

DC Minyan Leadership Council Meeting
8/23/2018

Attendance:

Present

- Steering Committee: Ross Broms, Josh Klein, Josh Nason
 - Phone: Naomi Michaelis
- Immediate Past Steering Committee Member: Jon Dine
- Finance: Aaron Malinoff
- Gabbai: Ben Solomon-Schwartz
- Hospitality: Kaylin Bugos
- Special Events: Jay Lefkowitz

Absent

- Immediate Past Steering Committee Member: Shira Margol
- Chinuch: Annie Dreazen
- Community Relations: Zach Stern
- Parents and Kids: Dari Pogach

Agenda

1. Confirm Budget
 - a. Budget confirmed
2. JCC Move
 - a. The JCC moved our large items, a handful of other items will be moved by hand. We will be receiving a walkthrough of the Foundry space including the kitchen space, and to discuss what we need to do for the high holidays. At foundry we will have less storage space than at the JCC, we will be able to store the aron and siddurim plus the 4 bins.
 - b. For our first few weeks at Foundry, we will be having greeters. We will also have signage that we will use throughout the year.
3. High Holidays
 - a. Greeters
 - i. Kaylin Bugos will be running the greeters for High Holidays. We will be including name tags for greeters.
 - b. Location / setup / shlepping / etc
 - i. All Souls: Jessica Toch did a walkthrough of our space at All Souls, we will have four rooms available to us: Sanctuary (all day), Pierce Hall (3-4 hours during the morning), Eaton Hall (All Day), Library (All Day). For the

sanctuary, primary focus should be on beautification and managing the size of the room Eaton Hall will likely be babysitting during the hours we need it, and then revert to a multipurpose room of sorts for us during the rest of the day. All Souls recommended we use the Library as stroller parking. We are planning on having three greeter positions for Yom Kippur. We are planning to find a way to move the ark or find another one to use.

- ii. Foundry: The biggest issue here is draping the stained glass window. We are checking with their pipe and drape vendors. We may also want some beautification.
- iii. Drop-off: We are still waiting for word from Foundry regarding a drop-off on September 7. All Souls said we could do the drop-off on Sunday, September 7, but it needs to be exactly between 2:30-3:30.

4. The Steering Committee has chosen to set both recurring and near term goals.

a. Recurring Goals:

- i. Ensure that DC Minyan ends each fiscal year as close to revenue-neutral as possible to ensure the minyan's cash reserve either holds steady or increases. This will be accomplished by encouraging all committees to spend conservatively when possible, focusing on potential revenue savings, and other opportunities as they arise.
- ii. Increase net membership numbers, and decrease attrition to the greatest extent possible. The Steering Committee should work to increase active involvement of current members to expand our volunteer base. Volunteering for the Minyan happens in different ways, it's important for members to understand that taking on a volunteer role can be as short term as giving a d'var torah/leyning or as long term as being a member or the LC.
- iii. Ensure accurate member info in ShulCloud. ShulCloud is the basis for how the Minyan collects information. The Steering Committee will work to gather general information about current members and will work with the Membership Chair to gather information on new members.
- iv. Be responsive to member concerns and strive to say "yes" as much as possible and within reason to new programming suggested by both LC and community members.
- v. Collect full membership dues and keep account balances up to date and zeroed out / paid in full.
- vi. Collect, maintain, and organize institutional memory documents for all Minyan committees.
- vii. Keep the LC up to date on current issues the SC is discussing through regular communication.

b. Near Term Goals

- i. Ensure smooth transition from JCC to Foundry and back.

5. A Sample of Leadership Committee goals:
 - a. Finance: Consolidate bank accounts, and explore moving entirely to Paypal.
 - b. Special Events: Track who is attending programs and who is helping out in order to reshape our programming to align with our current needs. Continue to have well attended Special Events over the next year despite relocation. Perhaps organize a progressive meal of some type to activate the concept of meeting in member's homes.
 - c. Gabbai: Successfully implement the 10 and 10 recommendations. Continue to have participation from a large group of people, and add davening within the realm of feasibility. Perhaps explore using members homes for smaller davening.
 - d. Community Relations: Explore potential partnerships with other DC area Jewish organizations to create new programs and expand existing ones. Try to create a more formal system of welcoming people to the minyan, thinking more holistically about the DC Minyan space and how that is feeding into our overall membership and membership retention.
 - e. Hospitality: Create and identify an actual process (rather than ad hoc) to identify who new people are, having leadership meet them, and introducing them to their assumed peers in the community. Update the meals listserve. Perhaps institute greeters year round.
 - f. Immediate Past SC Members: Remaining a presence at DC Minyan events and a resource for the LC and current SC.
 - g. Chinuch: Create a culture around divrei torah such that anyone can give a dvar torah.

6. Expectations of DC Minyan leaders
 - a. Attendance - both at services and at events
 - i. To the greatest extent possible, and recognizing family and other commitments, try to attend services as much as possible (and as on time as possible) and any events, especially those associated with your portfolio / position.
 - ii. Make every effort to attend LC meetings, and if you are unable to attend, and as it is appropriate, to send someone to represent your committee at LC meetings.
 - b. Be on time and present
 - i. To the greatest extent possible, be on time to events that you are involved in, and be a positive reflection of DC Minyan leadership at any event/services that you attend.
 - c. Outreach (new member meals)
 - i. Sign up to host new members (people who joined within the last 1-2 years) at your house.
 - ii. Offer to host people for hospitality requests, either requested in advance or on-site after services.

- d. Communication
 - i. Be transparent in your communication with the LC, SC, and community members, and respond in a timely manner.
- 7. LC Onboarding Kit: Over the next few months, the LC will attempt to assemble materials for new LC members as they join the Committee.
- 8. Makeup of LC: The Steering Committee would like to have a full discussion on the makeup of the Leadership Council, if any positions are duplicative, and how best to align the LC with the current needs of the minyan. Additionally, the Kiddush Committee has requested to join the LC as a permanent committee as indicated in the bylaws. Kiddush is a major part of our operations and a touch point with our members, and brings in revenue through sponsorships.
 - a. Unfortunately we do not have enough time at this meeting to discuss this in depth. In order to include Kiddush in the discussion on the makeup of the LC, we will vote to add them to the LC and commit to a full discussion at our next meeting (October) on the structure of the Committee.
 - b. Items to **discuss may** include:
 - i. Combining Hospitality with Community Relations, so that Membership, Social Events, and Hospitality are all one entity.
 - ii. Combining Special Events and Kiddush, as both are food related.
 - iii. Combine all positions under 3 umbrellas: Food (SE and Kiddush), Social (Membership, social action, hospitality, etc.), and Jewish (Gabbai and Chinuch).

Votes:

Add Kiddush to the Leadership Council, and commit to revisiting this conversation at the next LC meeting in October, with the goal of aligning the structure of the LC to the current needs of the Minyan

Yea: 9
Nay: 0
Abstain: 0