

MEETING MINUTES
OHAVI ZEDEK SYNAGOGUE - BOARD OF DIRECTORS

Date:

December 15, 2016

Board Members Present:

Jessica Schechter Kane, Miriam Sturgis, Suzanne Brown, Karen Corbman, John Blatt,
Wayne Senville, Marv Greenberg, Bill Miller, Sarah Kleinman, Abby Rosenthal, Joanna May,

Board Members Absent:

Sharon Panitch, Judy Rosenstreich, Liz Kleinberg,

Staff and Clergy:

Grace Oedel – Executive Director
Rabbi Amy Small – absent

Guests:

Eric Corbman, Harvey Klein - trustee, Michael Rosenthal, Sally Hand

Meeting Recorder:

Marv Greenberg

NOTE:

The Board Packet contains detailed agenda and supporting documents.

The Board Packet for this meeting can be found in Dropbox:

<https://www.dropbox.com/home/OZ%20Shared%20Board%20Documents/Meeting%20Minutes/2016/Dec%2015%2C%202016>

If you do not have access to Dropbox then contact John Blatt for a copy

AGENDA

TIME	ITEM	DESCRIPTION / DISCUSSION	PRESENTER	ACTION ITEMS
<p>5:30P – 5:35P <i>(5 min)</i></p>	<p>Getting Started</p>	<p>Description: Board members given any additional documents and prepare to be seated so we can start on time</p> <p>Discussion: Meeting called to order at 5:35 PM with an abundance of food.</p>	<p>OZ Board</p>	
<p>5:35P – 5:40P <i>(5 min)</i></p>	<p>Welcome new Board Members</p>	<p>Description: We will welcome the new Board members</p> <p>Discussion: John welcomed Suzanne, Bill, and Karen as new members. All do not have access to drop box. John to talk to Sharon about adding them to dropbox.</p>	<p>John Blatt</p>	<p>John to talk to Sharon about getting new members on dropbox and Sharon to make it so.</p>
<p>5:40P – 5:45P <i>(5 min)</i></p>	<p>Meeting Structure</p>	<p>Description: John to cover the meeting structure and his leadership style w/a focus on the agenda, supporting docs and time allotted for each agenda item</p> <p>Discussion: The Board Packet will be sent to Board members and made available to the congregation no later than one week before Board meeting. Anyone presenting should provide John with his or her supporting documents 10 days in advance of meeting. Finance docs will come later due to logistics. Time limitation for each agenda item. The board will decide if items need more time or will be put on the agenda at future meetings. - The budget meeting (s) will be separate meetings, not part of the regular scheduled board meetings. - The board will decide if meetings should continue passed 9 PM or set up an additional meeting, or agenda items not covered be tabled.</p>	<p>John Blatt</p>	<p>All agenda items need to be e-mailed to John one week prior to meetings.</p>

<p>5:45P – 5:50P (5 min)</p>	<p>Approval of 11/17 Meeting Minutes</p>	<p>Description: Approve the 11/17/2016 meeting minutes and amend if needed</p> <p>Discussion: Minutes to be sent out 1 week after meeting for corrections if needed. Jessica made the motion for approval, Wayne second, motion passes.</p>	<p>Marv Greenberg</p>	
<p>5:50P – 6:00P (10 min)</p>	<p>Review previous Action Items</p>	<p>Description: Review Action Items from previous meeting(s)</p> <p>Discussion: All up to date and completed.</p>	<p>John Blatt</p>	
<p>6:00P – 6:15P (15 min)</p>	<p>Treasurer's Report</p>	<p>Description: Review of the financial reports for the past month and where we are YTD - Board progress towards financial controls</p> <p>Discussion: Finance committee met a couple of weeks ago. They set an April goal for suggestions for good financial controls to be put in place. No new financial report until we have a bookkeeper in place. Will take at least a month. Probably not till march. There is \$90,000 in bank. 150,000 line of credit if needed. Need 2 people signing checks. All officers can sign. All endowment money is being recorded appropriately. Finance committee will make a recommendation for bookkeeper, in house vs. outsourcing, etc. Will present proposal to repay funds borrowed from endowment at January meeting, which will include a statement on how much we've borrowed from all endowments. Bill appointed finance committee Chairman by John.</p>	<p>Bill Miller</p>	<p>Finance comm. To make bookkeeper recommendation. Finance comm. To present plan to repay borrowed amounts from endowment at January meeting.</p>
<p>6:15P – 6:25P (10 min)</p>	<p>Cantor Search</p>	<p>Description: Update on the plan and the search team</p> <p>Discussion: Cantor search committee presented to the board. The committee will finalize this week pending 4 outstanding invitations to join. The search will start with the Canto Assembly and expand to other Cantor organizations pending the Cantor "pool". Salary/package: Average salary range is \$65K-100K. Average Salary package is \$100K-</p>	<p>Marv Greenberg</p>	<p>Search committee to submit forms to the C.A. this month and report back to the board next month.</p>

		<p>135K. Sarah motioned no more than 100K for salary, 2nd Suzanne, motion passed. Marv motioned no more than 135K for total package, Karen- 2nd, motion passed. The salary/package ranges to be posted will be lower than the maximum allowed by the board.</p>		
<p>6:25P – 6:30P (5 min)</p>	<p>Siddur</p>	<p>Description: Update on the new Siddur - initial order and funding - orders as donation / - orders for personal use</p> <p>Discussion: All siddurim (228) in the building are paid for. The “roll out” will happen within the next month pending Rabbi Amy’s schedule.</p>	<p>Marv Greenberg</p>	<p>Rabbi Amy and Marv will coordinate the siddur “rollout” plan.</p>
<p>6:30P – 6:40P (10 min)</p>	<p>Development Committee Report</p>	<p>Description: - End of Year Giving update - Immediate Need - Major Donors - Dues - Planned Giving - Grants</p> <p>Discussion: End of year giving – Board members still need to reach out to those that we haven’t contacted. We still have not reached our financial goal. Also it’s important to communicate with our members. Suzanne – Calcutta event planned for the 1st sat night in march 4th. This is during school vacation – this may be an issue, can it be changed? The board members to sell 4 ticket each. It will be in the newsletter as well. Dues – john wants to look at the due structure and discuss in the future and look at fair share and other alternatives to see if we can increase dues funding. It was suggested that we tag a function to a fundraiser.</p>	<p>Sharon Panitch</p>	<p>Board members to reach out to congregants in their packets before the end of the year. Look at the dues structure and re-evaluate this year. Change Calcutta date due to school vacation conflict?</p>
<p>6:40P – 7:00P (20 min)</p>	<p>Executive Director's Report</p>	<p>Description and discussion: - Bookkeeping Update – interim plan, Marcy was let go the day after the last board meeting, she signed off asked, Jan Sickle is coming in once weekly. Bill, Tari, and Grace are also filling in the gaps...HUGE thanks. . - Shuk management – Kay has left and all is going well. Thanks to Kay!! - Congregation Meeting. – Budget process will start w/ committee chairs within the</p>	<p>Grace Oedel</p>	

		<p>next 6 weeks. They will give budget plan for the next three years.</p> <ul style="list-style-type: none"> - Membership – board members task w/ communication throughout the year and call new members, membership work group – dues etc. - Pre-school – working group in place. Met with Jeff Potash – may put in \$50 k in matching funds. Grace feels there’s a real need and that previous boards have wanted this to happen. A discussion ensued: <ul style="list-style-type: none"> - John – huge endeavor to do at this time. What phase are they in? He feels it should just be exploratory for now. doesn’t want to surprise the community. - Grace - in exploratory stage right now. Interest out there? Keep the conversation going, feels there’s a mandate. To be put on future meeting agendas - Miriam – We had one before, She is worried that the preschool would consume grace’s time. Feels that we should work on our “stuff” right now before adding such a huge endeavor. -Joanna - feels that the pre-school will build community and get us connected. Universal pre-k will help funding. -Abby – went here and loved it. Kept her connected. Builds her community. Important to start them young. -Suzanne – questions If membership knows about it, wants it etc. she had a congregant express real concern about doing this. - Young Professionals Group “YoPro” – minyan and potluck dinner this Shabbat. Participation is increasing. - Volunteer Appreciation Brunch on Jan. 15th., especially for Kay. - Gratitude from Staff –for boards contribution of bonus. - Annual appeal – need to distribute more to board members, some congregants are doing website donations. <p>Board training in January, leadership team w/ United Synagogue in February.</p>		
7:00P – 7:25P (25 min)	Minyan	- Minyan will be held in the large sanctuary	All	
7:25P – 7:35P (10 min)	Rabbi's Report	<p>Description/ Discussion:</p> <ul style="list-style-type: none"> - John to present on behalf of Rabbi Amy who is away 12/11-16 - Parsonage Allowance – Board approval required per IRS guidelines <ul style="list-style-type: none"> - Miriam thinks that we should send to Rick Wolfish - Grace – the list serve says just ok it since it’s up to the rabbi to justify her own expenses. The burden is on the clergy to prove it. - Karen made motion to approve the parsonage presented by the Rabbi conditional 	John Blatt	Parsonage list to be sent to Rick Wolfish for approval.

		on Rick okaying it. Sarah 2 nd , motion passed.		
7:40P – 8:00P (20 min)	President's Report	<p>Description/ Discussion:</p> <ul style="list-style-type: none"> - Board / Rabbi goals and Rabbi assessment at January meeting. - We need to think about the board goals of what to we want to accomplish for the next year. If you want some ideas send to john before 1/ 12. - Kiddush Committee – Judy Danzig wants it to be a separate committee and she wants to be the chair. Parking lot item. - Security - #1 item - We need the right security for congregants and staff. Liz.. meeting to go over about door protocol etc. When to have locked and not have Sabina be the door control person She is very concerned but not the door attendant. The security task force will come back w/recommendations and present in January. - Budget Process – engaging the comm. Chairs about budget amounts - Review of the Board Calendar - - Bima sign up. Wayne to do it on line. Each member should try to sign up at least 4 times per year. - Buttons – used the last 2 wks. 2 strong comments against them..tacky, are we going to this??? Most comments were positive. They are kept in classroom 3. 	John Blatt	Wayne to set up bima sign up on line. Security task force to present at January meeting.
8:00P – 8:10P (10 min)	Executive Session	- Not held.	Board / Others (as needed)	
8:10P – 8:15P (5 min)	Parking Lot	<p>Description/: Discussion:</p> <p>Review of parking lot items Rental usage policy - grace will check on the paperwork that Gary Viscoe put together, There has been no action taken on the changed fee structure discussed this past year. Mural fundraising – will see if Sharon can find information on this. Board relationship/congregant – Joanna feels we should let the congregation know we’re doing this and available to open communication between the board and congregants. We should have “Meet the Rabbi, board” events. Interfaith Seder will happen this year. Rabbi Joshua and Rabbi Amy to work on this. Tikvah 2020 needs updates.</p>	John Blatt	Grace to find Gary V’s paperwork on changing fee structure and bring back to the board with a plan.

<p>8:15P – 8:20P (5 min)</p>	<p>Closing Thoughts</p>	<p>Description/ Discussion:</p> <p>Review of Action Items from the meeting - Open to Board comments (very brief, not to be used for opening a discussion)</p>	<p>John Blatt</p>	
<p>8:20P – 8:25P (5 min)</p>	<p>Adjournment</p>	<p>Wayne made the motion to adjourn at 8:34 pm, Sarah 2nd, motion passed.</p>	<p>Board Members</p>	

Next Meeting Date:

Thursday, January 19, 2017