

**Steering Committee Agenda
September 13th
6:30 – 9:00 pm**

Newsletter Article: Aaron
Drash: Chris
Time Keeper: Susan
Snacks: Bill
Minutes: Miriam

Present: Ken, Bill, Julia, Miriam, Tom, Chris, Susan, Shari, Benjamin, Rachel, Galit, Liz, Adela,
Deborah, Aaron

6:30– 6:35	Blessing <i>Baruch ata Adonai Eloheynu Melech ha Olam, asher kidshanu b'mitzvotav vitzivanu l'asok b'tzorchei tzibbur</i>	All
6:35- 6:45	Drash – Vayelech – brought up need for community kavod code.	Chris
6:45- 6:55	Approve August minutes Ken made a motion to approve. Bill seconded. Minutes were approved	Julia
6:55- 7:10	<p>Update from Makom Cluster Existing and new committees</p> <ol style="list-style-type: none"> 1. Design- Joan Peck 2. Garden- Barbara Gundle 3. Safety- John Devlin 4. IT committee –Karen Westerman - Since outsourcing IT stuff, this committee is not super active. Julia asked to clarify role of IT committee – mainly oversight, decisions about new equipment, etc. Budget person should be involved. <p>Rachel asked if there is a sound committee – Tom agreed this could be part of IT committee. There are also video/AV needs which is different from IT but AV people should be involved as well. Sound system upgrade was a mixture of IT and music people.</p> <p>Sound at Tiffany center was much better this year because Rachel managed and helped get that working better (same company as last year was used).</p> <p>Deborah – is there an overarching mission statement for Makom? Do we need a subcommittee or DTF for this? No decision was made and this needs to be discussed in the future possibly at retreat.</p>	Tom

	<p>New:</p> <ol style="list-style-type: none"> 5. Building committee a) support for Rachel to help with the building, people to call if there is an issue that needs addressed b) determining maintenance and improvement strategy and plans 6. Space requirement Committee – long-term space requirements and develop a plan 7. Kitchen DTF – what our needs are, come up with recommendations and/or policies, maybe implement changes. Deborah wants it to be explicit “based on Havurah values” – i.e. no Styrofoam or things that cannot be recycled/composted. Chris: have all the stakeholders been involved? Adela has met with Nancy to discuss that and will be involved in making sure the scope of people is broad enough. <p>Tom made a motion to form these three new committees. Liz seconded; motion passed unanimously</p> <p>Ken: asked about items brought up at last steering meeting from Makom last time. The items for Makom that still need an answer are: Other bids for the lighting update, and checking to see if the lighting contractor is unionized. They have not been addressed yet. Tom will follow up.</p> <p>Recruitment will be done via outreach in Hakol and community email with request for specific skill set and interests as well as talking to Shelley and Miryam Brewer about those past presidents who expressed interest in the building committee.</p> <p>Julia mentioned that Leadership retreat is January 27 10:30 am – 4 pm Leadership retreat is for goal setting and some of the charters of these new committees, or Makom in general could be addressed at that time.</p>	
<p>7:10-7:25</p>	<p>Personnel Committee and Policy Project Update</p> <ol style="list-style-type: none"> 1. Personal committee. Liz has had more response since last meeting at least to participate if not commit to being on the committee. She’ll keep asking those who responded for help. 2. Background check policy – Liz got help from a few people. Charese, Hank, Alana Silverman, Alanna Hein, Janet Byrd and Bruce Barbarasch weighed in. Need a policy in place in order to be able to do BG checks. Liz shared updated draft policy with changes highlighted and explained changes: Hank wanted it to be clear that it needed to be conviction of a crime not a violation. Bruce suggested and we considered whether to add “since they were hired” to the section about when existing employees are subject to background check. Question raised about whether to conduct periodic BG checks every 5 years. It was agreed that was not 	<p>Liz/Adela</p>

necessary, costly and invasive. Alanna Hein suggested adding duty to inform employer of convictions to the Employee Handbook, but the Personnel Committee will have to present that change, along with other anticipated changes to the Handbook separately.

Questions asked were: Is there any specific language about what “job related” means? Agreed that was hard to define. Liz explained we should follow the Portland Ban the Box Administrative Rules. Chris thinks we already agreed that we should align with the “ban the box” rules whose purpose is to NOT exclude people from employment if they were convicted of a crime that is not related to what their job role is. Clarity around ban the box was asked to be included in the policy. It was agreed that we would include a link to the City’s ban the box rules.

Decision was made to remove the underlined phrase “since they were hired”. Liz – can we move to adopt with the agreed upon changes (adding link to Ban the Box rules, removing the phrase that was talked about, checking for consistency in hyphenating job-related). Liz moved. Susan seconded. Vote was unanimous and policy is adopted.

3. **Personnel.** Since the personnel committee has not been formed yet, an adhoc group got together to talk about Rabbi Benjamin’s evaluation process. In the future the personnel committee will be involved in staff evaluations.

Policies.

4. **Policy project:** Found out that Cindy Merrill, Alanna Hein, have worked on organizing Havurah Shalom policies before (also when Miryam was president). Liz got a chart from Cindy which should hopefully decrease how long the policy project takes although it hasn’t been touched since 2012. Someone responded to the Hakol article – Pamela Farkas (new member). The project is moving along – it now has structure and resources.

Next Steps: Adela, Liz and Pam will work on this project by reviewing steering minutes, old policies and updating or drafting new ones.

Discussion of how to create a covenant/kavod code for the congregation. This is not within a policy. Is it a Geshet thing? Do we as leaders create it? Code of ethics? Ken asked – is this a mission for the safety committee? Spiritual, psychological safety as well as physical safety?

Deborah pointed out this is a huge task that belongs within Hadracha. Adela pointed out that it is an opportunity to enact our theme (panim el panim)– how do we enact our values, hold each other accountable. Not

	<p>top down – maybe that points to gesher and pulling in people from clusters.</p> <p>Benjamin – what makes it not top down? Should come from people/conversations rather than from leadership. Shari: can we talk about this at the retreat? Ideas, concepts. Each cluster can think about how in their cluster this could be addressed.</p> <p>Next Steps: Gesher is meeting Sunday and would be good to bring it up there. Julia will bring it up. With goal of having something ready in June.</p> <p>Membership policy? Liz says it’s in our bylaws, but there is not much there beyond financial commitment (which is on a sliding scale). Should we have more of a membership policy? Perhaps we need a policy or addition to our bylaws that has an explicit statement about respectful conduct (in additions to being “in good standing” with respect to dues, especially since we don’t require specific dues). When does one’s membership terminate? How delinquent do you need to be to not enjoy the benefits of membership? What is membership in good standing? Are there other issues besides dues that could jeopardize one’s membership standing? The congregational meeting would be a good time to bring a vote on this type of policy.</p>	
<p>7:35-7:45</p>	<p>Do we need a political statement DTF?</p> <p>Last few things have been relatively easy – issue keeps coming up about what are our guidelines about endorsing ballot measures or making statements about Israel. When we choose to be political, do we have guidelines, do we need to run it by a larger group of people (not just steering). We need guidance on when to make positions, employees’ involvement, what do we trust people to do? Should be studied feedback gotten from key players.</p> <p>What would be the goal of such a policy? Guidance to rabbi, steering, etc. Roy Pulvers volunteered to look at this. (He is Attorney for the Democratic party – does ethics work).</p> <p>Next step: Chris, Ken and Adela agreed to work on this and reach out to Roy. Later it was determined that Adela need not be involved in this effort.</p>	<p>Ken/Chris</p>
<p>7:45–8:05</p>	<p>Review Hadracha priorities, updates not mentioned above</p> <p>Hadracha priorities:</p> <p>Gesher: Shelley, Chris and Julia have been working on this. Have a number of volunteers- Herman Asarnow, Fran Berg, Nancy Becker, Karen</p>	<p>Ken/Julia</p>

Erde who will be meeting on 9/16 for an orientation. Chris will be stepping down and Adela is also joining

Music: DTF is working on a survey to the community; Ilene's email about her departure with leadership follow up as well will come out after the holidays.

Integration of Program Director -- Shari, Chris, Julia meet with Adela every two weeks.

MACG: People objected to MACG membership dues because they don't know if there is value. The Core Team drafted a proposal for how they would present the value of MACG to our community. Ken met with core team (Bob Brown Michael Heumann, Adele Thompson, Marjorie Walters, Susan Rosenthal). Ken is also going to meet with those who have concerns about the support we provide to MACG. Steering will eventually make the decision.

Connections: Aaron is writing a Hakol article about the (3) committees forming and met with Ken and Julia. Will meet with Adela and Miriam after holidays. All of the three committees are moving forward slowly, setting goals. Leadership development has not been making progress. Shelley, Eve and Debbi Nadell will help with that more. Leadership development will help guide people to committees and we really need that.

B'nai Mitzvah redesign: 7th graders have mandatory classes set up for later this year. 6th grade work is also happening with parents and kids related to B/M. Adela will attend the B/M committee meeting on October 7th. Adela wants the committee to feel supported by her.

Miriam added that Constance Plager is joining their next meeting and hopefully will take on the co-chair role as Julie H does not want to continue in that role.

The idea was brought up of bringing together stakeholders for B/M to a mini-summit. Gesher can maybe help facilitate something.

Next Steps: Julia will bring this idea to Gesher

MS/HS/Teen program: Work is not yet happening on this.

Scholar in Residence and LRP are tabled for now (low priority)

Have an idea for Rabbi (through one in Salem) for a talk or smaller scope scholar in residence activity

<p>8:05- 8:25</p>	<p>Finance Report Shari reported that the finance committee did a major redesign of the budget. The ledger redesign makes it easier to understand (less confusing), more reflective of governance structure, reflective of Havurah values</p> <p>Income – gathered all fees together, for example, Page 2 line 42 TO budget brought together from operating budget.</p> <p>Expenses – categories stayed the same.</p> <p>Programming: organize programming by what we do in clusters: Each cluster lead can just look at the lines under that cluster. Karen and Shari will make quarterly reports for each cluster and this design will facilitate the making of the reports.</p> <p>Name things more clearly and specifically for their purpose, for example: Line 136 funding lunches and noshes (not “spiritual life”) Cluster values together. I.e. Service nourishment.</p> <p>Similar – child care: total amount together for ALL child care</p> <p>Renamed “connections” – community engagement outreach (under kehillah page 7)</p> <p>Social programming under kehillah rather than SLC</p> <p>Tikkun Olam – 3 line items – partners.</p> <p>Column C – explains what was approved in those lines. Finance committee approved this change. Want steering approval to implement this change</p> <p>Budget redesign was enthusiastically received by steering!!</p> <p>Havurah Shalom Funds: Third column needs some work.</p> <p>#3. Building maintenance and improvement fund – language is old, need to update the language to say “office and facilities manager and makom cluster lead” (see Shari’s email).</p> <p>Endowment fund is listed twice. Hoping to change Kabbalat Shabbat Dinner fund to SL fund and have that fund go towards nourishment support fund.</p>	<p>Shari</p>
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	<p>Shari is soliciting changes for how funds are described from cluster leads. Karen and Shari will update it and Shari will bring to next meeting and we'll see if we need a vote.</p> <p>Moving Rabbi discretionary fund to stand alone bank. Rich Eichen moving off finance, Larry Reichman moving on in his place</p>	
8:25-8:30	<p>Weekend in Quest Sponsorship Not a financial sponsorship – lend Havurah's name as a sponsor. Publicize it through Hakol and community email</p> <p>Bill moved to sponsor, Susan seconded, passed unanimously.</p> <p>Session adjourned at ~8:35 pm.</p>	Ken

Makom Report- September 2018

Building:

A fence has been built across the low portion of our back roof to prevent people from climbing up and spending time up there.

The basement volunteer team has cleared and reorganized most of the contents of the basement. The next step is to set up shelves along the walls to create dedicated spaces for the items down there.

Bill Kwitman and Joan Peck brought in a painter to re-paint the walls in the foyer, entryway, classroom hallway, and the social hall. Everything looks fresh and un-scuffed! Bruce Barbarasch placed some corner guards around to protect the walls going forward.

Michael Alter and Daniel Raider have volunteered to manage putting up the sukkah this year. It will be up by Friday, Sept 21.

The LED replacement team is working to follow-up the questions from last month's steering.

Design:

The last interior furnishings of Rabbi's office to be finished after holidays.

The plaque next to courtyard mosaic is ready to be installed.

Garden:

The garden committee will have a fall cleanup on Sunday Oct 14.

Planting groundcover plants at the base of all four new trees should occur soon.

Trying to solve problem of garbage left in the bushes.

Safety:

John Devlin attended a briefing with well-known security expert sponsored by the Jewish Federation, which is trying to provide coordination among various Jewish institutions in Portland about safety and security procedures.