

Beth El The Beaches Board of Trustees Meeting

Meeting Minutes March 14, 2019

Members Present: Abby Steele, President; Neal Goldman, Immediate Past President; Charlie Frohman, President Elect; Sherill Herzfeld, Vice President; Karen Toker, Vice President; Rachel Marcus-Hendry Mitchell, Secretary; Tracy Aquila, Grace Belkin, Ron Rapaport, David Marco, Judy De Arman, Vickie Kennedy.

Rabbi Matuson was in attendance. Elissa Feldman, Office Manager was in attendance.

A quorum was established, and the meeting was called to order at 6:35 p.m. by Abby Steele, President.

Approval of February 21, 2019 Minutes: The minutes were approved unanimously, pending correction of a new member's name.

D'var Torah: Rabbi Matuson discussed Ethical Wills, from the Parsha: Viahi in which Jacob passes an ethical will to his children and grandchildren. "We are two times blessed to be Americans and Jews", said Rabbi Matuson. He then shared an ethical will by Shalom Aleichem, who requested to be buried among plain, simple people. He wrote what he would like said at his funeral, and "let my name be called with laughter, remembered by all". He went on to say how the mother should be taken care of, bear no hatred for each other, and help each other, take pity on the poor, and pay his debt, should there be something. The Rabbi then shared another Ethical Will from Sam Levinson addressing his grandchildren. "Everything I owe, I owe to America. Remember to help, care, love and live." Lastly, the Rabbi shared a story written by a 20-year old Israeli paratrooper. He volunteered for a treacherous mission, in which he did not return.

President's Message: Abby began by mentioning the Gala and she reiterated how important it is for the Board to "please attend, as this is our primary fundraiser to support the Synagogue". She mentioned the Golf Tournament, Miriam's Seder, and the Purim Carnival are great programs we offer. "We have all sorts of opportunities to be together, but I think the best opportunity is when we are together for the Board meetings. This year we have been pretty productive inside and outside these walls. We have six new members this month, as a result on the membership drive. People have been

happy, generous and kind. Thank you for everything you do. It's been my honor to work with you all."

Treasurer: As Chip was not present, Abby passed the financial Budget vs. Actuals: FY 2018-2019, July-February 2019. We are 10.5K better than last year. We are 30K better than budgeted. There was some discussion about dues collection with the help of our efficient support staff (Stephanie and Elissa), amount of expected fundraising, \$6,000 collected from the Security Fee.

She then presented the following six new members to be approved:

Rick and Nancy Feldman, family; Donna Kells, single; Susan Harmon, single; Ron and Shana Landmann, family; Melissa Alexander, family; Harriett Del Bennett, family. There was an in-depth discussion about B'nei Mitzvah, school and Rabbi expectations regarding a B'nei Mitzvah, and questions of membership acceptance criteria. The Board unanimously and enthusiastically voted to approve and welcomed all the new members. These memberships were as result of our discounted membership campaign. There was some discussion about membership attrition, Grace reported that one family membership left 8/18 since they lived too far away.

To date (inclusive of the six new members), we have 'approximately' 162 memberships.

New Business:

New Member honorary award- A motion was made to accept Randy Kersh as a new member through June 2024. It was approved unanimously.

Karen Toker presented her recommendations to the Board regarding what she feels would help our congregation going forward: 1. Increased Board communication with the congregation, 2. Transparency in all that we do as a Board, 3. Developing a strategic plan so congregation (and Board) know where we are headed, and 4. Reviewing our policies and changing or adding as needed to the manual.

Policy Manual Update –Rachel, as Secretary will lead the effort to coordinate the revision of the policy manual. She will get information to every committee chair, and then assemble a committee to review and edit the Policy and Procedures manual as needed.

The last time the Policy Manual was updated was 2012.

"We also need job descriptions updated for staff and volunteers." Charlie offered to scan the word document.

Gala Update – Tracy Aquila reminded the Board that we are 16 days before the Gala. “We have silent auction items, live auction items, great food, open bar, nice music. We tend to have people RSVP late, so we are hoping to have more tickets sold by the time of the Gala.”

Rachel suggested the Ambassadors reach out to their members and personally invite them to come. Charlie asked that we send out an e-blast about the items being auctioned off.

Directory – Abby and the staff suggested that we turn the Directory into an electronic soft copy and print out 20-25 hard copies for people that need that type of communication. There was some discussion about selling ads and how we could produce it electronically. Presently we cannot find someone to head this up. Tracy will be contacting someone in the next few days. Charlie asked all the Board members to approach one business to sell an ad.

Jewish Federation gift – We received a \$2,000 gift from the Federation for Youth programming. We currently have some money left over from the playground gift; Sisterhood said they will contribute. We need playground mulch, and a confirmation trip or field trip. It is presently in an account for programming and during the next Board meeting we can allocate the funds.

Board Committee Chair Reports:

Landscaping – The Sectors asked if they can help with our landscaping, etc. Karen T. mentioned a need for the sign, Sukkah, etc. Charlie asked to talk off line with Karen about this, and ask the Sectors for individual line item proposals.

Archive Committee – Taking the mission seriously and have already compiled folders and books housed in the Library as well as on the computer. They feel there should be a recognition of Past Presidents on a wall plaque. Karen showed an example of the plaque, with the names and dates of individual Presidents. It is proposed for next year’s budget, submitted to Chip. Abby suggested Karen send it to the Board electronically. It was suggested that we seek a larger plaque.

Adult Education – Judy thanked the Rabbi for a very interesting discussion at the last Adult Education class. She thought it worked out very well. The average number of attendees are ten.

Membership - (See attached report). Grace asked that the Board please submit their Bios for the e-blast. Rachel suggested Grace use the Bio's submitted when each Board member applied to the Nominating committee for a Board position. Discussion ensued regarding the membership campaign and whether potential members already in the pipeline will still be eligible to receive the discounted membership rate no later than June 30th. Grace said there are about six potential new members. The Board concurred to extend the campaign.

Nominating Committee – Neal reported that we have nominees for treasurer, Vice President, a couple of applicants for the Board slots, and we still have one other position open. He asked Board members to suggest other people that might be interested, or to reach out and ask them if they would be interested. He is waiting for the last person to let him know if she will return to the nominating committee.

Education Committee – Vickie thanked the Rabbi and Brotherhood for doing a wonderful job supporting the Purim Carnival.

Sisterhood – Vickie reported that Sisterhood is sponsoring Miriam's Seder and people can sign-up via e-brite. She thanked Brotherhood for including Sisterhood in the last dinner they had. They participated in the SOAP event, which was very meaningful. They will also sponsor purchasing plants for the pots outside the Synagogue's front door.

Brotherhood – Charlie reported it was a great night sharing with Sisterhood. Charlie asked Vickie to let Brotherhood know if there are other programs or worthy causes lending themselves to teaming up with Sisterhood. Please, in the future, send him an email to let him know. We are looking for someone else to head-up the Brotherhood.

As there was no further business, the meeting was adjourned at 8:15 p.m. The next meeting of the Board will be April 10th, at 7:00 p.m.

Respectfully submitted,

Rachel Marcus-Hendry Mitchell

Rachel Marcus-Hendry Mitchell, Secretary

Membership Committee Report 03/14/2019

My Request for Dues Reduction Extension - apologies for request which caused problems. I was hoping to keep the application momentum up. I will know better next time.

Only one new membership inquiry (Jonathan Arnold) who was not on my contact list.

Again requesting bio's to go into eblast!

Committee Recap Beth El Board Of Directors 2019-20

Committee Name: Security Committee Report

Committee Chairperson: Ronald Rapaport

Members: Ronald Rapaport, Ron Van (absent), Charles Frohman, David Schachnovsky, Neal Goldman, Buzzy Klausner, Vickie Kennedy

Date Committee Met: 2019-04-03

Topics For Discussion:

Discussing any changes to be made to the presented Security Policy and Procedure Manual. Further researching and pricing of a magnetic lock on the inside of the sanctuary door for use in a emergency lockdown situation. Chairperson of security committee will confer with EBS Security to advise them of our security policies and procedures and of our expectations of their job duties. Seeking a person to draw diagrams of evacuation routes to be attached to inside of all doors. Recommending the procurement of some first aid kits, trauma first aid kit, window treatments for safe rooms to block view of room from the outside in case of an emergency situation. Obtaining a price to install inside door locks where needed to lock rooms in case of a lockdown situation. Working with the education committee to alert parents of the Sunday school regarding the need for a strict adherence to the security policies and procedures to ensure student safety.

OUTCOMES/COMMITTEE ACTION:

The committee approved the wording of the Policy and Procedure Manual after making agreed upon changes to the presented document and the manual is ready for review by the board policy and procedure manual review committee.

The committee will price a magnetic lock system for the inside sanctuary door and also price the cost of installing locks to the inside of designated doors for safety concerns.

Committee chair will meet with EBS to discuss policies and procedures and job expectations.

ITEMS FOR BOARD ACTION:

Board approval for the purchase of basic first aid kit, trauma kit.

Board approval for purchase of window treatments for safe rooms (kitchen and library)

Policy & Procedures Manual

4.10.19

Chair: Rachel Marcus-Hendry Mitchell

We will be sending, electronically a copy of the Policy and Procedures. Please find the committee you chair and review the pages outlined below. Any additions or changes please compose and submit to the P & P committee for review and collation. It will then be presented to the Board for final approval.

Adult Education -Page 8

Archives – Pages 11,15,27

By Laws – Page 9

Education – Pages 33, 54-61

House/Facilities – Pages 9, 28,29

Library – Pages 11,30

Marketing/PR – Page 11
Ritual – Pages 11,12,49

Way & Means – Pages 12, 24

New Committees:

Security-
Liaison -

Social Action – Page 10 AR #001 Archives Committee Policy and Procedures

1. From AB#006 Committee Responsibilities: Archives Committee shall keep records of important events in the history of Beth El-The Beaches Synagogue and prepare visual displays as requested
2. Records from 1990 to 2018 are to be kept in paper format predominately by year and are to be kept in the Library on a separate shelf. They may be accessed by any congregant but are not to be removed from the Library.
3. Records from 2018 forward are to be kept in digital format in the Archives Folder in the Beth El Computer system. Back-up is both to the cloud system of the synagogue and to a separate hard drive which is permanently hooked up to the Bookkeepers computer in the main synagogue office.
4. A separate password is to be used for the Beth El Archives Folder and to be given to the Chair of the Archives Committee and others as he/she determines.
5. Membership directories will be kept in both paper and digital format as each is available.
6. Records to be kept on a yearly basis are:
 - a. Membership Directory
 - b. Board Membership
 - c. Organizational Chart
 - d. Congregational Minutes
 - e. Board Minutes
 - f. Executive Committee Minutes
 - g. Any separate communications from President or other officers
 - h. Any separate communications from Rabbi or Cantor
 - i. Beth El Bulletins (weekly) in PDF format as provided by Office Manager or Communications Chair
 - j. Pictures or other documents of Beth El Events as provided by the Chair of each event
 - k. Religious School pictures and/or documents as provided by the Education Director or Chair of the Education Committee
 - l. Sisterhood pictures and/or documents as provided by Sisterhood president or designated Sisterhood member
 - m. Brotherhood pictures and/or documents as provided by Brotherhood President or designated Brotherhood member
 - n. Other items as Archives Chair determines.
7. All recording of digital history to be entered monthly into the Archives Folder

8. Visual or digital displays will be provided as needed and given to communications chair for addition to Beth El website if appropriate.

BETH EL THE BEACHES SYNAGOGUE
BOARD OF DIRECTORS 2018-19
COMMITTEE MEETING MONTHLY REPORT

COMMITTEE: Nominating Committee
4/7/19

MTG DATE:

CHAIR: Neal Goldman, Immediate Past President

ATTENDEES: Sherill Herzfeld, Jackie Newstadt, Adam Canada, Hannah Moore

TOPIC/S FOR DISCUSSION: The Nominating Committee met and interviewed candidates for open positions on the upcoming FY2019-21 Board of Trustees.

OUTCOMES/COMMITTEE ACTION: The Committee has voted to recommend the following candidates to the congregation for their approval at the annual meeting:

Tracy Aquila – VP
Gary Herzfeld – Treasurer
Buzzy Klausner – Board Position
Chip Morris – Board Position
MG Orender – Board Position
Ron Van – Board Position

NEXT MEETING DATE: n/a

SUBMITTED FOR BOARD INFORMATION ONLY (Y/N)? Yes

IF NO, LIST ACTION ITEMS FOR BOARD ACTION:

1.

- 2.
- 3.

BETH EL THE BEACHES SYNAGOGUE
BOARD OF DIRECTORS 2018-19
COMMITTEE MEETING MONTHLY REPORT

COMMITTEE: Worship Committee

MTG DATE: 4/3/19

CHAIR: Neal Goldman

ATTENDEES: Rabbi Matuson, Charlie Frohman, Judy De Arman, Buzzy Klausner, Brad Leiser, Randi Pakula, Elaine Silver

TOPIC/S FOR DISCUSSION: High Holiday Cantor

OUTCOMES/COMMITTEE ACTION: Cantor Butensky will not be returning for the 2019 High Holidays. Various options considered. The committee will begin a search for an invested Reform Cantor to assist Rabbi Matuson in leading the HH services this year.

NEXT MEETING DATE: TBD

SUBMITTED FOR BOARD INFORMATION ONLY (Y/N)? Yes

IF NO, LIST ACTION ITEMS FOR BOARD ACTION:

- 1.
- 2.
- 3.

