

**MEETING MINUTES**  
**OHAVI ZEDEK SYNAGOGUE - BOARD OF DIRECTORS**

**Date:**

January 19, 2017

**Board Members Present:**

Jessica Schechter Kane, Miriam Sturgis, Suzanne Brown, Karen Corbman, John Blatt,  
Wayne Senville, Marv Greenberg, Bill Miller, Sarah Kleinman, Sharon Panitch, Liz Kleinberg

**Board Members Absent:**

Judy Rosenstreich, Joanna May, Abby Rosenthal

**Staff and Clergy:**

Grace Oedel – Executive Director  
Rabbi Amy Small

**Guests:**

Mitch Cypes, Lyla Shapero, Eric Corbman, David Rome, David Borsykowski, Naomi Barrell

**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/2017/January%2019%2C%202017>

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

## AGENDA

TIME	ITEM	DESCRIPTION / DISCUSSION	PRESENTER	Action Items
5:30P – 5:35P (5 min)	<b>Getting Started</b>	<p><b>Description:</b> Board members given any additional documents and prepare to be seated so we can start on time</p> <p><b>Discussion:</b> Meeting called to order at 5:40 PM.</p>	OZ Board	
5:35P – 5:40P (5 min)	<b>D'var Torah</b>	<p><b>Description:</b> Rabbi Amy leads us in d'var torah</p> <p><b>Discussion:</b></p>	Rabbi Amy	
5:40P – 5:50P (10 min)	<b>Rabbi's Report</b>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>- A few words from Rabbi Amy on her recuperation / schedule</li> <li>- Interfaith Seder, May 3</li> <li>- Rollout of the new Siddur, Jan 28<sup>th</sup> with discussion after Kiddush</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- Words of thanks for the community and board for refuah Shleima, food, etc.</li> <li>- She continues to have meetings by phone, laptop, and visitors. The Rabbi will come in as much as possible.</li> <li>- Children of Abraham program is moving forward, 2/19-26. Sharing, learning and house of worship swaps.</li> <li>- Interfaith Seder: R. Joshua will help out and collaborate with R. Small, 5/3.</li> <li>- Purim plans underway for both adults and kids.</li> <li>- Rosh Chodesh collective to make a cluster of Rosh Chodesh groups, multi age women.</li> <li>- New siddur – Starts on Shabbat, 1/21. Orientation will be 1/28 after the Kiddush luncheon.</li> </ul>	Rabbi Amy	

<p><b>5:50P – 5:55P</b> (5 min)</p>	<p><b>Approval of 11/17 Meeting Minutes</b></p>	<p><b>Description:</b> Approve the 12/15/2016 meeting minutes and amend if needed</p> <p><b>Discussion:</b> <b>Wayne motioned to approve, as is, Jessica 2<sup>nd</sup>. All approve.</b></p>	<p>Marv Greenberg</p>	
<p><b>5:55P – 6:00P</b> (5 min)</p>	<p><b>Review previous Action Items</b></p>	<p><b>Description:</b> Review Action Items from previous meeting(s)</p> <p><b>Discussion:</b> Bima duty sign up is complete. Grace will continue to look at rental policy and report back to the board. Board goals will continue to be welcome.</p>	<p>John Blatt</p>	<ul style="list-style-type: none"> <li>- Grace and the Board to review rental usage policy for next meeting.(in OZ operating docs.)</li> <li>- Need to share our board goals; Sarah volunteered to collect them from us via e-mail for next meeting.</li> </ul>
<p><b>6:00P – 6:05P</b> (5 min)</p>	<p><b>Treasurer's Report</b></p>	<p><b>Description:</b> Financial reports for the past month and where we are YTD</p> <p><b>Discussion:</b> Bank balance \$85,500 in the bank. Things going well. Still no financial report until bookkeeper on board. Monthly costs are ~ \$50,000/mo.</p>	<p>Bill Miller</p>	
<p><b>6:05P – 6:35P</b> (30 min)</p>	<p><b>Chaverware Web Endowments Bookkeeping</b></p>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>- Proposal: Engage Chaverware Web</li> <li>- Proposal: Repay endowment funds for amounts borrowed since 2010</li> <li>- Proposal: Outsource Bookkeeping for Ohavi Zedek Synagogue to Kesef.</li> </ul> <p><b>Discussion:</b> Endowments</p> <ul style="list-style-type: none"> <li>- Will discuss this at the finance committee this month to present next</li> </ul>	<p>Bill Miller</p>	<p>Finance committee: 2 proposals one w/ interest and 1 w/o interest. And a statement to explain to the congregation if we don't pay back.</p>

		<p>month. They will take minutes to share with the board.</p> <ul style="list-style-type: none"> <li>- Discussed pay back principle only vs. principle plus interest vs. no payback.</li> <li>- Principle of the funds should not be used, just interest.</li> <li>- Corsemen fund need to be paid back? 300 K- what to do? 250K were for mural; 85K will be in the payback.</li> <li>- No legal reason to pay back.</li> </ul> <p>Chaverweb - \$400/year, ½ in this fiscal year and ½ in next fiscal year. Congregants will be able interact with their accounts, not budgeted at this time. May not need to use this if Kesef has a like program. (1/2 in this fiscal year and ½ in next fiscal year).</p> <p><b>Motion: OZ purchase Chaverweb at cost of 400/year if comparable service not provided by Kesef, Sharon made the motion, Wayne 2nd. Motion passed.</b></p> <p>Bookkeeper, Kesef discussion:</p> <ul style="list-style-type: none"> <li>- Outsourcing: The Finance Committee and the Treasurer recommend that we transition from an in-house, part-time bookkeeper to an outside accounting firm with the expertise and sense of fiduciary responsibility to maintain accurate accounting records, including records of endowment funds, and with the breadth of experience and expertise to recommend cost-saving actions to the temple, at a cost that will exceed budget by \$5,000 in the first year, and will cost around \$27,000-\$34,000 per year over the next 6 years. We believe that the advantages to be gained from the transition will more than outweigh the addition cost.</li> </ul> <p><b>Motion: approve pursuing outsource book keeping to Kesef for 2 year contract, Sarah made the motion, Suzanne-2<sup>nd</sup>. Motion passed.</b></p>		
<p><b>6:35P – 6:55P</b> (20 min)</p>	<p style="text-align: center;"><b>Security</b></p>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>- Security Task Force recommendations / feedback</li> <li>- Chief Del Pozo recommendations</li> <li>- Next steps / Funding</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- See presentation page</li> </ul>	<p>Liz Kleinberg</p>	<p>Development committee and security task force to meet and come up with numbers for fund raising to take place on</p>

		<ul style="list-style-type: none"> <li>- Difference between the Lt. conversation and chief conversation</li> <li>- *Need locks, door handles throughout the building.</li> <li>- Sanctuary, double entries, etc.</li> <li>- Old doors are of concern, jamming the doors also.</li> <li>- Lighting: All outdoor lights should always be on and not on motion sensor; the Chief feels more lighting needed. This is a concern for the neighbors.</li> <li>- Window treatment in rabbi's office is wrong; no bell in her office, doors should be locked during meetings, panic button.</li> <li>- Move the meetings to room 5&amp;6.</li> <li>- *PA system needed to communicate throughout the building.</li> <li>- Coating to make windows shatter proof.</li> <li>- Office being moved to the back of the building. Mural information center or lounge, etc, more welcoming space. Must be discussed w/staff, Rabbi, and board. Cultural decision and cost decisions intertwine.</li> <li>- FOB system – key system for members to get in, very expensive.</li> <li>- Fund raising vs. budget item through the development committee.</li> <li>- *Rabbi's office security a must.</li> </ul>		<p>immediate items of needs and report back to us.</p> <p>Security task force will also look at long-term big items.</p> <p>* Means high priority and should be done ASAP.</p>
6:55P – 7:00P (5 min)	<b>Cantor Search</b>	<p><b>Description:</b> Update on the plan and the search team</p> <p><b>Discussion:</b> Ad is posted on the C.A.'s site. Five resumes thus far. The committee hopes to open up the search to more schools soon.</p>	Marv Greenberg	
7:00P – 7:25P (25 min)	<b>Minyan</b>	<ul style="list-style-type: none"> <li>- Minyan will be held in the large sanctuary</li> </ul>	All	
7:25P – 7:30P (5 min)	<b>Development Committee Report</b>	<p><b>Description:</b> Updates on Development Committee happenings, such as: End of Year Giving update, Immediate Need, Major Donors, Dues, Planned Giving, Grants</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- Major gifts for security.</li> <li>- Purim raffle.</li> <li>- Calcutta event: 100/couple. Each board member sells 4 tickets if possible. They are still looking for a good date.</li> </ul>	Sharon Panitch	

		<ul style="list-style-type: none"> <li>- Vivien is doing the on line auction again.</li> <li>- Board is the fund raising tool and its job is to help w/fundraising and sell tickets.</li> <li>- Development section in the voice.</li> <li>- Dues structure conversation, Wayne will head up the ad hoc committee.</li> </ul>		
7:30P – 7:50P (20 min)	<b>Executive Director's Report</b>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>- Raffle Fundraiser: Marriott vacation raffle, sell tickets.</li> <li>- Young Family Inclusion – how can we welcome them in Havdalah event (yo pro), tot Shabbat, Rosh Chodesh kickoff (Tu Bishevat), Purim party, sugaring event.</li> <li>- Annual Appeal Update we met \$ goal.</li> <li>- “Special” / Restricted / Unrestricted funds, doesn’t roll over for what the committees put in the budget.</li> <li>- Budgeting Process – Need to give input back to the committees after it goes to the Finance committee before the board makes final budget decisions.</li> <li>- Outreach continues.</li> </ul> <p><b>Discussion:</b> Each board member should continue to correspond with people and cultivate relationships. Use 1 calendar by all committees.</p>	Grace Oedel	Get dates on the calendar for the separate budget board meeting via doodle.
7:50P – 8:00P (10 min)	<b>Board Training</b>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>- Conflict of Interest</li> <li>- Bylaws all should read. Judy R. will chair a committee on revisions to be made.</li> <li>- Roberts Rules</li> <li>- Dropbox folder</li> </ul> <p><b>Discussion:</b> Leadership development module w/Howie from United synagogue. Whole organization or leadership module.</p>	John Blatt	Sign and return conflict of interest by next meeting.
8:00P – 8:15P (15 min)	<b>Board Goals</b>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>- Review the feedback</li> </ul>	John Blatt	

		<ul style="list-style-type: none"> <li>- Decide on our 'top' goals</li> </ul> <p><b>Discussion:</b> (see action items above)</p>		
8:15P – 8:25P (10 min)	<b>President's Report</b>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>- Rabbi Assessment ... Need to bring it to a conclusion, and a shared vision.</li> <li>- "Meet the ..." Need to define who and when to meet the congregation.</li> <li>- Review of the Board Calendar.</li> <li>- Cyber security – We would need to pay for each board member e-mail addresses- too much \$.</li> </ul> <p><b>Discussion:</b></p>	John Blatt	John to meet with the Rabbi about the assessment process and report to the board. "meet the..." – make a schedule up for once per month to start, different time slots...
8:25P – 8:35P (10 min)	<b>Executive Session</b>	<ul style="list-style-type: none"> <li>- Placeholder, if needed.</li> <li>- 9:03 motion to go into executive schedule, Miriam made the motion, Jessica second.</li> <li>- 9:45 out of exec. Session.</li> </ul>	Board / Others (as needed)	
8:35P – 8:40P (5 min)	<b>Parking Lot</b>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>- Review any new parking lot items</li> </ul> <p><b>Discussion:</b></p>	John Blatt	
8:40P – 8:45P (5 min)	<b>Closing Thoughts</b>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>- Review of Action Items from the meeting (Marv)</li> <li>- Open to Board comments (very brief, not to be used for opening a discussion)</li> </ul> <p><b>Discussion:</b> Not done</p>	All	
8:45P – 8:45P (0 min)	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>- Motion to adjourn at 9:55 PM. Motion passed ...</li> </ul>	Board Members	
		<p><b>Board Packet is available upon request, contact John Blatt,</b> <a href="mailto:johnblatt@msn.com">johnblatt@msn.com</a></p>		

**Next Meeting Date: Thursday, February 16, 2017**