

ATTACHMENT 1

<i>DRAFT AGENDA</i> <i>Wider Horizons Board of Directors</i>		Monday, May 10, 2021, 11:30 – 2:00	
DRAFT AGENDA		Facilitator: Nancy Robb Timekeeper: Denise Lishner	
Time	Item	Presenter	Outcome
11:30	<i>Mission Moment</i>	Susan Adler	Inspiration
11:40	Consent Agenda (vote to approve Agenda [Att. 1] and Minutes of 4.12.21 Board meeting [Att. 2] and Profit & Loss Statement [Att. 3] -- <u>without discussing them individually</u>)	Nancy Robb	Decision
11:45	President’s Report	Ann	Information/Discussion
12:00	Executive Director’s Report [Att. 4]	Denise K.	Information/Discussion
12:15	Board Discussion of specifics about how to approach the “member-driven” facilitated discussion	Ann/All	Discussion/ Decision
12:50	B R E A K		
1:00	Finance Committee Report [Att. 5]	Jeanne Marie Thomas	Information/Discussion
1:15	Reports from Groups <u>that have met or planned activity since last Board Meeting</u> as well as any new groups poised to begin [Att. 6]	Group Conveners	Information/Discussion
1:30	2021 Fundraising Plans/Board Involvement and Tips for Making the Ask/Planned Giving	Bob Anderson & Tom Mesaros	Information/Discussion

Invited: 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

Next Meeting: Monday, June 14, 2021: 11:30 am – 2:00 pm

Wider Horizons Board Meeting
April 12, 2021
11:30 AM

Consent Agenda and Minutes for 3/8/21

Approved

President's Report: Ann Lawrence

Ann lauded the very active participation of members in various village activities as well as the leadership of various members: Carol Mirman and Debbie Ward on Zoom calls, Wendy Carlton and Kelly Marcum on the website and Deirdre Cochran and Susan Adler leading zoom calls and breakout calls. She noted Rick Grossman's leadership with his garden, and the completion of the 2nd edition of the Health Advocacy Handbook under the leadership of Denise Lishner with the valued assistance of Denise Klein.

Election of Treasurer: At the recommendation of Ann Lawrence, *Jeanne Marie Thomas was elected as treasurer of the Board.*

Executive Director's Report: Denise Klein

Goal 1: Support Current and New Members to Age Successfully

Nancy Hooyman is interested in participating in a group to address making an Individualized Long Term Care Plan, activity a., – in response to Denise's report of activities for Goal 1

Bob Anderson is interested in the Shared Housing – activity b. addressed in Goal 1.

Denise Lishner is interested in leading a group to address Housing Options. This would build upon the work done by small groups that was led during 2019 by Paul Beck.

A question to address would be how to assist people in looking realistically at the future as they plan for their future housing. The red file can assist in that planning.

Denise Klein noted that some members are interested in buying a property to make into a group living situation. While not a Wider Horizons activity, it does speak to the interest of members in pursuing this type of group housing.

Goals Revision: Denise Klein proposed that the May agenda include an item related to revising the goals, with particular emphasis on goals 1 and 7 which overlap.

Apart from the revision of the goals, Denise would like to see a major focus of the Board to be on defining the concept “member-driven” and would like to have a facilitator lead the discussion.

A discussion of the relationship between WH goals and activities within Wider Horizons ensued.

Ideas included:

- Goals should be wide enough to reflect a range of activities
- Goals determine how we divide our resources. Due to limited resources, not all proposed activities may be possible.
- Goals set the parameters for the range of activities.
- Goal statements have included strategies in the past.

Also discussed was how the Board meeting agendas are developed and how the Board will build on items that the Executive Director wants on the agenda. Also, how do Board members get items on the agenda for a Board meeting.

Finance Committee Charter

According to Jeanne Marie Thomas, Committee chair, the Finance Committee will report quarterly the month after the quarter begins.

Committee members will also include Ann Lawrence, Denise Klein and another Wider Horizons member. Criteria for membership will be interest and capability. It was suggested that the committee chair be responsible for the membership of the committee, with final decisions about committee members being made after talking with the Executive Director and Board President.

Motion Approved: the Finance Committee Charter was adopted.

Board Development Committee Charter

Nancy Hooyman presented the charter of the Board Development Committee, written by 4 Board members and the Executive Director. The goal of the charter is to “develop recommendations for Board management and improvement.”

The committee would, among other things,

- recommend strategies to create meaningful agendas and constructive discussions.
- develop plans for Board retreats
- plan the Board orientation

The President would appoint the Committee chair who would populate the BDC in consultation with the President and ED.

Recommendations would be welcomed from board members.

Non-Board members would be eligible to participate.

The charter provides for an evaluation of the actions of the Board Development Committee a year after its implementation.

A discussion ensued regarding the purpose of the committee, the added value of the committee and the impact of the activities of the committee on Board members not participating in it. Several concerns were raised about how well this committee fits with WH’s values of transparency and inclusiveness.

Following the discussion, Nancy Hooyman proposed that the document be revised to address concerns raised by Board members and discussed at the May Board meeting.

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

Fundraising Committee: Bob Anderson reported that 2 fundraising appeals will be held: one in May and the other in November. Effective fundraising occurs in sustainable organizations in which the vision is clearly articulated to potential donors. He stressed the importance of sharing information with persons who may be potential donors before requesting a donation.

Health Advocacy: The original handbook has been updated and sent to all members in electronic form. Members of the Health Advocacy group have made presentations to church groups. They are interested in presenting to other groups.

Somesuch: “Twelfth Night” by William Shakespeare will be presented to all WH members and visitors on April 21 from 1 pm to 3 pm. A Zoom invitation will be sent to all members

Warm for Winter: This group met in person for the first time and will continue to do so.

Website: Sue Lerner encouraged members to click on the “What’s New” button on the Wider Horizons website.

The meeting was adjourned at approximately 1:30.

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

Wider Horizons
Profit & Loss
January through March 2021

	<u>Jan - Mar 21</u>
Ordinary Income/Expense	
Income	
Direct Contributions	
Targeted Contributions	617.00
Individual Contributions	4,985.00
Churches	250.00
Business Donations & PUB Found.	10,198.49
Private Foundations	10,000.00
Total Direct Contributions	<u>26,050.49</u>
Program Revenue	
Membership Dues	5,360.00
Total Program Revenue	<u>5,360.00</u>
Total Income	31,410.49
Expense	
Member Support Purchases	1,277.79
Bank Service Charges	15.70
Communications	560.49
Dues & Memberships	192.90
Insurance	624.59
IT-related expenses	
IT Consultant services	799.14
Software	196.02
Total IT-related expenses	<u>995.16</u>
Licenses, Fees, Taxes	1.38
Meals & Entertainment	20.72
Office Expense	
Supplies	79.35
Office Equipment-Denise	3,987.08
Total Office Expense	<u>4,066.43</u>
Payroll-related Expenses	
Wages	12,499.98
Labor & Industries	94.72
WA Family Leave	36.74
State Unemployment	497.50
Social Security	775.00
Medicare	181.25
Payroll Service Fees	11.58
Total Payroll-related Expenses	<u>14,096.77</u>
Printing & Reproduction	64.94
Professional Services	
Accounting Services	1,260.00
Total Professional Services	<u>1,260.00</u>
Publications & Subscriptions	40.53
Local Travel Expense	13.77
Total Expense	<u>23,231.17</u>
Net Ordinary Income	<u>8,179.32</u>
Net Income	<u><u>8,179.32</u></u>

My evaluation conclusion called for me to set several goals, one of which was to demonstrate how I engage members as much as possible by sharing leadership, delegating, throwing program ideas or other projects back to the originator to lead or manage completely, or to find alternative leadership. The model I favor is one of partnership in which I participate as designer or implementer or both. I'm developing a typology, which I will share, to illustrate the different roles, but it is complex.

Goal 1: Support Current and New Members to Age Successfully

Member-directed interest is leading me to spend much of my discretionary time on this goal! It seems to me to be of a different order of magnitude than the other goals. As a result, I would like to suggest that the Board consider a goals revision. I would be pleased to prepare a first draft.

Activities:

- a. I am working with one of our members to develop a personal home-based long term care plan using tools that I drafted, with her endorsement, and that both of us are shaping to be better. I believe she would eventually be willing to serve on a working group with this focus and even to lead it, should the Board decide that is a good way to go. **We are sharing leadership.**
- b. The all-member Zoom calls are still flourishing and are member-led. For the every-other-afternoon call, I work closely with Bob Anderson and Susan Adler, who are in the lead, and we cover for each other. The weekly Zoom led by Sue Lerner and Debbie Ward is one in which I typically have no role, though I can backstop if requested.
- c. Storytelling is taking a long summer break. I consulted with the member **Carol Mirman**, who originated the idea and, with me, developed the program (I have done the implementation), and we concluded that the good weather could be put to other uses even though the program drew a good-size crowd in April. I will be on vacation at the end of May and my partner does not want to do the tech. We will resume in the fall. This program has been the most popular one ever! It is interesting that of the ten or so people who originally said they were interested, none was actually interested in designing or implementing; some wanted to tell stories and some wanted to listen. We have many listeners, enough storytellers, and not so many implementers. **Michael Kischner** has enlisted my help in producing a WH publication that collects the stories that have been told and possibly others. **If the Board needs to approve this, now would be the time.**
- d. Our Zoom Play Reading Group read *Twelfth Night* for a public audience. My only role is helping with publicity. I did help this program get off the ground but it is running by itself and is entirely member-led and implemented.
- e. Our new "Speaking of Dying..." program launched. It was also a joint project whose development was shared by myself and several members. Four groups of 4-5 each are meeting with varying frequency and topics. I prepared background material for the groups and am the convener and facilitator of one.
- f. The Brian Wong Forum, planned by Brian, Bob, and myself, was successful despite technical difficulties on my end that led to my getting a dedicated Wifi line installed. Wider Horizons will pay for installation (\$100) and monthly costs (\$80).

- g. The Andrea Cohen Forum has been postponed till Fall. This was a decision made by Denise Lishner, myself, and Andrea.
- h. **Susan Adler** has assumed leadership of a Forum Planning Group that will meet for the first time in May and probably meet just a few times a year. This group was spun off from Member Growth Committee. I will assist Susan in any way she wishes.

Goal 2: Succession Planning - no activity

Goal 3: Member Growth

- a. Membership is holding at 94, and we have quite a few prospects inching forward in our pipeline.
- b. Active recruiting is being done by several members, including **Bob Anderson, John Rochford, Debbie Ward,** and **Ann Lawrence**. Once a prospective member is in the pipeline, other members participate as well and I'm providing assistance as requested.
- c. **Bob Anderson** is organizing a third session of adult children to take place next fall. I provide him with assistance as requested.
- d. The Member Growth Committee, chaired by **Debbie Ward**, will meet next week to discuss/decide upon priority strategies and activities, pursuant to a recent survey. I support the Committee.

Goal 4: Diversity

At least two prospective members are Black. Membership is skewing a bit younger.

Goal 5: We will strengthen our capacity to support members who are isolated and may be homebound

- a. Our primary activity is the ongoing phone tree (just "triggered" for the 25th time). More homebound members are becoming active by participating in program and Pod Zooms.
- b. Better weather is helping a few members become more engaged and, therefore, need less attention by phone.

Goal 6: Financial Sustainability

- a. The May fundraising campaign will begin on May 15th. A second campaign will take place in the fall. The Fundraising Committee is actively engaged in cultivation and other activities, including the presentation by Tom Mesaros at today's meeting. I play both an active, leadership role in fundraising and a supportive role for others who are fundraising. Most of the detailed implementation is my responsibility. I am getting support from **Bill Lippe**.
- b. Our newly-reconstituted **Finance Committee**, under the leadership of **Jeanne Marie Thomas**, has met a second time and is performing well. I support both Jeanne Marie and the full Committee, which includes member **Bill Lippe**.

Goal 7: Help Members....with Health Advocacy, Housing Options, Home Safety, Preparing for a Serious Health Event

- a. Health Advocacy has moved into a new phase of implementation. I have supported **Wendy Carlton** as she developed a set of draft tools for advocates, in partnership with their advocates/member, to use to clarify roles and assure a good experience for all. These are now ready for "prime time," having had extensive review by a variety of members and others.

- b. The purpose, approach, and membership of a new Housing Task Force, to be led by **Denise Lishner**, will be discussed later in today's meeting. See Attachment 5. I will provide support.

Goal 8: Communications

- a. As we vaccinated elders move outward, we have gone to a monthly schedule.
- b. The May issue of the *Newsletter* was well-received and is a good example of both shared leadership and member engagement.
- c. **Pod 7** is meeting every other month and will meet in May with a program led by Denise Lishner (whom I am helping). **Pod 6** also meets regularly via Zoom (every other week, I believe).

Other

- a. I continue to maintain regular contact with the leaders of other local villages.

	A	E	F	J	N	R	S	T	U
1	2021 Planned v Actual	Q1 Planned	Q1 Actual	Q2 Planned	Q3 Planned	Q4 Planned	2021 Planned		2020 Actual
2									
3	Cash Balance		\$ 56,400				\$ 72,350		
4									
5	Reserves		\$ 20,000				\$ 20,000		
6									
7	Donations	\$ 21,196	\$ 26,050	\$ 6,000	\$ 7,000	\$ 26,500	\$ 60,696		\$ 53,435
8									
9	Dues	\$ 4,800	\$ 5,360	\$ 27,684	\$ 5,450	\$ 4,066	\$ 42,000		\$ 39,590
10									
11	Total Revenue	\$ 25,996	\$ 31,410	\$ 33,684	\$ 12,450	\$ 30,566	\$ 102,696		\$ 93,025
12									
13	Expenses	\$ (19,881)	\$ (23,200)	\$ (19,881)	\$ (19,881)	\$ (19,881)	\$ (79,524)		\$ (73,150)
14									
15	NET INCOME Revenue-Expense	\$ 6,115	\$ 8,210	\$ 13,803	\$ (7,431)	\$ 10,685	\$ 23,172		\$ 19,875
16									
17									
18	1) Cash in the bank includes our reserves; presently \$20,000. Cash will total \$72,350 if we hit all our targets.								
19	This cash represents our assets and includes any accumulation from previous years.								
20	2) We owe a debt of \$9,000 to the federal government for a CARES Act Loan.								

ATTACHMENT 6: Reconstituted Housing Task Force

May 4, 2021

MEMORANDUM

TO: WH Board Members

FROM: Denise Lishner

RE: A reconstituted Housing Task Force

A need to focus more on housing options is becoming critical as our original members age and contemplate their future long-term care situations.

The original 2019 Housing Task Force was not able to complete its work under the guidance of Paul Beck because of the pandemic. For example, work on CCRCs was nearly ready to present (Liz, Charles, Debbie) but may still need some refinement to acknowledge new developments. And all the documents produced (on Assisted Living and other topics) need to be revisited, made easily accessible in one place, and re-shared.

Shared housing is a complex and fruitful area that was not fully addressed.

I would like to pick up the leadership where Paul left off and first compile and review what all the subgroups accomplished and what has not been addressed.

I welcome anyone who would like to serve to contact me. This includes members of the original task force, other members interested in being part of this group, and potentially non-members experienced with housing options. We will set up an initial meeting to decide on our plan going forward and some action steps for the future.