

## MINUTES, KOL AMI STEERING COMMITTEE CONFERENCE CALL,

Tuesday, November 30, 2010, 8 p.m.

Participants: David Lipscomb, Elizabeth Lower-Basch, Toni Popkin, Susan Freiband, Don Kraus, Jane Schulman, Janice Cooper-Levy, Mary Kuntz, Hope Warshaw

The agenda was approved, with no additions or changes. The minutes of the October 27<sup>th</sup> meeting were approved, with no modifications or changes.

Elizabeth presented the treasurer's report. She indicated that there is about \$28,000 in the bank, that Kol Ami is doing fine. It is a quiet season now, with a few membership installments being received. She will soon be working on charitable contributions and tax related issues. The first part of Rabbi Leila's Thanksgiving bonus has been sent, with a second part to follow, for a total of \$3,061.00. Don raised the question of whether the thank you response from the Rabbi received by the Steering Committee should be shared with the rest of the community. He also brought up the issue of whether a year end appeal should be sent to the Kol Ami community. Along with the custom of year end giving, it would be helpful to set a precedent to remember Kol Ami, in order to be able to support members with projects and services that are felt to be needed. After a discussion, it was agreed to send a "soft sell" note to the community related to year end giving. Don requested input from the Steering Committee on specifics that could be included in the note, to justify year ending giving. The note will be going out to individual members of the Community, rather than the entire big list.

Updating and continued maintenance of the members directory needs to be done. Elizabeth indicated that she does not have the time to do this, in addition to handling the treasurer's responsibilities. Her excel spreadsheet with member information can be used by the person in charge of updating addresses and other member information. The aim is provide a simple, easy to read directory, so that members can contact each other. The question was raised about what way the outreach committee should be involved with this. This committee works with identifying and recruiting new members. Elizabeth has not purged anyone from the membership list, even if he/she has not paid all dues, just those who have indicated that they are no longer to be considered members. Whether Amy Stutt should handle the members' directory as part of her administrative responsibilities was mentioned. This led to the more basic question of the role of the Kol Ami administrator, what should be part of the job description. This issue will be included on the upcoming face to face steering committee agenda. In the meantime, Don, Lance and David will work together in this area, using the spread sheet membership list update provided by Elizabeth. David indicated that he has time now to work from home.

As part of the committee reports Jane indicated that she has nothing more to add at this point about the Shabbat babayit policy. She will edit whatever still needs to be done on the policy. The ritual committee will be responsible for posting the policy on the website. Issues relating to the Kol Ami second night seder were discussed by Jane, Hope, Herb Cooper Levy and Susan in a

conference call on November 23<sup>rd</sup>. The consensus was that the community appreciates the opportunity to celebrate a second night seder together. This event should be continued, with a new person in charge of logistics and organization to be identified, reflecting the change in leadership that is needed. Several names were suggested, including Gerald Riske and Arlene Singer, the Linnicks, Leslie Lesner. Laura Rotblut will be contacted and asked to help. Herb will be handling the ritual or service part of the seder. He and Jane will be working on identifying new leaders to handle the organization and logistics of the seder.

Hope reported on children and family programs. An interim educational person, Peggy Ephrath, contracted to work on B'nai Mitzvah and JCEP has pulled in a small grant to carry out activities in this area. Unfortunately she has been out of contact. She has talked with the Rabbi, but has not yet implemented specific projects and activities. Family and kids programs are progressing well, including an upcoming Hannukah party coordinated by Joan Goldfarb. On December 18<sup>th</sup> the JCEP program will be leading their first Saturday morning Shabbat service. Michael Jawer has been working with the students on this project.

Janice, for the Care and Concern Committee, mentioned the email sent out to the Community about gift cards to be sent to Rabbi Leila. A second memo will be sent on this topic. Mark and Mindi Weisenbloom need support at this time, including meals. Sending an email to Harriet Epstein who may need help, as well as to other members needing help is important. A general email should be sent asking the community to let this Committee know who specifically needs help. A description of the Committee will be put on the website.

Relating to adult ed, Don mentioned the upcoming discussion after Shabbat (on Dec. 4<sup>th</sup>) with Mark Weisenbloom. In addition, Marcel Infeld has sufficient students signed up for a leyning class to be held next year, after the Hebrew reading class ends.

Relating to strategic planning, the program audit document worked on by the committee is to be reviewed in January at the face to face steering committee meeting. The procedure and process involved, including the timeline will be discussed, as well as the important issues of development and fund raising.

Don mentioned that a High Holiday follow up has been done, including sending an initial personalized email to those (about 50 people) attending High Holiday services. One person has followed up on the email and indicated an interest in attending the Hanukkah party. David and Lance will discuss this as part of "outreach", identifying what more needs to be done.

Toni brought up the issue of hosting Shabbat services. Between January and August, for the 20 services planned, forty people need to be identified for hosting. There are not enough people to handle this, considering how small the community is, and the even smaller number of people who are available to host. There needs to be a stronger, more forceful message sent out to raise community awareness of this situation, and explain that hosting will be needed more often than

once a year. Don agreed with the need to send out a forceful note, with the timing yet to be determined. This topic will be included on the agenda for the community meeting in January.

Peggy Rothschild and Pat Ford were commended for their good work on the closet.

Janice offered her house to hold the face to face steering committee meeting on January 16<sup>th</sup>, from 1 to 4:30 p.m. The agenda for this meeting will include strategic planning, program audit and the development portion of the process; attendance at services; the role of the administrator; teaching and promoting the use of the Kol Ami website; special presentation. Other items to be considered at this meeting should be identified and sent to Don.

At the next conference call, items for the community meeting on January 23 will be discussed. This conference call will be held at 8 p.m. on January 5<sup>th</sup>.

Prepared by Susan Freiband, Secretary 12/3/2010