

## Agenda – OZ Board Meeting

**Date:** Thursday, February 20, 2020

**Present:** Naomi Barell, Vivien Rabin Brown, Sarah Glassman, Zoe Hecht, Judy Hershberg, Jessica Schechter Kane, Josh Kernoff, Harvey Klein, Nat Lew, Bill Miller, Grace Oedel, Jeff Priest, Wayne Senville, Sergey Shpaner, Rebecca Stern, Becky Wasserman, Cantor Steve Zeidenberg

**Facilitator:** Vivien     **Meeting Recorder:** Jeff

	<b>Topic/Outcome – Who</b>	<b>Objective*</b>	<b>Discussion</b>
5:30-5:35 pm	<b>1. Chazzan’s niggun – Cantor Steve</b>		Ya-day, ya-day, day, day, day, ya-day!!
5:35 - 5:45	<b>2. Approve minutes and review action items—Vivien</b>	Approve	<p>Minutes becoming more granular. Could be more broad-based. But important to include discussion details to set context for decisions made.</p> <p>Edit last month’s minutes about \$14K raised for security. To what security costs should these funds be committed? Need to prioritize expenditure of security funds.</p> <p>Wayne moves to approve. Rebecca seconds. Board approves. One abstention.</p>
5:45 - 6:15	<b>*3. Reorganizing board meetings – Vivien/Josh</b>	Inform/ Discuss	<p>Josh presents proposal for new procedures to help board become more strategic than tactical. Try to get away from decision-making by consensus, since it’s inefficient. Try to find balance between representation and efficiency.</p> <p>When proposed project is raised, a team is assigned to work on it. Individual or subcommittee works out prospective solutions. Then solutions will be presented to full board for approval or rejection, either for good or to go back to individual/subcommittee for additional work. Individual/subcommittee can and should solicit comments from board members along the way (e.g., email).</p> <p>Should executive committee play a role in filtering ideas? The committee sometimes plays this role. Could also identify issues and farm out to individual/subcommittee.</p> <p>Full board could still discuss an issue but there would be greater development and solid ideas for solutions to present to board.</p> <p>Concern raised about extra work outside of board meetings and miscommunication by email (rather than in person).</p>

			<p>Will be a learning curve for board. But will get better with it over repeated instances. Good for longer-term projects.</p> <p>Recommended ground rules for the process. Confidentiality is one area that needs more specific guidance. It's clear what's discussed in executive session will remain confidential. But what about anything discussed outside of executive session?</p> <p>No "scope creep" is another rule. Stay focused on topic at hand. Also, no revisiting the same issue after decision is made, unless majority of board votes to revisit. Need to be careful about longevity of project decisions to avoid binding future boards. Finally, need to enforce time limits during board discussions.</p> <p>How strictly should time limits be enforced? Should be enforced strictly.</p> <p>Josh motions to adopt resolution to (a) implement the proposed process, (b) implement ground rules as discussed, (c) have legal advisors draft confidentiality rules for board members to follow, and (d) check in with board over time to evaluate how well the process is working and adjust as needed. Nat seconds. Board approves.</p>
6:15 - 6:20	<b>4. Fundraising- Josh</b>	Inform	<p>Annual appeal went well. Wanted 100 contributors. Reached about 80 contributors.</p> <p>Need more time (2-3 days) to complete calls in the future.</p> <p>Raised at least an additional \$1K.</p> <p>Fundraising committee met for first time yesterday. Have professional fundraisers on committee.</p>
6:20 - 7:00	<b>*5. Treasurer's report — Sergey/Bill</b>	Inform/ Discuss	<p>Deficit is projected at \$52K currently, less than initial projection of \$118K. Membership dues are a shortfall.</p> <p>Should preschool end 50/50 net income, revenue sharing, accounting arrangement with OZ? No separate funds for preschool (or Shuk), since both programs are part of OZ, not separate.</p> <p>Do we keep revisiting a decision that should be left alone?</p>

			<p>Board needs to flesh out the ramifications of this change in preschool budgeting process. Need recommendations for and against this change for board to be able to make informed decision. The Preschool Committee should be involved.</p> <p>Hebrew School is also affected by facilities fee charged to programs.</p> <p>Confusion around what a “program budget” means. Need greater understanding about accounting principles.</p> <p>Communication between “communities” within OZ is important to avoid rupturing relationships.</p>
7:00 - 7:25	<b>6. Minyan</b>		
7:30 - 7:40	<b>5. Treasurer’s report (cont.)</b>	Approve	<p>We need more information about <i>all</i> of the program areas under OZ’s roof and basic accounting principles related to these programs. Need new current year reforecasts and original budgets by program.</p> <p>Board members should email questions to Sergey or the Finance Committee.</p>
7:40 - 7:45	<b>7. Cantor’s report – Cantor Steve</b>		<p>Cantor Steve’s March 7 installation is coming. Morning service will include formal, actual installation. Evening will start with Havdalah and then concert.</p> <p>Remains busy with preschool and Hebrew School. Getting ready for Purim on March 9 (Megillah reading) and Sergey’s spiel on March 11.</p>
7:45 - 7:50	<b>*8. Committee liaisons - Vivien</b>	Inform/ Discuss	<p>Used to be that every board member had to serve on an OZ committee. But revision was made to allow board members to serve as liaisons, without necessarily attending committee meetings. Can attend meetings. But generally board members just maintain communication with committee chairs and bring committee’s questions to the board.</p> <p>Vivien assigned board members to committees, based on preferences expressed by email. Some committees still need liaisons. Vivien will work to fill out positions. Will send out committee updates before board meetings.</p>
7:50 - 7:55	<b>9. Voting on new members - Sarah</b>	Approve	<p>David Rand and Case Prager are a new couple to OZ who wish to become members.</p> <p>Josh motions to approve. Bill seconds. Board approves.</p>
7:55 - 8:20	<b>10. Executive Session to discuss personnel matters</b>		<p>Wayne moves to enter exec session. Sergey seconds. Board approves.</p> <p>Wayne moves to exit exec session. Sergey seconds. Board approves.</p>

			Nat moves to adjourn meeting. Jessica seconds. Board approves.
--	--	--	--

**January board meeting minutes (see attachment A) and Executive Committee meeting minutes (see attachment B)**

**3. Reorganizing board meetings:**

As discussed at the January board meeting, we are working to make board meetings more strategic rather than tactical. Committees and subcommittees will take on tasks and report to the board rather than have the entire board discuss an issue and try to reach consensus. We need to work together to understand how to conduct business this way.

Please review the following link (attachment C), available on Google docs:

[https://docs.google.com/presentation/d/1tjz3PoqtnPHWdDpUKvFJIh1PdNzfsZzNw12qALqql/edit#slide=id.g6e159b5b1e\\_0\\_32](https://docs.google.com/presentation/d/1tjz3PoqtnPHWdDpUKvFJIh1PdNzfsZzNw12qALqql/edit#slide=id.g6e159b5b1e_0_32)

**4. Fundraising**

Annual appeal updated numbers will be available at the meeting.

Please note that there were two assignments given to each board member. One was to submit three ideas for fundraising. The second action was to comb your list of contacts/networks for potential business or people of interest who could be relevant for fundraising activities. If you haven't yet submitted responses on either area, please send to me prior to the 2/20 board meeting.

**5. Treasurer's report (see attachment D)**

Latest financial report will be forwarded ASAP. Attachment D is a document that was approved by the board in 2017 that outlines OZ board financial responsibilities.

**8. Committee liaisons (see attachment E)**

Attached is the committee liaison sheet, based on responses that I have received from board members. Please let me know if anything on this list seems inaccurate, and please consider becoming liaison to one of the committees still open.