

## Executive Committee Meeting Notes

07/10/18

Attendees	Present	Attendee	Present		Present
Larry Jacobson	x	David Eisner	x	Amy Rittenberg	x
Vicki Goldman	x	Jen Feingold	x	Gene Rosenthal	
Frank Urman	x	Sandy Korn	x	Bob Steine	x
Lane Feingold	x	Jeff Lavenhar		Kathy Zeiger	x
Michelle Weinraub	x	Alix Joseph	x		
Wendy Vean	x	Barbara Lettes	x		
Bruce Tully	x	Larry Polman	x		
<b>Staff Members</b>					
Rabbi Richard Rheins		Rabbi Susan Rheins		Cantor Sheila Nesis	
Karen Pawlak	x	Ron Leff		Sheila Purdin	
Lauren Bubis	x				

Time: 6:00 P.M.

**Agenda:**

- |                                |                              |
|--------------------------------|------------------------------|
| I. Call to Order & Quorum      | Lawrence Jacobson, President |
| II. Consent Agenda/Minutes     | Bruce Tully, Secretary       |
| III. Financial Report/Budget   | Frank Urman, Treasurer       |
| IV. Youth Director Search      | Amy Rittenberg               |
| V. Operations Update           | Vicki Goldman                |
| VI. Religious School Update    | Kathy Zeiger                 |
| VII. Executive Director Search | Lawrence Jacobson, President |
| VIII. Miscellaneous            |                              |
| IX. Executive Session          |                              |

**Notes:**

Meeting called to order: 6:15pm

**II. There were no questions about the provided minutes**

- Jen Feingold moved to approve the minutes
- Kathy Zeiger 2<sup>nd</sup> the motion
- Motion approved

**III. Financial Report/Budget** Frank Urman, Treasurer

- Discussion started with the listing of the resignation list that are enclosed in the board packet

- Karen Pawlak reviewed the process once a member notifies the Temple they are resigning and how the Rabbi is the final step in the process to reach out the member to see if there's a way to keep them as members.
  - The process had previously been not clear and accurately followed, so the past data has not always been trusted
  - There is a CRM system available, it's usage had previously not been consistent.
  - There were several specific members that we need to look at to ensure the records are accurate

#### **Review of version 12 of the Budget**

- The budget was compiled and created by Frank Urman and Vicki Golman
- Member Contributions has been the primary focus, to ensure accuracy
  - This is focused on the "active" members
- The mortgage will be pulled from the BOF instead of the operations
- Acct 620011 – URJ dues will be recalculated for the year, based on actual year end information
- General discussion about security assessment of \$50 per year
  - Need to understand what the acceptance rate will be
  - Will the Pre-school families (non-members) be included in the assessment
- Printing for Keshet
  - There was general discussion about the cost of printing and why the number was shown to increase
  - Currently 250 issues are being mailed out each month, there are an additional 200 extras being delivered. This is an area that needs to be further reduced (additional copies)

#### Religious school

- Net income loss is \$67K
- Collections need to be managed more appropriately
- Religious school registration has been opened
- There is an early bird offering for early registrants
- Suggestions for the budget is that the numbers for this coming year could be the same or lower based on the reduction of families who have left the Temple

#### Programming & Volunteer Development

- There is a deficit in this department

#### Youth Programming

- The loss here is greater than the Religious school
- The numbers that are represented may be too high

#### General Discussion

- The emeritus retirement fund will help reduce the operational cost as this is the purpose of this fund, and will not be fully funded by operational expenses
- B'Nei Mitzvah fees have been split between the Tutoring fees and the other fees
- Current budget deficit based on v12 document
- The budget with these items:
- General agreement to take out the line items:
  - 6106.101 Staff Retreats \$800

○ 5044.103 Conferences	\$2800
○ 6640.103 Leadership programs	\$500
○ 5040.104 Conferences	\$1500
○ 5020.105 Ins health. Life Disb -Presch.	\$44,000
○ Furniture fixtures in Pre-school	<u>\$7000</u>
	\$56600

- These changes leave a net of approx. \$24K
- There is a motion to accept the amended budget
  - Motion by Bob, 2<sup>nd</sup> by Amy
  - Motion passed
- Frank let the Board know there was \$139K SPF fund, and \$93K building fund liabilities-Cash from operations needs to be moved to the appropriate SPFs and BOF.
  - Temple was the beneficiary of two insurance policies
  - Larry/Vicki/Frank agreed to resolve the two items above
- Net cash balance
  - \$21K, inclusive of payroll due on 7/13.
  - The D&O and Property pmts are due
  - A contractor for lightbulb replacement
    - \$11K, with \$4.4K rebate. Must be done by 9/1
    - This funding would come out of the maintenance fund.

#### IV. Youth Director Search/Amy Rittenberg

- Currently working to fill the position. The job description may not meet actual requirements
- There are several candidates that the committee is working with
- The primary concern at this point is the funding for this position, as we need to determine from the finance committee is possible
- Is there a way to allow the position to have another job (outside of the Temple) to allow for enough income.
- Is the position a full time vs. part-time
- Amy reviewed the number of kids available to the youth programs
- The committee is not looking outside of the Denver metro area, there is no funding available for that type of expense (move package)
- The board will need to define the supervisor/reporting structure for this position before we can hire
- The job description is available to all board members

#### V. Operations Update

Vicki Goldman

- Loretta Cawalti announcement went out to the congregation
- Vicki is meeting regularly
- Tickets are set to be created
- Ushers are being arranged
- Loretta is working with the new members
- HR Policy discussion
  - Vacation policy is different in each version of the handbook. There is a difference between the in-place document and revised (non-approved) document
  - Suggestion is start anew on 7/1, with everyone having two weeks

- The discussion is should we move to an accrual method or all days at one time.
- Comp time is not to be accumulated and needs to be tracked
  - There are exempt employees believe they are due comp time.
  - Need to create way to manage the comp time and when it'll be used and how
- Vicki/Frank will review with Karen what our Payroll system can/cannot do for time tracking
- The phone system goes directly to Vmail/directory
  - This would be a staffing and coverage issue
  - This is a cultural change within the office and being pushed from the congregation

#### VI. Religious School Update Kathy Zeiger

- Surveys were sent to 7-9<sup>th</sup> grade and 10<sup>th</sup> grade families
  - The Survey monkey the result was to move to Sunday's
  - In the Google version
    - 7<sup>th</sup> grade was 80% positive
    - 8-10<sup>th</sup> grade was 65% positive with the change
  - There is a request to make one-to-one calls to the potential confirmation class families
- Kathy outlined the calendar, and steps taken to establish the calendar
- All teachers have been contacted, not all teachers are slated to come back
- The curriculum is not established
  - The new Director of Education is bringing a new goal/objective as guidance then drive with the teachers to find a balance
  - There is a significant number of new hires needed based on turn-over
  - There are several programs that may be available to help develop curriculum

#### VII. Executive Director Search Lawrence Jacobson, President

- URJ has a program for providing a temporary Exec Dir on an interim basis
  - They can help drive day-to-day operations while a long-term search is completed
  - The cost will be similar to our previous Dir, though there may be additional costs such as housing
  - All agree this worth exploring
  - The Exec Dir search committee needs to be formed. Interested board members include:
    - Larry Polman
    - David Eisner
    - Michelle Weinraub
    - Clergy
    - President

#### VIII. Sinai Circle

- Planned giving
- Our early/original members are starting to leave us money
- Rose foundation has granted us \$5-10K
  - Must reach all members
  - There several criteria to be met

- There will need to be a board member present
- Will require 900 calls

Meeting adjourned at 8:30pm