

**KEHILLA COMMUNITY SYNAGOGUE
BOARD OF TRUSTEES MEETING MINUTES**

FINAL

Date: 2022-01-25

6:45-8:30

Attending: Stephanie Hochman, Rachael Reiley, Lisa Korwin, Ruth Atkin, Pamela Berkowitz, Michael Myers, Nina Cohen, Ori Tzvieli

Staff: Michael Saxe-Taller, Hazaan Shulamit Wise Fairman,

Guests: Sondra Solovay

Not attending: Dina Burg, Dev Noily

AGENDA

Minutes taker: Maggie Grabmeier

OPENING

- Group check-in
- Approval of minutes - **VOTE: Pamela Berkowitz moved to approve, Ruth Atkin seconded, passed unanimously**
- **Clergy report & spiritual opening**
 - Shulamit Wise-Fairman: Kehilla hosted a gathering about the Texas synagogue hostage situation which about 25 people attended.
 - Following the lead of Kehilla's BIPOC DEI contingent, the spiritual leadership team made a first move of integrating Lia Barrow into a spiritual leadership role at last week's Shabbat service.
 - Rabbi SAM is on parental leave.
 - Kehilla staff is in need of rest and help on a systemic level to create sustainable work structures.

STRATEGIC DIALOGUE: BOARD PARTNERSHIP WITH MANAGEMENT

- **ED Report**
 - At last month's board meeting, Michael S-T asked whether any board members were willing to make phone calls to congregants who have not renewed membership yet. **Lisa, Stephniae, Pamela, and Rachael volunteered to make calls.**
 - Arc of Change: next week is the beginning of the fourth training pillar. The DEI team is working with Kehilla's BIPOC leadership to determine long-term goals.
- **YTD Financial's Presentation** (20 minutes) ( Mid-Year 2021-2022 Financials)
 - Michael S-T: The board agreed to spend last year's surplus so there are more expenses this year than last. The year may end in a deficit of \$36k (money that will come out of the reserves).

- Kehilla is on track to earn budgeted numbers on dues and Kehilla school tuition.
- The organization went over budget in administrative salaries, office supplies, building repairs and maintenance, part of which is due to covid-related expenses. Kehilla may also need to hire more staff to cover administrative needs which are not in the budget.
- Work still needs to be done to increase donations. The GenCo team is working on increasing individual solicitations and planning for the April 3rd fundraiser. Michael S-T's prediction at the moment is that Kehilla will come in \$15k under the predicted budget amount.

FIDUCIARY: BOARD STEWARDSHIP OF TANGIBLE ASSETS

- **Finance Committee Report**

- **Policy Recommendations**

- Ruth: A subcommittee of the finance committee is working on three documents, none of which are ready yet for presentation to the board: (1) a list of financial terms new board members should understand, (2) recommendations for ways to best manage resources that Kehilla receives including questions of the use of staff time, (3) protocols about how to manage Kehilla's day-to-day funds.
- Michael M: This subcommittee is planning to meet with Lisa to solidify the documents.

- **Update on Bad Check Situation**

- Ruth: two forged checks were cashed by Bank of the West, amounting to \$53k. The bank is conducting an internal investigation, though they told Kehilla they are not able to cover the losses from at least one of the checks. Kehilla's insurance could cover \$25k, but the finance committee has decided to escalate the issue with Bank of the West and try to get all the money back from the bank itself. The committee is working on letters to send to different people at Bank of the West and strategies for recovering the money, including potentially hiring a lawyer. The board will also determine whether to continue working with Bank of the West after this issue is resolved.
- Bank of the West has until the beginning of March to complete its investigation on the second check, and Kehilla will continue to escalate the issue with no set deadlines.

- **Budget Process Info** ( Budget Timeline FY2022-2023)

- Michael S-T: Budget planning has begun. In February, the board may have a few budget issues to discuss, by the March board meeting a budget outline will be drafted, and the board will discuss

key questions in determining the shape of the budget. By April, a complete budget will be drafted, and the board will vote to approve the budget at the May board meeting.

- Some of the key issues the board will discuss with regard to next year's budget include whether to increase staffing and how to raise more income to cover staffing, as well as timeline for hiring.
- The goal is to draft a 2-year budget proposal, as staffing needs won't be met all at once.
- Sustaining dues can be set once the budget is approved, and the dues could increase to help increase income for next year.
- **Vote to elect Michael Myers as new treasurer** to take over Ruths' term.
 - Rachael: As Ruth is on the East Coast, she is unable to keep up with the commitment of being treasurer, though she will remain on the financial committee. Michael Meyers agreed to be the new treasurer candidate.
 - **VOTE: Ori T moved to nominate, Lisa seconded, passed unanimously.**

GENERATIVE: SOURCE OF LEADERSHIP FOR THE ORGANIZATION

- **Generosity Committee**
 - Lisa: Kehilla's fundraising event is scheduled for April 3rd at 4pm with the theme of sustaining activism. The three confirmed presenters are Aurora Levins Morales, Naomi Ortiz, and adrienne maree brown.
- **School Update**
 - Stephanie and Nina: Rabbi Gray has needed support while Dev has been out on sabbatical, and Kehilla has generated an 8-week contract with Nina to assist with curriculum articulation, the move to in-building Kehilla School, support with parent interactions, and other support for four hours a week. Nina will also assist with job descriptions for school personnel.
- **Board Development**
 - Ori: The board is looking to invite new members. So far communication to the entire congregation has not resulted in members expressing interest in joining the board. Michael S-T has helped to develop a list of potential new board members, and the board development committee will begin calling them to gauge interest.
 - Shulamit: one strategy for improving the diversity of the board could be to ask potential BIPOC board candidates what they would

need in order to make this space positive for them, including bringing allies onto the board, and then to follow their lead.

- Nina: suggested that Kehilla compensate Ruthie as the POC organizer to attend board meetings.
 - **Ori suggested the board take time at next month's board meeting to discuss the budget for paying Ruthie to attend board meetings in the future.**
 - Lisa: mentioned that Kehilla's bylaws look outdated. She suggested the board take some time before the next meeting to look at the bylaws and suggest changes.
 - Shulamit: Kehilla signed a public letter with other synagogues committing to take on white supremacy with consistency. She suggested that the board revisit those commitments with some evaluation, and that it could be a reference point for the board in thinking about Arc of Change-related improvements.
- **Leadership Retreat**
 - Stephanie: The leadership retreat will be March 11-13 at Urban Adamah. While programming and logistics are still in progress, it is known that there will be a focus on belonging and allyship and the organizational development process. The board also wants to generate ideas with participants at the retreat on what to look for in an OD consultant and staff a table where potential board member candidates can ask questions about what it's like to serve.
 - Michael S-T encouraged board members to RSVP and noted that registration materials are coming out in the next few weeks.

AOB/ANNOUNCEMENTS

- Board Involvement at BBM Shabbats 2022-23
 - Rachael: As services are scheduled to be back in the building soon, board members are being asked to attend BBM services and make the announcements at the end. **Natalie made a signup document visible [here](#).** Every board member should take on 2-3 services that they can be at to make announcements and help out in other, manageable ways.