

BST Board Agenda November 15, 2021

Establish a quorum

Public comment

Approval of October 18 meeting minutes

Old Business

- New Member Havdalah

New Business/Action Items

- Recommend participating in URJ December “Short Pulse” survey
- Find and appoint a Fund-Raising Committee
- Hanukkah Events Planning

Board Reports

President

VP of Administration

VP of Religious Life & Education

VP of Community Life

VP of Finance – Financial Report

Treasurer

Corresponding Secretary

Members At Large

Sisterhood

Discussions

Good and welfare

Adjournment until...**December 20, 7:30 PM**

DRAFT Board Meeting Minutes 18 October 2021

President--Jonathan Levin	VP-Admin--Larry Wilson
VP-Finance--Sid Snitkin	VP-Community Life--Natalie Wright
VP-Religious life & Educ--Sabina Weitzman	Treasurer--Ellen Grady
Recording Sect--Laura Rosenthal	Corresponding Sect--Robert Miller--absent
Members at Large: Michael Camber, David Coman, Lemiel Pierre	
Past President-- Tiina Rodrigue	Sisterhood Pres--Michelle Swanson--absent

Guests: Rob Jobrack, Margaret Rice

1. The meeting was called to order at 7:35pm. A quorum was present. Because of coronavirus-19 restrictions, the meeting was held virtually on Zoom.
2. Guests were invited to comment. No comments were offered.
3. The Board reviewed the draft minutes from the September 20, 2021 Board meeting. Tiina Rodrigue moved for approval of the meeting minutes as written, Sid Snitkin seconded, the **motion** passed with 3 abstentions.

Old Business:

4. Jonathan Levin reviewed the status of the recent covid-19 outbreak at Dawning Point. The building was sanitized soon afterwards. The Board discussed the need to update our communication procedures with Dawning Point and with relevant groups so that BST is informed by Dawning Point as soon as a covid-19 exposure has occurred, and we in turn can communicate in a timely way with our staff, religious school, the Bridge Club, and other relevant groups as well as the congregation. Sid Snitkin will discuss this with Dawning Point and remind them of the need to notify BST of any covid incident and will also ask them about their current policies re vaccines and masks. Jonathan Levin will develop a list of people/groups to be informed if there is a covid incident in the building. We will also try to get information on what rights we as a landlord have regarding our tenant's covid-related health/safety policies involving vaccines. (This is in keeping with the current BST policy that anyone in the building be vaccinated and masked.)
5. Sid Snitkin reported that, in response to his request, Erin at Dawning Point has said that they plan to start paying us our monthly rent again, and that issues regarding the ownership of Dawning Point should be resolved in the next 2 months. Sid will develop the lease renewal as previously discussed.
6. As per policy, the Board reviewed the covid situation in the area to see if any changes should be made to the current BST policy. Given the high numbers of covid cases in the area, the Board felt no changes are needed to the current policies. Jonathan will confirm that the policy is available on the website.

New Business:

7. The Board discussed a recommendation from the VP-Religious Life and Education that a change be made to the use of the prayer slides during the in-person services (which are held both in-person and Zoomed). Eliminating these slides, at the option of the lay leader, would reduce some of the burden of lay leaders in preparing for services as well as for the service producers. As an alternative, we would make prayer books available to those who can't come to services but want to attend remotely. The Board agreed that this was a useful and reasonable change. Sabina Weitzman will work out how to communicate this to congregants and how to make the books available.
8. Rob Jobrack asked the Board to review the proposed dates for upcoming B'nai Mitzvahs, with which the Board concurred.
9. President Report -- Jonathan Levin thanked everyone involved for the recent consecration service which was outstanding. The religious school has several new families involved.
10. VP-Administration Report -- Larry Wilson discussed the sanitizing of the building after the Dawning Point covid contamination, which the Board agreed was needed. Also, one of the rooftop hvac units has a condensation leak. Robert Payne, with whom we have a maintenance contract, has recommended replacing the unit for a cost of \$28k, which does not include any roof work that might be required as a consequence. Larry believes the price to be reasonable, but since the problem only affects the cooling side of the unit, he recommends

that we wait until spring to do the replacement. David Coman pointed out that the unit is only 6 years old, and Larry will look at the warranty and history to see if anything might be covered.

11. VP-Religious Life & Education Report (see attached report) -- Sabina Weitzman referred to issues in her report.

12. VP-Community Life Report -- Natalie Wright mentioned the very low participation in past Zoom programs and that no programs are in the works at the moment. There are a number of new members and several more possible. The new member Havdallah is being planned for November.

13. VP-Finance Report -- Sid Snitkin indicated that the new hvac unit being discussed is not in the 21/22 budget and so will increase the projected deficit (which will need to be covered by the savings in Raymond James).

14. Treasurer's Report -- Ellen Grady reported that the dues statements were sent out recently and she is getting responses, although some members are still overdue.

15. Rob Jobrack, chair of the Strategic Planning Committee, reported that the committee has met twice and is making some headway. See attached Report. Sabina mentioned that the JEDI goals need to be interwoven into the Strategic Plan. The Board discussed the item in Rob's report regarding a Student Rabbi -- these are just preliminary discussions now but the Board would need to decide by January if it wants to pursue a student rabbi, with or in lieu of Part-Time clergy. We would want a recommendation from the Ritual Committee. In the interim, Sabina will talk with Cantor Shermet about leading services 1-2 times a month and doing adult ed or other activities and costing out what the expenses will be. Rabbi Aft appears to be rather busy now.

16. Ellen reported on the recent meeting of Sisterhood. It was decided at the meeting that Sisterhood would go on hiatus, to allow efforts to be focused on Temple events and increasing participation there. The Gift Shop will continue to be run by Sisterhood, as will the holiday card and sanctuary flowers/food basket for the HHDs. Bagel Bar will re-open when the religious school re-opens for in-person classes. The term of the Sisterhood Board ended in June so there is no Sisterhood representative on the Temple Board.

17. Laura Rosenthal moved to adjourn the meeting at 9:26pm, Sid Snitkin seconded, and the motion passed unanimously.

1. After the Board meeting, the Board **voted** virtually by email on the question of whether or not to hold a **Hanukkah dinner** on December 3. (See proposal below.) The votes were 7 in favor, 5 opposed, and 1 no vote. However, because of concerns expressed by those who are planning the Hanukkah family service that same night, the President felt that the dinner should be on a separate night or should not take place this year unless issues can be ironed out by those involved.

2. This vote also determined whether we would allow unvaccinated children, wearing masks, to attend the **new member Havdallah** being planned for November 13. This event is traditionally not an event for children but historically we would not turn anyone away who came with children. Given the nature of the event, Zooming the event does not seem practical.

The proposed Hanukkah dinner from Natalie Wright was as follows:

"We would like to hold the holiday dinner and Hanukkiah lighting on Dec 3.
We will require masks for the service, and all attendees must be vaccinated.

Family/friend groups will have reserved tables. Individuals or couples will be seated four to a table.

There will be no walk-ins permitted. Reservations and payment must be made in advance.

The food will be plated and served by students of the culinary program. No leftovers will be sold, or given away.

We will consult with VP Religion to coordinate."

When asked for clarification on children under 12, Natalie said they hoped children would also be vaccinated, but they are not requiring it of children under 12.

The Hanukkah family service described by Sabina Weitzman was as follows:

"We would all light our menorahs together before the service like we've done previously. The service would have lots of music, and afterwards we talked about letting the kids (and adults?) play dreidel, maybe on the floor of the hood, and serve donut holes in bags to people on the way out. This was envisioned as being in keeping with existing rules for gathering inside in our sanctuary – masking, socially distanced, vaccinated adults."

3. After the voting concluded to have the dinner, Tiina Rodrigue moved and Ellen Grady seconded, that: If we reopen to food handling, anyone preparing or serving food needs to have vax & booster, no known COVID exposure for 5 days before touching the food, and a recent negative COVID test - no more than 72 hours beforehand. The Board voted virtually by email and the motion did not pass, with 5 votes in favor, 7 opposed, and 1 abstention. The President clarified that strict Covid protocols would be maintained, consistent with best practices for food service during Covid, and everyone in food prep and service should be vaccinated, and should be symptom free in the days leading up to and the day of the dinner. The Hanukkah Dinner will be Sunday, December 5.

VP Finance Report **November** **2021 Board Meeting**

Action Items:

1. None

Activity Update:

1. Activities

1. **Finance Committee** – No meeting since last report.
2. **Strategic Planning Committee** – See Rob's report
3. **Fundraising Committee** – Not currently active.

2. FY21-22 Budget

1. See October financial statements that were submitted separately. These reports represent the Temples financial activity for the first four months of the 2021-2022 fiscal year.
2. Revenues - Our dues receipts in October increased significantly and this puts us ahead of last year. However, I haven't had a chance to evaluate the reason for this so it is premature to assume that this trend will hold. My forecast for dues remains the budgeted amount.
3. Expenses - I increased the forecast for general repairs to reflect Larry's initial estimate of the repair costs.
4. Dawning Point – We received a check for \$6700 from Dawning Point for November rent so Erin has met her commitment.
5. My current forecast shows that we will have a loss for the year of \$48,816, which is approximately \$20,000 more than last month. The major reason for this is the HVAC unit repairs. Judy Haney continues to struggle with low participation and indicated that she may be cancelling all the games unless things change. This will represent an additional \$2000 loss of revenues.

6. While we have sufficient reserves at Raymond James to cover the shortfall, I recommend that we remain vigilant of our spending and avoid any unnecessary expenditures.
3. Raymond James
 1. Our Raymond James investments increased by \$17.2K in October, which reflects the market recovery. This gives us a net gain for the year of \$9.1K.
4. Dawning Point COVID-19 Protocols – I followed up on the COVID exposure incident with Erin. Following is what I learned:
 1. I reviewed our lease agreement and the only thing I could find that might be related to things like COVID was some comments about Environmental Hazards. So, I don't know that we can demand that they do anything special.
 2. While they encourage everyone to get vaccinated, they cannot require them to do so. I think it's a legal issue.
 3. Erin couldn't discuss the vaccination status of the lady who got infected, but she suggested that the lady had some health reasons that may have contributed to this. She wasn't sure where she caught it but thought it was probably outside the day care operation.
 4. With respect to their Covid procedures she said that they follow all the procedures recommended by the CDC and VA. This includes: asking everyone (staff and parents) questions before they can enter the facility; periodically check temperatures and mark them on timesheets; handwashing rules; try to keep children separated during the day as much as possible (though it can be difficult with kids); and, check for any symptoms and tell people to leave if necessary (said this created a lot of false alarms, but they still do it)
 4. They also have rules about cleaning morning and throughout the day. This includes use of a fog sanitizer at the end of each day.
 5. They have regular cleaning people coming to their facilities, they rotate but visit the Temple every other week. More often when we are using the Temple for High Holy Days etc.
 6. The cleaning people do our bathrooms whenever they come because they use them as well.
 7. They bring in the cleaning people to do a deeper cleaning (wash everything down with bleach, etc.) whenever they think there may have been an incident. This includes our bathrooms.
 8. She had scheduled the cleaning people to come in after the recent incident but cancelled them once she heard that we had brought in cleaners (so I suggest that we check with them before we do that again). I did not think it was appropriate to ask her to reimburse us for our cleaners as that was our choice.
 9. We discussed notifications and they did assume that notifying Margaret was enough and that she would let other BST people know. But she was more than willing to add others to the list of people to be notified. I told her that I would send her a contact list after we discussed it.
5. COVID Cleaning Requirements in General - I did a little research about cleanup recommendations after an incident. In particular, I discovered that the following comment on the CDC site: "If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.". I think we should include this in whatever policy we develop. If we can live without use of the Temple Building for 3 days, then we should just do that and avoid the high costs of cleaning. If not, then we should call in the cleaning company.

Respectfully submitted,

Sid Snitkin, VP Finance

Strategic Planning Committee (SPC) Report

Actions for BOD:

- Recommend participating in URJ December “Short Pulse” survey and assigning responsibility
- Find and appoint a Fund-Raising Committee. Easier said than done.

REPORT:

The SPC’s job defined in the Constitution is “To provide the Board of Directors with goals and action plans for the maintenance and growth of the Congregation”

SPC is done updating/refining the Strategic Plan. Latest is attached.

We are moving on to the second part of our charter, developing action plans. We are trying to figure out the best way to approach this and how to focus our energies.

RECOMMENDATION: Re-energize the Fund Raising Committee

This is a standing committee required by the constitution: “Committee Charge - To plan and undertake programs and events for the raising of funds for capital and other needs of the Congregation.” It has been dormant for several years. If we’re going to implement a strategy for growth, we’re going to need a coherent approach to fund-raising.

RECOMMENDATION: Participate in URJ Short-Pulse Survey

The URJ will once again be conducting our short Pulse Survey beginning this December 1-20th. The survey should only take a few minutes to fill out, it will ask for membership, net dues, net fundraising, enrolled learners in K-12 programs, and enrollment numbers around Early Childhood Education Centers (if applicable). We are asking every congregation to please participate. Only one submission per congregation, and the submission should be completed by either the President, Executive Director, or Senior Rabbi OR with expressed permission from one of those people.

Please be on the lookout December 1st for the link to fill out the survey.

Last year, we had nearly 300 congregations participate in the Pulse Survey. The results helped both the participating congregations and the URJ gain a better understanding of the current-day challenges that our synagogues are facing. The more congregations that participate, the richer our data will be, so please be sure to participate. Please email benchmarking@urj.org if you have any questions. More details to follow.