

## Steering Committee Minutes

January 9, 2018

6:30 – 9:00 pm

Attending: Ken Lerner, Bill Kwitman, Julia Lager-Mesulam, Liz Joffe, Chris Coughlin, Susan Brenner, Shelley Sobel, Rabbi Benjamin Barnett, Deborah Eisenbach-Budner, Andi Bales Molnar, Janet Byrd, Aaron Pearlman, Lisa Cordova, Rachel Pollack

Absent: Teri Ruch

Guest: Andy Gordon, Steve Birkel

Blessing	
Drash - Shelley	
December meeting minutes approved	
<p>Update on RRC November 2018 Convention</p> <p>Andy Gordon is our representative to the Reconstructionist movement. Andy facilitates our quarterly meeting with the presidents of the other Reconstructionist congregations. Andy shared that conventions are absolutely fabulous. The next one will be in Philadelphia in November 2018, cost will be about \$1500/person, including airfare. Andy is recommending that Havurah sends 1 – 3 people and put money in the budget to send people. The theme is rooted and relevant, workshops will happen with the same group all weekend. Thursday – affinity groups, Friday – Sunday for the convention. Beth Hamon may be participating. Budget request would go through Kehillah. There was a discussion about whether participants should be staff, leadership, or potential future leaders, with the suggestion that perhaps a mix of people would be best. Perhaps someone could attend convention with Andy to step up in the future and work with him as the rep.</p> <p><b>Conversation will continue about who might attend and how to consider the budget request</b></p>	<p>Andy Gordon shared information about the upcoming Reconstructionist convention and a request to include dollars in the budget to send people.</p>
<p>Energy Savings Proposal</p> <p>An energy audit of building happened about a year ago. One portion was about lighting. Much of Havurah’s lighting is inefficient (fluorescent and halogen). The recommendation in the audit was to switch out lighting to use more efficient LED options. A sub team worked with a lighting consultant to get a sense of the options and what could/should happen. Energy savings and aesthetics are both considerations. Consultant could put together a design and provide a narrative about the implications towards savings and aesthetics.</p> <p>General estimate to redo the lighting in the whole building is \$20,000 - \$30,000.</p> <p>Work would be done in partnership with the Design Committee</p> <p>Current request is up to \$1500 to put together the design and narrative about options.</p> <p>There was a request to wait to discuss until after the finance discussion later in the meeting.</p> <p>It was stated that the goal would be to save energy usage and dollars.</p> <p><b>There was a request to get the names from some of the other organizations the designer has worked with, and to get a sense of the Energy Audit rebates. Steve will follow-up</b></p>	<p>Steve Birkel gave an update about work that the Climate Action Team has done about lighting at Havurah following an energy audit</p>
Sharepoint Update	Steve Birkel provided an

<p>Steve Birkel explained that Havurah is transferring to a cloud-based model at Havurah using Microsoft Office 365 package, which includes Sharepoint. This can be used to share information, things like Shabbat School materials, music. The IT Committee would like to create a hybrid file storage system, a secure safe to author things and then post it someplace for people to access. The IT team will be putting together how to use these tools for various projects. There will be a couple of pilots to work through how to use the system. In 3 – 6 months it will be in mainstream use.</p>	<p>update on some of the updates to the file storage tools at Havurah</p>
<p>Budget: Financials, Mid-Year Update, budget demands and status, pending requests, and schedule for preparing next year’s budget</p> <p>Janet sent out financials today. She explained that we are 8 months into a 14-month budget, so it is a good time to review. There are places where we are over-budget and others where we are under-budget, but all in all in she reported Havurah is in fairly solid financial position.</p> <p>Janet suggested that we complete a review of overall building pending needs before making any decisions about additional expenditures.</p> <p>Janet shared some highlights from the financials including:</p> <p>Revenue:  High holiday contributions up  Donation for professional development helped cover costs  Dues are strong  Membership numbers are up</p> <p>Over budget in the following areas:  Security – purchase of panic buttons and radios  IT – security costs (firewall)  Carrie’s salary  Installation  Carpet</p> <p>Under budget in the following areas:  Fundraising  Tributes  Salary for Program Director because we hired later than planned  Congregational retreat</p> <p>Pending:  Lighting design – there is about \$2500 in the building maintenance line that could be used  Security fence for roof  Wood floors refinishing - \$6K  Sidewalk - \$500  Heating system - \$1500  Security gate – probably next fiscal year  Soundproofing in classroom</p> <p>Each one individually is not much, but the building costs should be looked at as a whole. Janet made a recommendation to set up a building committee to review and assess what should happen. There was a discussion that this was a good suggestion, and it was important to have a big picture view of needs before making decisions.</p>	<p>Janet provided an overview of the financial report, recommended the establish of a Building Committee, and proposed the budget timeline.</p>

<p>It was noted that it is important to get multiple bids before moving forward with projects</p> <p><b>Janet reviewed budget timeline and process and Steering approved the timeline. Steering agreed that a Building Committee should be setup to assess overall building needs to prioritize projects.</b></p>	
<p><b>Break</b></p>	
<p>Second Retreat Update and Planning</p> <p>There are about 40 people on the invitation list – so far Shelley has received 25 yeses, 7 no’s</p> <p>Steering and staff will be scattered in small groups to help support conversations. Introducing new ideas, new ways to work. The planning team is counting on all of us to be active spokespeople, step in as discussion leaders, and offer our perspectives.</p> <p>The purpose of the agenda is to invite more participants into this participatory leadership model. It is a big and complicated agenda, and it is going to be tricky to be coordinating the whole group</p> <p>Shelley and Wendy shared that we will see some of the same themes, etc., from Retreat 1 including the from/to assignment</p> <p>We will take some time to plan in clusters around Chanukah planning to model some collaboration</p> <p>There will be a checklist that will be distributed.</p> <p>We will use the cluster value statements as a starting place</p> <p>Shelley reminded us that it is important to be able to prioritize and sometimes say no</p> <p><b>Wendy and the planning committee will circle back with this group about roles for the retreat</b></p>	<p>Shelley and Wendy gave an update on retreat planning</p>
<p>Presidents Council Update</p> <p>There was a very positive meeting with past presidents; this is a group with historic knowledge, we should be going to them more. Perhaps we should establish a listserv to ask them questions. There were lots of ways they offered to help.</p> <p>As a next step Shelley is to send them a short list of options. There was a discussion about what should be on that list. Suggestions included:</p> <ul style="list-style-type: none"> <li>- building</li> <li>- space</li> <li>- long-range plan</li> <li>- mentoring</li> <li>- leadership development</li> <li>- new Dorot group</li> <li>-capital campaign</li> </ul>	<p>Shelley and Julia provided an update</p>

<p><b>Shelley will send out a list of possible projects for past presidents and ask for Steering to prioritize via email</b></p>	
<p>Sexual Harassment: History and review possible policies for staff and congregants          Julia provided an update about the situation with the Hillel director and the article she wrote about sexual harassment by a donor. There was a discussion about policies. It was mentioned that Havurah has some language in the personnel policies, but it doesn't necessarily cover congregants. Julia has looked at some policies. There was a discussion about options to provide some training. Liz could work on a policy about having a harassment free environment.</p> <p><b>Julia, Liz, and Deborah will work on a sexual harassment statement and policy.</b></p>	<p>Julia gave an update on a community meeting and possible responses</p>
<p>Update on cemetery, possible church rental and announcements          There is still no contract with Metro; the church rental will come back to us in March;          Kehillah is holding a meeting on January 21 to broaden the scope of the Connections community, including brainstorming how to expand ways to be a welcoming congregation</p>	<p>Announcements</p>
<p>Adjourn</p>	