

**KEHILLA COMMUNITY SYNAGOGUE
BOARD OF TRUSTEES MEETING - VIA ZOOM**

-FINAL-

Date: August 25, 2020

Minutes taken by Shoshana

Board members:

Present: Karen Cohn, Catherine Lyons, Ruth Atkin, Ali Cannon, Lisa Korwin ,
Rachael Reiley, Stephanie Hochman and Shoshana Finacom

N/A: Ori Tzvieli

Others present: Michael Saxe-Taller, Rabbi Dev Noily

Minute Taker: Shoshana Finacom

Reviewed the following prior to the board meeting (in Google Drive):

- Kehilla Board Minutes Draft for approval at meeting

Approval of the minutes

Approval of the 7/28/20 minutes. Catherine moved and Ruth seconded.
Unanimously approved.

FIDUCIARY: BOARD STEWARDSHIP OF TANGIBLE ASSETS

- **GenCo** - Lisa
 - **Meeting the moment**

The campaign had 31 community leaders sign up to be ambassadors and assigned 5 households each - about 1/3 of the total member households to check in and talk about ways to be engaged with Kehilla. The feedback received from one ambassador was that they people they reached out to appreciated it. Marjorie will email the ambassadors asking for additional feedback.

- **Upcoming Plans of the Committee**

The committee is currently reaching out to the larger donors. To date, close to \$20,000 has been committed and there still are a number of donors to reach out to. \$50,000 is the budgeted amount for contributions. Michael feels that is achievable. Michael has been coming up with new fundraising strategies. The name of the next campaign will be continuing with the HHD theme of Hineinu: We are Here. This will be in lieu of Terumah. HHD Tzedakah will be asked for on Erev Rosh Hashanah and on Kol Nidre, there will be a more direct ask to benefit Kehilla, focusing on the work that it does - which is different from what has been done in the past. Additionally, in lieu of bringing in food donations, people will be invited to make donations directly to the Alameda County Food Bank. Stay tuned for more info.

- **Treasurer's and Finance Committee report**

- **Dues pledged to date** - Michael S-T

As of August 21, 2020, Michael reported the following:

Last year, we had 503 Member Households, generating income in the amount \$590,000 for last fiscal year.

Currently to date for this fiscal year, we have:

384 Renewed Households (includes 28 comped households)
20 New Member Households
110 Not yet Renewed Households
12 Not Renewing – Last year paid \$11,500

\$529,000 Dues Pledged by Renewed Members

\$9,500 Dues Pledged by New Members

\$538,500* Total Current Dues Pledged

* At the time of this meeting, total current dues pledged was up to \$550,000. 100 households have not yet responded. Followup emails are sent out every two weeks.

In response to the new approach for the sustaining dues amount, members who have renewed are overall paying more than the previous year.

Kehilla School Tuition

\$79,000 Last Year's Tuition Income

\$46,000 Budgeted for this Fiscal Year

\$58,000 Current Tuition Pledged

At least a dozen or more students are expected to enroll.

High Holy Day Registration/Contributions

\$110,000 Last Year's HHD Income (with \$55,000 expenses)

\$42,000 Budgeted for this Fiscal Year (with \$16,000 expenses)

\$ 9,600 Current HHD Income (don't expect to exceed expenses)

Member Households last year

- **PPP update** - Michael S-T

There is no new update because the bank hasn't made the forms available. This will be revisited in September as to what we might do with the money, once it is determined we will receive loan forgiveness

- **FinCom Update** - Ruth

The committee is looking for an acceptable "home" for a \$45,000 endowment. About \$25,000 is sitting with the Federation and the balance is with the bank. They are anticipating that CDs will be renewed.

- **Executive Director Discretionary Spending Policy** - Ruth

Scope: Authorizes the Executive Director to expend funds beyond what has already been approved in the current budget.

Limitations:

- Spending up to \$5000 at the sole discretion of the Executive Director.
- Spending \$5001 - \$10,000 with approval of the Treasurer or Board Chair(s).
- If the Treasurer and Board Chair(s) are unable to provide approval and the expenditure is to address an emergency, the expenditure is authorized and the Board must be notified within 3 days.
 - Emergency is defined as an issue requiring immediate attention and/or resolution and pertaining to the safety of the building and/or the health and safety of the people who work there.
- Total expenditure subject to ED discretion or additional approval in any given fiscal year shall not exceed \$25,000 unless otherwise approved by the Board in its entirety.

Ruth moved and Stephanie seconded to accept the above policy.
Unanimously approved.

- **Clergy/school support hire** - Michael S-T

Proposal:

The Kehilla Board is asked to approve the expenditure of up to \$3,750 on a Youth Programs Administrator to support Rabbi Gray in working with Kehilla School and the Bar/Bat Mitzvah Program for the period of August 26 - December 18, 2020. The Board will decide in October whether to extend this position for the remainder of the school year.

Background:

Rabbi Gray is in serious need of help with Kehilla School and to a lesser extent, with the Bar/Bat Mitzvah program. Because Kehilla School is going to be virtual for much or all of the school year, Rabbi Gray has created a much more complicated schedule including 4-6 week learning blocks and a series of elective courses. More higher level administration is needed to handle the new schedule. In addition, many of our school families are struggling and are needing lots more pastoral attention from Rabbi Gray. And given that both Rabbi Gray and Natalie Boskin are on duty during Kehilla School, they need someone to run the tech for the zoom sessions. We are also needing some production and tech help with BBM services.

Natalie is not available to do these additional tasks that are needed to support our youth programs. We therefore need to bring someone else in, and

Gray would like us to hire Maggie Grabmeier, who is currently doing a superb job as Project Manager for our High Holy Day services. Maggie is interested and available.

We want to hire her for 5-8 hours a week through December 2020. The total cost will be between \$2500-\$3750 depending on how many hours she is needed. In October, we will fold this expense into a revised budget and the board will decide whether to extend the position until the end of the Kehilla School year in May 2021.

Given that we are already \$14,000 over what we budgeted for Kehilla School tuition income and still likely have 10 or more additional students who will enroll, we will have the money to pay for the position. Rabbi Dev and Michael both consider this an essential hire and crucial towards making Rabbi Gray's job workable during the pandemic.

Shoshana moved and Lisa seconded to approve the above proposal. Unanimously approved.

STRATEGIC DIALOGUE: BOARD PARTNERSHIP WITH MANAGEMENT

- **ED Report** - Michael

Yesterday, Michael and R Dev invited the committee chairs, Board, Spiritual Life Practices Committee, along with the spiritual leadership to meet together, and 25 people attended. It was a useful meeting and will do this periodically.

Catherine and Michael are hosting a community meeting next Wednesday (September 2) to check in and allow one another to touch base. This will be done periodically as well.

- **Clergy report** - Rabbi Dev

Added from above, even before the challenges of the Pandemic, Rabbi Gray has needed more admin support.

- **High Holiday update**

The full line up of who will be teaching during the HHDs was sent out in an email today. Included are Tonde Case who leads the Women of Color Resilience Cohort that Ruthie Levin has been involved with, and Satia, a youth leader of resistance; Ruthie Levin will be giving a talk about the Arc of Change program.

A lot of work is being done to pare down what we traditionally have done during the HHD services. The photo and video project has gone really well. We have a beautiful photo montage. All of the things that we have done to pull people together, with the above, and the Mishpacha groups and the gift bags, has gone well in supporting the community.

Some ideas: projecting the service on a screen in our backyards and invite small groups to join with us. (Post idea on Facebook and share with Elle - not to invite people, just making the suggestion for others to consider.)

- **Arc of Change update**

Questions have been posed and now awaiting answers from Yavilah McCoy of Dimension Consulting.

Fundraising - Work is being done on a couple of grants, and there are leads of other foundations to reach out to. There will be directed fundraising to people outside of Kehilla, as well as charging the white members who participate in the training. It was suggested using the same approach as we have done with the Adult Ed structure where scholarships are available. The fundraising team will also reach out to WCLIG to help with the structuring of the fees to make it accessible.

GENERATIVE: SOURCE OF LEADERSHIP FOR THE ORGANIZATION

- Other Committee reports/updates
 - **Blog sign-ups** - Catherine

Please go to Google doc and sign up to write an article for Kol Kehilla. Catherine offered to write the first one soliciting potential future Board members. (Thank you!)

- **Retreat Lite** - Catherine

September 6, from 2-4pm. Ann Schonfeld will be our facilitator. Ruth is unable to attend. An agenda will be sent out and some prompts to think about in advance. The second half we will be discussing supporting staff and clergy, our finances, and sustainability of the board.

AOB/ANNOUNCEMENTS

Retreat Lite: September 6, from 2-4pm

Next meeting: September 22, 2020, 6:10 pm

**Note future board meetings that are not on the 4th Tuesday of the month:
November 17, 2020 and December 15, 2020**