



# 2015 ANNUAL REPORT

## Board of Directors

Barry M. Lemley  
President

Paula Bobb-Semple  
Vice President

David R. Lambert  
Secretary

Donald Cuming  
Treasurer

Dr. Raymond Albright  
Board Member

Melanie Folstad,  
CFP®, CRPC®  
Board Member

David V. Heffernan  
Board Member

Rev. Mansfield Kaseman  
Board Member

Mark E. Miller, Esq.  
Board Member

Ann Posner  
Board Member

Graceful Growing Together, Inc., (GGT) is a Maryland incorporated 501(c)(3) nonprofit with a mission to build on its direct and partnership social services to the greater Bethesda community by expanding capacity for sustainable programs. We do this in strong partnership with Christ Evangelical Lutheran Church (CELC) and close collaboration with many other providers and supporters.

## VISION

GGT is a faith-based initiative enhancing social services for the Bethesda community.

## MISSION

**CONNECT** *the community with a convenient, safe, sustainable and affordable social services center;*

**ENRICH** *people’s lives and help them grow through caring relationships and meaningful services;*

**INNOVATE** *by offering a continuum of services responsive to community needs and aspirations.*

Following Board direction, with ever increasing Church and Community support, 2015 was a very active and productive year on a number of fronts.

Here are brief highlights of key activities and 2015 accomplishments plus 2016 plans.

## BOARD GOVERNANCE

The full Board held formal bi-monthly meetings and governance, program, communications and finance meetings occurred as required. The Board provided numerous advisories including quarterly Council reports.

Orientation sessions for Board members were completed in 1Q2015.



# *Graceful Growing Together, Inc.*

## **CLASS B GGT DIRECTORS AND OFFICERS APPROVED**

Following GGT Approved Bylaws, a Motion to elect GGT Class B Directors (Term ending 12/31/2017) Paula Bobb-Semple, Rev. Mansfield “Kasey” Kaseman, Mark Miller and Ann Posner was approved by the Congregation vote at the CELC annual 2015 meeting. 2015 GGT officers voted in by the Board are President Lemley, Vice President Bobb-Semple, Treasurer Cuming and Secretary Lambert. Don Cuming was then named as the GGT Board’s representative to the CELC Council. Founding GGT Board member and Treasurer Andy Masetti retired from the Board after two 3-year terms was thanked for his service.

## **CAPITAL CAMPAIGN FEASIBILITY STUDY TO PLANNING AND PROSPECT CULTIVATION PHASE**

GGT managed the Community Counselling Services Company (CCS) feasibility contract to assess philanthropic goals based on survey results from the Congregation and community. This report serves as a key guideline for important financial support of the church and community center building (CCCB) development project. The findings and recommendations provided in this Capital Campaign Feasibility Study (CCFS) were based on 124 confidential, strategic internal and community discussions.

An Executive Overview and 2015 status of the Feasibility Study highlights three points follows. Study findings and observations detailed a proven timetable and implementation plan that is now incorporated into future strategies and work-plans. In 2016, these were implemented in concert with the planned center development schedule and new staffing.

1) Thanks in part to a Montgomery County operating grant, in 4Q15 GGT launched a 12-24 month Planning and Prospect Cultivation period prior to initiating and launching a public campaign. This planning period includes deeper engagement with church members, Bethesda-based businesses and foundations, as well as Maryland State and Montgomery County government officials, to boost awareness of the organization and GGT’s philanthropic priority standing among donors.

2) The Case for Support Task Force was formed with a mix of eight Congregation and Community members and facilitators. Goal is to develop a clear, compelling, and impactful case for financial support. First of three planned meetings was held on Nov 12, 2015 to review initial Case for Support draft.

3) Multiple communications were held during 2016 to expand GGT’s visibility and impact in Bethesda and the greater Montgomery County area.

## **GRANT FROM MONTGOMERY COUNTY COUNCIL ENABLED CAPITAL CAMPAIGN PLANNING**

GGT received a generous operating grant from Montgomery County Council to support the Capital Campaign prospect cultivation and launch. This grant enabled a professional development contractor to be hired in 4Q15.

# Graceful Growing Together, Inc.

## GGT 5 YEAR STAFFING PLAN AND EXECUTIVE DIRECTOR SEARCH

The Board approved a 5-year ramp up staffing plan to prepare for the operations of the community center included hiring a Staff Executive Director. A four member Board Search Team completed their work in 4Q15 and a new Executive Director, Melissa Graves, most recently Chief Executive Officer at Lutheran Social Services, National Capital Area, (LSS/NCA) was unanimously elected by the Board with a start date of March 1, 2016. The Board also voted to retain Consultant Executive Director Barry Lemley until April 30, 2016 to assist with the transition and future governance.



## COMMITTED TO NONPROFIT TRANSPARENCY

The GuideStar Exchange is an initiative designed to connect nonprofits with current and potential supporters. With millions of people coming to GuideStar to learn more about nonprofit organizations, the GuideStar Exchange allows nonprofits to share a wealth of up-to-date information with GuideStar's many audiences. In November, 2015, GGT attained the GuideStar Exchange Gold participation level, a leading symbol of transparency and accountability provided by GuideStar USA, Inc.

This level demonstrates GGT's deep commitment to nonprofit transparency and accountability. The GuideStar Silver logo is now prominently displayed on our website and GGT is set up to receive donations both through GuideStar as well as through Network for Good. For the 3<sup>rd</sup> straight year 100% of the GGT Board contributed meaningful gifts of funds, as well as their time and their talents. GGT also was approved as a nonprofit receipt by the Thrivent Choice Dollars program in 2015.

## DONATIONS, BOND BILL, AND COST SHARING CONTRACTS

As our project gets ever closer to being "shovel ready", GGT, as a 501(c)(3) nonprofit, has been encouraged by successful Maryland State Senate and House as well as Montgomery County capital grants. Additional 2016 applications are being filed with government plus many corporations and foundations.

## AUDIT COMPLETED BY COUNCILOR, BUCHANAN AND MITCHELL (CBM)

A consolidated YE2014 clean audit and GGT 990 was completed by the Bethesda based CPA firm of Councilor, Buchanan and Mitchell (CBM). They have specific expertise in nonprofit financial management and GGT has used CBM for audits, 990 and financial advice since 2012.

# Graceful Growing Together, Inc.

## REVAMPED COMMUNICATIONS

A 5 year Strategic Plan 2015 to 2019 was approved with updated Vision, Mission and Goals. That work is now included in the Case for Support Task Force work. GGT's new website was launched in August.

[www.GracefulGrowingTogether.org](http://www.GracefulGrowingTogether.org)

## LUTHER HALL, KITCHEN AND GLENBROOK HOUSE MANAGEMENT

The Council previously approved a GGT proposal to manage, build usage and revenues for the relatively dormant Luther Hall, Kitchen and Glenbrook facilities. This work led to activating the Luther Hall Kitchen and then the expansion of Guiding Star Child Development Center into the Luther Hall space. GGT was actively involved in securing Architectural, Use and Occupancy and Fire Marshal permits for the successful Guiding Star consolidation of all students and programs at the current CELC facility. The GGT Kitchen upgrades led to a renewed Commercial Kitchen License in 2015.

## CULINARY ARTS INITIATIVE

The GGT Culinary Arts Initiative (CAI) provided Time - Share Kitchen Rentals to several small and start-up catering businesses owners during 2015. On occasion, the National Restaurant Association ServSafe® class continues to be taught and GGT has a representative on the Montgomery County Food Literacy Working Group and the Religious Land Use Working Group. Some time-share renters are farm market vendors. Others have a State of Maryland Food Processing Plant License.

ServSafe® is a registered trademark of the National Restaurant Association Educational Foundation

A pay-what-you-can nonprofit Community Café is being considered. Montgomery County community members were invited to participate in a Feasibility Meeting held in July. Of particular interest to meeting attendees were the fifth level (banquet hall & commercial kitchen) and the cellar level which has rough-in space for heavy mechanical equipment, storage and ample space for a café. The fourth level (nonprofit village & business incubator) was also mentioned.

CAI has suggested numerous community functional needs in the Design Development phase. At this November meeting, it was decided that fifth level Flex Room 3 could accommodate a Teaching Kitchen next to the Commercial Kitchen.

About 3,000 sq.ft. of space could be used for a potential non-profit food service space, seating area and private dining room on the lower level.



## OTHER GGT MANAGED SPACE USE

GGT continued to provide discounted rental community service space use of our facilities to Bethesda Cares, Mental Health Counselors and over 20 other nonprofits in the Glenbrook House and other space, such as Inglesia Principe de Paz Assembles Congregation in the Sanctuary.

# Graceful Growing Together, Inc.

## TRANSPORTATION AND ENVIRONMENTAL ENHANCEMENTS

GGT submitted testimony to the Bethesda Urban Partnership supporting a new Bethesda Circulator bus stop at our Old Georgetown and Glenbrook facility. That request for the popular, free Circulator service was approved as part of that route expansion effective January 4, 2016. Three other County and Ride on buses will continue to stop at the facility that our visitors are encouraged to use to reduce vehicular traffic and environmental issues.

## GGT 25 YEAR LEASE FROM CELC

On January 15, 2014 the CELC Council approved a 25 Year Lease for GGT to manage most facility spaces and related operations in the planned new center. In January 2015 the CELC Council approved the framework in preparation for a Congregational vote. This lease, as required by most grant makers, will include a legal contract between both parties and a set of Council approved GGT Operating Principles to guide management of the new center.

## GGT ANCHOR TENANT PLANNING

Building on the limited, but important, tenant experience in the current facilities, together with the NonProfitCenters Network Market Assessment, GGT is moving to expand that role in the planned new facility. In 2015, GGT leadership continued to hold facility planning meetings with a number of community groups that included CELC worship and administrative needs as well as Bethesda Arts and Entertainment Board, Bethesda Cares, Bethesda Urban Partnership, Guiding Star CDC, Live and Learn Bethesda, Lutheran Social Services, Manna Food, Montgomery County Food Council, Montgomery County Department of Recreation, The Western Montgomery Regional Service Center, The Nonprofit Village, Panera Cares, YMCA, local congregations, concert groups and many others who have expressed a keen interest in future space. Their potential space needs are all included in the approved Schematic Design and Design Development plans for the new center building led by MTFA Architecture and the Development Steering Committee (DSC).

## 2015 YEAR END FINANCIALS

### Subject to Audit

GGT Inc Revenues	\$87,726
GGT Inc Expenses	\$86,618
GGT Inc Net Income	\$ 1,108

## HOW TO DONATE TO GGT



Church members can donate to GGT through Simply Giving. We plan on establishing a PayPal account in 2016.

# Graceful Growing Together, Inc.

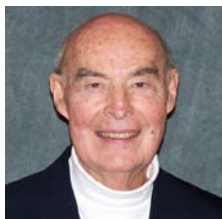
## 2016 GGT PLANS

Looking ahead into 2016, GGT has approved a number of key objectives. They include:

- 1) Motion to elect GGT Class C Directors (term ending 12/31/2018) Add up to 5 Bylaw Approved Vacant Members, one from CELC and four from the Community, either in 1Q16 or during the year;
- 2) Departing Board members Melanie Folstad and Mark Miller will be thanked for their Board service and will continue in an advisory capacity;
- 3) Implement transition and 2016 Work Plan with new Executive Director Melissa Graves;
- 4) File State Bond Bill, County Cost Sharing Contract, Foundations and Operational Grant applications;
- 5) Coordinate input into the Design Development phase with MTFA Architecture and the DSC;
- 6) As the new center's size, scope and space and timetable is confirmed after Design Development Phase, pursue additional anchor tenant leasing opportunities;
- 7) Provide revenue & expense update into the DSC 10 year CCCB Operating Proforma;
- 8) Gain approval for GGT Facility Operating Principles to support 25-year lease;
- 9) Launch Capital Campaign Planning and Prospect Cultivation project in concert with development schedule and grants;
- 10) Send a representative to the One World Everybody Eats Foundation yearly summit to learn more about the pay-what-you-can nonprofit Community Café concept. This will help in writing a business plan for this proposed use of space on the lower level.

Continued comments, questions and support for GGT's mission are much appreciated.

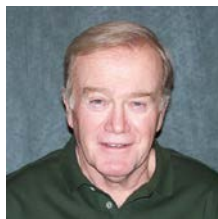
## RESPECTFULLY SUBMITTED BY THE 2015 GGT BOARD OF DIRECTORS



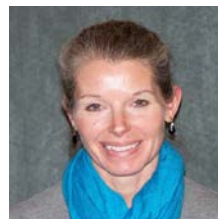
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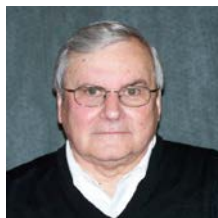
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Mark Miller, Esq.



Ann Posner

Approved on January 14, 2016