

Board of Trustees
November 15, 2017
Meeting Minutes - Approved

Chair: Lauren Schlezinger ♦ Minutes: Heidi Schell & Arlene Rosenberg ♦ Timekeeper: Ware Kuschner

Attendees

Board

Nathaniel Bergson-Michelson
Julie Feuchtwang
Lois Fried
Scott Haber
Jon Herstein
Ware Kuschner
Jeff Lerner
Andy Oliff
Gene Podkaminer
Betsy Rosen

Arlene Rosenberg
Heidi Schell
Lauren Schlezinger
Yash Snider
Absent:
Jenna Fisher
Marilyn Hollinger
Matt Mandel
Sharon Silverman
Adam Steinberger

Staff

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

Guests

Alison Poggi-Leon

Summary of General Trustee Action Items:

1. **Action:** Trustees are encouraged to submit their loved ones' yearzeit dates to Executive Assistant Cris Perry.
2. **Action:** Trustees are encouraged to share with Karen any suggestions they have for themes for future issues of *Voices* magazine, as well as writers or contributors.

Meeting was called to order by President Lauren Schlezinger at 6:15 pm.

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| 1. Welcome, Blessing for Community Service | 5 min |
| 2. D'var Torah (<i>Jeff Lerner</i>) | 5 min |
| 3. Preschool Update (<i>Allison Steckley</i>) | 10-15 min Report/Discussion |

Update on two requests that Allison made last year during budgeting: (1) keep Bambi Feinberg as Jewish Resource Specialist; and (2) add hours for an afternoon site supervisor to help with extended program.

- Jewish Resource Specialist: Bambi is improving the Jewish literacy of preschool teachers and families, particularly new families and non-Jewish families. Bringing families together and building community through different events that include preschool and students in our youth education program.
- Afternoon site supervisor: site supervisor has dramatically improved our ability to coordinate staffing needs for the Extended Care Program. However, due to the demands of the overflowing Extended Care Program, she has not had the time to take over some of the accounting and administrative tasks that Allison originally planned.

More new hires this year than there have been in a while, mostly younger teachers. Allison found it hard to hire this year,

because demand for preschool teachers has become more competitive. Allison plans to study the salary and benefits package we offer compared to other schools in the area.

Looking to the future:

- Allison is considering changing core hours from 9-12 to 9-1, which would help with teacher scheduling.
- Allison believes we need to hire a full-time Assistant Director to maintain quality of customer service and teacher support. This role was eliminated 5-6 years ago due to a period of lower enrollment and a restructuring of responsibilities.

5. Trustee Story of the Month (*Gene Podkaminer*) 5 min Personal Reflection

Lauren introduced a new activity – at each meeting a Board or staff member will bring an artifact and share a 5-minute personal story about why the object is meaningful. Gene shared a story. Daniel Bernstein will share next month.

6. Governance 20-30 min Vote

Motion 1: To allocate \$5,000 from the 2017 net surplus to the Search Fund (3135-04) so that it will be available for our current cantor search.

Background: The Cantor Search Committee estimates spending approximately \$10,000 - \$15,000 for the cantor search. The Search Fund currently has a balance of \$6,045 and the fiscal year 2018 budget will allocate \$5,000. This motion envisions making an additional \$5,000 allocation to the Search Fund so that the Search Committee will be able to make decisions about expenses quickly. After both \$5,000 transfers, the balance in the Search Fund will be \$16,045.

Motion made by Scott Haber. Seconded by Gene Podkaminer. Motion passed.

Motion 2: To pre-approve spending sourced from the Operating Reserve Fund for unbudgeted but expected fiscal year 2018 expenses. (See table at end of these minutes.)

Background: \$203,000 of net surplus (\$208,000 less \$5,000 from prior motion) will be transferred to the Net Operating Reserve according to Board Policy. This motion does not require that funds be moved at this time. Rather, it requires that funds are allocated now and then transferred back into the fiscal year general account as they are used.

Motion made by Nathaniel Bergson-Michelson. Seconded by Arlene Rosenberg. Motion passed.

Motion 3: To elect Arlene Rosenberg as Secretary of the PTS Board of Trustees effective January 1, 2018.

Background: Heidi Schell is currently serving as First Vice President and Secretary. As of December 31, 2017, she will be stepping down from the Secretary role to focus on her role as First Vice President. Per Article VII Section 2b of the PTS By-Laws: *Officers shall serve until their successors have been elected. In the event that an office is vacated, the Trustees shall, no later than at their next regular meeting, elect a Trustee to fill the vacancy.*

Motion made by Heidi Schell. Seconded by Nathaniel Bergson-Michelson. Motion passed.

Important Dates for Trustees

Executive Committee Meeting/Social—December 14 ♦ Board Meeting—December 20, 6:15p
Mitzvah Day—November 19, Noon-4p ♦ Leadership Summit—December 4, 6p
URJ Biennial—December 6-10 ♦ PTS Congregational Retreat—January 26-28

7. Cantorial Transition Update (Nathaniel Bergson-Michelson) 5-10 min Report

- Diane Goldman is chairing the June 1-3 Celebration Weekend in honor of Cantor Barry. Judy Macktinger is organizing the Friday night Shabbat service. Manny Goldman is working with Cantor Doron Shapira to plan the Sunday concert. Cantor Shapira has reached out to other cantors to participate in the concert.
- The Gala Fundraiser planning committee held its first meeting. Since we have not yet identified a chair for the event, we are planning to hire a professional event producer to work with the committee. Susan Battat will be the liaison between the committee and the event producer. Our goal is that the Gala will raise enough money to cover the expenses of both the Gala and Celebration Weekend, and make a gift to the endowment in honor of Cantor Barry.
- Both the Search Committee and the Music Vision Task Force (MVTF) have had multiple meetings. MVTF has been attending services at other congregations and interviewing prominent cantors and cantorial soloists from around the country to get a sense of what is happening in the world of Reform Jewish music. Search Committee has met with Cantor Kay Greenwald, director of placement at the American Conference of Cantors (ACC). She will be the key point person at the ACC for our search. The committee anticipates submitting our formal application to the ACC around December 1.

8. Board Packet Q&A 10-15 min Discussion

Lauren highlighted a few items from the Board Packet:

- Lauren asked if trustees are comfortable having a list of their loved ones' yahrzeit dates circulated among the trustees at Board meetings to facilitate signups for Shabbat Board welcome. There was no objection. **Action:** Trustees are encouraged to submit their loved ones' yahrzeit dates to Executive Assistant Cris Perry.
- Lauren congratulated Karen and Josh Mason-Barkin on the first issue of *Voices* magazine. **Action:** Trustees are encouraged to share with Karen any suggestions they have for themes for future issues of *Voices* magazine, as well as writers or contributors.
- Lauren congratulated Karen on a smooth transition to the outsourced bookkeeping service Kesef.

9. Consent Agenda 2 min Vote

- Correction to Membership Report: The header should read "Total membership as of October 31, 2017."
- Consent Agenda approved.

10. Executive Session 5 min

Lauren moved that we enter Executive Session. Seconded by Heidi Schell. Entered Executive Session at 7:29 pm. Exited Executive Session at 7:31 pm.

At 7:32 pm, Lauren turned over chairmanship of meeting to Heidi Schell.

4. Leading Change (*Heidi Schell*) 45 min Activity

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Heidi led an activity from the recent URJ Day of Learning around the concept of experimentation as a tool for exploring and making change.

11. Concluding Prayer

Meeting was adjourned at 8:10 pm.

Proposed Expenses for Prefunding

<u>Expense</u>	<u>Amount</u>	<u>Explanation</u>
Chapel sound	\$23,000	This amount was budgeted in FY 2017 for improving the chapel sound, but was not spent at that time. We are close to making selections for updating some equipment and adding new speakers and will definitely upgrade the sound in this fiscal year.
Seed money for May 5 gala	\$25,000	The gala committee will need to make commitments and deposits to secure a venue, auctioneer, event producer, and possibly other items. This amount will allow the committee the ability to act quickly to secure resources.
Staffing for new bar/bat mitzvah program	\$15,000	Rabbi Molly envisions hiring a part time bar/bat mitzvah coordinator, madrichim, and possibly other individuals to staff the new bar/bat mitzvah program. This pre-approved amount for the remainder of this fiscal year would allow her to move forward with those plans before the December Board meeting.
TOTAL	\$63,000	

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