

## MINUTES

### Meeting of the Board of Trustees

Temple Beth-El, Las Cruces, New Mexico

Date: April 20, 2017

**Trustees Present:** Allen Blum, Sue Brown, Pearie Bruder, Dee Cook, Renee Frank, Jeff Lewis Michael Lieberman, Susan Michelson, Ellen Torres, Rabbi Larry Karol (ex-officio)  
**Trustees Absent:** Ann Berkson, Diane Fleishman, Ned Rubin, Erich Zameret.  
**Guest(s):** Jennifer Blazer

**Call to Order:** Meeting was called to order by President Ellen Torres at 7:05 pm.

**Invocation:** Rabbi Karol gave the Invocation.

New Business, Item C. was moved up to the beginning of the agenda to allow Allen Blum, Treasurer, along with guest Jennifer Blazer, who is the part time TBE contracted bookkeeper, to discuss a proposal to adopt a more streamlined and up to date accounting system and increase the bookkeeper's duties. He explained our systems are based on old technology and are not efficient. Jennifer, who does bookkeeping for similar organizations, stated that the online Quickbooks program, which can synch to on-line banking, will lead to greater efficiency in paying bills, and preparing statements and reports. Allen recommended that TBE move to the on-line Quickbooks program and that the bookkeeper's duties be expanded to cover all the accounting functions, with oversight by the Treasurer. The Rakefet system will still be used for member demographics, but all accounting functions would be moved to Quickbooks online, which can send out statements automatically, allowing members to choose how they would like to pay (i.e., monthly, quarterly, etc.) Allen said because of efficiencies of the new system, making this change will only add a couple hundred dollars in additional expense per year, and will provide much better reports. Sue Brown made a motion to accept this proposal with a limit of \$7500 per year; Pearie Bruder seconded. The motion carried.

**Acceptance of Minutes.** Ellen asked for acceptance of the minutes of the March 16, 2017 meeting. A motion was made by Sue Brown and seconded by Pearie Bruder to accept the minutes. The motion carried.

#### **Leadership / Board Reports**

A. **Rabbi's Report.** (Highlights) Complete report is attached.

1. The Rabbi reported he gained many insights from the Central Conference of American Rabbis convention on March 19-23 in Atlanta. There were conversations about how to deal with the current rapid news cycle, anti-Semitism, and much more.
2. He and Rhonda expect to go to New York City for the birth of their first grandchild in late May or early June.

## **B. President's Report.**

1. President Ellen Torres reported on the upcoming URJ Board Training on May 7, facilitated by Jim Cherney, of Denver.
2. She also reported on the Congregational meeting on Tuesday, May 16, at which the Congregation will be voting on a slate of candidates for the Board of Trustees, and some minor changes to the By-Laws being brought forward by the Board.
3. She reminded everyone that Mike Batkin has offered to match all contributions to the Irvin Batkin Memorial Scholarship Fund up to a total of \$1800.

## **C. Treasurer's Report.**

Treasurer Allen Blum reported that he has been looking into reducing TBE's phone and internet bills by potentially as much as \$100 per month. He stated our financial reports look good, and expenses are in line with projections, although we are below target on receiving payments on member pledges.

## **Committee Reports: Only Committees with Reports Are Shown**

### **A. Adult Education Committee: Rose Jacobs, Chair**

Nan Rubin is now on the Committee.

### **B. Library Committee: Linda Kruger, Chair.**

- The Library has now fully cataloged 2,100 book titles in electronic format.
- Beginning next fiscal year we expect to reconvene/appoint a Library committee. There was a very active committee in the somewhat recent past, ravaged by 3 deaths & 2 move-aways. Simultaneous with that process to commence in the Fall, we'll be seeking more forthcoming interactions/communications between other committee chairs, in order to better support their programs.
- The cataloging of children's books and reference books a priority over the next few months.
- Beginning next FY we hope to develop theme-focused suggested reading lists.
- We are also developing proposals to increase the shelving space.
- On March 30 we hosted a visit by Dr. Elizabeth Titus, the NMSU University Librarian and the new Head of Archives & Special Collections, Dennis Daily, followed by lunch at the Sunset Grill. We have built a cordial relationship with the University Library.
- We will also join the Association of Jewish Libraries.

### **C. Marketing and Public Relations Committee: Aggie Saltman, Chair. Focusing on JFFF.**

### **D. Nominating Committee: Jim Rosenthal, Chair.**

For this year's annual election, the Nominating Committee is presenting the following temple members as nominees for the five openings on the Board of Trustees:

1. Jeff Brown
2. Diane Fleishman
3. Jeff Lewis
4. Ned Rubin
5. Ellen Torres

We will meet later this month to send to congregants a list of trustee candidates as well as other materials for the annual meeting.

### **E. Security Management Committee: Mark Saltman, Chair**

- Met with JFFF folks re: security for the event. Hired two armed security guards from Security Concepts to work the event from 1030 to 330. Cost was \$190 + tax. Invoice to be sent to Allen.

- Held evacuation drill for Wednesday religious school kids which went well. Still need to do the same with Sunday school kids.

F. **Ways and Means Committee: Lionel Jacobs, Chair**

Here's an update on JFFF: Total sponsorships: \$2,950 (up \$350 from 2016); Ads: \$692 (up \$146 from 2016). The Committee could use a lot of help.

G. **Youth Activities Committee: Leora Zeitlin, Chair**

### **Old Business**

- A. **Accessibility of bathrooms – Michael Lieberman.** The item was tabled as there is no new information to consider.
- B. **Policy for use of social hall and kitchen.** Policy is under revision by Ned Rubin and Dee Cook. Tabled for July 2017 meeting.
- C. **On-site Storage solutions.** Pearie Bruder has been working with Jerry Silverman to provide options for a storage shed to be placed on TBE grounds. Based on choices they researched, it appears that a suitable shed would cost no more than about \$2,000 including all installation costs. Pearie made a motion to approve funding for a suitable storage shed up to \$2,000, inclusive of all preparatory work, subject to final Board approval of the specific purchase recommended. Sue Brown seconded the motion. The motion carried.
- D. **Liaison to Casa de Peregrinos for food donation deliveries.** After coordination with the Youth Group, it was determined that the Youth Group President will be the liaison for this.

### **New Business**

- A. **Actions resulting from Committee Reports.**
- B. **Replacement of TBE Copier – Ratification of electronic vote.** The Board was notified by Rabbi Karol that the TBE copier has parts that have failed and cannot be replaced. After reviewing various options, Allen Blum, Treasurer, presented a recommendation by email to the Board of Trustees to replace the TBE copier, given that it is currently 10 years old and has recently lost functionality. A copier is a vital piece of equipment at TBE and is constantly being used. He recommends replacing the current copier immediately with a new unit, to be leased for 48 months at a cost of \$173.00/month + tax. A service agreement is included in the lease pricing. This copier will have all the same functions as the current copier. The outright purchase of new copier would cost \$13.5K - trade-in \$9.0K = \$4.5K. He moved to go with a lease rather than a direct purchase. The motion was carried unanimously with Board members submitting their vote by email.
- C. **Proposal to expand services of TBE Bookkeeping Contractor to full time.** Allen Blum has invited our bookkeeper, Jennifer Blazer, to be part of the discussion. See above discussion of this item.

- D. Proposed changes to TBE By-Laws. Article 2: Duties of the Committees have been revised to add statements for the History and Security Committees, and to revise existing statements for the Nominating, Strategic Planning (formerly Long Range Planning) and Marketing/Public Relations Committees. Article 6: Duties of the Treasurer, Section 2 was revised to provide flexibility for the Treasurer to oversee accounting and financial operations. After discussion, Pearie Bruder moved to approve the By-Laws changes to be put forth to the Congregation for approval at the Annual Congregation Meeting. Allen Blum seconded. The motion was carried.

**Guest Comments.** See New Business, Agenda Item C.

**Executive Session:** There was no executive session.

**Adjourn:** The meeting was adjourned at 9:05 pm.

Date of next Executive Board Meeting: Monday, May 8, 2017 @ 6:30 pm

Date of next Board of Trustees Meeting: Tuesday, May 16, 2017 after Congregation meeting