

OZ Board Meeting MINUTES**Date: Thursday, May 21, 2020**

Present: Naomi Barell, Adam Bluestein, Mindy Evnin, Erika Geremia, Sarah Glassman, Judy Hershberg, Jessica Schechter Kane, Josh Kernoff, Harvey Klein, Nat Lew, Bill Miller, Judy Rosenstreich, Wayne Senville, Lila Shapiro, Rabbi Amy Small, Becky Wasserman, Cantor Steve Zeidenberg

Facilitator: Nat

Meeting Recorder: Jeff

		Item	Lead	Objective	Discussion, Action Steps
1	5:35-5:40	Dvar Torah	Rabbi Amy	Inform	This week's parashat, B'midbar, takes place in the wilderness, where fear and many unknowns predominate. We are counting the Omer now, marking our days. It gives us a sense of how long we've been in this time of isolation and confusion. But it's time to overcome fear and "arrive" at something spiritually. It's too easy to be caught up in fear and confusion. We need to recognize all of the goodness. In Pirkei Avot, Ben Bag Bag states: Turn it this way, turn it that way, for everything can be found in it.
2	5:40-5:45	Approve minutes, review action items	Jeff	Approve	Action: Add action item to the list at the end of minutes re HR Committee will draft a code of conduct for board members. Judy R. moves to accept minutes. Jessica seconds. Board approves.
3	5:45-6:00	Clergy reports	Rabbi, Cantor	Inform	Rabbi Amy: OZ's COVID-19 task force has been meeting to make decisions about what OZ can and cannot do, and how. They have created a working group to decide on High Holiday plans. High Holidays will be virtual this year, like all other congregations. She is working with Cantor Steve about the process. Planning for Shavuot is also deep in the process. JCVT had plans for a summit over Memorial Day weekend. They chose to make

					<p>the summit a series of events over Shavuot. They will provide a list of many offerings soon.</p> <p>OZ will collaborate with Temple Sinai for Shavuot services and learning opportunities.</p> <p>She continues to host Zoom gatherings at noon on weekdays. Some members have been connecting regularly. She will start holding it Tuesdays through Fridays (rather than Mondays through Fridays).</p> <p>Cantor Steve: A campaign successfully delivered 50 packages to elderly members, including challah, maple syrup, and a card. Will do it again, with baking by Jeff Potash.</p> <p>This weekend, on Sat. night at 8 pm, a coffee house will be held through Zoom, with a range of music.</p> <p>He is offering a Torah leyning class now. Ten members have joined thus far, and more are welcome.</p>
4	6:00-6:10	ED report: Loans, shuk, plans, Preschool, streaming, etc.	Sarah	Inform	<p>Action: Create streaming working group, with Rabbi Amy, Cantor Steve, Sarah, Bill and Wayne as members.</p> <p>Paycheck Protection Plan (PPP) loan: Funds were received and deposited on May 5. We have until June 30 to use the funds. Any unused funds become a loan. We will try to use all funds within the next 8 weeks. We will then submit an application for forgiveness.</p>

					<p>Shuk: Based on state guidelines for reopening retail outlets, OZ's COVID-19 task force decided it would not be possible to open the Shuk at this time. Will review this decision on June 1. Monthly payroll of Shuk will be covered by PPP funds, keeping everyone on the payroll for now. We will have to make a decision by July 1 about employees. This will probably lead to a different business structure for the Shuk.</p> <p>Dues: Each quarter, she conducts outreach to members with unpaid membership dues. Some members have unpaid dues for more than a year. She expects some past dues will be remitted soon.</p> <p>Streaming: She spoke with a representative from StreamSpot. Costs include hardware. A \$2798 hardware package has been recommended. There are 2 options for monthly service: Light (\$~900/year) or Pro (~\$1134/year). We will also need an ethernet connection, which will involve further cost. We can make the system accessible only by password. We can also create archives of events (e.g., B'nei Mitzvah).</p> <p>Create streaming working group to work on this issue and decide on which plan to be adopted. Rabbi Amy, Cantor Steve, and Sarah need to be part of this discussion, since the system needs to be in place by the High Holidays. Bill and Wayne</p>
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					volunteered to be part of this working group.
5	6:10-6:20	Fern Hill report	Lila	Inform	<p>Action: Lila will contact Fern Hill's manager to find out how OZ can recognize the great COVID-19 response by Fern Hill.</p> <p>The history of Fern Hill is captured in a document on OZ's website (http://ohavizedek.org/communitycenter/our-connection-to-fern-hill/). The idea for Fern Hill came from Rabbi Wall. Land was sold to the Synagogue Corporation, which Lila directs, to create the project. OZ was paid the value of the land at that time. The program was set up to be Section 8 housing for seniors and people with disabilities.</p> <p>There are 61 one-bedroom apartments for independent living. The assistant manager lives in one apartment. Two-thirds of the residents are female, ranging in age from 40s to 90s. About 72% of households are at 30% or lower of median income. Two-thirds of monthly rent payments come from HUD and the rest is paid by tenants. Income has remained stable throughout this recent period.</p> <p>Fern Hill's response to COVID-19 has been numerous and well-executed. Tenants need to hear what a great job they are doing in response to the pandemic. No cases of COVID-19 have occurred there.</p>
6	6:20-6:40	Preschool	Erika	Inform	Preschool programs can reopen June 1. Erika and her staff will use state guidelines to develop Full Circle-specific guidelines for

					<p>reopening. Stabilization funds will end as of May 31, which means families will need to pay the full monthly amount as of June 1 to maintain their children’s spot in the program.</p> <p>She conducted a survey of families. Of the 28 children currently enrolled, 10 children would come in June and 18 families felt comfortable if Full Circle opened later in June or the start of July. Most families can pay through June even if the program remains unopened, but some cannot. The loss is projected to be about \$4K. She proposes taking \$4K from the reserve fund to cover this cost. By July 1, she will have to decide if families that can’t pay will lose their spots.</p> <p>She proposes reopening on June 15. She is working through plans for daily procedures, including use of the women’s bathroom to reduce traffic in hallways, while the building is not being used by others.</p> <p>She will survey families again after the new guidelines are shared and ask if they are willing to send their children on June 15. Will host Zoom meeting with families. As long as the program opens by July 6, it will receive a stipend from the state to purchase materials.</p> <p>Full Circle also received a 7th Generation grant providing easy-to-clean nap mats.</p>
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					<p>It's not the right time to hire an additional full-time teacher. Thus, Erika will teach and direct for one more year. She will hire 2 floaters with no benefits, saving the program about \$25K.</p> <p>What happens if people start making use of the building when preschool reopens? It will likely not be an issue for some time. But we will need to address it when the time comes.</p> <p>She met with a lawyer about liability for OZ if anyone in the program contracts COVID-19. Employees are covered by worker's compensation. For children, there will be a 2-sided agreement: OZ agrees to maintain guidelines and families agree to abide by guidelines. This will include Hebrew School parents in the fall.</p> <p>How will additional cleaning be done? She plans on reopening 3 classrooms as of June 15 rather than all of them, keep minimal materials in rooms, and have 2 teachers in each of those classrooms. Teachers will take turns cleaning and sanitizing.</p>
7	6:40- 6:50	<p>Other updates:</p> <ul style="list-style-type: none"> • Board calls to congregants • Big picture committee • Rabbi assessment • Design/communications • VP and new board members 	Nat	Inform	<p>Action: Nat will check with Board members by email about their calls to congregants.</p> <p>Action: Nat will work with Sarah to establish clear branding for OZ.</p> <p>Action: Board members can send email to Nat about ideas for filling the open VP position and/or the 2 open Board positions. Nat will send a</p>

					<p>message to the congregation to invite members to become VP and/or Board member.</p> <p>Board calls to congregants: Keep making calls if need be or contact Nat about offloading calls.</p> <p>Big picture committee: Has met to start reviewing files. Jeff Potash has shared materials with the committee.</p> <p>Rabbi's assessment: Committee has created questions for Rabbi Amy and the Board for a self-assessment. Will be shared shortly.</p> <p>Design/Communications: Nat would like to see OZ's communication be cleaner, including brand, logo, and design.</p> <p>VP and Board Members: There are no volunteers yet. Two Board members positions remain open. The Board can fill gaps until the next congregational meeting.</p>
8	6:50-7:00 7:30-7:35	MOTION 1: To memorialize Board decisions	Josh	Approve	<p>Action: Sarah, Jeff, Adam, and Judy R. will work on creating the repository.</p> <p>This effort will require going back a few years to find all board resolutions in previous minutes.</p> <p>Board approves.</p>
	7:00-7:30	MINYAN			
9	7:35-7:40	Fundraising initiative update: Giving Tuesday, big donors	Josh	Inform	<p>Giving Tuesday generated about \$8K from 29 donors.</p> <p>A target goal for the Fundraising Committee was decided by Bill, Josh, and the Finance</p>

					<p>Committee, and this goal is being used in discussions with donors.</p> <p>The Fundraising Committee will make recommendations soon about the letter to be sent to members about dues. Will Board members be willing to write handwritten notes to add to mailed letters? Yes, Board members will do this.</p>
10	7:40-7:50	Ad hoc giving for special projects	Nat	Inform	<p>Should we be more cautious about having donations directed to specific projects given OZ's current financial situation? Rabbi Amy says fundraising is generally not a zero-sum game. But given sensitivities of this time, she has been discouraging donations for specific projects.</p> <p>The Fundraising Committee is developing a policy to coordinate donation requests.</p> <p>Can the Hebrew School continue to solicit donations for their specific projects? The Fundraising Committee would just like to know about such requests before they are made.</p>
11	7:50-8:00	Treasurer's report	Bill	Inform	<p>Action: Bill/Nat will ask the Finance Committee how to log PPP funds in the budget.</p> <p>The budget reforecast shows we expect a \$82 deficit. But because of income lost at the Shuk, we will likely have a \$96K shortfall. PPP funds have been kept separate in the budget. We should be able to keep \$150K of the \$163K PPP funds. The total deficit across the past 2 years is around \$200K. PPP funds (when forgiven) will affect net income but not net ordinary income.</p>

12	8:00-8:15	Volunteer commitment	Josh	Inform, discuss, form working group, set charge and deadline	<p>Action: Josh will develop a recommendation to present to the Board to create a “volunteer” requirement for OZ members. He will also share examples of such a policy from other congregation(s).</p> <p>If someone does not want to volunteer, s/he can “buy out” the requirement. This program will not be policed. He needs to flesh out this idea further and welcomes input from Board members. We need to be sensitive about putting members into difficult situations. Could call this a “mitzvah” requirement.</p> <p>Creating such a program could be both a blessing and a curse. Sometimes it’s hard to manage volunteers.</p> <p>A central system of volunteer opportunities (e.g., made available on OZ’s website) could help with encouraging members to get more involved with OZ.</p>
13	8:15-9:20	EXECUTIVE SESSION			<p>Action: Nat will ask the Finance Committee about recommendations for trimming smaller line items of our budget.</p> <p>Judy R. moves to enter executive session. Adam seconds. Board approves.</p> <p>Mindy moves to end executive session. Board approves.</p>
14	9:20-9:40	RESOLUTION 2: To establish broad fiscal commitments / goals for the upcoming few annual budgets	Josh	Approve	It has been hard to approach donors without a clear plan for balancing the budget. But it’s also been hard to know how much to cut from the budget without knowing how much

					money can be raised via fundraising. Board approves resolution. Jeff abstains.
15	9:45	Adjournment		Agreement	Mindy moves to adjourn. Jessica seconds. Board approves.

On hold: Key-card access to synagogue building, public address system, sanctuary and building redesign.

MOTION 1: The synagogue shall create, publish, and maintain a single repository that records all resolutions adopted by the Board. This will capture the final approved language of each resolution (inclusive of amendments). It should be organized so resolutions can be searched by date, topic, etc. Going forward, any new resolutions will be memorialized in this document before the board meeting following each resolutions adoption. A backward looking exercise will also be initiated to capture and include resolutions from prior board meetings that will live in this same repository.

RESOLUTION 2: In order to ensure the financial security of OZ, the Board commits to:

- (a) Running a smaller operating deficit in 2020-2021 (short year) than in 2019-2020 (not accounting for the Federal PPP loan),
- (b) Passing a balanced budget for 2021-2022, and
- (c) By the Spring 2021 congregational meeting, passing a plan to ensure a sustainable financial model that includes revenue exceeding expenses over a 5 and 10 year period.

Pre-School Report (Erika Geremia)

- The preschool continues to offer daily Zoom sessions with each class, which includes a weekly music program and Friday morning Shabbat party with Cantor Steve. Teachers are also offering one on one Zoom sessions with any children that find the class sessions to be too overwhelming,
- An ongoing Google Doc of resources and ideas for families at home continues to be updated.
- Our YouTube Channel has been very helpful for families as teachers (including the wonderful Naomi) upload new videos with a variety of content including stories, songs, nature, and Judaism.
- Teachers sent out a small care package for each child in their classroom and continue to check in with families and maintain our connections through this time.
- The state stabilization funds are taking longer than expected to come through, but we have received one check so far.
- The governor's announcement to end the closure of child care programs June 1 sent mixed feelings among the community, as many are excited about the prospect of returning, but many are also very concerned that this is too soon. While it is our choice to decide if we want to re-open then, we know that state funding will no longer be available. This means that if we do not re-open June 1, families will have to go back to paying 100% tuition without receiving care, which not all families will be able to afford. (Note: we will have a better update by board meeting, but I wanted to include this!)

Hebrew School Report (Naomi Barrell)

- Hebrew School ended with commencement on May 13th. We had over 50 Zoom windows open with multiple participants including grandparents.
- Attendance remained consistent from the time we went online until
- Class progress reports will go out to parents at the end of this month.
- The OZHS extended curriculum unit, Shalom Shavuot, started on May 13th. We have 12 registered, 6 in each age group with three other potential students. If these families sign up 30% of our current students (not including those that just graduated) will have enrolled.

- Once the stand-alone unit ends it will be time to look at learning options for school in the fall - in person, online, and/or combination of both. This decision will determine staffing and space needs for the coming year. It may also affect class schedule and calendar but my preference is to keep things as similar to our 'normal' as possible.
- I continue to make videos for the preschool and meet with NADAV interns.
- The internship program will end for this year at the end of June. Most interns will be able to complete their volunteer hours after modifying their community supporting efforts.
- Recruiting for Makom l'Mishpacha and NADAV will occur over the summer.

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