

**Steering Committee Meeting**

**November 13, 2018**

**6:30 – 9:00 pm**

**Newsletter Article: Chris**

**Drash: Julia**

**Time Keeper: Ken**

**Snacks: Tom**

**Minutes: Shari**

**Absent:**

Miriam Reshotko- Vice President

Benjamin Barnett- Rabbi

Teri Ruch- Communications and Engagement Manager

**Present:**

Ken Lerner- Co- President

Julia Lager-Mesulam- Co - President

Chris Coughlin- Tikkun Olam Lead

Susan Brenner- Avodah Lead

Shari Raider- Treasurer

Tom Berg- Makom Lead

Liz Joffe- Corporate Secretary

Bill Kwitman-Past President

Galit Reilly- Limud Lead

Adela Basayne- Program Director

Deborah Eisenbach-Budner- Education Director

Rachel Pollack- Office and Facilities Manager

Aaron Pearlman- Kehillah Lead

Blessing	All
Drash: Toldot. The birth of Esau & Jacob	Julia

<p>Minutes Approval: Julia moved to approve the minutes.</p> <p><b>All voted to approve</b> <b>Minutes are approved</b></p> <p>A reminder was given that minutes should be sent out as soon as possible as we only have two weeks to provide comments and then get the minutes to Judy Steinberger and Fran Weick (Transparency &amp; Inclusivity Committee) for them to review them. They have one week to give feedback to the notetaker with additional questions. This will then give the notetaker time to make revisions before the next Steering meeting.</p>	<p>All</p>
<p><b>Machzor Discussion</b></p> <p>Need a plan for choosing a Machzor and understand how it will be funded Machzor DTF first meeting will be on 11/20 About 15 people are part of the Machzor DTF The Machzor DTF will vet Machzors and come up with 2 or 3 choices A web page is being created specifically for the Machzor Decision making process Example hard copies will be available at Havurah for people to look at.</p> <p>Questions raised:</p> <ul style="list-style-type: none"> <li>-What is the time frame?</li> <li>-How much money needed? (\$35-\$50/ book)</li> <li>-About how many books are needed? (750-800)</li> <li>-How will this be funded (do we involve the fundraising committee) <ul style="list-style-type: none"> <li>● Buy one/Donate one?</li> <li>● Foundation or Grant Money?</li> <li>● From the operating budget?</li> </ul> </li> <li>-How will we get people invested in the choice? <ul style="list-style-type: none"> <li>● Feedback from the congregation: Survey? Email?</li> <li>● Bring something to the congregational meeting</li> <li>● Open House (pros/cons)</li> </ul> </li> <li>-Will the choice require a congregational vote? The answer was no</li> </ul> <p>Next Steps: Susan will work with Mazchor group to come up with some suggestions about funding and we will discuss at future Steering meetings to make a decision.</p>	<p>Susan</p>

<p><b>Leadership Retreat January 27th 2019</b></p> <p>What do we want to get out of it?</p> <p>Short review of Gesher process including some successes &amp; challenges over the past year.</p> <p>Shelley wants to know what are Steering goals for the retreat. Julia listed:</p> <ul style="list-style-type: none"> <li>● Volunteerism</li> <li>● Culture of Philanthropy</li> <li>● Balance of security &amp; welcoming</li> <li>● Brit Kavod</li> <li>● Equity</li> </ul> <p>Other suggestions:</p> <ul style="list-style-type: none"> <li>● Clusters come out of the retreat with program priorities &amp; budget implications</li> <li>● Cross cluster pollination of program priorities</li> <li>● Clusters/Committees should meet before hand to plan priorities</li> <li>● Gesher team will help facilitate some of the cluster pre meetings and perhaps offer a sample agenda</li> <li>● Provide examples at retreat of some Gesher successes and where we still are struggling</li> <li>● Idea was suggested to perhaps do a Gesher orientation for those who weren't at last year's retreat an hour before or at another time</li> <li>● If folks have other suggestions, provide feedback to Shelley and Adela</li> </ul>	<p>Julia</p>
<p><b>SharePoint Presentation</b></p> <p>What it is: Online Platform that works in concert with Microsoft Office Used for document sharing, storage &amp; workgroup collaboration Works through private sites: IT Committee, Education, Bookkeeping, Staff, Music, Steering, Music, B'nai Mitzvah</p> <p>Having Access Means being able to Upload, Download and Store Files</p>	<p>Rachel</p>

<p>People can have different permissions such as “view only” or “edit”</p> <p>Security: Have to be given permission or have an @havurahshalom.org email address.</p> <p><b>Rachel will set up each cluster with an @havurahshalom.org account</b></p>	
<p><b>High Holiday Registration</b></p> <p>-Will we form a group to discuss this Yes/No -Is it worth the culture shift</p> <p>Reasons for Registration:</p> <ul style="list-style-type: none"> <li>• Getting people’s email addresses for fundraising</li> <li>• Staying in touch with folks who come to High Holidays</li> <li>• Security reasons</li> </ul> <p>-what is our capacity to serve the people we draw in -will this take lots of staff resources &amp; budget resources</p> <p>The Consensus at this time is that this would be too much work and too much of a change in the culture of Havurah</p>	<p>Aaron</p>
<p>Break</p>	
<p><b>Job description of all positions – requested by 2/12/19</b></p> <p>-What does each cluster lead do -What does each steering position do -What does the job involve -Bylaws define what some of the positions do -Please start drafting something -Great to have when recruiting new people</p> <p>On 2/15-2/17 Joey Weisenberg is coming to town for a full weekend of events at Shaarie Torah. They have asked us if we want to collaborate with them. This may cost a small amount of money if we want to be listed on the program. Our only obligation is to let members know about the event.</p>	<p>Ken</p>

<p>Ken made a motion that we collaborate with Shaarie Torah- making a donation of \$150 and ask to have our logo included on materials.</p> <p><i>(Joey Weisenberg is the Creative Director of <b>Hadar's Rising Song Institute</b>, and is the author of <i>Building Singing Communities</i> and <i>The Torah of Music</i>, winner of a 2017 National Jewish Book Award. He's a multi-instrumentalist musician, singer and composer who has performed and recorded internationally with dozens of bands in a wide variety of musical styles. Joey works to empower communities around the world to unlock their musical and spiritual potential, and to make music a lasting and joy-filled force in shul and in Jewish life. His nigunim have become popular worldwide.)</i></p> <p><b>All voted to approve</b>  <b>Motion is approved</b></p>	
<p>Financial update</p> <ul style="list-style-type: none"> <li>-386 committed members &amp; still awaiting word from 20 members who have not yet responded about continuing membership. Still lots of interest from potential members.</li> <li>-15 new and 12 dropped</li> <li>-We have reached 58% of our fundraising goals; still need to create end of year letter and decide on Spring Fundraiser so that our FY goals are met</li> <li>-Question was raised about how &amp; when organizations are paid if monies have been approved in the budget under sponsorships</li> <li>-Ensuring receipts for programming are turned in in a timely manner for timely budget oversight</li> </ul>	Shari
<p>Brit Kavod (Covenant of Respect) discussion:</p> <p>Gesher is there to support but not do, so a DTF must be created. A Steering Member needs to be on this DTF. <b>Bill Kwitman volunteered to be the Steering Liaison.</b></p> <p>Questions/Issues:</p> <ul style="list-style-type: none"> <li>● How do we create a Brit Kavod</li> <li>● How do we raise awareness- Survey, Hakol Article</li> <li>● Logical next step to the sexual harassment training provided by Federation, which stressed the importance of respectful</li> </ul>	Julia

<p>environments</p> <ul style="list-style-type: none"> <li>• Want to be proactive not reactive</li> <li>• It will help with hard conversations</li> </ul> <p>Healthy organization trying to stay healthy Have grown so much larger</p>	
<p>Building issues and costs; Security concerns – gate, community discussions</p> <p>Safety:</p> <ul style="list-style-type: none"> <li>-On 11/15 a community email about what has been done for the last year and a half regarding safety will go out to members.</li> <li>-Rachel will be offering safety tours</li> <li>-On 12/2 &amp; 12/13 there will be Community Safety Meetings</li> </ul> <p>Design committee looking at a Gate Design:</p> <ul style="list-style-type: none"> <li>-need a cost estimate for the design and implementation</li> <li>-Neighbor in the historic house is very agreeable</li> <li>-we need to understand the purpose and function of the Gate</li> <li>-Create an entrance system: keypad, video camera, ring bell</li> <li>-When open? When locked?</li> </ul> <p>Lighting: still wanting one more bid</p>	Tom

Avodah Lead Report, November 2018

Submitted by Susan Brenner

High Holiday Planning Team-

Summary from Sacha Reich:

The group met Nov. 2 and reviewed the Avodah Higher Purpose, Goals, values and reflected/evaluated our work against those foundational congregational statements. We also looked at the priorities and values that had inspired the way we worked and changes and initiatives we'd prioritized this past year.

In general, there was much affirmation that we are on the right track with our work, asking the right questions, going about it in the right way, identifying the right priorities. And there is plenty of opportunity for further improvement, refinement and innovation. Where the work was more silo'd into teen/family/ by service this past year, I think things will fall into more integrative buckets - this coming year - Leadership/Access..Perhaps Integration will be our planning theme :). We addressed the issue of diminishing volunteerism which will be necessarily be a priority for the coming year - an opportunity to think about, be in conversation with membership and get creative. I suggested that we might embed the annual theme selection into the planning process.

Between the survey and our internal feedback, there is so much to inform our detailed work as we plan for 2019.

We agreed to the following:

- 3 Meetings of Core planning committee + retreat work - Friday days or weekday evenings before April so that action can be taken in April/May/June. I will bucket the planning work into those sessions and get those meetings scheduled.

- Share out with the community - findings/conclusions in next Hakol

- Rachel - follow up research into childcare:

Poll families who used childcare to ask their feedback

Report out on Childcare utilization and cost: projected and actual

Ma'avar Committee-

A Death Café has been announced:

Death Cafe at Havurah, Sunday, Dec. 2, 10:00am-12:00 p.m. At a Death Cafe folks gather to converse about the ever so many aspects of dying and death, including but not limited to end-of-life paperwork, the multitude of feelings about caring for one who is ill/dying, what might a good death look like, grieving, celebrating and any/everything else this topic inspires for you. This is not a therapy or counseling group. Feel free to speak or just listen. Or both. Completely confidential. For those who are 21 and over.

Bereavement support group announced:

Havurah Bereavement Group, Sundays, Nov. 18, Dec. 9 & 16, Jan. 6, 13 & 27, 10:00-11:30 a.m. Havurah will be offering a new bereavement support group this fall and

winter so Havurahniks who have lost loved ones can come together to support each other with one another's grief. The Pastoral Care and Ma'avar committees have given thoughtful consideration to how the bereavement group should be run, and it was decided that it would be best to have an outside mental health provider. The committees have asked Dr. Louise Marasco to facilitate this group. The group will be limited to 15 people. It will be a closed group, meaning that after the group is underway, new group members won't be added, so people can create a sense of community and comfort with this process.

Music DTF –

From Shelley Sobel:

The team has an email survey about to be sent out as a stand-alone email (in the next week). The plan is to allow 2 weeks for members to respond. We will have a link in the community email that follows the release of the survey. Depending upon the return, we may ask that a reminder be sent out closer to the deadline. Once the DTF compiles the responses, the plan is to come to the Steering meeting in December to present the information and get input from Steering about their views/concerns. The DTF plans to attend a Staff meeting to discuss the findings and have input from staff. In January, the DTF will be offering several opportunities for open meetings with members to present the survey summary and provide further opportunity for discussion and input from members. That information will be integrated and reviewed by the DTF to determine whether there is adequate input to make recommendation to Steering in time for the 2019-2020 budget cycle.

B'nai Mitzvah Committee-

The committee is not scheduled to meet until sometime in Feb. In the meantime, they have been discussing via email the issue of b'nai mitzvah families choosing to celebrate their B.M. OUTSIDE of Havurah. This has come up recently because there are 3 families who will be having a group b'nai mitzvah held at BB Camp. The questions raised include what the roles of the committee, mentors, staff, the rabbi and educator should be in terms of offering support to these families. A policy will need to be developed. Apparently the question of outside BMs has been around for awhile and remains unresolved.

**KEHILAH CLUSTER REPORT  
NOVEMBER 2018**

Prepared by Aaron Pearlman, Kehilah Cluster Lead

**FUNDRAISING COMMITTEE**

We have exceeded our goal for High Holiday Fundraising between gifts that come in from the appeal at High Holidays and the mailing the Nancy Becker organized to past donors. We expect more donations to role in between now and the end of the year.

Upcoming: End of year donation letter to members

Fundraising Event: After last year's hugely successful and fun event, we have budgeted for another event this year. It is also Havurah's 40<sup>th</sup> Anniversary!! Please pass on names of people who might be interested in helping pull together some sort of 40<sup>th</sup> Anniversary Fundraising in May or June.

**CONNECTIONS/WELCOMING COMMITTEE(S)**

We are still in the process of creating multiple project teams out of the former Connections Committee: a Welcoming Team, Inter-generational Team, Havurah Neighborhoods Team, and Children with Young Children.

***Welcoming Team***

Stefanie Hausman is leading this team. They have a great group of people involved (Loree Devery, Cassandra Sagan, Jen Litwin and others). The New & Prospective Member Tea ,this past Sunday, Nov. 11, was attended by 45 new or potential members. They are recruiting "Welcomers" for every Havurah event. Talking about creating Havurah nametags for every member. And, will be working with Teri on the new process for how we welcome new members.

***Intergenerational Work***

We have had two brainstorming sessions led by Susan Lazarek to discuss how we can better create cross-generational programming. This were mainly attended by empty-nesters and (let's say) not younger members. Karen Erde is working with the Dorot Shabbat organizers to plan a Dorot Shabbat that includes an adult event after dinner

and the young family service before dinner. Susan is going to create a “how-to market your event to all generations” check-list to be distributed across clusters. And, they are looking to (along with Leadership Development) have a conversation and brainstorm group during Shabbat School on March 16. We still need some leadership for this group as Susan & Karen (and others) have agreed to help but not be the leader.

### ***Havurah Neighborhoods***

The idea is to create email lists for every neighborhood that allow for people to connect, offer to host holiday or Shabbat meals, etc. Alana Silverman agreed to lead this effort, but may need to move on to a project that fits the time she has available (ie. This could be a big project). In the meantime, Alana, Teri & Aaron mapped the congregation and started to divide members into initial neighborhoods with 20-30 families each.

NEXT STEPS: need to find someone to really lead this effort who has some extra time and wants to sink their teeth in. We have a list of 4-5 people who might be willing to help.

### ***Young Family Programming***

Julia Lager-Mesulam is leading the effort to recruit a committee to work on Tot Shabbat and find more ways for families with young children to connect. She has Rebecca Darling-Budner, Alicia Jo Rabins, and Buff Neretin.

## **LEADERSHIP DEVELOPMENT**

Debbi Nadell is working with Eve Berry & Shelley Sobel to help clusters find the talent they need for their committees. Please be in touch with one of the three of them

On hold for now is the idea of launching a Dorot type of group. We had a good brainstorm session around this in the spring but don't have the momentum going yet to get it off the ground.

There is an upcoming Nominating Committee, which consists of Debbi, Aaron, Julia, Eve, and Janice Kettler. Please be in touch with one of them if you have ideas of

people who should be recruited for Steering. Potentially Seeking: Vice President, Kehilah Cluster Lead, Avodah Lead, Corporate Secretary.

## **RECONSTRUCTING JUDAISM**

Havurah has a number of people attending the upcoming Reconstructing Judaism Convention (Nov. 15 – 18). As Andy has moved to Seattle we are (also) looking for a new congregational liaison to the movement.

## **HOLIDAYS COMMITTEE**

Patricia Schwartz is doing amazing work on the Holidays Committee, but (like in other areas above) could use a co-chair.

Chanukah is next up. She has Elise Granek leading this effort for a community celebration on Saturday Dec. 8 called "Increase the Light! Tikkun Olam Fair & Chanukah Celebration".

## **Havurah Shalom Tikkun Olam Report November 2018**

All of the ballot measures that Havurah endorsed passed in the recent election.

December 8 we will be participating in Human Rights Shabbat.

### **Chanukah Tikkun Olam Fair:**

The Fair is scheduled during and after Shabbat School on December 8. Tabling and grade specific presentations by different workgroups are being planned. The tables should include hands-on activities for parents and children. There will be a TO skit and candle lighting for all Shabbat school parents and children.

**MACG:** MACG leadership trainings in October drew 15 Havurah members, including Rabbi Benjamin and a couple of Steering members. Six Havurah members attended

the most recent delegate assembly. Five members of the Havurah Core Team met with Rabbi Benjamin to discuss building the relational culture in Havurah.

**Climate Action Team:** The film/discussion evening, "Reluctant Radical", drew an audience of approx. 75. Future events are planned in partnership with Shir Tikvah, P'nai Or, Neveh Shalom and others. 14 volunteers participated in Havurah community-based phone banking on the ballot measures, including the clean energy initiative.

**Poverty/Homelessness:** Portland Homeless Family Solutions (PHFS) has a new building which serves 26 families. The transition to the new building has temporarily slowed down volunteer activities, but there are ways to help. Approx. 75 Havurah volunteers have completed volunteer training. The Beth Israel winter shelter will open on November 15.

**Sanctuary:** In alliance with IMIRJ, Havurah participated in the Let Our People Go campaign in August. The October Kabbalat Shabbat focused on Measure 105. Havurah members participated in the pilgrimage walk from Sheridan to The Dalles and were active in phone banking and canvassing for Measure 105.

**Tikkun Olam Adelante (TOA):**

TOA has four projects - RAC, English Language Learners (ELL), Tutoring, and Intercambio

**Refugee Support:** The HIAS Refugee Shabbat was successful and particularly meaningful. The number of refugees coming to Portland is slowing, but there is still need for cultural navigation and other support services. There is interest among Havurah members to support the furnishing of another apartment.

**Tikkun Olam Global:** We are exploring the possibility of a new workgroup that would focus on global issues. David Newman is taking the lead on seeing who else might be interested in organizing. Rafiki Village Project may be the initial focus, depending on the interest of the community.

## **Makom Report- November 2018**

**Safety:** There has been quite a bit of safety activity this month after the horrific events in Pittsburgh. Havurah leadership has been in contact with the Portland Police Bureau, the Jewish Federation of Greater Portland, and the Secure Community Network. A letter has been drafted for the community to communicate our past efforts to improve safety and present ways in which the community can engage in improving our security. For example, two upcoming community meetings scheduled for Dec 2 and Dec 13, provide a forum for the community to discuss safety issues, concerns and ideas. The letter will be sent out very soon and refer to it for more details. There is a renewed effort to recruited new members of the safety committee.

**Design:** The design committee has been focused on developing a design for a proposed courtyard gate. The committee received and reviewed new Gate Design from Dan Reid. Dan has been generous enough to donate is time to work on the gate design. Also, another member of his firm is donating his time to review the structural aspects of the gate design. Judith Hankins has agreed to reprodce her design from the large window on NW 18th. Furthermore, an entrance mechanism, e.g., a keypad, and video monitoring equipment is under investigation. There has been discussion about possibly adding a gate on outside the doors on NW Kearney, but that is lower priority than the courtyard gate.

**Building:** The Building maintenance committee has identified initial committee members and is setting up a meeting. In the meantime, the leader, Bruce Barbarasch, has started to put together a building guide spreadsheet, used as a basis for the capital needs assessment. There is still on-going work to on getting a second quote for the LED Replacement project. Although we have confirmed that the Energy Trust incentives are not expiring soon, we still want to move on this soon in order to start saving power and reducing our monthly expense.

Garden: There was a productive fall cleanup held in mid-Oct.

Kitchen DTF: The kickoff meeting for the Kitchen DTF will be in December. Member recruiting underway.