**Kehillat Beth Israel**

**Board of Directors**

**November 17, 2022**

**Zoom Meeting**

**Minutes**

**Present:**

Sarah Beutel Adina Libin David Roytenberg

Norm Ferkin David Lyman Jeremy Rudin

Jeff Greenberg Jaimee Mitzmacher Judah Silverman

Gillian Koh Victor Rabinovitch

**Secretary:**

Jodi Gitter

**Clergy Present:**

Rabbi Eytan Kenter

**Staff Present:**

Elisheva Brantz

**Regrets:**

Cantor Jason Green

Olga Strelchenko

1. **PRELIMINARY MATTERS**

**1.1 Call to Order Victor Rabinovitch**

The meeting was called to order at 7:02 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 November 17, 2022.**

**All were in favour. The motion was carried.**

**1.4 D’Var Torah Rabbi Kenter**

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

Harry Kizell

Sandra Zunder

Edmund Sussman

Charles “Chick” Taylor

Anne Marcus

**1.6 Approval of Board Minutes From the Meeting Held on October 6, 2022 All**

**A motion was made by Jodi Gitter and seconded by Norm Ferkin to approve the Board minutes from the meeting held on October 6, 2022.**

**All were in favour. The motion was carried.**

**1.7 Business Arising From Previous Minutes All**

None

1. **FINANCIAL MATTERS**

**2.1 Executive Director’s Written Statement Respecting the Status of Staff Salaries and Remittances to Government Elisheva Brantz**

Elisheva presented the statement for employee wages to the Board.

**2.2 Presentation of Quarterly Financial Statements Adina Libin**

Adina reminded the Board that examining the financial statements every quarter gives us a more fulsome picture of KBI’s finances and is more efficient than monthly statement reporting.

REVENUES:

* From June to September, $161, 000.00 in membership dues have been collected. This represents most of the expected/budgeted dues.
* Adina presented all donations, hall and kitchen rentals and Yizkor Book revenues.
* Some big events last summer made for an increase in expected Kiddush and sponsorship revenues. As well, OTT revenues are starting to come in.
* Questions and answers ensued about the dues revenues lines on the budget and how the revenues are recorded from an accounting perspective.

EXPENSES:

* KBI has not yet hired a Youth Coordinator and therefore, we are under-budget in Personnel costs.

BUILDING OCCUPANCY COSTS:

* Very little landscaping and other maintenance in first quarter
* More OTT revenues to come in second quarter

OTHER HIGHLIGHTS:

* CBSO monies will be coming in to offset the costs of:
* Scholar in Residence (Dr. Stephanie Green)
* Tent rental for High Holidays
* KBI Kickoff event
* A portion of the Endowment Fund’s interest gains has been allocated for use this next quarter.
* We are on-track to have a financial year as expected.

**2.3 Membership Status to Date Victor Rabinovitch**

Victor has met with Rabbi Kenter and Elisheva to review some inconsistencies in terms of membership reporting since the merger of the two synagogues. The purpose of the meetings was to finalize membership numbers. For example, “on paper”, some people are noted as “full members” but they have not paid the full membership amount.

The meetings yielded the following findings:

* Total number of households that have renewed: 527
* There are 67 additional households “on the books” from previous years that need to be reviewed. Of those, 20-25 are likely to renew and pay this year.
* “Younger Households” pay membership dues at a lower rate than “older households”.
* 556 members are part of a couple; 262 members are single
* Associate Members (KBI burial privileges) is a complicated category and topic; discussion about this, as a Board, will begin in January.
* Currently, we have 54 Associate Households that have renewed; 65 Associate Households have not yet renewed and they will be contacted.
* Adults under the age of 22 are included as members and have been counted as part of the “singles”. They are asked to pay what they can and their dues are processed as donations.
* Adults between the ages of 25-30 are paid for in full (usually by their parents). Rabbi Kenter has been encouraging this age group to pay some amount too, so that they can feel connected.

Norm asked if KBI collects membership dues from adult children of members. Rabbi Kenter replied that adult children are their own members and are added as separate members.

David Lyman asked about spending some resources to “clean up” Shul Cloud membership data. Jeff replied that as Chair of the Membership Committee, he is seeking volunteers to take on that task. Elisheva offered to work with the Membership Committee.

1. **REPORTING WITH DISCUSSION AND VOTE**

**3.1 Appointment of Committee Chairs**

Victor has committed to meeting with each Committee Chair to review each committee’s Terms of Reference and mandate.

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| --- | --- |
| **Committee** | **Chair** |
| 1. Ritual | Ralph Anzarouth |
| 2. Youth | Jaimee Mitzmacher |
| 3. Adult Education | David Roytenberg |
| 4. Governance | Stephen Bindman |
| 5. Life and Legacy | Howard Cohen |
| 6. OTC at KBI | Jeremy Rudin |
| 7. Building and Lands | Jay Amdur |

**A motion was made by Norm Ferkin and seconded by Jeremy Rudin to install Ralph Anzarouth, Jaimee Mitzmacher, David Roytenberg, Stephen Bindman, Howard Cohen, Jeremy Rudin and Jay Amdur as Chairs of their respective committees.**

**All were in favour. The motion was carried.**

**A motion was made by Norm Ferkin and seconded by Jeremy Rudin to install Judah Silverman as Chair of the Nominating Committee.**

**All were in favour. The motion was carried.**

**3.2 Appointment of Personnel Committee Chair**

**A motion was made by David Lyman and seconded by David Roytenberg to install Jeremy Rudin as Chair of the Personnel Committee.**

**All were in favour. The motion was carried.**

**3.3 Designation of Signing Officers**

**A motion was made by Judah Silverman and seconded by Sarah Beutel to install Victor Rabinovitch (President), Jeremy Rudin (Vice President), Adina Libin (Treasurer) and Elisheva Brantz (Executive Director) as Signing Officers.**

**All were in favour. The motion was carried.**

**3.4 Appointment of Synagogue Representatives**

**A motion was made by Norm Ferkin and seconded by Jaimee Mitzmacher to install Lonny Bronstein and Norm Slover as representatives for Jewish Memorial Gardens.**

**All were in favour. The motion was carried.**

**3.5 Contract to Replace Rooftop Air Conditioning Units**

**Jeff Greenberg**

Jeff explained that the current units service the main chapel, rear corridor and Simcha Room. They are between 30-35 years old. They have been repaired in the past and now need to be replaced.

Facilities Manager John Denomme has obtained three quotes. A company called Climate Works has provided the best quote for the two-rooftop units that are necessary.

**A motion was made by Adina Libin and seconded by Jeremy Rudin to engage Climate Works for two new rooftop air conditioning units.**

Discussion ensued. Gillian asked whether or not heat pump technology was an option that was explored. Victor replied that he would ask John to look into this option.

**The motion was carried with a proviso for John Denomme to look into heat pump options and costs.**

Jeff said that it is responsible to explore the long-term efficacies of heat pump technology and re-examine which option would be best.

**4.0 REPORTING WITH DISCUSSION BUT WITHOUT VOTE**

**4.1 Building and Lands Report Jeff Greenberg**

The committee is comprised of: Jay Amdur, Norm Ferkin, Eric Weiner and Jeff Greenberg (Chair).

Jeff presented the committee’s Property Improvement Planning Master List.

Thus far, John Denomme and Staff have completed 40 items from the list. Volunteers have stepped up too. Some items are ongoing projects that are within KBI’s operating budget. Some are choices we will have to make and others are mandated by the City of Ottawa.

The Building and Lands Committee has made recommendations to the ED.

Victor asked Board Members to look over the master list and to forward comments to Jay Amdur.

**4.2 Kiddush Policy Discussion Rabbi Kenter**

Victor asked Board Members to look at the Kiddush Policy that was circulated and to share feedback with Rabbi Kenter.

**4.3 Other Business Raised by a Director All**

None

1. **REPORTING WITHOUT DISCUSSION OR VOTE**

**5.1 Committee Reports As Circulated All**

**5.2 Other Business Raised By Any Director**

**None**

**6.0 IN CAMERA**

**7.0 ADJOURNMENT**

**The meeting was adjourned at 9:42 PM.**

The next board meeting will be held on Thursday, December 15, 2022.