

Chadeish Yameinu
Board of Director Meeting
December 14, 2008
Aptos Fire Station

Minutes

Attending Board Members: Howie Schneider (President); Batya Kagan; George Lewis (Secretary); Barbara Nicoara; Jan Leininger (Treasurer); Joe Katzman; Eugene Markowitz (Vice President); John Byrne; Linda Byrne; Michael Yosef; Rabbi Eli Cohen
Also Present Carl Pechman

Opening Nigun - Batya Kagan

Approval of Minutes

The minutes of the Board Meeting of October 19, 2008 and the minutes of Board Action without a meeting of November 2, 2008 and November 17, 2008 were approved.

Financial Report:

Jan Leininger went over the financials for the past month. She noted that dues are in line with budget projections. Expenses are as expected. Even though the balance sheet looks good compared to last year, concern was expressed regarding future donations in light of the economic downturn. School expenses are a concern in that no budget has yet been completed. A budget is expected within in the next month.

School Communications:

Carl Pechman assured the Board that the school will cover expenses, and will work on the budget. John Byrne expressed his strong support for the school and what great value it is to Chadeish Yameinu. In relation to the school, and to the Bar/Bat Mitzvah families, Linda Byrne expressed the value volunteering to help them setup and cleanup for the ceremonies and celebration. It was recommended that the Shabbat committee coordinate and be liaison with the families.

Consider Board Position of Community Liaison

John Byrne presented a proposal to create a Community Liaison position on the Board to serve at the discretion of the Board for a term of 1 year, acting as an intermediary and conduit between the Board and the CY community at large. Principle responsibilities are:

- A. To facilitate the understanding of Board policies, procedures and decisions.
- B. To communicate to the Board; community needs, directions, program interests and desires
- C. To actively work with membership chair to introduce new members to CY policies and procedures, Board accessibility and volunteerism

This position will in no way speak on behalf of the Board without clear approval of all disseminated information.

The position as outlined was approved: John Bryne was nominated for the position, and was appointed.

Communications with the Community

Linda Bryne volunteered to work on press releases. R'Eli noted that Ed Garner had volunteered to help get wide distribution of activity information.

Structure of Future Board Meetings

A proposal entitled "Board Proposal: New CY Board Meeting Structure" was distributed. A motion to table this item was made on the basis that the information was not available in a timely fashion. Motion was defeated. The proposal's purpose is to take care of immediate Business in a timely manner (approximately 1 hour) and to spend the remainder of the time dealing with the larger issues facing the congregation. The Board approved the proposal in concept for a 3 month trial, with some modifications with the final approval at the January 2009 Board Meeting. A copy of the proposal approved in concept is below:

Board Proposal: New CY Board Meeting Structure

Submitted/Moved by: Joe Katzman

Desired Action: Board agreement to use this format for the next 3 meetings, followed by a long-term continue/discontinue decision after 3 meetings have passed.

Key Benefits: Designed to let the Board regularly deal with the larger issues facing the congregation, instead of being drowned in minutia where the immediate drives out the important. Our current meeting structure is a significant barrier to that goal. It will also make some elements of the Secretary's job easier. This proposal does demand a higher level of professionalism and preparation. The paradox is that this discipline will let us be more free-wheeling in meetings, even as it makes us more effective.

Success Equals: At least 7/10 Board members see a positive difference in our meeting productivity, and CY's Board decides to adopt this format (or a format modified in light of our experiences).

Resources Required: No funds. Simply commitment to stick with it, and with its key foundations, for 3 meetings. Key foundations include:

Preparation in advance is required for consideration of proposals. Better preparation improves the odds of acceptance.

Accountability is built in, and cannot get "lost" if we run short of time.

Meetings start on time, and each section sticks to its allotted time. If we run out of time, we move on to the next section anyway after "parking" undone items. We'll return to those items later if we have time, or agree by vote to stay later in order to deal with them.

This means it's the responsibility of the Secretary and Chair to prioritize and ensure that critical items aren't placed too low.

Additional Information: Meetings remain 2 hours long, and will be divided into 5 main sections:

Orientation & Accountability (10 minutes)

Immediate Business (60 minutes)

Task Review & Thanks (5 minutes)

Strategy & Governance (40 minutes)

Task Review and Close (5 minutes)

Orientation & Accountability - 10 minutes

The key here is that meetings start promptly. I recommend that the meeting start at the designated time, with an alternate chair if necessary. Latecomers will lose participation in approval of minutes et. al., so they've either done that online beforehand, or the meeting has moved past them and that's it.

Approval of minutes (2 minutes)

Deliberately put at the front to encourage people to arrive on time.

Nigun and Drash (5 minutes)

With the past behind us, we prepare to begin our new work. CY is a spiritual organization. We remind ourselves of that before we begin our work, and center ourselves. Can be led by any member with a drash to contribute.

To-do Review (3 minutes)

This is a fast review of past commitments. It's a simple reading off of commitments made, dates given for them, and either a "done" or "not done" from the people involved.

No in-depth explanations, if any are required they should have been sent by email before the meeting. The only response in addition to "done" or "not done" is either a recommitted date, or resources required from others in order to get to "done."

Immediate Business - 60 minutes

This is for the day-to-day materials that currently take up most of the Board's time, at the expense of broader governance or strategy. Our goal would be to shorten this further if possible, and give ourselves more time for governance-related activities and longer-term planing.

How to compress this period? With 2 simple facts: People read far faster than people can speak; and preparation and clarity by one person in putting something together will save a lot of wasted time by all other attendees.

Prior Preparation

As such, items submitted to the CY Board must be submitted in writing to the CYBoard@yahoo.com list, by midnight on the Wednesday before the meeting (72 hours) with conditions, requirements, and costs laid out, and the specific request one is making to the Board. Items not submitted in this fashion will NOT be considered by the Board. Period.

We will publicize this simple requirement to the membership, and even offer a simple template, but this discipline and respect for the Board's time must be followed or everything breaks down. If you didn't have the time or energy to write up a simple, clear request or report, it can't be important enough to take up the Board's time.

As a matter of standard procedure, questions will be addressed to the person submitting rather than paned on the email list, and phone is suggested because it allows for faster and more complete discussions. The proposal presenter can then decide to update their proposal by deadline (encouraging even earlier submissions, so you have time to revise), can respond to questions en bloc at the beginning of their presentation, or otherwise address any issues raised.

RE: "what happened this month" type reports, they have no template and can be anything. They don't have to be any longer than necessary - if the report is 1 sentence, then great. Questions can be taken at the meeting, or asked by phone in advance. Presentations only happen at meetings if there are questions. The Treasurer is an exception, with a very brief oral recap at the beginning of the meetings that always has a questions follow-on (always 5 minutes, unless the Treasurer asks for more).

A prepared Time line & To-Dos "Calendar & Parking Lot" list related to CY activities and required efforts in the coming month, will also be sent out in advance (Linda's emerging calendar). Due date is the same as motions to the Board. Having the Time line to-dos in front of us puts the rest in context, and lets us check to be sure we haven't missed anything important.

Decision Period

Then, we go down the list of proposals submitted, one by one. The chair first asks if there are questions. Then we go through any suggested amendments, etc. and vote.

A proposal that is prepared in advance, done clearly, and has questions asked and answered, obviously stands a better chance of immediate acceptance within the time allotted. Those pitching the Board must be responsible for making that happen, which is as it should be.

Obviously, as we go, we're going to learn more about the preparation required and best style to use, in order to spend more and more of this time on informed discussion and voting, and less and less time on background or questions.

Task Review & Thanks - 5 minutes

Very simple. The secretary reads out the action items and commitments made to date during the Board session. We attach dates and names to each one, as necessary.

We also formally thank people and express gratitude here.

Strategy & Governance - 40 minutes

This is the payoff for our improved organization, and should be the main function of the Board.

Major Topic - 30 minutes

At the end of each Board meeting, we will discuss, and agree upon, a Major Topic for discussion - and the person who will lead it. This may include a presentation, brainstorming, training, or any other type of activity.

Short 1-paragraph proposals will be made verbally or in writing to the Board, as necessary, and the Board will decide where its priorities lie and pick one. Agreement re: the Major Topic to be handled will be by majority vote no later than a week before the Board meeting (and preferably at the end of the previous Board meeting).

Each major topic will have a Leader associated with it, who may not necessarily be the Board Chair and may not always even be a Board member. The Leader acts to Chair the Major Topic discussion, which is effectively a meeting within the meeting, or designates someone to do so. The Leader is responsible for defining the agreed-to topic, setting out the session's goal, and taking responsibility for leading the group to achieve it.

Governance - 10 minutes

This is a looser format by far, where members can just state thoughts and concerns, *pitch ideas re: new major topics for next time*, et. al.

During the first 3 meetings using the new format, it's probably a good idea to also use this period as a forum to decide on next meeting's major session (5 minutes, brainstorm + vote), and for a review of the meeting and suggestions for modifications (5 minutes).

Task Review & Wrap Up - 5 minutes

Very simple. The secretary reads out the action items and commitments made to date during the session, including all items from the previous Task Review reading, and adds any new items that arose during the Strategy & Governance Session. Dates and names are attached to each item. similar to what we did at the end of the December meeting.

Speak now if the interval since the last time has made you realize there's a problem, or we'll expect it to be done by the committed date.

The meeting closes with the wrap up Nigun and thanks.

Appendix A: Board Proposal Template/Example

Green Menorah Light Bulbs Program Submitted/Moved by: Judah M.

Phone Number: 831-706-7778 (make it easier to call!)

Time You Want Allocated for This at the Meeting: 5 minutes

Synopsis: We give out free energy-efficient light bulbs to members, sponsored by CY.

Desired Action from the Board: Approve membership in and sponsorship of the Interfaith Light & Power consortium. Even if we don't join ILP formally, agree to distribute and promote the light bulb giveaway.

Key Benefits to CY: Appeal to green-conscious members as personal Tikkun Olam. Congruent with Aleph's "Green Menorah" initiative. Builds interfaith links in the community.

Success Equals: We manage to give away more than 50 light bulbs in the congregation.

Resources Required: Light bulbs are being given to us free. Will need mention at all Chanukah events by CY and school, separate 1-page insert mailed out to all members (\$40 for postage, envelopes, and copying), and an additional volunteer to help organize and execute it.

Additional Information: If we do give away 50, the carbon reduction will be the equivalent of taking a car off the road in America. Or delaying the next Chinese new-build coal-fired power plant by about 3 hours.

Membership Report.

Current paid membership is 74 with 10 new members this fiscal year. Eugene Markowitz has been attempting to contact those members from last year who have not renewed. He has been having difficulty in making contact but is persistent and will keep calling. A letter has been sent out via email to all of those non members whose names were collected during the High Holidays. A copy of that letter will be sent to the Board for their information. A consolidated list of the members who have not renewed, and non members whose names were collected during High Holidays will be forwarded to R'Eli by Joe and Eugene for his review and advice.

Finance Committee

The finance committee report included the following:

The Chadeish Yameinu Finance Committee proposes that the committee be advisory to the Board. The purpose of this committee is to review all items having a financial impact on CY and to make recommendations to the Board. Additionally the CY

finance committee will undertake short and long range financial planning for CY. The committee will also be developing a program that will enable CY to accept major bequests and large gifts. Committee members include Jeanne Rosen, Rabbi Yitzhak Miller, Eugene Markowitz, Joe Katzman, Jan Leininger and Linda Byrne.

A new form for items where CY funds are required was passed out for review, and approved by the Board. A copy of the form is attached.

Finance committee is not a fund-raising committee, but will review fund-raising proposals where CY funds are at risk.

Eugene has a contact with the J F Ross Foundation which is interested in funding Jewish organizations. He will forward the website to the Board for their review.

Batya thanked and commended the finance committee for their actions.

Change in Moderation of list serve

A proposal was presented by Joe Katzman to change the group list serve to minimize its use as a political forum, and to create a separate list serve for political activities. A motion was made to table this item in order to have time to understand the proposal. Motion passed.

Passover Seder Planning

The Board approved the holding of a Passover celebration or event. A Passover committee of Michael, Howie, Batya, Eli and Barbara was appointed. Linda is to check on availability of First Congregational Church for event on April 9. And to Cancel April 10 Shabbat service.

Purchase of Erev Shabbat Siddurim.

The board approved the purchase of 31 Erev Shabbat siddurim from funds donated by Jeanne Rosen and Lynn LeRose, and authorized John to notify members that they can purchase personal copies.

Donations to CY Library

Lisabeth Kaplan has bequeathed her Library to CY. After discussion as to where we could locate the collection to be of benefit to the community, the Board requested that we contact Temple Beth El to discuss the location of the collection in their facility with special plaques stating they have been loaned to the facility by CY in honor of Lisabeth.

Placing Board Members phone numbers and email addresses on website

The Board approved the placement of all phone numbers and email addresses on the website except Joe Katzman and Jan Leininger who declined for security reasons.

Date and Place of Board Retreat

The Board will meet in a retreat format on January 18, 2009 from 12noon to 4 PM and meet as a Board from 4PM to 6PM The meeting will be held at the home of Jan Leininger and Joe Katzman. Linda, Joe and Barbara were appointed to an agenda committee.

Thank you to First Congregational Church.

John proposed we provide food for one of the meals the First Congregational Church provides for homeless women. He will further investigate that potential. The Board

would also like to develop a way to thank the church staff person who is present during our events.

Temple Beth El Film Festival

The Board approved being an advertiser in the Film Festival Program for a fee o \$50 with John agreeing to donate the \$50

Participation in Temple Beth El Purim festival

The board agreed to again participate in the Temple Beth El Purim festival

First Congregational Church Liaison

Linda volunteered to be the Liaison between CY and First Congregational Church to eliminate the current confusion caused by numerous people making contact regarding service dates and activities.

Closing Nigun - Batya Kagan

Chadeish Yameinu

PROPOSAL OF EXPENDITURES

Request Form

PROPOSED DATE: _____

TYPE OF ACTIVITY/EVENT PLANNED (Circle *all* that apply.)

Educational Spiritual Holiday Community-builder Social Fundraiser

SUMMARY OF PROPOSAL

Please provide a brief statement that outlines the proposed activity or event. (Please note that all activities and events for which financial support is being requested must receive prior approval by the CY Board before any financial commitments are made. The Board must also review requests for sponsorship or co-sponsorship status.)

SPONSORSHIP STATUS

Seeking: _____ CY Sponsorship? _____ Co-Sponsorship? (Check one.)

PURPOSE

Describe the purpose and/or desired outcome/s of the proposed activity or event.

CY BENEFIT

Explain how this proposal will benefit Chadeish Yameinu.

TARGET AUDIENCE

Estimated # of attendees: _____ Circle the broadest audience that this activity/event will be marketed to:

CY School CY Community Local Jewish Community Ecumenical Groups General Public

PROGRAM COSTS

Circle all that apply. Provide details and list specific costs below.

CY Rabbi* Guest Rabbi/s Guest speaker/s Musician/s Other
\$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Other related costs: \$ _____

Please describe: _____

** Is this event or activity outside of the scope of the CY Rabbi's regular duties? If so, how will our Rabbi be compensated?* _____

ADMISSION FEE: ___ No. ___ Yes. **or SUGGESTED DONATION:** ___ No. ___ Yes.

Cost: **CY Members:** Adults \$ ___/Children \$ ___ **Non-members:** Adults \$ ___/Children \$ ___

LOCATION *(Include address or nearest major cross streets)*

Is this activity or event: ___ Indoors? ___ Outdoors?

Rental Cost? *(Check one.)* ___ No. ___ Yes. Estimated cost: \$ _____.

Insurance Required? ___ No. ___ Yes. Estimated cost: \$ _____.

List other associated expenses for the venue/location, such as deposit, cleaning fee, etc.

EQUIPMENT RENTAL

Circle all required equipment and estimated costs:

Tables Chairs Microphone Sound System Podium Other (list below)
\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

FOOD/BEVERAGES

Will food and beverages be served at this activity/event? ____ Yes. ____ No.
(If yes, please circle how these items will be provided.)

Potluck Donations Major Sponsor CY Expenditure Other

List any related costs such as kitchen rental, cleaning fees, trash/recycling containers & pickup, table linens, etc.

MARKETING

How will this activity or event will be marketed to the target audience? (Circle all that apply.)

CY Events Only Email List CY List serve CY Newsletter Email
Temple Newsletters Flyers Direct Mail/Invitations Media Other
Estimated cost for paper, materials, printing, copying, postage, etc: \$_____

MISCELLANEOUS COSTS

Specify any additional costs related to this activity or event and the related details:

VOLUNTEERS

Are volunteers needed for this event? ____ No. ____ Yes. If yes, est. # of volunteers needed: ____

TOTAL COST TO CY: \$_____ EST. PROFIT TO CY (if applicable) \$_____

Submitted by: _____ Date: _____

Contact info: Phone _____ Email _____