

ATTACHMENT 1

<p>DRAFT AGENDA Wider Horizons Board of Directors Monday, May 16, 2022</p>		<p>11:30 am - 2:00 pm Russian Community Center Bring your own food & drink, please</p>	
<p>DRAFT AGENDA</p>		<p>Facilitator: Debbie Ward</p>	
Time	Item	Presenter	Outcome
11:30	President's Report	Nancy Hooyman	Grounding & inspiration
11:40	<p>Consent Agenda [need motion to accept all of these without discussion]:</p> <ul style="list-style-type: none"> • Agenda (Att. 1) • Minutes of the 4.11.22 Board Meeting (Att. 2) • Executive Director's Report (Att. 3) • Adopt Bylaws Amendment (Att. 4) • First Quarter Financials (Att. 5) • Fundraising Report (Att 6) 	Mailed in advance	A member may request an item be moved from the consent agenda. That item may then be considered at once or at the end of the meeting, at the President's discretion.
11:45	Discuss report from Roles & Responsibilities Task Force (Atts. 7 & 8)	Jeanne Marie Thomas	Board informed about Task Force thinking to date
12:20	B R E A K		We have the strength to go on
12:30	Life Plan Program Update (Att. 9)	Bob Anderson	Board informed re new approach
12:45	Report on Member Conversation Gatherings	Ann	Board informed about the revised plan
1:00	Leadership Coaching Update	Nancy	Board is brought up to date
1:30	<p>Other Business</p> <ul style="list-style-type: none"> • Meeting months and modes 	Nancy	Schedule meeting locations (in-person and Zoom) for the rest of the year
1:40	Member Input	All	Acknowledge member input
1:50	Acknowledge contributions to the success of this Board meeting	Debbie Ward	Closure and evaluation
2:00	Adjourn		

Invited: Susan Adler, Bob Anderson, Nancy Hooyman, Ann Lawrence, Denise Lishner, Nancy Robb, John Rochford, Jeanne Marie Thomas; **Facilitator:** Debbie Ward; **Staff:** Denise Klein

Next Meeting: Monday, June 13, 2022 - 11:30 am to 2:00 pm

ATTACHMENT 2

<p>DRAFT Minutes Wider Horizons Board of Directors Facilitator: Debbie Ward</p>		<p>Monday, April 11, 2022 11:30 – 2:00 Russian Community Center</p>
Time	Item	
11:30	<p>President’s Report, Nancy Hooyman</p> <ul style="list-style-type: none"> • We will meet next on May 16 due to Nancy’s travel schedule. We hope to meet again in-person. • Nancy introduced Janet Salsbury, our new contract social worker. Conversation with Janet was wide-ranging after Board members introduced themselves. She observed that we are an active, amazing group. Key discussion points included that her job will go well beyond recommending resources. She will be dealing with key issues like how we get those who need help to ask for it. The Solo Aging Group will likely begin in May. This is a group for members who do not have children to count on for help and whose issues are distinct from, but also overlap with, those of other members. Overall, we agreed that the key emphasis from Janet and the rest of us should be “interdependence,” rather than independence. 	
11:35	<p>Consent Agenda The “Consent Agenda” was accepted unanimously.</p>	
11:45	<p>Scope of Work for the Roles and Responsibilities Task Force, Jeanne Marie Thomas The Scope of Work was unanimously adopted with little discussion. It was clarified that the Nominating Committee, which will be formed by June, will make a recommendation regarding how up to two non-Board members would be selected.</p>	
12:00	<p>Ideal Board Size, Bob Anderson proposed that the ideal Board size at this time should be 10. That recommendation was unanimously adopted.</p>	
12:20	<p>B R E A K</p>	
12:40	<p>First Reading of Bylaws Revision, Bob Anderson No changes were proposed. At the May Board meeting, the Bylaws Revision will be part of the Consent Agenda.</p>	
12:45	<p>Life Plan Program policies, Bob Anderson After noting the attachments that had been included in the packet, Bob focused on Attachment 6. One change was proposed and accepted: The Confidentiality norm will read: <i>...all members participating in group sessions will be expected not to share anything about what other members have done or said during the sessions and continued participation will be contingent upon that.</i> After that, the summary message from the Board was “go forth, Bob and Task Force,” with no other proposed policy changes.</p>	

1:10	<p>Executive Coaching Proposal, Nancy Hooyman</p> <p>Consensus was that we would wait till after the work of the Roles and Responsibilities Task Force was largely accomplished before selecting a coach. However, it was acknowledged that an executive coach might be helpful in facilitating discussion of some issues that stem from that process regarding the intersection of Board and Executive Director’s roles. No one volunteered to lead the process; though when Denise suggested Bob Anderson, he said he would give it some thought but could not commit at this time. Denise suggested the group decide on a process for selecting the coach, but that was not taken up.</p>
1:25	<p>Report from the Housing Options Task Force, Denise Lishner</p> <p>Denise Lishner reported that the final draft was now complete. Board members had seen an electronic copy and were laudatory about its quality and comprehensiveness. A wide-ranging discussion ensued about how distribution would occur; whether we would try to find organizations who wished to purchase significant numbers of handbooks for their “members”; whether we should charge at all for the document. Consensus was not achieved, but the conclusion was to have the Membership Committee, with the participation of Denise Lishner and Nancy Robb, work on the policies further. Denise Klein offered to prepare a background piece that could be used to clarify the policy decisions. There was general agreement that, for now, each member would receive an electronic copy and so would our donors and “friends.”</p>
1:45	<p>Other Business</p> <ul style="list-style-type: none"> • Fireside Chat/Conversation in May to be planned by the Membership Committee • Do we need a retreat? The consensus was that we don’t have the bandwidth at this time, given all the other projects Board members are leading. We also acknowledged that the Board is functioning well, that there are no compelling big picture issues right now, and that it makes more sense to hold a retreat after new Board members are present. Next year, after we take on the next class of new Board members will be a good time.
2:00	<p>Acknowledge contributions to the success of this meeting</p> <p>Board members appreciated and acknowledged each other’s work and being able to see each other face to face. Either the July or August board meeting will be cancelled after Nancy, Denise, Ann and Debbie (the agenda-setting group) review the timing of future agenda items.</p>
2:15	<p>Adjourn</p>

Attended: Susan Adler, Bob Anderson, Nancy Hooyman, Ann Lawrence, Denise Lishner, Nancy Robb, Jeanne Marie Thomas

Facilitator: Debbie Ward

Staff: Denise Klein

Next Meeting: Monday, May 16, 2022 - 11:30 am to 2:00 pm location to be determined.

Goal 1. For ourselves as members: Support our members to age successfully and safely with as much independence, choice, and sense of well-being as possible.

- a. Lots of activity is going on. Some of it is pursuant to our recent survey of members; most is bubbling up organically. Members are taking varying amounts of leadership and using varying amounts of my time and skills, as is the usual case.
- b. Food events located at members' homes or in restaurants have re-surfaced. Some are organizationally-sponsored and planned; others are spontaneous and put on/our there by individuals.
- c. Museum tours thus far include The Nordic Museum (6 people), Bellevue Arts Museum with a docent tour led by **Carol Mirman** (8). Coming up is a Burke Museum tour to be arranged by **Rick Grossman** with help from Denise Klein.
- d. New members are attending many of these as well as our groups. On 5.10, the Book Group had 3 new members in attendance, along with a half dozen of our stalwarts. The book discussed was *The Swerve* and the discussion was led by Chris Morris.
- e. Our Bridge Group is reorganizing under the leadership of **Chris Morris** and **Sandra Wheeler**. Denise Klein is helping them with arrangements.
- f. An every-other-Friday urban walking group has been successfully led by Eleanor Dills and Ann Lawrence. Denise has now stepped in to help with arrangements. Recent walks include one at Cowen/Ravenna Park. It involved one ex- and one prospective member, along with a half dozen others.
- g. Our social worker, Janet Salsbury, has been on vacation for several weeks. Her Solo Aging Group will begin in June, though we've not yet settled on a date and a modality. It is likely to be a face-to-face group with up to 8 participants.
- h. The **Somesuch Players** had a great time reading *Lady Windermere's Fan* in April. We will be skipping May due to lack of available reader/players but reading again in June—*Arcadia* by Tom Stoppard.
- i. Our Movie Group watched (separately or in small groups) its fourth film, *Godfather*. Up next is *A Fish Called Wanda* (in May).
- j. The April *Storytelling* event, our last for this season, was really *boffo*! It was moderated by me and featured stories by Dick Zerbe, Kathleen O'Connor, Bob Anderson, and Debbie Ward. We will resume in late September and go for six months.
- k. The phone tree was "triggered" for the 37th time on May 3.
- l. The low-vision support group, brainchild of Micki Lippe, met for the second time in April. We had a small but engaged group that included one non-member (prospective member?).

- m. Our May Newsletter has gone to a new designer and should be distributed by May 23.
- n. Happy Hour at Jimmy's on Sundays once a month has re-started under the leadership of **Charles Heaney** and **Gay Hoerler** with support from Denise Klein.

Goal 2. For our organization: Nurture a responsive and dynamic organization that will be sustained over time.

- a. We are at 107 members and quite a few people are in the "active pipeline."
- b. Our financials continue to be robust as reflected in Bob Anderson's report to the Board (in this packet).
- c. We are underspending our 2022 Budget due to slow start-up of both Social Work and Life Plan programs.
- d. An Executive Director salary survey is underway in preparation for budget and succession planning discussions later this year.
- e. Multiple Board task forces and committees have completed or are carrying out their work:
 - The idea of an all-member event or a series of events (conversations) to have occurred in May has been slid to the fall. Many cooks were making the broth, some confusion reigned, and we got grist for the Roles and Responsibilities Task Force! **Ann Lawrence** will be working with me to set up a couple of conversations-with-food. We'll have as many as the interest dictates, with up to 8 people at each.
 - **Jeanne Marie Thomas** convened the Roles and Responsibilities Task Force (**Nancy Hooyman, Nancy Robb, Bill Lippe, and Denise Klein**) in April for a stimulating kick-off meeting; a second May meeting has been scheduled. At the May Board meeting, Board members will have a chance to weigh in on a juicy discussion question that illustrates the complexity of our task.
 - The Social Work Committee (**Nancy Hooyman, Joanne Donohue, Jean Lanz, and Sue Lerner**) will reconvene at some point to design the evaluation of this pilot project.
 - The Life Plan Committee (**Bob Anderson, Deirdre Cochran, Anne Focke, Charles Heaney,** has decided to take a new tack. We have engaged the services of Christine Hurley as a consultant to do some background research and we are in the process of gathering member input via the phone tree and the Monday Memo. It's going well and you'll hear more at the Board meeting.
- f. The Housing Options Handbook has gone to the printer—both a print-on-demand approach and 500 copies to be printed in North Carolina and shipped here. work by Denise Lishner and myself. Eleanor Dills is currently proofreading the manuscript. Thousands of copies were distributed electronically, locally and nationally. The response has been overwhelming and 100% positive.
- g. Our 990 was approved by the Board via email, signed by Nancy Hooyman as President, and filed by our accountant.

Goal 3: For our Community: Weave a sense of kinship and cooperation into our relationships within our surrounding neighborhoods in a way that reflects our values.

- a. Rebecca Crichton, ED of the Northwest Center for Creative Aging (NWCCA), an organization whose roots go back a long way and whose flourishing was importantly influenced by Denise Klein, Bob Anderson, and others, has offered to do a presentation or a series of presentations on a topic broadly titled *How we think about our end of life and what's next*. If you're interested in their work, check out the NWCCA website: [Northwest Center for Creative Aging – Explore your path to learning and discovery... \(nwcreativeaging.org\)](http://Northwest Center for Creative Aging – Explore your path to learning and discovery... (nwcreativeaging.org)). The kick-off event will occur this fall or sooner.
- b. The YMCA panel took place on Tuesday, April 19. Denise was the primary presenter, followed by a panel of several other villages. This is the 4th or 5th such event that's occurred this past year.
- c. Cecily Kaplan, Director of the Greenwood Senior Center, and Carin Mack, the premier social worker affiliated with that Center (which is the organizational home for the PNA Village and is sponsored by the Phinney Neighborhood Assn.) consulted with Denise on succession planning and other topics in April.
- d. Caroline Cumming, ED of Folio, and Denise Klein met to discuss a mutually beneficial dues structure in which Folio members get a discount of their WH membership and vice versa. Denise sent a written proposal to Caroline and is waiting to hear the results.

4.5 Resignation or Removal; Vacancy

Any Director may resign at any time by delivering written notice to the President or by giving oral notice at any meeting of the Board. Any Director may be removed from office, with or without cause, by an affirmative vote of a majority of Directors then in office at any regular or special meeting of the Board. A Director elected to fill a vacancy shall serve for a full 3-year term.

If a Director resigns or is removed from office between elections, and as a result, the number of Directors falls below the required minimum, the President shall appoint an active Wider Horizons member to serve until the next regular election. That temporary Director may or may not be nominated and elected as a full-term Director. If elected, the time spent as a temporary Director shall not be counted as part of the full three-year term.

Wider Horizons
Profit Loss Budget vs. Actual

	A	B	C	D	E	F	G	H	I
1									
2			2022 Income/Expense Q 1	Jan-Mar		Budget		\$ Over Budget	Notes
3			Income						
7			Total Direct Contributions	15,097		60,000		(44,903)	
8			Program Revenue						
9			PGF - Professional Services	0		30,440		(30,440)	No expense qtr. 1
10			Personal Assistant	1,409		8,500		(7,091)	
11			Membership Dues	4,496		50,000		(45,504)	dues in June/July
12			Total Program Revenue	5,905		88,940		(83,035)	
13			Interest Income	16					
14			Total Income	21,018		148,940		(127,922)	
15			Expense						
16			Member Support Purchases	115		7,500		(7,385)	
17			Bank Service Charges	85		0			
18			Event-related expenses	0		3,500		(3,500)	
19			Grants & Contributions	0		700		(700)	
20			Insurance	305		1,800		(1,495)	
24			Total Website	429		3,000		(2,571)	
25			Licenses, Fees, Taxes	0		250		(250)	
26			Meals & Entertainment	121		700		(579)	
32			Total Office Expense	1,461		7,150		(5,689)	
41			Total Payroll-related Expenses	15,076		60,861		(45,785)	
42			Professional Services						
43			Life Planning	0		5,000		(5,000)	
44			Social Activities Planning	0		6,240		(6,240)	Likely will not be spent
45			Social Work	0		19,200		(19,200)	SW time in Mar not billed
46			Professional Development	0		8,000		(8,000)	
47			IT	551		2,500		(1,949)	
48			Personal Assistant Services	1,832		8,500		(6,669)	Demand more self-pay
49			Accounting Services	1,024		4,500		(3,476)	
50			Total Professional Services	3,407		53,940		(50,533)	
51			Local Travel Expense	0		200		(200)	
52			Total Expense	20,998		139,601		(118,603)	
53			Net Income	20		9,339		(9,319)	
54									
55			YTD Planned Giving Fund	26,799					one donor gift added
56			Planned Giving Fund Total	97,025					
57			Reserves	30,000					
58			Bank Balance	23,320					
59			Total Assets	150,345					

1. Spring Fundraising Campaign letters were be sent out via email beginning May 12 to our members and friends.
2. Thanks to the many Board and other members who have participated so far in the Tribute Program. A total of 16 gifts (including one major memorial gift), and non-member gifts honoring one of our recently deceased members, Allan Blackman, total **\$7,800**. We will have a feature story about the Program in the May Newsletter. And we'll launch it externally after the Spring fundraising campaign concludes in June or July.
3. Year-to-Date we have received in cash and pledges **\$26,000** toward our annual goal of **\$60,000**. This includes the Tribute Program gifts.
4. The Planned Giving Fund stands at **\$95,000**. A \$25,000 gift was received this year.
5. Annual Report—The FRC took up the topic of an Annual Report at the request of Ann Lawrence who has been promoting this idea for a while. The Committee is recommending that plans be made for publicizing a report for 2022 in early 2023. We had lots of ideas that we thought should be shared with a Task Force appointed for this purpose. Ann will be pursuing this further.

Bob Anderson – 5/8/22