

TMF Spring Board Meeting

March 4-6, 2016

In attendance: Elaine Brown, John Mark Folker, Cindy Jones, Kevin Little, Rachel McRae, [REDACTED], Steven Reece, Jo Siegienski

Friday, 03/04

Meal & fellowship at Kevin's

Watched the movie "Woman in Gold"

Follow-up Discussion after movie

Saturday, 03/05

Steven opened with a public apology to [REDACTED], who had hurt feelings after a sensitive email exchange. Opportunity provided for anything else needed to clear the air prior to beginning the business portion of the meeting. We then had a brief discussion regarding how we should deal with sensitive issues going forward and decided that we should deal with them live via phone conference when physical meeting isn't possible. E-mail provides too great an opportunity for mis-understanding.

[REDACTED] led us in prayer.

Steven led devotion on Luke 5 – Deep Waters

Discussed :

- Pioneers vs Settlers - both are needed to make the organization successful.
- What is it we as an organization are trying to discover?
- Bureaucracy: Tool or Idol?

Kevin gave us stages of a non-profit

- Grassroots / Invention
- Startup / Incubation
- Adolescent / Growing
- Mature / Sustainability
- Stagnant / Renewal
- Decline / Shut down

At this point, we believe that we're at the Adolescent/Growing stage

TMF Board Member Updates

1. Rachel: Social Media and Website Update
 - Rachel would like to update our brochures
2. Kevin: Finances
 - Distributed Financial Statements
 - Discussed creating separate accounts to use for summer projects. Funds would be moved from specific acct to gen'l account at time of project
3. Elaine: Fund raising
 - Upcoming fundraiser event at Chick-Fil-A in Nashville on 03/15.
 - Distributed donor letters – each member to send out 10 letters
 - Discussed how to engage our followers
 - Discussed various giving days (GA Gives, TN – The Big Payback, etc)
4. JoAnn: Board structure, etc
 - Board members signed annual statements
 - Position Descriptions distributed
 - Expense reports
 - Initial budget doc
5. [REDACTED] Prayer update
 - How can we provide something tangible on a day-to-day basis for our followers?
 - What can we offer for free and/or for a fee?

6. John Mark: Update on website & related items
7. Steven
 - a. In 3-6 years may not be able to continue in current role
 - i. Board will need to provide oversight
 - ii. Board will need to become the manager of the organization
 - iii. Lack of communication will create issues
 - b. Steven has been certified by Yad Vashem to teach about the Holocaust
 - i. Cost of the first course is \$45. Steven recommends each of us to take the course and will send out a link
 - c. Wants a process for tracking expenses while 'on the ground'
 - d. Discussed April Prep Trip
 - i. Steven to submit budget for business meals, etc. Board to approve prior to trip.

Discussion topics:

- What we're doing is the first thing. The fact that we're Christians doing it is an additional thing. What does that mean for us?
- Discussed adding our pictures to our email signatures to add recognition for the people we communicate with electronically.
- April is Holocaust Awareness month – what can we do in relationship to that?
- [REDACTED] read a narrative from [REDACTED] introducing us to her history with non-profits. Her narrative ended with some questions for the organization:
 - Are we setting aside appropriate time to pray and plan?
 - Are we building relational support
 - Are we tracking our support? Is it as diversified as it should be?
 - Are we building relationships with Jewish people? Is this generating support (emotional, project, financial)?
 - Are we allowing God to put us where we should be?
 - Are we doing all we need to be administratively?
 - Are we fully utilizing available technology?
 - Are we too focused on projects vs people and future?
- We need to develop our constituency. Going forward we need to have a plan
- The absence of systems & accountability hurts us. We will address these issues in more depth at the fall meeting
- We need a better understanding of what a non-profit IS.
- We need better management to do what we need to do. Briefly discussed hiring a consultant and decided we need to identify specifically what we want someone to do before we make a hiring decision
- We should consider Matzevah promotional materials

2016 Summer Projects

1. Krzepice Jewish Cemetery Restoration Project
 - Due to Steven's schedule the board decided that he will not lead this project (Steven must be in Michigan June 26-29)
 - Kevin is willing to lead this project if needed
 - Joe Vaugn is willing to help with this project
2. Nasielsk (N or Warsaw)
 - Steven & Przemek will represent TMF for this project and will be working with Glen's group.
3. Markuszów w/ Dan Oren (near Lublin)
 - Steven, Przemek, Bruce, & Jane participating
 - Rachel will lead BBC team, which will include Elaine & Cindy
 - Steven will coordinate with Dan & his group
4. Oświęcim Jewish Cemetery and regional survey of Jewish cemeteries
 - Steven & Bruce will represent TMF
 - Dr Carolyn will know soon how many students she will be bringing
5. Oświęcim Jewish Cemetery Restoration/Mass Grave Project
 - Steven, Bruce & Jo will represent TMF

- Jo will serve as lead and will coordinate w/ Rachel from CO
6. Radechnica: clean, clear, and commemorate mass grave site
- Steven, John Mark & Bruce will represent TMF for this project

Motion made and approved to use the Amended Budget or Budget 3, depending upon grant situation, for summer projects.

Future Project Planning

John Mark will head a sub-group that will vet upcoming project possibilities and make recommendations

Volunteer Process

Discussed Volunteer process

- Packet 1 – Interest
- Packet 2 – Vol Packet
- Form – to begin vetting process
- Phone interview w/ written follow-up
- Board affirmation
- Accept/Reject letter to applicant
- Request copy of photo ID & Passport
- Long distance orientation
 - To include theory and practical

Group discussed edits needed to volunteer forms. Rachel to edit accordingly.

Steven will be sending out a series of articles on organizational structure. Be sure to read these materials and pray about how what we're learning affects our organization. Fall meeting will focus on structure and processes.