

The Matzevah Foundation Board Meeting 12 April 2014

10:00 – Welcome and Introductions

10:10 – Devotional Consideration: Does God Remember?

10:20 – Overview of TMF Board Meeting

Purpose: What will we be doing today?

1. Review of TMF vision, mission, code of ethics and values
2. Personal reflection
3. Examination of photographic evidence and its relationship to TMF
4. Two video presentations of our work and interviews in Poland last summer
5. Summer project discussion
6. Transitioning administration and structure of TMF

Outcomes: What do we hope to accomplish?

1. Renewed commitment to the vision and mission of TMF
2. Better understanding of who we are and what we do together
3. Better prepared for summer projects and what lies ahead

10:30 – Vision and Mission of TMF

Please see separate document: TMF Board Statements and Current Projects. Please read through this document and consider the following questions. We will discuss your answers shortly.

10:45 – Personal Reflection

1. What do the vision and mission (purpose) of TMF mean to you personally? How do you value what TMF does?
2. What do you bring personally to TMF?
 - a. What set of skills do you possess and wish to employ in carrying out the mission of TMF?
 - b. What resources are you willing to contribute to the work of the organization?

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3. What are you willing and able to commitment personally to the mission of TMF?
4. What does success for TMF look like from your perspective? How do you measure our progress?
5. Where does remembering take you? Where does it take us as TMF?

11:00 – Large-Group Discussion

Open discussion considering your reflections.

11:30 – Examination of Photographic Data

Please refer to instructions provided separately for Group 1 and Group 2. Please work quickly and provide succinct answers to the questions. If you do not complete this evaluation, I will be glad to email you a link to the photographs online along with the electronic version of the questions. Following this exercise will be a large-group discussion.

12:00 – Large-Group Discussion

12:15 – Lunch and Video Break

13:00 – TMF 2014 Summer Projects

1. Krzepice Jewish Cemetery Project, 6 – 15 June 2014

Synopsis of Project: In cooperation with Rabbi Yehoshua Ellis, the City of Krzepice, Pani Jola Drab and local high school students, TMF volunteers will clear and clean the cemetery interior and perimeter of fence line for the building of a future wall.

Costs: TBD; however, mostly fuel for machinery (chain saw and weed eaters) used in the project. There also will be costs associated for car rental for tool transport.

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TMF Personnel: John Mark Folker and Steven Reece will coordinate the project.

Volunteers: One Jewish young woman from St. Louis, MO is presently planning to participate. We could use 2-3 additional select volunteers.

2. Dedication and Unveiling Ceremony for Albert Narcys Family, Wolbrom, Poland, 21 July 2014

Synopsis of Project: Steven Reece has been working with Albert Narcys from Australia, since the fall of 2012 to assist him navigate the Polish legal system and Jewish religious protocol to place a matzevah in Wolbrom, Poland honoring members of his family who perished in the Shoah. FODZ has been instrumental throughout this project.

Costs: Total is 18,700 PLN or roughly \$6,000. Initially costs were not quoted that high. An anonymous donor has provided \$4,000 toward the project initially. Recently additional costs (\$2,050) were disclosed related to taxes (23% VAT) and travel for FODZ personnel to complete the project. Vehicle rental will be also necessary for Steven.

TMF Personnel: Steven Reece

Recommendation: If TMF has the funds, it should cover the difference. If not, I have already approached the donor, who is able to provide an additional \$1,000 presently and may be able to provide another \$1,000 in the future.

3. Oświęcim Jewish Cemetery Project, 1-10 August 2014

Synopsis of Project: Plans include completing the clearing of the cemetery, gathering matzevah fragments for future placement along the wall's interior for a memorial. If there is time, volunteers may work to patch exterior wall using stucco.

Costs: TBD; however, fuel for chainsaws and weed eaters plus vehicle rental. Plastering supplies for the wall may be also necessary.

TMF Personnel: Steven Reece, Bruce Mussey and Rachel McRae

Volunteers: Members of Brentwood Baptist Church and a team of volunteers recruited by Bruce and Jane Mussey.

13:45 – TMF Website Transition and Use of Media (Rachel)

14:00 – Administration and Financial Transition

1. Volunteers: Screening and Orientation

We have a working document that we can use for screening volunteers that I borrowed and modified slightly from the AJC. The main thing at this point in the development of a screening process is to have volunteers write a brief essay as to why they wish to participate.

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I have produced a working version of volunteer orientation manual.

I have sent both of these documents to the board.

2. Year-end financials; transition and configuration of financial management (**Kevin Little and JoAnn Siegienski**)
3. Board roles (officers and at large members functions), board member term and rotation, updating TMF By-Laws (**Robin Park**)

From Steven:

TMF is comprised of a dedicated group of people who support and participate in the mission of TMF. We have a board and an advisory board.

The Board of TMF has oversight of operations, while the Advisory Board contributes to the work as participants in projects, assistance, ideas and at times takes on specific needs assisting us with their expertise. I am thankful for each one who contributes to our work.

I realize that boards of non-profits are to oversee, direct and manage a staff, who executes the mission of the organization. To this point we have been operating as player-coaches meaning that those of us who are board members, do not only have governance responsibility (we direct and are responsible for how TMF operates financially, ethically, etc.) but we also do the work.

Over the past three years many of you have worked in Poland at least once on a TMF project. I appreciate each one of you and your contributions and support of TMF; nevertheless, I realize, it is a great deal to ask.

I would like for us, as a board, to all consider our roles, define needs and present duties of the board.

By Georgia law we have three officers: president, treasurer and secretary. We need to reconfigure the board so that it can function more along the lines of players and coaches with each one of us taking on more defined responsibilities beyond the three officers.

What this needs to be, I do not know but I would think that a VP of Operations and Media/Communications officer would be good places to begin.

Here is an overview of what we considered for board roles and functions in November 2010:

1. Major board functions related to TMF and its operations:
 - a) **Financial and Tax Administration:**
 - Personnel (HR Matters)
 - Financial operation and business planning
 - Preparing financial reports and overseeing financial reporting internally and externally

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- IRS, Social Security and State Tax Matters
- b) **Project Administration:**
 - Long-term project planning and development (present and future renovation projects in Poland)
 - Logistical support: travel arrangements, hotel or housing and meals for teams in Poland
- c) **Institutional Development**
 - Fundraising
 - Researching grant possibilities
 - Writing grant proposals
- d) **Mobilization of Resources**
 - Volunteer recruitment
 - Public speaking
 - Developing partners within the Christian and Jewish Community at the local, national and international level
- e) **Project Implementation**
 - Leading and coordinating actual projects in Poland
- f) **Shoah Education**
 - Interact with local Jewish and Christian communities by being an educational resource concerning the Shoah and the work of TMF
 - Develop teaching and/or presentation materials related to Shoah and the work of TMF
- g) **Leadership Development**
 - Identifying potential advisory board members
 - Mentoring emerging
 - Investing in people relationally

4. Discuss Function of Advisory Board

Presently: The Advisory Board of TMF is comprised of people who support the vision and mission of TMF by participating directly in the work of TMF. The intent of the TMF Advisory Board is to provide an opportunity for those who feel called to the work of TMF but desire to have a limited role. Ultimately, the Advisory Board of TMF is a training ground for future leaders and board members of TMF.

Discuss: What do you see as the purpose of the Advisory Board of TMF. What is the primary role of a member of TMF's Advisory Board? What would be necessary to be a member of the Advisory Board? What should the Advisory Board do?