

**Steering Committee Minutes**  
**May 8, 2018, 6:30 – 9:00 pm**  
 Minutes: Liz Joffe

6:37	Blessing	All
6:38- 6:44	Drash	Bill
6:44- 6:45	Ken sent out revised <b>minutes</b> ; Chris corrected that David’s presentation was not from Tikkun Olam. With that change, minutes were approved.	Ken/All
6:45- 6:52	Ilene discussed her decision to step down as <b>Music Coordinator</b> . She needs flexibility to be able to travel to Pittsburgh for family. She will step away from position after High Holidays 2018. She has a lot of regret and many mixed feelings, but it has been too hard to be in too many places at one time. She feels that the DTF that is in place to figure out where we go with the broad umbrella of music will be a good thing for Havurah, and her not being there will free up thinking outside the box. Hopefully this will serve the community well. It has been her honor and joy to be the music coordinator and, G-d willing, it will be an honor and joy later too. The first Kol Nidre service Ilene did was 36 years ago. Going out on double chai. She also thanked Steering for granting her recent leave of absence.	Ilene
6:52- <u>7:28</u>	<p>Janet and Karen presented and explained the <b>proposed budget</b>. Shari is out of town or she’d be here. We are ending the fiscal year quite strong. We hit budget targets, fundraising targets, exceeded new member projections, and we did not have the Program Director salary/benefits for all the time we budgeted. All of that has rendered us about \$45,000 in the black. The 5/6/18 fundraiser/shindig raised a net of about \$21,000.</p> <p>This proposed 2018-2019 budget is \$5,368 in the red.</p> <p>It adds the ACE back in and presumes having Program Director hired by July 1, which is probably unrealistic and may yield some savings. It assumes Ilene will be leaving after High Holidays, and adds \$1,000 for a music event to honor her and all our musical contributors.</p> <p>Janet and Karen asked what we want to do with the surplus from 2017-2018. Options: 1) put in reserve and pay \$5,368 over in current budget; 2) reduce proposed budget’s 3.8% dues increase; 3) reduce projected membership growth (projected to go up to 415).</p> <p>We rejected reducing projected membership growth. We are at 400 now. 415 seems conservative, given how many new members there have been recently.</p>	Janet and Karen

	<p>The proposed budget includes \$27,600 for building maintenance. That does not include things like Steve Birkel lighting project or security gate.</p> <p>Looks like we can increase our fundraising projections in the proposed budget. Half of Tikkun Olam funding for 2018-19 budget comes from Tributes and half from operating budget.</p> <p>Should we use some surplus to hire a moving company for High Holidays since getting volunteers has become increasingly difficult?</p> <p>If we lower the dues increase to 2%, that will increase the deficit to closer to \$16,000.</p> <p>We can put some funds in a contingency fund for things not in budget (e.g. moving company for HH).</p> <p>Ken suggested starting fund for new Machzorim. It will be expensive: Susan said there was an estimate at some point of \$35,000 - \$45,000. The existing prayer book fund has been for Shabbat prayer books historically, but it makes sense to put money for High Holiday Machzorim in there too rather than create another fund.</p> <p>Fundraising assumptions on front page of proposed budget do not include endowment principal because only the \$18,400 income goes into the operating budget.</p> <p>Is it unrealistic to assume we will have another fundraising event like the Shindig next year? It had been three years since last one. Is there fatigue? Maybe not. The Shindig was fun and unlike more fatiguing fundraising events in the past (auction/Fired Up) and we should build off it. It's ok to have it go to general operating budget, not earmarked for a specific thing (e.g. building, Machzorim)</p> <p>Steering agreed upon 2% dues increase, \$4,000 into contingency fund, \$10,000 to Machzorim, with any remaining surplus going into building maintenance.</p> <p>Aaron will work on something for the new membership form encouraging contributions to the endowment.</p> <p>Email has to go out to congregation re budget and bylaws change by May 23.</p>	<p>Aaron</p> <p>Shelley</p>
<p>7:28-7:39</p>	<p><b>Congregational Meeting</b> – what should be on the agenda (in addition to passing the budget and bylaw change adding the Makom cluster)</p>	<p>ALL</p>

	<p>Music? No. DTF has interviewed all staff, starting to interview musicians, meeting on May 20. They won't have enough information and won't be ready to have a discussion with the whole congregation by June.</p> <p>Priorities/Gesher – what does that mean? Good way to pull in everyone who attended retreat. Go over checklist and visual that Julia made.</p> <p>In weekly email, invite members to ask questions (via email to general info@Havurah.org email) of Steering to address at Congregational meeting with disclaimer that we won't be able to answer everything, but we will try to address as much as possible. Julia will send Teri some language to include in weekly email/announcement about Congregational meeting.</p>	Julia/Teri
7:39-7:53	Break – Great snacks from Shelley, especially the homemade brownies	All
7:53-9:05	<p><b>Priorities Discussion</b></p> <p>Julia handed out priorities that rose to the top of dot exercise. We then went through each one to identify the tasks for Steering and who will be involved:</p> <p><u>Policy Review, Creation, Update:</u>  Tasks: Identify/catalog current policies, determine what needs updating/revising, determining what's missing and creating them (who are stakeholders), design storage/accessibility  Steering: Liz  Staff: Rachel for identifying policies; all staff for identifying what we are missing  Others: ??</p> <p><u>Personnel Committee:</u>  Tasks: create ongoing committee to support supervision, benefits, address committee member sustainability  Steering: Liz, Janet  Staff:  Others: Members with HR experience</p> <p><u>Building Committee</u>  Task: assess building needs; taking care of existing building; future needs – space and maintenance  Steering: Incoming Makom lead if bylaws change approved; bill  Staff: Rachel  Others: ??</p> <p><u>Long Range Plan</u>  Task: Recruiting people to do it; support/inform process; structure goals; do we need one? Seems like Gesher process may be filling some of that. Many orgs don't do more than 18-month planning these days.</p>	<u>Julia/All</u>

Table this for now.

Gesher Team

Task: educate/inform committees re process/integration/collaboration; plans year end retreat; leadership planning

Steering: Currently Shelley, Chris, Janet, Julia, but Shelley, Chris, and Janet are off soon. Shelley willing to stay on after she's off Steering.

Staff: Program Director.

Others: Wendy?

Culture of Philanthropy

Tasks: door to future; educating members about financial needs and how to fill them; reinforcing and integrating fundraising practices; celebrating participation/membership

Steering: Aaron, Shari

Staff:

Others: Nancy Becker, Karen Westerman

Music

Tasks: What are our needs and how do we fill them? [Note: Not in budget to hire music person to replace Ilene after High Holidays through end of June 2019]

Steering: Ken, Susan

Staff: Rabbi Benjamin

Others: Shelley, Andrew Erlich, Laura Erlich

Scholar in Residence

Tasks: Tie scholar to our priorities; get input from committees and staff; communicating themes and focus

Steering: Incoming Limud lead; Susan

Staff: Deborah and Benjamin

Others: LLC members

Rebuilding Connections

Tasks: Create subcommittees of Connections committee; Havurah neighborhoods, inter-generational planning, welcoming new members, families with young children

Steering: Aaron

Staff: Teri

Others: ??

MS/HS Design

Tasks: Need to form a new committee for teen programming and community building

	<p>Steering: Incoming Limud Lead Staff: Deborah, Benjamin Others: ??</p> <p><u>B'nai Mitzvah Redesign</u> Tasks: engage kids/parents earlier, in new ways, address overlap with Shabbat School, tutor orientation, review expectations from/for community; address prep needs Steering: Susan, Ken</p> <hr/> <p>Staff: Deborah, Benjamin, Rachel Others: B'nai mitzvah committee, recent b'nai mitzvah families</p> <p><b>Next Steps:</b> We need to review the tasks and Steering members will be asked to consider the added responsibility of the priority they are associated with leading to assess how realistic it will be to add those tasks to their current Steering role in terms of the time commitment that working on that priority entails. Plan is to review and establish priorities from this list at the June Steering meeting.</p>	
9:05-9:08	<p><b>Announcements:</b> Progress on Eastside Jewish Commons – Bill will send out update. Next week Federation having meeting on mega trip to Israel. Bill will attend. May 19 – Shavuot 7:30 pm until the wee hours Metro contract – proposal to increase rates for plots; will have Dave Weil come to meeting to explain; Bill will send out info.</p>	Bill/Deborah

### Hadracha Report, May 2018

#### Staffing DTF:

The Job of Program Director was posted in April. In addition to having Rabbi Benjamin and Deborah outreach to their professional connections, the position was also posted on Indeed.com and Jewish jobs.com. There have been multiple applications submitted but not all meet the job description criteria. Steering members are encouraged to link the job posting to their networks as well.

#### Music DTF:

Andrew Erhlich, Laura Ehrlich and Chari Smith have completed their initial interviews with Havurah staff. Their next step is to begin reaching out to some of the members who have been contributing music at Havurah. They are planning to review the input of those contacts before deciding how best to widen the opportunity for feedback. Chari has realized that she is over-extended and she cannot continue on the team. There is discussion about who they might enlist to help as DTF team member.

The Music DTF team is proposing having a Celebration of Music this winter. It will be a moment to honor Ilene Safyan, all the musicians of Havurah as well as to pursue the exploration of how best to nurture music throughout Havurah.

**Transparency:**

The committee that was called Equity met to discuss where they would best fit under the new Geshher structure. The focus of this committee's work is upon increasing the transparency and connection within Havurah, to impact our members sense of belonging and their ability to understand how Havurah "does" things. The group have decided that their work would best be anchored in Hadracha (Governance) cluster to help insure that the work of leadership is grounded in transparency and connection. The group is a non-hierarchical committee. They will be meeting to draft a clear statement regarding the goals and initial tasks of the committee. The first goal is to inform the congregation about the new committee and its goals, seek feedback from congregants, and, most importantly, solicit new committee members who represent different parts of our Havurah community.

**Avodah Lead Report, May 2018**

Submitted by Susan Brenner

**Spiritual Life Committee:**

After the new member luncheon, new member Aaron (?) approached Barbara Slader and me with a question about the possibility of having an ongoing Torah study session held from 9:00-10:00 am on Shabbat morning. He expressed interest in leading the initiative and was wondering how to get started. We enthusiastically agreed it was a great idea and that he should bring it up to the SLC. We will need to use the checklist of the Geshher processes of planning and implementation to make sure we plan with a congregation wide lens and invite a wider range of people in the planning.

The SLC doesn't have a date to meet yet, but it's time to schedule one and to let Aaron know so that he can attend. Also, the electronics policy on Shabbat discussion needs to continue so that we can make a proposal to the B'nai Mitzvah committee.

**B'nai Mitzvah Committee:**

The group met on May 6. Topics discussed included (1) reviewing the "three-year rule" and its exceptions. The new cohort model may change this requirement; (2) scheduling workshops for next year and addressing need of families to better understand the service; (3) finding new mentors for families; (4) reviewing tutors and musician lists; and (5) launching new post b'nai mitzvah survey. The committee is looking forward to its June 20 meeting with Rabbi Benjamin and Deborah to discuss the proposed cohort group.

**Ma'avar Committee:**

At the moment, Keren McCord is focusing on her daughter Sylvie's bat mitzvah coming up at the end of May. Afterward, she and Sidney Gold (co-chair) plan to meet and discuss the

workshops Ma'avar hopes to host in the fall. They are hoping to do a regular TCP (The Conversation Project) workshop and one that is more focused on planning ahead in the setting of Alzheimers or Dementia ... more to come.

**Pastoral Care Team:**

The new dedicated cadre of folks taking care of the LHH program seems to be working well, and as a committee they're still thinking about other ways to broaden/expand the support LHH can offer.