

Board of Trustees
September 13, 2017
6pm Board Photo/6:20pm Meeting
Meeting Minutes - Approved

Chair: Lauren Schlezinger ♦ Minutes: Heidi Schell ♦ Timekeeper: Jon Herstein

Attendees

Board

Nathaniel Bergson-Michelson
Julie Feuchtwang
Jenna Fisher
Lois Fried
Jon Herstein
Ware Kuschner
Matt Mandel

Andy Oliff

Gene Podkaminer
Betsy Rosen
Arlene Rosenberg
Heidi Schell
Lauren Schlezinger
Sharon Silverman
Yash Snider
Adam Steinberger

Staff

Daniel Bernstein
Rabbi Lisa Delson
Rabbi Dan Feder
Rabbi Molly Plotnik
Allison Steckley
Karen Wisialowski

Guests

Ellie Feder – PARTY President

Summary of Action Items:

1. Board members to collect appeal cards in the sanctuary on Yom Kippur (but not in Chapel)
2. Sign up for the HHD Hospitality Team at <https://tinyurl.com/HHDHospitality>
3. Please make HHD calls/emails before Sept. 29 (the earlier the better)
4. Please mail or scan send your Financial Freedom/L'Dor V'Dor Endowment pledge form back to PTS Office - Attn. Karen (if it contains a check) or to Betsy at betsyrosen3@gmail.com (if you are paying in installments or via another method, i.e. Donor Advised Fund or Corp. Match) by Oct. 3. This will enable us to announce 100% Trustee participation at the Donor Appreciation event on Oct. 7.
5. Please email your RSVP for the Oct. 7 Donor Appreciation evening to Jenna at jennacfisher@icloud.com by Sept. 22.

Meeting was called to order by President Lauren Schlezinger at 6:29pm. (Board photograph was taken prior to the start of the meeting.)

1. Welcome, Blessing for Community Service 5 min

Lauren welcomed Ellie Feder, President of PARTY, and Daniel Bernstein, Director of Youth Engagement. Ellie shared some of the exciting PARTY goals for the year. Trustees introduced themselves and their roles.

2. D'var Torah 5 min Heidi

Important Dates for Trustees

Rosh Hashanah—Sep. 20, 21, 22 ♦ Kol Nidre/Yom Kippur—Sep. 29, 30
Executive Committee Meeting—Oct. 2, 7p ♦ Donor Appreciation Evening—Oct. 7, 4-6p
Board Meeting—Oct. 18

3. Board Activity – Board Photo preceding meeting 10 min
4. Board B'rit / Covenant 5 min Discussion

Lauren thanked everyone for agreeing to and signing the Board b'rit at the retreat, and collected signatures from those Trustees who didn't attend the retreat.

5. Board Retreat Debrief (*Lauren Schlezinger*)
- +/Δ 75 min Discussion
 - Wrap-up Board Role Discussion
 - Revisit Sacred Partnership description and components

What Trustees Liked about the Retreat(+)

- Betsy's cookies
- Board and staff together did important, emotionally mature work
- Lisa Lieberman Barzilai (URJ facilitator) was terrific – kept conversation flowing, kept us on track, practical view, allowed people to express themselves, well prepared and understood context of PTS Board
- Starting conversation with individual work that morphed into group work flowed well
- Venue (Arlene's house)
- Had enough time to talk with each other in breakouts to share thoughts, ideas

What they would change (Δ)

- Not enough time in groups to discuss Board goals and concrete next steps
- Needed clearer instruction and direction on what the goals/outcomes were supposed to be for the goals discussion

Lauren clarified that the retreat discussion around Board goals for the coming year was to identify specific roles/responsibilities the Board has in achieving the six priority goals. Trustees broke into small groups to further discuss and identify roles, responsibilities and measures of success. Trustees and professional staff agreed that they could and would support these priority goals.

6. Board's Role During High Holy Days (*Lauren Schlezinger & Karen Wisialowski*) 20 min Report

Appeal: Sharon gave an update on the appeal and encouraged 100% Board participation. Have received \$40K to date (including those who gave during membership renewal.) We're taking some new approaches this year and intentionally integrating community engagement and philanthropy goals into the services. For example, Board members will be introducing each service instead of clergy and president. Throughout all the services on RH and YK there will be congregants telling personal narratives of how they have been positively impacted by what PTS does every day. Appeal will be on Yom Kippur morning in all services after the final stories and will reference the stories as examples of why congregant participation in and support of the appeal is so important. **Action**: Board members to collect appeal cards in the sanctuary. In the Chapel we will have boxes so that individuals can drop their own pledge cards after the service.

Hospitality Team: **Action**: sign up at [https://tinyurl.com/HHDHospitality!](https://tinyurl.com/HHDHospitality) Consider signing up for Tots 'n' Torah service.

HHD Outreach: Lauren passed out contact lists for each trustee to make HHD calls and reviewed instructions.

Action: Please make HHD calls/emails before September 29 (the earlier the better).

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7. Finance Update (*Adam Steinberger*)

10 min Report

Adam advised that we are getting ready to close the books on 2016-2017. Next month will discuss financials in more detail.

We can pay down 20% of our mortgage balance every year without any prepayment penalty and are preparing to pay approximately \$163,000 on 9/19/2017 (current balance is \$816,000). We will get the exact number from Wells Fargo on 9/14/17. Our Financial Freedom Fund currently has a balance of \$151,000, which is \$12,000 shy of our desired pay down.

Adam gave an overview of PTS' cash situation that consists of three "buckets" of cash. 1) Cash used to pay vendors and meet regular obligations. 2) Cash invested with Morgan Stanley and represents the balances in our permanently restricted endowment funds. 3) "Savings account" which has approximately \$2M. This account represents cash that is held for temporarily restricted funds such as the Rabbi's Discretionary Fund, Facilities Reserve Fund, and Operating Reserve Fund. The Finance Committee is evaluating near term cash needs to determine whether we can invest some of these funds in a higher yielding opportunity and will bring proposal to Board.

There was a discussion of Financial reporting to the Board. Karen commented that regular reports will be provided by Kesef, the outsourced bookkeeping vendor. At any point trustees can ask to see the most current financials. Adam and Karen will set up a new schedule for sharing financials with the Board.

Motion: To make a mortgage payment of approximately \$163,000 on 9/19/2017 (exact number to be determined by Wells Fargo and PTS on September 14, 2017), with \$151,988 coming from the Financial Freedom Fund and the remainder, approximately \$11,012, coming from the Operating Reserve Fund

Adam made the motion. Sharon Silverman seconded. There was discussion. Motion passed.

8. Cantorial Transition Update (*Nathaniel Bergson-Michelson*)

10 min Discussion

Nathaniel shared an update including how to respond to congregants' questions about the Transition:

- Mark your calendars for June 1-3 for a celebration weekend honoring Cantor Barry.
- The Search Committee will begin looking for a new accredited/ordained cantor in October. We will take the time needed in order to find the right person and we will have plans in place both for b'nai mitzvah training and the Cantor's pulpit responsibilities if the search needs to go past June 2018.
- Watch Temple communications beginning in October for updates and opportunities to get involved in honoring Cantor Barry and in other important parts of the transition process.
- Cantor Barry is very much part of the transition process. He is looking forward both to spending this year in

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celebration with the congregation and to the transition next July to Cantor Emeritus status. He is still going to be very much a part of our community.

9. Board Packet Q&A

10 min Discussion

How do we manage the collections process for past due accounts? Tabled for future Board discussion.

10. Consent Agenda

2 min Vote

Consent Agenda was approved.

11. Concluding Prayer

Meeting was adjourned at 8:51 pm.