

## Agenda and Minutes – OZ Board Meeting

**Date:** June 21, 2018

**Present:** vivien, Karen, Sarah, Grace, Miriam, Wayne, Naomi, Judy R., Eric C., Suzanne, Rabbi Amy, David H and students, Nat, Jessica, Judy H, Lilah, Becky, Bill **Absent:** Adam

**Facilitator:** Vivien      **Meeting Recorder:** Sarah

	<b>Topic/Outcome – Who</b>	<b>Discussion</b>	<b>Action Steps</b>
5:30-5:35	<b>1. D'var Torah –Rabbi Amy</b>	<p>Laws of Red Heifer – cannot have one single hair that isn't red; it's used to purify the sacrificial offerings</p> <p>Some commandments are a mystery –</p> <p>Some things in life we cannot understand; and we can't control; rituals in Judaism that capture this spirit (like laws of kashrut)</p> <p>That which we can control: Do it with a sense of purpose</p>	
5:35-5:40	<b>2. Approve minutes and review action steps—Sarah</b>	Motion to approve May Board minutes made by Jessica, second by Karen ; approved	Look into who and when approves June congregational meeting minutes
5:40 – 6:20	<p><b>3. Strategic planning update – David Hohenschau and Chris Robinson from UVM</b></p> <p>Outcome: To decide on work plan on strategic planning through end of December 2018</p>	<p>Handout provided, captured different themes/objectives – class wanted to help the OZ community move forward; groundwork for digging into strategic planning</p> <p>Needs to include as many as possible in the process; from now and until High Holidays is not a great time; biggest outreach will be post holidays and through end of year</p> <ol style="list-style-type: none"> <li>1. Need to do some kind of event that allows for meaningful discussion; what should this look like/be like? Purpose will be to spark conversation; for feedback and prioritization.</li> <li>2. What outcomes and expectations will be helpful?</li> <li>3. Who was missed that didn't get the chance to connect to this process?</li> </ol>	

		<p>4. What can Chris and Nia do this summer to assist/do outreach?</p> <p>1 – food, Oct 7 open house at Vivien’s (could that be the place?), small group Havdallah dinners, Chanukah Party in Dec 2, yurt warming celebration/late summer, sukkot celebration,</p> <p>3 – went to various committees, Allenwood, (missed young professionals group, kids, Hebrew school committee, another senior home), what about the empty nesters who don’t come except for high holidays, unaffiliated, teen/nadav group, phone call sampling of congregation</p> <p>2- action steps; prioritize just a few, a tool to help make strategic decisions, break down project into short term steps (that don’t cost \$), along with medium and long term projects, community felt tighter (outcome), find an elevator speech, focus on things from a marketing and branding perspective, consider other similar communities and differentiate or how are we distinct. Criteria for making decisions. How we tell our story; how do we reach certain sectors</p>	
6:20 – 6:35	<p><b>4. Rabbi’s Report – Rabbi Amy</b>  Outcome: To continue to engage board in work of the Rabbi.</p>	<p>Rabbi Amy spoke at State House and participate in Poor People’s March; questions about what we can do regarding national, political, humanitarian crisis – memo will go out on Friday, June 22</p> <p>Planning for Fall and year ahead; pastoral needs are a prominent pull on time and energy; lots of deaths this year.</p> <p>July 1 – leave to Hartmann Institute in Israel; Rabbi Edelson will be on call for us</p> <p>Friday night services – launched one Friday night a month that is a music Shabbat; hope to expand that. Has been spirited and helpful to revitalize Friday night. First yurt service this tomorrow, June 22.</p>	July 18 – join Israel trip planning meeting

		<p>Services at the Lake happened once; \$100 from sailing center; no longer that affordable (\$1000). Holding off for now but trying to find a member's property. Judy Danzig could make calls if you have ideas</p> <p>Israel trip – interest from conversation; holding a planning meeting soon; tour coordinator/educator is assisting with planning and ideas. A proposed itinerary will be shared at next planning meeting on July 18. Trip most likely late Fall 2019.</p>	
6:35 – 6:45	<p><b>5. Executive Director Report – Grace</b> Outcome: To continue to engage board in work of Executive Director.</p>	<p>Conversation growing on issues related to immigration and current border/family separation/internment issues; letter circulated that calls the issue a grave moral concern. Should OZ sign on?</p> <p>Judy moves that we endorse the letter, Karen second, motion passes unanimously.</p> <p>OZ needs to offer some thinking and Jewish framing around the humanitarian issues in our country –more to come.</p> <p>What can we do given the confines of our 501c3; member will give training to board about what we are allowed to do re what's political/acceptable. Add to July meeting</p> <p>Shuk is ahead of program budget; Ass't manager is stepping down. Families affected by fire being helped.</p> <p>Large amount of Somalian refugees arriving soon? May be in a position to help.</p> <p>Pre-school; ahead of budget; added in 4 new babies to an older room; need to separate that out; scheming to find space but making it work.</p> <p>One new member – Sarah Glassman!</p> <p>What is the process for new members? Are they vetted? Why approved? Need to make it clearer. Concern that there is not a membership chair; should have new member events.</p>	<p>Add to July meeting agenda a board training re 501c3 and political activities</p> <p>Need to vote on new members at next meeting</p> <p>Add to next agenda – new member process (for both onboarding and welcoming as well as what information the board should have)</p>

6:45 – 6:55	<p><b>6. President's Report –Vivien</b>  Outcome: To discuss work processes during Grace's maternity leave absence , work needed for High Holy Days, decide on schedules for July, August, September board meetings</p>	<p>Sue Schein felt at the Feen Lecture, that more board members should have been there; it's a concern that board members are not present at many events; how the board govern if we are not witnessing the events. Board is asked to commit a lot of time and energy; can only expand so far; much of what we do, no one knows about (special requests, or extra volunteer support). Some also feel that board members give time and are present in all different ways. Maybe we need to consider a sign up to ensure board members are present at key events.</p>	
6:55 – 7:00	<p><b>7. Update on Committee board liaisons</b>  Outcome: To follow-up on how things are going.</p>	<p>Food Fair – Suzanne and Judy are organizing; Augst 5 –craft tables, food, songs and stories for littles, shuk back to school sale, talk about the mural, 11-2; will we hire security again? Events committee will make this decision.</p>	<p>Becky meet with Vivien about getting the pre-school committee started</p>
7:00 – 7:25	<p><b>Minyan</b></p>		
7:25 – 7:45	<p><b>8. Budget update – Bill</b>  To update board on budget and review current surplus</p>	<p>Financial Statements provided;</p> <p>\$118,000 ahead after Kesef made some debits. Looking at a 40-50k surplus .</p> <p>Endowment fund is up \$148,000, Raymond James up \$200,000, bunch of cash in the bank as a precaution from loan but won't need it. Pre-school has helped keep money in the bank during months where not much traditionally has come in.</p> <p>If pre-school balances (comes in and goes out), why is it helping? At the time, only saw money going out and concerned we'd use it up...but since pre-school is coming in consistently, it helps to provide some steady income when there wasn't, even though it ultimately balances out (and is actually net positive).</p> <p>What are we going to do with the surplus?</p>	<p>Need to make a decision about what to do with any surplus?</p> <p>Endowment –why are we ahead by 20k (excess endowment income)? need to figure that out...</p> <p>Shuk costs in twice – why? Mistake – will be fixed</p> <p>Suggestions for future:  1 – audit  2 – budget meetings ahead of congregation to</p>

		<p>How did Hebrew school get ahead by 47k? that's a mistake...budget was off in month of may; zeroes out at end of year; wound up 15k ahead in revenue, very close on expenses;</p> <p>Endowment –why are we ahead by 20k? need to figure that out...</p> <p>Shuk costs in twice – why? Mistake – will be fixed</p> <p>Started year with 88k shortfall; if we overcame that 88k shortfall, we'd succeed at being 60k short. Actual 148k shortfall at start of year. We are going to wind up at 30 or more positive surplus. We overcame the full 148k. Next year we're looking at about half of this year shortfall...budget vs actuals....how are we this far off? Seems like this year we budgeted for expenses too high compared to what we're spending. Income is almost on target.</p> <p>May be helpful for board to get a deep dive into quickbooks and really understand expenses and income.</p> <p>Still confusion and lack of understanding about the budget and finances; the finance committee and others want to see and understand more.</p> <p>Future notices to congregational meetings will be more clear about the detail of the budget is available; but it needs to be more understandable. Consider a separate budget meeting ahead of time for those interested to learn more.</p> <p>Some congregants felt we needed to engage in an audit.</p> <p>Endowment is to be repaid back over 30 years....maybe consider shortening this term with any realized surplus.</p> <p>Need to do some corrective messaging; we want to be clear about what was meant by figures presented; better, but we still have more to do. (use article for Voice?)</p>	<p>help others learn more ahead of time</p> <p>3 – review endowment being paid back over 30 years and contribute surplus to this, reducing term</p> <p>4 – send out messaging about current status; better but still have work to do</p>
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7:45 – 7:55	<b>9. Public Relations – Vivien</b> Outcome: To begin devising a plan for stronger public relations for Ohavi Zedek		Contact Vivien if you have experience in PR
7:55 – 8:00	<b>10. Hebrew School Report – Naomi</b> Outcome: To continue to engage board in Hebrew School activities	Graduated out Makom L'mishpacha families; expected 5 new families, looks like we'll have 9!  Hebrew through movement – new curriculum/approach to learning Hebrew language similar to call and response (with differences).	
8:00 – 8:30	<b>11. Executive Session</b>	Sarah moves that we go into executive session, Wayne second, all in favor at 8:17pm  Nat moves we move out of executive session, Suzanne second, at 9:42pm	
Extra Session	<b>Lila Shapiro –Fern Hill</b>	Fern Hill is ready to end and close on the lot line! \$20,000 presented to Vivien/OZ!  Thank you!  What is the plan for this? It's undecided. Suggestion for roof fund. Finance committee can make a recommendation – that it go into the endowment/dev committee also made a recommendation – need to process ideas and what to do/how to make decisions	Need a process to determine what to do with this money
	<b>Future summer meetings</b>	Need to change Sept meeting  Keeping July meeting – Wayne will take July minutes	September 27 in lieu of sept 20  August 30 in lieu of Aug 16 (Dave H will join after class at 7:30)  Wayne will take July minutes – Sarah will be absent
	<b>Director of Youth Education</b>	Nat moves that the salary of Director of Youth Education be \$51,319. Miriam second. 2 opposed; motion passes.	

		Jessica moved to end the meeting, Sarah second. Meeting ended at 9:50pm	
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**Ongoing action items:**

- Vivien and Rabbi Amy will come up with a plan to evolve the bimah seating.
- Need a member of the religious committee task force to come to the board with a proposal regarding revitalizing small sanctuary space.
- All board members should sign up on the outreach list that Grace shared.

**Action items from May board meeting:**

- Begin to think about an organizational system for succession planning – add to future meeting agenda
- Vivien will help to organize a potluck for next meeting - done
- Provide feedback to Jeff and Linda if outreach materials are needed or should have different messages. All- Share potential contacts with Deb, Jeff, or Linda to follow up, if anyone is identified.
- Everyone sign up for outreach and engagement tasks – document circulated
- 8 strong people needed to help raise yurt on Sunday June 3 - done
- JUMP bag needs handed out; May is OZ's month – can you help? - done
- Let Grace know if you have a thought or strong feelings on eliminating billing for dues and Hebrew school - done
- Executive committee needs to build a recommendation to bring back to board about what to do with plaques – on hold for conversation with sanctuary
- Rabbi Amy requests a small group to figure out fundraising strategy to purchase the books/machzor. Nat and Harvey will help
- Pledge letters need to go out in June - done