

WPWA Organizational Planning Retreat
203 Arcadia Road, Hope Valley, RI 02832
January 7, 2017
9:00 a.m. to 3:00 p.m.

By the end of the event, we hope to achieve the following outcomes:

1. Review budgeting terms and categories.
2. Develop three funding scenarios and implications for each.
3. Based on the most likely scenario, discuss how much new funding is needed and possible sources.
4. Agree to the changes that need to be made to the existing governance structure and process to support WPWA's funding scenario and funding goals.

Agenda

9:00 Welcome, goals and flow

9:15 Review budgeting terms and categories

Review three expense and revenue categories – do we all understand them?

Review Income scenario

- Ideal revenue scenario and expense implications
- Likely revenue scenario and expense implications
- Worse case revenue scenarios and expense implications

Output: Create a plan for each scenario that details impacts and implications as it relates to staffing, program delivery and long term goals.

11:00 New funding: How much is needed, where does it come from to implement WPWA's mission work plan?

Output: Priority funding sources identified and immediate next steps for pursuing these listed. Note any anticipated changes to staffing structure.

12:30 Lunch

1:00 What changes need to be made to the existing governance structure and process to support WPWA's funding scenario and funding goals?

Output: List changes that are necessary to the governance process and structure, noting any specific recommendations for changes to the by-laws.

2:30 Wrap up and next steps

3:00 Adjourn

WPWA 2017 Budget -- PROPOSED -- as of December 15 2016

INCOME

Unrestricted

4010 donations & gifts	\$	22,500
4710 endowment interest	\$	8,500
4900 membership dues	\$	30,385
5200 merchandise sales	\$	500
TOTAL	\$	61,885

Restricted

4600 State Gov't (pass thru)	\$	3,000
4420-02 Lattner Foundation	\$	25,000
TOTAL	\$	28,000

Very Restricted

4400 Federal Grants	\$	138,500
UNRES + RESTRIC	\$	89,885
UNRES + RESTRIC + VERY	\$	228,385
Pass Through Reduction State=\$3K Fed=\$82050	\$	85,050
Retained Income	\$	143,335

VARIANCE \$ 72,367

EXPENSES

Non-Adjustable Costs

Facilities

7140 heat	\$	750
7100 electricity	\$	1,353
7150 insurance	\$	4,000
7170 permits	\$	50
7250 maintenance	\$	2,000
TOTAL	\$	8,153

Moderately Adjustable Costs

Office

7030 bank & credit card fees	\$	678
7090 dues	\$	400
7110 computers	\$	2,000
7160 website/internet	\$	2,280
7200 office miscellaneous	\$	3,000
7210 payroll	\$	1,200
7220/7230 Printing/Mailing	\$	1,150
7270 staff miscellaneous	\$	1,500
7290 phone	\$	1,343
7300 staff development	\$	500
7700 bloomerang fee	\$	2,000
7500 Member Renewal & Appeals	\$	3,900
TOTAL	\$	19,951

TOTAL FACILITIES + OFFICE \$ 28,104

Highly Adjustable Costs

Staff

7810 Exec Director	\$	61,000
7825 Program Director	\$	38,150
7840 Membership Coordinator	\$	14,560
7235 WQ Consultant (Elise)	\$	15,000
7855 interns	\$	2,875
7860 payroll taxes	\$	10,658
7880 health benefits	\$	6,000
7890 workmen's comp	\$	735
TOTAL	\$	148,978

7010 accounting/tax prep	\$	14,620
7175 marketing	\$	4,000
7999 WQ monitoring	\$	20,000
TOTAL	\$	38,620

GRAND TOTAL \$ 215,702