



THE OTTAWA JEWISH COMMUNITY FOUNDATION

Summary 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 August 23, 2010 at the hour of 4:30 pm, in the Main Board Room of the Joseph and Rose Ages Family Building, 21 Nadolny Sachs Private, Ottawa, Ontario K2A 1R9.

PRESENT: Harold Feder (Chair), Ken Ages, Eddy Cook, Yoni Freedhoff, Mark Shabinsky, Lynne Oreck-Wener

APOLOGIES: Len Farber, Roger Greenberg, Steve Lesh, Richard Roth

STAFF: Shelley Crawford, Jared Isaacson, Jack Silverstein, Francine Paulin – Recorder

MEETING CALLED TO ORDER AND OPENING REMARKS:

Harold thanked everyone for attending and called the meeting to order at 4:35 p.m.

Harold introduced Lawrence Zinman from Jewish Memorial Gardens and thanked him for joining the meeting to make an agency presentation to the members of the Board.

Jewish Memorial Gardens

Lawrence Zinman made a 15 minute presentation including Q&A on the history of the Memorial Gardens, use of funds held with the OJCF, business model and board structure and maintenance projects.

APPROVAL OF MINUTES:

A motion was made to approve the May 10th, 2010 minutes of the Executive Committee and it was approved unanimously by the members of the Board.

A motion was made to approve the May 17th, 2010 and June 9th, 2010 (special) minutes of the Board and it was approved unanimously by the members of the Board.

BUSINESS ARISING FROM THE MINUTES OF MAY 17TH, 2010:

Update on Action Issues

Book of Life: A memo outlining the Book of Life project and stages of development was circulated to Board members prior to the meeting. Harold commented that the search for a Chair is still ongoing.

Board Solicitations: Harold commented that he will be contacting Board members (coordinated by his assistant) to setup one-on-one meetings to discuss a solidarity gift to the OJCF.

Fundraising Committee: Harold commented that he, Jared, Jack and Eddy have been actively recruiting committee members. Eddy commented that two additional members have confirmed their

participation, Mark Gencher and Mitch Leitman, bringing the membership to 7 members. Eddy is hoping to recruit one more member to complete the membership, ideally female to balance the committee. Eddy welcomed suggestions on suitable candidates to approach.

Board Retreat Action Items: A revised action summary stemming from the Board Retreat in March 2010 whereby timelines were added to each action item was circulated to the Board prior to the meeting. Board members were satisfied with the revised summary as presented.

Role of the Professional Staff: The memo on the role of the professional staff in relation to the Board and committees was revised to define the roles per committee. A copy of the revised memo was circulated to the Board prior to the meeting. The Board was satisfied with the revised memo as presented. Harold commented that the memo will be used as reference when needed.

Collaborative Fundraising Model: Jared reported that the memo of understanding is being reviewed by senior staff and will be circulated to the Boards of the OJCF and JFO when finalized for Board approval. Jared commented that the resources allocated to meet the number of asks set out in the Business and Strategic Plans are professional staff who have been designated as Donor Relation Managers (DRM) and will be assisting specific donors with identifying their philanthropic interests and the appropriate means for achieving their philanthropic goals. Also, Jack and Jared have identified groups of donors based on the type of ask, area of interest or specific initiatives, such as Lion of Judah Endowment which the Fundraising committee will be working on these various groups of donors.

Staff training has been conducted for the DRM's and donor relations have begun. The goal is for DRM's to contact 2-3 of their assigned donors by Rosh Hashana. DRM's will be recording their data in the database which will track the progress of the CFM initiative. A progress report will be shared with the Board on a regular basis. The Board agreed that the progress report should contain anonymous information for confidentiality reasons. Jack commented that Jared will be monitoring the various fundraising initiatives and making sure that overlaps are not occurring.

BEST PRACTICES VIGNETTE:

Jack presented some interesting facts on charity giving through bequests and the transfer of wealth.

PRESIDENT'S REPORT:

A report prepared by Jack was circulated to the Board prior to the meeting. Board members were given the opportunity to put forth comments and/or questions pertaining to the report. A suggested name was provided that may be able to assist Jack with the donor who is looking to purchasing a life insurance policy.

CASH GIFTS REPORT:

The Cash Gifts Report as of July 2010 was circulated to the Board prior to the meeting. Shelley was asked to investigate the amount indicated for July of 2009 to confirm if a large payment had been made that month.

6 MONTH BUDGET REVIEW:

A Financial Expense Report summarizing the current status of the Foundation's financial results compared to the budget for the 6 months ending June 30, 2010, as well as the projected forecast for the full year was circulated to the Board prior to the meeting. Board members were given the opportunity to put forth questions and/or comments pertaining to the report.

INVESTMENT UPDATE:

Various investment reports, as well as an Investment Committee update were circulated to the Board prior to the meeting. Shelley explained the purpose of the Ladder and Portfolio Ratio Snapshot reports for members who are seeing these reports for the first time.

Mark noted a correction on the Investment Committee update whereas the funds transferred to the active bond manager, Canso, were transferred at the end of July and not in June as noted in the update. Mark also elaborated on the acquisition of I3 Advisors Inc. by BNY Mellon and commented that the Investment Committee will be monitoring the situation and that there is no immediate concern with the transaction that has transpired.

NEW BUSINESS:

OJCF Membership: Harold commented that the Board of Directors approves a list of the OJCF membership annually and that the current list includes more than one donor per fund. As there is one vote permissible per fund the list should display only one donor per fund. In order to determine who the member is for the fund, the question would need to be proposed to the fund advisors.

Since there is no immediate need to reach out to donors to ask them to appoint the member Harold suggested that the process of approving the membership be discontinued (as the list is incorrect) and that going forward a clause has been added to the deed of gift asking the new donors to appoint the member for the fund. The member noted on the deed will be recorded in the database. If a situation arises whereby members need to be identified for a particular meeting and/or discussion, the membership list will be addressed at that time. Board members were in favour of Harold's suggestion.

Staff and Members List for 2010-2011: A Members and Staff list for the 2010-2011 year including the OJCF committees and its respective leadership was circulated to the Board prior to the meeting. Harold commented that Bob Wener has served his maximum number of years on the Finance and Audit Committee but will be retained for one more year.

A motion was proposed to approve the membership of the standing and ad hoc committees as presented and it was approved unanimously by the members of the Board.

G.J. Cooper Scholarship Committee: Harold commented that three volunteers are needed to constitute this committee (a Chair and two committee members). Yoni Freedhoff volunteered to Chair the committee this year. Mark Shabinsky volunteered to participate on the committee with Yoni. Yoni suggested a new method of selecting the scholarship recipient using a rating system. A suggestion was put forth to keep the applicant name anonymous during the review and rating process as the name should have no bearing on the decision. Board members were in favour of Yoni's suggestion.

Board Retreat: The consensus of the Board is to keep the Board Retreat format the same as the March 9th, 2010 retreat with a half day session sometime between reading week and March break.

Board Handbook: Harold announced that the Board information binder has been converted into a virtual handbook which can be viewed on the OJCF website.

Bronfman Event: Jack reported that a date and speaker has been confirmed for the OJCF event which will take place on October 14th with guest speakers Charles Bronfman and Jeffrey Solomon on the “Art of Giving”. The event will be in collaboration with the Community Foundation of Ottawa. The event will be advertised in the JFO e-news, OJCF website and Ottawa Jewish Bulletin. A “save the date” card will be distributed to donors. A suggestion was put forth to circulate flyers on the event to local synagogues.

COMMITTEE UPDATES:

Marketing Committee: Yoni reported that recruitment of committee members should be completed by the end of the month.

Women’s Philanthropy Committee: A committee update was circulated to the Board prior to the meeting. Board members were given the opportunity to put forth comments and/or questions pertaining to the report.

OTHER BUSINESS:

Webinar Session: Harold commented that a webinar session on fundraising activities for Board and volunteers was offered to Board members which took place this past April and that the Foundation office has a copy of the 90 minute seminar on a CD. Board members are welcomed to borrow the webinar CD by contacting Francine to make the arrangements.

Resource Library: Jared commented that he will be compiling a database of resources for staff and volunteers which will comprise of a collection of past articles, online manuals and like materials, as well as collecting materials from outside organizations on board development, philanthropy, etc. A list of the resources will be shared electronically from time to time including where the resources can be found.

February Board Meeting: Harold noted that the Board meeting scheduled in February has been booked for February 14th, Valentines Day. The consensus of the Board is that the meeting date is not a conflict for majority of the members. For the time being, the meeting date will not be rescheduled.

ADJOURNMENT:

The meeting was adjourned at 5:45 p.m.