

Community Director's Report Radlett Reform Synagogue AGM 23rd May 2019

Summary

This report provides an insight into the current role of the Community Director. It is a multi-faceted position supported by my team of part-time staff. I am pleased to have the opportunity to thank them all for their hard work throughout the last year.

Festivals and Rabbinic Support

Project planning logistical support and attendance:

- Shabbat services and b'nei/b'not mitzvah
- Communal Seder
- Monthly satellite services in Borehamwood and Welwyn, and Hemel Hempstead
- Friday Night Picnic
- High Holy Days
- Sukkot and Simchat Torah
- Chanukah
- New Members' Shabbat
- Yom Ha'Shoah
- Yom Ha'atzmaut
- Shavuot
- Purim
- Life-cycle events: Births, weddings, bereavements
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Community

Arranged, attended and promoted:

- Comedy Night
- MacMillan Coffee morning (charity event)
- 100th Anniversary of the Armistice
- Chavurah suppers
- Visit by the Israeli Ambassador
- Visit to the Genizah Library
- Two Whisky Tasting Evenings (one charity event)
- Three Film Nights
- Nine Reasons to be Reform and One Not
- Eurovision Evening
- Contacting new members
- Delivering *chagim* parcels
- Telephone calls for High Holy Days and Pesach
- 11 visits by schools

Office Management

- Line Management of the Administration Team, comprising Administrator, Synagogue Youth Administrator, Accounts Administrator, Community Support Worker, Caretaker and Cleaner
- Liaison with Nursery School
- Health and Safety Compliance

Facilities Management

- Security Compliance
- Telescopic channel ramps for wheelchair access
- Transfer of telephone provision to more cost-effective service
- Upgrade of pc's to be compatible with current software
- Migration from in-house server to SharePoint (Cloud-based)
- Research into provision of Fibre Optic broadband
- Research into enhanced Cloud-based telephone system
- Installed TV monitor in lobby to enable digital notifications and welcome messages (donated funds)
- Configured rabbis' meeting room and new clergy office
- Home Cinema facility in the Jon Young Hall: installation of blinds, home cinema system, projector screen (donated funds)
- Replacement of office chairs (donated)
- Reduction of single-use plastics
- Redesigned weekly newsletter

Maintenance

- All day-to-day maintenance issues

In the past year we have undertaken three major maintenance projects, one of which was planned and two were unforeseen:

- Refurbishment of the kitchen in the main building commenced in August and was completed in time for the High Holy Days. Our thanks to Lisa Leighton for coordinating the project
- Following an audit by our Insurer's, I commissioned an asbestos survey which revealed asbestos to be present in the both basements. Works to remove the asbestos was completed within a two-week time-frame to minimize disruption. The areas have been certified as being clear of asbestos.
- Following extensive investigation, a fault with the Sanctuary lighting was found to be linked to damage to wiring at ceiling level. Due to the height of the ceiling, and to comply with the Working at Height regulations 2012, a scaffold tower was constructed to reach and rectify the fault

Planned Future Maintenance

- Replacement/repair of worn-out conference chairs (donated funds)
- Repair to the Bimah (donated funds)
- Inspection into the cause of damaged plaster in the Sanctuary porch and rest rooms. Obtaining quotations for associated repairs and redecorations
- Cleaning of gutters
- Full service of heating system
- Redecoration of the Jon Young Hall and the stairs and landings

Garden Maintenance

This year we:

- Removed ivy from the walls and gutters of both the Back Hall and the main building plus the side wall of the Costa Coffee building, where overgrown vegetation had encroached onto neighbouring property
- Planted ornamental trees and shrubs at the front of the building, Spring bulbs and (donated) wildflower seeds in the beds
- Commenced removal of vegetation from behind the Back Hall

I would like to thank our members for their support and special thanks to those who tirelessly volunteer. Please call me if you would like to get involved in our projects and do keep an eye on our website (radlettreform.org.uk), Facebook page and weekly newsletters for details of forthcoming events and activities.

Pippa Suchet
Community Director