

KEHILLA COMMUNITY SYNAGOGUE BOARD OF TRUSTEES MEETING

Date: **2022-03-22 MINUTES**

FINAL

6:00 -7:00 Regular Session

7:00 - 7:20 Executive Session

7:25 - 8:30 Regular Session

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

Staff: Michael Saxe-Taller

Not attending:

Guest: Jaime Jenett

Minutes taker: Maggie Grabmeier (from recording)

OPENING

- Group check-in
- Welcomed Jaime Jenett (member of the health and safety task force, interested in learning how the board works/possibly joining the board)
- Approval of minutes: **VOTE: Ori Tzvieli moved to approve, Ruth Atkin seconded, passed unanimously, Lisa Korwin and Stephanie abstained**

STRATEGIC DIALOGUE: BOARD PARTNERSHIP WITH MANAGEMENT

- **ED report**
 - Michael S-T: Kehilla is announcing new Covid/health protocols as the number of cases in the county drops and b' mitzvah season approaches. The core of the protocols is the same (vaccine and booster requirement or antigen test for folks unable to be vaccinated, and mask policy is the same), though eating indoors will now be allowed in controlled spaces, and Kehilla will provide an outdoor space to eat as well. Services and events will no longer require registration, and capacity will no longer be capped for health reasons.
 - Ori: No one is sure how serious the new covid variant will be. Kehilla's messaging to congregants and b' mitzvah families is that the policy may change as conditions change.
- **Budgeting and Finance**
 - MST: The Finance Committee has reviewed potential income sources for the upcoming year.
 - Examples of increased income sources: membership dues, increase in rental income, and some unknown amount of HHD

income (Kehilla plans to hold HHD services in person at Scottish Rite in addition to a virtual experience).

- Examples of decreased revenue sources: clergy being out for sabbatical and JYCA leaving Kehilla by the end of April/mid-May.
 - Examples of potential financial need: staff increases in five areas—a new school administrator (this effort is being led by a Kehilla School advisory group), a full time operations and tech position, a part-time and weekend custodian (33%-40% time and an increase for the current custodian into a higher position), financial manager or controller consultant, and a consultant for HR help.
 - In April, the board will receive a draft budget with all the key pieces in it, and the board will have the opportunity to ask questions. If the budget is not finalized and voted on in May, the June meeting is available for the final vote..
- **Building needs**
 - The flat roof has leaks. Kehilla has received some bids for the repair work, and Osborne has some other repair suggestions that may be a lower cost. The lowest bid Kehilla has received is for \$25-30k.
 - MST suggested spending the \$20k currently set aside for building repairs from a previous year and taking the remaining amount, up to \$15k, from the reserves to fund the roof repair and asked for the board's approval. **VOTE: Ori Tzvieli moved to formally authorize the spending of \$20k from the building fund, and the potential difference for the roof repair, not to exceed \$15k from reserves if the project requires it. Stephanie seconded, passed unanimously.**
 - MST raised the bigger-picture question of how to make sure Kehilla has money for large building-related repairs or expenses not covered by the operating budget. Some possibilities raised include adding a building maintenance annual fee on to membership costs, launching a capital campaign.
 - Ruth agreed to bring a proposal from the Finance Committee to the next board meeting about how to fund building needs.
 - MST: Kehilla's consultant Osborne has been helping Kehilla with building issues since June 2021. There are a few more outstanding projects that require his expertise, though his contract is now expired. MST proposed to extend his contract for 4 more months using \$11k from the surplus to fund the contract extension. **VOTE: Pamela motioned to extend Osborne's contract for four months and spend \$11k from last year's surplus, Nina seconded, passed unanimously.**

FIDUCIARY: BOARD STEWARDSHIP OF TANGIBLE ASSETS

• Finance Committee Report

- Michael M: A subcommittee of the finance committee has created a document with financial terms (to support a shared understanding of those terms) and financial policies. The goal is to have the board approve the series of policies in the document. The policies include how to handle investments when there is a surplus, how to handle spending in a surplus, how to handle reserves, and how to use restricted funds.
- The board brought up potential improvements to the document including:
 - Researching other nonprofit finance policies to see how Kehilla's compares.
 - Including information about Kehilla's socially responsible investing policy.
 - Including information about spending surplus money on contributions and donations to the community.
- The finance committee and Michael S-T will continue talking about this document and policies before the approval process. The board is encouraged to email any outstanding questions to the finance committee. Michael S-T: wants to make sure we have staff to execute the approved policies.

GENERATIVE: SOURCE OF LEADERSHIP FOR THE ORGANIZATION

• Generosity committee

- The Sustaining Justice fundraiser event is April 3rd, and the committee is seeking more RSVPs and more sponsors. Kehilla is sending out invitations to attend, sponsor, and share the event among folks invited to the leadership retreat. The board is also encouraged to make the 4 assigned sponsorship calls each.

• Board Recruitment - Process Updates

- **Belonging and Allyship:** Stephanie: reminded the board about white supremacy habits, and asked the board to consider where the habits show up in the board with the intent of creating a board environment where POC feel safe and comfortable to join
- **Board Recruitment:**
 - Ori: In the next meeting, the committee will bring names of potential new board members who have agreed to be nominated.
 - In response to last month's conversation about inviting Ruthie to

join the board meetings as a staff member, Ruthie's supervisor (Dev) said Ruthie doesn't have that many hours and that she likely would not be able to attend all meetings, though she may consider attending less frequently.

- The board discussed a few ideas for improving diversity in the board:
 - Inviting paid staff including both Ruthie and Dee to attend board meetings
 - Creating an advisory team or consulting team of BIPOC congregants and staff that can advise the board
 - Asking a future HR consultant to advise on the relationship between staff, board members, and volunteers
 - Ensuring there is more than one BIPOC at each board meeting
 - Offering a stipend for BIPOC board members (Discussed the import of reparations in this decision)
 - Offering a stipend for any potential board member for whom joining the board would be a financial hardship.
- The board did not come to a conclusion or decide to move forward on these points at the meeting. MST encouraged the committee to take their time as many BIPOC Kehilla members are beginning to take on more responsibility and leadership roles and may need time to adjust to their new roles in the congregation.