

Board of Trustees Meeting October 16, 2019 Minutes

Chair: Jon Herstein ♦ Minutes: Arlene Rosenberg ♦ Timekeeper: Andy Oliff

"Being part of a community is like ensuring that your room is still there even after you go away to college. You can always come home. And even if you don't show up, we are still here."
- Rabbi Paul Kipnes

Attendees

Board

Nathaniel Bergson-Michelson
Julie Feuchtwang
Jenna Fisher
Scott Haber
Jon Herstein
Marilyn Hollinger
Ware Kushner
Andy Oliff
Gene Podkaminer
Jason Pollard
Betsy Rosen

Arlene Rosenberg
Lisa Rosenthal
Eric Schlezinger
Adam Steinberger
Mary Ann Waterman
Maria Yarmolinsky

Absent

Heidi Schell
Stuart Zussman

Staff

Rabbi Dan Feder
Rabbi Lisa Delson
Cantor Alexandra Fox
Karen Wisialowski
Jonathan Harris
Madeleine Steckley

Individual Action Items:

1. Arlene will make the results of the Board HHD survey available to Trustees.
2. Karen will share an update on membership renewal at the next Board meeting.
3. Karen will include length of membership for resigned members in future membership reports.

Jon called the meeting to order at 6:15 pm

1. Welcome

2. D'var Torah (*Arlene Rosenberg*)

3. Blessing for Community Service

4. Board-led Shabbat (*Ware Kushner, Jenna Fisher*)

Presentation

- Ware distributed an outline of the upcoming Board-led Shabbat service.
- Everyone who was instrumental in creating the service, including Ware Kushner, Jenna Fisher, Cantor Fox, and

Rabbi Molly, was acknowledged and thanked.

5. Clergy Update: High Holy Days Reflections (*Rabbi Delson, Cantor Fox*) Presentation

- Cantor Fox and Rabbi Delson highlighted and discussed some of the changes that were made to HHD services this year, including the following:
 - The congregation began the HHD together at a single Erev Rosh Hashanah service. Feedback on this change has been generally positive.
 - The clergy sought to make the sanctuary services more concise, while still providing a full HHD experience.
 - Congregant voices were added to the musical program at the Erev Rosh Hashanah service. Cantor Fox's goal is to add congregant voices to all HHD services in the future.
 - Cantor Fox introduced more instruments in the sanctuary services to add texture to the music.
 - The Nefesh service was revised to emphasize spirituality; some of the liturgy was omitted and a guided meditation was included.
 - The afternoon service on Yom Kippur was revised to create a Service of Renewal, which included selected readings, an excerpt from the book of Jonah, and a guided meditation in place of the Torah reading and traditional liturgy.

6. High Holy Days Reflections (*Arlene Rosenberg, Jon Herstein*) Discussion

- Arlene shared key results from the Board HHD feedback survey.
- Trustees offered additional feedback and suggestions regarding HHD outreach and services.
- Karen updated the Board on the current status of the HHD Appeal. As of October 16, we have received \$148,000 in pledges and donations towards our goal of \$275,000.

7. Story of the Month (*Marilyn Hollinger*) Personal Reflection

8. Year-end Financial Report (*Adam Steinberger*) Presentation
Per Bylaws, Art. XIII, Sec. 3

- PTS ended the 2018-19 fiscal year with a surplus of approximately \$58K, based on a revenue shortfall of approximately \$13K and expense savings of approximately \$71K. The majority of the expense savings were in personnel costs, reflecting PTS' difficulty filling some administrative positions. There were also savings in facilities costs.
- Profit & Loss Statement notes and highlights:
 - Sources of funds:
 - Membership commitment was approximately \$42K under budget. The membership commitment budget has been adjusted downward for this year.
 - Preschool tuition was approximately \$27K over budget, mostly attributable to revenue from summer camps.
 - HHD revenue, which primarily consists of the HHD appeal, was approximately \$13K under budget.
 - Other revenue was approximately \$17K over budget.
 - Expenses:
 - Personnel costs accounted for approximately 75% of all expenses.

- Operating costs in general are very well-contained, thanks to excellent management by Karen and her staff.
 - Building operating costs were below budget, due largely to savings generated by our solar panels and lower-than-expected maintenance & repair costs.
 - Credit card processing fees were approximately \$24K over budget, but they should be less this year because the preschool has created incentives for parents to pay by ACH rather than credit card.
 - Looking to the future:
 - The remaining mortgage balance, after Financial Freedom payments and pledges, is approximately \$37.5K. The mortgage becomes due in September 2020. Eliminating the mortgage will save the congregation \$103K per year.
 - Cantorial transition costs will decrease in future years.
 - Other personnel costs will continue to rise.
 - Preschool will not create future surpluses because it is at capacity.
 - Security will be an increasingly large expense item in the future.
 - Membership commitment is unlikely to be a major source of increasing revenue; instead, legacy/endowment giving will be the key to our future financial health.
- Balance Sheet notes and highlights:
 - Our balance sheet is very strong, with a considerable excess of assets over liabilities.
 - Facilities Reserve Fund: It is time for us to conduct a new facilities study, which is done every 5 years. After the study is complete, we will evaluate whether the balance in this fund is sufficient.

9. Board Packet Q&A

Discussion

- There was a discussion about how many member families have not responded to our renewal communications in any way.

10. Governance (*Jon Herstein*)

Vote

Motion: (*Maria Yarmolinsky*)

To name the following individuals as authorized agents “to execute for and on behalf of PTS, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the Federal Department of Homeland Security and subgranted through the State of California for the following Grant Award: FY 2019 Nonprofit Security Grant Program.”

Karen Wisialowski Jonathan Harris Heidi Schell

Background: In order to receive funds from the NSGP grant, there needs to be an authorized agent to execute on behalf of the grantee. It is recommended to have more than one authorized agent, so that if one was not able to conduct the business (which will take place over a three-year period) another authorized agent would be available. (See attached form)

- Maria made the motion. Lisa Rosenthal seconded.
- Motion passed.

Motion: (*Gene Podkaminer*)

To approve the Investment Policy for PTS Lorry Lokey Security Fund as presented.

Background: Because the Lorry Lokey Security Endowment has a specified long-term purpose and because the donor wishes that we invest those funds less conservatively than other PTS funds, the Investment Committee is presenting a special purpose Investment Policy Statement to govern the investment decisions regarding these funds.

- Gene made the motion. Jason Pollard seconded.
- Motion passed.

11. Consent Agenda

Includes last month's Board minutes and approval of new members

Vote

- Consent agenda was approved.

12. Concluding Prayer

Meeting adjourned at 8:35pm.