



General Board Meeting, February 24, 2019

Present:

Bernard Abramson	Debbie Gross	Warren Mitlak
Randy Brett	Helaine Isaacs	David Politziner
Rachael Cooper	Eric Jaffe	Abigail Rose
Rabbi Adam Feldman	Heidi Joseph	James Rosenberg
Judi Fleitman	Kim Marks	Rick Rosenberg
Martha Friedman	Linda Meisel	Nicole Soffin
Lew Gantwerk	Linda Milstein	Sandy Wilson

Minutes:

1. Meeting called to order at 5:05 PM
2. **D'var Torah** given by Lew Gantwerk.
3. **Approval of Minutes**
The minutes of January's Board meetings were approved. They are available on the TJC website (see <https://www.thejewishcenter.org/Resources/Board-Minutes.aspx>).
4. **President's report** – Linda Meisel.
 - 4.1 Update on events to celebrate TJC's 70th anniversary:
 - a video has been made of the past, present and future of TJC
 - the event on September 14 will have a night club theme. It will be a fund-raising event but affordably priced especially for younger members.
 - 4.2 Update on security:
 - The security fee assessment will be billed to congregants this week.
 - The Acron Group review of TJC security is complete. Main recommendations include:
 - building a culture of security (Shabbat greeters, CSS training, preparedness, well-defined escape routes [Princeton Fire Dept will help with this])
 - hardening the physical plant. Sandy is preparing a list of the items that we can implement in the short-term and at relatively low-cost. We will issue a request for proposals for the major items (e.g., video surveillance, security desk, access control, security guards).
5. **Director of Administration report** – Sandy Wilson
 - We are preparing a list of all the maintenance tasks that occur regularly in order to develop a preventative maintenance schedule.
 - The parking area in the "house next door" property has been re-graveled.
6. **VP Reports**

6.1 Finance report – Warren Mitlak

- See financial dashboard at attachment A.
- Administration is over budget for a number of reasons including unplanned security improvements.
- USCJ billed us \$10,000 above the amount expected. Being investigated.
- Education revenue is below expectations. A number of people who were not billed have now been sent bills so this gap should narrow.
- FY 2019-2020 planning has begun. VPs will soon receive a request for budget projections.
- Limitations of Chaverware mean that we make duplicate data entry to create a record of the income for an event and each person's payment for their end-of-year tax report. Bernie Fleitman is looking at alternatives.

6.2. Administration report – Judi Fleitman

- House: the Beit Midrash ark requires renovation but is a valuable work by Nakashima. We are discussing the work with staff at the artist's workshop.
- Membership: Linda thanked Martha for contacting people whose membership has lapsed. Some have now renewed.
- Security: Michael and Beatrice Bloom are coordinating the various activities TJC is pursuing to improve security. A request for a grant for funds is being written.

6.3 Education report – Nicole Soffin

- The Tichon trip to New Orleans included 13 students and was successful.
- Nicole and Rabbi Feldman are seeking information from current and former Tichon students and their parents to find ways to improve the program and increase its appeal.
- It was suggested that a member of Tichon should be invited to attend Board and School Committee meetings.

6.4 Religious Affairs report – James Rosenberg

- The committee has developed a list of aspirational ideas for services, for example, increased intergenerational involvement. The Haftarah project is attracting participants.
- Ways to reduce the length of the mi'sheberach list are being explored.
- The Cantor is conducting a series of tropes classes.

6.5 Programming report – Helaine Isaacs

- Helaine introduced a new policy for refunds of tickets or reservations for TJC events (see Attachment B). The goal is to simplify and clarify this area. A motion to adopt the policy was proposed by Lew Gantwerk, seconded by David Politziner, and passed unanimously.
- Abigail Rose informed the Board that Mitzvah day will be May 5th, see forthcoming Newsletter for full details.

7. Other Business

- Linda said that she has formed a committee to nominate a candidate for the Richard Fishbane award. It will be chaired by Marc Citron, current recipient of the award, and will include David Greenberg and Andrea Gaynor.

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- Linda asked Board members to send the names of candidates for 2019-2020 TJC officer positions to nominating committee chair Ginger Schnitzer.
- Warren Mitlak suggested that future Board meetings should begin at 5pm. This was met with widespread approval.

Meeting adjourned at 6:45 pm.

Minutes recorded by Bernard Abramson

Attachment A – Finance Report

TJC Financial Dashboard

	Jan 31, 2019 YTD Actual	Jan 31, 2019 YTD Budget	Variance	Jan 31, 2018 YTD Actual	May 31st, 2019 Full Yr Budget
Operational Revenue					
Dues	785,419	743,000	42,419	878,650	916,000
Capital Assessments	57,081	54,323	2,758	60,137	66,000
Other	80,007	45,289	34,718	17,673	69,200
Operational Expenses					
Professional Salaries	(419,681)	(414,364)	(5,317)	(401,534)	(621,900)
Buildings	(223,424)	(148,843)	(74,581)	(152,480)	(227,900)
Administration	(113,735)	(68,122)	(45,613)	(73,878)	(101,000)
Mortgage Debt Service	(48,707)	(48,704)	(3)	(48,707)	(73,050)
Finance	(64,489)	(64,046)	(443)	(59,970)	(86,000)
Maintenance & CapEx	(82,614)	(73,000)	(9,614)	(47,839)	(77,040)
Information Systems	(4,954)	(20,000)	15,046	(15,710)	(30,000)
Transfers	33,659	-	-	-	-
USCJ Dues	(33,153)	(23,000)	(10,153)	-	(23,000)
Other	(1,331)	-	(1,331)	8,905	-
Operational Net	(35,922)	(17,467)	(18,455)	165,246	(188,700)
Education					
Education Revenue	178,088	201,630	(23,562)	209,752	268,500
Education Expenses	(201,511)	(235,118)	33,607	(192,416)	(367,000)
Education Net	(23,442)	(33,488)	10,046	17,336	(98,500)
Fundraising					
Annual Fund Income	211,741	243,000	(31,259)	272,128	248,000
Contributions	56,495	24,081	32,414	26,587	30,400
Other Fundraising (Events)	27,974	27,900	74	26,771	102,200
Fundraising Expense	(7,914)	(4,800)	(3,114)	(9,510)	(5,300)
Fundraising Net	288,295	290,181	(1,886)	315,976	375,300
Programming, Committees, Other Net	(60,740)	(50,564)	(10,176)	(23,886)	(88,100)
Capital Reserve					
Total Revenue	1,369,703	1,288,659	81,044	1,467,812	1,612,200
Total Expenses	(1,201,513)	(1,099,997)	(101,516)	(993,139)	(1,612,200)
Net Income	168,190	188,662	(20,472)	474,673	-

Membership as of 2/21/19		
Category	# Families	\$ Billed
Household	261	700,908
Single	47	76,218
Senior Couple	101	162,178
Senior Single	74	67,768
Subtotal	483	1,007,072
Associate	5	1,740
Friend	3	300
Remissions	32	48,350
Non-Paying*	57	-
Total	580	1,057,462
FTE @ full household dues		394

Membership as of 6/1/18		
Category	# Families	\$ Billed
Household	266	714,338
Single	50	81,100
Senior Couple	102	163,784
Senior Single	78	71,432
Subtotal	496	1,030,654
Associate	4	1,440
Friend	3	300
Remissions	6	6,186
Non-Paying*	27	-
Total	536	1,038,580
FTE @ full household dues		387

*Non-Paying includes 18 Exploratory, 2 Young Household, 12 Clergy, 11 Staff, 14 Exempt

Attachment B. TJC Policy Document: Tickets/Reservations Refund

Responsibility for policy: VP Programming
Date initially adopted: FY 2019
Last review date: FY 2019
Next review date: FY 2021

TICKETS/RESERVATIONS REFUND POLICY

Approved by Board of Directors February 24, 2019

The Jewish Center provides a wide range of programming and events for our congregants and the greater community, some of which require advance paid reservations or ticket purchase.

When a program/event requires payment, there will be a published member rate and greater community rate.

It is the policy of The Jewish Center that no reservation or issuance of tickets is complete without advanced payment. All sales are final. There should be no expectation of refund or reallocation of payment. Exceptions are limited to the following circumstances:

- The event is cancelled.
- The event is postponed and rescheduled and purchaser declines the new date.
- There is a wait list for a sold out event and the Director of Administration is able to resell the ticket/reservation.