



## General Board Meeting, January 28, 2018

### Present:

Barak Bar-Cohen	Debbie Gross	Linda Milstein
Aaron Bellows	Bret Jacknow	Debbie Orel
Charlene Borsack	Eric Jaffe	David Politziner
Rachael Cooper	Heidi Joseph	Naomi Richman-Neumann
Rabbi Adam Feldman	Jeremy Kasdin	Ginger Schnitzer
Judi Fleitman	Moshe Margolin	Barbara Schwartz
Martha Friedman	Linda Meisel	Bernard Abramson

### Minutes:

1. Meeting called to order at 7:05 PM
2. **D'var Torah** – Rabbi Feldman and Linda Meisel  
In light of Tu B'Shevat (January 31 this year) RAF described JNF's expanding role in preserving and improving Israel's environment.  
Also, citing a parable of Honi HaMa'agel, Linda discussed the importance of building for a future that may take more than one generation to come to fruition.
3. **President's report** – Linda Meisel  
Having heard from congregants and visitors who have not felt well treated or welcomed at TJC, Linda intends that a code of conduct (*derech erez*) for TJC should be prepared. Ideas for congregational values will be discussed at the next Board meeting. **Action: Linda Meisel.**
4. **Search Committees**
  1. Director of Congregational Learning – Ginger Schnitzer  
Two interviews have been conducted and two others scheduled. This is early in the recruiting season so we are still looking to hear from additional candidates.
  2. Hazzan – Linda Milstein  
Eight people have been identified for preliminary (telephone or video) interviews. Still aiming to bring finalists to TJC during Shabbatot in March.
5. **Rabbi Feldman's report**
  1. JCW and Men's Club Shabbat celebrations were both very successful
  2. Described the role of the Chaplaincy Group at Princeton HealthCare System hospital of which RAF is co-chair. The group is a 501(c)(3) organization. The hospital is merging with Penn Medicine which has a different approach (chaplains are employees), however, Penn wishes that the Princeton chaplaincy structure should remain. TJC provides a daily visitor to the hospital serving both patients and staff,

Jewish and non-Jewish alike. This is an important part of our wider community involvement.

3. Through the enthusiasm of the team and the soferet, the Torah project has expanded to include a number of educational activities. As a result, the project may not be completed before November. Three scrolls have been repaired to date.

6. **Finance Report** – David Politziner

1. Dues are behind budget expectations through 12/31/2017 and are unlikely to achieve budgeted levels by financial year end.
  2. Salaries are below budget levels and are expected to remain so.
  3. Maintenance and capital spending is under budget but has met all requirements.
- Overall, we are \$67,000 above forecast and should be close to our projected budget by the end of the FY.

7. **Fund raising** – Bret Jacknow

The Annual Fund has reached its target and stands at \$258,000 with another \$10,000 expected. 237 families donated against 198 last year. We will follow up with those who gave last year but have not yet given this year.

The team are documenting best practices for the benefit of future fundraising teams.

David Politziner commented that his research into Annual Fund activity at other synagogues reveals that TJC achieves much higher results than others.

8. **Endowment Fund** – David Politziner

David explained the Endowment Fund that was established in 2014 (see Attachment A). The fund is part of the Life and Legacy Program currently led by Gil Gordon. To date 56 pledges have been received but the pledged amounts are unknown. The fund stands at \$75,000.

During discussion the following points were made:

- the fund should not be used as collateral for a loan;
- any emergency withdrawal should be accompanied by a plan for reimbursement;
- the time to reach the fund minimum should be increased from 7 to 10 years and commence at the date the policy is revised.

A set of proposed changes to the policy will be presented at the next meeting. **Action: David Politziner.**

9. **Room Rental rates** – David Politziner

David presented a revised set of rental rates for TJC premises (see attachment B). In discussion:

- we are limited to providing premises only between 9am and 2pm and only with kosher food (if any)
- we should promote the use of our facilities but must be careful to ensure that revenues justify the level of effort and cost for our staff
- organizations using our facilities that have “grandfathered” rates are to be informed of the revenue we are forgoing on their behalf and asked to consider an annual donation in lieu of rent. **Action: Debbie Orel**
- the policy should be revised to note that the in-house caterer is not subject to the quoted caterer fee.

General Board Meeting, January 28, 2018

Jeremy Kasdin moved the adoption of the new rates, Charlene Borsack seconded. The Board approved unanimously.

**10. Cost of Line of Credit** – David Politziner

TD Bank holds our current account balance, our mortgage and provides our line of credit. It has conducted biennial audits each costing \$10,000 but now wishes to audit annually. David does not consider this necessary and is asking other banks about their stance. He will report back to the Board.

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

1. We are working with an organization which can improve financial services on our website. Currently, donations and class registrations entered on-line are rekeyed by office staff.
2. New building services / maintenance staff have begun work following successful background checks.

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

1. See attachment C.
2. House (Eric Jaffe) – particular “thank you” to Peter Smith for his work on improvements to the Beit Midrash.
3. Membership (Martha Friedman) – we will begin offering Shalom Shabbat before Friday services with wine and cheese to attract and retain new members.
4. Arts and Culture (Heidi Joseph) – the SARGE event (April 21) will be combined with the honoring of all adult b’nei mitvah students since 1985. The committee is still seeking sponsors for the event.

**13. New Business** – Linda Meisel

1. An official vote of thanks was recorded to Rabbi Roth, Nancy Lewis, and Charlene Borsack for organizing the successful JCW Shabbat.
2. With the resignation of Russ Feder as Recording Secretary and in accordance with the requirements of Article IX, Section 2 of TJC by laws, the President sought Board approval for the appointment of Bernard Abramson to fill the vacancy. The appointment was moved by Moshe Margolin and seconded by Ginger Schnitzer. The Board approved unanimously.

Meeting adjourned at 8:50pm.

Minutes recorded by Bernard Abramson

Attachment A – Endowment Fund Policy

The Jewish Center of Princeton  
Endowment Fund Proposal – General Guidelines  
December 14, 2014

- Purpose: To provide income to sustain operations of the Jewish Center for the future.
- Investment Strategy
  - Jewish Community Foundation to manage funds.
- 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 once approved in the budget process.
  - Minimum Balance: \$1MM
  - Earnings Available for Use: Sliding scale
    - Fund Balance \$1,000,000 – \$1,999,999.99 – 25% of prior year earnings based on 3-year rolling average.
    - Fund Balance \$2,000,000 - \$2,999,999.99 – 35% of prior year earnings based on 3-year rolling average.
    - Fund Balance in excess of \$3,000,000 – 50% of prior year earnings
    - Rolling 3-year earnings as criteria
  - Fund Principal – Cannot be used except under certain circumstances described below. –
    - If we don't meet \$1,000,000 minimum balance, 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 \$1,000,000 threshold after 7 full years, then Board may vote to transfer funds to the Board Restricted Fund, as described above.
    - 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.
      - Authorization to Use Principal
        - If an Emergency is determined and other funds are not available, the following two step process would be taken to access principal of the Endowment Fund as described below.
          - Step 1 - Executive Committee 2/3 majority vote
          - Step 2 – Full Board of Directors 2/3 majority vote.
    - Use of Principal based on fund balance:

- **Fund Balance \$1,000,000 – \$1,999,999.99 – up to 25% available principal balance.**
- **Fund Balance \$2,000,000 - \$2,999,999.99 – up to 35% of available principal balance.**
- **Fund Balance in excess of \$3,000,000 – up to 50% of available principal balance**

**Found in Board Minutes**

**Endowment Funds – Adopted 2/22/15:**

**“The Board moves that unrestricted gifts as a result of both the Life & Legacy campaign and unrelated gifts from wills, *insurance policies; annuity contract, stocks or any other forms of monetary bequests* to be designated to the Endowment Fund to be governed in accordance with the policies of that fund.”**

**Attachment B – Room Rental rates**

**The Jewish Center – Princeton, NJ**

**Room Rental Rates as of June 1, 2018**

<b>ROOM</b>	<b>TJC Congregants</b>	<b>Non-Congregants</b>	<b>Affiliated Jewish Organizations</b>
Social Hall	\$800	\$1600	\$800
Youth Lounge	\$300	\$600	\$300
Adult Library	\$200	\$400	\$200
Sanctuary – wedding	\$350	\$700	n/a
Sanctuary – funeral	No charge	\$300	n/a
Main Lobby	\$200	\$400	\$200
Beit Midrash	\$150	\$300	\$150
School classroom	\$50	\$150	\$75
Dance floor relocation or removal	\$150	\$300	\$150
Caterer’s kitchen fee for private parties	\$250	\$500	\$250
Caterer’s per-person fee for private parties Excluding in house caterer	\$5	\$10	n/a

## **Attachment C – Committee Reports**

### **VP Religious Affairs:**

Thank you to everyone who has served as Board representative and Greeters. Please remember to sign up for those responsibilities

1. Library Minyan: The Library Minyan is held on the 2<sup>nd</sup> and 4<sup>th</sup> Shabbat of the month. It is an informal, experiential and traditional in structure. The Library Minyan is open to new participants and would like to encourage congregants to attend
2. Torah project: 3 Torahs have been repaired and one is in the process of being prepared.
3. Purim: Rock and Roll Theme.
4. Wednesday 2/28 Full Megillah Reading and Activities + refreshments  
Saturday, March 3 –Abbreviated Megillah Reading and Shpiel entitled The Schul of Rock followed by a Party with DJ and refreshments  
March 4 Purim Carnival  
Passover –1<sup>st</sup> Seder is Friday, March 30 **THERE WILL BE NO FRIDAY NIGHT SERVICES**  
Saturday April 7<sup>th</sup> is Yizkor

### **VP Administration**

#### **House**

1. Wallpaper in the social hall is being repaired. Estimate for complete removal and re-paint is ~\$7,000.
2. Dimmer switches in sanctuary fixed. Caterer has offered to have new social hall lighting installed but we need a plan for all finishes in the space.
3. Ark in Beit Midrash: (a) memorial board hung, (b) curtain cord lengthened for use by younger children.
4. Lawn and Snow Removal—we are looking to bid the project out to another provider
5. Exploring cell phone booster to enhance cell phone reception in TJC building
6. Security upgrades in progress: cameras installed, security lighting and locks to come.
7. Two proposals for roof replacement received, low bid is ~\$214,000. Long Term Planning committee will consider this.

#### **Membership**

Focus on connecting with Exploratory members to ensure they become full members at the end of their Exploratory year.

#### **Personnel/Human Resources**

1. Personnel Manual is being updated
2. Sexual Harassment Policy for employees has been written, vetted by Rina Traub and will be presented to the board in the context of the whole Personnel manual.

### **VP Program**

#### **Film Series**

Defiant Requiem 2/18  
Foodie Series  
Gefilte Fish Manifesto 2/4  
Sephardic Cooking 3/18

**Explore Your Roots Series**

TJC Reads:

1/30 Three Minutes in Poland author Glenn Kurtz will speak

2/25 My Father's Wars: Memory, Narrative Story History author Alisse Watterson will speak

3/15 Starting Your Family History

**Judaism and Science Series**

3/1 Prophecy and Prediction: Biblical and Scientific Perspectives with Rabbi Sliverman and Prof. Gideon Rosen

**Special Programs**

March Madness at TJC 3/25

SARGE 4/21

**VP Education**

**Last summer 2 of the RS teachers: Ellen Pristach and Cyndi Kleinbart had the honor of being selected to attend a week long program for educators at Yad Vashem in Israel. The goal of their participation was to bring back ideas and curriculum for the TJC RS.**

The Religious School is introducing a new Holocaust class this Spring Semester for 5<sup>th</sup> and 6<sup>th</sup> grade students. This class will be an introduction to the history of the Holocaust serving as a preliminary learning experience to the more intense and detailed curriculum of the Zayin 7<sup>th</sup> grade year. The RS will be using the Yad Vashem philosophy of "safely in, safely out : and as such all lessons and information will be presented in an age appropriate manner. In accordance with the Yad Vashem methodology , one of the goals is to help create an atmosphere of empathy and humanity on the part of students, many first person experiences will be used to develop these emotions. We will also first determine what the students already know about the Shoah and how they came to receive that information –home , school, literature. The teachers will present the historical, and socio political contest of the Holocaust focusing on the history of Germany prior to the Nazi era and the atmosphere in which Hitler and the Nazis came to power, Anti Semitism and its manifestations will be included in this discussion. The decision to introduce this curriculum was motivated in part by the recent rise in incidents of anti Semitism in the Princeton community.

On Sunday, January 21 parents of the 5<sup>th</sup> and 6<sup>th</sup> grad children were invited to learn more about the class curriculum and ask questions. The response from parents was positive.



Attachment D