

Agenda and Minutes – OZ Board Meeting

Date: September 27, 2018

Present: Vivien, Wayne, Karen, Miriam, Sarah, Rabbi Amy, Harvey, Naomi, Becky, Rachel, Erica Geremia, Suzanne, Zoe, Judy H., Rebecca Stern, Nat, Jessica, Judy R **Absent:** Bill, Adam

Facilitator: Vivien **Meeting Recorder:** Sarah

	Topic/Outcome – Who	Discussion	Action Steps
5:30 - 5:35	1. D'var Torah –Rabbi Amy	Nlgun shared by Joey Weisenberg or Rising Song Institute; he'll be our scholar in residence first weekend in Nov. Connects to theme this week of change. Moses's final address – he's letting go, offering opening for new beginning.	
5:35 - 5:45	2. Approve minutes and review action steps – Vivien	Suzanne moves to approve minutes, second by Miriam; minutes approved unanimously	
5:45 – 6:30	3. Preschool budget review – Becky W & Rebecca Stern Outcome: To review and make decisions on financial issues concerning preschool.	<p>Facility fee – preschool pays a \$10,000 fee; what is this fee paying for? Classrooms are not being cleaned every day (they are cleaned two days per week, and teachers stay late to clean them on the three other days)</p> <p>Raul isn't here every day; can Gary help with the cleaning?</p> <p>Discrepancies in preschool budget that were discovered; Erica needs to be more involved in building preschool budget as she has most intimate knowledge</p> <p>Grants should not be carried into larger OZ budget; needs to be kept separate. Should not be considered part of surplus; same with donations.</p> <p>Teachers have paid time off; this was carried over and included in surplus; need this money to pay for the coverage during their time off.</p> <p>Need for an additional full time staff person</p> <p>Grace's benefit for preschool slots contributes towards shortage in funds. What to do?</p> <p>Most of these issues are accounting errors to be fixed; it will cost OZ but needs to be done.</p>	<p>Need to figure out how the \$10,000 facility fee was arrived at; what does this cover? Need to know as it affects the question around cleaning</p> <p>Subcommittee developed to figure out how to fundraise to cover the error (\$20k) to help us through this short term accounting issue</p>

		<p>Childcare employee cost analysis \$12,300 for one child; \$12,600 + \$8100 for two child (total loss of \$20,700), and so on. Document handed out. If these amounts are in the budget, the staff person can be covered. Still need to budget</p> <p>OZ has an obligation to honor Grace's benefit and pay the funds to the preschool like any payout of benefit.</p> <p>The preschool needs to be financially sustainable; reminder that the Hebrew school is not financially sustainable or a profit center...but core to mission; recall the happiness and value of the preschool</p> <p>Sarah moves that OZ cover the cost of the benefit owed to the Executive Director and move to the preschool budget and that other accounting discrepancies are fixed by working with the treasurer to set up separate budget lines. Karen second. In favor 7; opposed 1; abstain 1, motion carries.</p> <p>The board, trustees and Naomi loves the preschool teachers!!!</p>	
6:30 – 6:40	<p>4. Rabbi's Report – Rabbi Amy Outcome: To continue to engage board in work of the Rabbi</p>	<p>Happy Sukkot.</p> <p>There is so much planning going on for our future; and that needs to be done. This is the year of great opportunity.</p> <p>Madeline Kunin publishing a new book coming out next week; OZ should honor her and let her know that we treasure her. Book launch at 6pm at Shelburne Farms Coach Barn.</p>	
6:40 – 7:00	<p>5. Financial Report - Outcome: Share information from Bill about budget and review and vote on Finance Committee proposal concerning \$20,000 from Fern Hill</p>	<p>Report provided via email.</p> <p>Proposal for Fern Hill \$20,000 – what to do with these funds? Treasurer's proposal is to use whatever amount development committee needs to print high quality promotional materials and then the balance goes into facility for windows, roof and wifi and other needs.</p> <p>Finance committee proposal recommends putting the full \$20,000 aside for the roof for now (note, per Board meeting this was to be in Facilities fund), with a written note that up to \$3000 can be used for development based on a specific proposal to the Board from the Development Committee.</p>	

		<p>Facility fund - what is it for? Big things like roofs, or smaller, regular wear and tear? Should be for larger items/capital expenditures – no need to create a new account.</p> <p>Why is IT in same bucket as windows and painting? IT can be a capital expense as well.</p> <p>Use of these funds should be strategic and not just lumped into general operating.</p>	
7:00 – 7:25	Minyan		
7:25 – 7:35	<p>6. President’s Report – Vivien</p> <p>Outcome: Discuss annual appeal preparation, update on board succession planning and strategic planning</p>	<p>Annual appeal prep – next month Rabbi Amy will help us prepare and train us on calls.</p> <p>Board succession planning; most synagogues have a system. We have none. Vivien will learn how temple Sinai handles this and learning about other places. Could potentially update bylaws in future</p> <p>Strategic planning – David Hohenshau will come next month; small subcommittee being pulled together to work with Dave</p> <p>New members; Genrikh and Yuliya Basin, Timothy and Audrey Zeider...Nat moves to accept these as members of OZ, Jessica second. Motion passes unanimously.</p>	
7:35 – 7:40	<p>7. Hebrew School Report – Naomi</p> <p>Outcome: To update the board on Hebrew School</p>	<p>Hebrew school is underway. Two Sundays, one Wednesday for sukkot. 55 students, possibly two more. First makom lamishpacha (45 people) also met. 12 nadav interns. Super electives starting next week, which includes the lost mural shul mystery (targeted towards older kids). Other electives include Where in History is Carmen Sandiegostein (jewish history), Sing it Loud (singing including bible raps), jewish arts and crafting.</p> <p>Met today with new USY advisor; 5 events upcoming, first is at escape room, and then a Chanukah overnight. Rutland and Montreal synagogues are invited to participate.</p> <p>A few new positions for Nadav include social media, challah intern, more in shuk, a theater intern helping with performances including purim spiel, and more. No Sinai youth participating though they were invited to participate.</p>	<p>Chaunkah party – could Hebrew school and events committee get together?</p>

		Nov 10 – family camp Shabbat, meeting on Saturday with series of sessions for families including preschool	
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7:40 – 7:50	8. Mural report – Karen Outcome: To review and discuss report from Mural Board	Handout provided; not much recent activity. 501c3 status attained, separate bank accounts separate from OZ. Have about \$20k in bank account. Concern about their fundraising at same time as ours.	Jeff should talk to Vivien about coordinating times for fundraising.
7:50 – 7:55	9. IT update – Becky Outcome: To update the board on IT issues	Becky trying to connect to Scott Lowe; trouble connecting. Mystery over which company has the wifi and the router...still trying to figure this out but might need to wait for Grace to return.	
7:55 – 8:05	9. Committee Updates Outcome: For board liaisons to fill the board in on any committee updates or questions	Adult Ed committee is going through a lot of change; trying to reconfigure leadership as a shared approach among many; no chair identified at the moment. Becky and Adam are the liaisons – seems like this committee should have a chair. Lunch and learn occurred today; planning a trip to Montreal in May or other time. Lunch and learn schedule out.	Adam should work with adult ed committee to encourage filling a Chair role. Rabbi Amy - Form “great” grandparent donor circle...who want to support future of preschool
8:05 – 8:15	10. Board openings Outcome: To decide on timing and other factors concerning new board members	Only one person who isn’t returning; Sarah’s vacancy needs to be filled and there is still one other vacancy. Need to fill one, possibly two slots. Still need a treasurer. Judy, Miriam, Wayne and Jessica are moving into their second term. Will need officers; Wayne will step down as VP, Sarah as Secretary.	
8:15 – 9:15	11. Executive Session Personnel matters	Motion to move into executive session made by Jessica, second by Jessica, all in favor, at 7:59pm Motion to leave executive session and end meeting, made by Nat, Jesssica second, 9:25pm	

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; **ask Nat to address**
- Begin to think about organizational system for succession planning;
- Executive committee needs to build a recommendation to bring back to the board about what to do with plaques

- Suggestions for future: consider audit, budget meetings ahead of congregation meeting to help others learn more, review endowment being paid back over 30 years and contribute surplus to this, reducing term
- Connect with new Kehillah Manager and find opportunity to invite her to OZ. – connected, still need to invite her.
- Discuss whether OZ develop policy on political activities

Action items from August board meeting:

- Discuss membership and membership/outreach committee.
- Follow-up with Scott Lowe about firewall - becky has an update
- Get motion from finance committee concerning \$20,000 for Fern Hill- waiting on input from development committee
- Need to verify that the cameras, especially those in the double-classroom with infants, are not vulnerable to hacking given minors in the building. – Becky will follow up with David Rome (state of VT provides security assessments for schools for free, becky can point us in right direction; Burlington chief of policy also did an assessment a few years back, becky will follow up)
- Preschool - Bring a budget proposal to Board
- Bill to communicate with development committee about the need for a proposal by next board meeting regarding a portion of the 20k
- Look into why we vote on members or revisit the process