

ATTACHMENT 1

<p><b><i>DRAFT AGENDA</i></b>  <b><i>Wider Horizons Board of Directors</i></b></p>		<p>Monday, October 12, 2020, 11:30 – 2:00</p> <p><b>Zoom Address:</b>  <a href="https://us02web.zoom.us/j/89270490203?pwd=UDRsRjVobC9waGVoWTcyLzRGTHUzZz09">https://us02web.zoom.us/j/89270490203?pwd=UDRsRjVobC9waGVoWTcyLzRGTHUzZz09</a></p>	
<p><b>DRAFT AGENDA</b></p>		<p><b>Facilitator: Gigi Meinig</b></p>	
Time	Item	Leader / Presenter	Outcome
11:30	<p><b><i>Mission Moment by Susan Adler</i></b>                      Consent Agenda (vote to approve all items without discussing them individually):</p> <ul style="list-style-type: none"> <li>• Agenda [Att. 1]</li> <li>• Draft Minutes of the 9.14.20 Board meeting [Att. 2]</li> </ul>	<p>Gigi Meinig                      Timekeeper: Donna Sunkel</p>	<p><b><u>Decision: Adopt Consent Agenda</u></b></p>
11:40	<p>President and Executive Committee Reports</p> <ul style="list-style-type: none"> <li>• Nominating Committee Report [Att.3]</li> <li>• Report of Committee for Denise’s evaluation</li> <li>• Other Executive Committee Status Reports, including roles for Sue Lerner and Sharon Sobers-Outlaw [Att. 4]</li> </ul>	<p>Michael Kischner                      Charles Heaney                      Ann Lawrence</p>	<p>Information/                      Discussion/  <b>Decision</b></p>
12:00	<p>Executive Director’s Report [Att. 5] and Financials:</p> <ul style="list-style-type: none"> <li>• Cash Flow Report [Att. 6]</li> <li>• Options for Repaying Stimulus Loan [Att. 7]</li> <li>• Draft 2021 Budget [Att. 8]</li> </ul>	<p>Denise K.</p>	<p>Information/                      Questions/                      Discussion/  <b>Decisions</b></p>
12:40	<p>Reports from Affinity Groups <b><u>that have met or planned activity since last Board Meeting:</u></b></p> <ul style="list-style-type: none"> <li>• Policy of Welcoming Non-Members [Att. 9]</li> </ul>	<p>Gigi/All                      Denise K.</p>	<p>Information/                      Questions</p>
1:00	<p>Re-formatted Goals [Att. 10]</p>	<p>Denise K./All</p>	<p>Information</p>
1:10	<p>Communications</p> <ul style="list-style-type: none"> <li>✓ Newsletter</li> <li>✓ Website</li> <li>✓ All-Member Zooms</li> <li>✓ Phone Tree</li> </ul>	<p>Charles Heaney                      Sue Lerner                      Sue /Susan                      Denise K.</p>	<p>Information/                      Discussion</p>
1:45	<p>New Business</p>	<p>Gigi/All</p>	<p>Information/                      Discussion</p>

**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 on November 9: 11:30 am – 2:00 pm via Zoom; Facilitator is Denise Lishner.**

## **ATTACHMENT 2**

Wider Horizons Board Meeting of September 14, 2020

### **MINUTES**

The meeting was called to order over Zoom at 11:30, Nancy Robb facilitating.

#### **Consent Agenda and Minutes**

Approved.

#### **President's Framing of the Meeting**

Ann Lawrence started us off by reflecting on how each Board member “has skin in the game.” We’re a working Board, and Wider Horizons benefits from this. Ann singled out Denise Lishner for her work on (among other things) health advocacy, and Sue Lerner for herculean efforts on (among other things) the new website that is about to make its debut.

#### **President's and Executive Committee Reports**

*Nominating Committee:* Ann spoke to her written report included in the meeting packet. Nancy Hooyman, Bob Anderson, and Jeanne Marie Thomas are willing to be on the slate as potential new Board members. The slate may include up to 2 people who are not members of Wider Horizons. Ann explained that bringing in non-members could improve diversity and also give us access to useful expertise. Ann agreed with Susan Adler’s observation that there could be the additional benefit of helping connect us to other area organizations. Sue Lerner observed that it would be a good thing to make other organizations aware that we exist and want to cooperate, not compete, with them. She suggested organizing a gathering of some kind with sister organizations in the area, somewhat along the lines of the GenPride panel last December. The suggestion was well received. About Board officers: The committee has asked Ann Lawrence if she is willing to serve another term, and she is “willing if the Board agrees.” Ann will check to see if Gigi Meinig and Charles Heaney will each serve another term as treasurer and vice-president respectively. Someone will have to be recruited from the Board to serve as secretary when Michael retires from the Board in December.

*Committee on Evaluation of Denise Klein:* Charles Heaney reported that the committee has met and will be reviewing how the evaluation was done last year. The committee will also consider suggestions made by Denise Klein. Denise Lishner added that the committee’s intent is to survey all Wider Horizons members and to conduct phone interviews with donors, volunteers, and members of the community. Denise Klein will also be asked to do a self-evaluation.

*Executive Committee:* Ann reported that the Executive Committee has met to discuss the onboarding of new Board members in December-January as well as ways of

retaining the presence and contributions of some members whose terms are expiring. Sue Lerner, our past president, and Sharon Sobers-Outlaw, a founding member of Wider Horizons and its Board, have indicated willingness to maintain a relation to the Board. Sue suggests that the duration of a past president's continuing role on the Board be subject to agreement between the Board and the past president and be limited to no longer than a year. Susan Adler sees much possible value to the Board in retaining its past president as a legacy keeper and mentor. On Executive Committee meetings: Liz Ohlson suggested that they occur on a regular, publicized schedule.

### **Executive Director's Report**

Denise Klein submitted a written report as part of the meeting packet. Speaking to the Modified Cash-Report Projection for September 2020, she said that a goal of \$15,000 for the fall annual fundraising campaign should be "easily achievable." She recommends sending a single fundraising letter to both members and other donors to go out in late October. The fundraising group, chaired by Bob Anderson, will also be seriously considering "planned giving" – asking people to name Wider Horizons as a beneficiary of their estate. *\$10,000 SBA loan*: Under "Other Income," the Modified Cash-Report Projection lists \$10,000 from the SBA loan, all but \$1,000 of which must be paid back. Denise laid out two broad possibilities for dealing with this loan: (1) pay it off now or (2) hold on to the money, paying the \$30/year interest. The second approach is strongly favored by Bob Anderson, who argues that \$30/year is a bargain for the use of \$10,000. Sue Lerner endorsed (2). Gigi Meinig suggested the money be identified in the budget as something other than "Other Income" – as special back-up money that will have to be paid back. Charles Heaney suggested paying it off in small amounts beginning now. **The Board decided to postpone the question until the October meeting.**

### **Wider Horizon Goals – Revised Wording**

Sue Lerner pointed out that the last two goals in the revised list are central at this time. Denise Klein suggested moving them to the head of the list. Denise Lishner so moved, and the Board voted in favor of the motion.

*Motion*: To accept the goals as updated on 9-11-2020 with the following changes: **Goals 7 and 8 moved to 1 and 2 respectively, and the revised goals to be published in a single column rather than lined up with the previous list.**

### **Reports/Highlights from Affinity Groups**

*Health advocacy group (Denise Lishner)*: Denise submitted a written report on the Health Advocacy Training Zoom session scheduled for September 16. It read in part: "Maggie Pheasant developed a fabulous curriculum, and Sue Lerner and Maggie came up with a wonderful agenda, including pre/post skill and evaluation checklists and an interesting role-play scenario between a reluctant member seeking an advocate and a potential advocate. An invitation was sent to all members and 9 people signed up." The group will turn next to updating the Preparing for a Serious Health Event handbook to include the topics of accessing care during the COVID-19 epidemic and end-of-life considerations. There will be a two-page addendum inserted into the current handbook until we need to print more copies. Denise was pleased to receive a call from somebody

in New York who had read about the Wider Horizons group and is interested in being a health advocate from a distance if that is possible.

*Play reading group (Denise Lishner):* Fresh from talking about role playing in health advocacy training, Denise segued into the play reading group, which has now taken the name *Somesuch*. Denise spoke of Victoria Bestock's "masterful job of coordinating this delightful group," which is soon to perform its fourth play. *Twelve Angry Jurors*. Since reading its first play last May, *Somesuch* has grown from six people to fourteen. Two are non-members attracted by the play reading and now interested in perhaps joining Wider Horizons. One is Misha Berson, the longtime theater critic for the *Seattle Times*.

*Non-members in affinity groups (continuation of play-reading group report):* The question arose of participation in affinity groups by non-members of Wider Horizons. Sue Lerner said we have always kept affinity groups open to non-members. Paul Beck pointed out that some groups may want to limit inclusion of non-members or even of new members from within Wider Horizons. Paul Beck asked whether we need rules governing non-member participation. **Denise Klein argued for maintaining our historical policy of welcoming non-members and for limiting rules in general. She offered to draft language for discussion at the October meeting.**

*Pod 6 (Liz Ohlson):* Pod 6 has had "healthy discussions" on the topic of voting. These have centered on how people are helping to get out the vote and on organizations for interested persons to contact.

*Member Growth (Liz Ohlson):* Our present count is 89 members, five of whom are out of area. There are five more in the pipeline. Rick Grossman, a new member of the group, is suggesting that they consider "guerilla marketing" approaches to getting Wider Horizons before the public. Bob Anderson set up and ran a Zoom meeting with adult children of Wider Horizons members. Nine participated, one of whom was Liz Ohlson's son. Liz conveyed his report that the meeting was very interesting and well run. Bob is planning further meetings. Also in the works: a forum featuring James Addington, author of *Tragic Investment, How Race Sabotages Community and Jeopardizes America's Future and What We Can Do about It*, and one featuring Barbara Johns, author of *The Hope of Another Spring*, which concerns Takuichi Fujii, the Japanese-American artist who was among the 100, ethnic Japanese incarcerated on the West Coast during World War II. The Gray Panthers were brought up as another possible topic for a forum, an idea Ann Lawrence enthusiastically seconded.

*Pod 7 (Denise Klein):* Pod 7's late summer ice-cream social in Bob and Julie Anderson's back yard, now a tradition, is happening over Zoom this year. The gathering will be used to plan for the rest of the year. The group decided to meet monthly.

## **Communications**

*Website (Sue Lerner):* Sue Lerner announced the imminent move of the new website to widerhorizonsvillage.org. She outlined a timetable leading to September 28, the date set for going live to all members. The Board asked Sue about who other than Sue herself should receive the Board's thanks for the heroic efforts that have brought this project to

splendid fruition. Sue said that the whole website team deserve special thanks, adding that their work does not stop, as many of them have taken responsibility for maintaining parts of the site that require ongoing maintenance. For instance, affinity groups will be able to ask Wendy Carlton to post meeting dates on the website. An especially big thank you is due to Christian Roehr, who has volunteered his professional services. He has been given a free membership in Wider Horizons; in addition, **Denise Klein will be purchasing a dinner gift certificate for him and Nora.** Susan Adler suggested that the website should state prominently that it is the creation of member volunteers who know Wider Horizons firsthand. Denise Lishner suggested there be a newsletter article.

*“Zooming Around the Village” (Sue Lerner):* Sue reported that these all-member events continue to be great. They have an average of 18 participants, all of whom express much appreciation of them. Everybody seems to like having a choice of topics announced in advance.

*Phone trees (Denise Klein):* Denise said that the phone trees are going very well on the whole. They are being found to be good for both callers and people being called. Some flexibility has been introduced about when callers call and what they talk about, and this has been well received. A meeting of phone tree leads was scheduled.

### **New Business**

Susan Adler suggested the Board might want to consider having a “mission moment” at the beginning of our meetings. Somebody might tell a story or express a thought about something that happened in the previous month that related to our mission. The Hadassah board, on which Susan still serves, has welcomed this positive note at the beginning of its meetings. On our customary meeting agenda, it might fit after the president's “framing of the meeting.” Paul Beck suggested that phone tree conversations might be a source of such stories.”

The meeting adjourned at 2:00 PM. Next meeting: Oct. 12, 2020, 11:30 AM-2:00 PM.

Respectfully submitted,

Michael Kischner  
Board Secretary

**Present:** Board members: 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.

## **ATTACHMENT 3:**

### **Report of the Nominating Committee**

**10.11.2020**

There are four Board vacancies (Paul, Michael, Sue, Sharon going off the Board).

We have created a slate of 3 members who have agreed to serve (Bob Anderson, Nancy Hooyman, Jeanne Marie Thomas).

In the 10.12.20 *Monday Morning Memo*, we asked WH members to submit names of anyone they wanted who had been contacted and agreed to serve if slated.

Sharon and Denise are actively recruiting community members of color to serve as (up to) two non-WH member Board members now allowed by our Bylaws.

We began with a list of 8. Four declined. We added one. There are currently two interested prospects being recruited by Sharon (Janet Ceballos and Gia Abbott. Gia is a Board member at Onyx and a neighbor of Sharon's. Janet just completed her term on the Sound Generations Board where she was an officer.

The current officers have agreed to serve additional one-year terms, except for Michael, Secretary, who is going off the Board.

The Nominating Committee will meet on October 21, hopefully to complete its work.

## **ATTACHMENT 4: Report of Executive Committee on 10.5**

1. The Executive Committee will meet monthly on the first Monday of each month at 4 PM.
2. The Committee agreed on the following wording for our recommendation to the Board regarding the Past President role:

**The Executive Committee recommends the Board create a new Board position, that of Past President. The Past President will serve to support and consult with the new President for one year. They will attend Board meetings and can serve on committees. They will be able to vote at the Executive Committee meetings but will not have voting privileges at Board meetings if their term on the Board is over.**

If adopted, this will initiate a By-laws amendment with similar wording which we will adopt in December.

3. The Committee agreed on the following wording for our recommendation to the Board regarding Sharon's role as consultant.

**The Committee recommends that after the end of Sharon's Board term on 12/31/2020, she be encouraged to act as a consultant to the Board. Her continued contribution to the growth of our membership and our relationship to the wider community is invaluable.**

This position does not require a change in the by-laws, since it is our understanding that the Board is empowered to request expertise from others in the community.

## **ATTACHMENT 5: Executive Director’s Report – 10.10.2020**

### **Goal 1: Support current and new members to age successfully**

- a. Our Zoom Play Reading Group did its fourth play, *Twelve Angry Jurors*, last week. We are meeting soon to select a November and, perhaps, a December play to read. More than a dozen members and non-members participate. It is most definitely “a hit.”
- b. Book Group has been holding its monthly Zoom sessions. This month we discuss Ta-Nehisi Coates’ book *The Water Dancer*.
- c. Progress is being made on purchasing and erecting canopies and awnings so we can continue to gather during the dark days of winter.
- d. Many members have been making requests for technology assistance. These are filled primarily by Noel Hanzel, myself, and Sue Lerner. It is challenging to help some members who aren’t comfortable with someone coming to their home.

### **Goal 3: Member Growth**

- a. Our membership now stands at 89 with several folks “waiting in the wings.” I am now rounding up and say we have 90 members.
- b. We are in touch with all prospective members either regularly or periodically and typically answer a query or so a month.
- c. Member Growth is working on several projects that Liz will cover in her report.

### **Goal 4: Diversity**

- a. At this point, the weekly Wednesday Memo is going to be combined with the Monday Memo.
- b. The Nominating Committee Report is elsewhere attached.
- c. Our Peace Circle workshop on white privilege, led by Janis Avery (the recently retired CEO of Treehouse) and a colleague, is five 2.5-hour sessions and will commence on September 21. Eight of our members are attending and finding it very worthwhile.
- d. Member Growth is putting together a Forum with James Addington. It is likely to take place in November. James is the author of *Tragic Investment: How Race Sabotages Communities and Jeopardizes America’s Future—and What We Can Do about It*. Bob Anderson knows him.

### **Goal 5: Strengthen our capacity to support members who are isolated/homebound**

- a. The Phone Tree is going strong and much appreciated. It is typically initiated every two weeks.
- b. We receive very few service requests formally. Rides to medical appointments is still the most frequent request. Quite a bit happens informally, with some of the phone tree leads taking responsibility for filling their callees requests directly.

### **Goal 6: Financial Sustainability**

- a. The Fundraising Committee met in late September. Ann Lawrence will hit the high spots of that meeting in her report.
- b. Expenses are below target and revenue is above target.
- c. We will be taking a first crack at our 2021 budget later in the meeting.

### **Goal 7: Help Members....**

- a. Denise Lishner will report re Health Advocacy.
- b. Ann will report on her presentation to the University UCC group and one other request.

### **Goal 8: Communications**

- a. The new website is a hit. More from Sue later on the agenda.
- b. The Phone Tree is about to be activated for the 15<sup>th</sup> time. It is typically happening every two weeks. Most members participate. We have 17 phone tree leads (callers). The callers are invited to get together once a month to discuss potential questions as well as share observations and concerns.
- c. *Zooming Around the Village*, our weekly Zoom call, happens every week under Sue Lerner's leadership.
- d. The second all-member Zoom, facilitated by Bob Anderson and Susan Adler, is also going well.
- e. Pod 6 Zooms every other week and Pod 7 had a Zoom Ice Cream Social. Pod 7 is figuring out whether it can engage its members in planning a monthly gathering.
- f. The next *Newsletter* will appear by early November.

**ATTACHMENT 6**

	A	B	C	E	F	G	H
1	<b>Wider Horizon Modified Cash Projection Report</b>						
2	<b>September 2020</b>						
3							
4			<b>JAN-SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
5		<b>CASH</b>		\$36,484	\$29,536	\$32,588	
6		<b>DONATIONS</b>	\$29,762		\$10,000	\$10,000	<b>\$49,762</b>
7		<b>DUES</b>	\$32,750			\$5,066	<b>\$37,816</b>
8		<b>EXPENSES</b>	(\$54,928)	(\$6,948)	(\$6,948)	(\$6,948)	<b>(\$75,772)</b>
9		<b>CASH BALANCE</b>		<b>\$29,536</b>	<b>\$32,588</b>	<b>\$40,706</b>	
10							<b>\$11,806</b>
11							
12	<b>Note 1: row 9, cash, includes the entire \$10,000 SBA loan; \$9,000 will be repaid</b>						
13	<b>Note 2: G9, cash at the end of the year, is dependent on fall fundraising bringing in \$20,000</b>						
14	<b>Note 3: H10, is the difference between income and expense for the year</b>						
15	<b>Note 4: E8, F8, G8 (monthly expenses) are overstated</b>						

## **ATTACHMENT 7:**

### **Proposal for Repaying Stimulus Loan**

**10.7.2020**

We have a 30-year Economic Injury Disaster Loan (EIDL) with the Small Business Administration. The principal is \$9,000.

We will pay annual interest on the loan of 2.75% for up to five years or until our reserves are \$40,000, whichever comes first.

If our reserves reach \$40,000 before January 1 of 2026, we will pay off the entire principal. Until that time, we will pay the annual interest. After five years, we will begin repayment of the loan at a rate of up to \$1,000 per year, depending on *Wider Horizons* financial health, as determined by the size of our reserve.

“Reserve” is defined as the amount in our account on January 1 each year that is over and above the cash needed to operate the organization throughout that year.

	A	B	C	D	E	F
1	<b>Income</b>		<b>Adopted 2020</b>	<b>Proj from YTD</b>	<b>Proposed 2021</b>	
2		Donations & Grants	\$ 29,000	\$ 49,762	\$ 50,000	includes corporate
3		Member Dues	\$ 38,735	\$ 37,816	\$ 40,276	6 new @\$410
4		Corporate contributions	\$ 1,500			
5		Grants	\$ 20,000			
6	<b>Total Income</b>		<b>\$ 89,235</b>	<b>\$ 87,578</b>	<b>\$ 90,276</b>	
7	<b>Expense</b>					
8		Communications	\$ 600	\$ 1,080	\$ 1,500	higher (Zoom, etc.)
9		Memberships	\$ 475	\$ 475	\$ 475	
10		Event-related expenses	\$ 5,500	\$ 3,059	\$ 1,500	no senior center rent
11		Grants & contributions	\$ 500	\$ 550	\$ 600	
12		Insurance	\$ 1,500	\$ 2,056	\$ 1,850	may go down
13		IT expenses	\$ 2,800	\$ 2,800	\$ 3,200	higher (website)
14		Licenses, fees, taxes	\$ 175	\$ 250	\$ 250	
15		Meals & entertainment	\$ 750	\$ 875	\$ 750	
16		Office expense	\$ 1,650	\$ 1,320	\$ 1,350	
17		<b>Payroll expense</b>	<b>\$ 56,280</b>	<b>\$ 56,500</b>	<b>\$ 56,500</b>	
18		Printing & reproduction	\$ 550	\$ 550	\$ 550	
19		<b>Professional services</b>	<b>\$ 4,500</b>	<b>\$ 4,000</b>	<b>\$ 4,500</b>	
20		Travel, local	\$ 300	\$ 485	\$ 500	
21	<b>Total Expense</b>		<b>\$ 75,580</b>	<b>\$ 74,000</b>	<b>\$ 73,525</b>	
22	<b>Net Income</b>		<b>\$ 13,655</b>	<b>13,578</b>	<b>\$ 16,751</b>	

## **ATTACHMENT 9:**

### **Policy on Welcoming Non-Members**

**10.7.2020**

We grow primarily by word of mouth. An effective recruiting tool is to invite prospective members and others to join our all-member Zooms, our Affinity Groups, and our Forums.

Therefore, any member may invite such individuals to join in our activities.

As a courtesy, the member should notify the leader and, if appropriate, other members, of the group to which the non-member is being invited.

When a new person comes to one of our activities, they should be well-introduced by the member who has invited them or someone designated to do the introduction.

**ATTACHMENT 10:**

**10.7. 2020**

<i>Wider Horizons Goals - Updated July 2020</i>
1. We will define how the organization can best support current and new members to age successfully.
2. We will develop and implement a clear succession plan for the leadership of Wider Horizons.
3. We will grow our membership to between 100 and 125 members in the next three years.
4. We will develop strategies to: <ul style="list-style-type: none"><li>• Diversify our membership in terms of race, income, gender, and sexual orientation</li><li>• Recruit younger members</li></ul>
5. We will strengthen our capacity to support members who are isolated and may be homebound.
6. We will maintain a sustainable, stable financial foundation through membership dues and an array of effective fundraising activities.
7. We will help members: <ul style="list-style-type: none"><li>• Find and/or become health advocates</li><li>• Understand available housing options</li><li>• Make their present homes safer</li><li>• Prepare for serious health events and other life changes</li></ul>
8. We will improve communication between and among members, member groups, Board, and staff.