



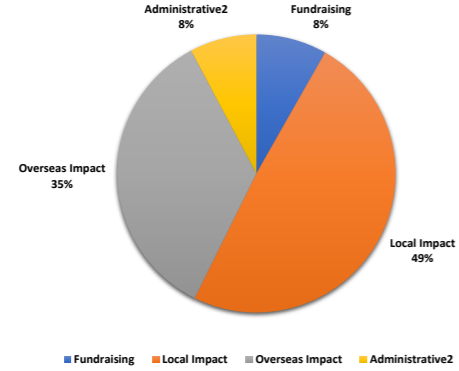
**Jewish Community Partners  
Board of Director's Meeting  
September 13, 2022  
5:30 p.m.**

- |             |   |                             |
|-------------|---|-----------------------------|
| <b>I.</b>   | <b>Welcome and Call to Order</b> <ul style="list-style-type: none"><li>a. Approval of Minutes*</li><li>b. Retreat Recap</li><li>c. Upcoming Audit Committee Meeting</li></ul>   | Scott Vogel                 |
| <b>II.</b>  | <b>Financial Dashboard “deep-dive”*</b>   | Mark Gillenson/Laura Linder |
| <b>III.</b> | <b>CEO Report</b> <ul style="list-style-type: none"><li>a. HR Update*</li><li>b. 90-day Operating Update*</li><li>c. Approval of new logo*</li></ul>  | Laura Linder                |
| <b>IV.</b>  | <b>Discussion of FY Goals</b> <ul style="list-style-type: none"><li>a. Policy Manual for finance/operating functions</li><li>b. Development of standard, monthly reporting format for managed organizations</li></ul> | Scott Vogel                 |
| <b>V.</b>   | <b>Discussion Items</b> <ul style="list-style-type: none"><li>a. Draft Reporting Format for Managed organizations – what should be included?</li></ul>  |                             |

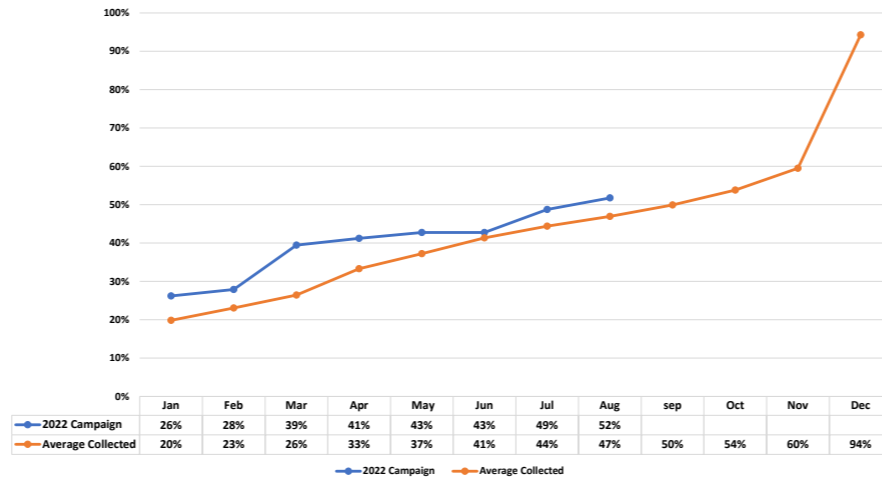
\*Attachments

| Scoring Rubric for Fundraising Charities |         |               |               |               |         |
|--|---------|---------------|---------------|---------------|---------|
| Score                                    | 10      | 7.5           | 5             | 2.5           | 0       |
| Administrative Expenses                  | < 7.5%  | 7.5% - 12.5%  | 12.5% - 20.0% | 20.0% - 25.0% | > 25.0% |
| Fundraising Expenses                     | < 10.0% | 10.0% - 15.0% | 15.0% - 20.0% | 20.0% - 25.0% | > 25.0% |

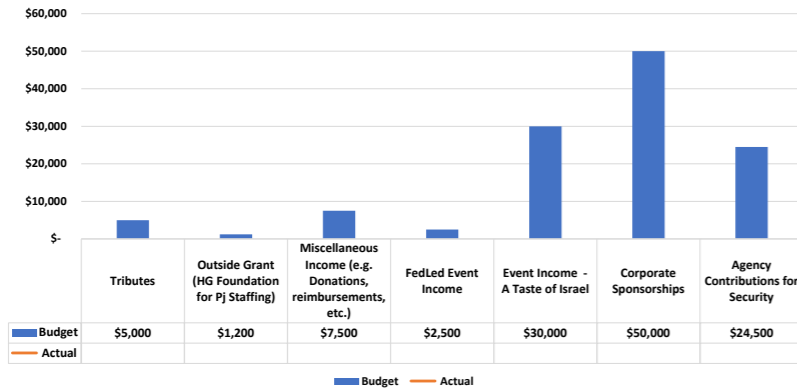
2022-2023 Federation Expense Budget - \$4,957,195



Unrestricted Campaign Collection Percentages by Month



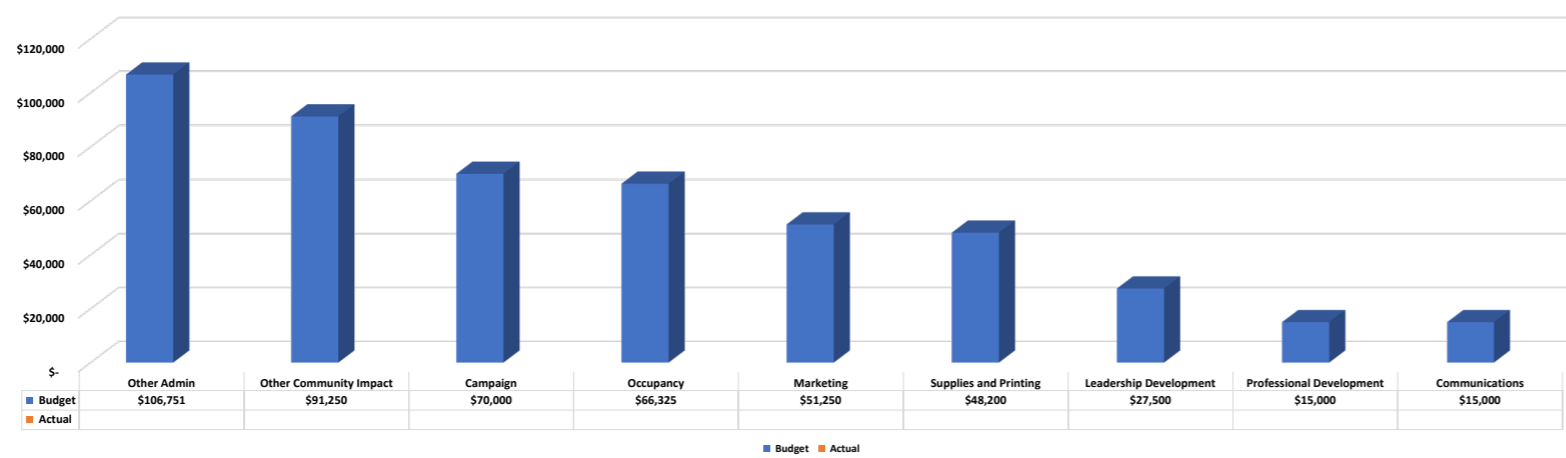
Miscellaneous Operating Revenue - Budget vs Actual



MJF Personnel Budget



Operating Expense - Budget vs Actual





Board Update  
September 13, 2022

# 90 Day Operations Update

## Data/Technology/Marketing

- 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 50% open rate. Touching approximately 3500 individual emails.

## Human Resources

- 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

## Facility Management

- 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

## Finance/Governance

- 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

# Operations Needs Moving Forward

## Data/Technology/Marketing

- 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)

## Human Resources

- 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.

## Facility Management

- Hillel Exterior update project due to begin in Mid October.
- Phase 2 Interior updates pending estimates from Belz to determine next steps.

## Finance/Governance

- Continued documentation of processes.
- Onboard of Laura Paller, Vice President of Finance and Operations.



JEWISH FOUNDATION OF MEMPHIS

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MEMPHIS JEWISH FEDERATION

Managed by JEWISH COMMUNITY PARTNERS