

Minutes

Friends of Menucha Foundation Retreat and Annual Meeting January 16, 2016

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

The meeting opened with prayer by Erich. The purpose of this Annual Meeting was to elect the officers. The Roster included John Morris: president, Chris Rasmussen, Treasurer, and Susan Hedlund, Secretary. The officers were elected, and the annual meeting closed.

Minutes of Dec. 6, 2015 meeting were approved. The Agenda was approved.

The meeting continued as a modified and shortened retreat, given Spencer's absence. John reminded the Board that he will be cycling off of the Board at the end of October, 2016. Potential new Board members were considered: Catherine Hill (from First Presbyterian- Mike will contact) or Debbie Kaye of the Meier Family (Erich will contact). Erich also suggested the possibility of Mary Kaye West (Erich will explore this), and Jennifer suggested the possibility of Ted Kaye. All discussed the possibility of Joyce Malin returning. John will discuss these possibilities with Spencer.

Review of December (end of the year) Financial Report: Chris presented the end of the year Financial Report. As of the end of the year Menucha posted **\$201,986** in the account. As of 1/15/2016, the balance was **\$201,113**. There are \$171,000 in unrestricted funds for the Greening project. The Murdock Foundation has committed to \$83,000. Joyce Malin will reapply for a Meier Memorial Grant. There are new grant guidelines that inquire as to how we engage with disadvantaged populations.

Discussion ensued about the possibility of creating an Annual Report that would put our Financials in one document. This might include the summary of the Greening Campaign where our goal was \$90,000 and our actuals were \$220,000. It was acknowledged that we met or exceeded most of our Financial Goals.

Discussion of Kathy Teckman Report: The Board reviewed Kathy Tuckman's report and acknowledged that we have incorporated or accomplished many of her suggestions. The one area that was not successful was in securing Corporate Sponsors. While we inadvertently did get a couple of Corporate Sponsors for the Annual Dinner, it was not as a result of direct outreach.

It was acknowledged that Judy Tueffel donated \$1,000 toward repairs for the pool. Also discussed was the possibility of including testimonials about the Annual Dinner in the Newsletter.

Jennifer suggested the possibility of hosting "visiting guests/potential donors" one day a month.

It was suggested that we continue to re-evaluate the Croquet Tournament. It was acknowledged that it is difficult to get people to stay for the entire event.

(John has summarized the critique of Kathy Teckman's report and our related accomplishments in a separate document.)

Other Business:

Elevator speeches were re-evaluated and John will pull our elevator speeches together to reconsider.

All reviewed our Development Plan for the year which includes:

- 4 times per year Newsletter (March, June, September, December)
- Spring/Fall plea letters (November, April)
- Croquet Tournament (July 16, 2016)
- Annual Harvest Dinner (Sept. 11, 2016)

We discussed continuation of this retreat, though dates may prove challenging.

The Audit of First Presbyterian and Menucha's Financials will be in January, 2016.

Donna mentioned that she will be having a conference call with **DonorPerfect** (the software system people).

Next Board Meeting: will be on February 17, 2016 at the home of John and Brenda Morris.

The meeting ended with prayer by John and a robust letter signing (53!).

Respectfully submitted:

Susan Hedlund
Secretary
2/7/2016

Friends of Menucha Foundation Board Retreat of 16 January 2016

Notes from Board discussion of Kathy Teckman's Foundation report of 6/1/2014

1. Page 3 – Kathy suggested recording and reporting Income from Appeals and Grants separately. This is being done now.
2. Page 3 – Kathy pointed out that the cost of raising money from events is high. The Foundation is aware of this but sees little way to improve our efforts due to the inability to get corporate sponsorships. It was noted that two sponsors did support the September dinner. Year-end financials for 2015 show that overall “Cash Cost to Raise a \$” was \$0.10. Our ability to improve on this is felt to be limited.
3. Page 4 – Board members and Spencer were encouraged to engage in face-to-face meetings with major or potential major donors. It was noted that each Board member had been assigned individual donors to implement this suggestion. Several members did have meetings with their assigned donors but all noted that we need to do more.
4. Page 5 – Planned Giving – this is an area we need to work on. Susan mentioned that she may know someone who can help us in this area.
5. Page 5 – Kathy suggests that we have a cultivation event in addition to the Croquet Tournament and September Fund-raising dinner. While we have a Thank you coffee in December and attempt to accomplish some of what she suggests the question was raised as to what else we might do. I don't recall any closing thoughts on this issue.
6. Page 5 – She suggests that we include testimonials from guests of Menucha in the Newsletter. Susan and Donna noted that they should be able to produce some appropriate material from the feedback received in Susan's and Menucha's regular post-event evaluations.
7. Page 5 – Revision of Donor Pledge Form was included noting that the space to complete contact information is small and that we should add a planned-giving box to the form. This needs to be worked on.
8. Page 6 – All felt that we need more training in fund raising to include writing “Ask Letters”. It's hoped that Spencer will be able to more of this for us.
9. Page 6 – All members have presented an “elevator speech” at past Board meetings but we have not developed a single “speech” for use by all Board Members. John volunteered to put this together for consideration at a future Board meeting.
10. The question was raised about asking Kathy to come back and do another evaluation of our fund raising efforts and perhaps give us some other suggestions to improve our efforts.

Other issues of note:

1. With the close of our Greening Menucha campaign we will begin to focus on our next campaign which will be to fix-up/improve Menucha's facilities.

One suggestion (by Erich) is that we offer the short-time sponsorship of various distances of the entrance and exit road to donors with a Burma-Shave type sign along the appropriate part of the road.

2. The question was raised about establishing a set time each week/month when Board members could bring visitors to Menucha. These visits would enable Board members to introduce Menucha to their guests and perhaps offer them coffee/cookies, etc. (not necessarily a meal) without a lot of effort.
3. The proposed rescheduling the Board Retreat to 27 February was "dead on arrival" due to members unavailability. The question was asked if, in recognition of our discussions today we might be able to have a shortened Retreat-type event or events either after church on Sunday or an evening event at a member's home.

By JCM

MINUTES

FRIENDS OF MENUCHA FOUNDATION

Meeting of February 17, 2016

At the home of John and Brenda Morris

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

Meeting was opened with prayer by Spencer.

Agenda: was approved as published

Minutes: of the January meeting were approved with correction to add "minutes" at the top of the page and correct the spelling of Kathy Teckman's name,. (Susan will do so and send to Donna.)

Financial Report: Chris reported that we have \$203,711 in our account. An additional \$1400 came in this month. In looking at the Budget Assumptions set at the 2015 Foundation Retreat, Chris reports that we have come very close to meeting them. The only increases have been in postage and stationery. The budget as presented was approved.

Chris reported that because of the amount of funds we raised in the Greening Campaign the auditors have asked for additional information including how the Board handles Conflict of Interest. As Erich is not able to provide legal advice to the Board, Spencer will ask Rick Lee, a member of the Commission, to review what needs to be done on these issues.

Update on Donation Activity: Donna reported that DonorPerfect for online donations has now been installed, and Donna will explain it in more detail at a future meeting.

Follow up on potential new Foundation Board Members: Erich reported that Mary Kay West is not available at the present time to join the Board, Mike reported that Kathryn Hill sounded positive, and he will follow up with her this week. John reported that Joyce has been elected deacon at her new church, thus not able to rejoin the Board, but will help us as she is able.

John and Spencer plan to follow up with Debbie and Ted Kaye.

Executive Director's Report: Spencer reported that things are going well at Menucha. The Transitional Ministry Workshop scheduled for later this month is well-subscribed. The Retreat Planner's Workshop offerings have been very successful. Three more are scheduled for the year.

The windows in the dining room are finished with the exception of some hardware. He estimated \$70,000 for the windows and \$50,000 for the insulation in Wright Hall, and the Collins and Murdoch foundation grants will cover. The Commission has given money to improve the website, and toward marketing.

Spencer also reported that two new cooks have been hired.

Spencer took some "teaching time" to consider our next fund raising goals. Last year our goal was \$90,000 and \$150,000 was raised. Spencer proposes we build on the last campaigns with a "Beautification " program for Menucha as the paint, buildings and entrance road could use some "sprucing up". The idea of improving upon the bedrooms in Wright Hall was discussed, as well as the removal of lead paint, and the painting of Wright, Ballard, Bowman, Boyd and the office. (George and Georgia Erdenberger will help to choose the paint colors.)

Spencer estimates that the painting will be approximately \$80,000 and another \$40,000 to improve the sleeping areas. He also estimated \$80,000-\$85,000 to improve the entrance road (at approximately \$15 per linear foot for the ½ mile).

Thus, a 2 year campaign for \$200,000 would be anticipated.

A plea letter will be sent in April, with the assumption for the same fund raising schedule. Spencer anticipates that we aim to raise \$110,000 this year. Next month the fund raising letter will be created by Susan.

Spencer also announced that Camp and Conference Sunday will be on February 28, 2016 at First Presbyterian, and the recipient of a special offering will be Menucha.

The next meeting will be on Wednesday, March 9th at 6:00 pm at Susan's.

Closing prayer was offered by Mike.

Letter signing occurred.

Minutes

Friends of Menucha Foundation

Meeting of March 9, 2016

Home of Susan Hedlund

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

Meeting was opened with prayer by Susan.

Agenda: was approved as published

Minutes: of the February meeting were approved.

Financial Report: John reported on behalf of Chris. There is \$201,382 in our bank account with \$185,439 designated for the Greening Campaign. The Murdoch grant will cover the purchase and installation of the remaining windows in Wright Hall. There will be a second bid for materials and insulation). Projected estimates are approximately \$70,000 for materials and \$40,000 for installation.

Update on Donation Activity: It is a quiet time of year for donations. \$1300 was raised at Camp and Conference Sunday at First Presbyterian on Feb. 28, 2016.

Follow up on potential new Foundation Board Members: Mike reported that Kathryn Hill has declined the opportunity to join the Board indicating she is not a fund raiser. John and Spencer plan to follow up with the Kaye's in April. Mike's friend Jeff-Sievert was discussed as a potential board member.

Executive Director's Report: Spencer reported that the Transitional Ministry Workshop was a huge success. Spencer, Mary Anne and Becky are planning to go to Phoenix to work with representatives from Sixth Division to enhance the functionality of the current InfusionSoft system.

There is consideration of a Menucha Film Institute workshop led by Joe Coppoletta who is a Corbett resident and was the artistic director for the Knott's Landing and Walker Texas Ranger television shows. He is proposing a 5 course track for cable access for students to study. The proposed tracks include pieces on directing, writing, editing, shooting, and acting. The proposal seems profitable, fun, and fits the parameters of Menucha's mission.

Easter Sunrise service will be held at Menucha at 6:30 am Easter Sunday. There were 110 attendees at the Palm Sunday Brunch at Menucha for members of First Presbyterian Church.

The kitchen staff has now stabilized and is thriving.

The No-Stress Retreat Planners workshop has been successful. Three will be held this year, with plans for 4 next year.

Our next fundraising letter will go out in May. One important key is to have the envelope itself grab the reader, so it is opened. Secondly, the letter's first paragraph must be compelling. It should include a deadline, and why the need is now. Spencer suggests including bullet points and italics. The first and final paragraphs should make a connection with them, ie: "the smell of the cinnamon rolls"... It should be a total of one page front and back. Susan will work on the letter.

Past fund raising campaigns have been focused on deferred maintenance which has limited appeal to contributors. Our next campaigns should focus on a beautification program, i.e. updating the entrance road which will cost \$80 to 85,000 (about \$15/linear foot), painting Wright Hall, Ballard, Bowman and Boyd approximately \$80,000, new carpets and general "spiffing up" Menucha. Fund raising should focus on a transitional goal rather than sprucing up. As part of this campaign Spencer would like the Board to adopt a goal of raising \$110,000 (up from it's goal of \$90,000 in 2015 which was successfully exceeded) with a total goal of \$200,000.

Next Meeting: The next meeting will be on April 20th at Spencer's.

Closing Prayer: The meeting was closed with prayer by Mike.

Minutes

Friends of Menucha Foundation

Meeting of April 20, 2016

Home of The Rev. Dr. Spencer Parks

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

Meeting was opened with prayer by Jennifer. Without objection, Mike Starosciak was selected clerk pro-tem in Susan's absence.

Agenda: approved as published

Minutes: of the March meeting were approved.

Financial Report: Chris reported there is \$194,340 in our bank account with \$177,247 designated for the Greening Campaign. The IRS tax return is complete; it cost extra this year due to the Foundation receiving more than \$200k. It was discussed that an ongoing financial status piece be added to the website for transparency.

Update on Donation Activity: A small number of gifts were noted, Camp and Conference Sunday at FPC, Easter offering, and Ukulele Camp.

Follow up on potential new Foundation Board Members: Spencer read an email from Ellen Richter in which she described her experience in fundraising. Ellen's enthusiasm and body of experience makes her an excellent non-FPC choice for board membership. It was moved, seconded, and passed to approve Ellen as a FOMF Steward and welcome her to the next meeting. Debbie Kaye has declined due to busy schedule; Chris will contact Ted Kaye but conventional wisdom is that he is likely to have much the same response.

Executive Director's Report: Spencer reported on the bid and schedule for replacing the remaining windows in Wright Hall. Spencer, Mary Anne Bidondo, and Becky Leamy were recently in Phoenix to learn more about the business software package, InfusionSoft.

After a few months of discussing the Menucha Future Vision documents, the FPC Session has created a task force to review it in depth and report back to Session in September with recommendations. The task force consists of Micah Chu, Tim Sercombe, Rick Lee, Kelly Ferrell-Oliverson, Doug Blomgren, and Mary Priedeman.

Menucha will be sharing a booth in the Exhibit Hall at PCUSA General Assembly. Spencer has given up on an intern this year and will be looking for a Young Adult Volunteer (YAV). Multiple programs continue; a \$50 discount was successful at getting 21 people signed up a year in advance for the next Dulcimer camp.

Croquet Tournament: Mike volunteered to coordinate the annual Croquet Tournament. Some issues were discussed to improve the experience. Starting on time and making alternate activities compulsory for the first two rounds was suggested. Offering a tour was also a possibility especially for people not so familiar with the Menucha campus.

The need for instructions outlining procedures and practices for both the Croquet Tournament and the Annual Fund-raising Dinner was brought up. After discussion, it was decided that these should be developed with responsibility to be determined.

Capital Campaign: The FPC Session is moving toward its long-range goal of having a major capital campaign. It is unclear if Menucha will factor in that campaign. This should be addressed by the task force looking at Menucha.

Fundraising Letter: Susan is working on the mid-May mailing of a fundraising letter. The theme was proposed: "Menucha for the Next Generation."

Next Meeting: The next meeting will be 6:00 pm on May 11th at Mike's.

Closing Prayer: The meeting was closed with prayer/grace by Spencer.

Mike Starosciak
Secretary Pro-Tem

Minutes

Friends of Menucha Foundation

Meeting of May 11, 2016

Home of Mike Starosciak

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

Meeting was opened with prayer by Mike. Without objection, Mike Starosciak was selected clerk pro-tem in Susan's absence. We welcomed Ellen Richter to her first meeting.

Agenda: approved as published

Minutes: of the March meeting were approved by common consent.

Financial Report: Chris reported there is \$191,253 in our bank account with \$174,160 designated for the Greening Campaign.

Update on Donation Activity: A small number of pledge payments have been received. The plea letter "Menucha for the Next Generation" goes out next Wednesday.

Follow up on potential new Foundation Board Members: Chris emailed Ted Kaye; no response yet and will follow-up with a phone call.

Executive Director's Report: Spencer reported on the schedule for replacing the remaining windows in Wright Hall; hope to have all installed by the end of Summer. Also would like to paint Wright Hall concurrent with window replacement. Painting expected to be about \$30k. Color will change from current, dijon mustard color, to something more historic and/or appealing. Spencer will consult with George Erdenberger and Char Ray on color.

Budgeting is planning for minimum-wage increases. Expect a second 4% rate increase later this year. The FPC task force will meet regarding the Menucha Future Vision Plan on May 23. Hope to attach Menucha to the FPC Capital Campaign.

It was suggested to have Walt and Jean Meihoff as honorary chairs of the annual fundraising dinner this September. John will approach the Meihoff's. It was suggested to have Bruce Lawson as keynote speaker (and possibly MC). Spencer will approach Bruce. Erich volunteered to MC if Bruce was not agreeable.

Croquet Tournament: Mike has exchanged emails with the Loafers for music again this year. Mike has an excellent checklist provided by Donna and will work with Ellen to make calls for the volunteers. We intend to make alternate activities (horseshoes, Kubb, etc.) compulsory for the first two rounds. Offering a tour was also a possibility especially for people not so familiar with the Menucha campus. Jennifer suggested having actors stationed for the tour to give some

Menucha history lessons. Spencer and Donna will twist the arms of Menucha Commission members for donations to silent auction gift baskets.

Other/New Business: Follow-up needed with details of how to have FOMF board members host people for a simple lunch at Menucha. It was also suggested that a self-guided walking tour map, similar to the FPC downtown campus, be developed for Menucha.

Next Meeting: The next meeting will be 6:00 pm on June 14th at Chris's.

Closing Prayer: The meeting was closed with prayer/grace by John.

Mike Starosciak
Secretary Pro-Tem

Minutes

Friends of Menucha Foundation

Meeting of June 14, 2016

Home of Chris Rasmussen

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

Meeting was opened with prayer by Chris. Ellen Richter was selected Secretary Pro-tem in Susan's absence.

Agenda: John nominated Mike to succeed him as President from November 2016 to August 2017; moved by John and seconded by Erich and Chris; Mike was unanimously elected to succeed John

Ellen asked to share information about a grant for the Rockery

Minutes: Minutes of the May meeting were approved with the following correction. The final sentence of **Executive Director's Report** was amended to read as follows: "Erich volunteered to emcee."

Financial Report: Chris reported there was not much activity; still have \$191,276 in the bank; about \$37,000 deposit has been paid for windows in Wright Hall with \$100,000 to come from Murdock Foundation. It will cost \$30,000 to paint the outside of Wright Hall; \$12,000 more for interior. Char Ray, interior designer, has joined the Commission and will choose a color approved by Gorge Commission. \$4,000 came in May.

Update on Donation Activity: Donna reported 14 donations and two pledges from the latest letter; \$5,585 for Next Generation (received in June so not on financials). 7 player and 2 spectator tickets were sold for the Croquet Tournament. Donna will let the board know when pledges don't renew.

Follow up on potential new Foundation Board Members: Chris will wait for an opportune time to talk to Ted Kaye.

Executive Director's Report: On May 27, Marty gave notice that he will no longer be kitchen supervisor. He will stay as cook. Spencer noted that he took over under difficult circumstances. 3 candidates are being interviewed for the Head of Food Service position. Our salary is about half of the median in Portland for this position. Spencer hopes to make an offer June 20.

Futures Committee: Menucha came to Session to figure out the relationship with the church and for funds for Menucha to thrive. Session appointed a task force to look at needs and alignment. The task force has had two meetings; Kelly Farrel-Oliverson is heading the task force. They have moved beyond funding to the relationship because the church has huge needs. The task force strongly decided not to sell Menucha. There was strong emotional support for Menucha.

Spencer is meeting with the Finance committee to discuss the capital campaign.

Anne Kenney, Executive Producer of Outlander, has been in contact with Spencer regarding the film institute project.

GA visitors will be guests at Menucha and Menucha will have a booth in the Exhibit Hall Friday through Wednesday, coordinated with other retreat centers. U-Kirk conference meeting @ Menucha also.

Other Matters:

- a. Discussed how to implement hosting guests/potential Board members: propose dates to Menucha first; staff to take on a tour; use as a way to get people out to Menucha.
- b. Idea of creating a guidance manual for Croquet Tourney and Annual Dinner: we have timelines and could flesh that out. Jennifer will do the same for the Dinner.
- c. Viewed design for Next Generation dinner invitation logo.
- d. Idea for self-guided tour brochure for Menucha will be recommend to commission in February
- e. Update on Croquet Tourney and Fund Raising Dinner: nothing from commission for silent auction; ticket sales are slow and need to be pushed; have 3 referees, need 8 - decided to approach people outside of church to referee. Dinner is lined up: chairs, speaker, design
- f. Spencer to talk to Lynn about grant for Rockery; Ellen to provide Spencer with more information on specific grants

Next Meeting: The next meeting will be at 6:00 pm on August 2nd possibly at Spencer's home.

Closing Prayer: The meeting was closed with prayer/grace by Ellen.

Ellen Richter
Secretary Pro-tem

NO JULY 2016 FRIENDS OF MENUCHA FOUNDATION MEETING
due to 9th Annual Croquet Tournament

MINUTES

FRIENDS OF MENUCHA FOUNDATION

Meeting of August 2, 2016

At the home of Spencer and Sarah Parks

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

Meeting was opened with prayer by Spencer. Ellen Richter was selected Secretary Pro-tem in Susan's absence.

No revisions or additions to the Agenda

Minutes: Erich ask for clarification of "U-Kirk conference meeting at Menucha also" which Spencer provided. Minutes of the June meeting were approved with the following correction: Item "d" under **Other Matters** should read recommended not recommend

Financial Report: Chris reported deposits of \$7,941.68 plus \$900 for a bank balance of \$198,896.83 as of 1 August. Between \$6,000 and \$7,000 was spent.

Update on Donation Activity: Donna reported that 25 gifts/pledges had resulted from the plea letter for a total of \$6,185. The Croquet Tournament net \$3,573.44 which will go toward Next Generation bringing that total to \$9,758.54 To paint Wright Hall inside and out will cost about \$47,000. Monies from Murdock Foundation will pay for windows and doors in Wright Hall.

Follow up on potential new Foundation Board Members: Chris has not had opportunity to follow up with Ted Kaye. We need non-FPC people.

Results of the Croquet Tournament: Net income was \$3,573.44. People stayed around more; turnout was lower but we made the same amount of money. Next year is the 10th Annual. We need to find more judges. The silent auction should close right after lunch before play resumes. The scheduled emcee cancelled but Deira did a great job. Mike and Donna to refine Procedures and Practices; Layout was good. We decided to keep it on the same day and not raise the price. We felt the price was high enough to participate. Donations are small compared to the silent auction. Pledge opportunities should be more visible, such as a specific area where you make your donation.

Preparations for Fundraising Dinner: John sold 9 tickets on Sunday; 11 total and the head table (which may be sponsored by Christina Price with Edward Jones); 112 seats total upstairs and down. Lauren's friend will be asked to sponsor wine. We seem to be in good shape. A lack

of support from Commission (of Session) was noted. Spencer to send encouragement to buy tickets.

Executive Director's Report: Scott Crane has resigned. Spencer is interviewing 3 candidates. The first was interviewed by phone last week. She is coming August 16th for a face to face interview. She is the Chaplain/Program Director of Mo-Ranch in Texas. The second was a participant in the Creative Arts program. She is from Christian Missionary Alliance (Mosaic) in Portland and is promising. The third is Alexander Wendeheart. Scott leaves at the end of August. The position does not really need to be filled until Jan 1. The Program element is 10-20% of revenue.

Food service: the new chef has challenges with food and managing but Spencer feels that in one year he will be brilliant. He proposed the menu for the dinner. 5,000 meals were served in 3 weeks. Menucha is \$100,000 ahead of normal at this date.

Programming: the film institute will be at Menucha in July. Anne Kenney, Executive Producer of Outlander will be the writer/instructor. Acting coach will be Beata Pozniak. Outlander's lead camera person from Vancouver BC will participate. Metro East Community Media will do splicing. Other Programming: Transitional Ministry/interim ministry; ukulele band camp is coming back. James Hill from Nova Scotia is coming back as an instructor.

Wright Hall windows will be put in this month as we can get them in due to occupancy. Questions were raised on the cost of the Labor Day retreat.

Other Matters: Ellen found that Menucha is registered with Guide Star and will be getting a check for \$200 from PGE in recognition of Ellen's volunteer work.

Chris moved and Erich second that \$2,513 be paid to Menucha for first quarter Fund Raising Services. Passed unanimously.

Next Meeting: The next meeting will be October 11 at the home of John and Brenda Morris. We will not have a meeting in September because of the fundraising dinner.

Closing Prayer: The meeting was closed with prayer/grace by Spencer.

Letter Signing followed dinner.

NO SEPTEMBER 2016 FRIENDS OF MENUCHA FOUNDATION MEETING
due to 13th Annual Fundraising Dinner

MINUTES

FRIENDS OF MENUCHA FOUNDATION Meeting of October 11, 2016 At home of Brenda and John Morris

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

1. Susan opened with prayer.

Motion made to approve Kristin Solomon joining the Board by acclamation.
Motion seconded and unanimously approved. Chris reported that Ted Kaye has declined recruitment to the Foundation Board.

2. Minutes of August Foundation Meeting were approved.
There was no Foundation meeting in September.

3. Financials:

Financials were presented by Chris. The account balance is currently \$167,931.20 which includes \$5,000 received from the Murdoch Foundation. The additional \$95,000 from Murdoch will be deposited tomorrow. The Foundation's fundraising goal was \$90,000 so it was exceeded! The windows/doors in Wright Hall totaled \$113,000 including \$70,000 of materials.

Chris made a motion to make a quarterly payment of \$2513.00 to Menucha for Fundraising Services. Motion approved

Discussion of September Fundraising Dinner: the fundraising dinner focused on the push to finish the Greening Campaign. Donna reported that some donors responded to the plea letter prior to the dinner, and a number of our major donors were not able to attend. It was suggested that the Foundation focus on recruiting corporate sponsors going forward. It was suggested that marketing continue as well as through the website. Discussion continued about ways to "change up" the event.

Jennifer and Chris: will pursue corporate sponsors.

4. Executive Director's Report: Spencer reported that the Wright Hall updates look lovely. New drapes will be installed in doorways and on upper balconies.
Programs are thriving. The Ukulele Band Camp sold out within the first day with a waiting list. The instructor is James Hill and the program grosses \$55,000. The Blues in the Gorge filled for the third year with great reviews. The Dulcimer workshop has 20 pre-paid deposits. The Wright Lectures, the faith based workshop only had 20 people sign up so the future of it is uncertain. The

Watercolor Workshop has sold out with a waiting list. The new Film Institute, scheduled to debut in July 2017 has strong faculty recruited.

Spencer reports that we are finishing up the year strongly, despite paving/septic/pool expenses of \$55,000. The August end of the year fiscal reported \$1.3 in gross receipts.

FPC Session will meet soon, and we discussed the relationship between Menucha and the church. John will write a letter asking the Church to remember Menucha as the Session develops its goals for the up-coming Capital Campaign. Spencer is getting ready to present the new Menucha website.

5. Other Business:

Ellen discussed the website, and noted that smaller donors need a way to donate via the website. The goal is to make donations more visible and the invitation easier. We need the technology to accept recurring donations.

The Thank You Dessert will be on Dec. 11th from 2-4 pm. The criteria for invitation is to be a first time donor, or donating \$500 or above. Donna will create an invitation list and divide the names between the stewards. Each steward will call those on their list the first part of November, asking them to watch their mail for an invitation, which will go into the mail the first part of November.

The end of the year plea letter will go out after Thanksgiving.

We will hold a Board retreat in the early part of the year.

As John will be retiring from the Board, all thanked him for his service on the Board.

6. The next meeting will be on Tuesday, Nov. 1st at Susan's house.

7. Erich ended the meeting with prayer.

8. The evening ended with dinner and the signing of 75 letters.

Respectfully submitted: Susan Hedlund

Minutes of the Friends of Menucha Foundation Nov. 1, 2016

Home of Susan Hedlund

Attendees: Chris Rasmussen, Jennifer Helmer, Mike Starosciak, Ellen Richter, Erich Merrill, Kristin Solomon, Donna Leamy and Spencer Parks.

Meeting was opened with prayer by Mike.

The Agenda was approved.

The Minutes of the October Foundation Meeting were approved, and the revised Minutes of the June, 2016 meeting were approved.

Financial Report : Chris reported that we currently have \$239,299.99 in the bank. We wrote a check to Menucha for \$36,503.08 to reimburse for Greening expenses.

Update on Donation Activity: Donna reported that we have received a \$100 gift, and Kristin is working on our end of the year plea letter.

Executive Director's Report:

Spencer, Lauren, and Donna will be going to Little Rock for the PCCCA Annual Conference.

The website is being upgraded which will allow for greater function. Donna, Spencer, and Lauren will be in Little Rock, Arkansas next week.

The buildings at Menucha are being painted; the north side of Wright Hall is complete. The painting will pause until the weather improves in the Spring. The inside staining is complete, with the exception of some of the new windows in Wright Hall that have silicone caulking on the wood which makes them difficult to stain. About ½ dozen windows will be replaced by the manufacturer.

The Commission Chair, Micha Chu, was receptive to the letter sent by former president John Morris on behalf of Menucha. The Commission puts 10% of its capital campaign into non-profits, including Menucha. Other priorities include Friendly House, and Julie's program. The Auditors want to be sure that The Friends of Menucha Foundation is incorporated separately from First Presbyterian Church, and that no more than 50% of the Friends of Menucha Foundation are members of the church. Our present Foundation Board is in compliance with that.

Chris will follow up with Bill Nelson, the Commission's Finance Chair, to ensure we will continue to be included as a part of their mission.

Joyce Malin is retiring as a grant writer, and Spencer and Kristin will follow up and meet with Joyce.

The Water Color Society Workshop is full, and Guy Davis will be one of the instructors at the Blues in the Gorge Workshop. The Film Institute plans are underway and registration for it will open mid-month.

Plans are underway to offer a NW BBQ/Grilling School by Menucha's chef, Mark. Also, a men's faith-based retreat is being planned. Also in the exploration phase is the idea of Beer/BBQ/ and Bible offering. This is likely the last year of the Wright Lectures as they have not been well attended.

Jennifer and Chris are exploring the idea of Corporate Sponsors for our annual fund raising dinner, and will try to avoid recruitment of sponsors who will be in conflict with the church's fundraising efforts. They will try to align sponsors with our current marketing (ie: Miller Paint, Rejuvenation and Hippo Hardware to align with our Next Generation campaign).

Holiday Social & Dessert: will be on December 11th at Menucha from 2 pm – 4 pm. Donna will distribute a list of people for Board members to call, prioritizing new donors and/or those who have given \$500 or more. Usually about 50 people attend this event.

Board Retreat: Mike and Spencer are following up on a potential speaker. February 4th or February 11th are potential dates from 9am-4 pm in The Barn.

Erich reported that we will have our Annual Meeting at either our March or April Board Meeting, or possibly at the Board Retreat.

Next meeting: Will be at Menucha following the Holiday Social.

Closing Prayer: the meeting was closed with prayer by Ellen.

Susan Hedlund
Secretary

NO DECEMBER 2016 FRIENDS OF MENUCHA FOUNDATION MEETING

Due to inclement weather