

Ann Arbor Recon Board Meeting Minutes
January 20, 2008

DRAFT
Home of Aaron Ahuvia

Attending: Aaron Ahuvia, Marcy Epstein, Sally Fink, Sally Goldberg, Alicia Kent, Keith Kurz, Audrey Newall, Daniel Steinmetz.

The new Board had a combined retreat and business meeting. Danny then provided an overview of the past year's major developments and issues he hopes will continue:

- formalizing, centralizing accounting
- Havurah growth while maintaining its character
- decentralizing service leading
- reaching out to people in the area who don't have a congregation
- starting/reviving the book club
- more fundraising, in addition to the successful rebate program
- publicizing the Progressive Giving Jewish Fund more effectively, as an alternative to the Jewish Federation and as part of the identity of the Havurah
- developing Jewish knowledge and richness among members (e.g., adult ed programming)
- engaging in political activities beyond giving money
- integrating the Beit Sefer more with Hav activities
- hiring staff for paid positions, developing administrative staff
- continuing the monthly Second Friday and end of the month potluck Shabbat services
- establishing a monthly Saturday service

Brainstorming Goals:

- develop more defined procedures for finances and create integrated financial and organizational record keeping
- create a new Hav brochure (Public Relations Committee)
- integrate b'nai mitzvot with the congregation
- publicize the Jewish Giving Fund more effectively
- do more activities outside, with nature
- develop a local, state, national, international identity for the Hav
- hold 2 retreats, Shabbaton
- have more adult ed programming (e.g., "What Is Reconstructionism?"), including intergenerational activities
- clarify the roles of paid and unpaid administrators and the administrative structure
- do more training of Hav members to be service leaders
- create better programming for Shavuot
- develop the Mitzvot Committee further, use the congregation's many mental health experts

- establish an active Membership Committee to welcome new members, re-recruit former members, and create new member packets
- maintain the participation requirement as we broaden volunteerism/volunteer development
- further develop the programs the Board started in 2007:
 - launch the Saturday morning service
 - build the Second Friday Shabbat service
 - get the website up and running, publicize it
- create an annual calendar to plan ahead for annual programming events
- establish a Board contact for each annual event
- create a Hav binder with information about the Havurah, by-laws, the budget
- invite more visiting rabbis to lead Shabbat services
- take better advantage of the many Jewish resources in Ann Arbor
- get better connected to the national Jewish Reconstructionist Federation's resources

New Business:

- **Monthly meeting time:** the first Tuesday of every month, 7 to 9 pm, Aaron Ahuvia's house.

Board Meetings for 2008:

February 5

June 3

October 7

March 4

July 1

November 4

April 1

August 5

December 2

May 6

September 2

- **Election of officers:** Chair: Danny Steinmetz; Treasurer: Keith Kurz; Secretary: Alicia Kent
- **Second Friday services in April:** The Second Friday Shabbat services on April 11 will not be held in Ann Arbor and instead subsumed by the Reconstructionist Midwest Retreat (April 11-13) at Camp Tamarack in Ortonville, Michigan.
- **Bank notification:** The Board passed a motion that whenever the Board elects a new Chair or Treasurer, the secretary will tell the bank that the new Chair and Treasurer are the designated signers and that all bank documents should be sent to the Treasurer.
- **Board transitions:** Keith suggested that the Board change the by-laws such that all officers maintain their responsibilities until the new Officers are elected. Tabled for future discussion.

Next Meeting: The next meeting will take place on Tuesday, Feb. 5th at 7 pm at Aaron Ahuvia's home. In addition to new business, the Board will prioritize the above goals.

Meeting adjourned at 3:40 pm

—Recorded and respectfully submitted by Alicia Kent

Reconstructionist Havurah Board Meeting Minutes 02/05/08
Home of Aaron Ahuvia

Submitted by Sally Goldberg (Acting Secretary in Alicia Kent's absence)

Attending: Aaron Ahuvia, Marcy Epstein, Sally Goldberg, Keith Kurz, Audrey Newell, Danny Steinmetz

Minutes from the 01/20/08 meeting were approved without amendments.

Marketing Committee

Sally Goldberg reported on the activities of the newly formed Marketing Committee. Work has been underway on a more modern website to be rolled out by the end of February/early March. Additionally, the committee is committed to developing a Havurah brochure as well as publicity on the Jewish Giving Fund. Emily, Aura, and others have been working to ensure that there is an article and photo in each edition of the WJN highlighting the Havurah's activities.

The Board approved up to \$250 for software and hosting of the new website and agreed to add a line item to the budget for marketing purposes. Specifics will be revisited next month after the Marketing Committee has researched and come up with a proposed figure that would include production costs for brochures, and other marketing materials.

Saturday Morning Teaching Service Proposal

Aura presented a detailed proposal for a Saturday Morning Teaching Service. It was agreed that the service would be a maximum of two hours in duration including announcements. It would be a service where children and adults can learn about the Saturday service together. Everything including announcements would be a maximum of two hours in length. A pilot version of this service is planned for March 1st.

Personnel Issues

The Board discussed issues regarding the need for a new Volunteer Coordinator and a new Beit Seifer Director. A search is underway to find a new volunteer coordinator a.s.a.p. so that there is a smooth transition and things are in place well ahead of the High Holidays.

The need to hire a new Beit Seifer School Principle was addressed. A job description that prioritizes parts of the job is needed. (Duties include hiring, supervising and working with teachers, administration, curriculum development, and recruiting). Marcie and Danny will talk to teachers and our current Acting Principle, Benji, and will create a draft of a job description before the next Board meeting.

Audrey Newell reminded us that Jonathan's Bar Mitzvah is scheduled for May 10.

Reconstructionist Havurah Board Meeting Minutes 03/04/08 Home of Danny Steinmetz

Submitted by Sally Goldberg (Acting Secretary in Alicia Kent's absence)

Attending: Marcy Epstein, Sally Fink, Sally Goldberg, Keith Kurz, Audrey Newell, Danny Steinmetz

Motion made by DS to approve minutes for Dec - approved without changes. Sally F and Keith abstained, as they were not Board members in Dec.

Motion made by DS to approve Feb minutes – approved without changes.

Treasurers Report

Keith is learning Quicken. He is currently investigating banks that might provide more services and interest. If he finds a better deal he may propose we move from AA Commerce. He is working on improving and creating systems for timely monthly payments and deposits, accurate and up to date membership lists, and payments, expense reports, and approvals, and maintaining personnel documentation for both legal and tax purposes.

Danny asked for an ongoing record of decisions we made that might change the budget.

Priorities are to identify an accurate member list and collect membership dues that are owed. A membership committee is a priority. It was brought to the Board's attention that some members have not paid dues in a timely fashion and reminders needs to be sent out. Some people who have been delinquent should be contacted directly.

Keith will calculate how much is owed still in unpaid membership dues. He thinks it is significant.

Beit Sefer (and other volunteer) reimbursement coordination

Keith proposed a cash expense reimbursement report (form) be filled out by employees or volunteers and submitted with receipts for approval. Electronic documents (with scanned receipts) are acceptable. Pre-approval for expenditures at least verbally must be received per the chart of approvers on the form. The form (an Excel spreadsheet) will be available on the website in the member-only section. Keith is to submit this to the Web Maven when the form is finalized. Motion made by Keith, seconded by Danny, unanimously approved.

High Holiday Service Leaders

Keith proposed we continue to use Aura Ahuvia and Deb Kraus as service leaders and approach them with an offer. Sally Fink seconded the motion. We will offer them \$3500 total to be split down the middle. Motion passed with Danny abstaining.

Program Coordinator/Administrator Position

Allison (who will be stepping down from her position as program coordinator in May) reported on the tasks required for the position. She will however, still remain as Editor of the GrapeVine newsletter. The Board expressed kudos to Allison for doing this job so diligently for the past number of years.

Allison expressed that the most stressful part of the job she feels is recruiting volunteers to head up parties (such as Purim and Hannukah, the Annual barbeque), the Retreat. Marcy suggested that we identify a sub-structure of volunteers who would like to volunteer each year for a particular holiday so that there is a regular pool of people for the volunteer coordinator to contact well ahead of each event. Allison suggested she do an informational interview with the event organizer from the Jewish Cultural Society and see if we can learn anything from their structure.

Keith will attend this interview with Allison.

Keith suggested we post job ads in the GrapeVine, WJN, and on our website. Keith will draft a job description ad to be placed in the WJN April edition – Sally to ask Emily for an extension to the March 7 copy deadline.

Marketing Committee

Kudos to Emily Eisbruch on all her work on writing articles and publicity for the Hav for publication in the WJN.

Sally presented a budget proposal to be spent on marketing including joint Beit Sefer/Hav advertising. Costs would be shared with Beit Sefer enabling us to buy larger sized and more visible ads in the WJN and Chai Lights. The proposal also included a budget for a 3- fold brochure.

Keith suggested that we include line items on Beit Sefer and membership forms asking where people heard about the Hav and list advertising as one of the choices so that we can have a method to track the effectiveness of

Reconstructionist Havurah Board Meeting Minutes 03/04/08
Home of Danny Steinmetz

advertising. It was agreed that embarking on a marketing campaign goes hand in hand with professional and timely follow up on prospective and new membership leads. This would be the job a Membership committee. In addition when we hire a new Event/Admin coordinator part of the job should be to track membership leads and hand them off to a membership coordinator. When new people come to events they should be called and invited to the next event.

Audrey made a motion to approve the marketing proposal of a \$1630 budget (includes website hosting which is previously approved). The motion was seconded by Keith and approved unanimously.

Kudos to Joel, Paul and Emily for work on the website.

Beit Sefer Director

Need a job description and an advertisement for this position to be placed in the WJN and DJN. Marcy handed out a flyer she had crafted as a recruiting tool – to be posted, and handed out in appropriate venues (such as Hillel, etc). A motion was made to approve the job description as presented by Marcy. \$400 was approved as an amount to advertise the position. A full job description will go on our website – Marcy to supply to the Web Maven. Danny pointed out that the Aarecon.org link on the website currently goes to Allison, and a new link should be created for Beit Sefer Director enquiries that should go to Marcy Epstein or Debbie Fields.

Kudos to Beit Sefer volunteers for running Beit Sefer.

Reconstructionist Havurah Board Meeting Minutes 04/01/08
Home of Danny Steinmetz

Submitted by Sally Goldberg (Acting Secretary in Alicia Kent's absence)

Attending: Sally Fink, Sally Goldberg, Keith Kurz, Audrey Newell, Danny Steinmetz

Motion made by DS to approve minutes for March and seconded by Sally F. Minutes approved without changes..

Event and Planning Coordinator and Administrative Hires

It was agreed to split out the job responsibilities for each of these into two positions. A motion was made to focus on the Event and Planning Coordinator– made by Sally F and seconded by Danny. We will be advertising for this position in the May WJN. We have a temporary hire for an Administrative position (through Keith Kurz).

Beit Sefer

Debbie Field and Ethan Lowenstein presented a preliminary budget for the Beit Sefer on behalf of the Beit Sefer Committee for this year. Included was a line item for the new director, a new teacher (replacement for an old teacher). Debbie has been running the Beit Sefer for the past four years, but cannot do this anymore. Debbie also mentioned that we have a number of Bar and Bat Mitzvah age kids coming up next year and we need to address this issue so that their needs for Bar/Bat Mitzvah preparation can be met and schedules need to be coordinated. Danny to email the Bar/Bat Mitzvah Guidelines to Joel to post on the website.

It was suggested opening up the Director Position to someone at the Hebrew Day School who may be doing something similar – there is a part-time assistant director position there. If someone has a contact there we could approach that candidate. Keith and Danny will call some contacts of theirs and talk to them. Marcy will be the contact person for applications for this position. Hillel and EMU could also be a good resource. It was mentioned that if a quarter time position was not enough, it could be possible to combine this with another open position in the Havurah – or to approach other organizations in town and see if we could do a joint recruit.

JFR Retreat Scholarship

Request from the JRF who are organizing the Retreat – they want to offer a scholarship attendance subsidy of \$200 to National JRF for the JRF MidWest Retreat being held on the second weekend in April. Motion made by Danny to approve the request for \$200 and seconded by Sally F. Motion approved.

Internet Phone Number

The Board approved obtaining an Internet phone number/voicemail. (authorized up to \$150. Motion made by Danny, seconded by Keith Kurz. Passed unanimously. This will be routed to Danny's email until further notice, but will change at some point.

Kudos

To the Beit Sefer committee for running the Beit Sefer

To Aaron Kaufman, Marcy Epstein, and Allison Stupka for organizing a great Purim party.

Ann Arbor Recon Board Meeting Minutes
May 6, 2008

APPROVED
Home of Danny Steinmetz

Attending: Sally Fink, Sally Goldberg, Alicia Kent, Keith Kurz, Daniel Steinmetz. Guest: Debbie Field

Approval of Minutes: Minutes for April 1 were approved.

Treasurer's Report: Keith updated the board on the 3 searches. He will start working on a FY09 budget for Board consideration. The new budget year begins July 1 and will be presented at the June board meeting. Keith also raised the issue of hiring a Rabbi, but the Board decided to wait on this discussion.

Administrative Assistant: Keith will supervise the position. He outlined plans to collect more about our membership at pledge time and create a more detailed database as well as templates for correspondence such as dues reminders and tax letters.

Volunteer Coordinator/Events Planner: Keith will follow up again with a promising candidate. The Board unanimously passed a motion to authorize Danny and Keith to interview the candidate and make an offer if they choose. Danny made a 1-year commitment to supervise this position.

Surplus for Alan Lew Event: Danny reported that Steve Merritt requested that the \$3,185 surplus from the event be used for next year's events. The Board unanimously passed a motion to leave the surplus in the Havurah's bank account to be used for events next year similar in nature to the Alan Lew event by the committee who planned this year's event if the corporate sponsors would write up a simple letter of understanding.

Chase Bank Account: The Board unanimously passed a motion to authorize Keith to open a bank account at Chase because it offers more automated, efficient processes with less paper.

Beit Sefer: Debbie Field reported that 7 candidates applied for teacher positions; 1 has been hired. Future teaching of b'nai mitzvot will need to be explored; Debbie raised the idea of rotating it among different Hav members. There are no candidates for the director position. The Board unanimously passed a motion to state that it is open to alternatives to hiring a director for this academic year, such as hiring a head teacher, because we need to move quickly for this upcoming year.

Name Change: Danny will organize a final meeting to consider a new name for the Hav.

Report on JRF Regional Retreat: Danny reported on the retreat.

Evaluation Process for Service Leaders: Danny suggested that the Hav needs a formal mechanism to evaluate, mentor, and provide feedback for service leaders. The Board brainstormed names for a committee to develop an evaluation mechanism, perhaps an evaluation committee (distinct from the committee developing the mechanism).

Kudos: Benjy Ben-Baruch for keeping the Beit Sefer afloat and all of his time and hard work.

- Kevin Norris for helping with the new teacher contract.
- Debbie Field for all of her work to hire teachers and develop alternative plans.
- Steve Merritt and Judy Friedman for very successful events for Alan Lew's visit, and much appreciation to the sponsors who made this event financially possible.
- Sally Goldberg for serving as acting secretary and taking minutes for the past 3 months and for the *Washtenaw Jewish News* advertisement and other marketing committee activities.
- Audrey Newell for organizing the 2nd night Passover Seder.

Next Meeting: Tuesday, June 3rd at 7 pm at Danny Steinmetz's home.

Meeting adjourned at 9 pm

—Recorded and respectfully submitted by Alicia Kent

Ann Arbor Recon Board Meeting Minutes
June 3, 2008

APPROVED
Home of Danny Steinmetz

Attending: Aaron Ahuvia, Marcy Epstein, Sally Fink, Alicia Kent, Keith Kurz, Audrey Newall, Daniel Steinmetz. Guest: Benjy Ben-Baruch.

Approval of Minutes: Minutes for May 6 were approved.

Volunteer Coordinator/Events Planner: Danny and Keith met the candidate for a 1-hour interview. The Board discussed salary at length. The Board passed a motion to have Danny check the candidate's references, with the goal of hiring her if her references are satisfactory. A salary offer will be further discussed as part of the Board's overall budget discussion.

Administrative Assistant: Keith has been working with an administrative assistant paid by the hour to maintain Hav databases and formalize administrative processes.

Beit Sefer: Benjy reported that he has been very pleased with the current head teacher and that he and Beit Sefer recommend that her responsibilities be expanded to include supervising all teachers and classes, run the administrative and record-keeping aspects of the school (excluding tuition collection), teach classes, and coordinate b'nai mitzvah classes. Benjy also anticipates that she will develop and plan student-related events outside of regular Sunday classes and other activities.

- Benjy also stated that the head teacher has the potential to grow into the position of Beit Sefer Director. Benjy will continue to supervise the head teacher.
- The Board unanimously approved the expanded responsibilities and salary for the head teacher.
- Marcy indicated that parents of Beit Sefer students have expressed interest in a part- or full-time rabbi for the Havurah/Beit Sefer.

Havurah Merchandise: The Board approved a motion to sell merchandise with the Hav's logo on it. The merchandise is made and sold through cafepress.com.

Treasurer's Report: Keith walked the Board through a preliminary budget for FY 09. With projections for 3 new personnel salaries, the budget would run a \$15,000 to \$20,000 deficit. After much discussion about ways to cut down or eliminate this projected deficit, the Board decided to hold another meeting devoted largely to budget planning and prioritizing and related discussions of personnel salaries.

Next Meeting: Monday, June 9th at 7:30 pm at Danny Steinmetz's home.

Meeting adjourned at 9:10 pm
Alicia Kent

—Recorded and respectfully submitted by

Ann Arbor Recon Board Meeting Minutes
July 1, 2008

APPROVED
Home of Danny Steinmetz

Attending: Aaron Ahuvia, Sally Fink; Sally Goldberg, Alicia Kent, Keith Kurz, Daniel Steinmetz.

Membership: Aaron proposed an idea to increase membership: Ask the administrator to get the names and phone numbers of all people on the Hav's e-mail list (reconannounce), then have members contact (by e-mail and by phone) those who are not members to encourage them to join. No steps were taken yet on this decision.

Publicity Committee: Sally G. reported that the committee updated the information for the *Washtenaw Jewish News*' "Guide to Jewish Living."

Bookcase at JCC: Steve Merritt requested that the Hav secure a bookcase for the many books that have been donated to the Hav. Danny said he would take care of this issue.

Proposed FY 09 Budget: Keith handed out the latest draft of the FY 09 budget and after much discussion and some revision, **the board unanimously approved a balanced budget.**

Some details include:

- Annual Retreat: Allison Stupka, Marcy Epstein and other members have agreed to plan the retreat for this year. Danny communicated to them that their budget will be \$1300, the amount of income generated from last year's retreat.
- Event Planner: The scope and details of this position are still being ironed out, but the Board agreed to offer the position for 160 hours of work to the candidate previously interviewed by Danny and Keith.
- Administrative Position: The Board encouraged Keith, who is supervising this position, to come back to the Board if funds for more hours than budgeted are needed.
- Donations, Scholarships, Gifts: With an increase in the number of b'nai mitzvot and other requests, the amount for these items was increased slightly.
- *Grapevine*: The Board decided to budget for the *Grapevine* as previously agreed upon, with discussions on reducing its cost to occur possibly at a future date. Small increases for printing and postage were also included in the budget.
- Break Fast: The budgeted amount will increase \$150 from what was decided on June 9th to \$900.

Next Meeting: Tuesday, August 5th at 7 pm at Danny Steinmetz's home.

Meeting adjourned at 9 pm

—Recorded and respectfully submitted by Alicia Kent

Attending: Sally Fink; Alicia Kent, Keith Kurz, Audrey Newall, Daniel Steinmetz.

Approval of Minutes: Minutes for July 1 were approved.

Personnel: Keith will close the loop with the events planner candidate by inviting her to High Holidays. The other lead has not panned out.

Administrative Issues:

- Undeposited checks: Keith has several past checks, from more than 1 year ago, that have not been deposited. They were divided up among board members to follow up on, to be completed by **Aug. 13**.
- Returned mail (from High Holiday mailings): Audrey will contact reconchat to ask for new mailing addresses.
- High Holiday mailings: \$500
- Admin e-mail address: Keith will work with Joel Goldberg to create a website for administrative purposes, admin@aarecon.org, to go to the administrative assistant.

Chair's Update:

- There will not be a second Friday event in August. In the future, the Board would like to see a second Friday event once every month, regardless of vacation schedules.
- High Holiday committee: Marcy Epstein has graciously agreed to coordinate High Holidays, with the help of a committee. Danny will e-mail Marcy the names of possible committee members that the Board came up with.
- Danny also stated that he is committed in the future to working on membership issues.

Website:

- E-mails sent to info@aarecon.org will go to the administrative assistant, Jackie Harter, who will work with Keith to forward it to the member who can best answer it, with the default being the "on call" member. Danny will be "on call" from Aug. 6 to Aug. 12. Deb Kraus, Aug. 16-22; Aura Ahuvia, Aug. 23-30. Deb Sep 2-15. Audrey Sept. 15-30. Sally F. Oct. 1-15. At the October meeting, we will revisit the schedule to assign future "on call" dates.
- Website calendar: the website calendar needs one person to update it. It is currently not being done. Jackie will contact Benjy Ben-Baruch to create a calendar of standard Jewish holidays, Beit Sefer schedule and events, upcoming B'nai mitzvot dates and to proofread the calendar (Alicia as backup proofreader). Jackie will also include Board meetings and second Friday and potluck Shabbat dates. In the future, any new events to be added to the website calendar should go to admin@aarecon.org, and Jackie will update/maintain the calendar.

Membership: Follow-up with recipients of the High Holiday/membership mailing who do not respond: In the next day or two, Alicia will send out a general message to reconannouce to encourage people to mail in their forms and payments. Alicia will then draft an e-mail to be sent only to those who have not returned their forms; Keith will work with Jackie to send out the e-mail to them by Aug. 12. Jackie will follow up with phone calls after Labor Day.

Kudos:

- Marcy Epstein for stepping up to organize High Holidays.
- Jackie Harter, our new administrative assistant, for putting the High Holiday and membership packet together.

Next Meeting: Tuesday, September 2nd at 7 pm at Danny Steinmetz's home.

Meeting adjourned at 9:05 pm —Recorded and respectfully submitted by Alicia Kent

Attending: Aaron Ahuvia, Marcy Epstein, Sally Fink, Alicia Kent, Keith Kurz, Daniel Steinmetz. Guests: Aura Ahuvia, Benjy Ben-Baruch, Ethan Lowenstein, Shoshana Maloff, Allison Stupka.

Approval of Minutes: Minutes for August 5 were approved.

Progressive Giving Fund: Keith suggested that we need to create a written annual allocation disbursement in order to trigger the disbursement. Danny will find the formula to disburse the funds and send a letter, with Keith's signature, authorizing disbursement. Danny will circulate this formula to the Board by e-mail as soon as possible.

Calendar: Aura led a discussion of the calendar through High Holidays 2009.

- Potluck Shabbat: Last Friday of the month through High Holy Days 2009. Halloween and Thanksgiving 2008 will not change the schedule. **Start time: 6:15 pm. End time: 7:30 pm. Potluck time: 7:45 pm.**
- Tot Shabbat at Potluck Shabbat: Aura asked the Board to revisit this issue. Debbie Gombert has indicated that she works best with kids through 1st grade age. What should be done for older kids? What role should the Beit Sefer have? Debbie is available October, December, January, February, March. April is unclear. Aura will look for substitutes for the unfilled dates (September, November, May, June).
- Second Friday Shabbat: Will not held in October, because it is the day after Yom Kippur. Aura will not be available for November, January. Aura will create a list of the steps of organization so that organization of the event can be assigned to someone else on the dates that she is unavailable. Alicia will e-mail her the list created for Potluck Shabbat, and Aura will adapt it for Second Friday. **Start time: 6:15 pm. End time: 7:45 pm.**
- Sukkot Retreat: Oct. 17-19, 2008
- Saturday Teaching Service: Sept. 6. None in October because of High Holy Days. Nov. 8 and Dec. 13 (changed because Aura will be out of town on the first Saturdays of those months). No Teaching Service in July 2009. First Saturdays for all other months.
- Simcha Torah: Oct. 21 evening. Allison will reserve the room. Danny and Marcy will be in charge of programming. Aura will be in charge of music. Keith will help at the event.
- Hanukah: Allison will look into the JCC for Dec. 24th.
- Passover: Aura will check with Audrey Newall about 2nd night Seder. The Hav will continue to coordinate the 1st night Seders at members homes.
- Shavuot: Begins the evening of Thursday, May 28, 2009.
- Evaluation: The Board agreed to do a calendar evaluation and update every 6 months. March 2009 will be the next calendar discussion. Schedule Shavuot event, Sukkot retreat at that time.

Calendar of Annual Administrative Items: Alicia agreed to create a list of triggers that the Board needs to discuss annual, including calendar planning in September and March, High Holy Days planning in June, planning for Board elections in September (elections to occur in November), booking of the High Holy Day venue and debriefing in November.

Room Reservations: Allison will be in charge of making reservations for the Havurah.

Potluck Shabbat: Alicia shared a to-do list that Audrey and she created for the coordination, set up and clean up of the potluck Shabbat. Coordination will be rotated among members of a 3-4 person committee. Alicia, Allison, and Jennifer Cohen have agreed to be on this committee and share responsibility for coordinating the event. The name of the coordinator for each potluck Shabbat will be listed in the calendar. The Board authorized Keith to negotiate a rate to pay Jonathan for helping the coordinator at the potluck Shabbat. Alicia asked the Board to help make it clear that all need to help with clean up and dish washing.

JCC Lease Renewal: The new lease includes a raise in rental rates. The Board approved Keith's motion that the Hav agree to the rate increase, Aaron will review the terms and make suggestions, Danny will negotiate with the JCC for any suggestions made, and Keith will sign the lease. The lease will be included in the minutes. Items to be negotiated:

- clearing a way to cage
- dishwasher
- bulletin board in an area of maximum exposure to potential Beit Sefer students. The Beit Sefer will maintain it. Shoshana Maloff indicated that she will not be able update it often until January, and the Board agreed that this worked well given that active recruitment for the next school year does not really begin until January.

Beit Sefer: Benjy introduced Shoshana Maloff, the head teacher of the Beit Sefer. She is taking over from Benjy. She is responsible for administrative duties and co-teaching.

- Keith will work with Shoshana to set up automated payment for the teachers.
- Marcy will work with Shoshana to offer Beit Sefer sessions at the Sukkot Retreat on Oct. 19 (instead of at the JCC on that day).
- Ethan Lowenstein, chair of the Beit Sefer committee, explained the changing roles of the committee, Benjy, and Shoshana. The committee will not be involved in day-to-day management of the school; instead, Shoshana will do this. Ethan will provide executive oversight, including help coordinating the budget and evaluation of the Beit Sefer. Jeff Basch, treasurer of the Beit Sefer committee, is handling tuition payments. Benjy will help with the transition and serve as mentor to Shoshana.
- Enrollment is about 20, up significantly from last year, in large part due to Shoshana's follow up on leads. Ethan pointed out that he is pleased; this was the vision at the start for the Beit Sefer.
- Keith asked about coordination of administrative issues, an area that is not yet covered. Keith pointed out that a liaison with the Jewish Cultural Society, from whom the Beit Sefer/Hav leases classroom space, is also needed.
- Ethan suggested that the Hav negotiate with the JCS for classrooms with larger chairs and other items. Ethan pointed out that how lease payments are made needs to be determined.
- Marcy will be the contact person between the Beit Sefer Committee and the Board. Budget items should be cc'd to Benjy, Jeff, Marcy, Ethan, Shoshana, Keith.
- Ethan, Benjy, and Shoshana will attend the Nov. 4th Board meeting to discuss:
 - Shoshana's vision for the Beit Sefer;
 - the annual budget allocation from the Hav;
 - establishing a core group of teachers, including pre-screened, paid substitute teachers;
 - scholarships and variable tuition based on need.
- The Board thanked the Beit Sefer Committee, Benjy and Shoshana for their great work.

Larry Bush Visit: Aaron proposed that the Hav sponsor the visit of author, editor of the Reconstructionist journal. The Board agreed, for a maximum of \$100.

Board Elections: Alicia shared a timetable for the upcoming November election. There will be 2 openings next year. Danny indicated that he will not run for another term. Alicia will check with Aaron, who had to leave the meeting. The Board brainstormed possible Nominating Committee members (to include 1 current Board member). Danny agreed to contact these people and update the Board via e-mail so that the Board can approve the Nominating Committee's proposed slate in October. The charge for the Nominating Committee will be discussed via e-mail.

High Holy Days: Marcy provided the Board with an update of High Holy Days events and planning:

- Members are providing volunteer help. The committee is still working out details of when/who will move our sacred materials over to the UU and back;
- Marcy is meeting with Aura and also with Shoshana this week to detail programming;
- Allison and Marcy are focusing on creating continuity from year to year, i.e., training others in our knowledge, writing down processes (though we might not get this fully down for all holidays; similarly, we'll use the HH as an opportunity to update our membership list, which is out of date;
- The committee has also expanded our holiday offerings without much budget change-- selichot, shabbat shuva, mikvah immersion, more age-appropriate and modality in children's programming, Simchat Torah;
- Sukkot Retreat planning is also going well; this year the theme will be the trait of compassion and will feature Jewish foods of Italy and Greece;
- Marcy sought budget clarity on the break-the-fast, apples and honey reception, and Sukkot. Keith will email this and whatever membership list he has.

Next Meeting: Tuesday, October 7 at 7 pm at Danny Steinmetz's home.

Meeting adjourned at 9:35 pm

—Recorded and respectfully submitted by Alicia Kent

Attending: Sally Fink, Sally Goldberg, Alicia Kent, Keith Kurz, Daniel Steinmetz

Approval of Minutes: Minutes for September 2 were approved.

Treasurer Procedures: Keith suggested that we need more formalized requests for reimbursement of expenses and payment for individuals. For personnel expenditures, we need authorization and an automated way to pay people. As employers, we need W-9 forms filled out, and they need to be sent to Keith. The Board authorized Keith to require monthly time sheets from employees and to require members to submit expense reports and receipts to the Treasurer in order to be reimbursed. The Board also authorized Keith to require individuals to submit their name, address, and phone number so they can be paid electronically. Danny will contact the Beit Sefer to follow up on W-9 forms for employees.

Treasurer Report: Keith set up a Chase account with \$5000 seed money and automated payment of personnel. The Board authorized Keith to purchase QuickBooks, which several Hav members know and use, for up to \$200 to formalize Hav bookkeeping.

Grapevine Expenses: Producing the *Grapevine*, including the cost of printing, postage, editing, etc. is about 15 percent of the Hav's budget.

- Mailing list issue: *GV* is currently sent to 170 people. Danny suggested that we need to trim the mailing list but continue to send it to community leaders and interested potential members. Keith will ask Allison Stupka, Rebecca Kanner, and Danny to work together to pare down the mailing list.
- Danny will organize a committee made up of representatives of the marketing committee and the *GV* editorial board and people with digital publishing expertise.

Nominations Committee: Danny and Sally Fink reported on the Nominating Committee's efforts. The Board has a need for board members with interest in serving as chair and as treasurer. Danny suggested that the Board revive the co-chair model. The Board brainstormed more possible names if the two recommendations from the committee don't come through. Danny will report back to the Board via e-mail when he has contacted the proposed candidates. Board endorsement of these proposed candidates will also take place by e-mail.

Upcoming Events: The Board passed a motion that all events that require early commitments and early funds will have a fee structure with a discount for early payment.

JCC Lease Update: Danny has communicated our request to the JCC, but it will be addressed after the holidays.

Larry Bush Event: The Board approved Martha Kransdorf's request for a Havdallah event on Dec. 6 if Martha takes responsibility for planning it and contacts Allison about reserving JCC space.

Progressive Giving Fund: Danny reported that we have \$10,000 in the account, which now needs to be allocated. Danny will follow up on submitting the paperwork to allocate the money.

Event Planner: Alicia will contact a prospective candidate and report back to the Board.

Kudos: Thanks and appreciation to all who planned and participated in the High Holiday services and events, including our service leaders Aura Ahuvia and Deb Kraus, who did a phenomenal job again this year; Marcy Epstein for her incredible work and organization planning everything; and numerous others who pitched in with logistics.

Next Meeting: Tuesday, November 4th at 7 pm at Danny Steinmetz's home.

Meeting adjourned at 9 pm

—Recorded and respectfully submitted by Alicia Kent

Ann Arbor Recon Board Meeting Minutes
November 10, 2008

APPROVED
Home of Keith Kurz

Attending: Aaron Ahuvia, Sally Fink, Sally Goldberg, Alicia Kent, Keith Kurz, Audrey Newall, Daniel Steinmetz. Guests: Benjy Ben-Baruch, Shari Fox, Shoshana Maloff.

Approval of Minutes: Minutes for October 14 were approved.

Kudos: Much appreciation to all who planned and helped with the Sukkot Retreat, including Allison Stupka, Chava Israel, Evelyn Neuhaus, Audrey Newall, and Marcy Epstein. Thank you to Aaron Ahuvia for his work in planning the recent inter-faith conference.

Treasurer Report: Keith reported that we are doing much better on collecting dues that people have pledged, thanks to getting the form out, reminding people by e-mail and phone, and better rates of pledge collection. However we are still operating in a deficit because expenses are over what was budgeted. Membership is flat at about 50 families.

Recommendations for future budgeting: Keith recommended reducing the options for payment on the pledge form and instead leaving it up to members to arrange alternative ways of paying dues if needed. He also suggested that we need a membership committee to follow up on dues collection and membership renewal. Aaron suggested that for budgeting next year, we keep in mind the tight economy and stock market crisis. Keith suggested that the Board needs better communication with the Beit Sefer about finances and that we invite Benjy to the next meeting to discuss the Beit Sefer budget.

Programming:

- **Dayenu program with Rabbi Alan Morinis, March 20-22:** The Board passed a motion that the \$500 request for co-sponsorship be declined because we are operating in a budget deficit and because we do not have a budget line for this event. Dayenu already has a fund of \$3,500 from last year's event to use. The Board also passed a motion to create a budget line in the next budget cycle for Dayenu to spend at its discretion. Aaron will communicate this information to Steve Merritt.
- **Childcare during the lecture by Larry Bush, Dec. 6:** The Board turned down a request to help pay for childcare during the lecture and recommended instead that organizers charge for any additional childcare costs. The Board has already provided \$100 for the event. Alicia will communicate this information to Martha Kransdorf.
- **Publicity for Rabbi Morris Allen lecture on Hecksher Tzedek, Dec. 7:** The Board is happy to include this event on the Havurah's website, in the *Grapevine* and on reconannounce.
- **Folkdancing at Kabbalat Shabbat and Potluck Shabbat:** The Board agreed to a request from Aura Ahvia to add a folkdance component to our monthly Kabbalat Shabbat and Potluck Shabbat events, starting in January 2009. Members Neil and Elisabeth Ashman Epstein, Dan Peisach, and Drake Meadows, all of whom participate in the local Contra dance community as musicians and dance leaders, will spearhead the folkdancing and envision a combination of folk and Israeli dance. Danny will find out if there would be an extra charge for extra hours at the JCC on Friday nights.
- **Potluck Shabbat change of date:** Potluck Shabbats will now be held on the fourth Friday of the month, rather than the last Friday of the month. This will accommodate the schedule of

folkdance leaders, and it will also remove scheduling conflict with Halloween, Thanksgiving, and other nationally celebrated events. This change depends on JCC availability.

Beit Sefer: Benjy reported that the Beit Sefer held its annual meeting with faculty and parents.

Two main issues arose: One, the need for better integration with other Hav programming and the need for a Board liaison to help plan well in advance of events. Two, the need to develop a curriculum that will sustain the Beit Sefer on an ongoing basis, given the transitory staff.

- **Enrollment**: Shoshana reported that there are 16 children enrolled in the K-5 Beit Sever, with an average weekly attendance, and 3 more in the B'nai Mitzvah program. She hopes soon to offer more age-specific activities. Students are currently making kipot and siddurim, and they will soon start learning prayer through song, using melodies the Hav uses and introducing some new ones. Some students have expressed interest in starting a choir. There will be a minor shift in administration with Shoshana focusing on curriculum development and, in January, marketing.
- **Hanukah Party**: Dec. 24 at the JCC. Harry Fried has volunteered to work with a co-coordinator. Danny has made calls to recruit others.
- **Second Seder**: Audrey suggested that the Beit Sefer students might be interested in helping to lead the second Seder. She will work with Shoshana to develop this.
- **Tu Beshvat event, Feb. 9, 2009**: The Board passed a motion to co-sponsor the event for \$100, but for more participation from the Hav, the Board needs more information, including how much the grant from the Jewish Federation was funded and what is expected of the Hav and of the Beit Sefer from the Jewish Cultural Society. Shoshana agreed to organize the Havurah's table. Alicia will contact Steve Merritt.
- **Older children's service at monthly Potluck Shabbat**: After discussing how to offer services for both younger (ages 2-7) and older (ages 8-12) children, the Board decided that the Beit Sefer will take primary responsibility for coordinating the children's services at the Potluck Shabbat. Shoshana will work with Debbie Gombert to further develop the younger children's service to build on Beit Sefer curriculum. Shoshana will also work with current Beit Sefer teachers to offer an older children's service as part of their contract at no additional cost, starting as early as the January Shabbat Potluck. Debbie will continue to be paid at the rate negotiated for this fiscal year. Then during budget planning for the next fiscal year, the Board will re-visit the issue.

Contact the Board: The Board decided to ask the webmaster to add a link on the web site that will allow web site users to send questions and requests for Board decisions directly to the Board. The requests will go to the reconboard e-mail distribution list. Alicia will write a short item for the *Grapevine* to announce the new link, to be called "Contact the Board."

Grapevine Review Committee: Emily Eisbruch has agreed to serve on the committee.

Additional book storage closet: Steve Merritt requested that the Hav purchase a metal storage closet for books to keep in the halls of the JCC. Danny is negotiating with the JCC on a more permanent arrangement and will contact Steve to update him.

Board transitions: Alicia offered her home for the Board retreat in January. A date will be discussed over e-mail.

Next Meeting: Tuesday, December 2 at 7 pm at Sally Fink's home, 3252 W. Huron River Drive.

Meeting adjourned at 9 pm

—Recorded and respectfully submitted by Alicia Kent

Reconstructionist Havurah Board Meeting Minutes 12/02/08
Home of Sally Fink

Submitted by Sally Goldberg (Acting Secretary in Alicia Kent's absence)

Attending: Marcy Epstein, Sally Fink, Sally Goldberg, Keith Kurz, Audrey Newell, Danny Steinmetz (Steve Merritt guest)

Approval of Nov minutes

Motion made by DS to approve minutes for November pending a few copy edits to be sent to Alicia by Keith.

Motion made by DS to approve Feb minutes – approved.

Kudos

To Jon Cohn for his presentation on Health Care and the inside track on the administration plans at the past Second Friday service.

To Aura for her wonderful work in making Second Friday services a success.

To Aura and Elizabeth, Drake, Neil, Danny Pesach, and others (musicians and dance leaders) for the wonderful addition of music and dance to the last Friday night services.

To outgoing board members for their contributions to the Board – Danny Steinmetz (4 years) and Aaron Ahuvia (2 years)

To Jan Cohen, Alicia Kent, and Allison Stupka for all their hard work and making possible all the wonderful Fall Shabbats.

Non-Religious Programming

Steve Merritt joined the meeting to discuss funding of non-religious and community programming such as film programming, the Jewish Book Fair, and talks by national and international figures (such as Alan Lew) co-sponsored by the greater AA Jewish community. Steve pointed out that this is the type of programming that speaks to other interest groups (besides religious programming). This is programming we initiated and that it is important that we be seen as a community player as it raises the visibility of the Havurah. About 25% of the participation in these events was comprised of Hav members. Last year the co-sponsors made a surplus that is to be used as seed money for future events. Steve asked for a conscious budgeting for this type of programming. Steve requested funds be allocated towards sponsorship of the Alan Morinis Shabbaton in March 20 – 22, 2009. A motion was made to allocate \$300 towards the Alan Morinis event. Motion made by Danny, and seconded by Sally Fink. Approved. Marcy requested that Steve put together a budget proposal for non-religious programming the next budget cycle for the Board's consideration.

Aaron Ahuvia pointed out that we need to communicate across the various Hav interest groups and put out a general call for programming proposals so that everyone's agendas are considered. We have to bear in mind that core functions (High Holidays, services, Beit Seifer, infrastructure, etc) take priority.

Board Meetings and Retreat Schedule for 2009

Alicia has offered to host the retreat. Tentative date and time 9 am – 1.00 pm - Sunday January 11. Keith to send out a proposed schedule for Board Meetings in 2009.

Keith raised the issue of finding an Event Coordinator – very important need for the future. Seeds for strategic planning should be set at the January Board Retreat. February should be a full strategic planning meeting (proposed by Keith). Keith agreed to set the agenda for the retreat.

Board Election Results

Alicia Kent reported via email that members had voted unanimously to appoint Shari Fox and Mark Schneyer as incoming Board Members. The Board voted unanimously to accept these election results.

Grape Vine/ Website Relationship

The board decided to change the GrapeVine to an online publication as a cost saving measure to reduce our carbon footprint and save substantial printing and postage costs. In order to address issues of people who are getting the GrapeVine who are not members there will be a transitional phase where the printed issues will contain a notice that the publication will transition to online and email technologies. The Board will ask Emily Eisbruch to investigate the best (most efficient) way of transitioning to this format. During the transition the last half page of the Grapevine should be dedicated to a form that allows non-members who receive the publication to subscribe and submit their email addresses. Those members who require a printed copy can get in touch with Keith who will accommodate the few people who request this. To be sorted out before next fiscal year. Sally will contact Emily to discuss, and Danny will contact Allison to let her know of this decision.

Other Business

Audrey suggested it would be nice to have enough Humashim for bar/bat mitzvah's etc so we don't have to photocopy them at huge cost to the Bar/bat mitzvah families. Can get these from other congregations who have surplus at low cost. Audrey volunteered to purchase some of these as a gift to the Havurah. Audrey to investigate which versions would be best to obtain.

Reconstructionist Havurah Board Meeting Minutes 12/02/08
Home of Sally Fink

New Group - Bereshit

Marcy announced that a new group will be starting in January 2009 called "Bereshit" for people who are new to Judaism, want more basic Jewish instruction, and those who might be considering conversion. Marcy will be hosting the first one as a veggie potluck from her home. Knowledgeable speakers from the Hav community will be invited to come in and present a variety of subjects to the group.