

Kehillat Beth Israel
Board of Directors Meeting Minutes
 March 25, 2026



PRESENT:

Ralph Anzarouth	Olga Streltchenko	Janice Pleet
Emma Mallach	Jeremy Rudin	Sheldon Wiseman
Jaimee Mitzmacher	Judah Silverman	

ZOOM: Gillian Koh, Jeff Greenberg, Arryn Mills, Adina Libin

REGRETS: David Lyman, Tina Azarin

Secretary: Janice Pleet Clergy Present: Cantor Jason Green Staff Present: Yaron Starosta	
1.0 PRELIMINARY MATTERS	
1.1 Call to Order The meeting was called to order at 7:00 PM	Jaimee Mitzmacher
1.2 Approval of Agenda <u>A motion was made by Sheldon Wiseman and seconded by Judah Silverman to approve the agenda for March 25, 2026.</u> <u>All were in favour. The motion was carried.</u>	All
1.3 Call for Declaration of Conflict of Interest None of the members present declared a conflict of interest.	All
1.4 Moment of Silence to Commemorate Those Congregants Who Have Passed Away Since the Last Board Meeting Lawrence Hershorn (member) Dr. Gertruda Rosenberg (member) Roselle Green (mother of member) Sarah Schwartz (associate member)	Jaimee Mitzmacher
1.5 Membership one new household / member unit since last report one returning household / member unit since last report No terminated households / member units since last report	Jaimee Mitzmacher

	<p>1.6 Approval of the Board Minutes from February 26, 2026 <u>A motion was made by Janice Pleet and seconded by Ralph Anzarouth to approve the minutes of February 26, 2026.</u></p> <p><u>All were in favour. The motion was carried.</u></p>	Jaimee Mitzmacher
	<p>1.7 Business Arising from Previous Minutes No business from previous minutes.</p>	All
2.0 D'VAR TORAH		Cantor Green
3.0 REPORTING WITHOUT DISCUSSION		
	<p>3.1 Consent Agenda</p> <ul style="list-style-type: none"> ● President's Report ● Executive Director's Report ● Cantor's Report ● Interim Youth Director's Report ● Interim OTT Director's Report ● Committees' Annual Goals 	Jaimee Mitzmacher
4.0 REPORTING WITH DISCUSSION BUT WITHOUT A VOTE		
	<p>4.1 Ottawa Kosher Food Bank (OKFB)</p> <ul style="list-style-type: none"> ● There are currently 236 clients of the OKFB ● The transition between the previous and current Director was not managed well, but the new Director has made many positive changes since she has taken over: <ul style="list-style-type: none"> ○ There is now a "wish list" for clients food preferences ○ OKFB now receives food on a weekly (rather than monthly) basis from the Ottawa Food Bank, which means the OKFB has more food to distribute ○ The Ottawa Food Bank is becoming familiar with the acceptable symbols of kashrut, which leads to less non-kosher food being given to OKFB ○ Some current policies are under review including gift cards, and health and safety ● There will be an analysis done of the current key policies, process efficiencies, HR structures, strategic planning, distribution systems, and whether there is technology available which could ease the manual involvement of the Director and the volunteers. ● A silent auction to support the OKFB will take place from April 16 to May 1 	Arryn Mills

5.0 REPORTING WITH DISCUSSION AND VOTE

5.1a Q3 Financial Update

- Income from dues is almost on budget. New forecast is \$25k below original
- Income from donated revenues excluding stripe charges and the Kol Nidre Appeal is now forecasted to be 50% less than originally forecasted.
- Fundraising revenue is on target for Q3 but may fall short of the original target by \$15k. The Kol Nidre Appeal collected \$48k with \$7k outstanding. The Shabbat Parah Appeal yielded \$1,5k.
- Programming income is expected to come in at \$10k less than originally forecasted.
- OTT revenues are tracking on target
- Personnel expenses are stable
- Maintenance staff salaries are now forecast to be slightly higher due to increased programming leads to more staff hours spent
- Office staff salaries are expected to come in under budget
- Rabbi Recruitment expenses are expected to meet the original amount forecasted. This was slightly over budget in Q3 because of Rabbi Kliel's visit, but there will be savings because no other candidates will visit KBI in Q4
- Rabbi-in-Residence expenses will come in well below the original estimate because the original estimate included "rabbi-in-residence" visits throughout the year. However, a different approach was taken in which guest rabbis spoke to KBI congregants through Zoom calls which did not incur travel or hosting costs.
- Business Occupancy Costs are stable
- Maintenance and Repair costs are higher than expected because the replacement of an old boiler arose as an emergency situation which was not planned.
- Security costs are expected to come in above budget by about 180% because they were very under budgeted last year. Security costs are increasing as the situation in the Middle East worsens. Both KBI and our tenants have increased security requirements on Shabbat and during OTT hours. There are increased costs from extra patrol cars both on Shabbat and nightly, and extra guards at the entry doors. Increasing interest in adult programming also means more hours where there are people in the building requiring security measures to be in place.
- Expenses for Legal and Audit are higher than expected because of multiple personnel issues and new hires during the first part of the year.

Yaron
Starosta

<p>5.1b Grant Updates</p> <ul style="list-style-type: none"> ● KBI received \$10,000 from the Ontario Anti-Hate Grant. These funds will be used to offset the cost of the new entry doors. ● AJA50+ received \$7,500 the Ontario Ant-Hate Grant. These funds were used to offset the cost of a new PA system, and additional security enhancements. ● KBI will receive \$7,515 to offset personnel security costs for the High Holidays, and \$14,915 for new security training from CCSP. <p><u>A motion was made by Adina Libin and seconded by Olga Streltchenko to accept the Budgets vs Actuals report for Q3</u></p> <p><u>All were in favour. The motion was carried.</u></p>	
<p>5.2 Congregation Beth Shalom of Ottawa Legacy Fund (CBSOLF)</p> <ul style="list-style-type: none"> ● There are currently five requests for financial support from CBSOLF, and they need to be prioritized before they are given to the CBSOLF to consider <ul style="list-style-type: none"> ○ Pride Weekend request has already been approved ○ Repairs to the stained glass lighting from Beth Shalom (has been repaired but is asking for a grant for the amount already paid ○ OKFB for a freezer and shelving ○ 10 Year Anniversary Gala celebration ○ Membership BBQ ● After discussion of the four remaining requests, the Board agreed on the following priority ranking <ul style="list-style-type: none"> ○ 1. OKFB for a freezer and shelving ○ 2. 10 Year Anniversary Gala celebration ○ 3. Membership Appreciation BBQ ○ 4. Repair of the stained glass window from the old Beth Shalom shul. <p><u>A motion was made by Olga Streltchenko and seconded by Sheldon Wiseman to submit these four requests CBSOLF in the following order of priority:</u></p> <p><u>1) Ottawa Kosher Food Bank.</u></p> <p><u>2) 10 Year Anniversary Gala Celebration.</u></p> <p><u>3) Membership Appreciation BBQ, and</u></p> <p><u>4) Repair of the stained glass Freiman window</u></p> <p><u>All were in favour. The motion was carried.</u></p>	<p>Jaimee Mitzmacher</p>

<p>5.3 Committee Terms of Reference</p> <ul style="list-style-type: none">• The Terms of Reference for all Committees have now been reviewed by the Governance Committee.• A full set of Terms of Reference were submitted to the Board.• An amendment was made to the Finance Committee's ToR to read: The Treasurer, as Chair, recommended by the Nominating Committee and approved by the Board. <p><u>A motion was made by Olga Streltchenko and seconded by Jeremy Rudin to accept the Committee Terms of Reference as presented, with the amendment to the Finance and Audit Committee.</u></p> <p><u>All were in favour. The motion was carried.</u></p>	Arryn Mills
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5.4 Executive Director's Executive Consultancy Proposal

- The reasoning behind splitting the Consultancy Proposal was explained
 - Part A - consultant to meet ED's needs
 - The office processes and procedures are complicated and roles and responsibilities are unclear
 - When the ED and the consultant identify the full list of skills required to do the ED job, together, they can identify the gaps, what training curriculum is required, and the possible sources (USCJ, NAASE, etc) of support to close these gaps
 - Benefits of simplifying processes and clearly defining roles and responsibilities, and creating a Roadmap to implement changes
 - The ED has acquired a NAASE mentor who has already proven to be a helpful resource
 - An outside consultant could analyze the requirements of the jobs in the office, prepare or update job descriptions, and identify the training required to help employees strengthen their skill sets to be more effective at their jobs
 - A consultant would be better able to identify available technology that could help the office become more efficient
 - To identify the ED's vision of the office, and identify a roadmap to get there
 - Part B - review of Governance
 - There is a question about whether it would be more beneficial to ensure proper Governance is in place before OR after a new Rabbi is hired and arrives at KBI
 - The Governance Committee is in the process of reviewing Governance documentation - preference is to complete internal review before contracting with a consultant
 - A request for a Capacity Building Grant was submitted but rejected because the definition of the requirement was too vague.
 - When there is a clearer definition of what work on Governance is required, and a hard quote from a consultant has been received, we apply for the grant again.

A motion was made by Olga Streltchenko and seconded by Janice Pleet to empower the ED to proceed with the proposal on office optimization, and to then seek quotes from consultants, and return to the Board if the quotes for the work required exceed \$20k.

All were in favour. The motion was carried.

Olga
Streltchenko
/ Yaron
Starosta

	<p>5.5 Building and Lands, Safety, Security, and Accessibility (SS&A) Project Credit Letter</p> <p><u>A motion was made by Jeremy Rudin and seconded by Ralph Anzarouth to withdraw \$600,000 from KBI's account at the Ottawa Jewish Community Foundation in order to secure a letter of credit required for permitting the SS&A project and will be returned to the OJCF Fund when the letter of credit is no longer required.</u></p> <p><u>All were in favour. The motion was carried</u></p>	<p>Yaron Starosta</p>
<p>6.0 NEW BUSINESS</p>		
	<p>6.1 Other Issues</p>	
	<p>6.2 Parking Lot Items for Next Meeting</p> <ul style="list-style-type: none"> ● Update on the 10 Year Anniversary Celebration ● Update on behalf of the Youth Committee on interim staffing of Youth Coordinator ● Name tags ● Update on Programming and Development positions 	
<p>7.0 Good and Welfare</p>		
<p>8.0 In Camera</p> <p><u>A motion was made by Ralph Anzarouth and seconded by Sheldon Wiseman for the Board to approve the hire of Rabbi Kliel Rose following the recommendations of the Personnel and Finance Committees, and authorizes the President to conclude a contract of employment at this time for up to five years.</u></p> <p><u>All were in favour. The motion carried.</u></p>		
<p>9.0 Adjournment</p>		
	<p>The meeting was adjourned at 9:27 PM.</p> <p>The next Board meeting will be held on Wednesday, May 27; in person if possible with Zoom option.</p>	