



## 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 May 25<sup>th</sup>, 2009 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:** Roger Greenberg (Chair), Ken Ages, Eddy Cook, Len Farber, Harold Feder, Michael Landau, Steven Lesh, Ingrid Levitz, Richard Roth, Pam Stelcner, Allan Taylor

**APOLOGIES:** Seymour Mender, Bonnie Merovitz, Chuck Merovitz, Judah Silverman, Gillie Vered, Susan Weisman

**PAST CHAIRS:** Norm Lesh, Ron Levitan, Charles Taylor, Rose Taylor

**INVITED**

**GUESTS:** Lisa Miller (partial), Lynne Oreck-Wener, Mark Shabinsky

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

**MEETING CALLED TO ORDER AND OPENING REMARKS:**

Roger thanked everyone for attending and called the meeting to order at 4:35 p.m. Roger welcomed the invited guests in attendance and thanked them for coming to the meeting.

**INTERACTIVE BOARD DISCUSSION:**

A memo outlining the discussion on leadership and Board engagement was circulated to the Board prior to the meeting. Harold introduced Lisa Miller and elaborated on the reasoning behind the topic selected. Lisa facilitated a 30 minute interactive discussion with the Board.

The Board discussed the five practices and ten commitments of leadership in connection with the three A's (Altitude, Attitude, Action) and levels (the why, the what and the how). Lisa distributed to the Board a handout on the five practices and ten commitments of leadership. Board members were given the opportunity to put forth examples in relation to the five practices.

Roger thanked Lisa for providing an interesting and informative discussion.

**AGENCY PRESENTATION:**

Roger introduced Donna Palmer-Dodds from Hillel Academy and thanked her for joining the meeting to make an agency presentation to the members of the Board. Donna made a 20 minute presentation on the various aspects of Hillel Academy, including a Q&A session. A copy of Donna's presentation was distributed to the members of the Board.

**NOMINATING COMMITTEE REPORT:**

A memo outlining the nominating process and slate of nominees for election to the Board on June 10<sup>th</sup>, 2009 and a memo summarizing the membership on the Nominating Committee for 2008/2009 was circulated to the Board prior to the meeting. Ron commented that Yoni Freedhoff and Liz Kofsky have confirmed acceptance of their nomination to the slate, completing the required number of individuals needed to fill the vacancies on the Board for the coming year.

A motion was put forth to approve the slate proposed by the Nominating Committee and it was approved unanimously by the members of the Board.

A motion was put forth to approve the membership on the Nominating Committee by Board resolution in accordance with the OJCF By-laws and it was approved unanimously by the members of the Board.

Ron commented that membership on the Nominating Committee will be reviewed again by the Chair of the Nominating Committee for the 2009/2010 year.

**APPROVAL OF MINUTES:**

A motion was made to approve the February 19<sup>th</sup>, 2009 minutes and it was approved unanimously by the members of the Board.

**BUSINESS ARISING FROM THE MINUTES OF FEBRUARY 19<sup>TH</sup>, 2009:**

Roger advised that revisions to the Gift Acceptance Policy are not yet completed. A revised policy will be presented to the Board for the next Board meeting.

**CORRESPONDENCE TO THE BOARD:**

Roger announced to Board members the correspondence the Foundation office has received since the last Board meeting: Thank you card from Lynn Rockman and family regarding condolences on the loss of her mother, Yetta Rockman and thank you card from the Levitan and Lesh families regarding condolences on the loss of Frieda Levitan, a beloved mother, Aunt and sister.

**CAPITAL INCREMENT REPORT:**

The Capital Increment Report as of March 31, 2009 was circulated to the Board prior to the meeting. Board members were given the opportunity to put forth questions pertaining to the Report.

**2008 AUDIT REPORT:**

Shelley reviewed the draft Financial Statements and Executive Summary for the year ending December 31, 2008, circulated prior to the meeting. Shelley commented that Ginsberg Gluzman Fage and Levitz (GGFL) completed their field work in mid-February of 2009. The financial statements were reviewed by the Finance and Audit Committee on March 20<sup>th</sup> and also by the Executive Committee on March 23<sup>rd</sup>. Board members were given the opportunity to present questions and/or comments.

A motion was proposed to approve the draft financial statements as presented and it was approved unanimously by the members of the Board.

**LEGISLATIVE COMPLIANCE REVIEW:**

Roger commented that a legislative compliance report is prepared each year to acknowledge to the Board of Directors that the organization has fulfilled its obligations in respect to the legislative acts including that the Director's and Officer's insurance is in good standings. The memorandum is signed by both Chairs of the JFO and OJCF because the Financial Services Department is a shared service between both organizations.

### **NEW BUSINESS:**

**OJCF Membership:** A copy of the membership list (up to May 7, 2009) was circulated to the Board prior to the meeting. Roger commented that as part of a requirement of the OJCF By-laws, the Board of Directors each year must approve the members of the OJCF who are entitled to vote at the Annual General Meetings. The membership list was prepared in accordance with the member definition outlined in the OJCF By-laws.

A motion was proposed to approve the membership list as presented and it was approved unanimously by the members of the Board.

**AGM Program:** A copy of the AGM program for the June 10<sup>th</sup>, 2009 members meeting was circulated to the Board prior to the meeting. Roger commented that the new Board will be meeting directly after the AGM proceedings to elect the Executive members for the coming year. The Board was in favour of the program as presented.

**New Policies:** A memo outlining three new policies (Foundation Committee Meeting Attendance Policy, Communication Policy, Addressing the Board) were circulated to the Board prior to the meeting. Jack explained the reason for establishing the policies.

A motion was proposed to adopt the new policies as presented and it was approved unanimously by the members of the Board.

**Board Retreat:** Jared provided details in regards to the first OJCF Board Retreat tentatively scheduled for June 19<sup>th</sup>, 2009 at Roger's cottage. Jared reported that Michael Walsh has been confirmed to facilitate the retreat. Jared will be following up with Board members to confirm attendance.

### **COMMITTEE UPDATES:**

A Marketing Committee update 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 reports.

Richard reported on behalf of the Investment Committee that the portfolio has been rebalanced to be within the limits of the Investment Policy Statement. The results for the period ending April 30<sup>th</sup>, 2009 have been received and the portfolio returned 4.5% for the month; better results than March. The portfolio year-to-date is in the positive at 1.3% and to-date the money managers are performing 1.5% above the targeted benchmark.

Richard commented that a sub-committee of the Investment Committee is looking for a Global Equity specialist to potentially replace McLean Budden's international portfolio. McLean Budden will retain the Canadian portfolio and the firm will be invited to participate in the interview process. Richard commented that he will provide an update at the next Board meeting.

### **OTHER BUSINESS:**

Roger encouraged Board members to complete their B'nai Mitzvah calls and to provide feedback to Francine within the next two weeks.

**GOOD AND WELFARE:**

The Board shared the following:

- Mazal tov to Eddy Cook on the birth of his second grandson.
- Congratulations to Ingrid Levitz on receiving the Gilbert Greenberg Distinguished Service Award

**ADJOURNMENT:**

A motion was made to adjourn the meeting at 6:00 p.m. and it was approved unanimously by the members of the Board.