

**Steering Committee Minutes**  
**June 12, 2018**  
**6:30 – 9:00 pm**

Newsletter Article: Bill  
 Drash: Shelley  
 Time Keeper: Shelley  
 Snacks: Janet  
 Minutes: Lisa

6:30-6:35	Blessing	All
6:35-6:45	Drash	Shelley
6:45-6:50	<b>Approve Minutes</b> <ul style="list-style-type: none"> <li>● Chris moved to accept, Bill seconded</li> <li>● Congregational Meeting –report write up completed by Chris</li> </ul>	All
6:50-7:00	<b>Membership Update—who is joining and how are they welcomed</b> <ul style="list-style-type: none"> <li>● From May 1, 2017 to May 30, 2018, 54 households joined           <ul style="list-style-type: none"> <li>○ 5 families still in process of joining to begin Shabbat School</li> <li>○ 3 rejoins (lapsed dues)</li> <li>○ 3 left to other communities/places and returned</li> <li>○ 15 dropped—moved out of town, some to another synagogue, Havurah not what expected</li> </ul> </li> <li>● Some demographics of the 54 households:           <ul style="list-style-type: none"> <li>○ [19] = people in their 50s-70s, includes 4 connected with P’nai Or and 1 in conversion process</li> <li>○ [18] joining now for Shabbat School or High School</li> <li>○ [7] young adults (20s-30s)</li> <li>○ [4] families with 0-5 year olds</li> <li>○ [4] adults pursuing Adult Bnai Mitzvah</li> <li>○ [2] in 40s, looking for community</li> </ul> </li> <li>● Overall swell in membership; Tom Berg previously estimated 2.5% increase per year to be expected though for this year it is 10%</li> <li>● Demographics—older generation number is a bigger than usual</li> <li>● Teri reviewed how members come to us and what their “integration/welcoming process” looks like           <ul style="list-style-type: none"> <li>○ Prospective member packets for MJCC, High Holidays follow-up, walk-ins</li> </ul> </li> <li>● New members—Rachel completes data entry and creates an account for each household; Teri then sends a PDF file to staff</li> <li>● Teri mails new members a welcome packet that includes brochures, Hakol, and letter from co-presidents.</li> <li>● Teri emails them a welcome greeting and encourages them to log into their account and enter info (i.e. yartzheits).</li> <li>● Teri enters a 6-month auto reminder to follow up and check on new members if they are not connecting; Teri also contacts chairs of groups that they indicate an interest in to help them connect.</li> </ul>	Teri and Deborah

	<ul style="list-style-type: none"> <li>● CONNECTIONS SUBCOMMITTEE UPDATE: <ul style="list-style-type: none"> <li>○ Welcoming team (Stefanie Hausman has list of new members); group is in the process of discussing goals and scope of team</li> <li>○ Neighborhood Groups Team (Alana Silverman); now has a Google map that shows where members live and this will be used to organize neighborhood based communication/support</li> <li>○ Intergenerational Team (Susan Lazarek, Andy Gordon and Teri took a webinar about being aware of different generations and reaching out)</li> </ul> </li> </ul>	
7:00-7:30	<p><b>Priority Discussion</b></p> <ul style="list-style-type: none"> <li>● Review of Priority/Task Chart; Shelley articulated need for this to be completed asap to inform our Steering priorities</li> <li>● Adding MACG to the list; this topic came up at June 3 congregational meeting; MACG history with our community is important and we need to bring it back to our list of priorities; has priority and cost implications (\$2500 per year); need for Steering to engage with MACG for accountability and a values decision from Steering</li> <li>● In July we have to finalize our timeline to guide our work flow, resources and what we do or don't focus on;</li> <li>● Discussed timeline for each Task; as well as who else should be involved</li> <li>● Geshet Team: Steering agreement that there should be both a Havurah founder and a newer member representative</li> <li>● Talked through tasks/priorities to finalize priority task list for next fiscal year</li> <li>● <b>ACTION ITEM:</b> Next steering mtg we will finalize a set of priorities with a timeline—Shelley will provide structure for that process</li> </ul>	Shelley
7:30-7:45	<p><b>Sexual Harassment Training Follow up</b></p> <ul style="list-style-type: none"> <li>● Julia, Chris, Aaron, Ken, Benjamin, Deborah, Rachel and Teri attended training sponsored by Federation</li> <li>● Next step is for Havurah to create a follow-up plan; an organizational assessment form was provided at training</li> </ul> <p>Take-Aways:</p> <ul style="list-style-type: none"> <li>● Avoiding sexual harassment at workplace really about being respectful and helping people to feel valued, saying thank you, make eye contact, smile; it sounds basic but can really impact climate; structure of fairness (distributive, interactive); Teri reflected that one can often feel invisible as a staff person at Havurah so this part of the training felt particularly relevant and valuable</li> <li>● Focus was on Jewish community orgs—staff and boards</li> <li>● Intentional vs “accidental” work culture; what about culture among congregants?</li> <li>● Rabbi Benjamin shared there was a discussion among rabbis around touch</li> <li>● Policies, harassment free, level of literacy for policies, reporting</li> <li>● Respectful culture vs legal/criminal response</li> </ul>	All

	<p>Next steps for Havurah:</p> <ul style="list-style-type: none"> <li>● Conversation about how do we form a synagogue “covenant”</li> <li>● Need for and interest in looking at our policies and also forming a community statement related to overall intentionally supported culture of Havurah</li> </ul>	
7:45-8:00	<p><b>Background Check Policies and others</b></p> <ul style="list-style-type: none"> <li>● Reviewed Havurah Shalom Policy list pulled together by Liz from disparate sources (bankers box, notebooks, etc)</li> <li>● Need to SYSTEMATICALLY put dates/revisions on ALL policies, procedures, charters etc.. Liz intends to have committee create a consistent procedure for organizing and tracking policies (i.e., Table of Contents, Categories, Dates etc)</li> <li>● List of archived policies, current policies</li> <li>● Discussed need to discern between policy, procedure and guideline</li> <li>● Background check history discussion <ul style="list-style-type: none"> <li>○ Over time employee BG checks have looked different ways and haven’t been approached systematically</li> <li>○ Review of draft of criminal background check policy; <i>Steering will review for next meeting</i>; who will make determinations about what to do if a BG check is not clear; currently, results come to Corporate Secretary</li> </ul> </li> <li>● <b>DECISION POINT:</b> Who makes decision about a hire if BG comes back with results? (brings up questions around confidentiality and who should hold this information)</li> <li>● <b>ACTION ITEM:</b> Liz will send ban the box info electronically for Steering to review</li> </ul>	Liz
8:00-8:10	Break	All
8:10-8:20	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>● Some building expenses for June that are urgent (sidewalk repairs)</li> <li>● Federation grant moneys may or may not be available again this High Holidays for security; Rachel said she will likely receive notification if we can apply again</li> </ul>	Janet
8:20-8:30	<p><b>Eastside Jewish Commons</b></p> <ul style="list-style-type: none"> <li>● There is a tour this Friday of a building for a possible site; the group is forming a 501C3 and has a consultant involved</li> <li>● Steering question: What is money actually being used to pay for? Would like for the organizers to be more explicit about this piece</li> <li>● \$1800 was set aside in budget for 2018-19</li> <li>● <b>STEERING APPROVED by vote</b> the \$1800 fee to stay at the table, to continue to be involved as the project unfolds and develops and we learn more about the plans</li> </ul>	Bill and Benjamin
8:30-8:40	<p><b>Rachel’s Well—community mikvah</b></p> <ul style="list-style-type: none"> <li>● Carol Stampfer is our Havurah rep</li> <li>● Rachel’s Well fell short of fundraising goals</li> <li>● Last year HS gave \$180; RW recently sent out a request for greater levels of financial support this next year; expecting \$18-\$20k in operating costs and it was higher than expected; asking community</li> </ul>	Julia

	<p>to participate in a more fiscal way; we could expect \$540 for our congregation size</p> <ul style="list-style-type: none"> <li>● People asked to donate \$36 or more for conversions, but not required; you don't have to pay for mikvah use so it is accessible</li> <li>● Deborah shared that it's a ritual space and a connection with our larger Jewish community; nice that it's collaborative across Jewish communities; she will be leading a couple of classes there this next year, parent-teachers will take 5<sup>th</sup> graders there for lifecycle class, and it's a valuable community ritual space</li> <li>● Chris indicated it is important to be transparent about what we're contributing to and why; its relevance to our HS community/larger Jewish community</li> <li>● <b>ACTION ITEM:</b> Julia will ask Carol S to write something for Hakol</li> <li>● Rabbi Benjamin willing to give from discretionary budget if needed</li> <li>● <b>STEERING APPROVED by vote</b> \$540 from this year's budget for Rachel's Well</li> </ul>	
<p>8:40-8:45</p> <p>8:45-9:00</p>	<ul style="list-style-type: none"> <li>● Miscellaneous <ul style="list-style-type: none"> <li>■ Karen Westerman wondered if Associate Members can serve as Leads or Chairs on Havurah Shalom committees. We looked at the by-laws which indicate that Associate Members do not have certain rights of membership, including the ability to vote. Since they do not have a vote, there was agreement that it was unreasonable for them to be a Lead on Steering or a Chair of a committee, because both positions have the right to votes on various decisions within our governance structure.</li> </ul> </li> <li>● Executive Session</li> </ul>	All

### Hadracha Report – June 2018

#### Transparency/Inclusivity:

The Transparency and Inclusivity Committee Mission Statement:

*The purpose of this committee is to address and monitor policies and procedures to ensure transparency of governance decisions and allow for greater communication between members and governance, and amongst members, so that every congregant feels like a valued member.*

*Increased transparency will lead to greater engagement of members and promote inclusivity. Transparency is a reciprocal and ongoing process. It is a congregational value that members have greater understanding of the decision-making process within the congregation and that Havurah leadership continues to create avenues to learn about the needs and concerns of Havurah members.*

The Transparency and Inclusivity committee was officially launched at the Congregational Meeting. To facilitate transparency and communication between members and Steering, and amongst members,

they launched a very brief survey (which was in paper form at the meeting will be online), to try to understand the best ways for members to ask questions/raise concerns and to learn the answers/response. They plan to launch a Q&A column in Hakol. They intend to take two questions raised at the Congregational meeting - "how do new projects get launched?" and "how do I know the appropriate person to contact in the office?" to create their first column.

### **Design, Security & Building:**

- **Lighting:** Joan Peck, Steve Birkel, & Michael Heumann met with a lighting contractor last week to discuss lighting changes to reduce electricity cost. Steve will be consulting about limiting the scope of work from Robert Dupuy, the lighting designer. We are considering possible changes to the hallway between the admin area & sanctuary and possible changes to the lighting over the bima (and one or more possible areas). The lighting solutions in those areas have never been very successful. Steve will be exploring estimated cost for this.
- **Painting:** Design team has determined that the building is in serious need of interior painting. An inventory was done of the neediest areas & it's really most everything. The Design Committee discussed whether or not to hire professionals or have congregation volunteers do the job and it is being recommended that we use professional painters, even if we have to do it in phases.
- **Gates:** Dan Reid, an architect & new member of the Design Committee, has taken on the gate project. He met with Joan Peck & Bill Kwitman in May about a design for a courtyard gate. Given the persistence of problems posed by the community homeless situation, there is agreement that efforts to install a gate be pursued. There is not yet a cost estimate for this project.

**Music DTF:** The team is collating the input they have collected thus far and applying SWOT (strengths, weaknesses, opportunities, threats) to the comments/suggestions. The next goal is to formulate how to best outreach to the Havurah community to extend the needs assessment they have begun. The DTF is looking to increase the members of the team by 1-2 members, especially to have members skilled in organizational needs assessment.

**Garden:** Four new planters were purchased and two were recycled. Focus of the planter and plant choices is to complement the colors of the new courtyard mosaic.

The annual work party took place on Sunday, June 10, to prune, weed and clean up all garden beds and pots.

The new (four- year-old) street trees are all doing well, with one tree struggling but doing okay. Ground cover will be planted around all four trees by the end of June.

Someone made off with the brand new quick coupler (7" long and looks like a pipe) for the irrigation system; if anyone knows its whereabouts please contact Barbara Gundle. It was brand new and never used; stored in kitchen drawer w keys.

## **Avodah Lead Report**

June 2018, Submitted by Susan Brenner

### **Spiritual Life Committee**

Morning Torah Study - The committee met in May and discussed the possibility of holding morning Torah study sessions before 10:00 am services. We discussed frequency of meeting (weekly or monthly) and leadership, such as rotating lay led with rabbinic attendance. We also reviewed content and preparation. We decided to have Diane look at the Shabbat morning schedule and that we would reach out to other possible stakeholders, like the adult b'nai mitzvah class, from other clusters. We thought the fall might be a good time to launch such a project, giving us time to prepare and organize it.

### **New Machzorim**

Susan reported that Steering has set aside \$10,000 in the Havurah budget for purchasing a different machzor for High Holidays (HH). She plans to convene a DTF (Disappearing Task Force) to review and research various options. Fundraising ideas will be included in the search. We set an initial goal of selecting and purchasing books in time for HH 2019 (5780.) Rabbi Benjamin's comment on the Reconstructionist Machzor was that although it has many inspirational kavanot, it is unwieldy and confusing to navigate, not to mention overly heavy. (It's also one of the more expensive options.)

### **Triennial Torah Divisions**

The triennial Torah divisions that we use are one year out of step with conservative and reform divisions. For example, this year Havurah is reading division one, and the rest of the Jewish world is reading division two. This has led to confusion for tutors and b'nai mitzvah families, who may not be aware of the difference. It turns out that Reconstructing Judaism uses the "regular" Torah divisions and it is Havurah that has been out of step all these years! We proposed realigning our triennial divisions with those in hebcal.com and begin it in two or three years from now to avoid any currently scheduled b'nai mitzvah services.

### **High Holiday Committee**

Sacha Reich has been shepherding a working group to enact some changes to our upcoming High Holiday services. The group met last month to do "leadership mapping," review proposed changes, and look at next steps with an eye to publication deadlines. We reviewed a summary of the proposed changes and brainstormed possible candidates to lead services, give drashot, and provide musicianship. In the spirit of inclusivity and transparency, Sacha agreed to draft a statement that explains the changes to the congregation. The group is currently editing her statement. Also members of the working group have been tasked with certain "asks" to reach out to Havurah members to ask them to lead segments of the HHs. Diane Chaplin will be posting the sign up for Torah chanting sometime this month.

### **Ma'avar Committee**

This committee is planning to meet in August to plan their activities for the coming year. Since their budget request was approved, they will be working on setting up a bereavement support group with an outside facilitator.