



General Board Meeting, June 23, 2019

Present:

Bernard Abramson

Gabrielle Bailey

Randy Brett

Gabrielle Cayton-Hodges

Rabbi Adam Feldman

Judi Fleitman

Lew Gantwerk

Bret Jacknow

Heidi Joseph

Edye Kamenir

Jonathan Katz

Moshe Margolin

Linda Meisel

Warren Mitlak

Liz Nayden

Abigail Rose

James Rosenberg

Robert Schwartz

Ed Simon

Cary Spiegel

Polly Strauss

Harlan Tenenbaum

Sandy Wilson

Minutes:

1. Meeting called to order at 5:05 PM
2. President Randy Brett welcomed members to the first meeting of the Board for 2019-20. He thanked them for the time and energy they devote to TJC. He also thanked Immediate Past President Linda Meisel for all her work and her assistance during the transition.
3. **D'var Torah** by Rabbi Feldman
4. **Approval of Minutes**
The minutes of the April Board meetings were approved, see www.thejewishcenter.org/Resources/Board-Minutes.aspx.
5. **70th Anniversary Gala**
Linda Meisel spoke about preparations for the gala on September 14. There are still sponsorship opportunities for businesses and individuals. Board Members are asked to let Linda know of local vendors they have worked who might be approached, e.g., florists, hotels, photographers, etc.
6. **President and VP reports** – See Attachments
 - 6.1 Warren Mitlak explained the financial dashboard and made these additional points:
 - a proposed policy on event ticket pricing will be presented at a forthcoming Board meeting
 - membership records require continual maintenance. People leave the congregation without informing us so we carry a higher level of unpaid dues than we should.
 - 6.2 Executive Director Sandy Wilson informed the Board that Robert Torrez has been hired as custodian and has begun work with great enthusiasm.
 - 6.3 Randy said that Sherry Rosen has kindly volunteered to proof-read our publications and to help ensure quality content.

7. ULeague

Randy reported on continuing negotiations with the ULeague over the terms of the lease in light of reduced enrollment. Proposals and counter-proposals have been made and are being discussed.

8. Other Business

- 8.1 Security: a professional survey of the property is to be conducted to determine the ownership of fencing. Once this is complete bids for improved fencing will be sought.
- 8.2 Heidi Joseph will be submitting a draft policy to the Board on the sale of materials (art, books, CDs, etc.) at TJC educational events. We need to ensure a fair allocation of costs between the speaker/presenter and TJC.
- 8.3 Bernard Abramson asked that the House Committee investigate the lighting in the Main Sanctuary. There are often failed bulbs in the ceiling fixtures and this does not enhance the appearance of the Sanctuary. This is not due to poor maintenance, the units are at fault. Further, the four units directly over the bimah use non-standard bulbs and are too high to be reached safely without special lifting equipment.

9. Executive Session

Meeting adjourned at 6:40 pm.

Minutes recorded by Bernard Abramson

Attachment A – President’s Report

PRESIDENT’S REPORT

JUNE 23, 2019 BOARD MEETING

- ULeague
 - Discussions on-going regarding their enrollment situation and request for rent reduction
 - ULeague can give 2-year cancellation notice on August 1st.
 - More information at Board meeting

- Security
 - Meeting held with anonymous donor regarding current actions and planned upgrades to building, surveillance and lighting
 - Proposals for fencing and a gate between the gravel lot next door and the corner lot (Cedar Lane) are being solicited
 - Site plan obtained from Princeton and a survey of our property has been commissioned. This is necessary for understanding what other fencing is required and whether we can close/lock existing gates in fence bordering parking lot or will need to construct a new fence
 - Will be contacting congregants who have not yet paid the \$100 security assessment for last year

- Communications
 - Sherry Rosen has graciously offered to proof-read and edit documents, articles, and flyers prior to office sending them out to membership and/or the general public
 - The TJC bulletin is on-line – URL:
<https://thejewishcenter.org/Newsletters/2019/May/mobile/index.html#p=1>
 - The weekly email blast is on-line – URL:
<https://myemail.constantcontact.com/Your-weekly-newsletter-is-here-.html?soid=1101978784572&aid=6l03UEXOqGg>
 - Many articles and TJC documents are on-line – URL:
<https://thejewishcenter.org/Resources/Articles-and-Documents.aspx>
 - Minutes of Board meetings will be published on the web site – this is a work in progress
 - We will be looking at ways to reduce the cost of the published TJC bulletin while still providing a physical document for congregants who prefer that over an on-line bulletin.

- IT Infrastructure
 - Bids have been solicited from various vendors for IT services and website maintenance, in order to improve performance and reduce costs – Bernie Fleitman is heading up the evaluation committee and I am reviewing proposed contracts. We are also evaluating conversion of our phone system to VoIP to improve service and reduce costs.

Attachment B – VP Reports

Finance

	May 31, 2019 YTD Actual	May 31, 2019 YTD Budget	Variance	May 31, 2018 YTD Actual
Operational Revenue				
Dues	912,608	916,000	(3,392)	977,013
Security Assessments	50,470	-	50,470	-
Capital Assessments	69,190	66,000	3,190	71,584
CapEx & Building Development Fund	2,100	-	2,100	10,120
Other	72,587	69,200	3,387	88,585
Operational Expenses				
Professional Salaries	(613,169)	(621,900)	8,731	(603,234)
Buildings	(293,413)	(227,900)	(65,513)	(253,331)
Administration	(133,916)	(101,000)	(32,916)	(107,268)
Membership	(7,497)	-	(7,497)	-
Mortgage Debt Service	(72,980)	(73,060)	80	(73,060)
Finance	(89,772)	(86,000)	(3,772)	(82,501)
Maintenance & CapEx, Net*	(55,812)	(77,040)	21,228	(86,545)
Information Systems	(31,497)	(30,000)	(1,497)	(33,363)
USCJ Dues	(25,000)	(23,000)	(2,000)	(26,932)
Security	(38,757)	-	(38,757)	-
Other	-	-	-	(20,701)
Operational Expenses Subtotal	(1,361,813)	(1,239,900)	(121,913)	(1,286,934)
Operational Net	(307,429)	(188,700)	(118,729)	(149,752)
Education				
Education Revenue	278,594	268,500	10,094	263,986
Education Expenses	(344,137)	(367,000)	22,863	(343,279)
Education Net	(65,543)	(98,500)	32,957	(79,293)
Fundraising				
Annual Fund Income	246,298	248,000	(1,702)	278,759
Contributions ^	90,944	30,400	60,544	36,610
Other Fundraising (Events)	39,274	102,200	(62,926)	86,028
Fundraising Expense	(36,924)	(5,300)	(31,624)	(31,029)
Fundraising Net	339,592	375,300	(35,708)	370,367
Programming, Committees, Other				
Revenue	141,692	85,550	56,142	177,779
Expense	(202,416)	(173,650)	(28,766)	(68,068)
Net	(60,724)	(88,100)	27,376	109,711
Restricted Funds				
Revenue	95,561	-	95,561	186,577
Expense	(119,706)	-	(119,706)	-
Net	(24,146)	-	(24,146)	186,577
Total Revenue	1,999,318	1,785,850	213,468	2,177,041
Total Expenses	(2,064,997)	(1,785,850)	(279,147)	(1,729,310)
Net Income¹	(65,679)	-	(65,679)	447,730

* - This is net of \$193,745 in monies transferred from Board Designated funds.
 ^ - This includes \$48,226 in monies transferred from Donor Restricted funds.
 1 - This loss is higher than the (44,990) estimated at the Annual Meeting. TJC received \$9,600 as of May 31 for the 70th Gala. \$35,154 was projected.

Membership as of 6/7/19			
Category	# Families	\$ Billed	
Household	246	658,604	
Single	40	64,800	
Senior Couple	99	158,966	
Senior Single	69	63,188	
Subtotal	454	945,558	
Associate	4	1,440	
Friend	1	100	
Remissions	32	45,852	
Non-Paying*	56	-	
Total	547	992,950	
FTE @ full household dues		370	

Membership as of 6/7/18			
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, 13 Exempt

Education & Family

First, a kind welcome and thank you to Gabrielle Cayton-Hodges, the new co-Chair of the School and Youth Committee!

1. #Sulam

a. We have an 8th grade teacher, Harry Glazer; Rabbi is organizing a 2nd round interview with a candidate for 10th who looks very promising; Gila is teaching 11/12th; Rabbi is still looking for 9th.

b. We have put together a congregational-wide mailing to all households under 85yo in order to get the information out to families who are not currently registered in the RS.

We needed to send it to the entire congregation because

1) every year the RS rosters were written over; there is no archive. Membership data does not include children. The BM lists do not include contact info or even parents' names for us to cross reference with the directory.

2) As we try to (re)build community in the school and (re)engage our teens, we need to overcome the resentment that exists from having ignored kids who did not continue with Tichon.

3) #Sulam was designed to address many of the issues that prevented enrollment (flexibility of schedule, curriculum, new teachers, etc) but we need to get that message out to those who are not already in Tichon.

4) We will also send an email blast but know that emails are not always read, properly triaged into a user's main mailbox to be seen, or even received.

5) As #Sulam is open to non-members, we hope that congregants will help spread the word about the program.

2. RegPack - our new registration application for all classes and youth events - went live last week. The delays appear to have largely been driven by the vendor taking a long time to set things up for us. We have met with our bookkeeper to confirm how RegPack will work with our billing system.

3. New Hebrew curriculum is being purchased. Sharon arranged for an excellent price on the curriculum, which teachers are excited about using. It will level set all kids, allow access at home for practice, and follow the kids throughout RS. The program will work on our existing iPads.

4. Security: Sharon, Nicole and Kim walked through the RS building with the police. We have some new protocols that we are working on as a result. We noted physical security issues and Sandy has hired someone to remediate them.

We anticipate a new electronic entry system that will allow each family to enter the school building or synagogue lobby, at programmed times, via a PIN. Additionally, we will have binders for each teacher with pictures of authorized caregivers for dismissal. These pictures will be uploaded by families to RegPack.

5. We have contacted RS families to get their children's summer camp addresses and will be sending postcards to our students who are away at camp, with a sweet message and signed by Rabbi Feldman.

6. There are several programs for Young Families this summer: Shabbat in the Park, Ice cream socials, Playground Shabbat and our ever-popular Shabbat Katan. These events are free and open to the community.

Religious Affairs

The Religious Affairs Committee, in partnership with The Jewish Center clergy, works to perpetuate and enhance the richness of our congregation's Shabbat, holiday and weekday worship, lifecycle events and celebrations, and facilitates options for meaningful Jewish observance.

In Progress

1. Torah Tropes Class
 - a. *Reader's Reunion* (1 year)
 - i. *Torah/Haftorah Project*
2. High Holy Days Planning
 - a. Honors
 - b. Seat Reservation Policy distributed soon
3. *From the pews* English readings, on Shabbat
 - a. Prayers for Country, soldiers, Israel
 - b. More of the congregation *on their feet*
4. Including print of Mishaberach on inside cover of Chumashim
 - a. Large print Siddurim
5. 3-part course in fall to help congregants become more *comfortable* with synagogue and prayer book
6. Torah Readers Chavurah
 - a. Build cohesive team, honor them, build a sense of community, have them serve as go-forward leaders
7. Educational programs to support Sukkot, Pesach and Shavuot mornings
8. Expanding RAC members
 - a. Multigenerational
 - b. School Committee recommendations for high school/college student
9. *Why I love attending Shabbat Services...*
 - a. Testimonials w/portrait
10. Summer D'verei Torah
11. Birthday/Simcha recognition
12. More multigenerational singing/choir activities Erev Shabbat, Shabbat, Kiddush Lunch
 - a. Specific recommendations (too numerous to list) in progress
13. Multigenerational socializing/*networking* Erev Shabbat, Shabbat, Kiddush Lunch

Programming

The following is a summary of initial planning discussions from each committee. We are still in the planning stages and further information will be provided in future updates.

Adult Education

At our kick-off meeting the discussion focused on the goals of the committee. The specific goals include:

- Enhance Jewish identity, literacy, and language

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- Address matters of concern to Jews: health issues, anti-Semitism, Israel
- Create opportunities for engagement of all members. Appeal to all age groups, provide babysitting so parents can participate
- Build community
- Add new members
- Include text study and study of religious sources and questions in programming
- Women's study group

The committee decided that as much as possible, programs should be free for members, and non-members should pay a small fee. If members are to be charged, they should pay half of what non-members pay.

Lots of interesting ideas were raised for future programs. Outreach to potential speakers and program providers will not begin until the optimal program has been defined and responsibility for each program has been agreed upon by the Committee members.

Arts and Culture

- We are working on a "big ticket" guest this winter.
- The committee is planning on a Foodie Series again this year. Ideas being looked into include a Vegan chef, a Bobka Maker and a Kosher "Chopped" evening
- There are also plans for Sundays at the Movies - with a movie about Anne Frank, a sports figure and others to be determined.
- Plans for a trip to the Jewish Museum of Heritage - Auschwitz exhibit
- A series of Lunch and Learns or Sunday afternoon series is also being planned.
- The committee will work with Cantor Jeff on his November 2nd concert.

Social Action

We are in the process of creating an umbrella logo to help us better market all the Social Action activities done by Jewish Center volunteers. We are developing ideas to increase awareness of the work we do - including participation with the school (tie in with the 10th grade program, etc), developing a theme for Shabbat (as recommended by Shmuly Yanklowitz), and creating a handbook of all the programs we are involved in.

JCW

- We will send out Holiday Cards this year
- We have ordered two years' worth of kiddush cups
- We will host Sangria in the Sukkah, JCW Shabbat and Nosh and Drosh
- Israeli Dancing
- Additional programs will be introduced

Men's Club

We will build the sukkah, host the Mens Club Shabbat and Torah on Tap
Additional programs will be introduced