

UVJC Board of Trustees meeting Minutes  
November 4, 2013  
7:00 pm – Roth Center for Jewish Life Social Hall

**Present:** Richard Abel, Felixa Estey, Devora Gronauer, Lori Hirshfield, Susan Israel, Robyn Jacobs, Deb Kaplan, Rachel Kleinbaum, Dan Rockmore, Rusty Sachs, Robert Shumsky (by phone)

**Absent:** Gloria Finkelstein, Mitchell Stotland, Michael Zegans

**Guests:** Rabbi Boraz

1. Call to order and welcome by Deb Kaplan at 7:05 PM
2. approval of minutes of September 17, 2013: Richard Abel moved to approve the minutes without correction and Rachel Kleinbaum 2<sup>nd</sup> the motion. The motion was approved unanimously
3. UV JC employment guidelines for educational staff
  - a. The UV JC Hebrew school employment policy guidelines were made available for the board to review. Discussion included the following:
    - i. The Board discussed the importance of having a parent or staff member present when B'nai Mitzvah students are being tutored. This policy is outlined the B'nai Mitzvah paperwork. It was decided that this policy should be mentioned "by reference to the B'nai mitzvah paperwork" in the employment guidelines.
    - ii. The Board discussed the placement of hourly rates in the policy guidelines as these may change with time. It was decided that the section will be titled "compensation schedule 2013-14"
    - iii. Questions were raised about the need for Madrichim to be enrolled in Hebrew High School. The Rabbi clarified that Hebrew high school will take place on Sunday mornings so that this commitment does not incur additional travel to the UV JC for involved students. The Rabbi reviewed the philosophy of the Hebrew High School and notes that the program is currently in the pilot phase with the goal to develop a more robust program over the next 5 years. The 5 year plan includes the vision of developing an on-line learning center. He notes that to-date the response to the program has been excellent.
    - iv. The Board discussed the wording in the "conflict resolution" section of the policy. Concerns were raised about employees who are also congregants at the relationship that they may have with school administration and the UV JC at large. It was decided to remove the word "immediate" from the final sentence in the conflict resolution section of the policy guidelines.
  - b. Rusty Sachs moved that the UV JC Hebrew school employment policy guidelines be accepted for trusteeship year 2013 with the following amendments:
    - i. the B'nai Mitzvah section will include the statement "tutoring will comply with B'nai Mitzvah policy"

- ii. The word “immediate” will be deleted from the final sentence of the conflict resolution section.
    - iii. Devora Gronauer seconded this motion and motion was unanimously approved
  - c. Susan Israel suggested policy be reviewed in 6 to 12 months
  - d. Dan Rockmore suggested an amendment to the policies addressing the concept that the UV JC religious school is an organization which is staffed by both community members and professionals and as such an institution needs to have a set of policies for community members occupying a position of employment. This will be discussed at further meetings.
- 4. Treasurer’s report
  - a. Rusty Sachs handed out copies of the UV JC profit loss previous year comparison and the Balance Sheet previous yer comparison for review.
  - b. He reports that we are on track to comply with or do better than the budget for this year, noting that we are slightly ahead of last year.
  - c. There was some discussion about High Holiday income in this it seemed initially to be down dramatically from previous years. Rusty reports that he has reviewed the numbers and feels that the difference was due to reporting differences and not actual income differences.
- 5. Upper Valley Interfaith Project
  - a. Lori Hirshfield reported on the Micah awards ceremony. She reports attendance of approximately 140 people and notes that the Rabbi had an opportunity to offer a faith reflection. Anne Segal was the UV JC Michael Ward recipient and she received one of approximately 12 awards.
  - b. Lori reports that the UVIP is currently involved in addressing issues of predatory lending and dignity with aging. They are currently working with the New Hampshire legislators to address predatory lending laws.
- 6. Calendar setting for the year
  - a. Deb Kaplan suggested that the Board of Trustees meetings alternate between Tuesdays and Wednesdays. These meetings will occur every other month. During the off months the Executive Committee will meet ,and these will also alternate between Tuesday and Wednesday evenings. She will publish a schedule of meetings for the year and submit this to the board via email.
- 7. Mission statement and Board Retreat
  - a. A Board retreat will be scheduled for January 2014
  - b. A focus of the board retreat will be development of a mission statement. There had been discussion of a mission statement previously existing but no mission statement has been identified.
  - c. Rachel Kleinbaum suggested that the board also address the issue of whether the budget should run at zero balance or whether an excess should be kept, and if so how much of an excess should be kept.
  - d. Lori Hirshfield asked that we touch base regarding the strategic plan that was developed at a previous board retreat. Where are we? What are we still working on?

- e. Rabbi Boraz recommended that we give consideration to a Hebrew name for the congregation.
  - f. Dan Rockmore suggested considering capital investments that we may want to take to the college for endowment funding from the capital campaign. It was suggested that this be added to the executive committee agenda.
  - g. Lori Hirshfield and Deb Kaplan will plan to retreat. This will be in place of the January board meeting and will likely take place on a Sunday afternoon.
8. High holiday wrap-up
- a. Susan Israel, Claudia Palmer, Carole Clarke, Rabbi Boraz, and Deb Kaplan met following the High Holidays to discuss process issues.
  - b. Carole shared information regarding the High Holiday appeal and it appears that the numbers were down compared to previous years. Despite the decrease in donations we did experience the highest attendance levels ever recorded. Donations from all categories appear to be down including donations from members, non-member regular donors, and non-member new donors. Rusty Sachs commented that some of these numbers did not seem to match the budget numbers and the numbers will need to be clarified.
  - c. The question of High Holiday tickets was raised. Deb Kaplan notes that we are now offering a record number of services and seem to have less money coming in. The cost of the reform service is split with Hillel and the total cost to put on all the services runs between \$4,500 and \$5000.
  - d. Rich Abel commented that he had received feedback from members that there were too many requests for different types of donations during the High Holiday season. These requests included clothing drives, food drives, requests for baskets and requests for money. There was discussion about moving some of the donation requests (food and clothing drives) to different times of the year so that the High Holidays appeal can take a more central role.
9. Upcoming events
- a. Lunch and learn: November 16 -- Kiddush luncheon will be held at 11 o'clock after Shabbat services : Azaf Silverfarb will be speaking. He is a 23-year-old Dartmouth freshman who spent 6 years on active duty with the Israeli Army.
  - b. Hanukkah celebration:
    - i. Wednesday, December 27 at 6 o'clock -- candle lighting and a dinner at the UVJC
    - ii. December 4 - candle lighting and "kiddush fare" to celebrate the last night of Hanukkah.
  - c. Film Festival
    - i. Susan Israel notes that there currently no updates. She has been in touch with the Jewish Federation film Festival organizers and there is no list yet available. The cost for this program is \$1500 and we can choose 4-5 films from the list. Susan notes that last year we did have some donations to help cover the costs.

Donations came from some large sponsoring donors as well as a donation jar at the entrance to the films.

- ii. Last year's Film Festival was held at Carpenter and this is noted to be a good location which will be used again.
  - iii. The festival will likely start at the end of March and new films will be out approximately every one and a half weeks. Susan notes that last year each film drew about 30 to 55 people.
- d. Other business
- i. Deb Kaplan raised the question of whether or not we should stop making hardcopies of *The Connection*. Printing and mailing costs approximately \$3500. Concern was raised about individuals who do not have Internet access, and Rachel Kleinbaum suggested that community members could "opt out" of receiving a paper copy. Rich Abel noted that the most significant cost is in the layout and printing which would not necessarily be saved by reducing our distribution list.
  - ii. Susan Israel suggested that we set a date for the annual dinner in the next month or 2. This is traditionally set for the first Sunday in May which would be May 4, 2014. An organizational team needs to be set up for this event.
  - iii. Rusty Sachs suggested that we set a date for the Community Seder. Board members suggested that we would be happy to work with the same caterer from last year, Jed Cohan.
  - iv. Rachel suggested that the board of trustees send a basket to Maggie Duford in recognition of the death of her father. Susan Israel agreed to arrange this.
  - v. Rusty notes that he attended a meeting of the Jewish congregations in Vermont. There is grant money available for Vermont congregations to enhance Jewish life in the state and the utilization of these funds is still being discussed.
- e. Deb Kaplan moved to adjourn the meeting at 8:48 PM and the motion was seconded by Rachel Kleinbaum.

Robyn Jacobs  
Secretary