

**Kehillat Beth Israel
Board of Directors
December 21, 2017
Simcha Room**

Minutes

Present:

Jay Amdur	Jodi Gitter	Lorne Goldstein
Sam Levine	Victor Rabinovitch	Betsy Rigal
Jenny Roberge	Joel Sachs	Judah Silverman
Kivi Shapiro	Harvey Slack	Helen Zipes

Secretary:

Jonathan Meijer

Clergy Present:

Rabbi Eytan Kenter
Rabbi Deborah Zuker

Staff Present:

Rena Garshowitz Susan Grossner

Regrets:

Stuart McCarthy Jane Ehrenworth Shore Harland Tanner

Guests Present:

Abe Feinstein Michael Senzilet

[18:31] **The meeting was called to order at 6:31 p.m.**

Helen Zipes

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.

[18:31] **D'var Torah**

Rabbi Eytan Kenter

1.0 APPROVAL & ADOPTION ITEMS

[18:35] **1.1 Declaration of Conflict of Interest**

Helen Zipes

None of the members present declared any conflict of interest.

[18:36] **1.2 Approval of the Agenda of December 21, 2017**

Helen Zipes

Helen indicated that the agenda should have stated “December” rather than “November”. Helen asked for approval to discuss 4.12 Governance Committee immediately in order to allow the guests to leave early. The Board members present approved that change.

[18:35] **4.12 Governance Committee**

Abe Feinstein

(Please see the Governance policy speech in **Appendix A** and an addendum in **Appendix B**, provided after the Board meeting.)

Abe Feinstein presented the Governance policy speech.

Jay added that the committee list included modified terminology, namely that the listed groups are no longer all committees; some are now working groups. He added that changes to the bylaws will have to be made to take into account the updated committee structure. Helen noted that this work would simply formalize what was already being done anyway.

(Please see the Proposed KBI Committee Structure document in **Appendix C**.)

Jay gave an overview of the changes in the updated proposed committee list. He added that the chair of each committee would be a Board member, except for the Governance Committee, so as to provide sage counsel to the Board.

The Fundraising working group will be renamed as “Development”.

A motion was made by Jay Amdur and seconded by Lorne Goldstein:

BE IT RESOLVED THAT Harvey Slack, Lionel Bronstein and Betsy Rigal represent the interests of Kehillat Beth Israel Congregation at Jewish Memorial Gardens.

All were in favour. The motion was carried.

A motion was made by Jay Amdur and seconded by Judah Silverman:

BE IT RESOLVED THAT Lorne Goldstein and Susie Wiseman represent the interests of Kehillat Beth Israel Congregation at the Vaad Ha’kashrut.

All were in favour. The motion was carried.

[18:50] **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:

Harold Brown

Joel Wasserman

Antoinette Capelle

Diane Wexler

[18:51] **1.3 Approval of the Minutes of the Board of Directors, Nov. 16, 2017**

Helen Zipes

A motion was made by Jonathan Meijer and seconded by Harvey Slack to approve the minutes of the Board of Directors for the meeting held on November 16, 2017.

All were in favour. The motion was carried.

2.0 BUSINESS ARISING FROM THE MINUTES

[18:52] **2.1 High Holiday report – contact of families who have left** **Helen Zipes**

Board members present reported mixed results, with some lapsed members happy to be contacted, while others were less so, and in some cases, it was not possible to contact the lapsed members. Through discussion, it was determined that it would be much better to contact lapsed members before the High Holy Days.

[18:57] **2.2 Accountability, Conflict of Interest & Board Skills Matrix forms outstanding** **Helen Zipes**

Helen will follow up with board members who have not yet submitted their forms.

3.0 NEW BUSINESS ITEMS

[18:50] **3.1 AGM follow-up : Yahrzeit boards** **Helen Zipes**

A discussion occurred on how to dispose of the memorial plaques, which have all been taken down from the walls of KBI. Sam will follow up with our lawyer, to see how to dispose of the memorial plaques in a way compatible with Canada Revenue Agency rules, and will report back at the next Board meeting.

[19:12] **3.2 Library** **Helen Zipes**

(Deferred.)

[19:12] **3.3 Rabbi's Report** **Rabbi Kenter**

(Please see Rabbi Kenter's report in **Appendix D.**)

Rabbi Kenter covered in particular two items :

3.3.1 Parnass position removal from By-Law

The members at the AGM asked the Board to revisit the removal of the Parnass position from the By-Laws, but the Board will not revisit this question.

3.3.2 Ritual Committee

With regards to interfaith families weddings, Kivi, representing of the Ritual Committee, will present a motion to the Board at the next meeting.

[19:28] 3.4 President's Report

Helen Zipes

(Please see the President's report in **Appendix E.**)

Helen presented her report. She indicated that Harvey Slack was added as a member of the Development (formerly Fundraising) Committee (see #2 in the first list). She also reported that as she discussed, with a few key individuals in the community how to mount a fundraising campaign, a donor came forth, unsolicited, with a \$1,000 donation. She also got excellent advice, and will bring more information about this committee to the Board, in the future.

(Please see the Performance Review Goal Setting document in **Appendix F.**)

Regarding the Personnel Committee, Helen presented Rabbi Kenter's performance goals. Helen also start talking with Rena with the view of setting performance goals, which will be shared with the Board.

[19:32] 3.5 E.D. / Office Manager's Report

Susan Grossner

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

Susan presented the Operations/Office Manager's report.

(Please see the Update from the Kosher Food Bank in **Appendix H.**)

Susan presented the Update from the Kosher Food Bank.

(At this point, Sam left the Board meeting.)

4.0 COMMITTEE REPORTS

[19:45] 4.1 Audit and Finance Committee

Helen Zipes

(The following reports were sent to Board members before the meeting. Please see the November 2017 Monthly Financial Statement in **Appendix I** and the November 2017 YTD Financial Statement in **Appendix J.**)

Helen presented the financial statements.

[19:54] **4.2 Building Working Group**

Helen Zipes

(This report was sent to Board members before the meeting. Please see the Building Working Group report in **Appendix K.**)

In the absence of Jane, Helen presented the Building Working Group report.

The Board received and considered the report, and asked the Working Group to continue its work.

The building survey summary was worked on, but not yet finalized. Lorne will work on it so that it can be published to members.

[20:12] **4.3 Ritual Committee**

Kivi Shapiro

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

Kivi presented the Ritual Committee report. All other items covered in 3.3 Rabbi's Report.

[20:13] **4.4 Membership Committee**

Helen Zipes

(A document was sent to Board members before the meeting. Please see the Membership Committee's Terms of Reference and membership in **Appendix M.**)

Helen presented the Membership Committee's Terms of Reference and membership.

Rabbi Kenter added that the Membership Committee should present, at the Board's January meeting, its recommendations regarding dues.

[20:15] **4.5 Personnel Committee**

Helen Zipes

Helen reported that the Personnel Committee had not yet met, but it will soon meet and bring its Terms of Reference and membership, hopefully at the February Board meeting.

[20:16] **4.6 Programming – KBI Kids Committee**

Rabbi Zuker

(The overall programming report was sent to Board members before the meeting. Please see the Programming report in **Appendix N.**)

Rabbi Zuker presented the Programming report.

[20:17] **4.7 Programming – Teen & Youth Committee**

Jodi Gitter

Jodi reported that the first teen Shabbat event was held the previous week at KBI, where nine teens attended, and such events will continue to be held.

Rabbi Kenter mentioned that, in the CRM software, we have the children's date of birth, but it is not possible to track the school grade of each child accurately, and therefore it is difficult to target children of specific grades for programming. This would be an area for improvement.

[20:18] 4.8 Programming – Adult Education & Social Events

Rabbi Zuker

Rabbi Zuker reported that the Abby Stein Friday night event was a success, and that two more such guest speakers are scheduled for February and April.

[20:20] 4.9 Strategic Planning Committee

Victor Rabinovitch

(The Strategic Planning Committee's report was sent to Board members before the meeting. Please see the Programming report in **Appendix O.**)

Victor presented the Strategic Planning Committee's report.

[20:25] Cantor Search Committee

Helen Zipes

(The Cantor Search Committee's report was sent to Board members before the meeting. Please see the Programming report in **Appendix P.**)

Helen presented the Cantor Search Committee's report.

Some board members asked whether we should really hire a full-time cantor, and what would his or her roles be. The position of part-time cantor is not viable in Ottawa. The complete role of the cantor will be determined based on his or her talents. The congregation's members indicated that they want to have a cantor.

In response to some concerns about the cost associated to hiring a full-time cantor, Helen responded that due to multiple shuls going cantor-less, it is a buyer's market, and the calibre of some of the applicants is very good.

[20:40] 4.10 Communications & Marketing

Jay Amdur

Jay mentioned that the IT Working Group, originally a subcommittee of the Communications and Marketing Committee, is now a standalone working group, with Jonathan leading it.

Transparency of the Board's work was discussed. Once approved, meeting minutes of the Board will be reviewed by the Communications committee, where sensitive portions may be redacted. They will then be posted to the website.

[20:47] **4.11 Building our Future (Fundraising)**

Helen Zipes

Helen mentioned that she discussed the subject of voluntary dues at the USCJ convention. It will not be implemented this year.

4.12 Governance Committee

Abe Feinstein

(Discussed previously.)

[20:49] **3.2 Library**

Helen Zipes

Helen would like to hear the Board members' opinion on the Malca Pass library. Helen will try to send statistics before the next meeting to start the discussion.

5.0 OTHER BUSINESS

(No other business.)

6.0 CORRESPONDENCE / INFORMATION ITEMS

(No correspondence or information items.)

7.0 IN CAMERA

8.0 NEXT MEETING – January 18th, 2018 6:30 PM

9.0 ADJOURNMENT & EVALUATION

The meeting was adjourned at 8:55 PM.

Jonathan Meijer, Secretary

Date of approval

(Edited for publication on the website.)

APPENDICES

The following appendices follow this page, in order:

- Appendix A: Governance policy speech
- Appendix B: Governance policy speech addendum
- Appendix C: Proposed KBI Committee Structure (updated December 18, 2017, regardless of the date stated at the end of the document)
- Appendix D: Rabbi Kenter's report
- Appendix E: President's report
- Appendix F: Performance Review Goal Setting document (from Rabbi Kenter)
- Appendix G: Operations/Office Manager's report
- Appendix H: Update from the Kosher Food Bank
- Appendix I: November 2017 Monthly Financial Statement
- Appendix J: November 2017 Year-to-date Financial Statement
- Appendix K: Building Working Group report
- Appendix L: Ritual Committee reported
- Appendix M: Membership Committee Terms of Reference and membership
- Appendix N: Programming report
- Appendix O: Strategic Planning report
- Appendix P: Cantor Search Committee report

The following document was not discussed during the meeting, but was provided for consideration by the Board:

- Appendix Q: Report to the MERCAZ Canada BOD on the Beit Ha'am programs at KBI dated Dec 18/2017