

BET AVIV PROCESS

Responsibilities of the Bet Aviv Secretary

1. Minutes

- 1.1 At the Board Meeting, record the important items discussed and motions passed for each of the Agenda items
- 1.2 Following the meeting, document the Board Meeting based on the Financial Report, notes taken and any additional handouts that may have been distributed.
- 1.3 Send the completed report to the Officers to review and comment. Make any corrections noted by the Officers.
- 1.4 Name the Board Minutes with the date as part of the name so that each month will be easy to find and will be stored in alphabetical order in a computer file (e.g., 20070116 Bet Aviv Minutes).
- 1.5 Send to Minutes to the Board for review prior to the next Board Meeting. Update the minutes with any corrections suggested by the Board and distribute final copy.
- 1.6 Bring a copy of the minutes to the Board meeting.
- 1.7 At the Board meeting, describe any corrections and move that the prior month's minutes be approved.

2. Annual Meeting

- 2.1 Attend the annual meeting and record important discussions and decisions
- 2.2 Transcribe the notes taken at the meeting
- 2.3 Send the Annual Meeting Minutes to the President to review
- 2.4 Update the Annual Meeting Minutes if necessary
- 2.5 Send a copy of the Annual Meeting Minutes to the Board and to the Admin for the office archive

3. Miscellaneous Duties

- 3.1 If the Board holds other meetings (for example, the Strategic Retreat), the Secretary shall record the minutes, send them for review and keep a copy of them as for the Annual Meeting.

BET AVIV PROCESS

Responsibilities of the Bet Aviv Secretary

- 3.2 The Secretary shall write thank-you notes on behalf of the congregation. The office has note cards to use.

4. Skills Needed

- 4.1 Knowledge of Microsoft Word
- 4.2 Sharp listening to record notes
- 4.3 Organization to keep track of documents produced
- 4.4 Succinct writing to get across important points with as few words as possible

5. Current/Previous Secretaries

- Judy Silver Weisberg
- Geri Epstein
- Anne Gold-Rand
- Howard Caplan
- Calvin Blinder

6. Documents Produced

- 6.1 Board Minutes (see Appendix A)
- 6.2 Annual Meeting Minutes (see Appendix B)

BET AVIV PROCESS

Responsibilities of the Bet Aviv Secretary

Appendix A. Sample Board Minutes

Bet Aviv Board- Meeting Minutes September 11, 2012

Executive Board:

Geri Epstein; Marty Stein; Lynn Green; Howie Feldmesser; Calvin Blinder; Richard Madonna, Bill Salganik

Board:

Alan Berlin, Seth Bernstein, Howard Caplan; Larry Bodin, Lori Kassoff, Richard Rosenblatt, Linda Feldmesser, Michelle Clark; Sue and Steve Sternheimer, William Blatt, Sheryll Ziporkin, Joel Barry Brown, and Jean Grinspoon

Attendees were: Marty Stein, Geri Epstein, Cheryl Diehl, Sheryll Ziporkin, Steve Sternheimer, Joel Barry Brown, Lynn Green, Rabbi Seth Bernstein, Cal Blinder, Bill Salganik, William Blatt, Larry Bodin, Jean Grinspoon, and Howard Caplan.

Geri Epstein called the meeting to order at 7:33 pm. She led us in the opening prayer. Rabbi Bernstein offered a D'Var Torah from the current portion of the week and related it to the anniversary of 9/11. He expressed a hope that Jews could embrace those who are against us, and if so, that could contribute to peace in the world. Geri indicated that she needs to make some changes to the August Board minutes before they will be submitted for approval. The June Board minutes were approved.

CONTINUING BUSINESS

High Holiday Preparations, Parking, Moving, Break-the-Fast, Shabbat CDs

Geri Epstein indicated that Bet Aviv received permission to park at River Hill High School. A bus will be running continuously from 9 am until 2 pm during the day on Monday , September 17th and on Wednesday, September 26th.

Joel Barry Brown indicated he has a truck to move from the Meeting House to Ten Oaks. He is not sure if the truck has a lift.

Cheryl Diehl reported that the Tashlich service has been moved to 4:00 pm on Monday. This change was reported in "What's Nu". She also indicated that either 142 or 146 people have signed up for the Break-the-Fast, out of a maximum of 150.

Geri indicated that the Cantor wants to distribute Shabbat CD's at HHD services but wanted to ensure that each family only gets one. The Board concluded that it would take too long to track the distribution, but it is unlikely that congregants would take more than one per family. We will also hand out bags on Rosh Hashanah for congregants to fill with food and return on Yom Kippur morning, consistent with past practice. She indicated that 845 people have signed up to attend High Holiday services, but not everyone will come to each service, so attendance will be lower than this count. Finally, she reported that Kol Nefesh will conduct a Children's service. Seventy youngsters have signed up to attend.

Kol Nefesh Transition Team

Bill Salganik indicated everything is going well. The next meeting will occur after the holidays.

BET AVIV PROCESS

Responsibilities of the Bet Aviv Secretary

15th Anniversary Update

This event will take place from October 25 to October 27 of 2013, but the committee's focus is on Saturday evening. The committee reviewed 8 different alternatives and then selected Kahler Hall (near Bain Senior Center in Wilde Lake) as the location for the event. Bet Aviv can select any caterer we want at Kahler Hall; and it does not require a minimum number of attendees. The goal is to keep the cost of the Saturday evening event to \$50 per person. The committee will meet at the end of September and present its recommendations for the Saturday evening event to the Board at the October Board meeting.

Kahler Hall requires a \$250 refundable deposit to hold the hall. Steve Sternheimer then moved that the Board authorize the Committee to spend \$250 for a refundable deposit. The motion passed unanimously.

Pathways to Participation Update

The Committee met to discuss the options the Board proposed at its last meeting. It will wait until 2013 to send a letter to all congregants to encourage them to become more involved in Bet Aviv activities. Each of the Committee members will serve as hosts to small gatherings, and they, not the congregation, will pay for refreshments. They want to schedule meetings in the February – April timeframe. They are requesting Bet Aviv Committee chairs to indicate what they need new volunteers to do. Several Committee chairs are requested to attend each meeting to describe where new volunteers could help, either on their or other committees.

Federation Activities

Geri indicated that the Federation is developing plans on how congregations can deal with emergencies.

NEW BUSINESS

Sukkot Celebration and Pot Luck Dinner

Jean Grinspoon noted that the Sukkot service is October 5th. Bet Aviv will host a pot luck dinner before the service. The Rabbi indicated that the Sukkot kit he purchased with his discretionary budget should be set up that day. Joel Barry Brown, Facilities Chair, indicated he would be in Europe on that date. Several Board members indicated they could help the Rabbi set up the Sukkah on the Tuesday before the service. The Rabbi will work out the timing of when the Sukkah will be set up.

Calendar Courtesy

Lynn Green indicated there have been several Bet Aviv events that were scheduled at the same time because people did not check the calendar before they scheduled their event. As a result, some people who wanted to attend both events could not, and some events needed to be rescheduled. An email will be sent to all committee chairs to remind them to check the calendar before they scheduled their event to reduce this problem in the future.

Publishing Minutes

Geri indicated that Marv Hoss said it would be a good idea to publish the Board minutes so congregants would know what the Board is doing. Steve said some matters need to be kept confidential so care is needed to avoid disclosing that information. After discussion Marty said he and Geri would prepare excerpts of the minutes to be distributed.

Upcoming Activities

Larry Bodin recently asked for input on what funds Committee chairs are requesting for next year's budget. He will submit a draft budget for Board review at the next Board meeting on October 9th. The Executive Committee will review it at its October meeting. The Board will approve the final budget on November 13th. The budget and proposed 2013 dues will be

BET AVIV PROCESS

Responsibilities of the Bet Aviv Secretary

submitted to the congregation for review and the congregation will vote on approval of the 2013 dues at the December 9th Annual meeting.

Also mentioned:

- Howie Feldmesser is chair of the nominating committee.
- Yizkor Services will take place on October 8th, and we will read from the Torah.
- Simchat Torah services will occur on Saturday, October 13th. There will be baby naming at the service and lunch will be provided. The New member Shabbat will be held on November 2nd. We have 17 new members so far.
- A Men's Club Shabbat is scheduled for November 16th, but Geri hasn't heard from the Men's Club about that service. The Scholar in Residence Program is also scheduled for this weekend, on November 17th.

Treasurer's Report

Bill Salganik indicated that there is good news. Expenses are \$8,452 lower than the budget through August. Revenues are \$32,373 higher than the budget through September 7th. Moreover, we have a \$59,546 surplus of revenues vs. expenses. This surplus will decline by year-end because we have already received most of the revenue for the year and yet have not paid the last four months of expenses, including those for High Holidays. For example, last year we had a surplus of revenues over expenses of \$45,000 at this time but ended the year essentially break even.

Marty Stein provided a status report on members who are in arrears on their dues. There are about 10 – 12 families who are currently arrears in their dues, but most of this is likely to be resolved prior to High Holidays.

Other

Cheryl Diehl raised an issue of how Bet Aviv can encourage those who purchase High Holiday tickets regularly to become members of Bet Aviv when the cost of a ticket (either for an individual or a couple is about half of the annual membership. She indicated that Columbia Jewish Congregation's policy allows people to buy High Holiday tickets only for one year. Thereafter, they need to become members. This issue was not resolved but should be considered prior to next year's High Holiday services. If a change in the synagogue's policy is deemed appropriate, a recommendation should be presented to the Board in time so that it can make a decision prior to distributing next year's High Holiday information.

The meeting was adjourned at 8:47 pm.

BET AVIV PROCESS

Responsibilities of the Bet Aviv Secretary

Appendix B. Annual Meeting Minutes
Bet Aviv Annual Meeting Minutes
December 12, 2006
Prepared by Geri Epstein

| # | Topic | Discussion | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------|-----------------------------|--|--------|------|------|-----------|-------------------|-----------------|----------------|---------------|-----------------|----------------|--------------|-----------------|-----------|----------|-----------------|-----------|----------------|-----|----------|------|-----------------|---------------|--------|------------|-------------------------|------------------|------------|-------------|----------------|-------------|------------------------|------------|-----------|------------------|------------|----------------|------------|-------------|----------|-----------------------------|----------------|------------|-----------|-------------------------|
| I. | Call to order | Sami Klein called the meeting to order at 7:30 pm. The meeting was held in the Quad Room at The Meeting House. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| II. | 2006 Highlights | <p>Sami Klein presented the following as Bet Aviv highlights for 2006:</p> <ul style="list-style-type: none"> • Hiring of Cheryl Diehl as our part-time administrative assistant • Purchase of a new Dell computer • Purchase of Rakefet, synagogue management software • Establishment of a formal funeral policy • Development of the Bet Aviv website • Contracts for the Rabbi and Cantor were renegotiated • Bet Aviv grew by 40 households • Programs such as Adult Ed, Men' Club and Sisterhood were well attended • Bet Aviv ends 2006 in excellent financial health | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| III. | Nominations | <p>Barbara Hurwitz presented the nominations for 2007:</p> <p>Officers:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #ADD8E6;"> <th style="width: 30%;">Office</th> <th style="width: 40%;">Name</th> <th style="width: 30%;">Term</th> </tr> </thead> <tbody> <tr> <td>President</td> <td>Howard Feldmesser</td> <td>1st</td> </tr> <tr> <td>Vice President</td> <td>Richard Tobin</td> <td>2nd</td> </tr> <tr> <td>Vice President</td> <td>Geri Epstein</td> <td>1st</td> </tr> <tr> <td>Secretary</td> <td>Ann Rand</td> <td>1st</td> </tr> <tr> <td>Treasurer</td> <td>Larry Aaronson</td> <td>1st</td> </tr> </tbody> </table> <p>Trustees:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ADD8E6;"> <th style="width: 40%;">Position</th> <th style="width: 60%;">Name</th> </tr> </thead> <tbody> <tr> <td>Adult Education</td> <td>Howard Caplan</td> </tr> <tr> <td>Budget</td> <td>Jerry Carr</td> </tr> <tr> <td>Committee of Committees</td> <td>Harold Rappoport</td> </tr> <tr> <td>Facilities</td> <td>Bob Hurwitz</td> </tr> <tr> <td>Federation Rep</td> <td>Roy Saltman</td> </tr> <tr> <td>Leadership Development</td> <td>Sami Klein</td> </tr> <tr> <td>Marketing</td> <td>Harold Rappoport</td> </tr> <tr> <td>Membership</td> <td>Jean Grinspoon</td> </tr> <tr> <td>Men's Club</td> <td>Alan Berlin</td> </tr> <tr> <td>OMI Reps</td> <td>Bob Hurwitz and Hal Kassoff</td> </tr> <tr> <td>Past President</td> <td>Sami Klein</td> </tr> <tr> <td>Publicity</td> <td>Chelle and Bob Ginsburg</td> </tr> </tbody> </table> | Office | Name | Term | President | Howard Feldmesser | 1 st | Vice President | Richard Tobin | 2 nd | Vice President | Geri Epstein | 1 st | Secretary | Ann Rand | 1 st | Treasurer | Larry Aaronson | 1st | Position | Name | Adult Education | Howard Caplan | Budget | Jerry Carr | Committee of Committees | Harold Rappoport | Facilities | Bob Hurwitz | Federation Rep | Roy Saltman | Leadership Development | Sami Klein | Marketing | Harold Rappoport | Membership | Jean Grinspoon | Men's Club | Alan Berlin | OMI Reps | Bob Hurwitz and Hal Kassoff | Past President | Sami Klein | Publicity | Chelle and Bob Ginsburg |
| Office | Name | Term | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| President | Howard Feldmesser | 1 st | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vice President | Richard Tobin | 2 nd | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vice President | Geri Epstein | 1 st | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Secretary | Ann Rand | 1 st | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Treasurer | Larry Aaronson | 1st | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position | Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adult Education | Howard Caplan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Budget | Jerry Carr | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Committee of Committees | Harold Rappoport | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Facilities | Bob Hurwitz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Federation Rep | Roy Saltman | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leadership Development | Sami Klein | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Marketing | Harold Rappoport | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Membership | Jean Grinspoon | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Men's Club | Alan Berlin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OMI Reps | Bob Hurwitz and Hal Kassoff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Past President | Sami Klein | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Publicity | Chelle and Bob Ginsburg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

BET AVIV PROCESS

Responsibilities of the Bet Aviv Secretary

| # | Topic | Discussion | | | | | | | | |
|------------------|---------------------------|---|----------------|-------------|---------------|---------------|---------------|----------------|------------------|----------------------|
| | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Ritual/Worship</td> <td style="width: 50%;">Sam Ponczak</td> </tr> <tr> <td>Social Action</td> <td>Barry Frieman</td> </tr> <tr> <td>Social Events</td> <td>Freda Goldberg</td> </tr> <tr> <td>WRJ (Sisterhood)</td> <td>Judy Silver Weisberg</td> </tr> </table> <ul style="list-style-type: none"> There were no additional nominations from the floor The nominations were closed | Ritual/Worship | Sam Ponczak | Social Action | Barry Frieman | Social Events | Freda Goldberg | WRJ (Sisterhood) | Judy Silver Weisberg |
| Ritual/Worship | Sam Ponczak | | | | | | | | | |
| Social Action | Barry Frieman | | | | | | | | | |
| Social Events | Freda Goldberg | | | | | | | | | |
| WRJ (Sisterhood) | Judy Silver Weisberg | | | | | | | | | |
| | Motion Nominations | <ul style="list-style-type: none"> A motion to approve the nominations was moved and seconded. The motion carried. | | | | | | | | |
| IV. | 2006 Financials | <ul style="list-style-type: none"> Barbara Levine presented the Bet Aviv January – November 2006 financials showing a comparison to January – November 2005 Financial Highlights: The following questions and suggestions were discussed: <ul style="list-style-type: none"> ✚ Change the title "Profit and Loss" to something more appropriate for a non-profit organization ✚ Include December of the previous year or project this December's expenses to give a 12-month view ✚ Barbara explained that in 2005 the fees paid to the Rabbi for Adult Ed were included under Salaries and this year were counted under Adult Ed to give a clearer picture of where the money was spent ✚ Gail Broida raised the issue of the cost of mailing the newsletter – Barbara Levine explained that some of our members would prefer to get paper and we have budgeted for that expense since we started ✚ Harriet Tobin noted that donations to specific funds have not traditionally been tracked – Barbara Levine noted that most donations don't specify a fund, so the contribution goes into the General Fund. With the purchase of Rakefet we should consider tracking donations in the future. | | | | | | | | |
| V. | Budget | <ul style="list-style-type: none"> Larry Bodin described the budget process and presented the Bet Aviv Budget for 2007. He noted that the Budget committee recommends, but does not set policy. He commended the committee chairs at being very conservative with the funds they have been allocated. He explained that the budget was presented and approved at the November 2006 Board Meeting. The membership is to vote on approving the dues structure for 2007. Budget Highlights Major contributors to Budget Changes membership growth, | | | | | | | | |

BET AVIV PROCESS

Responsibilities of the Bet Aviv Secretary

| # | Topic | Discussion | | | | | | | | | | | | | | |
|---|--|--|----------|--------|---|--|--|--|---|--|--|---|--|--|--|--|
| | | <p>increases in clergy salaries and the hiring of an admin assistant</p> <ul style="list-style-type: none"> ▪ Highlights: <ul style="list-style-type: none"> ✚ 2007 budget reflects growth of 2 households ✚ Donations for High Holidays expected constant ✚ Admin 15 hours per week @ \$15 per hour ✚ Budget for 3 funerals ✚ Memorial plaques will be self-supporting ✚ Last year's salaries were very close to the budget ✚ Money for the new computer and Rakefet came out of the Discretionary Fund ✚ Paid-off our obligation to The Meeting House ✚ We are in great financial shape ✚ Total growth of 28 households in 06 <p>Congregants had the following questions or comments:</p> <table border="1" data-bbox="597 911 1362 1864"> <thead> <tr> <th data-bbox="604 911 987 940">Question</th> <th data-bbox="989 911 1356 940">Answer</th> </tr> </thead> <tbody> <tr> <td data-bbox="604 942 987 1157">Has the board considered that we might be able to sell fewer seats for the HHD, thus reducing our expected income due to increasing membership.</td> <td data-bbox="989 942 1356 1157">We can add an extra row in the front for 40 additional seats. We may need to consider alternative space for the HHD if the growth trend continues.</td> </tr> <tr> <td data-bbox="604 1159 987 1402">Why have the Sisterhood and Men's Club been allocated funds when they have traditionally been self-supporting?</td> <td data-bbox="989 1159 1356 1402">Since most synagogues have a building and provide meeting space for their committees, the Board felt an obligation to provide some money in the budget should the Men's Club or Sisterhood need to rent meeting space.</td> </tr> <tr> <td data-bbox="604 1404 987 1587">The Budget for Social Action is low given that we pride ourselves on Social Action.</td> <td data-bbox="989 1404 1356 1587">Social Action is donating \$333 for Grassroots and most of it's activities are more about doing than giving. The chair felt the budget was adequate.</td> </tr> <tr> <td data-bbox="604 1589 987 1682">What does the budget for the Caring cover?</td> <td data-bbox="989 1589 1356 1682">It covers the cost of flowers, cards, etc (good and welfare) for members who are ill.</td> </tr> <tr> <td data-bbox="604 1684 987 1776">Consider if the insurance is adequate to cover negligent actions on a member's part.</td> <td data-bbox="989 1684 1356 1776">We are partially covered by The Meeting House as part-owners. Will evaluate.</td> </tr> <tr> <td data-bbox="604 1778 987 1864">What is the Discretionary Fund used for?</td> <td data-bbox="989 1778 1356 1864">It's used for unanticipated expenses (e.g., new computer and software)</td> </tr> </tbody> </table> | Question | Answer | Has the board considered that we might be able to sell fewer seats for the HHD, thus reducing our expected income due to increasing membership. | We can add an extra row in the front for 40 additional seats. We may need to consider alternative space for the HHD if the growth trend continues. | Why have the Sisterhood and Men's Club been allocated funds when they have traditionally been self-supporting? | Since most synagogues have a building and provide meeting space for their committees, the Board felt an obligation to provide some money in the budget should the Men's Club or Sisterhood need to rent meeting space. | The Budget for Social Action is low given that we pride ourselves on Social Action. | Social Action is donating \$333 for Grassroots and most of it's activities are more about doing than giving. The chair felt the budget was adequate. | What does the budget for the Caring cover? | It covers the cost of flowers, cards, etc (good and welfare) for members who are ill. | Consider if the insurance is adequate to cover negligent actions on a member's part. | We are partially covered by The Meeting House as part-owners. Will evaluate. | What is the Discretionary Fund used for? | It's used for unanticipated expenses (e.g., new computer and software) |
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BET AVIV PROCESS

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| # | Topic | Discussion |
|------|------------------------|---|
| | Motion Dues | A motion was put forth to approve the dues as \$700 per couple, \$350 per individual and special cases at the discretion of the membership chair. This represents the same amounts as last year. The motion was seconded and approved unanimously. |
| VI. | Meeting Summary | <ul style="list-style-type: none">▪ The new slate of officers and trustees for 2007 was approved.▪ The dues for 2007 are \$700 per couple and \$350 per individual are the same as last year.▪ Highlights of the year were reviewed |
| VII. | Adjourn | Barbara Hurwitz adjourned the meeting at 8:25 pm. |