

**Kehillat Beth Israel
Board of Directors
February 23, 2023
Zoom
DRAFT Minutes**

Present:

Sarah Beutel
Norm Ferkin
Jeff Greenberg
David Lyman

Jaimee Mitzmacher
Victor Rabinovitch
David Roytenberg
Jeremy Rudin

Judah Silverman
Olga Strelchenko

Secretary:

Jodi Gitter

Clergy Present:

Cantor Jason Green
Rabbi Eytan Kenter

Staff Present:

Jeremy Rosenberg

Regrets:

Gillian Koh
Adina Libin

1.0 PRELIMINARY MATTERS

1.1 Call to Order

Victor Rabinovitch

The meeting was called to order at 7:03 PM.

1.2 Call for Declaration of Conflict of Interest

Victor Rabinovitch

None of the members present declared a conflict of interest.

1.3 Approval of Agenda

All

A motion was made by Judah Silverman and seconded by Norm Ferkin to approve the agenda for February 23, 2023.

All were in favour. The motion was carried.

1.4 D'Var Torah

Cantor Green

1.5 Moment of Silence to Commemorate Those Congregants Who Have Passed Away Since the Last Board Meeting

Victor Rabinovitch

Phil Rosenberg
Pearl Freedman
Irving Aaron
Bertram (Bert) Blevis
Jason Victor Ruby

1.6 Approval of Board Minutes From the Special Board Meeting Held on January 9, 2023

All

A motion was made by Jodi Gitter and seconded by Judah Silverman to approve the Board minutes from the Special Board Meeting held on January 9, 2023.

All were in favour. The motion was carried.

Approval of Board Minutes From the Board Meeting Held on January 26, 2023

All

A motion was made by Jodi Gitter and seconded by Judah Silverman to approve the Board minutes from the meeting held on January 26, 2023.

All were in favour. The motion was carried.

1.7 Business Arising From Previous Minutes

All

There is a continuing evolution of OTT into KBI which will be reported on in Section 5.2.

A contract was mandated and now has been executed for KBI's new Executive Director, Jeremy Rosenberg.

2.0 FINANCIAL MATTERS

2.1 Executive Director's Written Statement Respecting the Status of Staff Salaries and Remittances to Government **Jeremy Rosenberg**

Jeremy presented the statement for employee wages to the Board.

2.2 Budgeting Preparation and Scheduling **Jeremy Rudin**

Jeremy Rudin explained that the Finance Committee has started to work on the KBI budget for the fiscal year that will begin in July. The committee is aiming to finalize the budget at the May Board Meeting before notices go out to the membership about their dues and OTT families' tuition notices are sent out.

With that in mind, the Finance Committee has invited Committee Chairs to submit any expenditure that their committees believe should be incorporated in the budget for the coming year. Proposals should cover the following areas:

- General description of expenditure; the more information, the better
- Estimated dollar amount of the expenditure, the more precise, the better
- Approximate cost of offsetting revenue, if any
- What else would be needed to make the event happen (staff, volunteers, for example)

Proposals received before March 15 will get the fullest consideration and the latest possible date to submit a proposal is March 30.

Jeremy spoke about implementing a mid-year update of the budget for a possible second round of funding for new expenditures, potentially including items suggested by committees,, depending on the budget's "health". But he noted that cuts may be in order too, again, depending on the "health" of the budget.

The Executive Director oversees the budget and has "spending authority" in accordance with by-laws. The Board approves budget changes, and has an overview role on how our revenues and expenditures are doing.

3.0 REPORTING WITH DISCUSSION AND VOTE

3.1 Terms of Reference – Youth

Jaimee Mitzmacher

Jaimee spoke about the Terms of Reference for the Youth Committee. The focus of these terms is to support the staff to build the kids into future leaders. For the youngest groups of youth (Ketanim: Kindergarten – Grade 2 and Chaverim: Grade 3 - 5), parents are activated. The Gesher Youth (Grade 6 – 8) are the B'nai Mitzvah cohort and they learn how to be active in t'fillah services. The USY Youth (Grade 9 – 12) are building their leadership skills, are comfortable in the building and are comfortable in the services.

Another goal is to bridge OTT school students with the KBI Youth where everyone is comfortable and is working together.

Jaimee wants a committed parent at each grade level who helps to propel that cohort forward in terms of youth participation and commitment.

A motion was made by Jaimee Mitzmacher and seconded by Jeremy Rudin to adopt the Terms of Reference of the Youth Committee.

All were in favour. The motion was carried.

3.2 Terms of Reference – OKFB

Sarah Beutel

Sarah spoke about the Terms of Reference for the Ottawa Kosher Food Bank.

Highlights include:

- a) Formalize the processes, oversight and structure of the OKFB
- b) Help find resources and grants
- c) Facilitate special programs (Chanukah and Passover packages, for example)
- d) Search for more volunteers
- e) Work collaboratively and in support of the work that Linda Prizant already does

A motion was made by Sarah Beutel and seconded by David Lyman to adopt the Terms of Reference of the Ottawa Kosher Food Bank.

All were in favour. The motion was carried.

3.3 Terms of Reference and Mandate – Personnel

Jeremy Rudin

Jeremy explained that the Personnel Committee is established in the Bylaw where the Committee is given one general and one specific responsibility as follows:

- The Personnel Committee shall consider and report to the Board on all human resource matters respecting the Corporation including matters referred to in by the Board.
- The financial elements of any contract with any Clergy shall be subject to approval of the Finance and Audit Committee and the Personnel Committee.

Jeremy explained to whom the Personnel Committee provides advice and in what circumstances. He also explained that the Personnel Committee might refer to the Board on any matter that it believes requires Board attention. The Personnel Committee should make recommendations to the Board about personnel matters.

Discussion ensued about whose responsibility it is to conduct Clergy reviews, the Executive Director's evaluation, and who reports to whom. Under KBI's Operating Policy, and relevant employment contracts, the President is responsible for the reviews, with input from the Personnel Committee, and shared with the Board.

A motion was made by Jeremy Rudin and seconded by David Lyman to adopt the Terms of Reference and the Mandate of the Personnel Committee.

All were in favour. The motion was carried.

4.0 REPORTING WITH DISCUSSION BUT WITHOUT VOTE

4.1 Adult Education Events Upcoming

David Roytenberg

David spoke about the upcoming Scholar in Residence, Justin Camy, who will be at KBI from May 5 – 7.

David has launched an initiative to have members give Divrai Yisrael leading up to Israel's 75th birthday.

David spoke about some possible plans to have a Leonard Cohen Weekend in the fall as well as possibly extending an invitation to the Shaar Hashomayim Choir to come to KBI.

4.2 Board Planning "Wish List"

Victor Rabinovitch

Victor shared the compiled list of “high hopes” that Board members generated at the December Board Meeting. He also included the administrative goals that he and Jeremy Rudin had developed last summer, and shared with the previous Board. Victor grouped the hopeful initiatives into the following three categories:

- I. Operational
- II. Programming
- III. Values

“High hopes” include: Strengthen staffing in the office, keep youth programming in the spotlight, develop initiatives aimed at Seniors, and seek to engage once-a-year members more fully so that synagogue life becomes part of their consciousness.

4.3 MERCAZ and Zionist Fed Participation

David Roytenberg/Victor Rabinovitch

Victor explained that MERCAZ is a movement to enhance Conservative Judaism’s voice, ideas and strength. Individual KBI members opt into MERCAZ by paying an additional \$18 when they renew their membership. The Conservative Movement and MERCAZ are seeking ways in which to strengthen its voice in the Zionist political sphere, much like Orthodox Jewish factions have been doing for years.

Jaimee suggested an *opt out* option for joining MERCAZ rather than an opt in option. This will be considered during our upcoming budget discussion, after David and Victor meet with Mercaz leadership.

5.0 REPORTING WITHOUT DISCUSSION OR VOTE

5.1 Tax Receipt

Jeremy Rosenberg

Receipts will be mailed out next week. Jaimee suggested an email option for tax receipts. Jeremy said he would explore this option for next year.

5.2 OTT Update

Jeremy Rudin

Jeremy said that OTT is growing. The curriculum and instruction are improving. The OTT Committee will be advising Rabbi Kenter about:

- I. Opening up satellite sites elsewhere in Ottawa or Gatineau on Tuesdays after regular day school
- II. The 100th Anniversary of Ottawa Talmud Torah is this year and the committee wants to mark this milestone. It will be an opportunity for fundraising and publicity
- III. OTT is on track to run a budget surplus this year. In part this is due to not yet having a full-time KBI Director of Youth and Education Programming, which we expect to staff in 23-24 budget year.
- IV. Physical improvements to the OTT space will also be explored

Sarah suggested that OTT's share of overhead expenses be included in our calculation of tuition fees (space maintenance, allocated staff and clergy time, etc.),.

Jaimee said that she is able to provide contact information for other supplemental schools so that we can compare our operating budgets to theirs.

5.3 Other Business Raised By Any Director

Howard Cohen appealed for a couple more individuals to volunteer with the Life and Legacy team.

6.0 IN CAMERA

7.0 ADJOURNMENT

The meeting was adjourned at 9:08 PM.

The next board meeting will be held on Thursday, March 23, 2023.

Also, note training session being arranged by Rabbi Kenter, March 30,2023