

## **Temple Sinai Board of Trustees**

### **Meeting Minutes**

**Wednesday, February 15, 2023**

**7:00pm (Virtual)**

#### **Present**

Terrie Goren, Ellen Lefkowitz, Rabbi Freedman, Rabbi Bressler, Rabbi Mates-Muchin, Cantor Keys

Liz Daoust, Becky McEntee, Ari Levy, Lori Waltzer, Calvin Gibbs, Anne Schmitz, Jon Braslaw, Eva Fostovsky-Geckeler, Julia Fromson-Mayhew, Laurie Leiber, Bill Bonnet, Sydney Firestone Schimmel, Kate Lucas, Natalie Crouch, Dayna Orange, Aaron Saxe, Karen Tiedemann, Michelle van Tijen, Glen Oleon, Susan Kagan Waitkus, Stephanie Eckhaus

#### **Absent**

Allie Silverstein, Sean Sawyer, John Ehrlich

### **MEETING MINUTES**

#### **6:30pm Executive Session**

#### **BOARD MEETING**

- 1. Call to order 7:02pm**
- 2. Opening**
  - Read the Temple Sinai Shema and V'ahavta
- 3. Vote - Approval of Minutes – January 18, 2023**
  - Motion to approve minutes with Julia's non-substantive edits, and Lori's amendment (to correct notes on financial update)
    1. Motion: Sydney Schimmel
    2. 2<sup>nd</sup>: Bill Bonnet
    3. Yes: All
    4. Oppose: None
    5. Abstain: None

**4. Information and Action - Consent Calendar - Membership report**

- 3 new families

**5. Action - Bimah and Usher sign-up**

- 2/18- Susan Kagan Waitkus
- 3/18- Calvin Gibbs

**6. Information- Financial report – Lori Waltzer**

- Treasurer's Report to Board (at 2/15/23):

**1) Income:**

- a. Membership: We are just over 97.5% subscribed at 1/31 (1% higher than last month so gap has closed).
- b. School & Youth revenue: 96.8% ever slightly higher than last month.
- c. Fundraising income:
  - Working on Rabbi Mates Muchin's celebration for early June, calls going out this month (donations will likely come in Feb to May)
  - we are showing \$427k on \$512k budget but that includes \$247k of "Special Funds" – so that is more like 35% collected to date – we will work for next month to segregate that out;
  - \$5k of Yesod money came in and that went to pay down the loan per its program. Development Comm agreed Yesod Donation Option made sense. We are shutting down that option on the Temple website and in its place is a Sinai @ 150 placeholder until that campaign is launched and named.
- d. High holiday income: complete
- e. Other Income: at 96%, looks on track

**2) Operating Expenses:** Generally speaking, things look relatively on track from the expense side when we compare 58.3% of expenses (7/12 months of the year) as a benchmark as compared to 57.83% spent. Terrie has reforecast the budget mid year.

**3) Mortgage balance:** As of 1/31/23, mortgage balance is \$665k (went down by scheduled Principal of \$10k each month only, plus another \$5k for Yesod in early February as mentioned above). The \$250k line of credit does not have a balance on it and we do not expect to need to draw upon it for *operating* support this year. \$5,037.08 to the mortgage 2/2/23, balance after that payment is \$660,585.14.

**4) Cash Reserve:** Cash balance is approximately \$2.34 mm at 1/31, this is where we expected to be at this point in the year but still working on dome

& debt into the Cash Flow with Terrie and Rhonda. Ending cash from the cash flow is tracking in the \$1.57mm (last year had been \$1.6mm most of the year).

We are working on a tracking mechanism for costs by approved category, more to come on that.

**6) Endowment balance:** not reported at this meeting

**5) Capital Needs:** Congregational Vote passed for new debt up to \$3.6mm. Permit issued, under contract with Everest, interior scaffolding going up today (2/15)

- Dome: Approx \$286k spent to date – includes scaffolding,
- HVAC: Approx \$22k various
- \$307k total spent since 2021

A term sheet has been signed with First Republic – sent to board today for review

- 1) \$3.3mm of debt at a fixed rate of 5.75% for 10 years.
- 2) The first two years are interest only.
- 3) This debt will also serve to refinance the existing debt of approximately \$665k.
- 4) In connection with the loan, an appraisal has been ordered at a cost not to exceed \$4600.
- 5) There will also be a loan fee of .5% (\$16,500) and a few other miscellaneous and customary loan closing costs that were included in the budget voted on by the Congregation.

**Capital Needs Committee**

- Evaluating seismic report, committee will come to Board for review in coming months. Getting pricing from contractor on range of options.
- Reiterate that the building is in building code compliance currently

**Resolution:** The Board approves closing a new \$3.3mm secured loan and extension of the \$250,000 unsecured line of credit to 4/30/24 with First Republic Bank and authorizes Co-Presidents Rebecca McEntee or Elizabeth Daoust to sign such documents and take such other actions as the Bank may require to close said loans.

- Motion to approve resolution: Sydney Schimmel
- 2<sup>nd</sup>: Karen Tiedemann
- Yes: All
- No: none
- Abstain: none

### **Vote – Envelope Study Resolution**

- Envelope Study
  - Study exterior walls and roof of old building for water intrusion
  - Several leaks but can't confirm if dome is the only source
  - The Envelop Study will find other leaks if they exist. If there are other leaks, they should be fixed now, during dome construction/repair.
- **Resolution:** Board Resolution authorizing expenditure to conduct a building envelope study. In light of leaks experienced during the recent rainstorms, and because scaffolding currently in place for dome repairs affords an opportunity for detailed inspections, IT IS HEREBY RESOLVED that an expenditure of up to \$20,000 is authorized to retain a qualified firm to conduct a building “envelope study” of the sanctuary to identify possible points of water entry and propose measures to repair.
  - Motion to approve resolution: Sydney Schimmel
  - 2<sup>nd</sup>: Kate Lucas
  - Yes: All
  - No: none
  - Abstain: none

### **7. Information – Rabbi-Educator Search**

- Aaron Saxes, Co-Chair- provided update
- Search committee met and search is underway
- Posted for rabbi educator and educator positions to see where interest is from applicants
- We have 5 applicants
  1. 3 (1 rabbi/2 rabbi-educator) are having zoom interviews scheduled by the end of next week. If one or more candidates seem like a potential fit, they will be flown out for a visit in person.
  2. 2 have been notified they will not move forward
- Process so far has been reviewing cover letters and resumes with names removed to help remove bias
- The candidates may come to the Temple early March, Board will be called upon for meet and greets, tours, Torah study, so people can share feedback to search committee.

### **8. Information – Development Committee update**

- a. **Action – volunteer awards coordinator needed**
  - a. Still looking for coordinator
- b. **Action –ambassadors needed (annual, membership and calls for Rabbi's Celebration**

**c. Rabbi Celebration Update**

- a. June 2, 3, 4
- b. Information packets going out in mail with sponsorship and fundraising information
- c. 183 letters going out, looking for people to help call – send Terrie email

**9. President's Update**

• **Board Update**

1. Access Committee led beautiful Shabbat Service on 2/10
2. Denise is stepping down from Board for now. She will pick another person of access committee to join

• **Board Retreat**

1. Board Feedback
  1. Overall great, enjoyed spending time together, appreciated the facilitator, nice to learn names, positive experience
  2. Some parts dragged, not sure we got a brand new fresh direction, only an example of how to move Board and initiatives forward, felt rushed at end
  3. Recommended next step: need to prioritize actions
2. Actions identified as priorities at Board retreat
  1. Performance Evaluation- of how Board is functioning and of personnel (Becky)
  2. Board Liaison Presence on every committee and organization of Board Documents (Liz)
  3. Program success measurement- to gather data and track for success (Jon). Bill is gathering list of programs, then need to determine what we want to measure, then tools to measure, then collect and understand.

**10. Information – Senior Staff Reports**

• **Rabbi Mates-Muchin- Looking forward to events coming up, please join**

1. March 3 : Rabbi Bressler Installation
2. March 4 : HIAS talk on Refugees
3. March 4 : Teen overnight
4. March 5 : Purim Carnival (need people to volunteer to run games), Spiel in morning
5. March 6 : party for adults with dancing, bartender, Klezmer band

**11. Good and Welfare**

- Everyone shared something they were proud of in the last week

**12. Parsonage Letters**

*Dear Temple Sinai Board,*

*The parsonage allotment for Rabbi Jacqueline Mates-Muchin for the 2023 calendar year is \$78,000. Please add this information to the Board minutes.*

*Thank you,  
Rabbi Mates-Muchin*

To Whom It Concerns,

I am declaring my parsonage amount for 2023 to be \$35,000. If you have any questions, please let me know.

Thanks,  
Rabbi Daniel Freedman

## **8:42pm Adjourn**

### **Action Items:**

- Sign up for Rabbi Bressler Installation Oneg March 3:  
<https://www.signupgenius.com/go/70a044fa8ad2fa64-rabbi#/>
- Sign up for Purim Carnival  
<https://www.betterunite.com/templesinaioakland-purimcarnivalvolunteers>
  - Need game volunteer slots 8 slots
- Send Terrie an email to let her know you want to help make capital campaign calls
- Liz and Becky will collate action plans from Board retreat and follow up with Board

### **Upcoming Dates:**

- March 3 : Rabbi Bressler Installation
- March 4 : HIAS talk on Refugees
- March 4 : Teen overnight
- March 5 : Purim Carnival (need games), Spiel in morning
- March 6 : party for adults with dancing, bartender, klezmer band
- June 2,3,4 Rabbi Mates Muchin Celebration