



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

**WEDNESDAY, DECEMBER 10TH, 2014
MINUTES**

Minutes of a Meeting of the Board of Directors of THE OTTAWA JEWISH COMMUNITY FOUNDATION (the 'Foundation') held at the head office of the Foundation at 4:30PM on Wednesday, December 10th, 2014 in the Boardroom of the Soloway Jewish Community Centre, 21 Nadolny Sachs Private, Ottawa, Ontario K2A 1R9.

PRESENT: Rabbi Reuven Bulka, Paul Finn, Howard Geller, Michael Landau, Mitchell Leitman, Steve Lesh, Lynne Oreck-Wener (Chair), Richard Roth, Lorne Segal and Fred Seller.

STAFF: Mike Bazuk, Shelley Crawford, Andrea Freedman, Leslie Kaufman and Arieh Rosenblum.

INVITED GUESTS: Steven Kimmel, Michael Polowin and Bernard Shinder.

APOLOGIES: Harold Feder.

MEETING CALLED TO ORDER:

Lynne Oreck-Wener thanked everyone for attending and called the meeting to order at 4:30PM. Lynne explained that Lisa Miller was not available to conduct the vision & values exercise as scheduled. Lynne noted that Lisa will be re-scheduled for the February 3rd, 2015 Board meeting. Lynne explained that Michael Polowin would join the meeting to present and discuss Camp B'nai Brith.

APPROVAL OF MINUTES:

Lynne asked if there were any questions arising from the November 12th, 2014 meeting minutes and none were raised. Lynne commented that if any Board members were interested in sitting on Federation's Grants & Allocations committee to please get in touch with Foundation staff to arrange for more information.

A motion was made to approve the Board of Directors November 12th, 2014 meeting minutes.

Moved by: Steven Lesh
Seconded by: Lorne Segal
Approved Unanimously

PRESIDENT'S REPORT:

Andrea Freedman presented her report on activities of the Foundation since November 12th, 2014. Andrea noted that, despite an increased promotional effort for tribute cards, there was less revenue generated than in 2013 and the program would require further analysis to evaluate how best to utilize it. Andrea also provided an update on the fund holder communications being mailed throughout the winter; the Board requested to see a copy of the letter that will accompany the updated fund activity reports in advance of their mailing.

Arieh provided a brief update on the promotion and sale of tribute cards to corporate donors and noted that an earlier push in 2015 may net greater results. It was also discussed that Foundation had been awarded a \$20,000 grant in support of the Gift Planning Handbook project to which Bernard Shinder provided an update. All questions were answered to Board members' satisfaction.

AGENCY PRESENTATION – CAMP B'NAI BRITH:

Lynne welcomed and introduced Michael Polowin, Chair of the Board of Directors of Camp B'nai Brith and invited him to present and discuss the Camp. Michael provided an update on the Camp's operations and noted that it had received much support from Foundation. Michael spoke to the Camp's cooperation with other organizations in the community, noting that they are benefitting from having access to the Camp.

Michael explained that the Camp is searching for ways to work with Foundation commenting that they've met with Andrea and Arieh and are exploring Foundation's investment strategy. Michael discussed exploring further cooperation with Foundation through the B'nai Mitzvah program and expressed that the Camp is looking to amend their registration forms to allow them to release information to Foundation in support of this program.

All questions were answered to Board members' satisfaction and Lynne thanked Michael for presenting.

FINANCIAL/INVESTMENT UPDATE:

Shelley provided her update on the financial and investment reports and answered questions to Board members' satisfaction. Steve Lesh provided a brief update on the activities of the Investment committee.

NEW COMMITMENTS REPORT:

Arieh discussed the updated New Commitments report and noted that, in addition to the reported metrics, there is a new legacy expectancy and new additions to the Pipeline. Andrea also explained that the percentage of active funds is expected to increase by year's end. Arieh discussed that he presented the revised B'nai Mitzvah program concept at Federation's Executive Directors' forum and it was well received.

FOUNDATION PIPELINE UPDATE:

Arieh provided an update on the Pipeline noting that the format will be adjusted for the next update. Arieh also explained that he will be requesting that members assume prospects at the next meeting in pursuing the 2015 objectives. Arieh then offered the names of prospective donors for discussion and canvassing strategy.

2015 BUSINESS PLAN:

Andrea presented the proposed 2015 Business Plan and reviewed the 2014 targets, what was achieved and discussed areas of opportunity. Andrea outlined the new deliverables and metrics for 2015 and how Foundation's committees will work to achieve these goals. Andrea then suggested the removal of the Key Performance Indicators as a reporting tool and the Board put forth no objections. Andrea noted that the New Commitments report will be updated to reflect the 2015 Business Plan metrics. All questions were answered to Board members' satisfaction.

A motion was made to approve the 2015 Business Plan:

Moved by: Richard Roth
Seconded by: Lorne Segal
Approved Unanimously

2015 BUDGET:

On behalf of the Finance & Audit committee, Shelley presented the proposed 2015 budget and provided a detailed overview of its contents. The Board discussed the proposed budget and Shelley answered questions to Board members' satisfaction.

The Finance & Audit committee reviewed and approved the 2015 budget and recommended its acceptance to the Board. A motion was made to approve the 2015 budget:

Moved by: Richard Roth
Seconded by: Michael Landau
Approved Unanimously

Lynne thanked Shelley, Howard Geller and the Finance & Audit committee for their work on the budget.

COMMITTEE UPDATES:

Lynne asked if the Board had any questions with respect to the committee updates. Lorne discussed the December “top-up” letters that will be mailed to fund holders as an end of year ask. Lorne also provided an update on his attendance at Federation’s Executive Directors’ forum noting that some agency representatives were unaware of the investment value in opening a fund with Foundation. This led to a robust conversation on third party managed funds

GOOD AND WELFARE:

Everyone was invited to attend the upcoming Ottawa Jewish Community School play.

ADJOURNMENT:

Lynne thanked everyone for their attendance and participation and noted that the February 3rd, 2015 Board meeting will be extended to 7:00PM to accommodate the vision & values exercise with Lisa Miller and that a light dinner will be served. The Board of Directors December 10th, 2014 meeting was adjourned at 6:02PM.