

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

**Date:**

March 23, 2017

**Board Members Present:**

Jessica Schechter Kane, John Blatt, Wayne Senville, Marv Greenberg, Bill Miller, Sarah Kleinman, Sharon Panitch, Karen Corbman, Judy Rosenstreich, Miriam Sturgis (phone) , Joanna May, Abby Rosenthal.

**Board Members Absent:**

Liz Kleinberg, Suzanne Brown

**Staff and Clergy:**

Grace Oedel – Executive Director  
Rabbi Amy Small

**Guests:**

Naomi Barell

**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  
If you do not have access to Dropbox then contact the Front Office for a copy

## AGENDA

TIME	ITEM (PRESENTER)	DESCRIPTION / DISCUSSION / ACTION ITEM
5:30P – 5:35P (5 min)	<b>Getting Started (OZ Board)</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> 5:38 pm call to order.</p> <p><b>Action Items:</b></p>
5:35P – 5:40P (5 min)	<b>D'var Torah (Rabbi Amy)</b>	<p><b>Description:</b> Rabbi Amy leads us in d'var torah</p> <p><b>Discussion:</b></p> <p><b>Action Items:</b></p>
5:40P – 5:45P (5 min)	<b>Approval of 2/16 Meeting Minutes (Marv Greenberg)</b>	<p><b>Description:</b> Approve the 02/16/2016 meeting minutes and amend if needed</p> <p><b>Discussion:</b> - Need to correct spelling of the korson fund</p> <p>Wayne made motion to accept, Bill second, motion passed.</p> <p><b>Action Items:</b> - Marv to correct spelling of Korson fund.</p>
5:45P – 5:50P (5 min)	<b>Review previous Action Items (John Blatt)</b>	<p><b>Description:</b> Review Action Items from previous meeting(s)</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- John still needs to set up meet the ....</li> <li>- Rental fees information will be presented in April by Grace.</li> <li>- Jessica will bring the bonded question to us. Bill says treasurer should be bonded.</li> <li>- Bank signatures have been changed at the bank.</li> </ul> <p><b>Action Items:</b> Take test sent by the Rabbi by the 4<sup>th</sup> day of Pesach. Rabbi gets personal information not the group, will discuss next</p>

		meeting.
<b>5:50P – 5:55P</b> (5 min)	<b>Treasurer's Report</b> <b>(Bill Miller)</b>	<p><b>Description:</b> Discussion on financial reports for the past month and where we are YTD.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- Is also the Kesef report.</li> <li>- 114K cash positive for this year and doing well financially.</li> <li>- This is the 1<sup>st</sup> Kesef report that we have received. (see supporting item).</li> </ul> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>- Ask Kesef to change the name from building fund to facilities' fund if possible.</li> </ul>
<b>5:55P – 6:00P</b> (5 min)	<b>President's Report</b> <b>(John Blatt)</b>	<p><b>Description and Discussion:</b></p> <ul style="list-style-type: none"> <li>- Rabbi Assessment ... next steps, just working on some wording and bringing to the executive Meeting, will be an April agenda item.</li> <li>- Sub-committees: Wayne - preliminary steps to gather information about dues structures.</li> <li>- Review of the Board Calendar, John can't bring it up on his computer. Need all hands on board for interfaith seder (5/3) and 2<sup>nd</sup> night seder. Hebrew school graduation is 5/14.</li> <li>- Ushers can be watchful eyes for added security, panic button on bima and upstairs.</li> <li>- Bima sign up needs more folks.</li> </ul> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>- Nametags should be brought out to the lobby and ushers help hand out tags.</li> <li>- Board members need to sign up for bima duty.</li> </ul>
<b>6:00P – 6:10P</b> (10 min)	<b>Rabbi's Report</b> <b>(Rabbi Amy)</b>	<p><b>Description:</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- A task force for future in learning will be worked on by Naomi and Rabbi Amy.</li> <li>- Friday night discussion about how people feel etc, every other week w/ pot luck...ideas, projects to continue the discussion – what Jewish text helps (social action committee.) The Imam wants to talk with our community 1<sup>st</sup> Friday in April.</li> <li>- Continue children of Abraham monthlyc</li> <li>- Trip to Montreal with the Muslims was cancelled, The Muslim community was nervous about the Montreal trip.</li> <li>- Interfaith clergy group is continuing to explore different ways to do things together.</li> </ul> <p><b>Action Items:</b></p>

<p><b>6:10P – 6:20P</b> (10 min)</p>	<p><b>Executive Director's Report</b> (Grace Oedel)</p>	<p><b>Description:</b> Various items, see supporting document for detailed list</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- April – preschool proposal.</li> <li>- Purim party – successful and fun, both parties.</li> <li>- Kesef – been some bumps, Tari and Marguerite have done some extra work and now hopefully it's ironed out.</li> <li>- HR update – templates, people are filling in job description. Health care – change to sliver plans, pay full premium and family gets ½. If bronze can take \$ and put in an hsa. Big difference is the deductible. Need a transition plan.</li> <li>- Membership update – Laura Cooper is the chair...how do we integrate new members into our community, task force to follow that up. May need more \$ in the budget for this.</li> <li>- Security fund – people are willing to contribute...\$2000 so far. Moving forward in security. Panic buttons – shuk, Rabbi Amy's &amp; Grace's offices. Maybe add one to the sanctuary. Doing all door handles at once (\$7000) prop bars will be put on sanctuary doors. Quotes on a P.A. system are being gathered. Spend \$10,000 from facilities fee and \$2000 from the security fund.</li> </ul> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>- Preschool proposal.</li> </ul>
<p><b>6:20P – 6:40P</b> (20 min)</p>	<p><b>Board Vision</b> (Sarah Kleinman)</p>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>- Review of vision feedback from the Board</li> <li>- Create vision statement from which goals can be set for both the Board and staff</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- I want and because....</li> <li>- Categories – community, tikkun olam, meet needs of all Jews - more diverse...the new generation of Jews. Financially sound. One outlier will need to be incorporated.</li> </ul> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>- Break into groups and summarize the statements and bring them together.</li> </ul>
<p><b>6:40P – 6:45P</b> (5 min)</p>	<p><b>Cantor Search</b> (Marv Greenberg)</p>	<p><b>Description:</b> Update on the search / Next steps</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- We have given Cantor Steve an offer sheet and am waiting for a reply.</li> </ul> <p><b>Action Items:</b></p>
<p><b>7:00P – 7:25P</b> (25 min)</p>	<p><b>Minyan</b></p>	<ul style="list-style-type: none"> <li>- Minyan will be held in the large sanctuary</li> </ul>
<p><b>7:25P – 8:55P</b></p>	<p><b>Executive Session</b></p>	<p><b>Description:</b></p>



## SUPPORTING DOCUMENTS

5:40P – 5:45P <i>(5 min)</i>	<b>Approval of 02/16/17 Meeting Minutes</b>	- Approve the 02/16/2017 meeting minutes and amend if needed	Marv Greenberg
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### MEETING MINUTES

#### OHAVI ZEDEK SYNAGOGUE - BOARD OF DIRECTORS

**Date:**

February 16, 2017

**Board Members Present:**

Jessica Schechter Kane, Miriam Sturgis, Suzanne Brown, John Blatt, Joanna May,  
Marv Greenberg, Bill Miller, Sarah Kleinman, Sharon Panitch, Liz Kleinberg , Abby Rosenthal, & Wayne Senville (phone).

**Board Members Absent:**

Judy Rosenstreich (excused) & Karen Corbman

**Staff and Clergy:**

Grace Oedel – Executive Director  
Rabbi Amy Small

**Guests:**

Lila Shapero – Fern Hill, Harvey Klein – trustee, Diana Carminati, & Michael Rosenthal

**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/Board%20Packets%20%28agenda%20and%20supporting%20docs%29?preview=OZ+Board+Mtg+02162017.docx>

## AGENDA

TIME	ITEM (PRESENTER)	DESCRIPTION / DISCUSSION / ACTION ITEMS
5:30P – 5:35P (5 min)	<b>Getting Started (OZ Board)</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 5:35 PM.</p> <p><b>Action Item:</b></p>
5:35P – 5:40P (5 min)	<b>D'var Torah (Rabbi Amy)</b>	<p><b>Description:</b> Rabbi Amy leads us in d'var toarah</p> <p><b>Discussion:</b></p> <p><b>Action Item:</b></p>
5:40P – 5:45P (5 min)	<b>Approval of 11/17 Meeting Minutes (Marv Greenberg)</b>	<p><b>Description:</b> Approve the 01/19/2016 meeting minutes and amend if needed</p> <p><b>Discussion:</b> Motion to approve 1/19/17 Board mtg minutes made by Sarah, seconded by Jessica; there was no discussion.</p> <p><b>Action Item:</b></p>
5:45P – 5:50P (5 min)	<b>Review previous Action Items (John Blatt)</b>	<p><b>Description:</b> Review Action Items from previous meeting(s)</p> <p><b>Discussion:</b></p> <p><b>Action Item:</b> John to schedule, starting in March, the "Meet the ...." times; will be twice a month, once during HS and once before Thursday minyan.</p>

<p><b>5:50P – 5:55P</b> (5 min)</p>	<p><b>Fern Hill update</b> <b>(Lila Shapiro)</b></p>	<p><b>Description:</b> Change in management / Refinancing</p> <p><b>Discussion:</b> Presented by Lila Shapiro who is now the new Fern Hill Board President. Maloney Properties will now manage Fern Hill property. FH board has decided to refinance with HUD, it's a bout a 1-yr. process from start to finish. FH Board will use monies from the refinancing for improvements with services and the building itself.</p> <p><b>Action Item:</b></p>
<p><b>5:55P – 6:00P</b> (5 min)</p>	<p><b>Treasurer's Report</b> <b>Bill Miller)</b></p>	<p><b>Description:</b> Discussion on financial reports for the past month and where we are YTD</p> <p><b>Discussion:</b> Kesef has started and they reconciled the January statement. In March we will begin to see the financial statements from Kesef. So far there are no issues in the transition, staff is doing a great job with it.</p> <p><b>Action Item:</b></p>
<p><b>6:00P – 6:25P</b> (25 min)</p>	<p><b>Rabbi's Report</b> <b>(Rabbi Amy)</b></p>	<p><b>Description:</b> CLAL: feedback and exercise / Activism</p> <p><b>Discussion:</b> R.Amy thanked everyone for their support during her recovery. Laura cooper will be the new Membership Committee Chairperson and we need more people on the membership committee. The Rosh Chodesh for Women with Grace was a success with &gt;25 people attending. On 2/19 the Children of Abraham program begins. We need to continue to show our support for the Muslim community and there was a lengthy discussion on the immigration initiatives that have taken place lately and how we can provide support to those impacted. Characteristics of Positive Psychology – will share the on line test for board members so we can share with each other.</p> <p><b>Action Item:</b> We will each take the test and share if we choose. We will also see if there are clusters (like the participants at the conference).</p>
<p><b>6:25P – 6:30P</b> (5 min)</p>	<p><b>Cantor Search</b> <b>(Marv Greenberg)</b></p>	<p><b>Description:</b> Update on the search</p> <p><b>Discussion:</b> There have been 3 Skype interviews so far and 3 scheduled for this week and next. Have 1 candidate thus far that we will invite for a visit, hope to have 3 or possibly 4.</p>



		<b>Action Item:</b>
<b>6:30P – 6:35P</b> (5 min)	<b>Development Committee Report (Sharon Panitch)</b>	<p><b>Description:</b> Updates on Development Committee items 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>- Suzanne Brown and David Pasakow will do Calcutta in October/November.</li> <li>- Raffle ticket stubs need to be returned ASAP. Sarah is the leader at this time.</li> <li>- Chris Bohjalian will be speaking on the Armenian genocide for the mural project.</li> <li>- The committee is matching up people they think will match up well with certain fund raising projects.</li> </ul> <p><b>Action Item:</b></p>
<b>6:35P – 7:00P</b> (25 min)	<b>Executive Director's Report (Grace Oedel)</b>	<p><b>Description:</b> Various items, see supporting document for detailed list</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- Shift in the way we organize here. Cluster committees together, try to meet and gather, and plan together. Have these committees with common ground to have an overseeing committee meeting to see how they can work together for the common good. Eg. Education theme for all education type stuff. Organize with in the groups.</li> <li>- One event for each constituent group every other month, elders, young families, etc</li> <li>- Other events happening: young professionals, Rosh Chodesh gathering. There will be an adult purim evening.</li> <li>- Pre-school; Have 3 teachers who worked at Gan Yeladim and are interested in starting their own. They met with Grace this week to see about partnering with them. We can possibly lease space to provider or take it in house and they become employees and then we have more control. Possibly try to start next September, re-gather the committee and see if we can/want to make this happen. Grace administrator? Rabbi and Naomi to speak to the education piece. Grace speaking with insurance agent. Need to work on licensing. Probably talking about 13 kids and they will have 11 already. There is a member that will do start-up funds. There was some conversation from board members of pluses and minuses to having this happen.</li> <li>- Dues conversation will be had to see about restructuring them.</li> <li>- New members to get free space for brit milah, etc.</li> <li>- Rental usage policy: possibly grandfather in those who are here already and start the increase in fees for newbies.</li> <li>- Security shortlist, small group of people spoken to are not interested in funding it but wants there to be a fund set up that they could donate into. Doors – need to be done now – we will take \$ from facilities' fund to do them now.</li> <li>- Job descriptions by HR committee are being worked on.</li> </ul> <p><b>Action Item:</b> Richly flushed out proposal for pre-school to be presented in may. In March Grace bring a list of people who're renting now to evaluate "grandfather" clause for all or some.</p>
<b>7:00P – 7:25P</b>	<b>Minyan</b>	- Minyan will be held in the large sanctuary

(25 min)	<b>(All)</b>	
<b>7:25P – 7:45P</b> (20 min)	<b>Endowments</b> <b>(Rick Wolfish)</b>	<p><b>Description:</b> Finance Committee gives their proposal / Facilitated discussion, 2 min for each Board member to ask their questions</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- Corsin Fund – needs 68 K to put in the endowment fund.</li> <li>- Appreciation of fund was lost due to using the monies for operating expenses.</li> <li>- The finance committee’s proposal: Pay back 212 K (see Bill’s packet) at 2.78% interest rate over 20 years.</li> <li>- 20yr – with interest payment would be \$12,869/year. With no interest - . \$10,600/year.</li> <li>- If we were in a stronger financial position the Board would have approved paying back the Endowments with interest, but given we are running in a deficit and we will seeing increased costs as time goes on this is not possible. The Board also restated this is why we need to not only increase membership but also review Fair Shares and create/promote ways for people to financially contribute.</li> </ul> <p>Straw poll</p> <ul style="list-style-type: none"> <li>– One person want no payback.</li> <li>- The majority wants to pay back the funds.</li> </ul> <p><b>Motion: \$7067/yr</b></p> <ul style="list-style-type: none"> <li>- Marv made a motion: A 30 year mortgage for the 212K of the endowments at zero % interest rate starting 7/1/17.</li> <li>- Sharon 2<sup>nd</sup> the motion.</li> <li>- Motion passed: 6 yes, 5 no.</li> <li>- The payment will be \$7067/year over 30 years (no penalty for pre-payment).</li> </ul> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>- Should any people on staff be bonded? (Jessica to work w/HR on this).</li> </ul>
<b>7:45P – 8:10P</b> (25 min)	<b>Board Vision</b> <b>(Sarah Kleinman)</b>	<p><b>Description:</b> Review of vision feedback from the Board / Create vision statement from which goals can be set for both the Board and staff</p> <p><b>Discussion:</b> The BOARD VISION item was moved to the March board meeting.</p> <p><b>Action Item:</b></p>
<b>8:10P – 8:20P</b> (10 min)	<b>President's Report</b> <b>(John Blatt)</b>	<p><b>Description:</b></p> <p><b>Discussion:</b> Rabbi Assessment ... next steps</p> <ul style="list-style-type: none"> <li>- Minyan security will be discussed at executive meeting.</li> <li>- Sub-committees: By-laws, Fair Share</li> </ul>

		<ul style="list-style-type: none"> <li>- HR activities ... policy and oversight</li> <li>- Mural update (Sharon)</li> <li>- Hebrew School committee meeting for HS visioning task force.</li> <li>- Need to re-install fans for the sanctuary. Raul will check it out.</li> <li>- Review of the Board Calendar</li> </ul> <p><b>Action Item:</b></p>
8:20P – 8:35P (15 min)	<b>Executive Session (Board)</b>	<p><b>Description:</b> There will be a couple of items to discuss.</p> <p><b>Discussion:</b> In session 9:23 pm John motion, Bill 2<sup>nd</sup>.Out – 9:43</p> <p><b>Action Item:</b></p>
8:35P – 8:40P (5 min)	<b>Parking Lot (John Blatt)</b>	<p><b>Description:</b> Review any new parking lot items</p> <p><b>Discussion:</b> Need Tikvah 20/20 update</p> <p><b>Action Item:</b></p>
8:40P – 8:40P (0 min)	<b>Closing Thoughts (All)</b>	<p><b>Description:</b> Review of Action Items from the meeting (Marv) / Open to brief Board comments (not to be used for opening a discussion)</p> <p><b>Discussion:</b></p> <p><b>Action Item:</b></p>
	<b>Adjournment</b>	- Motion to adjourn at ...9:45, Sarah, liz

5:45P – 5:50P (5 min)	Review Previous Action Items	- See below	John Blatt
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**Action Item: DONE**

John to schedule, starting in March, the "Meet the ...." times; will be twice a month, once during HS and once before Thursday minyan.

**Action Item: OPEN**

Characteristics of Positive Psychology – will share the on line test for board members so we can share with each other.

**Action Item: OPEN**

We will each take the test and share if we choose. We will also see if there are clusters (like the participants at the conference).

**Action Item: OPEN**

Richly flushed out proposal for pre-school to be presented in May.  
In March Grace bring a list of people who're renting now to evaluate "grandfather" clause for all or some.

**Action Item: OPEN**

Should any people on staff be bonded? (Jessica to work w/HR on

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<b>5:50P – 5:55P</b> (5 min)	<b>Treasurer's Report</b>	- Discussion on financial reports for the past month and where we are YTD	Bill Miller
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6:39 PM  
03/14/17  
Accrual Basis

**Ohavi Zedek Synagogue**  
**Profit & Loss Budget Performance**  
February 2017

Note: only significant rows are shown, so rows do NOT add up

Ordinary Income/Expense	
Income	
Total 4210 - Hebrew School Income	00.
Total 4370 - Shalom Shuk Income	
Total 4390 - Young Judea Income	
Total 4410 - Cemetery & Funerals Income	
Total 4430 - Holiday & Lifecycle	
4320 - General Contributions and Expen	
4321 - Annual Appeal	
4322 - General Fund	
4323 - Membership Support Payments	
Total 4920 - General Contributions and Expen	
Total 4930 - House Committee - Income	
4981 - Facillitee Fee	
Total Income	
Gross Profit	
Expense	
Total 5000 - Administration	
Total 5010 - Clergy	
Total 6220 - Hebrew School Expenses	
Total 6370 - Shalom Shuk Expenses	
Total 6430 - Holiday and Lifecycle	
Total 7001 - Dues and Subscriptions	
Total 7020 - General Operating Expenses	
Total 8010 - House Committee - Expense	
Total Expense	
Net Ordinary Income	
Other Income/Expense	
Total Other Income	
Total Other Expense	
Net Other Income	
Net Income	

6:10P – 6:20P (10 min)	<b>Executive Director's Report</b>	- Various Items, see below	Grace Oedel
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ED Board Report  
March 23<sup>rd</sup> 2017

- Overview: much of my time lately has been focused on the budget and cantor search. Additionally, next board meeting will be an in-depth proposal for the preschool, so I will keep my remarks brief this month.
- Purim parties
  - o 75 attendees Saturday night, 170 Sunday – growing!
- Budget-
  - o Address any questions that need answering this week
- KESEF:
  - o Have had some early bumps with the transition, hoping it is just learning curve.
- HR updates
  - o Have a job description template and have distributed to staff; am getting updated versions that are accurate in order to assess staffing patterns, standardize from an HR perspective, and initiate a thorough evaluation and feedback process
- Membership update
  - o Met with Laura Cooper, new head of committee
  - o Interest in making the welcome + integration to OZ better
  - o She has formed a task force with other HS parents to increase engagement on this issue
- Security fund:
  - o Created a new special fund that will hold funds in reserve
  - o Secured a \$1,000 donation to kick it off
- New members: Sarah Wool + family