

Steering Committee Minutes
September 12, 2017
6:30 – 8:30 pm

Present: Ken Lerner, Janet Byrd, Chris Coughlin, Lisa Cordova, Susan Brenner, Rabbi Benjamin, Liz Joffe, Deborah Eisenbach-Budner, Julia Lager-Mesulam, Aaron Pearlman

Absent: Rachel Pollack, Bill Kwitman, Teri Ruch

Topic and Report	Action Item- Who is Responsible
<p>Approval of minutes, Storage of executive session minutes; final decision on linking minutes electronically</p> <p>Liz had some corrections & Bill will separate Exec and Regular Steering Minutes and resend them</p> <p>Agreed to include lead reports with minutes when posting online</p> <p>How will Executive Meetings be stored? There is Dropbox set up for regular steering and exec committee. Chris has instructions how that occurred and will share.</p> <p>Minute taker will get approved minutes to Teri for posting on website Leads will get lead reports to Teri for posting</p>	<p>Bill will separate Exec Session from Regular Steering Minutes and resend them</p> <p>Liz and Chris will collect all Exec Sessions and get them into DropBox Ken will talk to IT committee about process for changing permissions with leadership rotations</p> <p>Shelley will talk to Teri about expectations around posting to web</p>
<p>Cemetery update-Presentation by Larry Reichman and Dave Weil History</p> <p>There has been a very long and confusing history about how many spots we own. When Dave Weil went to Metro to negotiate new contract there was confusion/miscommunication around the price and the price in fact had increased 3x from what Dave thought. Dave and Larry have spent A LOT of time renegotiating the current contract before steering now.</p> <p>Request to approve Dave and Larry moving ahead with negotiated contract-</p> <p>The contract would allow for the purchase of 69 sites for the price of \$133,630. We currently own 493 sites, 241 of those sites are sold and we have \$203K in the cemetery fund from the sale of sites. The purchase of these sites would come from this fund and not Havurah operating budget. This contract will state clearly how many sites we own, their locations, how we purchase new sites, what kind of burial is allowed and isn't allowed.</p>	<p>Steering approved this request Larry Reichman & Dave Weil will move forward with contract and payment</p>
<p>Courtyard security/door security</p> <p>Ken explained that we have had "visitors" in the courtyard using drugs, defecating on the property and moving the plants which caused the watering system to be repaired. There is concern around safety and cleaning up after people.</p> <p>A discussion occurred around how should we monitor, protect our space, congregants and staff while also be welcoming to those in need?</p> <p>Question around having a fence and the cost and visual impact to that.</p>	

<p>Door Security-we need a system for minyans who will be on security. Shelley asked someone from security to meet with spiritual life to talk about expectations of security and welcoming role, define what role is and make clear to those volunteers what is being asked of them.</p> <p>Safety Equipment-Proposal from Security committee to purchase 3 walkie talkies, panic buttons for staff and items to create a safe room at Havurah. Janet reported that there are funds available for these purchases</p>	<p>Ask safety committee to explore cost of fence so we determine if we can afford this option</p> <p>Security and Spiritual life will connect & develop protocol</p> <p>Voted to allow purchase of safety items</p>
<p>High Holiday need for volunteers We need volunteers specifically to move items to the Tiffany Center, clean up and to bring items back to Havurah.</p>	<p>Ken to ask Rachel to send out details of where gaps are to steering and we will elicit volunteers from their clusters.</p> <p>Ken will ask Rachel to send more requests out to the entire community</p>
<p>Retreat planning Aaron, Janet, Chris and Shelley are meeting with Wendy to plan retreat. Starting with fundamentals of long range plan to establish what our goals are. Looking at a number of issues –growth, welcoming, leadership, fundraising, bnai mitzvah, 20s and 30s age group, older age groups, silos, etc Goal from retreat is set 18 mth goals for congregation Staff want to make sure their thoughts and ideas are included in planning.</p>	<p>Shelley scheduling meeting with group and Wendy</p> <p>Discussion of retreat planning will occur with Presidents at Staff Meeting in October. Feedback from staff will be given at that time</p>
<p>Finance report Rabbi Discretionary fund email- Guidelines and structure was presented by Janet. The fund is beginning with a balance of \$2500 and will grow with tribute contributions and half of each payment made to Rabbi Benjamin for officiated weddings, simchas.</p> <p>In order to protect confidentiality of this fund will be a separate checking account at US Bank with only 2 authorized signers- Rabbi Benjamin and Aaron Besen Annually Finance and steering will get report on usage of fund that won't compromise confidentiality. Aaron will have ability to analyze details. Rabbi can use at his discretion, excluding political contributions & direct payment to him and his family.</p> <p>Request to close Emergency Kehillah fund because it doesn't have a practical purpose. Funds from that account went to Rabbi Discretionary & \$130 will go into Security Fund.</p> <p>Budget is in good shape due to: Had large contribution, slower hiring than expected, nothing unexpected occurred Membership renewals are on track</p>	<p>Voted to allow to move ahead The resolution was presented to Steering and signed by Liz Joffe, Corporate Secretary</p> <p>Steering approved</p>

<p>Due adjustment rate is 26%</p> <p>Had anticipated membership growth but under projection- need to watch that over time but no worries at this time</p>	
<p>Requests: 1. Sponsor Weekend in Quest- no financial sponsorship just promotion within Havurah</p> <p>2. Alberta St. eastside Jewish Center project- what is the ask? If we would use the space-possibly, we need more information.</p>	<p>Steering approved</p> <p>Information shared</p>
<p>Membership issues:</p> <p>1. Update on Connections leads</p> <p>Committee needs to look at what their mission is. They are struggling with leadership since 2 co-chairs left. There needs to be discussion and clarity among members of committee and Teri about the ways in which Teri's already supports committee work and what if any changes might need to occur.</p> <p>2. Collecting personal info at HH- Aaron suggested that we collect information about guests at HH. Idea to have registration for everyone to get a free ticket and if they don't sign up that we collect their email so we 1) know who is in the building, set up of rooms, safety in event of disaster, etc and 2) email for future fundraising need</p>	<p>Aaron & Shelley will talk to make sure that there is clear understanding of need</p> <p>Bill, Aaron and Teri and possibly whole group meet about next steps</p> <p>Table discussion for retreat as we can't implement this change this year</p> <p>Aaron agreed to make sure there are 2 clipboards downstairs and upstairs to try to gather emails</p>
<p>Policies update</p>	<p>Hold for next time</p>
<p>Personnel Handbook final revisions/approval</p>	<p>Hold for next time</p>
<p>Staffing – job posting</p>	<p>Hold for next time</p>
<p>Lifelong Learning charter proposal</p> <p>Education charter and structure needs to be updated to reflect current scope of responsibility. Proposal suggested that clarifies that LLC is responsible for ensuring that adult learning activities occur at Havurah.</p> <p>LLC members will meet once or twice a year with representatives from youth education committees to ensure cross pollination of ideas and coordination of programming.</p> <p>Question came up about how we want policy to develop within the new governance structure? What is the flow? Will there be implications for policies that come through Education that could impact other clusters/parts of Havurah. Policies can be in conflict with others, lack of consistency could be created if we don't have clear workflow.</p> <p>Need to look broader about how policies will be moved forward, what is Steering's role in this?</p>	<p>Charter will be sent out to all steering committee members to review.</p> <p>Table this discussion for retreat as it has implications for other clusters. We need overall policy workflow</p>
<p>Integration mtg</p> <p>Do we want to schedule another one? While it was very beneficial it was agreed that at this time there was not a need to schedule another one.</p>	<p>Voted not to do again</p>

