

Board of Trustees Meeting Minutes

10/02/18

Attendees	Present	Attendee	Present		Present
Larry Jacobson	x	David Eisner		Amy Rittenberg	
Vicki Goldman	x	Jen Feingold	x	Gene Rosenthall	x
Frank Urman		Sandy Korn	x	Bob Steine	x
Lane Feingold	x	Jeff Lavenhar	x	Kathy Zeiger	x
Michelle Weinraub		Alix Joseph	x		
Wendy Vean	x	Barbara Lettes	x		
Bruce Tully	x	Larry Polman			
Ron Leff	x	Shelia Purdin	x	Loretta Kowalitti	
Cantor Nesis	x	Rabbi R. Rheins	x	Lisa Thorner	x
Marissa Vaughn	x				

Agenda:

Time: 6:30pm -8:00 pm

Notes:

I. Call to Order & Quorum

Lawrence Jacobson, President

- Meeting called to order

II. D'var Torah

Rabbi Susan Rheins

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III. Consent Agenda/Minutes

Bruce Tully, Secretary

- Motion to approve previous meeting minutes:
 - Lane Feingold
 - 2nd: Jeff Lavenhar
 - Motion approved

IV. Financial Report/Budget

Vicki Goldman, Lawrence Jacobson

- Significant progress has been made on the financials in preparation for the audit
- The chart of accounts is complete
 - July/August income statements were provided on 10/2.
 - The board will get an adjusted copy of the June statements as soon as the audit is completed - this will have the year-end adjustments
 - The income statements need to be adjusted for "ease of use", there are no issues
 - URJ dues have been discussed, but will need to be reviewed by Frank when he returns and will work with URJ
- The 2018/19 budget and why the the Preschool budget did not match what had previously been expected
 - A meeting was held with Vicki/Frank/Sheila/Marissa

- The result of the changes was \$180K decrease in the revenue of the preschool, which caused a projected \$180K deficit in the Temple's overall budget
- Sheila's update
 - The budget was created prior to Sheila's arriving. The adjusted budget that is now in place was based on actual numbers and enrollment
 - A budget is being put together with actuals, and it's hard to do a forensic review. The budget has not been accurate (likely) due to the accounting procedures and reporting over the years. Collaboration is needed between the Preschool and the board/finance.
- The original budget was created by Lorne and then worked by Frank/Vicki
 - A deep conversation needs to be had about ShulCloud as it's not working in the way it's needed. Vicki is going to reach out to a peer at Temple Emanuel to understand the tools they use.
 - Shul Cloud is cumbersome and is not well understood and very limited in its capability
- Enrollment is steady and being more redistributed
 - There's a variance between the type of classes and enrollments vs last year
 - The gross enrollment number is very similar, but the type of attendees is driving the cost/revenues down
- A question was asked "how long has it been since financials have been available"
 - Four months is the answer
- Lisa asked if the gap between the budget and actuals is helped by lower staffing
 - There is a current potential for some "vacancy" savings based on the staff numbers actual
- A question is do we need to revise the budget based on what are actual though the budget is still determined on the expected full staffing

V. Operations & High Holiday Update Vicki Goldman

- Larry Jacobson thanked the staff on behalf of everyone in the congregation for all the work in creating a wonderful HH program
- Vicki let the board and staff that she can no longer continue in her daily capacity and added to our urgency to fill the Exec Dir position
 - Vicki suggested, and Staff endorsed creating a board liaison to each group

VI. Employee Handbook Lawrence Jacobson, President

- The employee handbook has been legally vetted
- Next steps will be to have Board and Staff review the document
- All board members must make their final comments by End of Day on Friday 10/5
 - All comments will go to Larry J
- There is a handbook for the pre-school, that will be provided to Larry J
 - Larry will then provide it to our legal council

VII. Executive Director Search Lawrence Jacobson, President

- A committee meeting is going to be held on 10/4 to finalize the job description and how to publish this position.
 - Larry stressed that we need to look for potential out of the box type person
- On 10/5, Janet Bronitsky will be coming in for a discussion about serving as an interim ED

- New member process, who will be managing this process
 - The new member packet may not be up to date
 - All the staff may be willing to help out for the “walk-ins”, the actual sign-ups and congregants who may need adjustments.
 - There was a discussion about how to handle new dues and the detriment of what is the “right amount”.
 - There may be various models for how the dues fees are structured
 - This may be a place for a committee to determine the new dues structure
- For the “leaving” congregants, we need to create a process
 - Jen Feingold had provided some process options
 - Rabbi Rick expressed desire to help on both sides of the process, but the board needs to set the standards for how to manage these delicate scenarios
 - There was a process for managing the “leaving” congregant, but that process seems to have dropped usage.
 - Rick mentioned that the process is late for a “save” scenario.
 - Do we have a process for “eyes and ears”
- Lisa offered to step up and take on the new congregant process
 - Lisa stated that if she would immediately implement a process to manage “leaving congregants”
- The overall process is broken
- Is there a way to go over every single resignation as a notice to the board/staff/clergy that this member is leaving/joining?
 - The next step is that for a “leave” someone from this distribution list will reach out to the member.
 - The conversation will continue
- Can we create a membership ombudsman for Congregant Relationship Management?

VIII. Strategic Plan

Lane Feingold, VP

- Lane provided the stack forced rankings and provide the recommendations to the board
- The top vote getters
 1. Create a Clergy Succession plan (?)
 2. Revise the current by-laws (Jen/Alix)
 3. Develop a 5 year financial plan (Vicki)
 4. Create a volunteer engagement plan (this item will be placed on hold)
- The previously approved implementation plan will be put in place to address each of the goals along with their metrics and progress.
- There was discussion about the value and capability of our volunteers and provide the direction for those volunteers
- As part of the discussion, Lane F shared his conversation with the URJ
 - URJ asked for what is “sticky” at Temple, Lane provided that pre-school is our magnet and also shared the challenges
 - URJ also provided that the do provide the workshop for a board retreat.
 - This retreat would be board specific to ensure unified board
 - Lane will drive this board retreat
 - Dates/times

IX. Sinai Circle

Wendy Veau/Lawrence Jacobson

- There is a Sinai circle reception scheduled for 10/27.
- For the Rose Foundation funds, all Temple members must be “touched” to be made aware of this process by the end of the year.
- The committee is reaching out to 10-15 members per person
- To reach out to each congregant, the board is being required to call members. A script is being distributed to all board members
 - This process, and call requirements, will be like the High Holiday calls
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X. Miscellaneous

- There is the Artist in Residence coming the end of November
 - there will be several concerts and events
- the event is nearly fully underwritten by donations/sponsorships
 - Cantor asked the board for financial support
- Cantor announced that she is an expecting parent, due in April
- Larry let the board/staff know that we need to implement a succession plan immediately and we should be prepared for several options for this transition
- Security issues that need to be addressed
 - We have emergency doors that are locked without crash bars that lead into a locked area.
 - We’ll need to adjust exits, signage, etc.
 - The existing gate from the playground swings in
 - Crash bars help, but need to change the gate opening direction
 - Playground equipment tends to be stored/left by the doors
 - Landscaping will need to be addressed for the exterior social hall doors to be ensure egress.
- Rabbi Rick is asking for participants at a 10/20 event through David Eisner’s organization
- Rabbi Rick also offering to spots at the Denver Annual Men’s event

Action Items:

- Need to look at options to replace the existing Shul Cloud
- BT:

XI. Executive Session