

UVJC Board of Trustees  
Executive Meeting Minutes  
2 December 2015  
7:00 pm – Roth Center for Jewish Life

**Present:** Richard Abel, Bill Brown, Felix Eskey, Gloria Finkelstein, Lori Hirshfield, Robyn Jacobs, Deb Kaplan, Rachel Kleinbaum, Jeff Lubell, Laura Rosenthal, Rusty Sachs, Lynn Schwartz, Robert Shumsky,  
**Guest:** Rabbi Boraz

1. **Call to Order and Welcome** - Deb Kaplan at 7:00 PM

2. **Approval of Minutes from August 15, 2015. *Approved.***

3. **Treasurer's Report – Bill Brown**

- a. Reports emailed to the board on Dec 2: Profit and Loss Budget vs. Actual, Profit and Loss Previous Year Comparison, Balance Sheet Previous Year Comparison.
- b. Dues were noted to be \$14K behind last year. This is likely related to the process for posting dues which creates a delay on the books. Membership has been steady. Dues discounts may be higher this year. Bill will research this.

4. **Membership update – Deb Kaplan**

Five new members joined in the past year. 5 members have elected not to rejoin; the majority were long term members. Reasons included – age (elderly), health issues and being single.

5. **Website Update – Laura & Rachel**

- a. Laura reviewed the steps taken to select Addicott to redesign our website on a Wordpress platform. Deb, Rachel and Laura attended a Wordpress course. Our weekly e-update redesign will follow when the website is complete. The board's website design meeting (Rachel, Laura, Deb, Sue, Robyn, Rusty, Rabbi) was cancelled last night due to freezing rain and will be rescheduled.
- b. Question for the BOT: Does the website implementation and transition plan need to be modified due to Maggie's leave of absence? Addicott is projected to begin implementation in mid-January and the goal was to complete transition by early August. Someone needs to organize and deliver content to Addicott (20 or more hours of work). Someone will be needed long term to provide updates (estimated workload is 30 minutes per week). The BOT recommended moving forward with implementation even though Maggie will be on leave. We will look for part-time temporary help to aid with the conversion process.

6. **Coverage for School Director**

- a. Maggie's medical leave began on 1 December 2015.
- b. Deb received a copy of the letter from Maggie's physician. The plan is for re-evaluation of her health status in February.
- c. The BOT received copy of Maggie's contact/job description and a detailed outline, written by Maggie, of her typical weekly tasks.

- d. After much discussion the following was decided:
  - i. Maggie and Rabbi will draft a letter to parents and staff of the religious school for immediate circulation announcing Maggie's medical leave of absence from the religious school. [Following the meeting, Rabbi requested that this letter be emailed on December 7, after the Chanukah party, and this was agreed upon.]
  - ii. A transition team, led by Bill and to include Felixa, Lori, and Lynn, will review Maggie's job description and outline of weekly tasks. The team will determine how these responsibilities will be handled and to assure transfer of school related communications to appropriate parties. The Rabbi and members of the BOT and greater UVJC community will help where appropriate, and consideration of a temporary, part-time employee can be entertained.

**7. The meeting was adjourned at 8:45 pm.**

Respectfully Submitted,  
Robyn Jacobs  
Secretary