



## ***JCP Board of Directors Meeting***

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

On September 19, 2023, Jewish Community Partners held a Board meeting to conduct its business in person in the JCP Conference Room.

At 5:30Pm, Mr. Martin Kelman, Jewish Community Partners Chair, called the meeting to order

### **JCP Board of Trustees in attendance**

Herbert Gerson, David Greenberg, Charles Jalenak, Michael Kaplan, Martin Kelman, Adam Lazarov, Andrea Malkin, and Daniel Snyder.

### **Jewish Community Partners Staff in Attendance**

Phyllis Abraham, Sheri Gadberry, Laura Kaplan

Mr. Kelman called for the approval of the February 14,2023 board minutes, Michael Kaplan moved, and Herbert Gerson seconded the motion. February 14,2023 board minutes were approved.

Mr. Kelman requested that each member introduce themselves and how they came to be on the Board of Directors. Additionally, as a component of introductions , Michael Kaplan provided context around the creation of Jewish Community Partners and the continued evolution of the organization.

### Managed Organization Overview and Highlights

Laura Kaplan, VP Finance/Operations, provided an overview of the existing organizational chart as well as a recap on the hiring status for the open role in Finance, it was requested that if the Board Members have any resources or knows anyone that may be interested in the role, please refer to Laura Kaplan.

### Review of Key Vendors

- **Adams Keegan-** HR services provided, services were discussed and based on the current nature of this contract, no action needed.
- **Whitehorn Tankersley Davis-** Accounting Service, discussion around services and quality of effort as well as long term relationship, pricing was deemed to be reasonable, and no action is needed in relation to these services.
- **ATA CPAs and Advisors-** Auditing firm, discussion about service levels and timeliness of work for price paid. This contract will be bid, David Greenberg and Laura Kaplan to define next steps.
- **Duncan William Asset Management-** Retirement Plan, no action needed.

### Financial Review

Laura Kaplan reviewed the waterfall budgets and stated the budgets shown were what was approved, however at the next meeting they will have expenses for a couple of quarters and should be more meaningful. She also shared the Foundation Dashboard and explained at the next meeting a Federation dashboard will be available to review as well. These dashboards are anticipated to provide a snapshot of activity.

### Legal & New Policy Updates

Charles Jalenak, VC Investments, explained the purpose of the Investment Committee as it relates to endowment accounts within the Federation. He also explained the need for Federation to have their own investment policy which was shared at the meeting.

Michael Kaplan shared the Probate document that will be filed for the Garfinkel Endowment which will update the terms around how funds are accessed, he has already spoken to the State's Attorney General's office and anticipates no push back on the request.

Charles Jalenak explained the Foundation Operating Surplus Policy

Mr. Kelman adorned the meeting at 6:30pm.