

Steering Committee Agenda

August 14, 2018

6:30 – 8:40 pm

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

Minutes: 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- 6:40 | Introduction and welcome Adela!! | |
| 6:40- 6:50 | Drash - Shofetim | Ken |
| 6:50- 6:55 | Approve July minutes Amended to update to reflect that there are two Tashlichs; with that correction Tom moved, Miriam seconded approval of minutes; approved | Ken |
| 6:55- 7:20 | <p>Makom plans</p> <p>1. Building lighting proposal</p> <p>Tom – following up on the report that Steve Birkel brought to Steering a few months ago. Original proposal was to do a complete re-design and replacement. Now, looking at one that would do just bulb replacement. The price is about \$8,000 (about \$7,200 after incentive rebates). Saving about \$2,279 per year so pay back would only be about 3.1 years. Bulbs should last 20-30 years. Incentives may go away in the next few months (will check on that with Rachel Shimshack).</p> <p>Other benefits – more consistent lighting, not have to worry about replacement.</p> <p>Priority areas – bima / foyer . . . perhaps those do need a designer at some point. Joan Peck of the design committee would like to see that in the next few years.</p> <p>Recommendation is to go forward move quickly and approve.</p> | Tom, Steve Birkel |

| | | |
|--|--|--|
| | <p>?s –</p> <p>Liz: is it a union contractor? Would like to have us consider this for larger projects.</p> <p>How does this fit into other priorities – as we have talked about the need to first prioritize building needs</p> <p>Answer: have started that process. But, at least with this decision we are getting the money back so seems like a good idea.</p> <p>Also, the roof was inspected and the report showed that there is currently not anything seriously wrong with the roof. Rachel brings someone in to clear debris so as that helps to keep. (FYI, fence is coming to keep people from camping on the roof – paid for from last year’s budget).</p> <p>Already have \$2,500 for light fixtures in the current budget as part of ~\$27K in building maintenance. We put \$46K in Building Maintenance Fund at end of the last fiscal year, so would we use that?</p> <p>Chris: Move to spend \$2,500 from the Building Maintenance in Current Budget & \$5,842 from Building Maintenance Reserve Fund.</p> <p>Aaron: Second.</p> <p>Discussion: Do we want to contract with a union contractor? Do we need to get a second bid? Tom will look into the Union status of the contractor in this proposal.</p> <p>Will get another bid - will use lowest bid.</p> <p>8 – aye. 1 – Abstention (pending finding out if it is a union contractor)</p> <p>2. Shelving for basement – will take that out of the “other” part of the Building Maintenance in the current budget, hence it does not need to be approved.</p> <p>3. MAKOM OVERVIEW</p> <p>Would like to create three new committees:</p> <ol style="list-style-type: none">1. Medium/Short term issues (from lights to roof)2. Long Term space needs – stay here/build/buy/what is actually needed3. Kitchen Committee | |
|--|--|--|

| | | |
|------------------|--|--------------|
| | <p>Next Steering Meeting: we could have a longer conversation about what we need to do to approve these new committees and which should be standing committee and which DTFs.</p> | |
| <p>7:20-7:35</p> | <p>Ballot measure issues</p> <p>Ken brought up the question about how we decide what political position on ballot measures we endorse. FYI, this does not affect our tax-exempt status the way endorsing a candidate would. Plus, spend very small amount of our budget (close to nothing) on our work supporting ballot measures.</p> <p>We have taken positions on Ballot Measures in the past.</p> <p>In July, we passed an email vote as a Steering Committee to endorse the effort to defeat Measure 105, which would end the sanctuary city status in Portland. We will be listed as an endorsee in the voter pamphlet.</p> <p>Recommendation to endorse these: Clean Energy Measure – relates to the climate action team work. Would like to work on this measure as part of their work for Havurah. No funding involved.</p> <p>And, there are 2 housing related initiatives being run jointly. These relate to Havurah priority and our work with Homeless Family Solutions.</p> <ol style="list-style-type: none"> 1. Measure 102 – Statewide measure to make it easier to have public/private partnerships. 2. City Bond Measure for affordable housing. <p>Aside: Every election cycle the question comes up about a policy around this. Liz has added this to her list of policies to create and update. Liz working to figure out who would be on a DTF to work on policies that we identify need to be written.</p> <p>Liz – Move to endorse all three measures. Second from Susan. Clarification: these are all endorsed and brought to Steering by Tikkun Olam.</p> | <p>Chris</p> |

| | | |
|-----------|--|-------------|
| 7:35-7:40 | Break | Rachel, Ken |
| 7:40-7:50 | <p>High Holiday issues (greeters, aliyot/honors)</p> <p>Steering Committee is generally the greeters for High Holidays at the front door. A sign-up sheet was sent around.</p> <p>Security: Hire through police union off duty police officers for security details in their police cars. Sometimes we don't get enough people to sign up, so Rachel looking into ways to incentivize. Bag check we hire a private company.</p> <p>Honors: Discussion about reviewing the recommendations from Cluster Leads of good people to be honored with aliyot, hagbah/galilah, etc. Trying to identify people who have been doing a lot for the congregation in the last year. Policy is officially for the president, rabbi, and an ad-hoc committee to decide. Ken recruited for that committee. Rachel to follow-up with letter to the people being asked to participate. Ken, Benjamin, Bill, Susan will be the committee.</p> | Rachel, Ken |
| 7:50-8:10 | <p>Financial report</p> <p>Benjamin reported on the expenditures from the Rabbi's Discretionary Fund. This report discusses the areas where expenses have been allocated without details. All expenditures are anonymous. Through the Rabbi's contract there is a Havurah member who will have access to the account to assure that all is in order. (Benjamin's report being posted with minutes?)</p> <p>Shari reported that she is going to reorganize our ledger to more align the accounts with our priorities and governance/cluster model, and make our review of financial reports easier.</p> <p>Financial Overview</p> <ol style="list-style-type: none"> 1. Year-End Financials distributed: we ended the year in the black by over \$66,000. \$46,000 was allocated to the Building Reserve Fund / \$10,000 was allocated to the Prayer Book Fund for new Mahzors in the future/\$10,000 was allocated to | Shari |

| | | |
|-----------|--|-----|
| | <p>Havurah Reserve Fund.</p> <p>2. Membership – added 6 new families / 6 waiting families / 7 families dropped. If all other members renew we would currently be at 403 families – pending about 90 families who have not indicated their plans, which is average for this time of year.</p> | |
| 8:10-8:20 | <p>Update on policies and job evaluations</p> <p>Preparing a staff background check policy for September. First, need more members for the Personnel Committee, so likely will be later to concentrate on building this committee.</p> <p>Policy Updates – been working with Rachel to collect all policies into one place and making a list of needed policies. Will pull together a committee to help review policies, but the actually writing of policies will have to be in conjunction with appropriate cluster. Liz also working on new members for the Personnel Committee. She has the Hakol Article for August, so will focus on the committee recruitment for these two committees.</p> | Liz |

Avodah Lead Report

August 2018

Submitted by Susan Brenner

Spiritual Life Committee-

Susan attended a meeting to discuss ways to promote intergenerational connections within Havurah. Several of the ideas could be implemented on a regular basis at services including

- Chevruta (1 x 1 or 2 x 1) discussions during the Torah discussion
- Welcoming newcomers from the bima and asking them to introduce themselves
- Inviting all to stay for lunch

The SLC discussed these ideas via their google group and liked them mostly. The person leading the drash section would need to thoughtfully craft a way to set up the chevruta work. Welcoming newcomers and inviting all to lunch could be written in to the bima announcement sheet and read aloud each time.

B'nai Mitavah Committee-

The committee is still seeking someone to take up the role of Co-Chair now that Miriam has joined Steering. She has agreed to serve a transitional role, but cannot continue long term. Amanda Coffey is a candidate but has not yet formally agreed to do it.

The committee has questions on how/if its role will change with the new cohort system coming on line.

High Holiday Committee-

Obviously lots happening now in preparing for the yamin noraim.

Leader/leyner roles are filled.

Two Tashlich services this year on 2 different days and locations.

Sacha is checking in with leaders to remind them of their roles.

Hadracha Report

August 2018

Music

Shelley Sobel continues to represent Hadracha in this area. Ilene let Shelley know that she was intending to end her tenure as music director for Havurah after the High Holidays. Shelley has been working with Ilene to ensure a smooth transition, with detailed discussion about certain projects and how they will be carried forward. Ilene is not leaving Havurah and will still be involved with music to some degree, but not in an organizational leadership capacity.

The Music DTF added Alana Hein to its group, and continues to refine a way to determine our music needs and wishes. They expect to have finished an online questionnaire this month, with the intention of sending it to the congregation after the High Holidays.

Personnel

Work has begun on job evaluations for staff. Shelley will be conducting a 360 evaluation for Teri, and Bill will do the same for Rachel. Liz has been pulling together members for a personnel committee, with one goal being to formalize and refine the evaluation process. In the meantime, we are working toward creating a method for evaluating Rabbi Benjamin's performance for this year, which may or may not be revised by Liz's committee in the future. The goal is to hopefully accomplish this review before the end of the holiday period. The same process will be used to perform an evaluation for Deborah.

Finance

The transition to a new treasurer seems to have been completed smoothly and Shari is up to speed on most, if not all issues.

Rabbi Transition

The work of Rabbi Transition Committee was a success over the first year of Rabbi Benjamin's leadership. There is no longer a need for a separate committee. Discussions are being had to develop a sustainable model for supervision, feedback, and priority setting for both Benjamin and Deborah.

Gesher

Recruitment was done through the community email and the following members came forward: Nancy Becker, Herman Asarnow, Karen Erde and Fran Berg. An orientation is planned for 9/16 to review our goals and how we will work together. At this point we will not do further recruitment. Projects we are working on include meeting with Kabbalat Shabbat folks about issues they are having with security volunteers, creating a Families with Young Children committee and potentially get started the B'Nai Mitzvah redesign process. Chris Coughlin will be leaving Gesher after the 9/16 orientation.

Reconstructing Judaism Conference

Through the \$5k donation Havurah received, Julia, Ken, Karen Westerman and Jackie Zapp Albin will attend. Bill Kwitman and Andy Gordan also plan to attend.

Plenum Rep

Andy Gordan has moved to Seattle but has agreed to stay on as rep until we find a new one. Recruitment went out in the community email. Abigail Webb has come forward as interested but wanted to wait until after Asher's Bar Mitzvah this weekend to talk further about it.

Safety (under Makom but noticed it wasn't in Tom's report)

Several weeks ago there was an issue with Barry discussing the 9/11 conspiracy theory to a guest of Havurah and not leaving when asked. This led to a conversation with Staff and Presidents about locating a training for staff and members about de-escalation in situations where people living on the street use our property and present as potential dangers. Staff were given basic hotline numbers for medical and mental health care for acute needs in addition to calling 911. The purpose of the training would be to increase comfort for all in dealing with situations as they arise. An ask went out in Community Email, Benjamin is talking with Racheal Duke about her thoughts as she has a lot of experience in this area, and John Devlin of the Safety Committee is included in these conversations.

Staffing DTF

Adela started on 8/6 and the Staffing DTF will be her onboarding team for 6 months (Chris, Shari and Julia). They will meet with her 2x a month. Adela will be meeting with many members, steering and staff to learn their roles.

Other reports for the August meeting are linked to the website separately.