

UVJC Board of Trustees
Meeting Minutes
3 November 2015
7:00 pm – Roth Center for Jewish Life

Present: Richard Abel, Sue Berg, Bill Brown, Felixa Eskey, Gloria Finkelstein, Robyn Jacobs, Deb Kaplan, Rachel Kleinbaum, Laura Rosenthal, Rusty Sachs, Robert Shumsky, Lynn Schwartz, Stephen Woloshin.

Regrets: Lori Hirshfield, Jeff Lubell,

Guest: Rabbi Boraz

1. Call to order and welcome by Deb Kaplan at 7:00 PM

New board members were introduced: Bill Brown, treasurer, and Lynn Schwartz.

2. Setting of the annual calendar

- a. The full BOT will meet on the first Wednesday of every odd month starting with the current meeting. The executive BOT will meet every other month starting in December (even months).
- b. Annual Dinner - May 15, 2016.
- c. Annual Meeting – June 5, 2016. Bylaw changes will be recommended for the annual meeting and details to be discussed by the BOT at a future date (TBD).
- d. Board Retreat: date to be set at the January BOT meeting.

3. Code of Conduct for Board Members

Reviewed and signed by all members of the BOT, and signed copies were collected by the president.

4. Education Committee Mission

- a. Modified due to current structure of school with a full time Educational Director. Approved as follows:

The Education Committee shall oversee the community's commitment to lifelong education, including the UVJC School, its b'nai-mitzvah and post-b'nai-mitzvah programs, and its adult education efforts. Its mission shall be twofold: (1) to support and advise the Educational Director (or equivalent) in matters related to the UVJC school; and (2) form, coordinate and oversee subcommittees (long term and ad-hoc) to meet the educational interests and needs of the Community, both adult and youth. It shall consist of up to seven members, including a member of the Board of Trustees. The Rabbi and Education Director shall be members ex officio of the Education Committee.

- b. Will require a change to the Bylaws and will need to be brought to the membership for approval at the Annual Meeting.

5. Rabbi's Report

- a. Ruach Committee continues to offer a variety of worship options which have been well received:
 - i. Pot Luck Shabbat dinners – popular and well attended.
 - ii. Family Service – 65-70 individuals attended, positive feedback was received
 - iii. Reform Services – approximately 30 individuals, draws a different group of members than the standard service.
 - iv. Lunch and Learn – 35 individuals. Three Lunch and Learn programs to be planned for the upcoming year.
- b. Religious School. 10 Madrichim – all are enrolled in the High School of Jewish Learning. Focus of studies has been Israel.
- c. Eastman Services. Draws 40-45 worshippers in the summer months; 16-25 in the winter months.

6. Approval of Minutes

The minutes of the Sept. 1, 2015 BOT meeting were approved. (Rachel moved; Gloria seconded.)

7. Treasurer's Report – Bill Brown

- a. Bill Brown introduced the board to the reports he will be presenting on a regular basis. He will carry out a periodic review of the Balance Sheet and will review performance against budget (Profit and Loss Budget vs. Actual).
- b. Religious school income was significantly less than budgeted.
- c. High Holiday has brought in \$16,125 so far, numbers are not yet finalized. High Holiday cards have brought in \$2,123 so far, numbers are not yet finalized. The number of people attending has been increasing and income from donations has been decreasing.
- d. Rich Abel commented on some practices which cause a long delay between receipt and deposit of payments.
- e. Investment Committee. Bill Brown spoke with John Schiffman and recommended we form an investment committee for an endowment account to keep a closer eye on investments and create a situation where the interest and no principle is spent. Discussion about investment risk and the need to be conservative. The board discussed terminology of this account noting that it has served as a contingency account rather than an endowment. Need for legal structuring as an endowment was discussed. Need to clarify role of the fund and assure that it is properly structured to assure donors have a clear understanding of the use and purpose. Proposed ad hoc committee to define role of the fund to explore limitations on spending and explore appropriate investment.
- f. Other funds. Bill proposed consolidation of the restricted funds due to the presence of a number of very small funds, some of which have outlived their purpose. He will propose a formula for consolidation to the BOT.
- g. Bill would like to convert the bookkeeping to Quickbooks online which will streamline the process by allowing multiple users to view financial data in real time.

8. Membership Report

Board members signed-up for a month to oversee the welcoming of new and potential members for 2016. In 2015: August - Rusty – two inquiries, both joined; September – Gloria – e-mailed potential members, did not receive a response; October – Sue – received no calls.

9. High Holiday Wrap-up

- a. Dartmouth space set-up costs were higher than anticipated. Deb will meet with Rabbi and Carole later this week to discuss.
- b. Need to let membership and non-member High Holiday attendees know the costs of putting on services.

10. School District Issues

Discussed role in communicating the nature of the High Holidays to the local school districts so that students are able to attend services with families without fearing negative academic repercussions. Rabbi offered to draft a letter to school officials which will be brought before the BOT for approval.

11. Jewish Food at the Co-op

Sarah Friedman has organized a meeting with management from the Co-op. Any specific needs, desires for holiday food can be forwarded to Sarah.

12. UVJC Website update

- a. Rachel and Laura identified potential companies to design a modern UVJC Website. Alternatives were circulated electronically to the BOT for review prior to tonight's meeting. They recommend moving forward with Addicott, a company that specializes in synagogue websites using a Wordpress structure. There is a one-time fee of \$1,800 and we would need to change our web and email host. Must take into consideration staff time for the transition. The day-to-day should be easier.
- b. Ad-hoc committee of board members to determine which elements of existing synagogue websites are most desirable for our site. Rachel will organize this.
- c. Motion: Proceed with Addicott to redesign our website. Approved. Laura moved ; seconded by Rachel.

13. Education Director

Maggie Duford's contract will be up in June 2016. A committee will need to be created to oversee the review and renewal process. The BOT will need to address and appoint a committee at a future meeting.

14. Meeting was adjourned at 8:30 pm.

Respectfully Submitted,
Robyn Jacobs
Secretary