

Agenda – OZ Board Meeting**Date: Thursday, April 13, 2021****Present:****Facilitator:** Nat**Meeting Recorder:** Jeff Potash

		Item	Discussion, Action Steps
1	5:30	Dvar Torah – Rabbi Amy	
2	5:40	Approve minutes from February	
3	5:45	Clergy reports	
4	5:55	ED report <i>incl Mural timeline</i>	
5	6:05	I25 report <i>incl Marketing group</i>	
6	6:15	Treasurer’s report (separate document)	
7	6:25	Questions about reopening plans and written reports	
8	6:35	MOTION: Authorize additional expenditure up to \$10k (on top of \$5k already authorized) for workplace environment consultant	
9	6:45	CREATE WORKING GROUP to draft a policy on OZ as an institution partnering with mission-based community organizations and/or endorsing their statements, as we increase our social justice work.	
10	6:55	OZ successes (speed round)	
	7:00	MINYAN	
11	7:30	DECISION about Board Development (USCJ program and/or <i>Relational Judaism</i>)	
12	7:40	Budget FY21-22: Second Look	
13	8:10	EXECUTIVE SESSION	
	8:30	Adjournment	

2020-21 Meeting Calendar (1st Thursday = ExCom, 3rd Thursday = Board)

May: 6 – ExCom // 20 – Board
 June: 3 – ExCom // 6 – CongMtg // 17 – Board
 July: 1 – ExCom // 15 – Board
 August: 5 – ExCom // 19 – Board
 September: 2 – ExCom // **23 – Board (NOT 16)**
 October: 7 – ExCom // 21 – Board
 November: 4 – ExCom // 18 – Board
 December: 2 – ExCom // **5/12? – CongMtg** // 16 – Board

Ongoing (Background/Postponed) Proposals

- A. Board Self-Management
 - a. Organize old Board documents
 - b. Revise by-laws, including possible officer succession
 - c. Draft or find the old Board member code of conduct
- B. Finance
 - a. Create and follow policy of standard overhead fees for programs
 - b. Replace HS tuition with membership
 - c. Charge for Adult Ed and related events – **See April 2021 Adult Ed report**
- C. Membership
 - a. Actively recruit members to join the Membership Committee and help Richard F.
 - b. Revise membership process and forms to be less judgmental - **Underway**
- D. Building
 - a. Sanctuary/building redesign
 - b. PA system
- E. Update website incl. content, functionality, etc.

Trustees, Board Members, Terms, Committee Liaison Assignments

Name	Through	Committee Liaison
Harvey Klein	Trustee	
Judy Hershberg	Trustee	Events
Gary Visco	Jun 21	Interfaith & Social Action
Suzanne Brown	Dec 21	G'Mach
Becky Wasserman	Dec 21 (2 nd term)	Adult Ed, Scholar in Residence
Mindy Evnin	Dec 21	Cemetery, HR
Nat Lew	Dec 22 (2 nd term)	
Bill Miller	Dec 22 (2 nd term)	Finance
Joshua Kernoff	Dec 22	Development
Ducky Donath	Dec 23	Membership
Brett Smith	Dec 23	Hebrew School, Preschool
Jeff Potash	Dec 23	Mural
Yoram Samets	Dec 23	Religious

Present: Naomi Barell, Suzanne Brown, Michael Bukanc, Eric and Karen Corbman, Ducky Donath, Mindy Evnin, Richard Finkelstein, Lisa Glass-Kornstein, Sarah Glassman, Judy Hershberg, Joshua Kernoff, Harvey Klein, Nat Lew,, Bill Miller, Jeff Potash, Yoram Samets, Michael Schaal, Rabbi Amy Small, Brett Smith, Nancy Sugarman, Gary Visco, Cantor Steve Zeidenberg.

Facilitator: Nat

Meeting Recorder: Jeff Potash

Item	Discussion, Action Steps
Dvar Torah – Rabbi Amy	Rabbi Amy noted this week’s parsha in Leviticus focusing on the formalization of ritualization and prayer. How do we offer blessings for our newly developed Covid vaccines? There are many contemporary options (e.g., “Bless the “holy wholeness giving sanctuary”). And may we all be safe and healthy.
Approve minutes from February	MOTION by Mindy to approve minutes. Ducky seconded. Board approves. Brett followed, expressing appreciation from the Board (through cards and dinner) to Nat for all he is doing on behalf of the Board and Staff.
Clergy Reports	Rabbi Amy: Last month’s clergy swap was highly successful, with special thanks to Rabbi David Edelson for his heartfelt honesty. We will be sharing Passover activities. The new “Making Prayer Real” course has begun and all are welcome to “pop in.” We will be working in a collaboration with other synagogues for Israel Independence Day. There will be a program presented by the Hartman Institute for Yom Hashoah. We have postponed many B’Nai Mitzvah during Covid, which means that there will likely be a large number after August. Cantor Steve: We will be hosting two of Cantor Steve’s cantorial friends in a coffeehouse focusing on the theme of freedom. Our Purim activities were different but there were many joyful celebrations, both virtual and (with the carnival) in person.
ED Report	Sarah Glassman: (1) We are moving to a new cloud-based CRM (database) that vastly improves members’ abilities to pay bills, join classes, update personal information, together with the synagogue’s ability to monitor and access information. We will cancel some services (eg, credit card, website, Constant Contact) which may balance the slightly higher cost. (2) We have two new Shuk employees (UVM students) filling in for Karen. (3) Roof repairs begin next Sunday; the Preschool will likely be affected (nap rooms will move to minimize noise. (4) The delivery of Seder meals is a success (26 families purchased) with some also donating to OZ. (5) More information forthcoming (April 1) about plans for the mural cleaning. (6) A question was raised about when and how the building will open. Nat emphasized that our Covid Task Force is quite conservative. Rabbi Amy recommends we continue to listen carefully to our congregational and state health experts as we move forward. The current task force will be expanded after Passover. Josh recommended efforts be made to communicate options/opportunities, particularly for OZ families who desire a return to normalcy. Naomi

	indicated that outdoor activities are being planned (e.g., park activities, graduation, etc) for the Hebrew School.
Budget FY21-22: First Look	<p>Bill shared the most recent draft of the 2021-22 budget and highlighted a few points. (1) Dues are down: we will need to use \$40K from the Resilience campaign and \$40K from the PPP loan to balance our budget. (2) We are including 2% salary growth and 2% inflation. (3) Naomi noted there is a proposed \$9K budget item for technology for broadcasting out from the building (to be used primarily by educators). Cantor Steve asked how this relates to our 5-year goals and Rabbi Amy expressed similar concerns whether we'll know in May what the appropriate numbers should be. Nat assured the Board the budget remains a work in progress. (4) The preschool is increasing tuition by 5% to cover new teacher costs.</p> <p>Nat repeated that the 2021-22 budget will be presented to the congregation as a balanced budgets using, as needed, equal amounts of PPT funds and Resilience funds.</p> <p>Bill indicated we are looking into getting significant funds back from the Feds based on our employers' payment of social security taxes.</p>
OZ Successes (Speed Round)	Lots of inspired sharing!
Minyan	
Membership Committee presentation (L. Kornstein)	<p>Lisa shared her SWOT analysis (in a PPT) detailing her personal experience as a new OZ member. She arrived in VT 7 months ago. She praised Naomi, Rabbi Amy, and Cantor Steve. "I love ZOOM" as it's convenient to "come to synagogue." And the Hebrew School. A weakness is a separation between families and adults. Shabbos is an "extra" thing. Skiing conflict. Opportunities for integrated Shabbos/Hebrew School education; cross demographic divide. Segregate by Emotional needs (e.g., Joy vs addressing pain). Flexibility in HS (alleviate competing values). Friday night services/potlucks (post-Covid). Purim Ski week in Vermont (ski and synagogues – destination event?). Summer camp? Last 2 weeks of August?). Threats - Covid unknowns/threats; declining membership).</p>
RESOLUTION From Social Action and Adult Ed Cttees	<p>Nat asked for questions. Yoram asked for the background underlying the resolution. Nancy Sugarman explained that it evolves out of conversations undertaken in the Anti-racism Ad Hoc committee, Adult Ed, Social Action, and Imagine 2025. The issue involves broad inclusivity across a variety of sexual orientation, race and religious backgrounds. What is our goal, our mission, and how do we act on it? Michael Schaal described hearing from OZ members that they sometimes feel disconnected as though they are the "other." The Board needs to lead in doing something and making us "Lovers of Justice" in action and not just in name. Josh proposed clarity in developing a plan: Michael asked for Board participation to act quickly. Nancy recommended the Board accept the first paragraph of the document ("Proposed Resolution: Re-committing to Social Justice At Ohavi Zedek 2021," dated 3/18/2021.). Ducky emphasized the importance of being friendly and reaching out.</p>

	<p>Brett commended the work, but questioned the four specific hypotheticals. Jeff praised the principle of making OZ a “safer” and more “welcoming” place. Nat recommended that something more precise be presented in the future that addresses some Board members’ concerns relating to strategies specified. Rabbi Amy praised the work as inspiring and recommended the Board affirm the work of the two committees coming and working together. Yoram suggested the Imagine 2025 Social Action Task Force could and should be able to bring this back to the Board in two months with specific recommendations.</p> <p>MOTION: The Board appreciates and affirms the process of work of the Social Action Committee and the Adult Education committee to advance our mission as a community. The Board passes the resolution expressed in the first paragraph of the “PROPOSED RESOLUTION: RE-COMMITTING TO SOCIAL JUSTICE AT OHAVI ZEDEK 2021” dated 3/18/2021. We delegate to Imagine 2025 the responsibility for bringing us concrete action steps to make this a reality.</p> <p>The Board passed this motion unanimously.</p> <p>Resolution: “At the urging of the Adult Education and Social Action Committees, the Board of Ohavi Zedek Synagogue renews and rededicates itself and the entire synagogue community to our name: "Lovers of Justice", our tag line: “an inclusive and diverse Jewish Community” and our mission: “to provide a welcoming home for a diverse Jewish community, offering both traditional and innovative spiritual practice, learning for all ages, and a commitment to social action.”</p> <p>Michael requested that the anti-racism group be allowed to circulate a voluntary survey among the congregation. Nat commended the process in developing the survey and expressed confidence in its value for giving congregants voice.</p> <p>Nat described this as an “informational” matter, a committee function not requiring a Board vote.</p>
MOTION to balance the current budget	<p>MOTION: To amend the FY20-21 budget by reporting funds received from the Resilience Campaign and PPP in equal amounts as operating income to bring income into balance with expenses.</p> <p>The vote passed.</p>
Executive Session	<p>MOTION: Suzanne moves to enter executive session. Bill seconds. Board approves.</p>
Adjournment	<p>MOTION: Mindy moved and Gary seconded.</p>

President's Report – Things not mentioned elsewhere

- Cantor Steve's application for a Green Card is proceeding apace. As specified in his contract, and budgeted, OZ is paying for the relevant expenses. Sarah can look up the exact amount.
- The larger "logistics" Reopening Group will meet Friday April and make a list of practical tactical issues that we need to address immediately to allow on-site outdoor and the indoor events. Other meetings (probably smaller) will follow along quickly.
- I really want to do some Board Development work: Read *Relational Judaism*, meet with a USCJ trainer, etc. Therefore I have put a few minutes on the agenda to see if we can get this going.
- I have asked Sarah to take down and stop distributing our membership application pending a total redesign. The current application has numerous problems of tone, and potentially does us more harm than good.

Preschool Report – Erika Geremia

- New tuition rates with a 5% increase have been posted to parents for the upcoming 2021-2022 school year.
- Contracts for the new school year will go out this month--our enrollment is full with a lengthy waiting list.
- Erika applied for a grant through the COVID-19 Ventilation Improvement Program to improve our air ventilation. She is meeting with a representative this Wednesday to assess the current ventilation system.
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- Full Circle is currently seeking to hire a full-time young toddler teacher for the fall. Information will be shared on OZ's Facebook and The Voice in hopes that someone within our community can connect us to possible applicants.
- Full Circle used donation money to purchase a wooden playground set for the new nature playground. It will be delivered June 4. An outdoor (safely distanced) work day will follow so that we can build it together and avoid the installation fee.

Hebrew School Report – Naomi Barell

- Michael Bukanc spoke at OZHS Yom Hashoa commemoration
- 'Stand Up' gave special Yom Haatzamut presentation
- OZHS families will be doing a Lag b'Omer hike up Mt Philo April 25
- Phoenix Book Fundraiser April 26-May 2. Store will donate 20% of all books purchased at the Burlington location if customer lets them know
- Plans for outdoor OZHS commencement on May 9th are in the works
- OZ opening plan will allow for the possibility of a day camp running the weeks of August 16 and 23rd. Daily schedule has already been framed out and we are now looking for staff. We are looking to start with 10 campers.
- A number of current NADAV interns have already indicated their interest in continuing next year and at least two Kitah Zayin students have already let me know they will be participating.
- Looking for teachers for next year to replace this year's remote teachers

ED Board Report, April 2021 – Sarah Glassman

New members:

- Lindsay Foreman, Kathy Hennis & Juno Foreman-Hennis
- Sharon Abramowitz, Greig Arendt and Leah, Julia and Jacob Arendt

General, office and building updates:

- CRM update: we're well on our way to implementation!
 - Data import began 4/5/2, Kesef is assisting in management of the data import and validation. This process is about 2 weeks start to finish and does include some time where we do not have access to either our old or new CRMs. Andie and I have established protocols to manage this time and will input any new data once back online. Kesef will do a deep dive into about 10% of our database as well as confirm all yahrzeits are imported correctly.
 - All staff and clergy who will have access to the CRM (Rabbi Amy, Cantor Steve, Naomi, Erika, Andie and myself) are beginning to be enrolled in training sessions in line with each role and use of the CRM. We have 60 days of live support and staff and clergy will be completing their training during this period to ensure all questions can be answered by the ShulCloud support team. This is part of the package we purchased and are enrolled in.
 - Internally there will be a great usefulness for the CRM as clergy and pastoral care teams can make notes on specific congregants, get notified for follow up, we will be able to target emails more carefully to not 'spam' inboxes, all staff and clergy will have access to member information (previously they did not and needed to ask myself or Andie for basic things like phone numbers/addresses). This will streamline our internal processes and communication.
 - Following implementation we will explore a member portal - only once our staff and clergy are prepared. A member portal will allow all OZ members to log in, pay bills, update information profile (address, phone -- perhaps ethnicity, interfaith status, etc), add their own yahrzeits, access a membership directory, sign up/register for events and more.
 - Additionally, once ShulCloud is fully implemented we will work to reduce the redundancies it has with our other systems and eliminate those (cost savings) - those include Constant Contact (email system), Acceptiva (donations/forms/credit card processing) and possibly our website as ShulCloud offers an integrated website service.
 - Other changes such as emailed thank yous/acknowledgements of donations under a certain monetary threshold, emailed yahrzeit letters with a direct link to donation form and other mailings will become electronic for the majority of our members. Reducing our mail and paper printing will significantly cut costs and staff time for OZ and will bring us into current practices.
 - We are still very much in the midst of this change and appreciate your patience, Andie and I are especially involved and this process is taking much of our bandwidth during work hours - we're having to recreate all forms, check data, learn new systems and more, which is all great work but certainly a lot to manage on top of everything else. Ultimately, this will greatly benefit our community and help us streamline many processes.

- Roof repair update: Roofing work was completed on Friday, March 26 and took one week. There were minimal disruptions to Full Circle Preschool during the work. Total invoice of \$35,704 has been paid - fully from the Facilities Fund - no impact on operating budget.
- Lost Mural restoration will be happening beginning in mid-April and throughout the summer months. Jeff and Aaron have been keeping our staff updated about the restoration process and timeline. They are working closely with Raul, myself and the executive committee around issues of building access, ventilation and ensuring they are not interfering with Full Circle Preschool's operations. We are working on methods of access to the office and small sanctuary as we anticipate reopening to staff, member meetings and some services during this restoration process.
- The Antiracism Task Force survey went out on April 14, the survey was put together by a group of members in collaboration with an outside consultant. It takes about 10-20 minutes to complete and we hope you will take the time to share your input ([link is here for your convenience](#)). This survey will help us collect information about the congregation's needs and build a better, more inclusive community. Please complete by April 30th.
- Resuming scheduling through our office: During the pandemic and following Tari's departure we moved away from a centralized calendar system. We are now returning to that process. When scheduling any OZ meetings (committee, sub group, Imagine 2025 task group, class, etc.) please contact Andie so she can let you know if that date has any conflicts. Please do this whether you are using the OZ Zoom or your own personal account. Our online calendar is found here: ohavizedek.org/events/
- Reopening work looms large as there are many operational considerations to reopening. Nat has convened a group that will identify *how* and the COVID task force has identified *when* in line with the Governor's plan and best practices to ensure all our members health. More information on this is forthcoming.
- Full Circle Preschool has applied to a grant for building ventilation for their classrooms, an assessment took place on 4/14 and we are awaiting to hear back on the grant application.

Financial

- The long workers comp audit from this winter resulted in a refund of about \$500 which was delivered the first week of April.
- PPP loan forgiveness forms were submitted (originally 3/18/21) for our first loan (received 5/4/2020). NBT has asked for some additional documentation, on 4/7 I have provided 941s for the covered period. We are awaiting approval for forgiveness at this time. The portal for loan forgiveness for our second loan has not yet opened.
- Have begun working with Bill on the Employee Retention Tax Credit (ERTC) process
- A large bequest was received in early April, \$187,875 (with an additional amount to come post-closing the estate) which was designated for summer camp scholarships
- See treasurer's report for FY22 budget discussions

Keep these on your radar: upcoming events:

- I continue to manage the outreach, communication and Zoom scheduling around many upcoming events including those below. Weekly event links are updated on Mondays and are available on the OZ website: ohavizedek.org/about/virtual-upcoming-events. Please keep reading our weekly events emails, like us on Facebook and follow on Instagram to hear about these and other events.
 - Making Prayer Real, Sundays, contact clergy to join
 - Adult Education Anti-Racism Film series - watch the films in advance and discuss on these dates:
 - April 21, 7:45pm, Ma Rainey's Black Bottom view on Netflix
 - May 5, 7:45pm, United States vs. Billie Holiday view on Hulu
 - May 19, 7:45pm, One Night in Miami view on Amazon Prime
 - June 2, 7:45pm, Just Mercy view on Amazon Prime
 - Sermon Swap: Rabbi Amy with Rev. Elissa Johnk of First Congregational Church, April 24 and 25
 - JCVT Earth Day Shmita Kickoff event, April 25, 7:00-8:15pm
 - Cooking class with the Vermont Historical Society, April 27, 7pm
 - Lunch & Learn: Trends in Synagogue Change and Implications for OZ, May 6 at 12:00pm
 - A Grandparents' Conversation: Connecting During COVID, May 19, 1-2pm
 - Lunch & Learn: African American Cantors: May 20 at 12:00pm
- **Upcoming Friday Night Tot and Family Shabbatot - organized by Naomi led by clergy:**
 - 4/16 - Family Shabbat
 - 5/7 - Tot Shabbat
 - 5/21 - Family Shabbat
 - 6/4 - Tot Shabbat
 - 6/18 - Family Shabbat
- **Upcoming musical programs, led by Cantor Steve:**
 - Saturday, April 17 at 8:00pm, Havdalah/Concert of Israeli music
 - Sunday, May 22 at 7:30pm, Coffee House
 - Saturday, June 26 at 8:30pm, Campfire Songs/Kumzits and Havdalah

Imagine 2025 Update #4 for OZ Board – April – Yoram Samets

It's been a very busy month. The Imagine team has been working with seven different task groups, speaking with many congregants one-on-one, seeking guidance from other synagogues, keeping our clergy and staff involved with our work and in general moving forward with building a draft plan that focuses on strengthening and reinforcing the community values that our 300 plus, individual and family households, are looking for from OZ.

Specifically, the four task groups that were formed and began work in late February have each been meeting regularly and refining their ideas. As we've evolved, we've focused on three strategic pillars for OZ which effectively address the primary values and interests of the community that we heard through our extensive research:

- Community/Culture Center task group
- Social Justice task group
- Religious/Spiritual task group

As well, we continue to focus on a critical demographic – young families (the life blood of our future) – through the Family Engagement task group.

As each of these groups flesh out their plans for 2025, we'll see opportunities for integration across different demographics of all ages and other congregational subgroups (e.g., interfaith families, Hebrew school, adult education, etc).

Additionally, several other task groups are focused on 2021/22 operational needs:

- Post Covid task group is beginning to plan for the synagogues reopening.
- Marketing/Communications task group has begun to look and plan for how we enhance our communications both to our members and beyond our membership.
- Building/Campus task group is planning for the short-term needs for the upcoming 12 – 18 months, plus thinking through longer-term building/campus needs.

Underlying all of our thinking is planning for our long-term financial sustainability. Imagine 2025 is developing recommendations and plans for growing our congregation. These are grounded in our ability to (1) provide high quality value and content to our community, (2) clearly articulate our values and communicate a positive message, (3) enlist congregants as ambassadors for growing the community, and (4) demonstrating and communicating effectively with prospective members.

Imagine 2025 is on track to provide a draft plan to the board at the May meeting.

Shalom and thank you for allowing us to do this work,

The ever growing Imagine Gang

OZ BOARD report from ADULT EDUCATION 4.12.2021 from Nancy Sugarman

The Adult Ed committee members offered 4 new courses since the last OZ board update, as well as continuing the iEngage Hartman Institute course. (New courses: Who was Mark Rothko, Making Your Tallit, Making Prayer Real, Grandarents Missing Grandchildren Conversation.) One course, *Beautifying your Shabbat and Holiday Table*, was postponed due to low attendance. Our members are also active in the Anti-racism ad-hoc group who is putting out the survey, the Imagine 2025 Community and Social Justice task forces as well as connecting with the Hebrew School and Preschool committees and staff about programming for families. We also added guidance for instructors and hosts of courses to the website and are working with Andie on scheduling and keeping the Adult Ed webpage current.

We are planning 3 new courses in late April through May (book discussion of *Caste*, Intergenerational Storytelling, Anti-racism film series) as well as continuing three other courses (iEngage, Making Prayer Real, Grandparents conversation). We may also be adding courses for the night of learning during Shavuot. Over 80% of our courses are series (2 or more sessions). The consistent group of participants with planned interaction heightens the engagement and learning. We have had very positive feedback from course participants.

In reviewing our data, we have offered more courses (18) during 9 months of 2020 including the Covid-19 year (no courses offered March – May 2020) than the previous year (12 courses). We have offered 9 courses in the first half of 2021, under covid. We regularly offer book discussions, address the theme of racism in our offerings, and provide a range of other topics based on member interests. We regularly have non- OZ members attend our courses, including some who are unaffiliated with any synagogue and some out of state. We are sharing with the I- 2025 what we have learned from our course offerings, participation numbers and feedback from participants.

The committee AGREED on the following concerning participants paying for adult ed classes:

1. Wait until OZ board/congregation has made some financial decisions before we decide if we submit a proposal to the board (charging for classes will not provide significant funds)
2. Only charge/ ask donation of non-members (excluding Hebrew school and preschool families who are non-members?)
3. Wait to recommend a policy (if any) to the board post covid (when not all classes are on zoom and more people are economically stable)
4. Decide if we will charge after we do some research
5. Clergy may ask for donations for classes they offer when there are a significant number of non-members attending

The committee appreciates the time reviewing and the approval the board gave for the resolution we and the Social Justice Committee presented at the last board meeting (March 2021). We appreciate your commitment to re-dedicating to social justice and to taking action to meet that goal.