

JCP Board of Directors Meeting

**September 13, 2022, 5:30 pm
MINUTES**

On September 13, 2022, Jewish Community Partners held a Board Meeting to conduct its business in person at the MJCC Board Room.

At 5:30 pm, Mr. Scott Vogel, chair of the Jewish Community Partners Board of Directors, called the meeting to order.

JCP Board of Trustees in attendance

Jordana Berger, Herbert Gerson, Mark Gillenson, Charles Jalenak, Martin Kelman, Josh Sanderson, Irvin Skopp, Ken Steinberg, and Scott Vogel.

Jewish Community Partners Staff in Attendance

Phyllis Abraham, Laura Linder, Carrie Richardson and Tim Wheat

Mr. Vogel called for approval of June 7, 2022, Board Minutes. Charles Jalenak moved to approve the minutes, and Herbert Gerson seconded the motion. June 7, 2022, Board Minutes were approved.

Scott Vogel announced there will be an Audit Committee Meeting with ATA on September 14, 2022, to continue to study our finances and our operational efficiency.. The committee includes Josh Sanderson, Jordana Berger, Scott Vogel, Cindy Finestone, Jason Salomon, and David Greenberg.

Financial Dashboard “Deep-Dive”

Mark Gillenson, VC Impact and Evaluation, reviewed the new financial dashboard created through data visualization which our intern Bhavana Garmilla created for JCP. Mr. Gillenson reviewed the static chart of FY22-23 Federation Expense Budget, dynamic charts of Miscellaneous Operating Revenue Budget vs Actual and MJF Personnel Budget. The board discussed the financial information illustrated on the charts, origins of the data, use of the data and ideas for improving the collection and maintenance of the data. Tim Wheat, JCP Director of Finance/ HR recommended a committee be formed to discuss and research the options.



CEO Report

Laura Linder, JCP President & CEO, reported on the progress of filling our open positions. We have hired Jeri Moskovitz for the Israel@75 Coordinator; Laura Kaplan Paller is coming on board mid-October for the position of VP Finance and Operations. The Campaign Associate position has been revised to Special Events Coordinator.

Phyllis Abraham, JCP Operations Analyst, reviewed a 90-day Operating Update:

Data/Technology/Marketing	Human Resources	Facility Management	Finance/Governance
<ul style="list-style-type: none">• Weekly meetings with JFNA on CRM• Created use of CRM for events and interactions, reporting weekly• Implemented use of Microsoft Teams for project management• Met with Mitch Hodus around technology needs• Target email Marketing sent sent, with an average 30% open rate. Touching approximately 3300 individual emails.	<ul style="list-style-type: none">• Audit completed of existing associate file folders• Engagement with Adams Keegan• Job Descriptions and Postings for open positions, 2 New Hires• Associate Performance appraisal created• Met with Josh Sanderson around training needs	<ul style="list-style-type: none">• Hillel Exterior upgrades approved by Lay Committee led by Hal Fogelman• Awarded NSGP to support security upgrades needed at Hillel• Work in process on Phase 2 , interior upgrades at Hillel• JCP office organization and shelving in process	<ul style="list-style-type: none">• Worked with Mark Gillenson on the creation of a Dashboard• Michael Kaplan and Charles Jalenak updated investment policy statement• Audit Committee formed includes; Jordana Berger and Josh Sanderson

Data/Technology/Marketing	Human Resources	Facility Management	Finance/Governance
<ul style="list-style-type: none">• Data Integrity• Associate Training needed for Microsoft Office Suite of offerings• Metrics• Potential reconfiguration of CRM or replacement• Investigate API's available for existing program to support credit card/ subscription type monthly payments (said differently, reduce the manual processes around cash receipts)	<ul style="list-style-type: none">• Organizational review to determine if the correct roles are in place and determine next steps (Laura Paller will be instrumental in this evaluation)• Develop Job descriptions based on these roles, as well as establish measurable goals with each role.• Implement Associate Performance reviews.• Develop training for management and associates to create standard expectations for each role.• Continue to recruit talent for open positions.	<ul style="list-style-type: none">• Hillel Exterior update project due to begin in Mid October.• Phase 2 Interior updates pending estimates from Belb to determine next steps.	<ul style="list-style-type: none">• Continued documentation of processes.• Onboard of Laura Paller, Vice President of Finance and Operations.

Laura Linder presented the new combined logo for JCP, Federation and Foundation.



Ken Steinberg moved to approve the new logo, and Josh Sanderson seconded the motion.

Discussion of FY Goals

Scott Vogel opened the floor to discussion of creating a policy manual for finance/operations. All board members engaged in the group discussions which evolved into a discussion of JCP's role/purpose in regard to providing strategic direction Federation or Foundation on staffing structure. Although not fully vetted, other board members suggested that JCP focus on the shared services roles.

Scott Vogel, JCP Chair, adjourned the meeting at 7:05 pm.