

KEHILLA COMMUNITY SYNAGOGUE BOARD OF TRUSTEES MEETING

Date: 2022-02-22 minutes

6:00 -7:00 Regular Session

7:00 - 7:20 Executive Session

7:25 - 8:30 Regular Session

Attending: Rachael Reiley, Ruth Atkin, Pamela Berkowitz, Michael Myers, Ori Tzvieli, Nina Cohen

Staff: Michael Saxe-Taller, Dev Noily

Not attending: Stephanie Hochman, Lisa Korwin, Dina Burg

Guest: Don Stone

Minutes taker: Maggie Grabmeier (from recording)

OPENING

- Group check-in
- Approval of minutes **VOTE: Ruth Atkin moved to approve, Ori Tzvieli seconded, passed unanimously**
- Clergy report/spiritual opening/Support for Rabbi Gray
 - Kehilla is beginning multi-access services, reminder that the reason for this kind of programming is to serve congregants who want to be in person, and those of who can't be - keeping this (and staff capacity) in mind as Kehilla moves forward and decides which programs to offer as multi-access and which will have only one entry point.
 - Support for Rabbi Gray: before now, Rabbi Gray has been handling administration for the school and Bar/Bat Mitzvah program, and along with their other duties, this has been unsustainable. Kehilla decided to hire a part-time administrator to help lessen Rabbi Gray's load, but got no applicants. Nina stepped in to support Gray with planning and moving forward with a more robust hiring plan, which they are planning for now.
 - Rabbi SAM has expressed interest in taking on some of these duties once they return from parental leave, and they will put in 5-7 hours per week for Kehilla School, though Nina and Rabbi Gray are working to develop a longer-term solution to Kehilla School's administration with an eye toward the school's goals of having people of color in leadership roles.

FIDUCIARY: BOARD STEWARDSHIP OF TANGIBLE ASSETS

- **Finance Committee Report**

- Fin Com and Budget priorities meeting summary:
 - Michael M: The finance committee is working on budget priority items, and is talking about the future of endowments, and the committee will bring proposals to the board soon.
 - Budget priorities: With the knowledge that Kehilla is entering into an organizational development process soon, the finance committee wants to be attentive to staff needs during the development process, and has developed two key areas of need:
 - Staffing/hiring for higher level financial assistance
 - Staffing/hiring for HR assistance. The budget priorities team recommended filling this need through consulting/contract rather than hiring someone on to staff.
 - The board will also need to consider income in developing the budget and planning to meet these needs.

GENERATIVE: SOURCE OF LEADERSHIP FOR THE ORGANIZATION

- **Personnel Committee**

- Coaching - The personnel committee supports using money from a 5 or so year-old capacity-building fund to pay for short-term executive director coaching.
 - The capacity-building fund is about \$20,000 total. Half of it is earmarked for racial justice work, and half of it is available.
 - **VOTE to approve 6-7 month intensive executive director coaching sessions, spending up to \$4,000: Nina moved to approve, Ruth seconded, passed unanimously**
- HR update - The personnel committee has determined that the highest priority HR need is cleaning of staff paid time off (PTO) data. An HR specialist is needed to review PTO accruals and make sure they're correct. The committee hopes to hire a consultant for this task, and if it's successful, hiring them on for more HR tasks.

- **Generosity Committee**

- The generosity committee is seeking event sponsors for the April 3rd fundraiser.
- Each board member will be asked to call five or so potential sponsors to ask if they'll sponsor - this request will come to board members soon.
- The committee hopes to bring \$25,000 on this event

- **Arc of Change**

- Ori: Michael S-T is checking with the DEI team on ways to diversify the board, Kehilla is currently tapping potential new board members.

- The board discussed inviting Ruthie Levin to board meetings as a part of her job as People of Color Organizer at Kehilla to advise on Arc of Change initiatives and the diversification of the board, as well as decisions related to Ruthie's work with Arc of Change/DEI. Ori agreed to email Ruthie and CC Rabbi Dev (her supervisor) to gauge her interest in attending board meetings and determine whether this would fit into her job priorities.

STRATEGIC DIALOGUE: BOARD PARTNERSHIP WITH MANAGEMENT

- **ED Report**

- Josh's increase - increasing hours, he's needed, money already allocated and doesn't need board approval.
- The \$53,000 that was withdrawn fraudulently has been returned by the bank to Kehilla's account.
- JYCA leadership has informed Kehilla that they will likely accept an offer from the Tides Foundation to be their new fiscal sponsor. Kehilla's relationship with JYCA moving forward is still under discussion, but it will not be fiscal.
- Building needs: Kehilla may need a new roof (on the flat part) of the building, and electrical work needs to be done. Michael S-T has identified some people who are interested in being on a committee to raise funds to build an elevator at Kehilla, but no one has volunteered to lead the committee and there is a delay in getting the full cost estimate.
- Rachael R: There is money available through the Federation for security updates at synagogues, including better lighting in parking lots (which is something Kehilla needs). The board agreed it would be a good idea to look into this funding source for lighting improvements only.
- Michael S-T: Once the year's expenses are outlined in the budget, Michael S-T will propose the amount for sustaining dues, then that number will come back to the board for approval. Kehilla will likely use the same framework of sustaining dues that they've used in years past, though Michael S-T will consult with the Working Class/Low Income group (WCLIG) on creating sensitive language to introduce the system to congregants earlier on in the process.
- The government is offering a tax credit of up to \$100,000 that Kehilla may qualify for. Kehilla is bringing on a partner that would take 10% of the credit if Kehilla earns it (and nothing if they don't).

AOB/ANNOUNCEMENTS

- [BBM & Greeter Sign-ups](#)