

OZ Board Meeting - MINUTES

Date: Thursday, April 23, 2020

Present: Naomi Barell, Adam Bluestein, Mindy Evnin, Erika Geremia, Sarah Glassman, Jessica Schecter Kane, Josh Kernoff, Harvey Klein, Nat Lew, Bill Miller, David Pasackow, Jeff Priest, Judy Rosenstreich, Wayne Senville, Rabbi Amy Small, Rebecca Stern, Becky Wasserman, Cantor Steve Zeidenberg

Facilitator: Nat

Meeting Recorder: Jeff

		Item (*= attachment)	Lead	Objective	Discussion
1	5:30-5:35	Dvar Torah	Rabbi	Inform	This week's parashat discusses infectious disease control. It's a brilliant example of how in ancient times Jews were concerned with public health by checking the spread of disease. Our tradition has long been concerned with how to preserve life and take care of others.
2	5:35-5:40	*Approve minutes (3 sets!), review action items	Jeff	Approve	Jeff will make a minor change to the April 6 minutes. Jeff moves to approve minutes from March 19, April 6, and April 19. Board approves.
3	5:40-5:50	Clergy reports	Rabbi, Cantor	Inform	<p>Rabbi Amy</p> <p>There has been a higher level of attendance at minyan and Shabbat services this past month through Zoom. Everything will be different after the pandemic is over, but lessons have been learned from this experience.</p> <p>Technical know-how of members has improved over time. But some people don't want to use Zoom and are speaking with Rabbi Amy in other ways.</p> <p>Working on G'mach committee with Cantor Steve.</p> <p>There has been a high level of engagement through Zoom with Hebrew School students and parents.</p> <p>Cantor Steve</p> <p>A Tot Shabbat will be held in May. Friday morning Shabbat party has been happening regularly with preschool students and parents.</p> <p>Projection of Torah with trope on Shabbat mornings has enabled people to leyn who don't usually leyn.</p>

					<p>He is exploring ways to offer more music at Shabbat evening services. The singing community on Sundays is still ongoing. He is thinking about a virtual choir for the future.</p> <p>Have discussed sharing care packages with elderly members.</p>
4	5:50-5:55	Board calls to congregants	Nat	Agreement	<p>Action: Nat will ask a Board member to check on the progress of phone calls to congregants.</p> <p>Nat has distributed to Board members a spreadsheet of members to call. Assigned calls should be completed within the next week. Board members should use the script from Cantor Steve.</p> <p>Nat will delegate responsibility to a Board member to check with other members about progress. If you collect notes and if immediate attention is needed, forward to Cantor Steve. If a request is not urgent, just keep track of the information for future use.</p>
5	5:55-6:00	*Extended HebSch programming (proposal for approval)	Naomi	Decide	<p>Naomi has submitted a proposal to the Board to extend Hebrew School. The proposal appears to be revenue neutral, if at least 5 students in each of the two age groups enroll in the program.</p> <p>Motion: Extend the Hebrew School program beyond the current program, as described in Naomi's proposal. Bill moves to approve. Josh seconds. Board approves unanimously.</p> <p>This extended program could inform options for summer programming, since children will not be attending camps, given the current circumstances.</p>
6	6:00-6:05	Vice President	Nat	Elect?	<p>Action: Nat will contact prospective VP candidates.</p> <p>No one volunteers to serve as Vice President. Nat will contact people individually, both within and outside the Board, to generate candidates for the role.</p>
7	6:05-6:10	Ad hoc committee on visioning (to consider survey proposals, content, and alternative means)	Jeff	Form committee	<p>Action: Ask Jeff Potash if he is willing to participate in the data collating working group</p>

					Create a working group of 2-3 people to collate information from data gathering events (e.g., congregational meetings, the planning process with the class from UVM) to present to the Board for next steps. Jessica and Adam volunteer to serve on this working group. Will ask Jeff Potash if he is willing to participate.
8	6:10-6:20	Coronavirus update	Sarah	Inform	<p>OZ continues remote operations. All departments of OZ are closed at this time. Zoom meeting information available continues to be available through the COVID-19 web page of OZ.</p> <p>OZ applied for the federal Paycheck Protection Program (PPP) loan the day processing of applications began. But funds ran out before NBT, our bank, could secure the loan. Sarah continues to have conversations with bank officers. Once Congress adds funds to the PPP, NBT will submit our request. We are requesting a \$163K forgivable loan.</p>
9	6:20-6:25	<i>Hourly</i> staff decision	Nat	Decide	Obtaining the PPP loan should make this issue moot. The Board will make a more definitive decision as soon as we can, once the status of our PPP loan application is known.
10	6:25-6:40	Live-streaming setup in sanctuary (proposal to get pricing and pursue)	Nat	Decide	<p>Action: Sarah will generate a proposal for purchasing equipment and subscribing to a service to live-stream events from OZ's main sanctuary.</p> <p>Sarah will put together a proposal for setting up live-streaming of events in the main sanctuary. Have consulted with Religious Committee about the topic but the question is now in our court.</p> <p>Some members believe the current use of technology should not go away when pandemic is over. Some life cycle events (e.g., B'nai Mitzvot) are coming up that could utilize this technology. There remains the possibility we will need to use such technology for High Holiday services.</p> <p>Will this technology be permanent? What about the small sanctuary?</p> <p>Equipment is a one-time purchase. Streaming is based on a monthly fee. To stream in the small sanctuary as well, we would need to buy a second set of equipment.</p>

					Motion: Board requests Sarah craft a proposal, and it asks Rabbi Amy and Cantor Steve to provide information about how to implement. Mindy moves. Josh seconds. Board approves unanimously.
11	6:40-7:00, 7:30-7:40	Fundraising initiative update	Rabbi	Set special mtg date	<p>Action: Set up meeting between Finance Committee members, Nat, Bill, Josh, and Jason Lorber to develop a target figure for fundraising.</p> <p>Rabbi Amy has been working on organizing a group of significant donors to develop a giving plan for the next 3-5 years. She initially came up with 12-14 names. She has been working with Jason Lorber to meet with (mostly) couples. These meetings have focused initially on seeking feedback about the idea, where OZ is going, and budget issues. She and Jason have currently met with 7 households. They have 3 more meetings arranged. Only one couple has expressed uncertainty. They have not asked for gifts at this time, but they plan on asking for high six-figure donations in the aggregate (i.e., >\$500K).</p> <p>The Board must decide on the amount of funds that needs to be raised by this effort. Nat, Bill, Josh, and the 3 members of the Finance Committee (David, Miriam, Rick), will schedule a meeting with Jason to develop a fundraising goal for the Board to approve.</p> <p>Motion: Josh moves to create a working group as specified above to meet with Jason to develop a fundraising target, with preapproval by the Board. Mindy seconds. Board approves, with 1 abstention.</p>
	7:00	Minyan break			
12	7:40	*Treasurer's report	Bill	Inform	Projection of \$78K deficit to date in reforecasted budget. Projected overall deficit will be \$82K. The PPP loan (\$163K) can offset this deficit. But we will still have a \$111K deficit from the previous year.
13	8:00	2020-2021 Budget calendar: 12 mo, 6 mo, delay of 3 mo?	Nat	Decide	<p>Motion: Nat proposes we maintain the 2019-2020 budget for 3 additional months, with a new 9-month budget to begin on Oct. 1. Judy moves to approve. Wayne seconds. 10 approve, 1 opposes.</p> <p>Nat has consulted with a non-profit attorney about this idea and it seems perfectly legal. Numerous synagogues around the country are pursuing the same path. The Finance Committee has approved this move as well.</p> <p>Other options are to build a 12-month budget or a 6-month budget.</p>

					<p>Is it fiscally responsible or irresponsible to decide to continue OZ operations under our current budget for 3 additional months?</p> <p>The Finance Committee has crafted a budget for the Board to consider for the coming year. We could rely on this budget for the 3-month period.</p> <p>Could we approve a 12-month budget and make adjustments later? Yes, but assumptions of a 12-month budget are based on a world without COVID-19.</p>
14	8:45	Set date of Congregational Meeting	Nat	Decide	<p>Action: Inform OZ membership that no congregational meeting will be held in June.</p> <p>Due to approval of the motion to continue the 2019-2020 budget for 3 additional months, we will not hold a congregational meeting in June.</p>
15	8:45-9:40	Executive session: long-term budget issues [without clergy and staff]	Nat		<p>Jeff moves to enter executive session. Jessica seconds. Board approves.</p> <p>Judy moves to exit executive session. Josh seconds. Board approves.</p>
16	9:40	Review action steps for all items	Jeff	Agreement	
	9:40	Adjournment			Wayne moves to adjourn. Mindy seconds. Board approves.

Action Steps from Previous Board Meetings

Month/Year	Action Step
March 2020	Discuss overhead fees for programs and generate a policy statement
February 2020	HR Committee will draft a code of conduct for Board members.
January 2020	Sarah, David R. et al. will develop plan for implementing a key card system
	Sarah et al. will gather estimates for a PA system
	The Board will review prospective surveys from Jeff Potash's group and the Religious Committee

December 2019	Create a working group focusing on sanctuary redesign
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