

Beth El The Beaches Board of Trustees Meeting

Meeting Minutes April 10, 2019

Members Present: Abby Steele, President; Neal Goldman, Immediate Past President; Sherill Herzfeld, Vice President; Karen Toker, Vice President; Rachel Marcus-Hendry Mitchell, Secretary; Chip Morris, Treasurer; Tracy Aquila, Ron Rapaport, Judy De Arman, Donne Ordile, Ron Van, Ed Mercel, MG Orender, 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 6:30 p.m. by Abby Steele, President.

Approval of March 14, 2019 Minutes: The minutes were approved unanimously, pending correction to insert Karen Toker's recommendations to the Board regarding communication, transparency, and developing a strategic plan so the congregation stays informed, as well as reviewing the Policy and Procedure manual to reflect updated information.

D'var Torah: Rabbi Matuson introduced the week's Torah parsha Tazria and informed us that since this is a leap year, the two portions of the Torah, (pus and leprosy) do not go together. In essence, the Rabbis are talking about gossiping. "It murders the person saying it and murders the person about whom it is said, and it undermines the bond that is necessary to establish a community. We do create realities by the things that we say. Life and death are in the power of the tongue, and how we talk about each other and to each other determines the solidarity of the community and our own souls." He then added "May the words of our mouths and the meditations of our hearts be acceptable for you".

President's Message: Abby began by thanking everyone for all they are doing for our Synagogue. "Almost everyone in this room participated in supporting our Gala, and I want to thank you for showing up and being there. It's so nice to see everyone working together for the betterment of our congregation."

Treasurer: Chip introduced one new family member to approve, Lauren and Jeremy Resnick with children Charlie and Sam. A motion was made to accept their membership. The Board unanimously accepted the Resnick's. The membership drive has resulted in 10 new members, thanks to Grace Belkin's outstanding work. He then passed out the financial Budget vs. Actuals: FY 2018-2019, July-March 2019. We are \$10,740 ahead of last year. Part of that is because we collected \$7,500 for security fees. We are down on fundraising, and up on membership dues, so it's about breakeven. There was much discussion for what was budgeted for fundraising, the Gala, the School, the Directory, and the Golf Tournament. We have not determined exactly how much of a deficit we have re: fundraising. MG mentioned how Bob Hersh works very hard to make his tournament successful. Abby also added that "We lost two revenue items because we did not have Cathy Winterfield's house and David's plane. The Gala committee worked hard." He also reported that we are in the process of changing bookkeepers. "I am very excited and hopeful that the person we have in place is more than a bookkeeper. We now have a fixed price agreement, so that will be helpful. We hope she will help us streamline the process." She also works for the Rotary. Neal inquired about the roof and the present expense and work underway. Chip said the cost is \$14,250 and we are paying \$5,000 now, and that will go toward the immediate needs. The rest of the expense will be put into next year's budget. Josh Downy was recommended by MG, who spoke on behalf of Downey's credentials and reasonable pricing. Chip reflected that the \$5,000 we paid him are within our anticipated expenses.

To date (inclusive of the one new member and two honorary members), we have 167 memberships.

New Business:

School Tuition Charges- There was some discussion about the school tuition, as Vickie needs to get the School packets out before the end of the School year. Donne feels that "it would be nice for one year not to raise the tuition." An in-depth discussion resulted in Donne presenting a motion to raise the tuition \$10 per child. It was approved by the entire Board.

Gala update – Tracy presented the break-down of the fundraising: Silent Auction-\$5,435-it was all for donated goods; Pledges-\$7,350; Live Auction-\$1,300; Donations \$10,534. MG suggested moving forward we should call it the "Mitzvah Fund". Tracy thanked the committee, the Board, for its support and congregation at large.

Rabbi's Match Kick-off Campaign – Abby wondered if it makes more sense if we start the year with the Rabbi's Campaign, after July 1. Those that have already pledged will begin their commitment after July 1st.

Board Nominations – Reported by Neal, “We have nice, strong candidates this year, though not an excess of applicants.” The following are nominated: Gary Herzfeld, Treasurer; Tracy Aquila, Vice President; regular Board members: MG Orender, Chip Morris, Ron Van, Buzzy Klausner. We are collecting bios which will be sent to Rachel. We then have to send the letters out no less than 30 days before the Congregational meeting. The meeting is June 2nd, so the letter will be sent out by May 2nd. It will also include a copy of the By Laws as they pertain to the election. Rachel will assemble the letter (re-edit), the bios (edit and format), and then send to Elissa to make copies and mail out. Sherill, as part of the nomination committee, wanted to say “that the level of questions were very professional and that she recused herself when her husband was being considered for the position.”

Annual Meeting – The Congregational meeting is slated for June 2, at 10 a.m. with some breakfast refreshments, at the Synagogue.

Board Committee Chair Reports:

Policy & Procedure Manual – Rachel passed out some information for each committee to look at their particular area and edit or delete as needed. There were some questions- Tracy will look at what Jacquie wrote for her (Liaison) and send it to Rachel, Alissa will send out the Policy and Procedure manual to the Board, Charlie will handle the House-Facilities and Maintenance. Donne-asked “when will this be needed? The Education Board has to review and it will take longer to do so”. Rachel said as soon as you can, but understood it would take longer than most committees. Rachel suggested everyone try to do their best to edit before the next Board meeting, but the final manual may not be completed for a few months.

Archive Committee – Karen presented the Policy and Procedures for approval. Karen sent it via email and indicated that the only change was minor. Karen made a motion to approve the P&P for the Archives as presented. It was approved unanimously.

The Board believes that there should be a recognition of past Presidents on a wall plaque. Karen presented three different plaques proposals for the

Board to review. After some discussion the Board decided on a plaque with the past Presidents name and dates they served. There are 16 current past Presidents, but the plaque has room for 30. "We are looking at around \$1200." Karen will come back with a defined proposal and give it to Chip to put in next year's budget. Neal made a motion that we accept up to \$1500 for a Presidential Plaque. It was unanimously approved and the staff will proceed (after July 1st) to gather all the information necessary for finalizing the plaque. It will be made of wood and brass. The hope is that it can be completed before the High Holidays.

Sisterhood – Vickie reported that Sisterhood put plants in the outside front door planters, Miriam's Seder was very nice, we completed the mulch, a new basketball hoop will be placed where the old one used to be.

Brotherhood – Ron Van reported that on May 5th they are helping with the end of year Barbeque for the school. We would like to get more help, and it was asked if perhaps the School Dad's would like to participate.

MG wished to share that he met with a former member and somehow wondered if we would like to reach out to her and invite her to rejoin our congregation. Abby said she would be happy to do that.

Abby-She recapped the following take-aways: A thank you to Bob Hersh ; June 2nd will be the Annual meeting. Since Abby will be out of town, Sheryll will run it.

As there was no further business, the meeting was adjourned at 8:10 p.m. The next meeting of the Board will be May 9th, at 6:30 p.m.

Respectfully submitted,

Rachel Marcus-Hendry Mitchell

Rachel Marcus-Hendry Mitchell, Secretary

COMMITTEE MEETING MONTHLY REPORTS

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

Social Action – Page 10

Way & Means – Pages 12, 24

New Committees:

Security-

Liaison -

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 to congregation
 - h. Any separate communications from Rabbi or Cantor to congregation
 - 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.

Passed by the Beth El Board of Trustees on April 10, 2019

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.**

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.