



## General Board Meeting, April 29, 2018

### Present:

Aaron Bellows	Helaine Isaacs	Linda Milstein
Charlene Borsack	Bret Jacknow	Debbie Orel
Rachael Cooper	Eric Jaffe	David Politziner
Harry Cummins	Heidi Joseph	Naomi Richman-Neumann
Rabbi Adam Feldman	Edye Kamenir	Abigail Rose
Judi Fleitman	Jeremy Kasdin	Ginger Schnitzer
Martha Friedman	Moshe Margolin	Nicole Soffin
Lew Gantwerk	Linda Meisel	Bernard Abramson

### Minutes:

1. Meeting called to order at 7:05 PM
2. **D'var Torah** – Linda Meisel read an essay by a mature rabbinical student who was afraid to hold the Torah in case he dropped it but overcame the fear when required to undertake hagbah. This can help us understand the difficulties some congregants have in accepting new responsibilities at TJC and how we might help them move forward.
3. Approval of Minutes  
The minutes of March's Board meetings were approved.
4. **President's report** – Linda Meisel
  - 4.1 Thank you to Heidi Joseph and everyone involved for making the Sarge event so successful. Heidi reported on over 30 messages of thanks and appreciation she received after the event.
  - 4.2 Thank you to Debbie Gross for the successful Faces of Israel series.
  - 4.3 Thank you to Debbie Orel for her work on both of these events.
  - 4.4 Linda introduced Randy Brett who has been nominated as President-elect.
  - 4.5 The Co-congregants of The Year, Peter Smith and Louis Sandburg, will be honored at the annual congregational meeting on May 17.
5. **Search Committees**
  - 5.1 Hazzan: David Poliziner and Nicole Soffin reported good progress in negotiating contract terms with Cantor Jeff Warschauer's lawyer. They foresee no obstacle to his joining us on July 1.
  - 5.2 Director of Congregational Learning: Ginger Schnitzer reported that the position has been reposted as no candidate was felt to be suitable. New resumes have been received and every effort is being made to complete the process over the next month.
6. **Rabbi Feldman's report**

- 6.1 Cantor Warschauer is visiting us next week and the following week in preparation for his future role.
- 6.2 The Torah project. Two scrolls are currently being repaired. \$60,000 of the \$86,000 budget has been raised. New Torah covers will feature the 7 species of Israel (wheat, barley, vines, fig trees, pomegranates, olive oil, and honey).
- 6.3 The adult b'nei mitzvah class has 13 members, one of whom will not have a bar mitzvah as he is not Jewish but is enjoying the process. The class will have their bar and bat mitzvah on Shabbat Bereshit, October 6<sup>th</sup>.

7. **Director of Administration report** – Debbie Orel

Video cameras are installed and operational at all entrances and exits and recordings are being retained. Improved outdoor lighting will follow.

8. **Trustee, VP and Committee reports**

8.1 Religious Affairs – Linda Milstein

High Holiday planning has begun.

8.2 Programming – Helaine Isaacs

- Activities for the current year are winding down.
- A forthcoming Great Minds talk by Brad Borkan on life lessons from working in the Antarctic was recommended.
- Jeremy Kasdin reported that The Templeton Foundation awarded TJC a \$3,500 grant as part of its Scientists in Synagogues program. We are one of 15 successful synagogues from 50 applicants. The funds will allow us to expand our Judaism and Science Series and pay speaker travel expenses and honoraria next winter and spring.

8.3 Administration – Judi Fleitman

- The personnel manual is expected to be completed by June. Judi thanked Randy Brett for his assistance.
- 2 families have joined and there were a number of interested families at our booth at today's Communiversity.
- Shabbat of Appreciation is June 1. Please send Martha Friedman the names of volunteers to be recognized.
- Eric Jaffe reported on plans to improve the buildings:
  - He has 2 bids for repapering the Social Hall. After discussion a motion to proceed but not to exceed \$16,500 was proposed by Moshe Margolin, seconded by Charlene Borsack, passed unanimously.
  - He is seeking bids to remove and replace the center island in the dairy kitchen. A motion to proceed but not to exceed \$10,000 was proposed by Naomi Richman-Neumann, seconded by Charlene Borsack, passed unanimously.
  - The eaves and other woodwork around the school building will soon require repair. Bids will be sought and brought to the Board for approval.

8.4 Finance – David Politziner

Three proposed policies were presented.

- Endowment fund guidelines (attachment A). This was discussed at a previous Board meeting and the requested changes are included. A motion to approve proposed by Martha Friedman, seconded by Charlene Borsack, passed unanimously.
  - Acceptance of Gifts (attachment B). Ginger Schnitzer questioned whether para. B.1. is correct in assigning review power to the EC rather than the Board. Linda Meisel will consult Alan Medvin. After discussion, para. B.4. was deleted and the subsequent para. renumbered. A motion to approve proposed by Jeremy Kasdin, seconded by Helaine Isaacs, passed unanimously.
  - Use of rental income from the University League Nursery School (attachment C). Linda Meisel explained that the purpose is to ensure consistency over the years in transferring income to reserves rather than becoming accustomed to applying it to the operating budget. Various policy changes were suggested and David will bring a revised version to the next Board meeting.
9. **FY 2018-19 Budget** – David Politziner
- 9.1 The proposed budget assumes that:
- there is 1.75% increase in dues
  - no other fee are increased
  - membership declines by 15 dues paying equivalents.
- 9.2 All budget items were explained and discussed. It was agreed that all line items which include salaries should be consolidated when the budget is issued so that individual compensation amounts are not disclosed.
- 9.3 A motion to move the budget, amended and re-presented as agreed during discussion, to the Congregational Meeting moved by Charlene Borsack, seconded by Bret Jacknow, was approved unanimously.

Meeting adjourned at 10:15pm.

Minutes recorded by Bernard Abramson

**Attachment A – Endowment Fund Guidelines**

The Jewish Center of Princeton  
Endowment Fund Proposal – General Guidelines  
April 29, 2018

- Purpose: To provide income to sustain operations of the Jewish Center for the future.
- Investment Strategy
  - The funds to be managed by an organization that the Board selects. The funds are currently being managed by the Jewish Community Foundation.
- Endowment Funds Use of Earnings
  - Use of earnings to be determined based on Annual Budget process including Board and Congregational vote.
    - Earnings will be drawn to General Operating funds if approved in the budget process.
  - Minimum Balance: \$500,000
  - Earnings Available for Use: Sliding scale
    - Fund Balance \$500,000 - \$1,000,000 – after one year of reaching \$500,000, 25% of prior year earnings may be transferred to Operating Fund.  
After two years of reaching \$500,000, 25% of average of prior two years earnings may be transferred to Operating Fund.  
After three years of reaching \$500,000, 25% of average of earnings based on most recent 3-year rolling average may be transferred to Operating Fund.
    - Fund Balance \$1,001,000 - \$2,000,000 – 35% of earnings based on most recent 3-year rolling average may be transferred to Operating Fund.
    - Fund Balance of \$2,001,000 – 50% of earnings based on most recent 3-year rolling average.
  - Fund Principal – Cannot be used except under certain circumstances described below. –
    - If we don't meet \$500,000 minimum balance after 10 fiscal years from January 2015, funds would be transferred to the Board Restricted Fund for use on Capital Projects, or other Board authorized items.
      - If Fund fails to meet minimum \$500,000 threshold after 10 full years, then Board may vote to transfer funds to the Board Restricted Fund, as described above upon a 2/3 majority vote.
    - Emergency Use of Principal
      - Emergency would be defined as a situation where current operating funds and other sources of funds (other restricted funds, donors, insurance) were not sufficient to cover mandatory obligations.
        - Example: Inability to get refinancing on a mortgage where there was a risk of default and foreclosure.

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**Attachment B – Acceptance of Gifts**

**ACCEPTANCE OF GIFTS POLICY THE JEWISH CENTER**

**POLICY AND PROCEDURE FOR THE ACCEPTANCE OF GIFTS  
TO THE JEWISH CENTER**

**April 29, 2018**

The Jewish Center encourages gifts and contributions; however, on occasion certain proposed gifts contain conditions, restrictions or limitations that require the proposed gift to be reviewed prior to acceptance. To facilitate appropriate consideration of such gifts, the Board adopts the following policy and procedures. In adopting these policies and procedures, the Board recognizes that it cannot anticipate every type of proposed gift or the particular circumstances of a particular offer, and where a proposed gift is not covered by this policy, the Executive Committee is authorized to address such gifts on a case by case basis. These policies and procedures shall apply to members of The Jewish Center clergy, staff, members of the Board or anyone acting on behalf of the Center.

**A. The following policies apply to the acceptance of gifts or contributions:**

1. All gifts of cash or publicly traded securities that contain no restrictions or conditions as to the use of the gift may be accepted without the necessity of further review.
2. The following gifts or contributions may not be accepted without approval:
  - a. all unsolicited gifts that contain restrictions, limitations or conditions imposed by the donor as to use;
  - b. all gifts of restricted or non-publicly traded securities or instruments;
  - c. all gifts of real property;
  - d. all in-kind gifts or gifts of personal property or services (books or other materials shall be reviewed by the Jewish Center librarian or administrator);
  - e. all gifts that may require physical alteration or improvement of any Center real or personal property;
  - f. all gifts that may require the Center to incur financial and/or administrative costs related to the acceptance, installation, implementation, or maintenance of the gift;
  - g. any gift that the EC may from time to time determine requires review and approval.

- B. The following procedures apply to the acceptance of proposed gifts:**
1. Any gift requiring approval pursuant to this policy shall be reviewed by the Executive Committee.
  2. Notwithstanding the provisions of B (1), the Executive Committee may also delegate the review for such gifts to a member(s) of the Center clergy or staff.
  3. Any gift requiring approval prior to acceptance may be referred by the Executive Committee to the appropriate committee for review (e.g. the house, religious affairs, fund raising, endowment committees). Where appropriate, the donor may be consulted and may participate in the decision-making regarding the gift, but the donor must be advised that the ultimate decision will be made by the EC.
  4. Even if the gift is not accepted as proposed, all efforts should be made to achieve an accommodation with the donor so that the gift can be accepted in a form or manner consistent with the Center's master plan.
  5. Nothing in this policy shall limit the authority of the Center's Endowment Committee to accept gifts consistent with its policies.

**Attachment C – Policy on the Use of Rental Income from the University League Nursery School**

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Policy on the Use of the Rental Income from the University League Nursery School

To provide a consistent financial approach to the U League Rental Income, the Finance Committee recommends the following:

Given that the U League pays rent to The Jewish Center in an amount in excess of \$11,400 per month, that \$4,000 per month be allocated to the general operating fund to cover operating expenses (insurance, utilities custodial costs, etc.) and the remainder of the rent shall be allocated to the CapEx Reserve for current and future capital needs.