

**Kehillat Beth Israel
Board of Directors
November 16, 2017
Simcha Room**

Minutes

Present:

Jay Amdur	Jodi Gitter	Lorne Goldstein
Sam Levine	Stuart McCarthy	Betsy Rigal (by phone)
Jenny Roberge	Joel Sachs	Harvey Slack
Kivi Shapiro	Harland Tanner	Helen Zipes

Secretary:

Jonathan Meijer

Clergy Present:

Rabbi Eytan Kenter
Rabbi Deborah Zuker

Staff Present:

Susan Grossner

Regrets:

Victor Rabinovitch	Jane Ehrenworth Shore	Judah Silverman
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[18:32] **The meeting was called to order at 6:32 p.m.**

Helen Zipes

Helen warmly welcomed members present and thanked them for coming and giving their time and energy. Helen reminded the board members about the expectation for complete confidentiality and the restriction of cell phone and computer usage during the meeting, so that members could give their complete attention to the meeting.

[18:34] **Moment of Silence**

Helen Zipes

A moment of silence was held for the following people who have passed away since the names had been presented at a previous Board meeting:

Sam Abramson	Nicolo Mariano
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[18:35] **D'var Torah**

Rabbi Eytan Kenter

1.0 APPROVAL & ADOPTION ITEMS

[18:37] **1.1 Declaration of Conflict of Interest**

Helen Zipes

None of the members present declared any conflict of interest.

[18:37] **1.2 Approval of the Agenda of November 16, 2017** **Helen Zipes**

A motion was made by Harvey Slack and seconded by Kivi Shapiro to approve the agenda.

All were in favour. The motion was carried.

[18:38] **Introductions** **Helen Zipes**

All present introduced themselves by stating their names.

[18:39] **1.3 Approval of the Minutes of the Board of Directors, Oct. 25, 2017** **Helen Zipes**

A motion was made by Jay Amdur and seconded by Kivi Shapiro to approve the minutes of the Board of Directors for the meeting held on October 25, 2017.

All were in favour. The motion was carried.

[18:41] **1.3 Approval of the Minutes of the Board of Directors, Oct. 29, 2017** **Helen Zipes**

A motion was made by Jodi Gitter and seconded by Harvey Slack to approve the minutes of the Board of Directors for the meeting held on October 29, 2017.

All were in favour. The motion was carried.

2.0 BUSINESS ARISING FROM THE MINUTES

[18:42] **2.1 High Holiday report – contact of families who have left** **Helen Zipes**

A final list of lapsed members has not yet been prepared. Helen will take the lead of the project to reach out to lapsed members, and will send a list to the Board Members, so that each Board Member calls a few lapsed members to follow-up with potential renewal.

Rabbi Kenter recommended that we call all members of the congregation annually in March-April simply to keep contact.

3.0 BUSINESS ITEMS

[18:50] **3.1 The Next Twelve Months – President's Vision & Workplan** **Helen Zipes**

(Please see the PowerPoint presentation in **Appendix A**, "President's Presentation, November 16, 2017".)

Helen asked the Board Members to suggest, by the next meeting, any additional goals which we should consider for the coming year so that we can develop an action plan that can be shared with our members.

Helen presented her three goals for the current Board of Directors' two year terms, and asked for comments.

Lorne reported that KBI has a vision statement already, but is open to reviewing it. He also suggested that what we do with the building should be goal in and of itself. Rabbi Kenter stated that in order to fundraise for the building, we have to make a case for what happens in the building. He also suggested that our strategic plan should include self-pride and how to permeate it. Helen will try to come up with wording to disseminate the above.

Once the committees are formed, Helen will meet with every committee chair and ask them to complete a terms of reference and action plan, which will be reviewed and then approved by this Board.

A discussion followed on how to measure success. Some ideas were shared, but Helen says that this will not be clear until we have a plan.

[19:11] **3.2 Board Skills Matrix**

Helen Zipes

(Please see the Board Skills Matrix template in **Appendix B.**)

Helen explained why she asked the Board Members to complete the matrix, and reported that some members have yet to fill the matrix. She added that, once completed, it would be very helpful for the next nominating committee in searching for new board members with required core competencies. Helen also encouraged current board members to reach out to their colleagues and ask for help and guidance in certain areas, if required.

Some Board Members filled and submitted their part of the matrix during the meeting.

[19:13] **3.3 Committees – structure, membership & appointment of chairs**

Helen Zipes

(Please see the committee list, updated after the meeting, in **Appendix C.**)

A discussion occurred about the process to appoint committees. According to the ByLaws, the Board appoints the committees, and each committee appoints its chair, except if stated otherwise in the By-Laws.

Helen suggested choosing the chair of each committee, and for the chair to find committee members if required. The Board will then approve the committees.

A discussion ensued with regards to the role of each committee and its composition.

The committee chairs are now fixed, and the chairs can recruit more committee members if they feel it is required. Helen will meet with each committee chair to discuss preparing the Terms of Reference (TOR) and other matters.

Helen will update the committee list and it will be appended to the meeting minutes.

[20:23] 3.4 Board Accountability Agreement

Helen Zipes

(Please see the Board Accountability Agreement in **Appendix D.**)

Helen presented the Board Accountability Agreement, a copy of which is to be signed by each Board member. All signed copies will be kept by Helen.

Some Board Members signed and submitted their copy during the meeting. Helen will follow up with those Board Members not present and who did not yet submit their forms.

[20:24] 3.5 Member's Declaration, Conflict of Interest

Helen Zipes

(Please see the Declaration of Conflict of Interest document in **Appendix E.**)

Helen presented the Declaration of Conflict of Interest document, a copy of which is to be signed by each Board member. All signed copies will be kept by Helen.

Some Board Members signed and submitted their copy during the meeting. Helen will follow up with those Board Members not present and who did not yet submit their forms.

[20:25] 3.6 Rabbi's report

Rabbi Kenter

(This report was sent to Board members before the meeting. Please see the Rabbi's report in **Appendix F.**)

[20:25] 3.7 E.D./Office Manager's report

Susan Grossner

(This report was sent to Board members before the meeting. Please see the Office Manager's report in **Appendix G.**)

[20:26] 3.8 President's report

Helen Zipes

(This report was sent to Board members before the meeting. Please see the President's report in **Appendix H.**)

Helen highlighted that she and Rabbi Kenter met with Paul Finn, who is very keen on starting an endowment program.

Helen also indicated her desire to start a president's blog. A discussion ensued exploring the options available to ensure members are aware of this blog. The

suggestion was made that rather than a blog, there be a monthly email from Helen highlighting mainly one issue.

[20:39] 3.9 KBI Mission & Vision statements - intro

Helen Zipes

A discussion occurred about KBI's mission and vision statements. When were the mission and vision last reviewed? Lorne stated it was first thing that happened in the course of amalgamation. Stuart stated it happened during a board retreat. Rabbi Kenter felt that the current Board is unique because it has a different mission than the previous Board, and that the current mission should be used as a base for the new mission. Helen will bring this item back in a few months. Rabbi Zuker suggested this item should be under strategic planning. Board members agreed.

[20:39] 3.10 KBI Logo - intro

Helen Zipes

Helen suggested she likes to use the logo in communication with the members. Lorne and Jay explained that the current logo is a placeholder, made using a stock photo, because of an urgent need for a logo around the time of amalgamation. Stuart suggested renewing the logo should be part of a bigger plan (i.e. strategic planning committee). It is suggested that a competition be held among members of the congregation for a new logo. Rabbi Kenter reminded the Board members that before looking for a new logo, we have to figure out who we want to be, etc.

4.0 COMMITTEE REPORTS

[20:41] 4.1 Audit and Finance Committee

Helen Zipes

Reports will be sent to Helen and she will send them out to the Board members. Stuart mentions that since Audit and Finance are combined in the same committee, it means Board members may not be the majority of the committee members.

[20:42] 4.2 Building Committee – J. Ehrenworth Shore

Helen Zipes

Helen reported that she and Jane met with two respected builders, who are members of our congregation, to get their opinions on how to proceed with the evaluation of the building. They reviewed the previous building report in detail with Helen and Jane and it was their professional opinion that the building was sound, though some systems needed refreshing and updating. They specifically mentioned starting to address the electrical system. Basically they felt that there was a lot of potential to the building and that the building committee should proceed on that basis. Jane will share this with the building committee and they hope to be able to present a plan within 6 months. The builders suggested that strategic planning occur in tandem with this process so that an architect can evaluate and make recommendations based on what our requirements are and what we hope to have in the building.

It was mentioned that despite getting the building survey results, the congregation was not yet given the distilled results. Stuart and Jay will prepare the language to be communicated to the members. The essential part of the results is that the building committee recommended a \$20k landscaping study while most survey respondents cared about improving the social hall. Rabbi Kenter gave a summary of the process that led to the report.

Sam indicates he got some negative comments from the building committee about not getting financial information; yet he only received one request for information, which was followed by a discussion with the member, in which all questions were answered.

[20:54] **4.3 Ritual Committee – K. Shapiro** **Kivi Shapiro**

(Deferred.)

[20:54] **4.4 Membership Committee – H. Zipes** **Helen Zipes**

(Deferred.)

[20:54] **4.5 Personnel Committee – H. Zipes** **Helen Zipes**

(Deferred.)

[20:54] **4.6 Programming – KBI Kids Committee Committee – Rabbi Zuker** **Rabbi Zuker**

(Deferred.)

[20:54] **4.7 Programming – Teen & Youth Committee – J. Gitter** **Jodi Gitter**

Jodi reported that members with teenaged children met at her house. The members feel there is no programming for their children, and therefore they stop coming to shul, even though they would otherwise be naturally inclined to come to shul. The committee will be struck shortly and to start bi-monthly programs for that age group, one being a Kadimah program, and the other still has to be discussed. Lorne asked whether these events would happen Shabbat or other days? Jodi answered that no one goes to planned Sunday events, so events should happen on Shabbat, with the potential of growing from there. It is expressed that the Mitzmacher family should be included in this, since their children are of that target age group.

Jodi and Rabbi Zuker want to speak with Helen about this.

[21:00] **4.8 Programming – Adult Education & Social Events** **Helen Zipes**

(Deferred.)

[21:00] **4.9 Strategic Planning Committee – V. Rabinovitch** **Helen Zipes**

(Deferred.)

[21:00] **4.10 Communication & Marketing – J. Amdur**

Jay Amdur

(Deferred.)

[21:00] **4.11 Fundraising Committee**

Helen Zipes

(Deferred.)

[21:00] **4.12 Governance Committee**

Helen Zipes

(Deferred.)

[21:00] **4.13 Tov Team**

Helen Zipes

(Deferred.)

[21:00] **4.14 Kosher Food Bank**

Helen Zipes

(Deferred.)

5.0 OTHER BUSINESS

(Deferred.)

6.0 CORRESPONDENCE / INFORMATION ITEMS

(Deferred.)

7.0 IN CAMERA

8.0 NEXT MEETING – Dec. 21st, 2017 6:30 PM

9.0 ADJOURNMENT & EVALUATION

The meeting was adjourned at 9:19 PM.

APPENDICES

The following appendices follow this page, in order:

- Appendix A: President's Presentation, November 16, 2017
- Appendix B: Board Skills Matrix template
- Appendix C: Committee List, updated November 19, 2017
- Appendix D: Board Accountability Agreement
- Appendix E: Declaration of Conflict of Interest
- Appendix F: Rabbi's report
- Appendix G: Office Manager's report
- Appendix H: President's report
- Appendix I: Operations Review