



Date and time of meeting:

June 25, 2017

Attendance List:

Executive Committee

<i>President: Linda Meisel</i>	✓	<i>VP Adm: Judi Fleitman</i>	✓	<i>Rabbl: Adam Feldman</i>	✓
<i>VP Fin: David Politziner</i>	✓	<i>Rec Sec: Russell Feder</i>		<i>Director: Debbie Orel</i>	✓
<i>VP Ed and Y: Nicole Soffin</i>	✓	<i>Trust: Barak Bar-Cohen</i>		<i>Trust: Naomi Richman-Neumann</i>	✓
<i>VP Rel Aff: Linda Milstein</i>	✓	<i>Trust: Moshe Margolin</i>		<i>Trust: Ginger Schnitzer</i>	✓
<i>VP Prog: Helaine Isaacs</i>	✓			<i>Past Pres: Naomi Perlman</i>	

General Board

<i>Adult Ed: Jeremy Kasdin</i>		<i>HR: Harry Cummins</i>	✓	<i>Mens: Steve Hudis</i>	
<i>Adult Ed: James Rosenberg</i>	✓	<i>Israel: Debbie Gross</i>	✓	<i>Mens: Aaron Bellows</i>	✓
<i>Finance: Benny Soffer</i>	✓	<i>JCW: Charlene Borsack</i>	✓	<i>Relig Affairs: Barbara Schwartz</i>	✓
<i>Fundraising: Bret Jacknow</i>	✓	<i>JCW: Debbi Gitterman</i>		<i>School, Youth, Family: Rachael Cooper</i>	✓
<i>House: Eric Jaffe</i>	✓	<i>Long Range: Edye Kamenir</i>	✓	<i>Soc Action: Lew Gantwerk</i>	✓
<i>A&C: Heidi Joseph</i>	✓	<i>Members: Martha Friedman</i>	✓	<i>Soc Action: Abigail Rose</i>	✓

Other Attendees

Alan Medvin		

Linda Meisel called the meeting to order at 7:30 pm.

Approval of Previous Meetings Minutes:

There was a correction to add Bret Jacknow as an attendee. Following a motion (David Politziner) and second (Nicole Soffin), the minutes were approved unanimously.

D'var Torah:

Linda Meisel gave a D'var Torah on Parshat Korach. She stressed the importance of Board members not pursuing individual agendas but rather showing vision, forward thinking and collective thinking.

President's Report:

Linda reviewed the themes developed by the board at the previous meeting. She said that the Board Member Agreement (Appendix One) would be discussed in Executive Session (however due to time constraints, the discussion will occur at the July board meeting).

Budget Overview:

David Politziner gave a high level overview of the annual operating budget for the current fiscal year. The budget is \$1.8 million.

- Key elements of revenues are dues, religious school fees and contributions. Key expenses are salaries, religious school, and the running of the place.
- David is trying to clean up the books from the past year, working with our outside financial firm Kesef over the next month. There are questions that need to be resolved, related to how certain items were coded.
- David is trying to institutionalize the financial information to allow for smoother transitions in the future.
- The dues announcement will go out shortly.
- TJC won't be charging a fee for credit card payments. We will require ¼ of dues payment before the high holidays, and will require congregants to provide either their bank account number or credit card number for auto-payment of the balance over the year. That way, we won't have to chase them for payments.
- We will also reach out to haven't paid last year's dues, to find out their status.
- It was encouraged that the announcement be phrased to encourage timely payment.
- Board members with budgets must watch and not exceed their expense lines.

New Tribute Card:

There is a new tribute card with artwork on the cover, for notifications of gifts to TJC of \$18 and up. There's one version for "in honor of" and another for "in memory of," developed by Debbie Orel and Alison Politziner.

Bylaws Presentation:

Alan Medvin gave the Board a brief overview of the Bylaws. He began by urging all Board members to become familiar with the Bylaws as they govern all action taken by the Board pursuant to New Jersey law, emphasizing that the Bylaws are not "guidelines or suggestions" but are legally binding and enforceable. He then explained the fiduciary duty owed to the membership by each individual Board member.

Following those introductory remarks, he went through the Bylaws article by article, providing a very brief summary of each article's most significant sections. Among the points highlighted were the notice requirements for Board meetings ("not less than seven days, unless the meeting is a special board meeting which may be called on less notice but which meetings have a limited purpose") and that the Bylaws make clear that the Executive Committee does not set policy and that TJC policy is only set by the Board.

A final point of emphasis was an explanation of the power of the president. It was explained that the power of the president is subject to the Board, and that while the president is generally in charge of the day to day business affairs of TJC and may enter into contracts that arise in the regular course of business, the Bylaws mandate that contracts that fall outside of those that serve the ongoing, routine activities of the Center must be authorized by the Board. In response to a question, he explained that in his view it would not be necessary for the Board to see an entire paragraph by paragraph contract under those circumstances so long as every essential term contained in the contract was disclosed.

Change to Board Meeting Date Schedule:

Revised meeting dates for September and October are:

September 10 Executive Committee

September 17 Board

October 10 Executive Committee

October 29 Board

Proposed High Holiday Ticket Policy:

Linda distributed a proposal to change the ticket policy for members' children, guests, and non-members (see Appendix Two).

Following a motion to move forward with the proposal, discussion ensued.

- We made \$16k from ticket sales last year.
- There was discussion to tying gifts to a member's giving level (i.e. generous donors get free tickets for their children/guests) and it was decided to table this until next year.
- We need to encourage non-members who buy tickets to become members.
- It's important to communicate the message with a positive tone. We should consider the term "donation" instead of "ticket."

After the discussion, the motion was unanimously approved.

Committee Reports:

VPs and Committee Chairs gave overviews of their plans for the year. See Appendix Three for their reports.

Rabbi's Report:

Yesterday's Bible BaBoker session was held in memory of Ira Tumpowsky, a former participant in the class, and the group donated 10 Chumashim in his memory.

Old Business: None

New Business: None

Adjournment: Following a motion to adjourn, the meeting concluded at 9:36.

Appendix One: Board Member Agreement

Board Member Pledge to One Another and the Congregation of The Jewish Center of Princeton

We, recognizing the important responsibility that we are undertaking in serving the members of The Jewish Center of Princeton and hereby pledge to carry out in a trustworthy and diligent manner, the duties and obligations in our respective roles on the board.

Our role:

We acknowledge that our primary role is to carry out the functions of the office of Board Member and/or Officer as stated in the bylaws.

We acknowledge that we will support the Mission and Vision of The Jewish Center of Princeton.

Our roles as board members will focus on the development of policies that govern the implementation of institutional plans and purposes.

Our commitment:

We will exercise the duties and responsibilities of this office with integrity, collegiality and care.

We will always put the needs of The Jewish Center of Princeton first.

Our pledge:

- To establish as a high priority our attendance at all meetings of the board and committees on which we serve.
- To be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
- To work with and respect the opinions of our peers who serve this board and to leave our personal feelings/preferences out of all board discussions.
- To always act for the good of The Jewish Center of Princeton.
- To represent this organization in a positive and supportive manner at all times and in all places.
- To observe the parliamentary procedures and display courteous conduct in all board and committee meetings
- To refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with board policy.
- To avoid conflicts of interest between our positions as board members and our personal life. If such a conflict does arise, we will declare that conflict before the board and refrain from voting on matters in which we have a conflict.
- To support in a positive manner all actions taken by the Board even when we are in a minority position on such actions.

Board member's signatures

Appendix Two: Proposed High Holiday Ticket Policy

Draft –For discussion purposes only

Proposed High Holiday Ticket policy

Background: There has been feedback from the congregation regarding High Holiday tickets including cost, age of adult children for whom congregants need to pay and the fact that tickets were sold for all the chagim and not separated out between Rosh Hashanah and Yom Kippur.

Action: A committee was formed representing the congregational constituencies involved in HH.

Committee members included: Linda Milstein, VP Religious Affairs, Judi Fleitman, VP Administration, David Politziner, VP Finance, Linda Meisel, President, Barbara Schwartz, RAC chair. Staff: Rabbi Feldman and Debbie Orel

The committee met and reviewed the issue. After considerable discussion, the following policy is being proposed:

1. That in all High Holiday materials congregants be informed of the reciprocity of HH tickets if their family member is a member in good standing of another congregation. A letter/email from that congregation will be required for tickets.
2. That for all adult children **ages 26** and under HH tickets will be included in the family membership
3. That all adult children above that age members will need to purchase tickets.
4. TJC family guest ticket price \$90 for a Rosh Hashanah ticket \$90 for a Yom Kippur ticket. Tickets will need to be paid for prior to the Holiday.
5. TJC guests (non family members) **who live more than a 50 miles away** radius from TJC ages 21 and over \$90 per ticket for Rosh Hashanah \$90 ticket Yom Kippur.
6. Non TJC members \$360 package ticket for Rosh Hashanah and Yom Kippur. If the non TJC member joins TJC **within 6 months** this ticket cost will be part of their membership fees.

Appendix Three: Committee Reports

Board Meeting Update

School, Youth and Family

Yael Bermano:

- TJC hired Yael Bermano on a part-time basis for this year to serve as School, Youth & Family Coordinator. In this capacity, Yael will be responsible for planning and overseeing programming and events for young families, as well as for Nitzanim, Chaverim, and Kadima. She will also oversee the youth advisors who will be hired to run each event for Nitzanim, Chaverim, and Kadima. Yael will be in attendance for all such events. Yael also will plan congregational special programming such as Purim, Hanukkah, Yom HaShoah, etc.

BBYO:

- We have entered into an agreement with BBYO to host monthly meetings for the Princeton chapter at TJC. Tichon students automatically will be enrolled in BBYO. Non-Tichon members and non TJC members will be able to join BBYO via a membership fee. TJC will not be responsible for programs or supervision of programs. However, TJC has hired Rebecca Devery to serve as TJC's BBYO coordinator. Rebecca will be present at all BBYO events. Effort will be made to have all BBYO meetings take place on Sunday evenings when Board meetings are held, in order to save on custodial costs.

Current projected Religious School numbers:

- Registrations are still coming in, but current number is approximately 260.

Criminal background checks for all teachers/youth advisors:

- Will be updating background checks for all teachers and running background checks on all people who will be interacting with children. Looking into best practices to see whether yearly or bi-yearly background checks are SOP.

Tichon New Orleans trip:

- Confirmed for NJEA weekend in November. Alexandra and Barak Bar Cohen will chaperone.

Push for Early Childhood Programs:

- School & Youth Committee is posting flyers and TJC will be running ads in the greater Princeton area to increase visibility of our early childhood programs, including Playground Shabbat this summer (there will be two). Yael Bermansky is working on posters/flyers for Playground Shabbat.

Leonard Sax program:

- TJC has engaged noted psychologist Leonard Sax to speak on October 3, 7:30, in the TJC Social Hall. He will speak on issues that are the subject of his latest book, The Collapse of Parenting: How We Hurt Our Kids When We Treat Them Like Grown Ups. We are working with PPS to promote the program and possibly cosponsor/contribute financially. Additionally, there is thought of cosponsoring with JFCS to offset the cost and make the event CE-eligible for social workers. We plan to charge \$10/pp. This event is being partially underwritten by an angel, who wishes to remain anonymous.

The Jewish Center of Princeton

June 15, 2017

Board committee updates

Trustee Projects—

Naomi Richman Neumann and Moshe Margolin are working on 2 projects:

1. A compilation of all TJC policies that are not part of the Bylaws to ensure that they are captured in one manual. Additionally, policies will be reviewed and updated as appropriate.
2. An Operations manual for TJC –this is a manual as it relates to internal operations and will be a guide for staff/lay leadership
 - a. We are reaching out to other congregations to see if they will share their operations manuals
 - b. We are reviewing Vendor forms
 - c. Lay leadership “job descriptions”

Ginger Schnitzer—will be working on creating the future staffing pattern for TJC. At this point, it is about gathering information and data to inform the decision making process for the board and EC.

Finance Committees: David Politziner, VP of Finance

Finance Committee: Chair: Benny Soffer

1. Dues bills will be sent out next week. The format for the dues bills has been revised in the hopes of simplifying the process.
2. There is no longer a 2.5% credit card surcharge fee. This decision was made in collaboration with Kesef the TJC Accounting firm. Although there are costs associated with members paying with credit cards, it remains the one of the easier ways for congregants to pay fees. Kesef advised from their experience with many congregations that this was the best course of action.

Fundraising: Chair: Bret Jacknow

1. Fundraising committee in formation
2. Annual Fund—analysis of the annual fund results for the last 3 years in preparation for the Annual fund appeal for 2017.
3. All Board Members are urged to contribute to the Annual Fund.

4. Working on an Annual Fund message – Suki Wasserman is helping to craft the message

Some statistics:

11 current board members did not contribute to the AF last year.

Of the congregational donations:

Top 10 make up 1.7% of our membership but 37% of donations

Top 20 make up 3.5% of our membership but 54% of donations

Top 30 make up 5.3% of our membership but 62% of donations

Top 64 (\$1k and up) make up 11% of our membership but 81% of donations

201 families donated something to AF - 35%

369 families donated zero - 65%