



General Board Meeting, April 22, 2020

Present:

Bernard Abramson	Bret Jacknow	James Rosenberg
Joel Berger	Heidi Joseph	Richard Rosenberg
Jeremy Black	Edye Kamenir	Lynn Ross
Randy Brett	Jonathan Katz	Robert Schwartz
Gabrielle Cayton-Hodges	Judy Kutin	Ed Simon
Judi Fleitman	Moshe Margolin	Nicole Soffin
Lew Gantwerk	Linda Meisel	Polly Strauss
Andrea Hoberman-	Warren Mitlak	Cantor Jeff Warschauer
Martinez	Liz Nayden	
Helaine Isaacs	Abigail Rose	

Minutes

1. Meeting called to order at 7:35 PM. The meeting was conducted via video-conference.

2. **Approval of Minutes**

The minutes of the February and April 2nd Board meetings were approved, see www.thejewishcenter.org/Resources/Board-Minutes.aspx.

3. **Nominating Committee Report** – Edye Kaminer

Edye thanked the committee for their diligence and effort at a difficult time. The nominations for positions being vacated are:

President elect: Alexandra Bar-Cohen

VP Administration and Membership: Naomi Richman-Neumann

VP Finance: Dane Dickler

VP Education: to be announced

Trustees: Adam Scheer, David Greenberg.

Recording Secretary: Edye Kaminer (who recused herself during discussions once her name was proposed).

The slate will be announced tomorrow to meet the timetable specified in the by-laws.

Randy thanked the whole committee and recognized the difficulty of the task.

4. **Resolution** – Randy Brett

In light of the challenges we have faced over the last year, Randy proposed that we make the Safety Committee a Board position. Rather than expand the Board Randy noted that the

Human Resources Committee which has not functioned for some time should no longer a Board position. Seconded by Edye Kaminer.

Judi Fleitman: why “safety” not “security”. Randy: the committee will have a wider mandate than security, including, for example, response to the pandemic.

Judy Kutin: what did the HR committee do? Randy: originally formed, for example, to set policy for non-contract staff compensation and also to revise the personnel manual but was not well defined. Has not been active nor have the Board positions been filled for some time.

Linda Meisel: HR activities should remain as part of VP Administration responsibilities.

Randy moved to present this proposal to the congregation at the annual meeting. Seconded by Judi Fleitman. Approved by a vote of 32 in favor, 2 against, and 3 abstentions (using the by-laws voting rules).

5. **FY 2020-2021 Budget** – Warren Mitlak, Dane Dickler, Judy Kutin

Despite problems faced in 2019-20 TJC had a successful financial year with a projected surplus of over \$100,000, principally as a result of the 70th anniversary gala.

FY 20-21 budget aims to be balanced (see Attachment A). It is down 7-7.5% because school enrollment is expected to decline and no major fund-raising events are planned. No dues or tuition fee increases are planned, the security fee will be raised by \$10 per person.

ULeague’s final year payment will be split as previously between operating and capital expense. TJC applied for the Paycheck Protection Program and received a \$156,000 loan which will be used as specified in the application. We will file for forgiveness of \$120,000 of this once we have applied the funds to maintain our payroll through June this year. This has not yet been included in the budget.

The impact of Covid-19 is unknown and we cannot predict the effect on our membership, fundraising etc. We could apply the Paycheck money, then the 2019-20 surplus, to cover any budget shortfall before using our reserves.

After discussion a motion to present the proposed budget for FY 20-21 to the annual meeting of the congregation was proposed by Helaine Isaacs, seconded by Moshe Margolin and approved unanimously.

6. **Report from Interim Rabbi Search Committee** – Judi Fleitman, Ra’anan Boustan

Ra’anan Boustan presented the search committee’s recommendation of Rabbi Elliot Schoenberg – see Attachment B.

Naomi Richman-Neumann, committee member, praised the tenor and efficiency of the committee’s work. Naomi noted many positive characteristics of Rabbi Schoenberg and highlighted his friendship with Rabbi Feldman z”l and the fact that he himself is mourning his death.

Ra'anana reported that the congregation's feedback was overwhelmingly positive. Three people questioned his energy, charisma, and quality of the d'var Torah. Judi Fleitman followed up with each person and reported that no one felt they would go against the majority view.

Judy Kutin: is R. Schoenberg comfortable with our current use of Zoom and pot-luck dinners of erev Shabbat? Judy Fleitman/Randy Brett/Cantor Jeff: his view is that he is here to help us get through the next year and make a permanent choice, he has no concerns about our practices. He plans to find accommodation in Princeton for his time here.

Randy thanked the committee for their exemplary work in reaching this recommendation.

Randy explained that under the by-laws, Article IX, Section 4(a), it is the Board's responsibility to approve clergy appointments. Liz Nayden proposed a motion to commence negotiations with Rabbi Elliot Schoenberg to become our interim Rabbi. This was seconded by Bret Jacknow and approved unanimously.

Randy will form a negotiating committee.

7. Catering contract

The contract between The Jewish Center and Classic Catering expires on May 30, 2020.

Helaine, Joel, Linda, and Abigail developed a list of possible caterers and costs. Helaine noted that there are families with late summer b'nei mitzvahs who need to know who to deal with. After discussion of a number of topics, Randy agreed to form a committee to investigate other caterers.

8. Good and Welfare

Joel will be on much deserved vacation until May 4. The Board thanked him for his exceptional efforts during the pandemic.

9. Executive Session

Meeting ended at 9:00pm

Minutes recorded by Bernard Abramson

Attachment A – FY 20-21 Budget

Key Assumptions/Decisions

Total Budget

- 2020-2021 Income = \$1,860,003 Expenses = \$1,854,633 Surplus = \$5,370
- 2019-2020 Income = \$2,110,978 Expenses = \$2,008,437 Surplus = \$102,541

The proposed budget has been reduced by approximately 7.5% from the previous year.

Decisions

- Do not increase the dues
- Do not increase the tuition
- Increase the Security Assessment by \$10/membership unit to cover increased costs associated with security that are not covered by the anonymous donation.
- University League settlement apportioned: \$48,000 to operating budget; \$90,145 placed into CapEx restricted account as the normal practice.

Events that may impact next year's budget.

Positive – The TJC received a \$156,000 loan on April 17 under the Paycheck Protection Program (PPP). The loan can be forgiven (we can keep the money) if the funds are used for payroll, mortgage interest, and utilities. The TJC can apply to have the loan forgiven after June 5. It is our expectation that at least \$120,000 of the loan amount will be forgiven. If that happens, this money will be added as Operating Income.

Negative - The economic impact of COVID-19 is unknown. There has already been a surge in unemployment and many small businesses are closed. If the amount of income from membership dues, fundraising, and tuition is less than expected we will use the income from the PPP program to cover any deficit. If that doesn't fully cover the deficit, we will use the surplus from the FY2019-FY2020 year.

Assumptions

Please refer to the budget sheet for data on the sections below.

1 Income

1.1 Membership:

- The number of members and the number of members in each membership category will equal this year's numbers.
- Operational financing recommendations proposed by the Dues Alternative Committee will be refined and presented to the congregation by the mid-year membership meeting for discussion and adoption. If approved, the 2021-2022 budget will be built on the new model.
- We will likely have to increase remissions due to congregants' financial hardship. However, the amount cannot be anticipated at this point.

1.11.a & 1.11.b Building Rental

1.11.a & 1.11.b Building Rental

- Rental income from ULNS for June (not covered in settlement)
- Rental income for Zamru
- Rental of space to organizations displaced from other buildings in Princeton – Joel is in contact with several.

1.3 School:

- Enrollment will be reduced from 190 to 170 students.
- Sharon and the school committee are considering making #Sulam enrollment mandatory for students who are in the Madrichim program.
- Sharon and the school committee are proposing that Tuesday evening classes are taught via remote (virtual) learning as this has proved to be a successful method over the past few weeks.

1.2&1.4b Fundraising:

- The Annual Fund target will be the same as this year's actual income.
- We will have one major fund-raising event in the spring, with a target profit of \$30,000.

1.4.a Security donation:

- Use \$50,000 of the security donation to cover security expenses not covered by the security assessment.

Potential income sources not included in the budget:

- Rental income from the school building not otherwise noted.
- Additional security grant (\$50,000)

2. Expenses

2.1 Professional Salaries and Expenses

- The salary of the interim Rabbi is included in the budget.
- Recruiting costs for the search for the permanent Rabbi are not included – a supplemental appropriation will be requested when the recruiting budget is prepared. Funds for this will come from reserves.

2.2 School

- Reduce the staff needed on Tuesday nights by offering on-line learning or offering Hebrew classes only. The budget has two fewer teachers due to anticipated reduction in enrollment (190 to 170 students). If the school offers on-line learning on Tuesday nights, there will be an additional savings of \$7680 by eliminating the need for a security guard on Tuesdays.

2.3 Building Services

- We will not replace the Facility Manager. Joel will assume these responsibilities.

2.8 Programming

- Reduce programming expenses by \$3000 and increase revenue from programs and events by approximately \$3000.

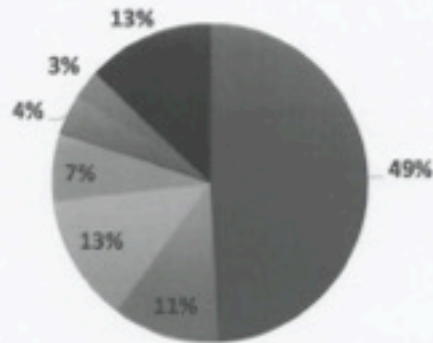
2.4.a Newsletter

- Reduce printing expenses by \$3600. Assume that 100 families will opt to receive the newsletter on-line.
- Advertising expenses include engagement of graphics/social media/website designer to revamp our marketing materials and website

2.10 Mortgage

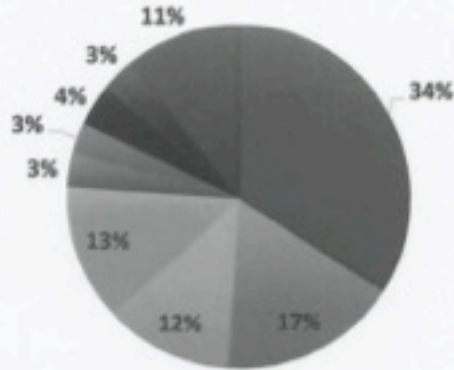
- Reduce expenses by \$10,500 by refinancing at a lower rate.

Revenue



- Dues
- Religious School
- Annual Fund
- Contributions/Fundraising
- Security Assessments
- Capital Assessments
- Other Income

Expenses



- Professional Salaries
- Religious School
- Buildings
- Administration and Finance
- Mortgage
- Capital Expenditures
- Religious Affairs
- Youth and Family Activities
- Other Expenses

The Jewish Center
Proposed Budget
FY 20/21

		Budget 19/20	Projected Year End 19/20	Budget 20/21
1	Income			
1.1	Dues (Membership)	913,500	901,440	892,000
1.2	Annual Fund	250,000	224,183	250,000
1.3	Religious School			
	Activity Fees	1,000	848	1,000
	Event Income	-	-	1,000
	Late Fees	500	1,450	500
	Religious School Shabbat Dinner	2,000	-	2,500
	Sulam Income	15,000	12,530	15,000
	Tuition	225,224	214,705	188,143
	Income from Restricted Funds	-	5,000	5,000
	Tichon Angels	10,000	-	-
	Total Religious School	253,724	234,533	213,143
1.4	Fundraising			
	Book of Remembrance	24,000	23,735	24,000
	Cemetery	4,800	700	-
	Contributions	-	90,547	14,000
	Government Grants	50,000	49,697	10,000
	Memorial Plates	3,500	3,315	2,500
	Miscellaneous Income	8,000	4,573	4,000
1.4.a	Security Donations	50,000	50,200	50,000
1.4.b	Event Income	110,000	173,246	30,000
	Tree of Life	1,000	864	-
	Total Fundraising	251,300	396,877	134,500
1.5	Security Assessments	72,000	83,225	79,360
1.6	Capital Assessments	62,000	71,947	59,000
1.7	Religious Affairs			
	Contributions	4,000	7,477	4,000
	High Holiday Tickets	18,000	19,665	20,000
	High Holiday - Other	4,000	1,338	2,000
	High Holiday - Lulov & Etrog	1,210	1,100	1,200
	Kiddush Fees	9,000	4,765	6,000
	Event Income	200	20	-
	Total Religious Affairs	36,410	34,365	33,200

General Board Meeting, April 22, 2020

1.8	Bar/Bat Mitzvah Fees	42,600	33,690	42,600
1.9	Committees			
	Membership	-	2,591	5,000
	Adult Education	16,200	11,193	19,200
	Arts & Cultural Affairs	8,000	16,333	11,000
	Israeli Affairs	3,000	208	-
	Social Action	4,350	5,880	-
	Wellbeing	500	-	-
	Total Committees	32,050	36,205	35,200
1.10	Youth & Family			
	Contributions	500	1,052	500
	Purim Family Sponsorships	14,000	8,505	5,000
	Event Income	8,250	1,835	5,000
	Shabbat Katan Income	500	125	2,000
	Total Youth & Family	23,250	11,517	12,500
1.11	Other Income			
a	Rental Income	13,000	11,768	35,000
	Newsletter Income	6,000	3,125	4,000
	Catering Commissions	-	14,400	12,000
	Custodial Fees	1,650	475	2,000
b	Rental Income - Uleague	48,000	48,000	48,000
	Interest Income	3,400	5,228	7,500
	Total Other Income	72,050	82,996	108,500
1.12	Total Income	2,008,884	2,110,978	1,860,003
2	Expenses			
2.1	Professional Salaries			
	Operations Salaries	166,375	212,033	228,178
	Clergy Compensation	401,000	363,040	346,286
	Payroll Taxes	14,975	30,063	38,238
	Professional Development	11,000	5,365	5,000
	Hiring & Recruiting	250	40	15,000
	Total Professional Salaries	593,600	610,541	632,702
2.2	Religious School			
	Salaries	244,560	209,818	211,000
	Payroll Taxes	22,000	14,557	14,382
	Professional Development	2,500	4,647	2,500
	Hiring & Recruiting	500	20	500
	457 Nassau Street Allocation	36,000	36,000	36,000
	Activities	10,000	14,998	8,000
	Advertising	1,000	905	1,000
	Books	3,500	6,145	6,000
	Copier Expense	1,500	2,245	1,500
	Dues and Memberships	500	500	500
	Educational Materials	2,500	1,235	1,000

General Board Meeting, April 22, 2020

	Information Systems	-	1,068	-
	Miscellaneous Expense	1,000	268	500
	Office Supplies	2,500	1,984	1,000
	Shabbat Dinner Expense	2,000	276	2,000
	Snacks	-	384	-
	Stationary and Printing	-	453	-
	Telephone	-	600	-
	Sulman Expense	45,000	26,553	15,000
	Trip Expense	15,000	18,277	15,000
	Workshops/Meetings	1,900	2,336	1,000
	Total Religious School	391,960	343,269	316,882
2.3	Buildings			
	Salaries	118,500	106,121	56,649
	Payroll Taxes	10,675	8,118	4,334
	457 Nassau Street Allocation	(36,000)	(36,000)	(36,000)
	Repairs and Maintenance	38,000	85,180	45,000
	Contractor Services	24,500	26,209	18,000
	Utilities	75,800	80,805	75,800
	Miscellaneous Expense	-	1,256	2,000
	Waste Removal	10,000	9,453	10,000
	Grounds Maintenance	11,500	27,991	15,000
	Snow Removal	10,000	5,765	10,000
	Alarm System Expenses	2,100	4,472	4,000
	Kitchen Supplies	12,300	20,500	15,000
	Total Buildings	277,375	339,870	219,783
2.4	Administration & Finance			
	Equipment Repairs & Replacement	7,800	19,508	10,000
	Dues and Memberships	500	159	500
	Fees and Licenses	1,500	1,303	1,500
	Office Supplies	6,000	8,329	6,000
	Advertising	3,500	6,839	28,000
	Insurance Expense	34,500	26,475	34,500
	Telephone	9,750	9,468	9,750
	Postage and Mailing	6,000	4,530	6,000
	Stationery & Printing	1,000	1,134	1,000
	Accounting & Professional Fees	50,000	51,150	50,000
	Payroll Service Fees	3,000	4,485	4,000
	Credit Card Processing Fees	26,000	30,024	25,000
	Bank Fees	4,500	2,029	1,500
	Information Systems	43,000	35,139	42,000
	Miscellaneous Expense	500	5,840	2,500
2.4.a	Newsletter Expense	16,000	32,215	11,040
	Total Administration & Finance	213,550	238,627	233,290
2.5	Religious Affairs			
	Educational Materials	2,400	63	2,000
	Catering & Kiddush Expense	37,000	48,693	37,000
	High Holiday Expense	29,500	31,236	30,000
	Other Holiday Expense	1,500	603	1,000

General Board Meeting, April 22, 2020

Bible BaBoker Expense	870	500	800
Event Expense	450	165	500
Miscellaneous Expense	-	120	-
Total Religious Affairs	<u>71,720</u>	<u>81,380</u>	<u>71,300</u>

General Board Meeting, April 22, 2020

2.6	B'Nai Mitzvah			
	Salaries - Tutoring	14,000	10,900	14,000
	Payroll Taxes	1,260	834	1,071
	Educational Materials	1,000	345	1,000
	Other Expense	300	-	500
	Total B'Nai Mitzvah	<u>16,560</u>	<u>12,079</u>	<u>16,571</u>
2.7	Youth & Family			
	Salaries	35,000	29,900	35,000
	Payroll Taxes	3,150	2,287	2,677
	Purim Carnival	11,500	11,500	8,000
	Miscellaneous Expense	1,500	-	1,500
	Event Expense	32,500	15,615	16,000
	Total Youth & Family	<u>83,650</u>	<u>59,302</u>	<u>63,177</u>
2.8	Committees			
	Membership	16,150	3,462	10,700
	Adult Education	25,538	16,922	20,620
	Arts & Cultural Affairs	12,044	14,749	12,040
	Israeli Affairs	4,020	-	1,000
	Social Action	5,022	3,537	5,000
	Wellbeing	1,364	-	-
	Total Committees	<u>64,138</u>	<u>38,670</u>	<u>49,360</u>
2.9	Fundraising			
	Annual Fund Expense	2,600	2,225	2,600
	Event Expense	50,000	42,239	-
	Memorial Expense	500	928	600
	Miscellaneous	-	4,074	3,868
	Total Fundraising	<u>53,100</u>	<u>49,466</u>	<u>7,068</u>
2.10	Mortgage Debt Service			
	Mortgage Interest Expense	24,960	24,960	14,500
	Mortgage Principal Expense	48,100	48,100	48,000
	Total Mortgage Debt Service	<u>73,060</u>	<u>73,060</u>	<u>62,500</u>
2.11	Capital Expenditures, Net	67,000	42,000	59,000
2.12	Other Expenses			
	USCJ Dues	25,000	33,041	25,000
	Security	78,171	87,132	98,000
	Total Other Expenses	<u>103,171</u>	<u>120,173</u>	<u>123,000</u>
2.13	Total Expenses	<u>2,008,884</u>	<u>2,008,437</u>	<u>1,854,633</u>
3	Net Income	<u>-</u>	<u>102,541</u>	<u>5,370</u>

Attachment B – Interim Rabbi Search Committee Recommendation

The Rabbi Search Committee unanimously recommends the ratification by the Board of the Jewish Center of Princeton to extend an offer of employment to Rabbi Elliot Salo Schoenberg to serve as The Jewish Center's Interim Rabbi for the upcoming year.

Primary duties of the Interim Rabbi and committee comments:

1. Help facilitate a shared congregational vision as we work to secure a permanent rabbi.

The committee considers that finding the right permanent rabbi is our ultimate goal. Rabbi Schoenberg can help us facilitate meaningful, productive talking sessions and help us articulate our vision. In the view of the Committee, Rabbi Schoenberg has a deep understanding of transition dynamics and would be empathetic and compassionate leader for the community at this time of transition.

2. Be a knowledgeable resource for the recruiting process and help us work closely with the Rabbinical Assembly in finding us superior candidates.

Rabbi Schoenberg, through his many years of leadership in rabbinic recruitment, offers unparalleled insight and experience to aid our efforts. In the course of our interviews, we voiced our concerns that he would favor the RA's procedures over our desires and he unequivocally answered that his role would be to support us. In his words, he has "no personal agenda."

3. Serve as a supportive presence for congregants.

Rabbi Schoenberg has said that one of his first priorities as our Interim Rabbi would be to establish relationships with B'nai Mitzvah families. He would assemble a list of "most vulnerable" congregants and follow up with them on a regular basis. He would make himself available for one-on-one sessions to establish relationships with congregants.

4. Possess the liturgical skills to lead services and the scholarship to be both educator and Mara D'atra
Rabbi Schoenberg was a pulpit rabbi for 12 years. During his tenure at Temple Aliya, he effectively lead a transition from orthodox orientation to an egalitarian platform.

5. Work in partnership with TJC staff and Board.

As part of the vetting process, Rabbi Schoenberg had one-on-one conversations with Cantor Warschauer, Executive Director Joel Berger, Director of Congregational Learning Sharon Diamondstein, President Randy Brett and VP of Religious Affairs Polly Strauss. All indicated enthusiastic endorsement of his engagement with TJC.

We are including supporting documentation with this recommendation for the Board's edification.

- Rabbi Elliot Salo Schoenberg's Resume
- Committee time line
- Congregational Survey Summary (196 respondents)
- Congregational Feedback from Virtual Meet & Greet (117 viewers, overwhelmingly positive feedback)

Respectfully submitted:

Co-chairs Ra'anan Boustan and Judi Fleitman

Committee Members: Michelle Bellows, Dana Molina, Liz Nayden, Naomi Richmond Neumann, Ed Simon