

## **FoMF PLANNING MEETING**

**Saturday, January 10, 2015 at Menucha**

Present: John Morris, Susan Hedlund, Chris Rasmussen, Mike Starosciak, Jennifer Helmer, Erich Merrill

Suggested outline for the day

1. Introduction
2. Purpose of the FoMF
3. Brief history
4. Debrief book "Donor Centered Fundraising" by Penelope Burk
5. Fundraising development strategy for next year
6. Board development

**Purpose** of the FoMF: to raise monies for Menucha

**History** of the FoMF: In 2003, consultants were hired to look at the future of Menucha, in light of Mac and Carolyn McCall's retirement. FoMF was started to allow giving to an entity not tied into FPC. In Fall 2004 the Foundation received its federal tax ID as a registered non-profit. For 3-4 years the monies raised went to general fund (\$15,000-\$20,000 per year) with the hope of a capital campaign. Pastor Dudley Weaver resigned, and there was no campaign. Interim Pastor Tom Green came in, and said there would need to be a Head of Staff in place for two years before beginning a capital funds campaign. Church membership declined to 650, with 1.5 million deferred maintenance at FPC. FoMF began to take on specific projects (roof, kitchen, greening) and has become a project-oriented board

### **Highlights of Donor Centered Fundraising**

- Relationships
- Tools
- Case statement
- Saying thank you is important
- Communicate progress
- Face to face meetings

### **Stats:**

3-4% of people who give the first time will give again.

58% who give on a multiple year level are retained as donors

76-79% of all donations are from individuals

Get the gift, Repeat the gift, Increase the gift.

Need for: better relationships

case statement

communicate progress

say thank you

Planned giving: options to offer donors to give (trust funds, wills, 401k)

**2015 Fundraising Strategy: Goal -> \$90,000.**

**Greening:**

Phase 1: Lighting and insulation in our four historic buildings:  
Wright, Ballard, Bowman, Boyd/Habitat/Hideaway

Phase 2: Windows and doors (with grants written by Joyce)

Phase 3: Porch dining room – insulation, windows and ductless heating/AC units.

**How to reach our goal of \$90,000**

2 events (Croquet and Dinner) and 2 fundraising plea letters (Spring and Fall)

Over the past 4 years, donations have averaged \$17,000/year. Goal for 2015: \$27,000.

First, contact all major donors \$1000+ to thank them for their donations. Tell them what we've done with donations we have received, and what we plan to do with future donations. Have face to face conversations.

Donors \$500-\$999: same as major donors \$1000

Donors \$100-\$499

Donors less than \$100: send a letter

**Preparing for face to face meetings:**

- Research your donors – what do you need to know? Where do they give their money? Where do they live? What is their occupation:
- What is important to the donor?
- Giving history
- Personal family info
- Potential gift

**GOALS:**

Donations: \$27,000

Fall Dinner: \$35,000

Croquet: \$ 6,500

Plea letters: \$15,000 (one being at end of year, ways to honor/in memory, with ornament)

Other: \$11,500 Web (\$3500) – needs to be mobile phone friendly, easy to give.

Membership drive

Corporate sponsorships (\$3000) – Chris and Mike will explore

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<b>JANUARY</b>	End of year letter to donors
<b>FEBRUARY</b>	
<b>MARCH</b>	Spring newsletter
<b>APRIL</b>	Plea letter (John) Initial contact with donor
<b>MAY</b>	Corporate sponsorship secured for dinner (Erich, Susan) and levels of sponsorship Croquet tournament invite postcard (end of month)
<b>JUNE</b>	Summer newsletter Individual letters to donors
<b>JULY</b>	Croquet Tournament (Mike will work on securing planning team) Dinner invitation mailed (after croquet tournament)
<b>AUGUST</b>	
<b>SEPTEMBER</b>	Annual Dinner (Jennifer will be board contact) Fall newsletter
<b>OCTOBER</b>	
<b>NOVEMBER</b>	Mail invitation to Thank You dessert End of year letter (Erich letter, Susan ornament)
<b>DECEMBER</b>	Winter newsletter Thank you dessert

**What we need for the board:**

- Web person, either on board or work for free. John will talk with Ken Miller
- Written board member expectations. Erich and Chris will report at February meeting
- Elevator speech – each board member will write a 1 ½ minute speech, which they will give at an upcoming meeting. Feb meeting - Susan and Mike; March meeting – John and Erich; April meeting – Jennifer and Chris
- Giving categories – will be addressed at May meeting
- Case statement – Spencer and John will present a rough draft at February meeting
- Support materials/personal testimonies/groups/statistics – Spencer and Donna will report at February meeting

**MINUTES**  
**FRIENDS OF MENUCHA FOUNDATION**  
**MEETING OF TUESDAY, FEBRUARY 10, 2015**  
**Home of Susan Hedlund**

Present: Chris Rasmussen, John Morris, Jennifer Helmer, Erich Merrill, Mike Starosciak, Susan Hedlund, Donna Leamy, Spencer Parks

Meeting opened with prayer by Chris.

Minutes: of January meeting were approved.

Annual Meeting: Slate of officers was approved. John Morris remains as president, Chris Rasmussen remains as treasurer, Susan Hedlund remains as secretary.

Financials: Chris reported that the year-end report is not available due to Nanita's absence. Since year-end we have received contributions of \$4405 the total as of 2/10/15. This consisted of \$1500 in unrestricted funds, \$565 in honor of Dave Mesirow, \$2250 in honor of John Clemens, and \$90 for the Greening project.

Meeting opened with prayer by Chris.

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Director's Report:

The fireplace in Creevey is in need of replacement. The estimate for the proposed propane efficient model is \$5000 total. Spencer suggested that the gifts in honor of Jon Clemens be designated for this project with other Menucha funds used to complete this upgrade. After discussion this was approved by the Board.

Pella Windows are doing an estimate for the window replacement in Wright.

Installation of the LED lights/fixtures for Wright Hall will be completed in March. Fixtures costing \$7,700 have been ordered. The insulation will be completed this Summer.

The ductless heating and A/C system may put us over budget. Spencer plans to reach out to Al Jubitz as a possible funder.

The insurance settlement on the trees is anticipated in the next few weeks.

Spencer, John, and Susan reported on the visit with the SUBUD representatives. Rather than being a funding opportunity, it ended up being an volunteer offer to Menucha.

Marketing Report: there was not a current Marketing Report as Lauren was at the APSE Conference.

It was noted that Menucha will have an ad in the Presbyterian Planning Calendar, which will raise its national profile.

Follow up on Task Assignments:

John reported that Ken Miller declined the opportunity to be a web master for Menucha. All were asked to keep pursuing a person to do this.

Chris and Erich reported on their work for Board Member Agreement. It was agreed that existing and potential new Board members commit to:

- Attendance at 9 of 12 Board meetings and host 1 time per year
- Attend special events (dinner, croquet)
- Attend annual planning retreat
- Sign letters and write first time notes
- Maintain contact with 3-4 major donors (coffee, lunch, notes, calls)
- Maintain familiarity with Menucha and organizations that use it
- Offer some level of donation to the Foundation

A draft of this Agreement will be presented and discussed at the next Board meeting.

It was noted that the Menucha Commission will meet on Friday evening, Feb. 20<sup>th</sup> and Saturday, the 21<sup>st</sup>. Topics are to finalize the mission statement, consider meeting schedule. Also of note, the neighboring retreat center is for sale at \$5 Million. Some interest exists on the part of the Commission. Foundation Board members are encouraged to attend. Notify the office if attending.

Elevator Speeches: Mike and Susan offered elevator speeches about Menucha.

Mike said: “ Menucha: what is it? Menucha Retreat and Conference Center is 30 minutes from Portland, and a world away from everyday life. It’s a (transformational \*) place where all sorts of non-profit group, even families, gather for retreats; to work, to play, to study or just relax”.

(\* 10 Feb 15, Susan Hedlund)

Susan said: “May I tell you about Menucha? It is a wonderful retreat center near Portland that offers transformational experiences for those who attend. Magic and mystery often happen there. May I show it to you sometime?”

Donna and Spencer provided the Board with packets that included statistics about who uses Menucha.

John offered a “Case Statement” for the Greening.

Case Statement-Why give money? What difference will it make?

- Good for the environment-Are you concerned/interested in that?
- Good for guests-more comfortable
- Good for Menucha-sustainability for the long term

First Draft 2/6/2015

Please contribute to our Greening of Menucha campaign. Through the planned improvements to its heritage buildings Menucha’s carbon footprint of fossil fuels and electricity use will be significantly reduced while making our guests more comfortable. We want to make Menucha more sustainable for the long-run. Will you join us?

John suggested the Board consider alternative methods of fund raising, for example the Matching Gifts programs by Willamette Week which has benefited Lewis and Clark, Friends of the Gorge, the Audobon Society, and Opal Creek. John will develop further information on this and report his findings to the Board.

Spencer also mentioned a “Texas Hold-em” fund raising opportunity. More information to follow on this.

Jennifer, at her mother-in-law’s suggestion, raised the idea of issuing scrip money as is done in several of the high schools. She will investigate this further and report her findings to the Board.

John will draft the plea letter for May.

The next meeting will be at 6 pm on March 17<sup>th</sup> at Erich Merrill’s.

The meeting was closed with prayer by Spencer.

Letters were signed by all.

Susan Hedlund, Secretary  
February 16, 2015

**MINUTES**  
**FRIENDS OF MENUCHA FOUNDATION**  
**MEETING OF TUESDAY, MARCH 17, 2015**  
**Home of Erich Merrill**

Present: Chris Rasmussen, John Morris, Jennifer Helmer, Erich Merrill, Mike Starosciak, Donna Leamy, Spencer Parks

Excused: Susan Hedland

Meeting opened with prayer by Erich.

The Agenda was approved as published by common consent.

Minutes: of February meeting were approved.

Financials: Chris reported that the year-end report was complete as sent out by Nanita. Cash on hand is approximately \$95k. Fund raising goal for the year 2015 has been set at \$90k; we discussed how to track this “challenge” goal and Donna will track on the Donor Perfect software. Memorial gifts for Dave Mesirow, \$1315, will be used for a hand rail in the rockery area. Memorial gifts for Jon Clemens, \$2375, will be used to replace the gas fireplace in Creevey.

Director’s Report:

The new Transitional Ministry Workshop filled up with minimal advertising. Looking at ways to expand this program and take full advantage of continuing education budgets of the participants. The Ukulele Camp is full. We have about \$110k on hand, including a contribution from the Menucha Commission of \$30k, for the Greening project. The initial focus is on LED lights and fixtures in Wright Hall, half-walls and new windows for the dining porch, and insulation in the four legacy buildings. Completion of these projects is anticipated to be mid-2015. A task force from FPC is exploring the purchase of the neighboring Crestview camp facility which was recently put on the market.

Marketing Report: there was not a current Marketing Report from Lauren.

Follow up on Task Assignments:

- a. Web Master: Still looking for names. – John
- b. Board Member Agreement: Draft due at April meeting. – Erich and Chris
- c. Elevator Speeches: Erich presented, see below. – Next month John, Jennifer, and Chris
- d. Case Statement: Draft due at April meeting. – Spencer and John
- e. Alternative Fundraising: John talked to Willamette Week. Jennifer found the “script” idea better suited to a school situation (slave labor). Chris to look into Schnitzer and Oregon Community Foundations.
- f. Tracking \$90k Goal: Donna will use Donor Perfect.
- g. Contacting Major Donors: Some were successful; others have work to do.



Erich Elevator Speech (in the form of a conversation):

"I've just returned from a board meeting at Menucha. Do you know about Menucha?"

"No, what is it?"

"Menucha is a real gem in the Columbia Gorge. It's a retreat center that's available only to nonprofits. It's used by twelve-step programs, cancer-recovery groups, music and arts groups, churches, and others. Have you ever been to Crown Point?"

"Yes, I have."

"Menucha has a view of the Gorge that is just this side of Crown Point, so you see Crown Point in the foreground. If you know of any nonprofits looking for a place for a retreat, tell them about Menucha."

Croquet Tourney:

Mike to contact band and Melinda and work to fill out silent auction and volunteers. Also look at horseshoe pit as a way to keep people after lunch.

Fundraising Dinner:

Talked about David Leatherwood as possible speaker and corporate sponsorship by Globe Lighting, Pella Windows, or Mr. Sun Solar.

The next meeting will be at 6 pm on Wed. April 15 at Chris' house.

The meeting was closed with prayer by John.

Letters were signed by all.

Mike Starosciak, Secretary Pro Tem  
March 20, 2015

**Minutes**  
**Friends of Menucha Foundation**  
**Meeting of Wednesday April 15, 2015**  
Home of Chris Rasmussen

Present: Chris Rasmussen, John Morris, Jennifer Helmer, Erich Merrill, Donna Leamy, Spencer Parks

Excused: Susan Hedland, Mike Starosciak

**Meeting opened** with prayer by Jennifer.

**Agenda** was approved as published.

**Minutes** of the March meeting were approved.

**Financial Report:** March financials were not available due to Nanita's absence. They are scheduled to be done on April 18. Chris reported that as of this date the Foundation had a bank balance of \$101,020.35 which includes all funds received since the last meeting of the Board.

**Update on Donation Activity:** Donna reported receipt of a donation of \$1,000 from an attendee at the Ukulele Camp.

**Executive Director's Report:** Spencer stated that Menucha's most recent financial report showed they were \$60,000 ahead of last year on revenue and \$60,000 under on expenses for the same period as a result of several steps taken during the year. The Commission is still looking at Crestview with a committee put together under the auspices of Session. The Timber Trespass settlement has been closed and will result in a payment of \$100,000 to Menucha within the next 30 days of which \$30,000 is designated for the Greening project. Registration for the various music camps is strong with some already full. Spencer is looking at getting an intern under a Camp Director's program.

**Croquet Tournament** – Mike is chairing this event and will give a report at our next meeting.

**Fund Raising Dinner** – Jennifer is chairing this event. A discussion regarding the speaker for the evening lead to tasking Spencer to ask David Leatherwood to serve in this capacity. Jennifer will speak to Susan about her husband John and his combo again providing music for the evening. Spencer will ask Mac and Carolyn McCall to be Honorary Chairs. The theme for the dinner will be "If these walls could talk"; suggestion from Donna.

**PR & Marketing Update:** – no report.

**Updates on Task Assignments:**

- a. **Foundation Web Master** - Erich will follow up with Robert at FPC.
- b. **Board Member Agreement** – A draft of the Agreement was presented by Chris and Erich. General agreement over the wording with some modifications. The Agreement will be re-

drafted based on comments and suggestions and presented for further discussion at the next meeting.

- c. **Elevator Speeches** – Jennifer’s: “Menucha is a somewhat hidden retreat nestled in the Columbia River Gorge close to Crown Point. It used to be the Meier Estate but is now enjoyed by many non-profits for meetings, building community, encouraging reflection and renewal. Oh, and the food is amazing!”  
John’s: “Menucha is a special place. Located on 100 acres in Corbett, 30 minutes East of Portland, it provides a quiet and peaceful setting where life changing experiences occur. It hosts a wide variety of groups and organizations including family reunions where lives are enriched through hospitality, learning, reflection and renewal. You need to come and see for yourself.”  
Chris will give his at the next meeting.
- d. **Case Statement** – Spencer and John submitted the following: “We want to make Menucha more sustainable for the long-run. The Greening of Menucha campaign will fund improvements to its heritage buildings – Wright Hall, Ballard, Boyd and Habitat, which will significantly reduce the use of fossil fuels and electricity while making guests more comfortable.” It was suggested that this be sent to Joyce Malin for use in her grant requests.
- e. **Alternative Fund Raising** – John reported on his visit with Willamette Week regarding its matching gifts program for Not-for-Profits at year-end. WW’s focus is on the under 35 year-old population and NFPs which deal directly with this age group while encouraging them to become active donors and participants in an NFP. After discussion it was concluded that it was not appropriate for us to pursue this as a funding alternative.
- f. **Board Goal of \$90,000** – Donna has worked out how to track this on her reporting system and will report as conditions warrant.
- g. **Update on contacting donors** – Discussion on how this is going. Some members have written letters, several have had coffee/personal meetings with their assignees. All are encouraged to reach out to both the major donors as well as the more modest donors which were assigned to them at the Board Retreat.

**Next meeting** of the Board will be on Wednesday May 20<sup>th</sup> at Spencer’s.

**Meeting was closed** with prayer by Spencer followed by letter signing.

John Morris  
Secretary Pro Tem  
April 16, 2015

**With comments/corrections from Mike and Donna**

**FRIENDS OF MENUCHA FOUNDATION**

**MINUTES OF MEETING OF THE BOARD OF STEWARDS**

**MAY 20, 2015**

A meeting of the Board of Stewards of Friends of Menucha Foundation, an Oregon nonprofit corporation ("FoMF"), was convened on Wednesday, May 20, 2015, beginning at approximately 6:25 pm at the home of Spencer Parks and Sarah Van Haeften, Corbett, Oregon. Attendance was as follows:

Stewards Present: Jennifer Helmer, Erich Merrill, John Morris, Chris Rasmussen, Mike Starosciak

Stewards Absent: Susan Hedlund

Menucha Staff: Donna Leamy, Spencer Parks

**Opening; Agenda**

Mike opened the meeting with prayer. No additions or changes were requested to the agenda John had circulated.

**Minutes**

The minutes of the April 2015 meeting were approved as circulated.

**Financial Report; Payment of Staff Allocation**

Chris gave the treasurer's report. He distributed financial statements for the year to date. He said that there had been no significant financial activity during the last month, but noted that the first funds for the croquet tournament had been received.

On motion made by Chris, the board approved payment of a \$2513 installment of the staff allocation to Menucha.

John reported that Joyce Malin had completed and submitted three grant requests, totaling \$230,000.

**Donations/Solicitations**

Donna stated that unrestricted donations to date were \$16,000. \$425 had been received since the last meeting as memorials for Doris Reid. Donna expects the next solicitation letter will go out the week of the 26<sup>th</sup>. Spencer explained changes being made to the donation card, including a list of donation levels corresponding to specific greening projects, such as replacement of a window.

**Executive Director's Report**

Spencer provided an update on the "Greening of Menucha" project. In addition to the three grant requests recently submitted, a grant request to Meier Memorial Trust will be submitted, likely this fall. The rest of the lights for Wright Hall have been ordered. Retrofitting of the back deck of the Wright Hall dining area will occur in July, costing approximately \$36,000.

Spencer then addressed the potential Crestview acquisition. The broker has received a competing offer, and has countered Menucha's offer. Discussions continue.

The Menucha web site is being rebuilt, to make it easier to navigate. The new site will be designed for users who enter the site through links from Facebook and other sources, rather than from the home page.

### **PR & Marketing Update**

Spencer said there was no report from Lauren, and suggested that the marketing update be removed from future agendas.

### **Board Tasks Update**

Erich said that he has not yet contacted Robert (the custodian) regarding serving as web master.

John suggested changes to the Stewards' Commitment circulated by Erich and Chris. Erich will incorporate the changes.

Chris gave his elevator speech, which Spencer timed at 32 seconds.

Jennifer reported on her lunch meeting with Don and Norma Fales. The Fales welcomed the opportunity to give input about Menucha, and knew a lot about the facility and its operations. However, they were under the incorrect impression that the church provided funding to support Menucha.

Spencer stated that he had been approached by a potential donor who would like to set up a charitable annuity for Menucha. He and Chris will meet with the interested individual.

### **Croquet Tournament**

Mike reported on the planning for the croquet tournament. He asked that all Stewards donate wine or food items for the silent auction.

### **Annual Dinner**

Jennifer reported on the planning for the annual dinner. John stated that David Leatherwood had agreed to be the speaker. Chip Sammons will be the Master of Ceremonies, and Mac and Carolyn McCall will be the honorary co-chairs. The theme will be "If these walls could talk." A positive spin will be sought.

### **Next Meeting**

The next meeting will be held on June 16, 2015, at Mike's condo.

There being no further business, Chris closed the meeting with prayer at approximately 7:25 pm.

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Erich W. Merrill, Jr., Acting Secretary

## MINUTES

### FRIENDS OF MENUCHA FOUNDATION

#### BOARD MEETING JUNE 16, 2015

Home of Mike and Janet Starosciak

**Present:** John Morris, Mike Starosciak, Jennifer Helmer, Rasmussen, Susan Hedlund, Spencer Parks, Donna Leamy

**Absent:** Erich Merrill

The meeting was opened with prayer by Susan Hedlund.

The **Agenda** was approved.

It was moved, seconded and passed (**MSP**) to approve the **Minutes** of the May, 2014 meeting.

**May Financial Report:** Chris reported that it was pending as Nanita had not been able to access it. Kudos were given to Spencer regarding his plea letter which has received a good response thus far. 32 gifts have been received totaling \$5026. There is approximately \$94,000 in the checking account currently.

**Executive Director's Report:** Spencer gave an update on the Greening project. He reported that the cost for new windows, doors, and the new half wall in Wright Hall will be \$31,000. It is estimated that this will be complete by July 10<sup>th</sup> weekend. The new lights have been installed in the Dining Room.

Spencer also reported that The First Presbyterian Church had offered \$2.5 million for the Crestview Retreat Center property. Crestview countered, and First Presbyterian countered with \$3.2 million. Spencer reported that the earliest that this could be achieved would be in November. Crestview declined, indicating it was the timing not the price that was at issue.

**Other Business:** Mike gave an update on planning for the Croquet Tournament on July 18, 2015. He has arranged for his band to play, had an MC lined up, and is currently recruiting judges. Also mentioned was the need to recruit players and spectators!

Jennifer reported on planning for the Annual Harvest Dinner, themed "If these walls could talk". David Leatherwood has agreed to be the speaker, Chip Sammons will be the MC, Mac and Carolyn McCall are the honorary chairs, and John Walling will provide the music.

Updates on task assignments: no word yet from Erich about finding someone to help with the website. Erich and Chris finalized the Board Agreement, and it was approved with a minor "coma" changed.

Jennifer indicated that she had contact with one of the donors on her list and had very positive experience. Others indicate they would work on their lists of donors.

Spencer requested that we have a mid-course retreat in July or August. He will send out a Doodle survey to determine possible dates.

**Next Board Meeting Dates/Location:** was left undecided until a date for a retreat was determined.

The meeting was adjourned after letter signing and with closing prayer by Spencer. Dinner followed.

Susan Hedlund

Secretary

July 10, 2015

There was not a Friends of Menucha Foundation Board Meeting held in July 2015.

The next meeting will be August, 6, 2015



## FRIENDS OF MENUCHA FOUNDATION

### MINUTES OF MEETING OF THE BOARD OF STEWARDS

AUGUST 6, 2015

A meeting of the Board of Stewards of Friends of Menucha Foundation, an Oregon nonprofit corporation ("FoMF"), was convened on Thursday, August 6, 2015, beginning at approximately 6:10 pm at the home of John and Brenda Morris, Portland, Oregon. Attendance was as follows:

Stewards Present: Jennifer Helmer, Erich Merrill, John Morris, Chris Rasmussen, Mike Starosciak

Stewards Absent: Susan Hedlund

Menucha Staff: Donna Leamy, Spencer Parks

#### **Opening; Agenda**

John opened the meeting with prayer. No additions or changes were requested to the agenda John had circulated.

#### **Minutes**

The minutes of the June 2015 meeting were approved with corrections.

#### **Financial Report**

Chris gave the treasurer's report, distributing financial statements for the year to date. FoMF's cash balance at July 31, 2015, was \$155,005.

#### **Donations/Solicitations**

Spencer informed the board that July contributions included a \$51,464 anonymous donation for the Greening of Menucha project. Donna reported that the croquet tournament netted ~~\$3,2633.602.03~~, and that the May plea letter brought in \$7,300. She distributed a donation summary showing that FoMF has raised \$85,000 toward its 2015 goal of \$90,000.

The board discussed participation in the croquet tournament and possible changes to the date. The Stewards thanked Mike for his leadership on the tournament.

Donna brought up the need to start work on the next solicitation letter which will be mailed in late November. Chris volunteered to draft the letter with Spencer's assistance.

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

Spencer described the substantial progress on the Greening project and the status of pending grant requests. He stated that no further response has been received regarding Menucha's rejected offer for Crestview, but the property remains for sale.

Spencer described the portions of the long-range plan recently approved by the Menucha Commission. The Commission expects to complete and approve remaining portions of the plan this fall.

### **Annual Dinner**

Jennifer reported on the planning for the annual dinner. Stewards were asked to collect responses to the question: "In 11 words or less, if these walls could talk - what would they say about you or your family?" Chris agreed to make the request for donations at the dinner.

### **Board Tasks Update**

Erich said that he has not contacted Robert (the custodian) regarding serving as web master, and suggested that other leads be pursued. Mike agreed to undertake updating the web site.

At dinner following the meeting, Erich reported on his contacts with Jeff and Marykay West and with Wes Post.

All Stewards present signed the Commitment as a Steward.

### **Next Meeting**

The next meeting will be held on October 13, 2015, at Susan's house.

There being no further business, Erich closed the meeting with prayer at approximately 7:40 pm.

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Erich W. Merrill, Jr., Acting Secretary

**No Friends of Menucha Foundation Board Meeting was held in September 2015.**

**Minutes**  
**Friends of Menucha Foundation**  
**Meeting of Tuesday October 13, 2015**  
Home of Sarah and Spencer Parks

Present: Chris Rasmussen, John Morris, Jennifer Helmer, Mike Starosciak, Donna Leamy, Spencer Parks

Excused: Susan Hedland, Erich Merrill

**Meeting opened** with prayer by Spencer.

**Agenda** was approved as published.

**Minutes** of the August meeting were approved.

**Financial Report:** Chris reported that the Foundation had a bank balance of \$193,596 which includes all funds received since the last meeting of the Board. Checks totaling approximately \$42,000 were signed at the meeting to cover expenditures for the Fund Raising dinner and projects associated with the Greening Campaign. It was moved, seconded and approved that the \$45 balance remaining in the Recipe for Success account be moved to the Greening of Menucha account as well as the payment of \$5,026 to Menucha to reimburse Menucha for Fundraising Services in support of the Foundation. John raised the question of the Foundation receiving the designated \$30,000 from the Menucha Commission for the Greening Campaign. He was directed to contact Rick Lee, Chair of the Commission, to arrange this transfer.

**Update on Donation Activity:** Donna reported that to date we have raised a total of \$160,108.82 from Donations (\$114,999.66), Croquet Tournament (\$3,607.03), Fund Raising Dinner (\$32,277.13), Plea Letters (\$7,607.03), and corporate sponsors of the Dinner (\$1,600.00).

**Executive Director's Report:** Spencer reported on his continued discussions with FPC's Session regarding the long range plans for Menucha. There are three possible alternatives under consideration. The Board will be kept advised as these progress.

Regarding the Greening Campaign, Spencer stated that our final fund raising effort for the year and the Campaign will be the November Plea Letter (which will be drafted by Chris with editorial assistance from Spencer). Projects under the Greening Campaign are progressing well. Insulation of Ballard and Bowman/Greenhouse is complete with Boyd/Habitat/Hideaway next. New lights, identical to those in the dining areas of Wright Hall, have been installed in Ballard and will be installed in the Greenhouse resulting in improvement in appearance and energy efficiency. Insulation of Wright Hall will start the week of 19 October and is expected to be completed that week. Replacement windows for the dining room will be ordered next week.

Looking ahead Spencer sees the need for a new two year fund raising effort with a goal of approximately \$150,000 to address other deferred maintenance matters.

**Updates on Task Assignments:**

**Foundation Web Master** – Mike is stepping in here and will get together with Spencer to determine what needs to be addressed. Spencer suggested that the websites for Thornwell Home for Children and other such organizations be looked at to get an idea of what is needed to be done.

**Timing of next Foundation Retreat** – Spencer will circulate a Doodle sheet for a date in January or February.

**Other Matters:**

**Change of Meeting Date** – After discussion it was decided that future Board meetings will be held the second Wednesday of each month to accommodate Susan Hedlund's teaching schedule.

**Fourth Quarter Solicitation Letter** – Chris will work with Spencer on this.

**Date for Donor Appreciation Coffee** – Will be held at Menucha from 2 to 4 pm on Sunday December 6<sup>th</sup> to be followed by dinner and the December Board meeting.

**Next meeting** of the Board will be on Wednesday November 11<sup>th</sup> at Jennifer's.

**Meeting was closed** with prayer by Jennifer followed by letter signing.

John Morris  
Secretary Pro Tem  
October 15, 2015

**With corrections from Donna**

**MINUTES**  
**FRIENDS OF MENUCHA FOUNDATION**  
**Meeting of November 18, 2015**  
**At home of Susan Hedlund**

**Present:** Mike Starosciak, Chris Rasmussen, John Morris, Erich Merrill, Jennifer Helmer, Susan Hedlund, Donna Leamy, Spencer Parks.

**Meeting:** was opened with prayer by Mike.

**Agenda:** was approved as published.

**Minutes:** of October meeting were approved.

**Financial Report:** Chris reported that the checking account as \$150,176, prior to the end of the year "ask" letter. The Menucha Commission has approved an additional \$30,000 to be transferred to the Foundation, which Spencer will authorize, making the balance \$180,000.

**Update on Donation Activity: (Donna)**

We have surpassed the fundraising goal that we the Stewards set for themselves at our retreat in January.

Donna discussed and proposed the transition of our donor tracking software to the online version of Donor Perfect at a cost of \$1,362.00 per year with a one-time transfer charge of \$495. After discussion this was approved.

**Executive Director's Report:** Spencer provided an update on the Greening of Menucha. The LED lights have been installed in Wright Hall, as well as the dimmers and light sensors. (40% of the cost of the lights will be reimbursed by Energy Trust of Oregon.) The Greenhouse will be the next to be updated. The insulation is also completed in all the historic buildings (Wright, Ballard, Boyd/Habitat/Hideaway, and Bowman/Greenhouse.) The Barn will also receive the high intensity outdoor lights soon. The unintended consequence of the updated insulation in Wright Hall is that the fireplace no longer "draws". Spencer also reported that some Foundation funds have been approved for Menucha, though less than asked, including the Kinsman, Wheeler, and Collins Foundation. We continue to await work from the Murdock Foundation where there has been a bigger "ask". There will also be an "end of the year" ask letter as the last "Greening" request.

Spencer also reported to the Menucha Commission in their Oct/Nov meeting. He proposed 3 broad options. They include:

- To spin Menucha off from FPC, and have Menucha become its own 501-C3.
- To "love Menucha forever" and continue to support Menucha with \$8-\$16 million being underwritten

- To help Menucha for a while (ie: 10 years) in a partnership as Menucha creates its own sustainable base.

Ultimately, the new Elders at First Presbyterian will give input and the congregation will make the decision.

The final fund raising effort (plea letter) will be sent in the weeks ahead. Spencer asks for edits to be submitted by Thursday, and acknowledged it as a great way to remember someone for Christmas.

Spencer suggests a Board retreat for January 16, 2016. He also suggests that the Board consider hiring a Development Officer going forward.

**Other Matters:**

Donna acknowledged the transition to the Donor Perfect Online System, Donna also acknowledged the Donor Appreciation Coffee, on Dec. 6<sup>th</sup>. Invitations have been sent to 100 people, we anticipate approximately 50 attendees.

John reminded us that we need to re-elect officers at the January meeting.

**Next Meeting:** will be on Dec. 6 at Menucha following the Donor Appreciation Coffee.

**Closing Prayer:** offered by Susan.

**Letter signing:** All.

Respectfully Submitted: Susan Hedlund, Secretary  
Dec. 1, 2015

**MINUTES  
FRIENDS OF MENUCHA FOUNDATION  
MEETING OF DECEMBER 6, 2015  
At Menucha**

**Present: Chris Rasmussen, John Morris, Erich Merrill, Susan Hedlund,  
Spencer Parks, Donna Leamy  
Excused: Jennifer Helmer and Mike Starosciak**

The meeting was opened with prayer by Chris.

Minutes of the November 2015 Board meeting were approved.

**December Financial Report:**

The financial report was provided by Chris. There is currently \$149,135 in the bank. Chris moved, and it was seconded, that Gary McGee, CPA, be hired to do the taxes again this year. (The cost last year to do so was \$1650). The Board approved this motion. The \$30,000 check from the Commission has been requested and should show in the Foundation's bank account by year's end. The Murdock Foundation grant will be coming in through graduated payments up to \$113,000. The Collins and Murdock Foundation monies will cover only the windows and doors in Wright Hall.

**Executive Director's Report:**

Spencer reported that the plea letter has been sent. (Donna added that \$2150 had been received this day from the dessert). Spencer reported that the Greening Project is near completion. One of the unintended consequences of the insulation of Wright Hall is that the fireplace is not drawing. Also in other buildings there will be a need to re-balance the heating. It has been suggested that Menucha live with it for a year, and then re-evaluate and recalibrate the heating system.

Insulation has been completed in all the historic buildings and the windows in Wright Hall should be finished by the end of the year. Bull Mountain Insulation did an excellent job on the project.

**Next meeting will be the Board Retreat on January 16, 2016 at  
Menucha.**



John informed the Board that new officers will be elected at the beginning of the January retreat and that he will be rotating off of the Board in October, 2016. We need to think about recruiting a replacement to keep the number of Stewards at six which has proved to be a very workable size.

**Closing Prayer was led by John.**

**Thank you letters were signed.**