

## MINUTES, KOL AMI STEERING COMMITTEE CONFERENCE CALL

September 13, 2011, 8:15 p.m.

PARTICIPANTS: Brit R., Toni P., Susan F., Don K., Lance F., Erica F. Elizabeth L.B, Noel L., Janice C-L, Ed B., Mary K., Rabbi Leila G.B.(a bit late), Jane S..(briefly, for the ritual report)

The Agenda for the meeting was approved. The minutes for the August 9, 2011 meeting had two amendments: Toni Popkin was not on the conference call, and the sentence starting “Letters will be sent to those buying...”, second page, first paragraph, fourth line down, was revised for greater clarity. The final version of the minutes with these revisions were sent to Don K. to put up on the website.

Elizabeth presented the treasurer’s report, and mentioned that even though dues are being received from members, there are still members who have not yet paid their dues. Don indicated that dues should be considered due at the beginning of the fiscal year, not before High Holy (HH) Days. Elizabeth will send out another note about dues, as well as about registering to attend HH services. She is hopeful that there will be less waivers of dues than there were last year. She has been experimenting with individualized invoices, linking to paying online, which results in less payment than the use of PayPal. Ads for the HH are being bought. Three classrooms for JCEP are being used now

In the administrator’s report Amy indicated that HH ads have been placed in the Jewish week, Falls Church Connection and other local papers. She will work with Elizabeth to put out the new members directory.

Gail Seligson is identifying people for different tasks and roles for HH activities. She is comfortable about getting people to do things. For example, Hope and Mary will handle the break the fast. Rabbi Leila would like to have an Oneg after the Rosh Hashannah service, before Tashlich. This would encourage people to stay for Tashlich, since otherwise they might get hungry and leave.. Suggestions were made to get platters, have challah and cheese, along with apples and honey. There was general approval of this idea. Gail will determine who will carry out this suggestion. The question of cost was raised, since this item is not budgeted.

Jane reported for the ritual committee that gabai’s for each service have been arranged. They will get ritual items set and ready, as well as inform members of their participation in the service. Service leaders also have been identified. The yiskor book needs to be organized and completed. In-reach needs to be done to let the community know about the Selichot service. The Rabbi’s description of the service on the website will be pasted into an email and sent out to members. The Sukkot activity will be hosted by the Sklarews. The ritual committee has been lining up the services and the leaders. As a follow-up to the service led by Toni Popkin and Mark Graboyes, the questionnaire was put up on the website, but there hasn’t been feedback from members on

whether there should be a discussion on Yom Kippur afternoon. Jane will coordinate with Richard Ruth about this.

Britt indicated for adult education that the b'nai mitzvah class started with eight people, and will meet every two weeks from September 25<sup>th</sup> to March 18<sup>th</sup>. Checks for \$45 were received from participants to cover cost of the room. The Church should be informed about the use of the room every two weeks, to insure that we wouldn't be charged for its use every week. Richard has indicated that adult education plans are progressing along. Harriet Epstein will participate in an adult education program. The three part series with the Rabbi will be held in November, December and January. Richard will lead a discussion on the Book of Jonah during the afternoon break in Yom Kippur services. A spring adult education program will be planned. Richard raised the question about whether Kol Ami should do anything for Global Jewish Education day on Sunday, November 13<sup>th</sup>. A cooperative effort with Etz Hayim could be planned. It was agreed that this was a good idea.

Lance indicated that HH ads have been taken care of and coordinated. In reach is needed to encourage members to register for HH services. Lance will work with Elizabeth on this.

For children's HH services, one parent for the older kids is still needed for Rosh Hashannah.

In relation to fundraising, 50 small, round tzedakah boxes have been ordered, and should arrive by HH. The Steering committee will be informed about these efforts to develop a revenue stream for Kol Ami. Instructions on how to handle tzedakah, including how to give out the boxes at the HH services will be determined.

The topic of scheduling a new member session with the Rabbi was discussed. Questions were raised about who is in charge of this, what dates should be considered, how many new and prospective members there are. It was announced that new members will be invited to a gathering to meet the Rabbi and the steering committee in an organized, social way. The Rabbi will explain about Kol Ami and her services; how to take advantage of what Kol Ami offers and become active. The steering committee will be introduced, and explain about committees and how to get involved in them. Several possible dates in October and November were mentioned (focusing on the last two weeks in October or first part of November). Lance will use meeting wizard to identify the most convenient/appropriate date. He will work on locating a place (without pets)

Committee reports included care and concern announcing that Arlene Singer and Gerald Riske will handle Yahrzeit letters, starting after the High Holy Days. The Children & Family Program announced that JCEP has a fourth teacher to work with the little kids and new Hebrew readers. Hilary Kraus will help out with the Program. Eileen Hayman from the RRC is coming to lead the kids HH services. Lance reported for Outreach that letters are ready to be sent to new members and visitors after HH services. Kol Ami brochures are available for distribution. Strategic

planning will be done after the HH services. For Tikkun Olam, Maddie Cohan will handle the food drive at the HH services. Peggy Rothschild has now gotten enough people for the next Kol Ami gleaning activity.

The issue was raised about how to acknowledge people's contributions, to send "thank you's". The Rabbi sends out thank you notes when she receives money for the discretionary fund. It was suggested that Amy (considering this an administrative task), or the Care and Concern Program should handle other acknowledgments/thank yous, using Kol Ami note cards, signed by Don. Standardized wording needs to be developed to use with the note cards. Toni Popkin volunteered to work on this. It was mentioned that all members get a letter from Elizabeth summarizing their dues and donations. Special situations involving generous contributions or donations need to be handled separately.

The Rabbi announced that she needs a supply of supermarket gift cards. In the past she has sent out a note to the list serv and mentioned this at services. It was agreed that she should continue to ask for them online and at services, as she has done before. Gift cards should be considered as donations to the discretionary fund, and therefore records should be kept.. It was recommended that she keep a record of how much money a month in gift cards she is giving. It was suggested that Amy be asked to add a reminder at the bottom of "This Week" about the need for gift cards. Rabbi Leila indicated that she has applied for a \$1000 grant for the discretionary fund from the Federation.

The next meeting, a conference call, was scheduled for Tuesday, October 18<sup>th</sup> at 8:15 p.m.