

2020 ANNUAL REPORT

2020 BOARD OF DIRECTORS

Chair **Chris Bodamer**, Kaiser Permanente
Secretary **Kate Rood**, Beneficial State Foundation
Treasurer **Alex Larralde**, Intapp
Saxar Lower, Affinitiv
Molly Newgard, Blue Sky Gallery
Chenoa Philabaum, City of Portland
Marisol Tawadros, Nike
Reggie Wideman, Lytics

2020 RESOURCE COUNCIL

Jennifer Allen, James F. & Marion L. Miller Foundation
Jeana Edelman, HOTLIPS Pizza + Soda
Dave Eggers, Author and 826 Valencia
Liza Halley, Write Around Portland Co-founder
Paul Lipscomb, Options Consulting
Holly MacArthur, Tin House
Julie Mancini, former Executive Director of College Possible
Ben Moorad, Write Around Portland Co-founder
Miriam Sontz, former CEO at Powell's Books
Robyn Steely, Write Around Portland Executive Director 2005-2015

STAFF

Jenny Chu, Community Engagement Manager
Elizebett (Liz) Eslinger, Executive Director
Emily Garcia, Program & Operations Coordinator
Allison Specter, Development Director
Sarah Weller, Program Manager

A special thank you to **Allie Molen** who also provided our staff team with temporary support in 2020.

CONTACT

On March 12, 2020 Write Around Portland suspended all in-person programming to support the health and safety of our community due to the COVID-19 pandemic. Our office continues to be closed to the public until further notice. Please check our website for updates, information and ways you can connect with us remotely.

133 SW 2nd Ave #304
Portland OR 97204
503.796.9224
writearound.org
Tax ID/EIN: 84-1482706

Changing lives through
the power of writing.

A NOTE FROM THE EXECUTIVE DIRECTOR

Dear friend,

As I reflect on this past year, I have felt especially grateful to be part of this Write Around Portland community.

There were many challenges in 2020: navigating a public health crisis, advancing racial justice and systemic change, rebuilding after wildfires, enduring a fraught election season. I am proud of this Write Around Portland community and the many ways we have adapted and helped each other in a time when we needed it the most. In 2020, we:

- partnered with social service agencies to develop and implement remote workshops to reach those without computer access and/or experiencing additional isolation;
- launched online sliding-scale workshops open to everyone and free BIPOC workshops to offer a supportive space for Black, Indigenous and People of Color to write and share;
- continued our racial equity work and amplified the voices of local Black writers through #BlackVoicesMatter on social media;
- launched a #breakforjoy campaign with writing prompts and inspiration to help our community cope, process and find joy during a challenging time;
- were awarded the Stewart H. Holbrook Literary Legacy Award at the 2020 Oregon Book Awards ceremony, in recognition of our contributions to Oregon's literary community.

As we look to the future, we know a shared community experience—the kind of authentic community Write Around Portland has successfully built for 22 years—requires the sharing of physical space. We are continuing to monitor the pandemic and are preparing to resume our in-person programming and operations when it is safe to do so. We are committed to investing in the essential supports that make our programming possible; these will help us integrate key learnings from this distanced time, and sustain the strength of our organization during and after the pandemic.

It is this community that gives me hope in 2021. While we cannot immediately end the public health crisis or racial injustice, I continue to believe in the power of writing to help build a more humane, just and respectful world. Write Around Portland has been and continues to be a place that brings people together, expands perspectives with words and stories and generates understanding with humility and compassion.

Let's continue this essential work together.

With much gratitude,



Elizebett (Liz) Eslinger
Executive Director

2020 SNAPSHOT

119 total workshops

22 workshops with agency partners

1,115 total workshop enrollments

3,525 handwritten postcards mailed

44 workshop facilitators

1,768 total volunteer hours

175 Inkwell members

685 total financial contributors

We are grateful to all of our writers, agency partners, volunteers, funders, donors and supporters who helped make our work possible in 2020. Thank you for changing lives and building community through the power of writing!

2020 FINANCIAL REPORT - WRITE AROUND PORTLAND

2020 FINANCIAL SUMMARY

Because of our history of strong finances, programming and planning—and our quick adaptations in response to the COVID-19 pandemic—Write Around Portland remains financially sound. Soon after stay-at-home orders in March 2020, we decided to: suspend in-person operations and transition to remote programming; increase applications for emergency and grant funding to support lost revenue from cancelling in-person programs and events; cut expenses; and focus on retaining our current staff, who are essential to continuing our work during and after the pandemic. With emergency funding, unexpected grant awards (including grants restricted for 2021) and a 20% cut to expenses, we ended 2020 with positive net income.

At the end of 2020, we had approximately 8 months operating reserves.* The net revenue generated in 2020 will help off-set a currently projected deficit in 2021. As the pandemic continues into 2021, we anticipate our budget will be impacted by lost revenue from in-person events and programming, and we do not anticipate receiving similar levels of emergency and grant income as we did in 2020.

**Reserves are available to support “rainy day” (i.e. emergency or unexpected) financial needs, support cash flow throughout the year and invest in initiatives to support organizational growth. We work to maintain an operating reserve of at least 3-6 months, which is generally recommended for nonprofit organizations.*

WRITE AROUND PORTLAND STATEMENT OF FINANCIAL POSITION - DECEMBER 31 2020

ASSETS

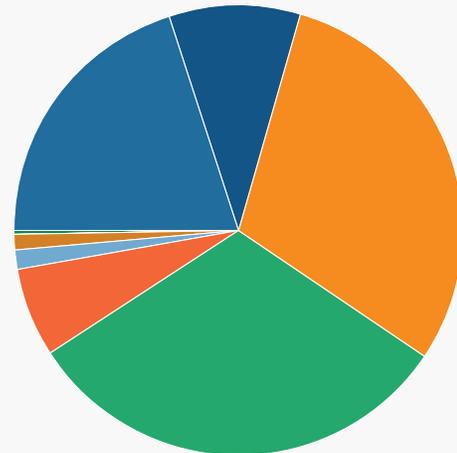
Current Assets	
Checking/Savings	
Commerce Bank Accounts	\$377,680
Petty Cash	\$103
Total Checking/Savings	\$377,783
Accounts Receivable	
Accounts Receivable	\$6,781
Total Accounts Receivable	\$6,781
Other Current Assets	
Prepaid Lease Deposit	\$159
Grocery Store Gift Cards	\$619
Bulk Mail	\$150
Bus Tickets	\$7,585
Prepaid Insurance	\$904
Prepaid Lease Deposit	\$1430
Total Other Current Assets	\$10,697
TOTAL ASSETS	\$395,261

LIABILITIES & NET ASSETS

Current Liabilities	
Credit Card	\$225
Staff Vacation Accrual	\$8,673
Total Current Liabilities	\$8,897
Net Assets	
Unrestricted Net Assets	\$290,937
Temporarily Restricted Net Assets	\$95,427
Total Net Assets	\$386,364
TOTAL LIABILITIES & NET ASSETS	\$395,261

REVENUE

- INDIVIDUAL CONTRIBUTIONS – 20% – \$99,589
- ANNUAL EVENT (RAISE YOUR PEN) – 10% – \$47,945
- FOUNDATION GRANTS – 30% – \$148,000
- GOVERNMENT GRANTS – 31% – \$156,367
- FEE FOR SERVICE – 6% – \$31,929
- IN-KIND CONTRIBUTIONS – 1% – \$6,085
- BUSINESS CONTRIBUTIONS – 1% – \$6,455
- BOOK & MUG SALES – 0% – \$192
- INTEREST – 0% – \$140



TOTAL REVENUE \$496,702

EXPENSES

Workshop and office supplies, volunteer training and support, writing journals	\$3,233
Community readings, annual and other events	\$2,108
Bookkeeping, technology and professional services	\$15,412
Office and workshop room, equipment	\$17,799
Internet, postage, printing, telephone	\$12,971
Credit card fees, government filings, insurance, uncollectible bills	\$9,917
Trainings and professional development, public relations, transportation	\$3,808
Staff compensation, health insurance, retirement benefit, payroll taxes, accrued vacation	\$291,865

TOTAL EXPENSES \$357,113



write around®
— PORTLAND —

Respect. Writing. Community.