

**CBH Board of Directors
Minutes of Regular Meeting
South Classroom, CBH
October 15, 7:00 P.M.**

Directors Present: Steve Cohen, Co-President (acting Chair)
Barry Klein, Co-President
Janet Saunders, Secretary
Amy Abramson, Treasurer
Bonnie Berman
Steve Cohan
Elisabeth Dubin
Carmia Feldman
Aron Katz
Mitch Singer
Eileen Spoth
Scott Weintraub
Shoshana Zatz

Directors Absent: none

Quorum: Yes

Others present: Rabbi Greg Wolfe
Patrick Bell, Interim Executive Director
Partners Alan Brownstein, Cynthia Goldberg, Alan Hirsch, Roy Kaplan,
David Siegel

D'var Torah presented by Barry.

Partner Comments

Alan Brownstein, Cynthia Goldberg, Alan Hirsch, Roy Kaplan, David Siegel, all on the Tikkun Olam/Social Action committee, addressed the Board. Their comments related to the mission of that committee/group, its current activities, and a response to the Board's proposed revision of Program Review Committee Procedures.

Appeal Procedure of Program Review Committee Decisions

Discussion of matters raised by Partner comments and proposed revision, attached. Discussion included but was not limited to ways to inform the Partnership of pending programs, process to tweak proposed procedures, and use of a disclaimer.

MOTION: The Executive committee shall set up a task force to revise and send out proposed revisions to the Board at least seven days prior to next Board meeting (e.g., by November 5);

and any program proposed prior to the adoption of revised procedures shall be posted on the CBH website. **Motion approved.**

Approval of Minutes of Prior Board Meetings

The Minutes of the Board meeting of September 17, 2019, were approved.

Consent Calendar

No items on calendar.

Reports

Rabbi's report [Rabbi]: The High Holy Day services went very well.

Interim Executive Director's report [Patrick]: The Interim Executive Director will be working with CBH for a six-month period. He will assist in the process of hiring a new executive director, will look at our organizational assessment, and will present a report to the Board. He will participate in day-to-day operations in a limited way, with particular attention as needed to Human Resources, Finance, and Building and Grounds. He plans to meet with the Board and with some Partners.

Treasurer's report [Amy]: There is no new report. Enrollment has increased in the Education and Youth programs.

NEW BUSINESS

Committee assignments: [Steve]

Each Board member is responsible for serving on at least one Board committee. The current committee participation is as follows:

Steve Cohen, Co-President: Executive Committee (co-Chair), Finance, Personnel, Committee on Committees, Program Review (liaison).

Barry Klein, Co-President: Executive Committee (co-Chair), Personnel, Committee on Committees, Social/Cultural Task Force.

Janet Saunders, Secretary: Executive Committee, Adult Education (liaison), Partnership.

Amy Abramson, Treasurer: Executive Committee, Finance (Chair).

Bonnie Berman: Executive Committee, Personnel, Partnership (liaison).

Steve Cohan: Finance.

Elisabeth Dubin: Buildings and Grounds (Chair), Security.

Carmia Feldman: Committee on Committees (Chair), Education and Youth (liaison).

Aron Katz: Gan Haverim Task Force (liaison).
Mitch Singer: Social Action.
Eileen Spoth: Ritual (liaison).
Scott Weintraub: Personnel (Chair).
Shoshana Zatz: Social Action, (liaison).

It was again noted that all committees should have agendas, take minutes and communicate those documents to the Board; a system for posting on Google drive is pending; such communication is the responsibility of the committee liaison. Committees should meet at least monthly. Still to be arranged -- committee chairs to meet with each other periodically.

Proposed Social-Cultural Committee [Barry]

MOTION: To appoint a Social-Cultural Task Force to be in effect for six months, to consist of the following Board members: Barry (Chair), Bonnie, and Shoshana, with the following charge:

The Social/Cultural Committee (aka Program Development Committee) will have as its goal the fostering of a broad base of social and cultural functions to be held at CBH, and on occasion other venues, that enhance the lives of partners and their families. Initially the committee should review the events held over the past several years to get a perspective of what's been done and what gaps exist in past programming. Polling the CBH membership and/or hosting open town halls to develop an even richer set of programs than we have hosted in past years is anticipated. Touching base with existing committees, especially the Adult Education Committee, is recommended in the startup and continuing phases of this committee.

The committee should consist of two Board members and two or more non-Board partners. The Board will appoint a committee co-chair from the non-Board members to work with the Board member co-Chair.

Motion approved, with one no vote.

Community Outreach Committee [Mitch]

Discussion on this item was deferred.

Building and Grounds: [Elisabeth]

Motion: Approve an initial investment of \$5,000 for a design charette [particularly related to DHS grant and to be paid out of the Tree of Life fund]. **Motion approved.**

Motion to Amend Brit Regarding Committee membership [Steve]

Motion: A Director shall be requested, as a component of Board service and as reflected in the Director Brit, to serve on at least two Board Committees. **Motion failed, 5 votes in favor, 6 votes against, 2 abstentions.**

Announcements:

Next Board Meeting: November 12, 2019

Upcoming Director Assignments:

D'var Torah and snacks by Carmia, portion -Vayera.

B'nai Mitvah presentations: Mitch (Lily Schroeder, 11/9)

Meeting adjourned to closed session at 9:25.

Minutes submitted by Janet Saunders

Minutes approved at Board meeting on January 14, 2020.

Revised Program Review Committee Procedures
(Discussion Draft)

This document proposes, *for purposes of discussion only*, possible revisions of the existing Program Review Committee procedures. The draft includes minor technical revisions of the currently approved text, but also suggests several substantive revisions, which are shaded in gray.

The substantive revisions are an attempt to make the following improvements to the current procedure:

- Create an orderly process by which partners can submit information relevant to a proposed program *before* the Program Review Committee makes a decision on that program (see revisions to provision nos. 6, 9, 10, and 11);
- Provide the Committee with an option to recommend approval of a program, only on the condition that any advertising of the program makes clear that the program is not being presented or vouched for by CBH as an organization (see revision to provision no. 12);
- Offer more precise guidance for the Committee as to its basis for deciding whether or not to recommend approval of a program (see revision to provision no. 15);
- Incorporate in the Committee’s decision consideration of a Program Review Policy previously adopted by the Board (see revision to provision no. 15);
- Add provisions addressing an appeal to the Board of any recommendation of the Committee, by any partner (see added provision nos. 18-29).

1. The Program Review Committee (“Committee”) shall be composed of seven partners appointed by the Board, whose terms shall be set by the Board. Consideration should be given to appointing as diverse a Committee as is reasonably possible.

2. At least one member of the Committee must be a member of the Board of Directors, who shall serve as liaison to the Board.

3. Except as provided in item nos. 4 and 5 below, any program that would be either (a) presented on the Congregation Bet Haverim (“CBH”) campus, or (b) advertised or promoted as being affiliated with or sponsored by CBH, must first be recommended for approval by the Committee.

4. Rabbi-initiated programs, programs approved by the Board of Directors, and programs presented or sponsored by the Religious School do not require recommended approval from the Committee.

5. Programs required to be convened suddenly and for which a timely decision is of extreme importance do not require approval from the Committee, but require approval of the Executive Committee of the Board.

6. All persons seeking approval of a program from the Committee must complete and submit a current Program Proposal form to the Executive Director.

7. Program Proposal forms should be submitted as far in advance as possible to facilitate the Committee's work and the possibility of additional review.

8. Any security desired for any approved program to be held on the CBH campus must be cleared in advance with the Executive Director.

9. Upon receiving a properly completed Program Proposal form, the Executive Director shall immediately (a) forward the form to the Chair of the Committee, and (b) post the Program Proposal form on the CBH website in a section dedicated to Program Proposals, as well as in the next published e-tone. Both posts shall indicate that any partner wishing to offer the Committee information believed to be relevant to the proposed program may do so by submitting an email containing that information to the Chair of the Committee, within 10 days of the date the Program Proposal form is posted.

10. The Committee shall not make any recommendation on a submitted program proposal until after the comment deadline posted on the CBH website for that program proposal has passed.

11. Upon receiving any emailed information from any partner on a program proposal before the comment deadline has passed, the Chair of the Committee shall immediately (a) acknowledge receipt of the email, and (b) forward that emailed information to the applicant who submitted the Program Proposal form. That applicant, if desired, may then submit responsive information to the Chair of the Committee within 10 days of being provided the emailed information.

12. The Committee shall initially do one of the following after reviewing a Proposed Program form, and considering any information relating to the program submitted by any partner before the comment deadline has passed:

- Recommend approval of the proposed program as presented, with no restrictions on any advertising of the program
- Recommend approval of the proposed program as presented, but with a requirement that any advertising of the program not in any way reference CBH
- Request additional information from the applicant

- Suggest modifications or alternatives to the presented program to the applicant
- Recommend that the proposed program not be approved

13. The Committee may do its work via an exchange of email, or may meet in person as desired.

14. Absent extenuating circumstances, the Committee shall recommend that a proposed program either be approved or not be approved within 30 days of receipt of the Program Proposal form.

15. The Committee shall recommend approval of a proposed program unless it finds that the content of the program, or previously expressed views of either the proposed speaker or the sponsoring organization, reflect animus toward (a) the existence of Israel as a sovereign, independent, and democratic Jewish state, (b) an aspect of the CBH Program Policy, or (c) a CBH “core value” as described on its website, in which case the Committee shall recommend that the program not be approved.

16. A recommendation to approve a program requires an affirmative vote from a majority of voting committee members, and in any event no less than three affirmative votes. However, the Committee should strive to make consensus rather than majority recommendations.

17. Once the Committee has reached a decision on a recommendation relating to a proposed program, the Chair of the Committee shall immediately (a) report the recommendation to the Executive Director and the office coordinator, and (b) report any recommendation the Chair deems controversial to the President or a co-President of the Board.

18. Immediately upon receipt of a recommendation from the Program Review Committee, the Executive Director shall post the recommendation on the CBH website in a section dedicated to accepted program proposals, and in the next published e-tone.

19. Any partner may appeal a recommendation of the Committee by emailing a request for an appeal to the President or any co-President of the Board. The request for appeal shall identify the program that was the subject of the recommendation by its name and the CBH group proposing the program, and shall state the basis for the partner’s appeal.

20. The President or co-President receiving the request for appeal shall immediately acknowledge receipt of the request, and shall add the request for appeal to the agenda of the Board meeting next held following the day the request for appeal is received.

21. At that Board meeting, the Board shall vote on *whether* to hear the appeal. At the meeting, the partner requesting the appeal shall be afforded 5 minutes to present to the Board why the Board should hear the appeal. If the appeal urges that a recommended *approval* of a program by the Committee not be adopted, a partner representing the entity who had proposed the program shall be afforded 5 minutes to present to the Board why the Board should not hear the appeal. All other partners who are present at the hearing and wish to address the Board regarding the appeal will then be afforded a total of 5 minutes to do so, with that time divided equally among all partners indicating a desire to address the Board.

22. A minimum of six affirmative votes shall be required for the Board to agree to hear an appeal.

23. If the Board agrees to hear an appeal, it shall arrange to do so at the soonest reasonably available time following the meeting at which it agreed to hear the appeal. Normally, that should be the following Board meeting, but if time constraints require, the appeal may be heard at a special meeting of the Board held sooner than the next Board meeting.

24. If the Board agrees to hear an appeal, the Executive Director shall immediately post notice of the appeal and the date the appeal will be heard on the CBH website in a section dedicated to accepted program proposals, and in the next published e-tone.

25. Any partner may submit to the President or any co-President any writing relevant to any noticed appeal, prior to the date the appeal is heard.

26. At the hearing on the appeal, the partner requesting the appeal shall be afforded 10 minutes to present to the Board why the recommendation of the Committee should not be adopted. If the appeal urges that a recommended *approval* of a program by the Committee not be adopted, a partner representing the entity who had proposed the program shall be afforded 10 minutes to present to the Board why the Committee's recommendation should be adopted. All other partners who are present at the hearing and wish to address the Board regarding the appeal will then be afforded a total of 10 minutes to do so, with that time divided equally among all partners indicating a desire to address the Board.

27. The time limits specified in the provisions above may be expanded at the sole discretion of the acting Chair of the Board at the meeting at which the appeal is heard.

28. The Board shall decide the appeal based on a finding by a majority of the then-serving Directors that the Committee recommendation either was or was not in compliance with these procedures.

29. If the Board votes not to adopt the recommendation, the Board may elect to deem its decision a final decision on the program, or it make any other order it deems appropriate, including but not limited to returning the program to the Committee for reconsideration.
