 2019. This list of accomplishments will be available to us in preparing for the July retreat.

Report of Post-Apocalyptic and Other Communications

Phone Tree: This is working very well. Not only are we getting helpful responses to questions being put to members; both the callers and the called report enjoying some delightful conversations.

Health Systems Information: Denise Klein reported that Denise Lishner was the lead person in putting together pandemic-related information on local health systems. DL produced a ready-for-publication document that DK distributed to all WH members. Paul Beck said that this excellent document should be checked weekly.

Phone Buddies: The Secretary temporarily left the meeting for this item, but the ED still has her note-taking chops: "The Buddy System (originally recommended by the Michael Kischner Communications Task Force) is

going strong with at least 13 pairs of buddies. The original recommendation was to have buddies for new members and that offer was extended, via the first Phone Tree call, to all members.”

Zoom Drop-in call: Denise Klein reported as follows: “Sue Lerner and Ann Lawrence hatched the idea of Zooming Around the Village as a weekly Zoom call. The first call last Thursday, moderated by Sue and facilitated by Denise Klein, attracted 14 or so people and was well-received. We’ll be doing it once a week as long as the interest persists.” DK reports that the April 16 Zoom drop-in call went well, too. Small group breakouts were tried, and most participants said they would like to do them again.

Handbook Copyright Progress: Liz Ohlson went over details of the application. The plan is to apply now for copyright for the handbook that is currently out and again for the revised version when it is ready. Michael Kischner will assist as needed with the application.

Affinity Groups

Pod 6: Liz Ohlson reported that Pod 6 had a fascinating get-together over Zoom. Each member talked about where they came from and how it influenced their minds. More people came to the Zoom meeting than come to in-person meetings. Charles Heaney observed, and others agreed, that this suggests possible uses of Zoom in the future for those who can’t easily make it to gatherings. As Susan Adler said, “We’re learning about what works.”

Website Team: Sue Lerner reported that the team received 27 responses to their request for questions and suggestions. The team continues to examine alternatives to Club Express, now renamed Helpful Village. Word Press, which is free, is one candidate. Nancy Robb asked whether it is “safe,” as free stuff on the Internet usually extracts some price. Other members of the team are Wendy Carlton, Kelly Marcum, Christian Rohr, and Kathi Woods.

Book Group: Nancy Robb reported that the Book Group is considering a virtual round robin book discussion over email. Gigi Meinig and Susan Adler asked to be signed up for the group.

New Business

Liz Ohlson and Sue Lerner shared some preliminary thinking about a possible addition to our privacy policy. The Board may consider the issue at a future time.

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 – 5.8.2020

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 either regularly or periodically and have answered some queries.

Goal 2: Diversity – Nothing this month to report; however, just before the pandemic hit, our friend and prospective member Edna Daigre put on a 2-session class at the Central Area Senior Center. I worked closely with her to arrange and to promote the class and the attendance was very good. I also spoke to her again recently about how the class had done and about other things on which she is working and how/whether/when she will be able to continue classes at both Central and Southeast Senior Centers.

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. I have asked both the phoners and the phonees (some people are both) how this program is working for them. I'll report on this orally.
- b. Some of the data gathered by the phone tree callers pertains to the few of our members who are homebound. More of our members, naturally, are more isolated than previously. See below for a report on what we are learning and what requests we are fulfilling via the phone tree and otherwise.
- c. Sue Lerner will report on the Outreach to Engage Group's work, which overlaps with other efforts to support those members who are more isolated.

Goal 4: Financial Sustainability

- a. A good deal of my time, as well as significant time by Bob Anderson and Ann Lawrence was spent soliciting donations for *Wider Horizons* as per the suggestion made by Gigi Meinig at the last Board Meeting. Board members Gigi, Charles Heaney, and Susan Adler (as well as one non-member member of the Fundraising Group) participated in creating the initial letter to non-member donors. Denise Lishner and I created the initial letter to member donors. Ann Lawrence will report on the results to date of this “pandemic” campaign, which is in addition to our fall campaign. Each of the (to date) 8 non-member donors and each of the 15 member donors has received at least one handwritten thank you note (from me and from Ann or Bob).
- b. The Financial reports speak for themselves. We are on target with expenses and a bit ahead on member revenue.
- c. Last month, I applied for a forgivable \$10,000 loan available to non-profits under the coronavirus congressional relief act. We received \$1,000, which is all we are going to get, according to one semi-reliable source. I want to acknowledge the accountant, Samuel Dahlin, who provided us with very good information on this. He

also completed our 990 a week or so ago and submitted it to the feds. Ann Lawrence reviewed it on behalf of the Board. It is available for you to see if you want to.

- d. Our key financial challenge is to **keep our donations up and growing.**
- e. **A second challenge is to continue to apply for foundation grants. We have a list of possible places to apply but struggle to find the time to do these proposals.**

Goal 5: Best Lives

Board members will report on what is happening with this goal.

Goal 6: Communications

- a. I spend quite a lot of my time receiving, reading (or listening to or watching), filing, curating, clarifying, 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. They go out, typically, twice a week. They seem to be appreciated.
- b. Under Sue's leadership, the Phone Tree will be activated for the fifth time this week. Next Tuesday we will have a session for the callers to get their input on how it is going from their perspective. These are opportunities to 1) make connections with others; 2) find out if our members have specific needs; 3) get other important information. They appear to be working well. Sue is keeping a lot of data about the results. I present some of this below under "services."
- c. *Zooming Around the Village*, our weekly Zoom call, has happened three times and has about 14-20 participants. We'll continue to do it once a week as long as the interest persists. Debbie Ward is a great facilitator and breaks us up into smaller group chats so we can go deeper on questions suggested by the organizers or by the participants.
- d. I am personally in contact with many of our members on a weekly basis by phone, email, Zoom Happy Hours, and walks.
- e. We expect to publish a May *Newsletter*. Kelly Marcum has joined our production staff and will handle the insertion of photos.

Board Support

- 1. I worked with Sue and Ann to prepare (and with Michael on Minutes) to prepare for this Board meeting.
- 2. I've met twice with the Retreat Planning Committee.
- 3. I've given a small amount of support to the Website Group.
- 4. Also helped organize a Pod 7 Zoom and our weekly Zoom call with Debbie and Sue.

Services:

1. I'm handling quite a few more service requests than before the pandemic because of the phone tree, but so are the phone tree callers and Sue Lerner.
 - a. Dog walk, masks, laundry services, tech support, tax prep, longer-term and deeper problem-solving, garden support.
 - b. Week 3 of the phone tree had 17 requests and 15 were met.
 - c. Week 4 of the phone tree had 11 requests, all of which were met with direct service or a referral.
 - d. We also have a member who is a counselor on tap for thornier issues that I and others can't handle
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.** Our non-member tech volunteer, Noel Hanzel, is helping members over the phone and some other members, especially Sue Lerner, are providing tech support, as am I.
3. Virtually all needs appear to be being met—either formally or informally—by report of the Phone Tree. Some more complex needs are also addressed by me and other members, though not necessarily fully met. Being available to discuss a problem and generate potential solutions is, in itself, a helpful service.

Community-Building

Most of what I'm doing is what I've been doing all along: providing whatever support members need and want to pull off their ideas, whether it be Happy Hours or a Play Reading or a Book Group Zoom.

**Modified Cash - Projection
2020**

	A	E	F	G	H	I	J	K	L	M	N
1	Item	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
2	Cash	\$ -	\$ 18,488	\$ 17,760	\$ 17,787	\$ 19,314	\$ 14,641	\$ 11,368	\$ 7,295	\$ 14,022	
3											
4	Donations	\$ 15,707	\$ 4,395	\$ 200			\$ 1,700	\$ 1,050	\$ 12,900	\$ 12,900	\$ 48,852
5											
6	Dues	\$ 10,930	\$ 1,050	\$ 7,500	\$ 7,700	\$ 1,500	\$ 1,200	\$ 1,050		\$ 2,666	\$ 33,596
7											
8	Expenses	\$ 25,603	\$ (6,173)	\$ (7,673)	\$ (6,173)	\$ (6,173)	\$ (6,173)	\$ (6,173)	\$ (6,173)	\$ (6,173)	\$(75,580)
9											
10		\$ 18,488	\$ 17,760	\$ 17,787	\$ 19,314	\$ 14,641	\$ 11,368	\$ 7,295	\$ 14,022	\$ 23,415	\$ 6,868

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

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Direct Contributions				
Individual Contributions	15,032.75	9,666.64	5,366.11	155.5%
Corporate Contributions	0.00	500.00	(500.00)	0.0%
Publicly Supported Foundations	674.27	6,666.64	(5,992.37)	10.1%
Total Direct Contributions	15,707.02	16,833.28	(1,126.26)	93.3%
Program Revenue				
Membership Dues	10,930.00	12,911.64	(1,981.64)	84.7%
Total Program Revenue	10,930.00	12,911.64	(1,981.64)	84.7%
Total Income	26,637.02	29,744.92	(3,107.90)	89.6%
Expense				
Bank Service Charges	151.91			
Communications	530.37	200.00	330.37	265.2%
Dues & Memberships	105.42	158.36	(52.94)	66.6%
Event-related expenses				
Event supplies	761.12	833.36	(72.24)	91.3%
Venue Rental	1,520.00	1,000.00	520.00	152.0%
Total Event-related expenses	2,281.12	1,833.36	447.76	124.4%
Grants & Contributions	153.84	166.68	(12.84)	92.3%
Insurance	478.32	500.00	(21.68)	95.7%
IT-related expenses				
IT Consultant services	733.03	933.36	(200.33)	78.5%
Total IT-related expenses	733.03	933.36	(200.33)	78.5%
Licenses, Fees, Taxes	113.00	58.36	54.64	193.6%
Meals & Entertainment	286.06	250.00	36.06	114.4%
Office Expense	603.78	300.00	303.78	201.3%
Payroll-related Expenses				
Wages	16,666.64			
FUTA	0.00			
WA Family Leave	42.15			
State Unemployment	453.33			
Social Security	1,033.33			
Medicare	241.67			
L&I Expense	70.32			
Payroll Service Fees	114.54			
Payroll-related Expenses - Other	0.00	18,760.00	(18,760.00)	0.0%
Total Payroll-related Expenses	18,621.98	18,760.00	(138.02)	99.3%
Printing & Reproduction	53.32	183.32	(130.00)	29.1%
Professional Services				
Design Services	0.00	120.00	(120.00)	0.0%
Accounting Services	1,290.00	1,080.00	210.00	119.4%
Consultant Services	0.00	300.00	(300.00)	0.0%
Total Professional Services	1,290.00	1,500.00	(210.00)	86.0%
Program Supplies	0.00	250.00	(250.00)	0.0%
Local Travel Expense	200.57	100.00	100.57	200.6%
Total Expense	25,602.72	25,193.44	409.28	101.6%
Net Ordinary Income	1,034.30	4,551.48	(3,517.18)	22.7%
Net Income	1,034.30	4,551.48	(3,517.18)	22.7%

Minutes
April 24, 2020
Ann L, Denise K, Sue L, Denise L

I. The Role of Wider Horizons in the Time of Covid-19 (DK)

What we've learned about the impact on members: The impact of Covid and stay at home orders is different for different members at different times, with some underlying anxiety, feelings of being overwhelmed, living with acute uncertainty, enjoying private time, reading and watching films, and being super active and productive, but most people are learning to adapt through walks with friends, Zoom events, home grocery deliveries etc. Most people indicate they have what they need and Denise and Sue follow up on those who express concerns the caller is unable to address.

Use of the Phone Tree calls: The calls have been very well received with people glad someone is checking in regularly. Responses range from I'm ok to long open conversations about how people are feeling and how they miss having their regular routines and the feeling of safety. We decided to add to the script how we handle this information confidentially and some prompts to probe further. Future topics were discussed and implemented such as sharing music and art.

The role of Zoom: This has been very useful to help people feel connected and share activities from deep conversation to happy hours to small group topics. It also increases trust and the willingness to ask for help.

II. Helping members organize their Red Files (Ann)

The possibility of using Zoom presentations to go over the files was discussed. Ann will follow up with the group she had scheduled prior to the lockdown. She will also introduce the concept of planned giving.

III. Training Health Advocates (Sue)

Curriculum: Denise K sent outlines and introductory curriculum materials to Denise L, and Denise contacted Maggie who is interested in fleshing out materials for a health advocate training workshop- if she can team up with someone who has IMac technical skills in graphics and formatting..

Selecting the trainers: Suggestions for trainers included but is not limited to Sue L, Deirdre, Carol M, Barb O, and Kelly.

Selecting health advocates: At this point we will keep trainings open to anyone who wants to serve in this role.

Using Zoom to offer training workshop: If needed we can offer small workshops via Zoom.

IV. Revising the Handbook for 2020 edition (DL): Denise has started to make revisions to include accessing care during the pandemic but this revision of preparing for serious health events is difficult since so much of the health care system is changing, perhaps for the long term.

In summary, this is uncharted territory and we are all learning how to live with change and uncertainty. WH offers support and connections that are invaluable to its members.