

**Kol Ami Steering Committee meeting
August 25, 2014, 8.15 pm**

Attending (by phone):

Rayna Aylward (President)
Lance Feiner (Vice President)
Erv Walter (Treasurer)
Elizabeth Lower-Basch (Secretary)
Herb Cooper-Levy, Community Coordinator
Janice Cooper-Levy
Toni Popkin
Jane Petkofsky
Carolyn Gray
Lynda Erinoff
Sharon Sterling
Eleanor Hodges
Erin Bueno de Mesquita
Rabbi Leila Berner

Agenda for meeting approved.

Minutes of July 21 meeting approved — Herb to post to the website.

Herb submitted the written Community Coordinator report attached to these minutes.

Master Calendar:

- Carolyn reported that they are close to having dates set through June 2015, some dates for early the following year. Still need to finalize some dates for family services, parties.
 - Follow-up: Carolyn to send follow-up email to finalize dates (done). When calendar is final, will share with whomever is interested
- Rabbi flagged that she may be out of town for March service, but will confirm when she knows the details.
- Lynda noted that we are still missing volunteers for some hosting dates.
 - Follow-up: to finalize dates (done). When calendar is final, will share with whomever is interested. Lance, Rayna to look at list of members who have not yet volunteered to host and do outreach.

Membership:

- Erv reported on new members, 1) Laura and Andrew Zimmitti, and their children Maya & Violet, 2) Michael White.
 - Follow-up: Herb will send welcome packet. Rayna to post to list (done).
- Erv reported that in response to the dues mailing, we have received about 2/3 of dues billed. Some have requested dues waivers or payment plans, but some others have not responded.
 - Follow-up: Rayna and Herb will conduct outreach to members who have not yet responded to dues mailing.
- Membership list need to be updated to reflect both additions and members who have left.
 - Follow-up: Erv will do a quick pass now, and Herb will do a more significant

revision (including photos and ages of children) after the High Holidays:

Tikkun Olam committee:

- Sharon reported on plans to do bagged meals program with UUCA. Meal preparation at 3.30 pm (adults and children), and distribution at around 5pm (adults only). Agreed that we couldn't commit to enough volunteers to do over winter holidays. Dates of Feb 22 and April 26 selected. (October 26 added by email later after other events rescheduled.)
 - Follow-up: Sharon to confirm dates with UUCA and work with Herb to publicize to membership.
- Committee is meeting this week to discuss other possible projects, including interfaith dialogue.

High Holidays:

- Herb posted to list info on adding names to Yizkor book.
 - Follow-up: Will resend now that more people are back in town. Will also follow-up individually with those who listed names last year.
- Questions raised regarding budget for high holidays — purchase of food for refreshments, arts materials for the project Margie is leading. Rabbi will bring copies of children's machzors, reducing the amount of copying needed. We should check whether Melanie (children's service leader) has requests.
 - Follow-up: Delegated to high holidays planning committee call.
- Discussion of whether it is ok to accept money on holidays. Conclusion was that we can take money, checks, but don't want to be making change. If guests don't want to handle money, can give them envelopes addressed to Kol Ami PO Box.
 - Follow-up: Herb to ensure pre-printed envelopes are onsite at services.

Dual Affiliation process:

- Elizabeth presented on the proposed revised process, based on the previous discussion. Major changes are having one community meeting prior to the threshold determination, increasing the threshold. Concerns were raised about whether 1/3 of members was reasonable, given that some members do not participate. Question raised about whether it would actually require a bylaws change to add the additional renewal affiliation.
 - Follow-up: Agreed to revise and review process at next steering committee meeting again to address concerns, but to proceed with scheduling meeting, given the fall calendar filling up. By subsequent email, date confirmed of Nov. 16, 5:00-7:00 pm (space to be confirmed)

Next Steering Committee meeting (phone): Sept. 15, 8:15-9:15 pm

In person Steering Meeting, October 19, 5:00-7:00 pm at UUCA (Rescheduled from earlier in day as a result of need to move the Meet the Congregation event to Oct 19, 3:00-4:30 pm due to conflict on October 26.)

Attachment — Community Coordinator Report

Administration

1. I coordinated submitting the 2014-2015 Kol Ami program to the UUCA for room assignment. Many thanks to Carolyn Gray whose master calendar work made this a well organized task!
2. I updated the kolamisteering@yahogroups.com group by issuing invitations to 5 members who were not on the group. As of this writing, three of those five have joined the group. (At least one member reported not receiving emails nevertheless. If this problem is a Yahoo-based problem, in the future, Kol Ami should consider moving its communications to another provider, an entity like Constant Contact, for example).
3. I reorganized the Kol Ami closet at the UUCA and purchased some needed supplies.
4. I met with Brian Smith, the UUCA Administrator to seek permission to keep the Kol Ami sign up at all times. He agreed. I also requested that the UUCA chalice that is in the Chapel closet be moved elsewhere as it takes up a lot of space in a packed tight shared closet. He agreed to seek another place for it to be stored, as closets in the UUCA continue to be reorganized following the end of construction, I also asked that Kol Ami get exclusive use of the Chapel closet, something he can't do at the moment, but will consider going forward.
5. I met with Zach Schrag, who provided me a tutorial (and continuing assistance) in working with the program behind the website to accurately edit and post information.
6. I participated in telephone conference call meetings of the High Holy Day and Outreach committees.
7. As Coordinator, I seek to assure that people are communicating with each other.

High Holy Days

1. I solicited the Jewish Reconstructionist Communities/Reconstructionist Rabbinical College for a student rabbi who might lead our children's services. I got only one inquiry and no takers. When Rabbi Leila returned from vacation, I reached out to her and supplied her the details to put the information out to Jewish Renewal rabbinical students. From that solicitation, we successfully recruited a children's services leader.
2. I put information about the High Holy Days up on the website.
3. I coordinated with Mattie Cohan (and Sharon Sterling) about the High Holy Day Food Drive, putting information up on the website and placing copy that Mattie provided in *The Kol Amite*. Mattie has created 4 different articles for *The Kol Amite*.
4. I placed High Holy Day advertisements in 4 newspapers. The ad (attached) will appear in this week's Community Guide editions of the Arlington Connection and the Alexandria Gazette Packet. It will also appear in the September 4, 11, 18 and 25 editions of the Alexandria Gazette Packet, Arlington Sun Gazette and the Washington Jewish Week. Special thanks to Elenor Hodges and Emily Schwartz-Greco who reviewed the last ad and to Emily for laying out this year's version!
5. I solicited remembrances in the 5775 Yizkor book.

Outreach

1. I published 4 weekly issues of the renamed and reformatted *The Kol Amite*. Issues will be published every week, even on weeks that don't contain Kol Ami activities. I have consolidated the number of communications sent by the Coordinator to usually one, *The Kol Amite*. I select from other emails that I receive as Coordinator information that I think will be interesting to our community. Regular features include: This Weekend, Simchas, Upcoming, Volunteers Needed, Thank You, Yahrzeits and Member News, This Week's Parsha is an occasional feature, when there is no Kol Ami service.
2. I talked to several people who inquired about Kol Ami High Holy Day services and Kol Ami membership seeking to warmly encourage these folks to attend and join.
3. I put together a list of emails of people on our non-member list (kanvrc_news@yahoogleroups.com) and supplied it Emily Schwartz-Greco, Outreach co-chair so that she could contact these people and encourage their membership. Unfortunately, Yahoo doesn't export easily. I had to copy and paste each address.