

**Steering Committee Meeting**  
**January 8, 2019**  
**6:30 – 9:00 pm**

**Newsletter Article: Shari**  
**Drash: Galit**  
**Time Keeper: Liz**  
**Snacks: Julia**  
**Minutes: Tom**

**Present:**

Ken Lerner- Co- President  
Julia Lager-Mesulam- Co – President  
Miriam Reshotko- Vice President  
Bill Kwitman-Past President  
Benjamin Barnett- Rabbi  
Deborah Eisenbach-Budner- Education Director  
Teri Ruch- Communications and Engagement Manager  
Chris Coughlin- Tikkun Olam Lead  
Susan Brenner- Avodah Lead  
Shari Raider- Treasurer  
Tom Berg- Makom Lead  
Liz Joffe- Corporate Secretary  
Galit Reilly- Limud Lead  
Adela Basayne- Program Director  
Rachel Pollack- Office and Facilities Manager

**Absent:**

Aaron Pearlman- Kehillah Lead

Blessing	All
Drash: Parshat Bo	Galit
Minutes Approval: Julia moved to approve the minutes. <b>All voted to approve</b> <b>Minutes are approved</b>	All

<p><b>Guidelines for non-member visitors</b></p> <p>There have been many issues with staff interaction with people without shelter, such as long-term campers on the NW Kearny entrance and outside individuals not leaving the premises when asked. Although the staff approaches these situations with a large amount of compassion and generosity, they must also consider the safety of themselves and others in the building. The staff would like steering to explicitly support the staff to respond to these difficult encounters with their best judgement. Furthermore, the staff is asking for a consistent message to be provided to all those involved: the staff, congregants and the homeless community in the area. A draft letter was distributed and discussed.</p> <p>There was informal consensus on the following:</p> <ul style="list-style-type: none"> <li>● The Steering Committee acknowledges these are complicated issues and fully supports the staff to use their best judgement in handling these extremely difficult situations.</li> <li>● The staff will refine the draft communication and distribute to the congregation via Hakol and/or a community email.</li> <li>● Rabbi Benjamin will have a personal discussion with outside individuals who consistently do not follow the directions of staff and community members.</li> <li>● The staff will continue to make it clear that camping outside NW Kearney is never acceptable.</li> <li>● We must develop policies how to handle these types of situations and train the community as needed.</li> </ul> <p>Rachel is investigating how to turn off the electrical outlet in the courtyard.</p>	Adela
<p><b>Shabbaton 2020/21</b></p> <p>Bill mentioned the presidents of Reconstructionist Synagogues in Oregon and Washington discussed holding a Shabbaton in the spring of 2020 or 2021. We would like to have it close to Havurah. The planning is still in the early stages. Last time, each congregation needed to provide some money. We may need to commit attendance and/or money. Discussion:</p> <ul style="list-style-type: none"> <li>● In the past there was a day of learning, which could provide cross-pollination with other congregations.</li> <li>● What dates are being considered? Suggestion to review draft calendars for those times.</li> <li>● When it becomes more concrete, volunteers will be needed.</li> </ul>	Bill

<p><b>Song of Miriam &amp; Plenum Rep</b></p> <p>The Song of Miriam is an award given to a woman who had a positive impact on the congregation. The proposed Havurah nominee was discussed but asked to keep secret until officially announced.</p> <p>Andy Gordon, the current Plenum Rep, has moved and Evan King has agreed to take on the role of Plenum Rep.</p>	<p>Julia</p>
<p><b>Security Update</b></p> <p>Tom reviewed the current status of the safety committee. The second of two community discussions on security and our values was poorly attended. On the specific question of hiring a security guard, the feedback from the first meeting, email, and other discussions has generally shown more concern about the negative impact of having armed security guards. The safety committee is being re-booted and several new members have been recruited. The first meeting is on Jan 24. There are many issues for the committee to address, including:</p> <ul style="list-style-type: none"> <li>● Obtain overall security assessment by a professional</li> <li>● Determine level of security at various events</li> <li>● Establish and communicate role of greeters</li> <li>● Develop safety procedures and training</li> <li>● Determine how to handle people experiencing homelessness</li> <li>● Create official weapons policy</li> <li>● Work with other committees on safety related issues such as a gate</li> <li>● Improve our earthquake preparedness</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>● Does the gate architect know about our outside issues? <ul style="list-style-type: none"> <li>○ Bill to double-check</li> <li>○ Considering providing a written description of the problem.</li> </ul> </li> <li>● Our next-door neighbors are putting in a fence. They are agreeable to working with us. Rachel to get more specifics and coordinate.</li> <li>● Staff is going to mental health training and de-escalation training.</li> <li>● Maybe have Rachel be trained as a trainer.</li> <li>● Suggestion to have discussion for shabbat school (e.g., active shooter training) at summit.</li> <li>● Suggestion to assess the building evacuation paths.</li> </ul>	<p>Tom</p>

<p><b>Deborah Waxman Visit and Review of revised JCPA resolution</b></p> <p>Deborah Waxman is coming to Portland and wants to visit Havurah on Jan 23. There will be Dinner at 5:00 – 6:30 for leadership. Then she will speak to congregation at 7:00 PM (high schoolers will be there). Julia requested help with setup.</p> <p>At the last steering meeting 3 proposals from the National JCPA (Jewish Council for Public Affairs) were presented. Some suggested revisions to those proposals were presented and discussed, including several recommended changes and clarifications. Ken will take those notes to our JCRC (Jewish Community Relations Council) reps for their upcoming meeting.</p>	Ken
<p><b>Financial Update</b></p> <p>Shari discussed several finance topics:</p> <ul style="list-style-type: none"> <li>● In response to last month’s question about the employee flex fund: the fund is held by an administrator (Allegiance), which has administrative fees (\$50/mo). The fund report shows the “employee flex fund” which is the current balance of that fund, which is paid into by employees and Allegiance pulls money out of that fund to pay the providers.</li> <li>● In the current budget report, all personnel expenses are grouped together. Previously they were split up with some imbedded in Administration and others in Programming.</li> <li>● A pie chart showing the budget split was reviewed.</li> <li>● Shari discussed a Hakol article describing the budget process.</li> <li>● Shari raised the question: What do we want our process to be around difficult budget decisions? Do we invite the community to help make the decision? <ul style="list-style-type: none"> <li>○ Proposed answer: Steering makes the decision, but we need to quickly communicate the decision and process/reasons for the decision. This is important so the congregation has the proper information to approve the budget. Also, it helps people understand possible dues increase and fund-raising requests.</li> </ul> </li> <li>● The 2019-20 budgeting template will be distributed after the leadership retreat. The template includes how each budget item supports the mission of the committee.</li> <li>● How do we decide to use our Fundraising dollars? Currently we have \$15,000 in Fundraising income supporting our Operating Budget. If we decide to Fundraise for other items (i.e. Machzor) we need to</li> </ul>	Shari

keep in mind that Fundraising is also supporting the Operating Budget.	
<p><b>Sponsorship Policy</b></p> <p>Several people are updating the policy with respect to how we make decisions about sponsorship. The current sponsorship policy document is outdated because, among other things, it refers to the Executive Committee, which no longer exists. Ken, Chris, Liz, Ben Walters and Roy Pulvers are working on new language that matches the governance structure. They are thinking through how to expedite sponsorship decisions, when needed. The current thought is that non-controversial requests go to the presidents. Requests that are considered controversial are brought to steering.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• The process must ensure that all sponsorship decisions should go through the process.</li> <li>• Does this apply to committees whose purpose is advocacy?</li> <li>• Suggestion: Put a summary of the sponsorship policy on the website as part of the How to Plan an Activity information.</li> </ul>	Ken and Liz
<p><b>Naming Alternative to Disappearing Task Force</b></p> <p>There is a problem with our name "Disappearing Task Force" because "DTF" means something <i>not-so-appropriate</i> to Millennials. Send suggestions for alternative names to Julia.</p>	Julia and Ken
<p><b>Security Tours</b></p> <p>Rachel provided an excellent safety tour to the Steering and Design committees.</p>	Rachel

## Avodah Report

Jan. 2019

Submitted by Susan Brenner

This month's Avodah report consists of summaries of the Machzor DTF and the Avodah Cluster meeting:

Recap of 12/20/18 Machzor DTF meeting

Attended by: Susan Brenner, Cindy Merrill, Adela Basayne, Diane Chaplin, R. Benjamin Barnett, Sacha Reich, Chaim & Chava Wolin, Ilene Safyan, Liz Schwartz, and Beth Hamon

## 1) Criteria Importance Survey

We discussed the survey asking people to rank in importance the criteria for evaluating a machzor. As of 12/20/18 we received 189 responses and 91 comments to the survey. R. Benjamin noted that there may have been more participation in this survey than in the HH survey. The machzor is important to a lot of people. In a quick ranking, Diane found that the top three criteria are:

1. Clear and easy to read text
2. Inspiring readings and kavanot
3. Traditional Hebrew

Followed by:

4. Non-gendered English
5. Physical feel of book
6. Linear progression
7. Reconstructionist
8. Visually appealing

Based on the comments, we also noticed that transliterations are very important to people. (Of course, any book we choose would contain transliterations.)

## 2) Prayers to Evaluate

R. Benjamin provided a listing of prayers and elements to look at for each book we examine. These are: Unatanetokef, the Amidah, Al Chet, Avinu Malkeinu, the Shofar service, Yizkor, and Neilah. He recommended that we look at the commentary and English translations surrounding these prayers. Ilene thought it'd be good to also include any random page as well. Susan likes to check the chazzan's prayer, Hineini. Diane also recommended we look to see if there's an alternative Torah reading to

Leviticus 18 on YK afternoon. Although we noted that if there's a book we like that doesn't include an alternative, we could provide one in the HH supplement.

### 3) Evaluation Form for DTF

We discussed the form the DTF will be using to rate each book individually. The form will list the criteria and prayers with space for comments on each of these. The rating scale will be Strongly Dislike, Dislike, Neutral, Like and Strongly Like. At the end of the form will be the statements, "What I liked about this book." "What I disliked about this book." "Could you live with this book? Yes No, & Why?" After Jan. 1<sup>st</sup>, Cindy will create a Google Form so that it can be filled out online and be easier to tabulate the data. It can also be available in paper form for those DTF members who don't use a laptop or phone.

### 4) Next steps:

Cindy will create a Google Form version of the rating criteria in early Jan.

The DTF will spend the next two months evaluating the 7 machzorim we currently have on our list. \* If we discover others, we can include them.

Susan's timeline originally gave 3 months for the DTF to evaluate the 7 books, but Diane proposed that we shorten that time frame to 2 months. Beth and Sacha expressed interest in getting together to look at books as a small group and will set up a time and date for those interested.

The DTF will reconvene as a whole group in early March to compare, contrast, eliminate, and come up with 3 top contenders to be presented to the community.

We will make the 3 top books available to the congregation both online and physically to rate and rank in a survey by mid-March, realistically.

\*Book List

**Chadesh Yameinu** Kehilla Synagogue Chapel Hill

We have 2 copies in office.

**Machzor Leyamim Nora'im** Recon. Press

We have 4 or 5 copies in lib.

**Machzor Lev Shalem: Rosh Hashanah and Yom Kippur**

We have 3 copies in office borrowed from Neveh Shalom.

**B'Sefer Hayim: A Machzor for the Days of Awe by Open Siddur Project** (A free PDF to download) Reconstructionist and Renewal

<https://opensiddur.org/prayers/lunar-cycle/high-holy-days/bsefer-hayyim-mahzor-for-days-of-awe/>

Yamim Noraim: Services for the Days of Awe

The Singlish Publication Society <https://www.2bjewish.com/DaysOfAwe.shtml>

**On Wings of Awe: A Fully Transliterated Machzor for Rosh Hashanah and Yom Kippur**

No copies yet.

Mishkan HaNefesh: Machzor for the Days of Awe

No copies yet.

Avodah Cluster Summary-

**Avodah Cluster Meeting Jan. 2, 2019**

Present: Keren McCord & Susan Lazerak (Ma'avar), Carol Stampfer (Mikveh), Sacha Reich (HH), Miriam Reshotko (BM), Laura Ehrlich (Music DTF), Susan Brenner (SLC & Lead), R. Benjamin (Rabbi)

Susan read aloud the updated Avodah Higher Purpose and Goals statement. Earlier she had sent out a draft version by mistake.

We received by email comments from Allan and Sandy (PCT) who were unable to attend our meeting and those comments played into our conversation.

Susan asked to hear about collaboration, communication, successes and challenges over the year. She also said that we need to discover 3 top learnings that can be shared at the retreat.

**Challenges:** Keren expressed her confusion over how to communicate using our Cluster system. She wasn't sure when to reach out to people in other Clusters and when to communicate to the committees within Avodah. She was searching for some clarity in terms of implementing different phases of a project. We agreed that clarifying communication needs to be a big priority as we move forward. We proposed that we create an Avodah Cluster email Google group to improve our communication among ourselves and keep everyone informed. The Avodah Lead can also post the monthly Avodah reports to the Google group. Sacha volunteered to set it up and did it the next morning.

We concluded that in the initial planning stages of an event, when you're looking through a congregational lens and wondering who else should be at the table for planning, you can inform the Leads of other Clusters. They in turn can let their committee chairs know and ask them to inform their committee members about the planning and invite them to become involved if they're interested. When you're working on executing the event itself, communication can go to committees within the Cluster or just within the committee itself for general information.

We also agreed that the Avodah Cluster should meet at least twice a year so that we can keep each other informed and involved in planning.

We wondered if the Cluster system was on the Havurah website with all the relevant people listed.

Indeed, under the Community tab there is a page on Governance with a colorful chart showing the Clusters

<https://www.havurahshalom.org/governance>

At the bottom of that page are the Steering minutes and Lead reports.

Committees are listed

<https://www.havurahshalom.org/committees.html>

So is planning an activity with step by step instructions  
<https://www.havurahshalom.org/planning-an-activity.html>

### **Collaboration:**

There has been significant collaboration between the B'nai Mitzvah Committee (BMC) and the Spiritual Life Committee (SLC) this past year.

The two are working on creating an Electronics on Shabbat policy. The SLC has taken over assigning dates for BM.

In addition, some members of the SLC would be happy to coach visiting family or friends on how to be Hagbah (lifting the Torah). It may even be possible for some SLC members to proof read the programs before printing. The BMC has been collaborating with Staff (Deborah and Benjamin) on the evolving b'nai mitzvah redesign. This involves working with Limud and staff.

There could even be more collaboration with the Tikkun Olam Cluster in working with kids on their mitzvah projects. It seems like a natural alliance and great opportunity for involvement.

The High Holy (HH) Committee collaborated to some degree with Ma'avar and T.O. on Yizkor and Al Chet. These efforts can be improved in the coming year by partnering from the beginning stages of planning and making all parties be equal collaborators.

The Kiddush Lunch Bunch has worked to bring about lunches after every Shabbat morning service. These have been very well received. The planners on this group represent different Clusters (Avodah, T.O. Kehillah, Limud) and are using a hybrid model to provide meals. Hybrid means some meals are fully catered and others use hired service help to set up and clean up meals that are brought in by Havurah members.

Carol announced that the mikveh is a beautiful resource that has yet to be fully explored by Havurah members. It's a nurturing space can be used for different purposes- b'nai mitzvah, terminal diagnosis, music, HH leaders.

Laura let us know that 170 people filled out the music survey and that a debriefing meeting was on the calendar.

## Top Learnings:

Communication is an ongoing challenge with the Cluster system. Figuring out the who, what & when of communication can be confusing. It would be helpful to have specific guidelines on how to do it.

Collaborating brings its own set of challenges from initiating planning to ensuring follow through and action. It seems challenging to reach out to other Clusters rather than working within the Cluster, but that too, involves similar issues of clarification and follow through.

Successful efforts, though they may be positive, require ongoing refinement, organization and yes, communication.

## Tikkun Olam Report January 2019

Tikkun Olam continues to have a lot of activity across all its work groups. The cluster met on January 6 to begin pre-planning for the Leadership Retreat. We reviewed the higher purpose developed last year, and it continues to resonate with the committee.

Below are some of the accomplishments of the Tikkun Olam workgroups over the last year:

### MACG

- Came up with a plan to reinvigorate the core team and there are now 5 people on the MACG core team
- Working with Rabbi Benjamin around panim el panim
- Great participation in listening session
- Involved with MACG action teams, probably tightest integration through Climate Action Team
- Using Hakol, community email for communications
- Presence at Chanukah Fair - nice display
- Training at Havurah - 16 Havurah members; connect with Kehillah cluster and Steering with a focus of bringing relational culture back

## Sanctuary

- Immigrant justice with focus on political action
- Heightened awareness among members
- Spiritual lens - Kabbalat Shabbat, met with Rabbi
- Educational lens - communications, Flores, Public Charge
- Direct action - vigils at ICE building
- Using community emails, Hakol for communications
- Partnership with IMIrJ has been really important in supporting us to do our work
- Benjamin has been very involved, and has built interfaith relationships
- How many touchpoints, are people taking action
- Spiritual - is the congregation ok with marrying the two, what's the sweet spot?
- People continue to show up
- Activities that have allowed us to work cross-workgroup such as the election phonebanks have been really important and let us build relationships

## Tikkun Olam Adelante

- Link through IMIrJ to recruit tutors,
- Communications - chart to help explain structure to others, rotate leadership, Steering Group meets monthly
- ELL - Jan Zuckerman moving in to cover for Judy Klopper while she travels
- Intercambio - very successful start, way to create trust in the community
- RAC - Resource Support Connection, link with Spanish speaking volunteers, reviewing that particular program, census has been down at Ortiz
- Tutoring - starting second year, after school at Ortiz, on Wed/Thursday, 4 new volunteers from First Unitarian through IMIrJ connection

## Poverty and Homelessness

- Direct service - 74 families, 30 are regular volunteers, since starting in July 2015 there have been Hakol articles every month
- Len and Elaine Shapiro lead dinner effort
- John Devlin on Board
- Well known, well respected
- Would like to do more educational information
- Orientation at Havurah scheduled on Jan. 16 - 20 people signed up
- Regular volunteers - teens, all ages, Bnai Mitzvah, Family Winter Shelter

- Interfaith Alliance on Poverty - 13 congregations, many of which we already work with, MACG organizer helped them get organized, focused on systemic change, want to explore joining the Alliance
- Housing ballot measures - successful effort
- Ruth Feldman has joined the Lift Urban Portland Board, she provided a handout that gave an overview of possibilities for activities. This will be an area to explore in the coming year.

#### Equity

- Chris explained that this workgroup is not currently functional, and neither project discussed at last year's retreat is moving forward

#### Refugees

- Refugee Shabbat in October through HIAS
- Exploring possibility of sponsoring an apartment this spring
- Individuals continue to serve as cultural navigators, other support

#### Climate Action

- Building assessment - lighting
- Kiddush cups
- First Nation youth - Jordan Cove
- Film and discussion Reluctant Radical with co-sponsoring congregations
- Clean Energy - speaker, signature collection, ballot measures, phonebanking
- Folly of Frack
- Chanukah Fair
- Book group
- Partnered with Life Long Learning on book group
- Tivnu presentation
- Tu B'shvat
- Comment periods
- Lobby Day

#### Global TO

- Exploratory workgroup

## Joint Activities

- Ballot Measures
  - HHD communication
  - phonebanking
- High Holidays
  - Collection - PHFS
  - Al Chet
  - Tashlich
- Chanukah Fair

The committee is also discussing the most efficient structure, and the appropriate role for the Cluster Lead. There were suggestions for how to focus on why we would be doing this work, and the importance of thinking of how we bring the work into observance. This could be done through collaboration with

- Avodah - observance, HHD, Refugee Shabbat, Human Rights Shabbat,
- Kehillah - holidays
- Liaison to shabbat School
- Liaison to Avodah - services