

Congregation Beth David Board Meeting

MINUTES:

April 27, 2023

(Approved June 30, 2023)

PRESENT:

- | | | |
|--|--|--|
| 1. Nathan Handelsman, President | 6. Michael Bierman,
Recording Secretary | 11. Joseph Bendahan, DaL |
| 2. Art Singer, VP Education | 7. Bonnie Hirsh, DaL | 12. Wendy Askenas, DaL |
| 3. Daniel Kahn, VP Admin | 8. Bonnie Slavitt, DaL | 13. Howard Gannes,
Hazak Representative |
| 4. Bill Beyda, VP Finance | 9. Ginny Baird, DaL | 14. Rabbi Nathan Roller,
Rabbi Educator |
| 5. Stephen Schleimer, Financial
Secretary | 10. Irene Spector, DaL | |

ABSENT:

- | | | |
|---|---------------------|--|
| • Susan Greenberg-Englander,
VP Membership | • Cathy Beyda, DaL | • Wendy J. Glasser,
Imm. Past President |
| • Rivka Shenhav, VP Ritual | • Leah Newman, DaL | • Barbara Biran, Dir Ops & Ritual |
| • Hanna Firman, Treasurer | • Frank Yashar, DaL | • Rabbi Jaymee Alpert,
Senior Rabbi |
| | • Neil Shapiro, DaL | |

GUESTS:

- Dov Isaacs
- Jennifer Orrin

- | | |
|---|-------------|
| 1. Welcome & Announcements (Nathan Handelsman) | 7:32 |
| 2. D'Var Torah (Rabbi Roller) | 7:34 |

3. Good & Welfare (Nathan Handelsman)

7:40

Speedy Recoveries to:

- Michael Herman
- David Hoffman
- Myrtle Schwartz

Mazel Tov to:

- Jane and Michael Gold are delighted to announce the arrival of identical twin grandsons, Alexander and James.

4. Adoption of Minutes from previous General Board Meetings (Nathan Handelsman)

7:38

- The minutes from the March 28, 2023 General Board Meeting were adopted as presented.

5. Teen Rep to Board (Zoe Handelsman)

None

6. Priority Discussions (Nathan Handelsman)

a. Fiscal Budget Motion (Bill Beyda)

7:42

Bill presented some background to the budgeting process for this year. (See Appendix A) and the detailed budget is in Appendix B.

Motion 1: The 2023-2024 Fiscal Year budget

Motion

To approve the 2023-2024 Fiscal Year budget as presented.

Motion made by **Bill Beyda** Second by **Howard Gannes**

The motion passed unanimously.

Motion 2: Finance Committee may approve moving expenses within a department budget

Background

To prevent minor budget alterations that are net zero to the budget from having to wait for a subsequent board meeting and taking up time before the board.

Motion

For the 2023-2024 Fiscal Year budget as previously approved, the board delegates approval authority to the Finance committee to approve a movement of not more than \$1000 between budget lines inside of a department’s budget during the fiscal year, without additional board approval, provided that any increase in one expense line is offset by a decrease in another expense line in that department, or is offset by additional income in the same amount.

Motion made by **Bill Beyda** Second by **Bonnie Slavitt**

Amended Motion

For the 2023-2024 Fiscal Year budget as previously approved, the board delegates approval authority to the Finance committee to approve a movement of not more than \$2000 between budget lines inside of a department’s budget during the fiscal year, without additional Board approval, provided that any increase in one expense line is offset by a decrease in another expense line in that department, or is offset by additional income in the same amount.

Amended Motion made by **Bill Beyda** Second by **Howard Gannes**

The motion passed as amended. **11** Yes **1** No **0** Abstain

7. Q&A on Officer Reports & Announcements (Nathan Handelsman)

- b. Administration** (Dan Kahn) **8:34**
- c. Membership** (Nathan Handelsman) **8:35**

i) Membership Report & New Member Welcome

Membership Report (Data for March 1-31, 2023)

Membership Units as of March 1, 2023	415
Increases (Welcomed in March)	1
Decreases	1
Membership Units as of March 31, 2023	415
Honorary	5
Friends of Beth David	23
Grand Total	443

Welcome to our New Members

- None

March Losses

- Dan Appleman (moved, became a Friend of Beth David)

d. Finance (Bill Beyda)

8:40

Bill gave the Finance report and an update on the increase to the requested Sustaining Dues. Sustaining Dues are coming in as expected so far. We think it is possible we may meet our goal which is very important to the future of Beth David. Congregants seem to be responding to the messaging explaining why we need to bring in more income and the many new programs that are coming.

See Appendix C for the Finance Report.

Motion 3: To establish a Security Fund

Approve a Security Fund Charter as presented in Appendix D

Motion By **Bill Beyda** second By **Bonnie Slavitt**

The motion passed unanimously.

Motion 4: To establish a Marketing Fund Charter

Approve a Marketing Fund Charter as presented in Appendix E

Motion By **Bill Beyda** second By **Art Singer**

The motion passed unanimously.

e. Education (Art Singer/Rabbi Roller)

8:40

See Appendix F for Education Report

f. Ritual (Rivka Shenhav) **8:41**

See Appendix G for Ritual Report

8. Old Business **None**

9. New Business (Nathan Handelsman) **None**

10. Closed Session

1. Motion: IT Charter (Dan Kahn) **8:42**

See Appendix H for the IT Charter.

Motion By **Dan Kahn** second by **Bill Beyda**

The vote was 10 yes 0 no 2 abstain. The motion passed.

11. Adjourn **8:59**

Board Meeting Summary

Action Items:

None.

Summary of Board Actions Taken at Meeting:

a. Summary of Motions Passed:

1. Motion 1: The 2023-2024 Fiscal Year budget
2. Motion 2: Finance Committee may approve moving expenses within a department budget

b. Policies Adopted:

None.

c. Charters Adopted:

1. Security Fund Charter See Appendix D
2. Marketing Fund Charter See Appendix E
3. IT Charter See Appendix H

Absent at April 27 Meeting

- Susan Greenberg-Englander, VP Membership
- Rivka Shenhav, VP Ritual
- Hanna Firman, Treasurer
- Cathy Beyda, DaL
- Leah Newman, DaL
- Frank Yashar, DaL
- Neil Shapiro, DaL
- Wendy J. Glasser, Imm. Past President
- Barbara Biran, Dir Ops & Ritual
- Rabbi Jaymee Alpert, Senior Rabbi

Absent at March 28 Meeting

- Hanna Firman, Treasurer
- Rabbi Jaymee Alpert, Senior Rabbi
- Leah Newman, DaL

Absent at February 28 Meeting

- Wendy Askenas, DaL
- Susan Greenberg-Englander, VP Membership

Absent at February 21 Meeting

- Bonnie Slavitt, DaL
- Joseph Bendahan, DaL
- Irene Spector, DaL
- Wendy Askenas, DaL

Respectfully Submitted,
Michael Bierman
Recording Secretary

Appendix A

“Budget Overview”

	2022-23 Budget	Forecast Year End	Proposed Budget 2023-24	Next Year vs This Year Projected Actual
Income				
10 - Ritual	62,600	44,094	40,120	(3,974)
20 - Religious School	38,050	24,105	36,172	12,068
30 - Adult Ed	100	335	5,000	4,665
40 - Admin	18,000	18,000	18,000	-
50 - Youth Group			-	
60 - Programs	12,400	18,448	29,500	11,052
70 - Finance	908,500	790,756	833,200	42,444
80 - Board of Directors	281,000	252,675	352,600	99,925
90 - Staff Costs				
Total Income	1,320,650	1,148,413	1,314,592	166,179
Expense				
10 - Ritual	163,530	119,015	131,050	12,035
20 - Religious School	52,187	35,397	66,914	31,517
30 - Adult Ed	5,000	3,040	11,000	7,960
40 - Admin	242,112	206,292	178,642	(27,650)
50 - Youth Group	2,000	1,700	500	(1,200)
60 - Programs	30,700	28,271	37,300	9,029
70 - Finance	103,006	39,875	40,600	725
80 - Board of Directors	56,000	36,225	26,100	(10,125)
90 - Staff Costs	867,203	878,233	809,783	(68,450)
Total Expense	1,521,738	1,348,047	1,301,889	(46,159)
Net Income	(201,088)	(199,634)	12,703	212,338

Appendix B

“Detailed Budget”

Proposed Budget 2023-24 as of April 24, 2023

	2022-23 Budget	Forecast Year End	Proposed Budget 2023-24	Next Year vs This Year Projected Actual
Income				
10 - Ritual	62,600	44,094	40,120	(3,974)
20 - Religious School	38,050	24,105	36,172	12,068
30 - Adult Ed	100	335	5,000	4,665
40 - Admin	18,000	18,000	18,000	-
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80 - Board of Directors	281,000	252,675	352,600	99,925
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50 - Youth Group	2,000	1,700	500	(1,200)
60 - Programs	30,700	28,271	37,300	9,029
70 - Finance	103,006	39,875	40,600	725
80 - Board of Directors	56,000	36,225	26,100	(10,125)
90 - Staff Costs	867,203	878,233	809,783	(68,450)
Total Expense	1,521,738	1,348,047	1,301,889	(46,159)
Net Income	(201,088)	(199,634)	12,703	212,338

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CONGREGATION BETH DAVID
Proposed Budget - Ritual
 April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
Ordinary Income/Expense			
Income			
4000 · B'nai Mitzvah Fees	9,000.00	5,430.00	0.00
4100 · Donations		0.00	
4105 · Yizkor Book	8,400.00	8,737.00	8,000.00
4100 · Donations - Other		6,297.00	
Total 4100 · Donations	<u>8,400.00</u>	15,034.00	<u>8,000.00</u>
4300 · Events / Special Program Income		0.00	
4306 · Guest Ticket Donations	8,000.00	130.00	7,800.00
4321 · Music Programs	2,500.00	181.00	0.00
Total 4300 · Events / Special Program Income	<u>10,500.00</u>	311.00	<u>7,800.00</u>
4400 · Fundraisers		0.00	
4403 · Memorial Board	3,600.00	600.00	1,200.00
4406 · Siddur (Was New Siddur Campaign)		120.00	120.00
Total 4400 · Fundraisers	<u>3,600.00</u>	720.00	<u>1,320.00</u>
4500 · Kiddush Lunch		0.00	
4502 · Sponsored Kiddush	6,500.00	16,300.00	10,000.00
4503 · Transfer from Kiddush Fund	23,000.00	4,839.00	12,000.00
Total 4500 · Kiddush Lunch	<u>29,500.00</u>	21,139.00	<u>22,000.00</u>
4800 · Sales		0.00	
4801 · Lulav & Etrog Sales	1,600.00	1,460.00	1,000.00
Total 4800 · Sales	<u>1,600.00</u>	1,460.00	<u>1,000.00</u>
Total Income	<u>62,600.00</u>	44,094.00	<u>40,120.00</u>
Gross Profit	62,600.00	44,094.00	40,120.00
Expense			
5200 · Communications		0.00	
5210 · Postage		258.83	

CONGREGATION BETH DAVID
Proposed Budget - Ritual
April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
Total 5200 · Communications		258.83	
5500 · Event /Program Expenses		0.00	
5503 · B'nei Mitzvah Lunch (Kita Hey)	300.00	0.00	0.00
5507 · Friday Night Kiddush Costs	200.00	0.00	200.00
5509 · High Holy Days		0.00	
5509.1 · Cantor for HH Day	10,000.00	10,000.00	0.00
5509.3 · Food - Youth	300.00	0.00	0.00
5509.4 · Juice - YK Break Fast	400.00	233.00	300.00
5509.5 · Medical Supplies	200.00	0.00	200.00
5509.6 · Netivot HaTeshuva	1,000.00	125.00	1,000.00
5509.7 · RH Day 2 Youth Programming	300.00	150.00	200.00
Total 5509 · High Holy Days	<u>12,200.00</u>	<u>10,508.00</u>	<u>1,700.00</u>
5513 · Kavod Ha'Met	500.00	0.00	500.00
5518 · Netivot Haneshama Honoraria	3,000.00	660.00	0.00
5523 · Rabbinic Outreach	2,500.00	185.21	1,000.00
5524 · Ritual Service Programming	25,000.00	10,914.56	7,500.00
5527 · Selichot Event	300.00	68.58	
5538 · Simha Gifts	250.00	27.78	250.00
5541 · Tikkun L'Eyl Shavuot	300.00	0.00	
Total 5500 · Event /Program Expenses	<u>44,550.00</u>	<u>22,364.13</u>	<u>11,150.00</u>
5600 · Facilities		0.00	
5603 · Security		0.00	
5603.2 · Guard	36,450.00	31,980.00	36,000.00
Total 5603 · Security	<u>36,450.00</u>	<u>31,980.00</u>	<u>36,000.00</u>
Total 5600 · Facilities	<u>36,450.00</u>	<u>31,980.00</u>	<u>36,000.00</u>
5700 · Fundraising Expenses		0.00	
5702 · Lulav and Etrog Cost	1,500.00	1,095.00	1,000.00
5703 · Memorial Board Costs	400.00	68.18	400.00
Total 5700 · Fundraising Expenses	<u>1,900.00</u>	<u>1,163.18</u>	<u>1,400.00</u>

CONGREGATION BETH DAVID
Proposed Budget - Ritual
April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
6300 · Ritual Object Repair	1,000.00	0.00	700.00
6500 · Life Cycle Outreach	2,000.00	1,063.43	2,000.00
6600 · Staff Costs		0.00	
6604 · Professional Services		0.00	
6604.4 · Passover Cleaning (Was Kitchen Clean	1,000.00	2,500.00	2,500.00
6604.6 · Sponsored Kiddush Lunch		12,175.00	10,000.00
6604.7 · Unsponsored Kiddush Lunch	56,400.00	34,220.00	51,400.00
6604.9 · AV Monthly Support Contract (Was Zoc	10,000.00	5,440.00	7,800.00
Total 6604 · Professional Services	<u>67,400.00</u>	<u>54,335.00</u>	<u>71,700.00</u>
Total 6600 · Staff Costs	<u>67,400.00</u>	<u>54,335.00</u>	<u>71,700.00</u>
6800 · Supplies		0.00	
6802 · External Printing & Supplies	500.00	0.00	
6804 · Coffee Supplies	600.00	486.28	1,000.00
6805 · Geniza Open & Close	1,500.00	1,500.00	0.00
6806 · Kitchen Supplies	500.00	305.36	500.00
6807 · Licensing	1,300.00	0.00	
6808 · Office / General Supplies	730.00	1,878.06	2,000.00
Total 6800 · Supplies	<u>5,130.00</u>	<u>4,169.70</u>	<u>3,500.00</u>
6900 · Torah Maintenance Plan	2,600.00	1,980.00	2,600.00
7000 · Yizkor Book Printing	2,500.00	1,700.36	2,000.00
Total Expense	<u>163,530.00</u>	<u>119,014.63</u>	<u>131,050.00</u>
Net Ordinary Income	<u>(100,930.00)</u>	<u>(74,920.63)</u>	<u>(90,930.00)</u>
Net Income	<u><u>(100,930.00)</u></u>	<u><u>(74,920.63)</u></u>	<u><u>(90,930.00)</u></u>

CONGREGATION BETH DAVID
Proposed Budget - RS
April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
Ordinary Income/Expense			
Income			
4300 · Events / Special Program Income			
4305 · Family Outreach	375.00	0.00	
4313 · Purim Carnival	1,500.00	0.00	1,500.00
Total 4300 · Events / Special Program Income	<u>1,875.00</u>	0.00	1,500.00
4400 · Fundraisers		0.00	1,000.00
4402 · Honeygrams	9,000.00	4,054.50	8,000.00
4404 · Mishloah Manot	5,000.00	5,000.00	5,000.00
Total 4400 · Fundraisers	<u>14,000.00</u>	9,054.50	14,000.00
4710 · Grant Income		2,500.00	
4900 · School Fee Income		0.00	
4901 · Tuition		2,170.00	9,900.00
4904 · Regular Tuition	20,574.96	8,880.00	9,272.00
4906 · Subsidy Coverage Donation	600.00	500.00	500.00
Total 4900 · School Fee Income	<u>21,174.96</u>	11,550.00	19,672.00
4910 · Transferred Income		0.00	
4912 · From Rama Strod Educational Fund	1,000.00	1,000.00	1,000.00
Total 4910 · Transferred Income	<u>1,000.00</u>	1,000.00	1,000.00
Total Income	<u>38,049.96</u>	24,104.50	36,172.00
Gross Profit	38,049.96	24,104.50	36,172.00
Expense		0.00	
5200 · Communications		0.00	
5201 · Advertising	1,500.00	500.00	3,000.00
Total 5200 · Communications	<u>1,500.00</u>	500.00	3,000.00
5500 · Event /Program Expenses		0.00	
5501 · Family Outreach	750.00	500.00	750.00
5517 · Moving Traditions	600.00	800.00	400.00
5520 · Purim Carnival	2,000.00	1,000.00	1,750.00
5540 · USY National Fees		409.00	
Total 5500 · Event /Program Expenses	<u>3,350.00</u>	2,709.00	2,900.00

CONGREGATION BETH DAVID
Proposed Budget - RS
April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
5700 · Fundraising Expenses		0.00	
5701 · HoneyGrams	1,000.00	3,833.50	2,500.00
5704 · Mishloah Manot	1,000.00	636.37	2,500.00
Total 5700 · Fundraising Expenses	<u>2,000.00</u>	4,469.87	<u>5,000.00</u>
6400 · School Supplies	4,000.00	1,484.12	3,750.00
6600 · Staff Costs		0.00	
6601 · Benefits		0.00	
6601.5 · Professional Development	1,000.00	0.00	600.00
Total 6601 · Benefits	<u>1,000.00</u>	0.00	<u>600.00</u>
6603 · Payroll		0.00	
Leaders		0.00	
Youth Congregation Leader		2,499.98	
Total Leaders		2,499.98	
6603.2 · Employer Taxes		2,306.95	
6603.4 · Salary		16,007.50	
6603.5 · Teacher Compensation	40,337.00	5,420.00	51,664.25
Total 6603 · Payroll	<u>40,337.00</u>	26,234.43	<u>51,664.25</u>
Total 6600 · Staff Costs	<u>41,337.00</u>	26,234.43	<u>52,264.25</u>
Total Expense	<u>52,187.00</u>	35,397.42	<u>66,914.25</u>
Net Ordinary Income	(14,137.04)	(11,292.92)	(30,742.25)
Net Income	<u>(14,137.04)</u>	(11,292.92)	<u>(30,742.25)</u>

CONGREGATION BETH DAVID
Proposed Budget - Adult Ed
 April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
Ordinary Income/Expense			
Income			
4100 · Donations		0.00	
Transferred Income from Progammig Fund		0.00	
Adult ed fees			5,000.00
4103 · General Fund		335.00	0.00
Total 4100 · Donations		335.00	5,000.00
4300 · Events / Special Program Income		0.00	
4303 · Conversations in Jewish Learnin	100.00	0.00	
Total 4300 · Events / Special Program Income	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>
Total Income	<u>100.00</u>	<u>335.00</u>	<u>5,000.00</u>
Gross Profit	100.00	335.00	5,000.00
Expense		0.00	
5500 · Event /Program Expenses		0.00	
Scholar in Residence			6,000.00
5526 · Speakers	5,000.00	3,039.66	5,000.00
Total 5500 · Event /Program Expenses	<u>5,000.00</u>	<u>3,039.66</u>	<u>11,000.00</u>
Total Expense	<u>5,000.00</u>	<u>3,039.66</u>	<u>11,000.00</u>
Net Ordinary Income	<u>(4,900.00)</u>	<u>(2,704.66)</u>	<u>(6,000.00)</u>
Net Income	<u>(4,900.00)</u>	<u>(2,704.66)</u>	<u>(6,000.00)</u>

CONGREGATION BETH DAVID
Proposed Budget - Admin
April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
Ordinary Income/Expense			
Income			
4100 · Donations			
4104 · Program Donation Gardner	18,000.00	18,000.00	18,000.00
Total 4100 · Donations	<u>18,000.00</u>	<u>18,000.00</u>	<u>18,000.00</u>
Total Income	<u>18,000.00</u>	<u>18,000.00</u>	<u>18,000.00</u>
Gross Profit	18,000.00	18,000.00	18,000.00
Expense		0.00	
5200 · Communications		0.00	
5201 · Advertising	1,875.00	0.00	
5203 · Copying / Printing	2,000.00	1,550.93	2,530.00
5207 · Event Guide & Other Marketing Expenses	1,800.00	1,071.89	5,000.00
5208 · Marketing		0.00	
5208.1 · Website Tech Support (Was General)	500.00	0.00	500.00
5208.2 · Mail Chimp	300.00	296.00	324.00
5208.3 · Website Annual Subscription (was Web Analytics)	2,100.00	2,680.00	2,500.00
Total 5208 · Marketing	<u>2,900.00</u>	<u>2,976.00</u>	<u>3,324.00</u>
5210 · Postage	200.00	(1,303.71)	
Total 5200 · Communications	<u>8,775.00</u>	<u>4,295.11</u>	<u>10,854.00</u>
5600 · Facilities		0.00	
5601 · Business Equipment		0.00	
5601.1 · Copier Lease	6,730.00	7,301.60	6,744.00
5601.2 · Folding / Stuffing Lease	2,040.00	2,038.11	2,040.00
5601.3 · Postage Machine Lease	2,200.00	2,668.51	2,110.00
5601.4 · Purchase Power - Postage	4,500.00	3,761.86	4,800.00
5601.5 · Equipment/Furniture (was Facilities Equipment)	2,000.00	0.00	
Total 5601 · Business Equipment	<u>17,470.00</u>	<u>15,770.08</u>	<u>15,694.00</u>
5602 · Equipment (IT)		0.00	
5602.6 · IT Equipment	5,000.00	920.40	1,000.00
5602.2 · IT Maintenance & Repair (was IT Hybrid Equip & Maintenance)	0.00	(125.00)	1,500.00
5602.3 · Software Annual Subscriptions (was Software License)	2,015.80	2,306.62	2,052.80
5602.4 · Support contract (CRM)	10,255.00	10,505.00	10,485.00
5602.5 · Software Mthly Subscriptions	2,028.00	1,377.00	1,176.00
5602.7 · Support Contract (AV)	7,800.00	3,550.00	
need place holder for Domain Name so not forgotten - will need to be renewed in Sept 2026			300.00
Total 5602 · Equipment (IT)	<u>27,098.80</u>	<u>18,534.02</u>	<u>16,213.80</u>
5603 · Security		0.00	
5603.1 · Fire Protection (Extinguishers)	2,686.00	2,030.01	2,050.00
Guard Programming			10,800.00
Guard Religious School Sundays			13,500.00
Guard Summer Programs			<u>6,000.00</u>

CONGREGATION BETH DAVID
Proposed Budget - Admin
April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
5603.2 · Guard	35,100.00	14,258.50	30,300.00
5603.3 · Security & Fire (Alarm Systems)	1,272.00	1,171.00	1,400.00
5603.4 · Quarterly Inspections	3,595.25	3,944.79	3,595.25
5603.5 · Fire Systems Corrections	1,000.00	0.00	2,000.00
5603.6 · SCC Annual Fire Inspection	50.00	0.00	75.00
Total 5603 · Security	<u>43,703.25</u>	<u>21,404.30</u>	<u>39,420.25</u>
5604 · Telecom		0.00	
5604.1 · ISP	5,400.00	4,978.01	5,640.00
5604.2 · Phone	6,780.00	7,128.93	6,780.00
Total 5604 · Telecom	<u>12,180.00</u>	<u>12,106.94</u>	<u>12,420.00</u>
5605 · Utilities		0.00	
5605.1 · Electricity	10,308.00	10,164.95	11,100.00
5605.2 · Garbage	9,192.00	6,765.25	3,600.00
5605.3 · Gas	4,780.00	6,079.48	6,420.00
5605.4 · Solar City	27,315.00	27,275.22	0.00
5605.5 · Water	4,800.00	3,989.91	4,200.00
5605.6 · Water-Fire System	900.00	1,039.64	1,200.00
Total 5605 · Utilities	<u>57,295.00</u>	<u>55,314.45</u>	<u>26,520.00</u>
Total 5600 · Facilities	<u>157,747.05</u>	<u>123,129.79</u>	<u>110,268.05</u>
5800 · Gardening		0.00	
5801 · Lawn/Gardener Subcontractor	18,000.00	18,000.00	18,000.00
Total 5800 · Gardening	<u>18,000.00</u>	<u>18,000.00</u>	<u>18,000.00</u>
6000 · Maintenance & Repair		0.00	
6002 · Custodial Equipment	1,000.00	521.12	500.00
6003 · Custodial Consumables	4,000.00	3,094.21	3,000.00
6004 · Grease Trap Cleanout	500.00	500.00	600.00
6005 · HVAC	6,000.00	7,480.00	6,000.00
6008 · Pest Control	2,040.00	2,324.00	2,040.00
6009 · Sewer Cleanout	849.97	425.00	
6010 · Solar Panel & Skylight Cleaning	1,300.00	645.00	1,300.00
6011 · Unscheduled Repairs	13,800.00	27,386.47	5,000.00
6012 · Health & Safety Equipment	5,000.00	130.00	1,000.00
Total 6000 · Maintenance & Repair	<u>34,489.97</u>	<u>42,505.80</u>	<u>19,440.00</u>
6600 · Staff Costs		0.00	
6609 · Reimbursed Mileage/ Travel	100.00	50.00	100.00
6602 · Compliance		0.00	
6602.1 · Background Checks	120.00	0.00	120.00
6602.2 · HR Required Pamphlets	120.00	62.61	120.00
6602.3 · Livescan Finger Printing	120.00	0.00	120.00
6602.4 · Training	120.00	157.00	120.00
Total 6602 · Compliance	<u>480.00</u>	<u>219.61</u>	<u>480.00</u>

CONGREGATION BETH DAVID
Proposed Budget - Admin
 April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
6604 · Professional Services		0.00	
6604.1 · Accounting	12,000.00	11,063.75	12,000.00
6604.2 · Cleaning Subcontractor	5,000.00	2,786.40	3,000.00
6604.8 · Hybrid Technical Services		400.00	
Total 6604 · Professional Services	<u>17,000.00</u>	<u>14,250.15</u>	<u>15,000.00</u>
Total 6600 · Staff Costs	17,580.00	14,519.76	15,580.00
6800 · Supplies		0.00	
6801 · PPE Supplies	1,000.00	962.83	
6802 · External Printing & Supplies	1,520.00	0.00	1,500.00
6808 · Office / General Supplies	3,000.00	2,878.66	3,000.00
Total 6800 · Supplies	<u>5,520.00</u>	<u>3,841.49</u>	<u>4,500.00</u>
Total Expense	<u>242,112.02</u>	<u>206,291.95</u>	<u>178,642.05</u>
Net Ordinary Income	<u>(224,112.02)</u>	<u>(188,291.95)</u>	<u>(160,642.05)</u>
Net Income	<u>(224,112.02)</u>	<u>(188,291.95)</u>	<u>(160,642.05)</u>

CONGREGATION BETH DAVID
Proposed Budget - Ygroup
 April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
Ordinary Income/Expense			
Expense			
5500 · Event /Program Expenses			
5539 · USY Program Support	1,700.00	1,700.00	0.00
5540 · USY National Fees	300.00	0.00	0.00
Teen lounge/activities/programs			500.00
Total 5500 · Event /Program Expenses	<u>2,000.00</u>	<u>1,700.00</u>	<u>500.00</u>
Total Expense	<u>2,000.00</u>	<u>1,700.00</u>	<u>500.00</u>
Net Ordinary Income	<u>(2,000.00)</u>	<u>(1,700.00)</u>	<u>(500.00)</u>
Net Income	<u><u>(2,000.00)</u></u>	<u><u>(1,700.00)</u></u>	<u><u>(500.00)</u></u>

CONGREGATION BETH DAVID
Proposed Budget - Membership
April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
Ordinary Income/Expense			
Income			
4300 · Events / Special Program Income			
4301 · Barbeque & Barchu	2,000.00	2,659.00	5,000.00
4310 · Jewish Heritage Night	1,500.00	0.00	1,500.00
4312 · Mitzvah Day - Grant	2,000.00	2,084.00	2,000.00
4314 · Purim Schpiel or Party	2,500.00	0.00	1,500.00
4319 · Tikkun Olam	2,000.00	0.00	2,500.00
4323 · Other Event-Special Program	12,605.00	12,605.00	15,000.00
Total 4300 · Events / Special Program Income	<u>10,000.00</u>	<u>17,348.00</u>	<u>27,500.00</u>
4910 · Transferred Income		0.00	
4914 · From Thelma Ramm Fund	2,400.00	1,100.00	2,000.00
Transfer From Programming Fund	0.00	0.00	0.00
Total 4910 · Transferred Income	<u>2,400.00</u>	<u>1,100.00</u>	<u>2,000.00</u>
Total Income	<u>12,400.00</u>	<u>18,448.00</u>	<u>29,500.00</u>
Gross Profit	12,400.00	18,448.00	29,500.00
Expense		0.00	
5200 · Communications		0.00	
5203 · Copying / Printing		2.80	
Total 5200 · Communications		2.80	
5500 · Event /Program Expenses		0.00	
5502 · Abrahamic Aliance	1,800.00	1,100.00	800.00
5504 · BBQ and Barchu	2,000.00	3,017.98	4,000.00
5511 · Israel Action Committee	3,200.00	450.00	500.00
5512 · Jewish Heritage Night	1,500.00	0.00	1,500.00
5515 · Membership Enhancement	6,700.00	9,217.04	8,000.00
5516 · Mitzvah Day	4,000.00	2,795.94	2,000.00
5521 · Purim Schpiel/Party	5,500.00	500.00	2,500.00
5533 · Tikkun Olam Team	3,600.00	180.00	2,000.00
5542 · Safe Park Program	2,400.00	853.94	1,500.00
5543 · Other Event-Special Program		9,599.99	14,500.00
5500 · Event /Program Expenses - Other		553.68	
Total 5500 · Event /Program Expenses	<u>30,700.00</u>	<u>28,268.57</u>	<u>37,300.00</u>
Total Expense	30,700.00	28,271.37	37,300.00

CONGREGATION BETH DAVID
Proposed Budget - Membership
April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	<u>Next Year Budget</u>
Net Ordinary Income	(18,300.00)	(9,823.37)	(7,800.00)
Net Income	<u>(18,300.00)</u>	<u>(9,823.37)</u>	<u>(7,800.00)</u>

CONGREGATION BETH DAVID
Proposed Budget - Finance
 April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
Ordinary Income/Expense			
Income			
4100 · Donations			
4101 · Annual Campaign		0.00	
4103 · General Fund	36,000.00	37,028.72	37,000.00
Total 4100 · Donations	<u>36,000.00</u>	<u>37,028.72</u>	<u>37,000.00</u>
4200 · Dues			
4201 · Sustaining Contributions	863,000.00	743,004.32	786,000.00
Total 4200 · Dues	<u>863,000.00</u>	<u>743,004.32</u>	<u>786,000.00</u>
4400 · Fundraisers			
4408 · Web Fundraising		202.21	200.00
Total 4400 · Fundraisers		172.21	200.00
4600 · Convenience Fee Offset			
		1,944.32	1,900.00
4700 · Other Income			
4701 · Cash Rewards from CC		1,317.34	1,300.00
4704 · Interest and Dividends	5,000.00	5,501.04	
Total 4700 · Other Income	<u>5,000.00</u>	<u>6,818.38</u>	<u>1,300.00</u>
4800 · Sales			
4802 · Plot Alloc to CBD 7.5%	2,000.00	1,788.50	1,800.00
Total 4800 · Sales	<u>2,000.00</u>	<u>1,788.50</u>	<u>6,800.00</u>
4910 · Transferred Income			
4913 · From Reserves	2,500.00	0.00	
Total 4910 · Transferred Income	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>
Total Income	<u>908,500.00</u>	<u>790,756.45</u>	<u>833,200.00</u>
Gross Profit	908,500.00	790,756.45	833,200.00
Expense			
5400 · Endowment Contribution	62,000.00	0.00	0.00
5900 · Insurance		0.00	
5902 · Liability Insur	27,306.00	27,306.00	28,000.00

CONGREGATION BETH DAVID
Proposed Budget - Finance
 April 24, 2023

	Current Annual Budget	Projected Total Year Actual	Next Year Budget
Total 5900 · Insurance	27,306.00	27,306.00	28,000.00
6100 · Organizational Fees		0.00	
6101 · Bank Fees	2,000.00	1,501.07	1,500.00
6102 · Credit Card Fees	6,000.00	5,512.59	5,500.00
6104 · Property Tax	5,700.00	5,554.99	5,600.00
Total 6100 · Organizational Fees	13,700.00	12,568.65	12,600.00
Total Expense	103,006.00	39,874.65	40,600.00
Net Ordinary Income	805,494.00	750,881.80	792,600.00
Net Income	805,494.00	750,881.80	792,600.00

CONGREGATION BETH DAVID
Proposed Budget - Board of Directors
 April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget
Ordinary Income/Expense			
Income			
4100 · Donations			
4101 · Annual Campaign	280,000.00	250,000.00	350,000.00
4106 · Giving Tuesday		2,050.00	2,000.00
4108 · Sunshine Fund	1,000.00	625.00	600.00
Total 4100 · Donations	<u>281,000.00</u>	<u>252,675.00</u>	<u>352,600.00</u>
Total Income	<u>281,000.00</u>	<u>252,675.00</u>	<u>352,600.00</u>
Gross Profit	<u>281,000.00</u>	<u>252,675.00</u>	<u>352,600.00</u>
Expense			
5100 · Campaign Expenses	2,500.00	436.89	500.00
5200 · Communications		0.00	
5201 · Advertising	2,000.00	1,000.00	1,000.00
Total 5200 · Communications	<u>2,000.00</u>	<u>1,000.00</u>	<u>1,000.00</u>
6100 · Organizational Fees		0.00	
6103 · Dues & Subscriptions		300.00	300.00
6105 · USCJ Dues	28,000.00	21,491.25	23,840.00
Total 6100 · Organizational Fees	<u>28,000.00</u>	<u>21,791.25</u>	<u>21,000.00</u>
6700 · SunShine Fund	1,000.00	485.00	600.00
6710 · Search Committee	15,000.00	10,000.00	0.00
6800 · Supplies		0.00	
6803 · Board Expenses	7,500.00	2,512.11	3,000.00
Total 6800 · Supplies	<u>7,500.00</u>	<u>2,512.11</u>	<u>3,000.00</u>
Total Expense	<u>56,000.00</u>	<u>36,225.25</u>	<u>26,100.00</u>
Net Ordinary Income	<u>225,000.00</u>	<u>216,449.75</u>	<u>326,500.00</u>
Net Income	<u><u>225,000.00</u></u>	<u><u>216,449.75</u></u>	<u><u>326,500.00</u></u>

CONGREGATION BETH DAVID
Proposed Budget - Staff Costs
 April 24, 2023

	<u>Current Annual Budget</u>	Projected Total Year Actual	Next Year Budget	
Ordinary Income/Expense				
Expense				
5900 · Insurance				
5903 · Worker's Comp	6,820.00	6,820.00	6,820.00	
Total 5900 · Insurance	<u>6,820.00</u>	<u>6,820.00</u>	<u>6,820.00</u>	
6600 · Staff Costs		0.00		Lines hidden for employee privacy
Total 6600 · Staff Costs	<u>860,383.00</u>	871,412.51	<u>802,962.51</u>	
Total Expense	<u>867,203.00</u>	878,232.51	<u>809,782.51</u>	
Net Ordinary Income	<u>(867,203.00)</u>	(878,232.51)	<u>(809,782.51)</u>	
Net Income	<u><u>(867,203.00)</u></u>	(878,232.51)	<u><u>(809,782.51)</u></u>	

Appendix C

“Finance Report”

CONGREGATION BETH DAVID
Statement of Financial Position
As of March 31, 2023

	Mar 23	Budget	\$ Over Budget	Jul '22 - Mar 23	YTD Budget	\$ Over Budget	Annual Budget
Income							
10 - Ritual	2,616	3,508	(892)	43,508	52,075	(8,567)	62,600
20 - Religious School	252	1,715	(1,463)	21,253	32,906	(11,654)	38,050
30 - Adult Ed	100	0	0	435	100	335	100
40 - Admin	1,500	1,500	0	13,800	13,500	300	18,000
60 - Programs	3,868	480	3,388	16,231	6,960	9,271	14,200
70 - Finance	63,815	38,483	25,332	690,475	782,583	(92,108)	908,500
80 - Board of Directors	6,757	4,406	2,351	242,620	260,113	(17,493)	281,000
Total Income	78,908	50,092	28,716	1,028,321	1,148,237	(119,916)	1,322,450
Expense							
10 - Ritual	3,050	11,137	(8,087)	98,147	129,768	(31,621)	163,530
20 - Religious School	3,814	5,003	(1,189)	31,549	41,661	(10,112)	52,187
30 - Adult Ed	500	0	500	1,073	3,750	(2,677)	5,000
40 - Admin	60,143	17,201	42,942	190,501	190,206	295	242,112
50 - Youth Group	0	0	0	1,727	2,000	(273)	2,000
60 - Programs	983	0	983	18,515	30,700	(12,185)	34,850
70 - Finance	2,224	667	1,558	31,412	39,006	(7,594)	103,006
80 - Board of Directors	6,868	3,500	3,368	23,636	21,750	1,886	56,000
90 - Staff Costs	66,036	73,273	(7,237)	616,507	652,245	(35,737)	867,203
Total Expense	143,618	110,781	32,837	1,013,067	1,111,085	(98,019)	1,525,888
Net Income	(64,710)	(60,689)	(4,121)	15,254	37,152	(21,898)	(203,438)

CONGREGATION BETH DAVID
Statement of Financial Position
As of March 31, 2023

	Mar 31, 23	Feb 28, 23	\$ Change	Mar 31, 22	\$ Change
ASSETS					
Current Assets					
Checking/Savings					
1001 · Operation Ca Bank & Trust	31,780.72	93,494.56	-61,713.84	316,899.53	-285,118.81
1002 · Market Affiliate	97,606.52	277,641.52	-180,035.00	248,752.63	-151,146.11
1004 · Petty Cash - Admin	1,473.50	1,131.34	342.16	587.06	886.44
1006 · Smith Barney Parent Acct.	1,252,904.46	1,061,560.26	191,344.20	1,065,359.91	187,544.55
Total Checking/Savings	1,383,765.20	1,433,827.68	-50,062.48	1,631,599.13	-247,833.93
Other Current Assets					
1200 · Due From Addison Penzack JCC	2,200.00	2,200.00	0.00	2,200.00	0.00
Total Other Current Assets	2,200.00	2,200.00	0.00	2,200.00	0.00
Total Current Assets	1,385,965.20	1,436,027.68	-50,062.48	1,633,799.13	-247,833.93
Fixed Assets	10,504,760.17	10,504,760.17	0.00	10,504,760.17	0.00
Other Assets	2,200,000.00	2,200,000.00	0.00	2,200,000.00	0.00
TOTAL ASSETS	14,090,725.37	14,140,787.85	-50,062.48	14,338,559.30	-247,833.93
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable	754.00	-153.00	907.00	340.00	414.00
Credit Cards	10,474.95	4,953.38	5,521.57	10,431.59	43.36
Other Current Liabilities					
2210 · Payroll Liabilities	1,997.71	11,659.61	-9,661.90	2,087.08	-89.37
2400 · Prepayment on Account	109,252.21	96,906.71	12,345.50	121,113.96	-11,861.75
Total Other Current Liabilities	111,249.92	108,566.32	2,683.60	123,201.04	-11,951.12
Total Current Liabilities	122,478.87	113,366.70	9,112.17	133,972.63	-11,493.76
Total Liabilities	122,478.87	113,366.70	9,112.17	133,972.63	-11,493.76
Equity					
3000 · Named Fund	499,062.28	493,220.38	5,841.90	520,526.35	-21,464.07
3100 · Organizational Restricted Funds	-141.00	519.00	-660.00	-1,091.00	950.00
3200 · Special Purpose Fund	45,165.87	44,894.39	271.48	57,218.21	-12,052.34
3300 · Restricted Funds Ritual	51,787.97	56,090.87	-4,302.90	54,295.74	-2,507.77
3400 · Unrealized Income	3,787.35	-597.49	4,384.84	23,787.77	-20,000.42
3500 · Unrestricted Net Assets	13,352,640.00	13,352,640.00	0.00	13,260,712.54	91,927.46
3600 · Retained Earnings	689.69	689.69	0.00	689.69	0.00
Net Income	15,254.34	79,964.31	-64,709.97	288,447.37	-273,193.03
Total Equity	13,968,246.50	14,027,421.15	-59,174.65	14,204,586.67	-236,340.17
TOTAL LIABILITIES & EQUITY	14,090,725.37	14,140,787.85	-50,062.48	14,338,559.30	-247,833.93

Appendix D
“Security Fund Charter”

Security Fund Charter
Approved: Apr 27, 2023

The Security Fund is established to provide the opportunity for donations to be directed to support the Security expenses of Congregation Beth David.

Donations to the Security Fund will be used to support the Security expenses of the congregation. The Finance Vice President may allocate monies from the Security Fund as income to offset the expense of any board approved Security expense at the request of the Vice President organizing the expense.

Donations may not be made to the Security Fund for a specific Security expense. However, if such a request arises, the budget holder will do its best to see that the funds are used as requested if needed. Otherwise, all funds will be available to support any and all Security expenses of the congregation.

Appendix E

“Marketing Fund Charter”

Marketing Fund Charter
Approved: 4/27/2023

The Marketing Fund is established to provide the opportunity for donations to be directed to support the marketing activities of Congregation Beth David.

Donations to the Marketing Fund will be used to support the Marketing efforts of the congregation, including, but not limited to advertising, publications, collateral, promotional materials and staff expenses associated with recruiting new members to the congregation.

The Finance Vice President may allocate monies from the Marketing Fund as income to offset the expense of any board approved marketing expense at the request of the Vice President organizing the spending.

Donations may not be made to the Marketing Fund for a specific activity. However, if such a request arises, the budget holder will do its best to see that the funds are used as requested if needed. Otherwise, all funds will be available to support any and all marketing activities of the congregation.

Appendix F

“Education Report”

Education Highlights:

The End of Year Family Learning Day is May, 21st showcasing learning through Shavuot to Students/Parents/ Potential Students. Scheduled from 9:30 to 12:30, with a BBQ until 1:30 sponsored and staffed by Men's Club.

In addition to getting a "taste of Beth David" the family learning component will involve Shavuot, and the giving of Torah. With over the summer handouts, "black hole prevention packets." There will be an art project potentially a Tzedakah box.t
Religious School and Summer Program forms and opening dates have been sent to Monica, who is getting everything setup in the member portal for signups to be ready to go.

Flyers for Religious school and summer program will be/were distributed at the JCC Israel at 75 event.

Aug 20th, planned kickoff/showcase/fundraiser for the Religious School. Magic Act, Music and Food with Jewish teachings on the theme of magic.

First day of RS is Sunday, Sept. 10th

Appendix G

“Ritual Report”

Ritual Committee Minutes, March 29, 2023

Attendees: Rivka Shenhav, chair; Rabbi Nathan Roller, Michael Bierman, Barbara Biran, Howard Gannes, Wendy Glasser, Barb Green, Kristin Gustavson, Dov Isaacs, Michael Leitner, Charlie Marr, Sheryl Rattner.

D'var Torah: The meeting began at 7:30 p.m. Rabbi Roller gave a D'var Torah.

Minutes: The minutes from the March 1, 2023 meeting were approved.

Business:

I. High Holy Days Committee

We are forming a High Holy Days committee. We hope people will be willing to take on the same roles from last year, as well as train new volunteers. The first meeting (on Zoom) needs to be flexible with respect to Rabbi Kunin, who is still living in the Eastern time zone. Rabbi Kunin is not employed here yet; he is still under contract elsewhere until June 30, nevertheless he wishes to attend our High Holy Days committee meetings.

II. Budget July 1, 2023 – June 30, 2024

Rivka presented a spreadsheet representing next year's proposed budget.

The total projected expenses are \$148,225. We'll be spending zero on High Holy Days cantor this year, because Rabbi Ohriner will be donating his time.

Some of the biggest expense line items:

Kiddush lunches \$66,000.

Security guard \$36,000,

Ritual programming, (including Netivot, Tikkun Leil Shavuot, etc.) \$15,000.

audio-visual support \$7800, (not including the video-production technician, which is part of the Administrative budget).

Torah maintenance \$2600.

On the income side, the Yizkor book is expected to bring in \$8700, High Holy Days tickets for guests \$8000. Kiddush Lunch & Oneg fund is expected to bring in \$6000. Sponsored kiddush lunches \$20,250. We also expect income from siddur fund, lulav/etrog sales, and music program sponsorship. Total projected income is \$45,750.

Note this represents a shortfall of \$102,475.

III. Screen-free services in main sanctuary

More people are coming to services in-person these days. Last week, there were approx. 30 in the small sanctuary for traditional screen-free services, about 50 in the main sanctuary for the Ruach service, and approx. 20 attending remotely on Zoom.

The time when Ruach services are taking place is a natural opportunity to offer a traditional screen-free alternative in the small sanctuary; however, currently, there are no more Ruach services upcoming on the calendar. Some folks feel it might be time to start offering low-tech services in the main sanctuary, just once a month to start.

Rabbi Alpert, however, as Mara D'Atra, has said hybrid services are to remain intact until her departure on June 30th.

As such, some brought up the idea of starting on Rabbi Kunin's first day, July 1, with low-tech services in the main sanctuary, with 1-way streaming for the homebound.

After some discussion, it was decided to wait for Rabbi Kunin to conduct a thorough and fully deliberative process to decide on how to proceed on this issue, and in what time frame.

Regarding whether to offer two services for the upcoming High Holy Days, that will be deliberated by the High Holy Day committee, with guidance from Rabbi Kunin.

IV. Rabbinic Transition Planning

We don't want to impose on Rabbi Kunin too much prior to July 1, as he is still under contract with his current congregation until June 30.

Furthermore, Rabbi Kunin will be officially on vacation July 1-14. He will utilize this two-week period to relocate his family and adjust to living in California.

Announcements:

- (1) Pesach is coming. There are seven services which need readers and leaders and gabbayim: Yom Tov, Thu and Fri: April 6, 7, Shabbat April 8, Hol Hamoed April 9, Yom Tov again on Wed and Thurs April 12, 13 and Shabbat April 15.
- (2) Shabbat hike with Rabbi Alpert on April 8.
- (3) Rabbi Roller's tefillah class starts on April 22 after Kiddush lunch.
- (4) Lots of stuff happening in May. Check the online calendar.

Adjournment

The meeting was adjourned at 8.30.

Submitted by Sheryl Rattner

Next Meeting: Wednesday, May 3 at 7:30 p.m.

Appendix H

“IT Charter”

Information Technology (IT) Committee Charter

Adopted: April 27, 2023

General Information

Committee Name: Information Technology (IT) Committee

Committee Chair: Nominated by the President
and approved by the Board in accordance with the bylaws.

Committee Membership:

- Adult Congregation members by invitation of the Committee Chair
- Director of Operations (ex-officio)
- VP of Administration (ex-officio)

Board Liaison: VP of Administration

Mission / Purpose

The Information Technology Committee oversees the overall use, and implementation of information technology in executing the mission of Congregation Beth David.

Key Tasks and Responsibilities

- In conjunction with the Board of Directors, defines the overall roles that information technology either currently or should play in the administration, operations, and activities of Congregation Beth David.
- Policies & Standards – Subject to approval by the Board of Directors, develop, maintain, and regularly update policies (and standards to support same) for:
 - All Information Technology-related equipment, software, and services (including “cloud” services including but not limited to web-hosting, e-mail, volunteer acquisition, etc.) used in conjunction with the administration, operations, and activities of Congregation Beth David.
 - Data collection, privacy, and safeguarding.
 - Data retention, backup, and archiving.
 - Protection of Congregation Beth David’s Information Technology infrastructure from malware and other criminal activity.
- Hardware / Equipment
 - Hardware and equipment includes of all Congregation Beth David-owned, rented, leased, or borrowed equipment including but not limited to computers (desktop or mobile and accessories thereof), hard copy devices (printers and paper handling), monitors/televisions, network equipment, security equipment, and cameras whether on-premises or in use off-premises by staff or members.

- Create and maintain an auditable inventory of all Congregation Beth David-hardware / equipment.
- Establish maintenance and replacement plans based on reasonable industry intelligence and the congregation's needs.
- Establish hardware / equipment on-boarding procedures for newly purchased, donated, and borrowed items.
- Ensure that no unauthorized hardware / equipment is connected to the Congregation Beth David's secure networks, whether on-premises or elsewhere.
- Software & Services
 - Create and maintain inventory of software licenses, subscriptions, and services.
 - Ensure compliance with terms of software licenses, subscriptions, and services.
 - Ensure that no unauthorized software is loaded on Congregation Beth David systems or used on systems connected to the internal secure network.
 - Establish maintenance procedures to ensure all systems are using consistent operating system and application software versions including regular and emergency (as necessary) security patches.
 - Develop and maintain Congregation Beth David's identity assets including logos, stationery, templates, typography, clipart / stock photos, and layout standards.
- Data – Ensure that data is protected, backed up, and archived per policies.
- Budget – Coordinate with the Finance Committee, developing and tracking the Information Technology budget, and making budget proposals / recommendations.

Meetings

Committee meetings may be in person, via conferencing software, or via email, at the discretion of the chair.