

**THE OTTAWA JEWISH COMMUNITY FOUNDATION
MEETING OF THE BOARD OF DIRECTORS**



WEDNESDAY JANUARY 09 2013

MINUTES

Minutes of a Meeting of the Board of Directors of THE OTTAWA JEWISH COMMUNITY FOUNDATION (the 'Corporation') held at the head office of the Corporation on Wednesday, January 09, 2013 at the hour of 4:30 pm, in the Social Room of the Joseph and Rose Ages Family Building, 21 Nadolny Sachs Private, Ottawa, Ontario K2A 1R9.

PRESENT: Richard Roth (Chair), Lorne Segal, Eddy Cook, Lynne Oreck-Wener, Steven Lesh,

APOLOGIES: Ken Ages, Harold Feder, Diane Koven, Mark Shabinsky, Shelley Appleby-Ostroff, Jared Isaacson (Assistant Director)

GUESTS: Rabbi Dave Rotenberg and Ben Tatham (Talmud Torah Afternoon School)

STAFF: Rony Podolsky (President), Shelley Crawford (Financial Officer), Rebecca Nagrodski (Recorder)

MEETING CALLED TO ORDER:

Richard Roth thanked everyone for attending and called the meeting to order at 4:35 pm.

PRESENTATION FROM TALMUD TORAH AFTERNOON SCHOOL:

Presentation:

Richard Roth introduced Rabbi Dave Rotenberg and Ben Tatham on behalf of the Talmud Torah Afternoon School and thanked them for joining the meeting to make an agency presentation to the members of the Board.

Rabbi Dave Rotenberg and Ben Tatham gave an informative presentation, including Q&A, on the overall program and operations of Talmud Torah Afternoon School.

Donor Recognition Discussion:

It was confirmed that when cheques are issued to the beneficiary agencies, a letter is also sent with a list of funds that contributed. Notwithstanding, the members acknowledged that this process is not always clear to the agencies and as such, thank you letters are often not sent from the agencies to the donors.

It was explained that in order to avoid this, Foundation plans to work with the beneficiary agencies this year in order to ensure that they have a better opportunity to thank their donors.

APPROVAL OF MINUTES:

As the members did not have quorum, it was agreed that the approval of the November 19 2012 minutes of the Board of Directors would be deferred to the next meeting.

BUSINESS ARISING FROM THE MINUTES:

Collaborative Fundraising Model Initiative: It was confirmed that the next CFM Task Force Meeting has been scheduled for January 21 2013 and that a full report will be presented at the next OJCF Board Meeting.

Financial Information: Shelley Crawford reported on the results of her findings regarding what comparable organizations are paying for their auditing services and confirmed that the OJCF is paying an appropriate amount. Further, Shelley noted that the services provided have been satisfactory and there are no issues to report.

It was agreed that since the Board is satisfied with the information provided, there is no need to go to tender for auditing services at the present time.

Legacy Giving: It was reported that in order to ensure the tracking of all gifts, staff is working to compile a comprehensive list of all known Legacy Gifts. It was agreed that both Richard Roth and Eddy Cook will review this list to determine if they are aware of any other additional gifts that should be recorded.

Mailings: In terms of mailings, it was confirmed that staff is in the process of reaching out to the households who are scheduled to receive multiple mailings.

During this discussion, it was also noted that the OJCF has not sent out a newsletter in quite some time. In light of this, it was agreed that the Marketing Committee will take responsibility for this project and will endeavor to effectively release a newsletter within the coming months.

PRESIDENT'S REPORT AND NEW COMMITMENTS REPORT:

Rony Podolsky presented his President's and New Commitments Reports. There were no questions brought forward regarding the content of these reports.

In terms of future New Commitments Reports, the members requested that the results and totals be compared against the results from previous years.

It was noted that the Board will need to consider the development of the next Strategic Plan as the current document (adopted in 2008) will expire at the end of the current Board year.

INVESTMENT/FINANCIAL UPDATE:

Shelley Crawford presented the investment and financial update reports. The following information was highlighted:

- For November 2012, the overall return was 8.7% against the benchmark of 7.3%.

- A preliminary report for December suggests that the overall return will be 10.7% against the benchmark of 8.7%.

2013 BUSINESS PLAN REVIEW:

As the members did not have quorum, it was agreed that the approval and discussion of the 2013 Business Plan would be deferred to the next meeting.

COMMITTEE UPDATES:

Following the presentation of the OJCF Committee Update Report, it was agreed that the members of the G.J. Cooper Scholarship Committee need to meet in order to address the following matters:

- Award/Scholarship Process
- Award/Scholarship Advertising
- Any outstanding matters arising from last year's post mortem

It was agreed that as Chair, Steve Lesh would work with staff to strike this meeting.

In terms of future OJCF Committee Update Reports, the members requested that staff include the activities of the Board Development Committee. It was agreed that since the Board will be looking to fill some vacant positions shortly, all potential membership suggestions should be sent to both Harold Feder and Rony Podolsky.

There were no other questions brought forward regarding the OJCF Committee Update Report.

TRIBUTE CARD PROGRAM AND SLOGAN DISCUSSION:

As Chair of the Marketing Committee, Lorne Segal presented the committee's recommendation for the Tribute Card Program.

There were no questions or concerns brought forward regarding this recommendation and the members accepted it in principle.

Regarding the adoption of a slogan for the Foundation, it was reported that this remains an ongoing discussion for the Marketing Committee and that all suggestions would be welcome.

RESULTS OF YEAR-END FUNDRAISING CAMPAIGNS:

Staff reported that \$100 was raised as a result of the General Direct Mail campaign and that \$4,370 was raised as a result of the WCEF Newsletter Campaign. In addition, it was noted that an additional \$6,500 has been pledged to the WCEF as a result of their campaign.

OTHER BUSINESS:

GA 2012 Briefing: As Jared Isaacson was not present, the members agreed to defer this item to the next OJCF Board Meeting.

Insurance Program Update: Staff provided information on recent notifications from donors who are either unable to pay their insurance premium for 2012 or who are unwilling to continue their insurance policy.

In light of this, it was agreed that staff will send a copy of both policies to Diane Koven so that she can review and determine the best course of action for the Foundation to take. Staff agreed to copy Richard Roth when sending this information.

Future Staffing Changes: It was reported that after an extensive search, Andrea Freedman has been named the new CEO of the Jewish Federation of Ottawa and that she will begin her work in early March 2013.

In addition, it was confirmed that staff is in the process of searching for the Tribute Card Coordinator/Development Associate. It was explained that this is a contract position only and that the successful candidate will cover for Jessica Borenstein's upcoming maternity leave.

GOOD AND WELFARE AND ADJOURNMENT:

The Board acknowledged the passing of Rose Taylor, a former Chair of the OJCF Board. It was noted that a condolence card and letter were already sent to her late family on behalf of the OJCF Board and Staff.

The meeting was adjourned at 6:30PM; the members were reminded that the next OJCF Board Meeting will take place on Wednesday, February 20, 2013 and that further information on the upcoming OJCF Board Retreat will be distributed in the coming weeks.

Approved February 20 2013