

ATTACHMENT 1

Wider Horizons Board Meeting Minutes

June 12, 2021

11:30 AM

Welcoming Janis Avery: Board members met Janis Avery, facilitator for member-driven discussion meeting.

Review of the agenda: Debbie Ward, facilitator for the Board meeting.

Mission Moment: Bob Anderson

Bob gave an example of the Wider Horizons' value of Open Hearted Giving and Receiving. Because Bob was struck by the way this example showed that giving is indeed receiving, and that receiving is in the giving, Bob asked our member for permission to share the story and Pat Siggs gave her permission.

Bob's wife, Julie, assisted Pat after she had surgery. After giving her a ride home, Julie helped her get settled including getting her medications. Although it was not the original plan, Julie found that staying the night would be useful. The next morning when Julie left, she knew that Pat would be in good hands with the person who would be helping her that day.

He encouraged our board members to be present to each other as we proceeded with our meeting. He also shared the poem, **Elderhood**, an excerpt from **Daughter Drink This Water** by Jaiya John. The poem is attached to these minutes.

Board members sang "Happy Birthday" to Denise Lishner, whose birthday is on June 12.

Consent Agenda and Minutes for June 12, 2021

Approved.

President's Report: Ann Lawrence

Ann noted the following accomplishments of the last 6 months:

- financial sustainability
- significant increase in membership

Board members described examples of the connectivity that's occurring in the Village

- Bob Anderson gave credit to the connective tissue that's developing among the members due to the healthiness and vitality of the group.
- Our membership didn't drop during Covid due to our zooms and phone tree.
- A new member was struck by the community he experienced after a meeting with Ann Lawrence.
- Another member said she would have lost all connection to Wider Horizons without the phone tree.

Executive Director's Report

Personal Assistant: Denise Klein reported that Louise Andersen, a licensed occupational therapy assistant, will be available for Village members to hire to work as a personal assistant. The charge is \$30 per hour. Needs for a personal assistant are gathered from the members themselves.

Board members expressed interest in having all members know that a personal assistant was available to Village members. Denise suggested that the Newsletter feature an article about her.

Denise also noted that there can be different levels of assistance. Some people can benefit from a personal assistant but don't necessarily need the support of the ED in doing so.

Another member proposed that communication about the personal assistant be revisited at a future Board meeting.

Forums

Forums are planned for September, October and November. Three former mayors will participate on a panel to discuss the Seattle of 30 – 50 years ago compared with today. This event will be October 10 or 24 [now determined as the 31st]. With Wes Uhlman, Charley Royer and Greg Nickels (Norm Rice declined) as panelists, it should be a fascinating discussion.

Celebrating our 100th Member!

Denise noted that it's not necessarily a straightforward process to identify our 100th member. However, there will be an all member celebration to commemorate our 100th member. Watch for more information!

Facilitation by Janis Avery for July Board Meeting

Janis's background. Janis' social work background and her experience with a range of non-profits includes her role as the highly successful CEO of Treehouse. Her recent retirement after 24 years at Treehouse has left her time to increase her skills. Her interest in restorative justice has led to her becoming a trained leader of Peace Circles, one of which she led with Wider Horizons members. Currently, she serves as interim Executive Director of Yoga Behind Bars.

Her new business as a consultant includes helping clients build leadership skills, assisting with Board development, and addressing meeting design and facilitation.

Structure for July Board meeting: Janis will facilitate the meeting which will focus on clarifying the meaning of "member-driven" for Wider Horizons. Her goal will be to have Board members work from the individual to the collective.

The process for the meeting will include having Board members identify their key values at this time in their lives. These values will be shared with all Board members. A poem entitled "I am from" will allow members to fill in the blanks according to each person's experience, interest and values.

She will use the Peace Circle method of defining member-driven using 10 words at most.

Questions from Board members included: what steps will happen after the July meeting, and will members be further included in the discussion of “member-driven.” How these topics will be addressed remains to be seen.

Planned Giving: Bob Anderson

After the last Board meeting, Bob and Tom Mesaros met with a prospective donor. This person committed \$25,000 to Wider Horizon’s Planned Giving Fund this year. Another \$25,000 is committed for 2022.

Anyone considering Planned Giving can give the gift during one’s life or upon the donor’s death. The Fundraising Committee’s goal for Planned Giving is \$250,000. No timeline has been set.

Bob attributed the success of this anonymous gift to the effectiveness of the people to people connection. The donor knows the organization and would like to help it.

Finance Committee: Jeanne Marie Thomas

As the Finance Committee is the custodian of the first Planned Giving gift, Jeanne Marie applied to Fidelity for a stock account. With the funds in that account, the Finance Committee can decide whether to sell the stock or keep it. Other Board members noted from their previous board experience that boards usually sold the stock soon after they received it. Jeanne Marie would like the Finance Committee to be empowered to make the decision about selling the stock or keeping it.

Motion Approved: Resolution to establish a brokerage account at Fidelity pursuant to above-mentioned Planned Gift.

Ann Lawrence and Denise Klein are designated to transact business with Fidelity.

Process for review and possible revision of Board Goals

Ann Lawrence has appointed Charles Heaney, Liz Ohlson, Nancy Robb, John Rochford and Susan Adler to plan a Board process to prepare for review and possible revision of Board goals.

Considerations for August or September meeting:

- consider getting the work done before time to develop a budget.
- how to integrate the definition of Member-driven into the goals and outcomes.
- consider the changing nature of the member needs

Reports from groups that have met or planned activity since the last Board meeting.

Newsletter: Michael Kischner will publish short stories from the Storytelling Program and the next Newsletter will come out in the fall.

Men Drinking Coffee: They have held 2 meetings. Eight most recently met at Scott Dill’s home. With a large number of participants, they might consider splitting into 2 groups.

Somesuch: Players will read **Hay Fever** on Wednesday. This summer they will read short plays. Tom Heller will do a workshop on Chekhov in October. In November, Michael Kischner will teach a 2 week workshop on Shakespeare.

Housing Options: Denise Lishner reported that the group will develop a charter and meet monthly to address changing housing needs for our members. In addition, Denise and Denise will meet with the Older Adult Program Manager at Seattle Public Library to help her design a program about Seattle area villages.

Spring Fundraising: Bob Anderson reported that the spring campaign has raised \$7000 to date. The total for the year is \$38,000 with an end of year goal of \$50,000. That is the budgeted goal, but the Fundraising Committee is shooting for \$60,000. Some funds have come from 2 adult children of members.

Memoir Group met with one additional member.

Scrabble Group also met.

New Business

Instead of discussing the creation of a process to let members know about each others' community and political activities, as the agenda indicated,

Sue Lerner led a discussion on the city charter initiative Compassion Seattle.

While a motion to encourage Wider Horizons Members to read the material about Compassion Seattle and consider taking action on it was made, discussion that followed showed concerns with such an action. The major issue is that the Board hasn't had enough time to deliberate on the issues involved.

One member proposed that we have a discussion on the topic of the Board's position on political stands.

Feedback on pros and cons of the meeting process.

Debbie Ward, meeting facilitator, requested that Board members share successes and concerns for the meeting.

Successes:

- There was an opportunity to air ideas to come to consensus.
- In person meeting leads to consensus because
We can see each other's body language
- It was helpful to learn about each other and reasons for a vote.
- More open-heartedness
- Good discipline with timekeeping
- Do feedback about how the meeting went
after every meeting
- Debbie's facilitation-effective
- Use common structure to get everyone's ideas. Do it over a few months

Needs Improvement:

- Need to maintain gracious space when people
are speaking
- Just one item on the agenda for the meeting is a consideration
- Not enough time in meeting to consider each item fully
- Present information for agenda items in writing

The meeting concluded around 2:30 pm.

Members attending:

Susan Adler, Bob Anderson, Charles Heaney, Nancy Hooyman, Ann Lawrence, Sue Lerner, Denise Lishner, Liz Ohlson, Nancy Robb, John Rochford, Donna Sunkel, Jeanne Marie Thomas

Staff: Denise Klein

Profit and Loss Budget v Actual	Jan - Jun 21	Budget	\$Over Budget	% of Budget
Income				
Total Direct Contributions	43,363	25,000	18,363	173%
Membership Dues	24,410	21,000	3,410	116%
Total Program Revenue	24,410	21,000	3,410	116%
Other Income	113			
Total Income	67,886	46,000	21,886	148%
Expense				
Member Support Purchases	1,412			
Bank Service Charges	21	0	21	100%
Communications	1,077	750	327	144%
Dues & Memberships	88	238	-150	37%
Event-related expenses	0	750	-750	0%
Grants & Contributions	256	300	-44	85%
Insurance	1,703	925	778	184%
IT Consultant services	1,324	1,600	-276	83%
Software	346			
Website expenses	95			
Licenses, Fees, Taxes	11	125	-114	9%
Meals & Entertainment	7	375	-368	2%
Office Expense				
Supplies	111	675	-564	16%
Office Equipment-Denise	3,987	3,500	487	114%
Office Expense - Other	0	0	0	0%
Total Office Expense	4,098	4,175	-77	98%
Total Payroll-related Expenses	32,354	28,127	4,227	115%
Printing & Reproduction	107	275	-168	39%
Professional Services				
Personal Assistant Services	273			
Accounting Services	2,175			
Other	0	3,500	-3,500	0%
Total Professional Services	2,448	3,500	-1,052	70%
Publications & Subscriptions	87			
Local Travel Expense	36	250	-214	15%
Total Expense	45,469	41,390	4,079	110%
NET INCOME	22,417	4,610	17,807	486%

2b – Variances Report – January – June, 2021

1. Income/Revenue higher than projected due primarily to two \$10,000 gifts, one of which went to the Planned Giving Fund (conceptually, though it is in our bank account and not in the Fidelity account).
2. Dues appear higher than budgeted, primarily because of people paying more in June; however, overall the Member Dues are not projected to reflect a considerable increase in members. Need to do an audit of that category before budget time. (See projection based on Q. 1 and Q. 2 [Attachment 5b]).
3. Member support purchases were \$1,412 (not budgeted).
4. Communications was higher by about \$300 primarily due to Denise's new dedicated modem.
5. Insurance looks higher because bookkeeper put half in the first half of the year which is when the entire premium is paid. The premium was actually somewhat lower than budgeted.
6. IT expenses were slightly higher due to software and other purchases, primarily for the website.
7. Payroll expenses were higher due to Denise's \$5,000 bonus.

	A	B	C	D	E	F
1	2021 Planned v Actual	Q1 and 2 Cumulative	Q3 Planned	Q4 Planned	2021 Projected	2021 Budgeted
2						
3	Cash Balance	\$ 67,803	\$ 59,018	\$ 61,284	\$ 61,284	NA
4	less \$20,000 reserves and \$10,000 PGF				\$ (30,000)	
5						
6	Effective projected year-end cash (bank balance less above)				\$ 31,284	
7						
8	Donations	\$ 43,362	\$ 1,800	\$ 14,000	\$ 59,162	\$ 50,000
9						
10	Dues	\$ 24,410	\$ 9,415	\$ 8,266	\$ 42,091	\$ 42,000
11						
12	Other	\$ 113				
13						
14	Total Revenue	\$ 67,885	\$ 11,215	\$ 22,266	\$ 101,253	\$ 92,000
15						
16	Expenses	\$ (45,697)	\$ (20,000)	\$ (20,000)	\$ (85,697)	\$ (79,525)
17						
18	NET INCOME (Revenue minus Expense)	\$ 22,188	\$ (8,785)	\$ 2,266	\$ 15,669	\$ 12,475
19						
20	Planned Giving Fund (PGF)	\$ 35,000	\$ 25,000		\$ 60,000	NA
21						
22	End of the year assets (cash in bank plus PGF)	\$ 91,284				
23	minus SBA loan	-9,000				
24		\$ 82,284				
25		\$ (15,000)	cash flow for 2022			
26		\$ (20,000)	reserves			
27	estimated maximum assets available to budget	\$ 47,284				

ATTACHMENT 3a

Move to approve changing the name of the Member Growth Committee to the Membership Committee:

- **Background:** In 2017 the Membership Growth Work Group (MGWG) was formed as an outgrowth of the Futures Task Force. The primary charge to the Group was to develop policies and strategies that assured a significant rate of member growth as set by the board and that reached out to new potential members that would enhance diversity. In 2019 the Membership Growth Committee was established by the board with a charter that re-affirmed the original charge to the MWG.
- **Member Growth:** Since the initial founding membership of 65 in 2015, total membership has grown 57% in six years, 34% since 2017 and 16% in just the past 7 months; and, nine high potential new member prospects are being cultivated at this time.
- **Rationale:** Now that membership is growing at a faster pace and thus on-boarding and engaging new members is a larger priority activity, we believe the work and therefore the name of the Committee should reflect the broader agenda required to effectively sustain the growth of WH.
- **Next Steps:** The Committee is reviewing ideas and strategies for recruiting, welcoming/on-boarding, engaging and retaining new members. We will develop a new charter for board consideration at a future board meeting.

ATTACHMENT 3b

Motion to have just one Membership Category: Member

Wider Horizons will have just one membership category: *Member*. The Bylaws will be amended accordingly.

Rationale:

As we have brought online a number of virtual offerings that we are likely to continue, the distinction between an out of area member and a regular member has lost much of its meaning.

When we first offered an “out-of-area membership,” it was with the understanding, codified in the Bylaws, that such members would not be guaranteed services provided by members/volunteers. However, as an organization whose primary purpose is *community building*, the programs and activities offered on Zoom are all accessible to members regardless of where they live. And “services” such as advice and referrals are easy to provide regardless of location.

We have several out of area members who live near each other and could help each other. Other members are also willing to drive to, for example, Columbia City or Queen Anne, to provide help.

Rather than telling some members we cannot give them services because of where they live, we would say (as we do currently to full members), “let us know what you need and desire and we will try to assist.” (Several out of area members receive quite a bit of useful assistance at present.)

From an organizational culture standpoint, it seems better to not create distinctions between member categories that may imply a lower status.

At its recent meeting, the member growth committee discussed the issue of dues. Consensus was reached that, other than the \$150 a year floor, the executive director could continue to negotiate dues for any person joining. It was recognized that location, particularly in extreme cases, might suggest an individual pay less than the full dues.

The approximately 10 out of area members we now have would be grandfathered in at their current level of dues.

ATTACHMENT 4

SCOPE OF WORK FOR HOUSING OPTIONS COMMITTEE

The Housing Options Committee was formed in recognition that our *Wider Horizons* members' needs for housing options are likely to change as they age. We also understand it is sometimes an overwhelming challenge to find pertinent information about these options and make arrangements to choose them.

Our focus, described below, should help our members "age in place" as successfully as possible:

1. The Committee will explore a broad array of **housing options**, including assistive technology, home sharing and home modification, that would allow members to live at home as independently and autonomously as possible;
2. Materials on housing options for those who choose to move will be widely disseminated to contribute to members' ability to plan their future living arrangements and care;
3. Before developing new products, resources, or presentations, we will review what already exists¹ and determine what else is needed. We will also consider what formats would be most useful to, and used by, our members or others we may wish to engage.