

Temple Sinai Board of Trustees Meeting Notes

Open Session

10/22/2019

Attendees	Present	Attendee	Present		Present
Bob Steine		David Eisner	X	Kathy Zeiger	X
Vicki Goldman	X	Sandy Korn		Barb Mendel	X
Frank Urman	X	Jeff Lavenhar		Jessica Strouse	X
Fred Leviton	X	Larry Polman		Neil Culbertson	X
Stephen Weinstein	X				
Larry Jacobson	X				
Bruce Tully	X				
Rabbi R. Rheins	X	Greg Kellner	X	Melissa Maas	
Rabbi J. Cohen		Ron Leff	X	Melissa Oxenhandler	
Lisa Thorner	X	Lauren Bubis		Dan Yolles	
Shelia Purdin	X	Ron Leff		Yoni Buchman	

Time: 6:10pm -7:16pm

- I. Call to Order and Establishment of Quorum
- II. D'var Torah
- III. Approval of Minutes
 - Motion/Second/Pass: Zeiger, Leviton, Pass
 - Status: Passed
 - Discussion: N/A
- IV. Old Business
 - a. Review of High Holidays
 - b. Barb commented that everything went amazing and Clergy and Staff should be commended for all their work and support.
 - c. Cantor Nesis was happy to be here this year and would be very interested in coming back next year. Rabbi Rick would like to have her back and that there's an opportunity to provide special funding to help defray the costs.
- V. Staff Reports
 - a. Lisa noted that the first of the Women's meeting is scheduled (10/23) to help plan and organize new programming across education and social activities.
 - b. On 10/24, Rabbi Rheins will be participating the Clean Speech movement
 - c. Rabbi Rheins also noted that he was able to participate in the installation of the new Reverend at First Plymouth Congregation.
 - i. 11/24, Temple Sinai will also be hosting the Interfaith Thanksgiving service with First Plymouth.
 - d. New Membership registration was very good, and there are several more potential congregants.
 - e. Pre-school: Shelia noted that Marissa was leaving (a note was sent out to the congregation), Sheila created a committee to assist with hiring of a new Assistant Director. Sheila also commented on

how impactful and important Rabbi Cohen has been within the Preschool children and their families. Shelia described a new program that is engaging with families that have children that are not ready for the pre-school but are engaged and planning with Temple Sinai as their destination with their children.

- f. Greg provided an overview of a recent security review. Bob and Greg are exploring next steps in our security program.

VI. Committee Reports

a. Financial Report

- i. The budget numbers were not able to be combined into the financials, though it should be available by the next reporting period.
- ii. Frank further described the purpose and limitation of the financials at this time. There is potential to revise Religious school numbers, and Preschool will also review their status.
- iii. Frank reminded all in attendance that we do have a “front loading” of revenue at the first of the year, and that that revenue needs to be distributed throughout the year. End of the school year/budget year revenue is low.
- iv. Frank described that there is an upcoming meeting with the Investment company
- v. The Auditor is scheduled for on-site activity in November.
- vi. The new insurance broker (employee health) is engaged and developing a new proposal
- vii. The Balance Sheet is listed with real time balances.

b. Open Works

- i. At a high level the cleaning crew work is going well.
- ii. The day porter aspect needs additional guidance and improvement (set-up, tear down, etc.). This coming week is going to be a scheduling challenge, where we have many programs throughout the day. The Sinai staff is learning how to manage the scheduling and the variety of needs.
 - 1. We are still within the contract hours, though we are seeing possibility of an overage in hours – this was an expected scenario.
 - 2. There are improvement opportunities and some details that are being missed. Ron and Greg will continue to work on this.

- VII. General Discussion: There is a general need for a board retreat to help foster the board responsibilities. There was also another request to create a development committee. David Eisner will take on this responsibility.

VIII. New Business

a. Security Fund

- i. Bob Steine is looking at additional security opportunities. We will likely need to have a distinct security review by the board
- ii. We need to look at creating a special General Security Fund
- iii. Motion: To create a board designated Security Fund
 - 1. Motion/Second/Pass: Leviton, Tully, Pass
 - 2. Status: Passed
 - 3. Discussion: the fund will come from sources including anonymous matching funds, community grant opportunities.

b. Security Training

IX. Committee Review

Audit/Finance/Investment Committee (Responsible for budget, audit, and developing new revenue streams):

Chair: Frank Urman

Members: Vicki Goldman, Steve Weinstein, Wendy Vean, Alan Striker, Dick Strouse, Gordon Post

Programming & Special Events (Responsible for developing a stronger connection between Temple Sinai and our members by engaging in fun, social, and educational events and programming):

Chair: Sandy Korn

Members: Barb Mendel, Lisa Thorner

Membership (marketing to and recruitment of new members):

Chair: Neil Culbertson

Members: Barb Mendel, Jessica Strouse

Ritual (Working with Clergy to develop meaningful opportunities for individuals, families and our community to worship together, there is a need to have this focused on operational side of supporting the services/activities), we may need to use this an ad hoc basis: This committee won't move forward at this time

Chair:

Members: Jessica Strouse

Operations (This is our current Management Team) (Vicki, Larry J. and Bob)

Operations Subcommittee - Security help develop security protocols and infrastructure.

Chair: Bob Steine

Members: Vicki Goldman, Larry Jacobson

Governance and By-laws (This critical committee will be responsible for overseeing the restatement of our bylaws and how the Board, and indeed, Temple Sinai functions today and in the future:

Chair: Steve Weinstein

Members: David Eisner, Larry Jacobson, Marshall Tobin, Karen Kaplan

Preschool Leadership (Work with the Director of the Preschool to engage with younger families and our terrific Preschool teachers): This group already exists, and we'll incorporate that into the group.

Chair: Bruce Tully

Members: Leadership team

Religious School (This committee will work with the Director of Education to review and develop curriculum, programming, and work with our fantastic educators):

Chair: Open

Members: Kathy Zeiger

Human Resources (Will help to develop our employee handbook, provide feedback on salaries, review and develop current and new employee benefits such as insurance and time-off policies, find ways to help attract and retain employees):

Chair: Open (David may have a suggestion and will contact that person)

Members: Greg Kellner

Nominating and Leadership Committee (Responsible for recruiting and vetting new board members and officers):

Chair: Fred Leviton

Members: Jeff Lavenhar, Barb Mendel

X. Executive Session