

## MINUTES

### FRIENDS OF MENUCHA FOUNDATION

Meeting of January 10, 2017

At First Presbyterian Church Portland

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

Meeting was opened with prayer by Spencer. Ellen was selected Secretary Pro-tem as Susan was late due to weather.

No revisions or additions to the Agenda

**Minutes:** Under **Executive Director's Report** sentence 3 should read "Other priorities include Friendly House and *Julia West House*."

**Financial Report:** Chris reported a \$221,569.97 balance. The only outstanding bill is from Oho Construction (for the windows). All windows in Wright Hall are done. Next building for windows TBD. The windows have made such a difference in comfort and keeping the wind out.

The current Bookkeeper is retiring. Chris will try to figure out what she does. It would be nice to have a third party for 2 hours per month plus tax prep. Spencer recommended Tim Killen for Bookkeeper; Spencer will ask.

Motion to use Gary McGee for tax prep; moved by Chris, second by Mike. Passed.

**Update on Donation Activity:** Donna reported that we received 37 gifts totaling \$10,800.76 from the November plea letter. The 2016 fundraising goal was \$90,000; we received \$184,605.13 but \$100,000 was a grant. New Secretary of State papers have been filed re: 501(c)3.

**Executive Director's Time:** New website to be online in January.

Marty and Mark have both left. Sophia LeBlanc, Spencer's second choice when he hired Mark, was available. She will start Tuesday 1/17.

The Film Institute has been cancelled. Anne Kenney, Executive Producer of Outlander, backed out and it was felt her lead camera person would too. There were other issues as well and it seemed wise to cancel in light of the effort it would take to find other people at this point.

#### **Other Matters:**

- No update on corporate sponsors

- Thanks were given to Kristin for writing the plea letter
- Board Retreat – February 4, 9-4 in the Barn. Donna to give names and phone numbers of the board members to Mike Westby
- Croquet follow-up with Webb Jr. We need a shepherd for the tournament and for the dinner also
- Reschedule Holiday event to 2/12; Kristin to design and Donna to send out postcards
- Spencer and Donna will complete application to Fred Meyer COMMUNITY REWARDS PROGRAM. Menucha is also registered with AmazonSmile.
- Rethink meetings with dinners – deferred to February meeting
- Elections for secretary – bylaws to be reviewed at retreat and elections to take place then
- Pearl in Rotary (Rotary in the Pearl?) – Kristin to facilitate a presentation about Menucha

**Next Meeting:** Feb. 4, 9:00-4:00 in the Barn at Menucha; lunch provided

Bring your calendar to plan next year's meetings. It was suggested we meet on Mondays because Mike has a potential conflict on Tuesdays; Wednesdays were also bad for the group.

**Closing Prayer:** The meeting was closed with prayer by Kristin.

**Letter Signing:** Donna

Respectfully Submitted,  
Ellen Richter  
Secretary Pro-Temp

MINUTES  
FRIENDS OF MENUCHA FOUNDATION  
Meeting of Feb. 4, 2017  
At First Presbyterian Church Portland

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

Meeting was opened with prayer by Jennifer.

**Minutes:** were approved as submitted.

**Financial Report:** Chris reported that the bank balance is \$221,898.37. We have found a new bookkeeper, Tim Killen, who will work with Chris and Nanita to streamline reporting of the finances.

**Update on Donations:** Donna reported that the tax letters have gone out, and it is a slow time of year for donations.

**Executive Director's Report:** Spencer reported that the website is being developed. Tim, Steve, and David Leatherwood will be meeting regarding the next priorities for the "Greening" project.

There is a new kitchen supervisor, Sohpia LeBlanc who will initially be working 3 days a week and then will move to full time.

Spencer also reported that there is a task force of members from FPC and Menucha to explore the possibility of creating an "intentional community" modeled after a similar program, the Taize community in France. It is a faith development program for young adults.

Spencer is also going to Uganda for 2 weeks; March 18- April 4<sup>th</sup> for a medical outreach program.

**Strategic Planning:** Mike reported that the take-aways from the morning facilitated retreat included that the facilitator really listened to us, helped us determine what we wanted, and that the two small work groups were aligned and created parallel goals.

It was decided that we needed a follow up ½ day retreat to work on the strategic plan. That will occur on March 11<sup>th</sup> at FPC. After sending the summaries of the Mission/Vision, values and priorities to Mike Westby, we will meet to determine how to achieve our goals. Ellen, Kristin, and Susan will follow up to wordsmith the documents.

Spencer discussed our financial goals for 2017, and suggests making this a regular agenda item. He also suggested that we again set a financial goal of \$90,000 as we did in

2016. While we raised a total of \$184,000 much of that came from the Murdoch grant thus we raised slightly less than \$90,000 in 2016.

We did not find sponsorships, or use the website for fundraising. The website is set up going forward to accept regular or ongoing donations.

**Appointment of Officers:** Mike will continue as president, Chris will continue as treasurer, Ellen will replace Susan as secretary.

Some discussion occurred about the Croquet Tournament, and whether to continue it as a fund raising event. While Cameron Webb has offered to recruit and coordinate, further discussion is needed and will be placed in the Strategic Planning hat for further consideration.

A schedule of Board meetings/dinners was created. They are as follows:

March 11<sup>th</sup>- FPC  
April 10<sup>th</sup>-Susan's  
May 8<sup>th</sup>, Chris's  
June 12<sup>th</sup>- Jennifer's  
July 15<sup>th</sup> –Croquet Tournament at Menucha- no meeting  
August 14<sup>th</sup>-Spencer's  
Sept. 10<sup>th</sup> Menucha-Fund Raising dinner  
Nov, 13<sup>th</sup>-FPC  
Dec. Menucha Holiday Dessert  
Jan. 8 FPC  
Feb. Menucha retreat

**Next Meeting:** ½ day retreat at FPC on March 11<sup>th</sup>.

Meeting was ended with Prayer by Chris.

4 letters were signed.

Respectfully Submitted,  
Susan Hedlund

MINUTES  
FRIENDS OF MENUCHA FOUNDATION  
Meeting of March 11, 2017  
At First Presbyterian Church Portland

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

Meeting was opened with prayer by Susan.

**Minutes:** were approved with the corrected spelling of SOPHIA.

**Financial Report:** Chris has not seen a financial report for 2017. He reported that the bank balance is \$224,221.48; \$4,694.15 has been spent. Chris is meeting with Tim Killen and Nanita on Monday

**Update on Donations:** Donna reported that since 1/1 we received ten gifts totaling \$3,545 for unrestricted use; and thirteen restricted gifts totaling \$760 (mainly monthly pledges)

**Executive Director's Report:** Menucha is physically a wreck after the storms.

- Menucha is ahead of projected financials (9/1-8/31)
- ukulele camp and dulcimer are almost sold out
- transitional ministries - 36 attending from 9 states thanks to an article in Presbyterian Outlook
- Lori is looking at new programming opportunities; meeting with artistic director to plan film institute next year and negotiate with players
- moving forward with intentional community
- food service is okay but not a great start (Sophia writes menus, trains staff)

Spencer is in Uganda for 2 weeks; March 18- April 4<sup>th</sup> for a medical outreach program.

**Strategic Planning:** see notes from separate session

**Croquet Tournament:** After a discussion of logistics including the parking situation, moving people around the grounds, referees, and that fact that this "Friend Raiser" has not generated the desired relationships, a motion was made by Ellen and seconded by Susan to cancel the Croquet Tournament. Motion passed.

**Other Matters:**

- Corporate Sponsorships - Kristin will make up a sponsorship package for Chris and Jennifer
- Fundraising Dinner - Kristin will do theme, décor, invitations, and work leading up to the 2017 dinner. It will be the same sort of dinner as last year. For 2018 a

game plan will be developed. It was noted that the infrastructure around serving needs improvement

- December 10, 2017 was set as the date for the donor thank you dessert

**Next Meeting:** April 10 at Susan's; potluck, bring dessert and appetizers

Meeting was ended with prayer by Mike.

A few donor thank you letters were signed.

Respectfully Submitted,  
Ellen Richter

MINUTES  
FRIENDS OF MENUCHA FOUNDATION  
Meeting of April 10, 2017  
At Susan Hedlund's home

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

Meeting was opened with prayer by Ellen.

**Request** for revisions/additions to agenda: Erich; contribution letter concern

**Minutes:** were approved with; motion by Mike, second by Chris; motion carried.

**Financial Report:** Tim has assumed his role; \$221,080.21 in checking account; \$4700 in expenses, \$3700 in receipts. Painting of Wright Hall was discussed with Schiller (painter); some siding was replaced and painting will resume when weather is better.

**Update on Donations:** Mostly monthly pledges coming in during this time of year. A dulcimer retreat participant from Texas had connections with her foundation in Texas and made an unrestricted donation. It will probably be used for scholarships for the dulcimer program.

**Executive Director's Report:**

- The Ukulele program went well
- The Dulcimer program went well
- The kitchen is having issues
  - Palm Sunday brunch went well; a few logistical problems but the food was good
  - Short staffed on cooks (due to vacation, and possible deportation) and kitchen help due to school being in session
- Susan to set up a meeting with Spencer and the cook from OHSU
- Kristine (office) is on vacation
- The Intentional Community is a go; Session has approved it

**Other Matters:**

- Retreat Follow-up: In previous years our asks have had a theme. Since we have moved to more general asks our receipts have dropped. We need to become more focused
  - How to stretch and increase giving: Increase individuals and corporate donations; network (website, Facebook, AmazonSmile, Fred Meyer)
  - Development Officer grant application: Ellen to write job description for DO; Kristen and Joyce to get together on grant writing
  - Guy Davis will headline Blues in the Gorge; need to get a corporate sponsor. Ellen will approach KMHD for recommendations of possible sponsors.

- Greeter at Menucha Events: Donna to email events monthly; Board needs to get out to Menucha to meet and greet
- Croquet replacement: Spencer to talk to Webb Jr. next week
- Corporate Sponsorships: Chris and Jennifer still working; Lauren to get numbers to share with sponsors
- Recruiting FOMF stewards: Susan approached her colleague, Karen; she has other commitments but is excited. She loves Menucha. The other lady Susan had in mind has a conflict of interest with fundraising
  - Need to give it more thought; Mike is off in August and we need a new president
- Fundraising Dinner - Kristen - theme, speaker, co-chairs:
  - Kirsten needs guidance on speaker and chairs; John and Brenda were suggested as honorary chairs or Dick and Joyce. Spencer will ask.
  - Speaker depends on theme; possibly Gordon Kennedy, Ukulele band camp, lives in WA, is a cartographer
  - Road theme proposed as something tangible
- End of the year tax letter: Erich informed us that the current letter must contain a statement about “less goods/services.” If a donation is over \$250 the letter has to say whether or not good or services were received. Erich gave the verbiage to Donna to incorporate in our annual letters

**Next Meeting:** May 8 at Chris' house; potluck: Susan salad, Mike dessert, Spencer and Donna appetizer, Erich bread, Ellen soda)

Meeting was ended with prayer by Kristen.

A few donor thank you letters were signed.

Respectfully Submitted,  
Ellen Richter



Please see the file you received from Kristin to review her presentation.  
It was noted that Chris is our cross-over person between the Committee and the Board

## Discussion of Goals (led by Spencer)

First, the numbers

- Major overhaul of Wright Hall \$100,000
- Major overhaul of Ballard Hall \$75,000
- Major overhaul of Boyd \$50,000
- Lindsay will require \$30,000
- Beam will require \$100,000 (new deck)
- Creevey will require \$100,000
- Resurface roads \$100,000
  - Subtotal: \$555,000
- Additional maintenance to support 60% capacity
  - Plumbing (just Wright Hall \$50,000)
  - Heating
- \$50,000 for master site plan
- New building (conference center) \$500,000

Goals

- To produce a reliable income of at least \$100,000 this year and increase it by at least \$50,000 every year to be up to a stream of \$300,000 reliable income in 5 years
- Increase our supporters via corporate sponsors, individuals and network
- Build our network – who we rely on to get things done
- Pursue regular grant applications and planned giving
- Support individual programs
  - [Susan to work on creating a Grief Support program]

What we need to meet this goal

- Know our donors
  - [Ellen to work with Donna to get access to donors and report]
  - [Susan to approach the Schnitzer family]
- Web presence and funding
  - [Ellen to work on website with input from Board]
  - Write an article for each newsletter reporting specifics of funding and directing people to website
- Add people with money and knowledge to the Board; following is a list of positions we need to have on the Board
  - President – makes sure everyone does their job

- Secretary – minutes and other duties
- Treasurer – works with Bookkeeper, reports to Board, signs checks, and other duties
- Communications (2) – appeals, newsletter, web content, community engagement, marketing outreach
- Fall dinner
- Summer event (2)
- Corporate sponsors (2)
- Development (2) – planned giving et al
  - Need people who know Menucha and want to support it
  - Create job descriptions
  - [Susan to approach two colleagues]
  - [Ellen to contact WVDO to see if a speaker will volunteer to talk to us once a quarter to educate us on various topics]
- Development person – a Development committee of Kristin, Erich, and Mike was formed to look into the hiring of a Development Officer for Menucha

#### Homework

Each Board member should increase their interaction with Menucha for the purpose of finding out who attends events and who might be potential donors. To accomplish this, Donna will email each Board member a list of retreats and events scheduled. The Board members will pick some Fridays when they can be at Menucha at 6:30 Friday night to greet people and have dinner with them.

MINUTES  
FRIENDS OF MENUCHA FOUNDATION  
Meeting of May 8, 2017  
At Chris Rasmussen's home

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

Meeting was opened with prayer by Erich.

**Request** for revisions/additions to agenda: three items: update from greeters; compelling stories; more donor information

**Minutes:** Spelling correction; office staff is Christine. Minutes approved unanimously.

**Financial Report:** Refer to Profit and Loss Statement and Balance Sheet.

- Current bank balance: \$224,012.34. We haven't spent much and not much has come in.
- Goal Metric - nothing yet to report
- Chris and Tim will talk about the presentation of the financial report; we are focused on sources of income, restricted/unrestricted etc.
- taxes are done; we owe Oregon Department of Justice \$172; tax preparation cost \$1,725

**Update on Donations:** very slow until plea letter goes out

**Executive Director's Report:**

- Sophia (cook) was not a good fit for the position. Spencer has created two full time positions - co-cooks - one onsite with every group. Collin has been hired, two more interviewed, one from the Collins Center. The current cook also applied but on maternity leave. Collin has hired an additional cook.
- Greening project on track; painting has restarted
- Repairs to pool completed (funds from donation restricted for pool)
- There is a water pipe leaking by Ballard under the exit road
- Tim is getting bids on paving
- The session has made security gates a priority
- Still need help with clean up after the storms
- Cameron understands we're not doing a croquet tournament
- Watercolor workshop sold out; Practical Leadership gaining strength; Retreat Planners workshop will be a go; opened Blues festival to registration
- Possibly adding on Bluegrass next year; still in conversation about film festival (not with Metro East); working on intentional community

**Other Matters:**

- May Plea Letter - Erich will write it and tie in the road theme; will chat with Spencer

- Fundraising Dinner Theme – One of the following On The Road Again - Country Road Take Me Home - Bless the Broken Road; John and Brenda are honorary co-chairs; Spencer has not asked the speaker yet
- Greeter at Menucha (Events) - Kristen: people impressed that she was there, conversation about funding; Ellen: Educational opportunity for guests. Lindsay (new associate pastor) will help communicate what Menucha is about
- Sponsorships - Gibson won't sponsor Blues; have someone donating guitar strings
- Recruiting FOMF stewards - Jennifer resigned at the end of her term; will use Greeter opportunities to mine new members
- Croquet replacement - Menucha Summer Fair: a fun day; lawn games, family picnic, music, games, food, ask, artists as vendors, perhaps Mary Flower will perform; Kristen will help organize next year
- Compelling Menucha stories shared by Ellen and Susan
- More donor information – distributed a list of those who gave in 2015 but not 2016. Donna recognized some who came once and didn't come back. Homework for the Stewards - chat with these folks

**Next Meeting:** June 12 at Spencer's house; potluck, chicken or pork

Meeting was ended with prayer by Spencer.

A few donor thank you letters were signed.

Respectfully Submitted,  
Ellen Richter

MINUTES  
FRIENDS OF MENUCHA FOUNDATION  
Meeting of June 12, 2017  
At Spencer Parks' home

**Present:** Mike Starosciak, Spencer Parks, Donna Leamy, Ellen Richter, Erich Merrill, Kristin Solomon. **Absent:** Chris Rasmussen, Susan Hedlund.

Meeting was opened with prayer by Mike.

**Request for revisions/additions to agenda:** A discussion of software, Donor Perfect vs. Salesforce vs. Kindful was requested for cloud based, online access. Tabled until Spencer has time to look at the software.

**Approval of May Minutes:** Motion made by Erich, seconded by Kristin. Minutes approved unanimously.

**Financial Report:** \$222,494.27 is the bank balance; upcoming expenses: printing of plea letter and Greening (\$3,800).

**Update on Donations Activity – Donna:** very slow

- Margaret Mesirow gave \$500 in memory of David Mesirow, funding for rockery
- ongoing monthly donations continue to come in
- FPC was given all the information they needed for the audit.

**Executive Director's Report:**

- Spencer hired two co kitchen supervisors; Colin Bradley (has worked at Menucha for 7 years off and on and learned under Becky Lindsay). Colin wants to get back to Menucha traditions; he is the corporate memory in kitchen. David Bell was an instructor at Western Culinary Institute and worked for 5 years at the Collins Retreat Center, the Methodist conference center. Both started full time June 1. Whenever Menucha has guests, a kitchen supervisor is there. Their schedule is three days together and four days separate.
- Two new cooks have been hired, one is on maternity leave to return at the end of June. The kitchen is going well but a cook and a dishwasher are still needed.
- Tim is hiring - lost 3 house keepers, Betty Jane Wright, assistant head of housekeeping (position will not be replaced) is retiring at the end of June and Becky, admin assistant but does everything, (final details from groups, HR, front desk) is retiring at the end of the year. Possibly Mary Anne Bidondo will work full time. Possibly losing mid-week employees by end of year.
- Programming for 2018:
  - The usual programming will return: ukulele, dulcimer, blues, watercolor, practical church leadership
  - Trying to put film institute back on
  - Lori Lewis will possibly lead a bluegrass workshop
  - BBQ and bible for men

- Grieving workshop
- Lectionary workshop
- Lori is doing well with programming
- Pool has been patched and filled; now compliant w/Multnomah County (re: drain) but still leaking
- First work weekend will happen this coming Saturday
- Budget for next year: staff hikes have added \$45,000 to the budget, \$9.75 to \$11.25 pay increase plus increase for hourly people who were at that level
- Spencer is spending less time at FPC since Associate Pastor, Lindsey Santamaria, has started

**Other Matters:**

- Fundraising Dinner Theme - Kristin - colors: red, yellow, green, blue (pimento red linen)
  - Ideas:
    - road signs showing where different groups have come from
    - favors that look like luggage, can have a baggage claim tag for seating
    - Road To-themed invitation and posters
    - Old suitcases for decoration (1940's)
    - Centerpiece: tropical (hibiscus)
    - An actual luggage tag for seating
    - Hire a photographer, photo op with antique car (early 60's convertible parked by office - sunset shots)
    - Pass out pledge cards (like passports) as guests arrive
    - Put up visuals to show the cost to pave a certain amount of road
  - Need emcee, table sponsors, and an ask at the very end
  - Speaker is Gordon Kennedy, John and Brenda Morris are honorary co-chairs
  - Cooks will look at plates on Thursday
- Nonprofit Network – Kristin will consider attending a training event in Vancouver
- Sponsorships – nothing to report
- Committee structure – Ellen to ask UP Pamplin School of Business' Director of Corporate Partnerships for students interested in helping the board design a method of securing sponsorships
- Recruiting FOMF Stewards – Kristin will ask her friend, Amy, who has skills with fine arts/graphic-web design and a business degree if she is interested in being a steward
- Croquet replacement: Country Fair
  - Ideas
    - Raffle of art items, antiques
    - Sell Menucha food
    - Sell craft vendor spots
    - Games, music, pie contest, cakes/cake walk (judges/auction off)
    - Competitions: sack races, 3-legged race, egg toss

- Spencer will look for a date in July 2018
- Greeter at Menucha - Donna will email June and July schedule

**Next Meeting:** July 10 at 6:00 at Mike's house; pork potluck; need to park on the street. This will be Mike's last meeting; Chris will be nominated as president.

Meeting was ended with prayer by Ellen.

A few donor thank you letters were signed.

Respectfully Submitted,  
Ellen Richter

MINUTES  
FRIENDS OF MENUCHA FOUNDATION  
Meeting of July 10, 2017  
At Mike Starosciak's home

**Present:** Mike Starosciak, Chris Rasmussen, Erich Merrill, Kristin Solomon, Susan Hedlund, Donna Leamy, Spencer Parks. **Absent:** Ellen Richter. (Susan taking minutes in Ellen's absence.)

Meeting was opened with prayer by Chris.

**Request for revision of agenda-** none noted/

**Approval of June Minutes:** One correction was noted that two new cooks have been hired, and one existing cook is on maternity leave.

**Financial Report:** Chris reported that there was not a new update from Tim Killen. There is \$221,400.95 in the checking account. Much of which has been allocated to the Greening Project. \$26,000 was available for other projects. A motion and second were offered to set aside ¼ of the annual reimbursement to Menucha of \$2514. The motion was approved.

**Update on Donations:** Donna reported that 10 gifts have been received as a result of the plea letter totaling \$2,136.00 and 3 of them are new.

**Executive Director's Report:**

Spencer reported that he will be reviewing the Salesforce software, and compare it to Donor Perfect.

Menucha's programming continues to expand. The idea of a Film Institute is being revisited.

The Intentional Community as proposed has not garnered the support necessary to move forward.

Crestview, the retreat center adjacent to Menucha is for sale again at a price of \$4.5 million. Their gym, chapel and pool are very good facilities, and they can feed 350 people at once.

Menucha's pool is improved and working well. 20 people from First Presbyterian came to Menucha for a work day.

The fund raising Harvest Dinner was discussed. Spencer asked about the idea of Ukelele music which all agreed was a worth trying, The keynote speaker of the event is Gordon Kennedy who attends the Ukelele workshop each year.

The Grieving Workshop by Lori Nance has been put on hold.

The Retreat Planner's workshop went well.



2.

The kitchen is doing well, and staffing is stable.

**Other Matters:**

Fundraising Dinner: Kristin reported that the pimento colored table clothes have been chosen and that luggage tag ParAvon place cards have been chosen. Lynn will help us with yellow and white flowers. The idea of "Burma Shave"-like signs along the road would be creative, and Spencer will reach out to Bob about creating a map of the road with arrows indicating how much needs to be raised to pave the road.

Sponsorships: There is nothing to report on Sponsorships per Chris. John Morris has purchased the head table but thus far no one is sponsoring it.

Nonprofit Network: the meeting was cancelled, so Kristin will go to a Joyful Fundraising meeting instead.

Committee Structure: Discussion occurred about what positions were needed and who to recruit to assist us in holding two fundraising events. Marketing and Sponsorships are two areas of need.

Recruitment: Kristin indicated that she has a friend with a background in camp ministry, as well as design. She will reach out to her to gauge interest in joining FMF Board.

Greeter at Menucha Events: Donna will send out a list of upcoming Menucha events for FMF Stewards to attend as greeters.

Election of New President and Treasurer:

This is Mike's last Board meeting both as President and a Member. Chris Rasmussen was nominated as the new president, and Erich Merrill to replace Chris as our treasurer. There was a motion, second, and the Board unanimously elected Chris to be the new president, and Erich to be the new Treasurer. Ellen will remain the secretary,

**Next Meeting:** will be at Spencer's on August 7<sup>th</sup> at 5:30.

The meeting was closed with prayer by Kristin.

Letters were signed.

Respectfully submitted,  
Susan Hedlund

July 28, 2017

MINUTES  
FRIENDS OF MENUCHA FOUNDATION  
Meeting of August 7, 2017  
At the home of Sarah and Spencer Parks

**Present:** Chris Rasmussen, Erich Merrill, Kristin Solomon, Susan Hedlund, Donna Leamy, Spencer Parks. Guests: Gerry Foote, Amy Hagedorn. Absent: Ellen Richter. (Susan taking minutes in Ellen's absence.)

Meeting was opened with prayer by Spencer.

**Request for revision of the agenda:** none noted

**Approval of July minutes:** approved

**Financial Report:** Erich (our new treasurer) reported that the current balance in the checking account is \$224,342.00. There was a request to move to adopt the Standard Banking Resolution from US Bank, which was moved, seconded and approved.

Tim Killen has agreed to do the bookkeeping for the Foundation, however he would like electronic access to the bank account. As a signer on the account he would have remote electronic access to the information. After discussion, the Board approved this, MSP.

**Update on donations activity (Donna):**

Donna reported that there have been 27 gifts received in response to the plea letter (4 gifts from new donors) and the total is \$14,633 thus far. This includes a \$10,000 pledge. 3 tables have been sold thus far for the Harvest Dinner, 15 tickets plus \$400 from people not coming have been received.

**Executive Director's Report:**

Spencer reported that things are going well at Menucha. Menucha took a financial "hit" during the winter when the weather was bad. 22 groups cancelled, which resulted in a loss of one month's income. This has since been made up.

Programs are going well. The Blues in the Gorge guitar workshop is selling well, with an opening concert at the Grange Hall in Corbett. Sunday, October 1<sup>st</sup> at 7:00 pm.

"Out-take" interviews were held with Jennifer Helmer and Mike Starosciak. The main suggestion was to help new Foundation Board members understand the relationship with the Commission and Menucha. Thorough orientations are planned.

Grief workshops have been postponed.

There are plans underway for a Blue Grass camp, with Laurie Lewis, a picker from Northern California, and others playing the mandolin, fiddle, banjo and guitar.

The Film Institute is being revisited, with hopes for a workshop in July of 2018.

The kitchen staffing is currently stable, with reviews of the food reported as excellent.

For the Harvest Dinner, the luggage tags proved too expensive so will be replaced with boxes.

The painters are coming to complete the painting this week.

Tim's house needs a new heating/cooling system, and the Board supports this from the Greening funds.

**Other Matters:**

Fundraising Dinner: Bob is working on signs for the road. Susan and Sarah will bring suitcases. The Menucha Commission will hopefully have a presence at the dinner.

Plans are underway for selling tickets at FPC.

Volunteers for the dinner are Susan, Chris, Gerry, and Kristin as wine-pourers.

We welcomed Gerry Foote and Amy Hagedorn as new FOMF Stewards and the board approved their installation. Keren McCord, from OHSU and Pink Lemonade has agreed to join us as well. Derek Foote with RYLA has indicated interest in joining the board, and will attend our October meeting.

There is discussion about a new building/meeting space at some point in the future being built at Menucha to offer more options for day use.

Ongoing discussion about hiring a development director continues.

Crestview (retreat center adjacent to Menucha) has apparently received a full price offer.

There will be no September meeting because of the Harvest Dinner.

The next Board Meeting will be at Susan's on October 9<sup>th</sup> at 6:00 pm.

The meeting was closed with prayer by Chris.

Letters were signed for donors.

Susan Hedlund, August 8, 2017

**FRIENDS OF MENUCHA FOUNDATION**  
**MINUTES OF MEETING OF THE BOARD OF STEWARDS**  
**SEPTEMBER 28, 2017**

A meeting of the Board of Stewards of Friends of Menucha Foundation, an Oregon nonprofit corporation ("FoMF"), was held on Thursday, September 28, 2017, beginning at approximately 6:10 pm at First Presbyterian Church, Portland, Oregon.

Stewards Present: Erich Merrill, Chris Rasmussen, Kristin Solomon

Stewards Absent: Gerry Foote, Susan Hedlund

Menucha Staff: Donna Leamy, Spencer Parks

Guest: Derek Foote

**Resignation**

Prior to the meeting, Chris told those present that Ellen Richter had resigned from the board.

**Opening; Agenda**

Chris opened the meeting with prayer. No additions or changes were requested to the agenda.

Chris welcomed Derek Foote as a guest who is considering joining the board.

**Minutes**

The minutes of the August 7, 2017 meeting were approved.

**Financial Report**

Erich gave the treasurer's report, distributing a profit and loss statement prepared by Tim Killen for the year through August 31. FoMF's cash balance at September 27, 2017 was \$200,631.02.

Tim had been designated as an authorized signatory on the bank account at the August meeting. Since that meeting, Tim asked not to be a signatory. Upon motion made by Chris and seconded by Kristin, the board unanimously rescinded designation of Tim as an authorized signatory.

Chris moved that FoMF pay another quarterly management fee of \$2513.00 to Menucha. Erich seconded the motion, and it was unanimously approved.

**Donations/Solicitations**

Due to the forest fire in the Columbia Gorge beginning Labor Day weekend, the annual dinner had been cancelled. Donna noted that all ticket holders but one couple had asked that FoMF retain the price of their tickets as a donation, and a number of other donations were made, including 15 gifts from new donors in response to a Facebook plea at the time of the fire. Donna reported that net proceeds related to the cancelled dinner are about \$12,200.

The board discussed an outreach effort to encourage donations that would have been made at the dinner or that may be motivated by the fire. Kristin volunteered to prepare a letter for this effort, to be completed by October 15.

Donna brought up the need to start work on the next solicitation letter which will be mailed in late November. The board decided that Gerry should be asked to draft the letter with Spencer's assistance.

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

Spencer reported that Menucha had lost \$50,000 in business because it had to close during the fire. He and Donna described events during the fire, including a number of people driving through Menucha to get a look at the fire or for more nefarious purposes.

Spencer further discussed fund raising needs and activities, including the need to coordinate FoMF fund raising with the capital campaign being undertaken by First Presbyterian Church. He suggested that the board's future fund raising efforts focus on providing salary for a development officer.

### **Other Matters**

The annual donor thank-you dessert reception will be held on a date to be determined in December. Donors giving more than \$500 and those giving for the first time will be invited. Chris offered to have the MAC Balladeers sing during the event.

Donna distributed a list of groups using Menucha in October and invited Stewards to act as greeters for any groups that interested them.

Spencer stated that window painting costs, among others, would be submitted to close out the Murdock grant, freeing up FoMF to apply for a new grant.

Stewards expressed general support for continuing the potluck dinner format for meetings. The board will revisit the format if the number of Stewards rises above eight.

Stewards signed 75 thank-you letters to donors.

### **Next Meeting**

The next meeting will be held on October 16<sup>th</sup>, 2017, at Susan's house.

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

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Erich Merrill, Acting Secretary

**MINUTES**  
**FRIENDS OF MENUCHA FOUNDATION**  
**Meeting of October 16, 2017**  
**At home of Susan Hedlund**

**Present:** Chris Rasmussen, Erich Merrill, Derek Foote, Gerry Foote, Susan Hedlund, Donna Leamy, Spencer Parks.

**Absent:** Kristin Solomon

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

**Agenda:** elections were added to the agenda.

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

**Elections:** Ellen has resigned from the Board and a new secretary will need to be elected.

**Financial Report:** Erich reported that the checking account balance at the end of September was \$163,701.07, Total donations from recent fund raising were \$34,988. Both fund raisers were not held-Croquet Tournament was cancelled, and the fundraising dinner was cancelled as a result of fire-related evacuation. Twenty one new donors donated recently, in part related to the fire.

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

Donna reported that we have raised 52.3% of our goal as a result of the above. FPC is beginning a capital campaign, and Menucha will be included in this. The end of the year donations will be applied to improving the road.

**Executive Director's Report:** Spencer provided an update. The "Ukulele Band" Camp in March has only 5 slots open and the private rooms were reserved within the first day of registration being open. The "Blues in the Gorge" went well and the concert at the grange went well. Guy Davis was great. Some from the Ukulele camp want to do a benefit concert for Menucha. The presentation for the Pearl Rotary went well and Derek has put Spencer on Rotary's list for more presentations.

Discussion ensued about the potential hiring of a development director. In general, development directors are self-supporting by the third year. It is also a value added by soliciting grants and cultivating donor relationships. If the Foundation wants to move to a greater level of annual contributions, allowing for an expansion of Menucha hospitality and mission, we will need more than a board of part time volunteers.

**Next Meeting:** will be on Nov. 13, 2017 at Chris's house.

**Closing Prayer:** offered by Chris.

**Letter signing:** All.

Friends of Menucha Foundation  
Nov. 13, 2017 Minutes

Present: Chris Rasmussen, Erich Merrill, Kristin Solomon, Gerry Foote, Derek Foote, Susan Hedlund, Donna Leamy, and Spencer Parks.

Opening Prayer offered by Spencer

Request for revisions/additions to the agenda- none were noted

Request for Approval of Minutes voted and approved

Financial Report: Erich reported that the balance in our account as of the weekend is \$176,000.

Other Matters: The thank you dessert will be held on December 10<sup>th</sup> at Menucha. The Balladeers from Multnomah Athletic Club will perform.

The position of secretary of the Board is open following Ellen's resignation. Susan will be secretary for the next six months, pending the election of another secretary.

A plea letter was written by Gerry. It is a powerful letter with a poignant "P.S." written by Tim about the evacuation of Menucha during the Eagle Creek Fire in September.

Discussion ensued about the donor software: Donor perfect vs. Salesforce. Kristin will evaluate the ideal options for consideration.

Recruitment of FOMF Stewards: The FPC Session officially approved the current stewards at their October meeting. Keren McCord has decided not to join the board at this time.

We will discuss funding of a Development Director at our January retreat, date to be determined.

Donna provided a list of upcoming retreats for greeter opportunities.

Update on Donations: Donna said that we are at 62% of our fundraising goal for the year. (Both of our fundraising events were cancelled.) 6 gifts have been received of \$200 monthly donations. Kathy Withycombe's \$10,000 pledge to pave the road has been received.

Executive Director's Time: Menucha is now a "line item" in the First Presbyterian's Capital Campaign. The goal is \$150,000 for capital improvements. This will go directly to Menucha. The Ukulele Band Camp is entirely sold out with a waiting list. The Bluegrass Camp registration is about to open, and the Menucha Film Institute retreat is still in process.

Next Board Meeting: will follow the Thank You Dessert on Dec. 10<sup>th</sup> at Menucha.

Closing Prayer: offered by Erich

Letter signing followed.

Susan Hedlund, Acting Secretary



## Minutes of Friends of Menucha Foundation Meeting

**Sunday, December 10, 2017**

Present: Chris Rasmussen, Erich Merrill, Kristin Solomon, Derek Foote, Susan Hedlund, Donna Leamy, and Spencer Parks.

Absent: Gerry Foote

Opening Prayer offered by Kristin.

Request for revisions to agenda-request to discuss a July fundraiser

Request for approval of Minutes-voted and approved

Financial Report: Erich reported that as of 12/9/2017, the balance in our account is \$152,690.10. We have had a great response to the pleas letter, receiving nearly \$6,000 in donations designated for the paving of roads.

Other Matters: We hope to have our annual Board Retreat on January....?????

Kristin reported that she has been researching demo's for donor software. It was determined that it would be prudent to await a development director who may have a preference as to which software to use.

A major goal for the retreat is to focus on recruitment of a development director. Kristin offered to create a job description, and qualifications for consideration at the retreat.

Discussion occurred about a fund raising event in the summer to replace the croquet tournament. The idea of a country fair that includes art, music, food and games, with a charge for booths was discussed. One possible date was August 11<sup>th</sup> that would overlap with the Creative Arts Community Retreat.

Update on donations activity -Donna reported that despite having to cancel the annual Harvest Dinner, and the croquet tournament, we have reached 69.2% of our fundraising goal of \$90,000. She provided a breakdown of funds raised by category.

Executive Director's Time-Spencer reported that First Presbyterian Church's Capital Campaign is going well. They have reached \$1.8 million of their goal of \$2.2 million. While Menucha will receive \$150,000 of those funds, it is unclear when the disbursements will be made.

Further discussion occurred about the hiring of a development director. The possibility of pursuing a grant to launch the position was considered. We estimate the need to be \$190,000 over three years with diminishing support. The Collins Foundation, Murdoch Foundation, and Jubitz were possible sources for consideration.

Spencer reported that he has filed a claim with the insurance company for the loss of income from cancellations due to the fires. The estimated loss of 2 weeks of business is \$48,000.

He also reported that the Session has approved going forward with an Intentional Community, to begin September 2018. It is intended to promote the spiritual growth for young adults (21-30 y.o.sus) that would include community building, skills assessments, and a community project. It is designed after the Taize Community in France which is based on the principle of reconciliation. (Spencer referenced the book Community of Taize, by Jason Santos). The NW Jesuit Corps is based on similar principles.

Spencer reported that registration is open for the Bluegrass Camp scheduled this Spring.

There will be no film institute.

Next meeting: Retreat Jan. 21, 2018 at Menucha

Closing prayer: was offered by Spencer

Letter signing was followed by dinner.

Respectfully submitted

Susan Hedlund, Acting Secretary