



- | | | |
|-------------|--|--|
| I. | Welcome and Call to Order | Marty Kelman, Chair |
| | a. Approval of Minutes from February 13, 2024* | |
| | b. JCP Communications Impact** | |
| II. | JCP Personnel Updates | Laura Paller, VP |
| | a. Staff Departure | |
| | b. Director of Finance Search | |
| III. | Business Operations Updates/Discussion | Marty Kelman |
| | a. Herb Gerson, Human Resources, presented by Laura Paller | |
| | b. Charles Jalenak, Finance/Investment | |
| | c. Laura Paller, Outsourced Services & Audit | |
| | d. Michael Kaplan, Legal | |
| IV. | ASBEE Update | Laura Paller, VP |
| V. | CEO Report | Laura Linder, President and CEO |
| VI. | Meeting Adjournment | Marty Kelman |

*Attachments

**Utilize the sticker dots attached to your agenda to choose the marketing collateral that most effectively communicates the impact of JCP's managed organizations – Memphis Jewish Federation and Jewish Foundation of Memphis

Federation

Highlight_Impact 22/23	Covid Impact 20	Annual Report 22	Annual Report 23
2	1	2	1
2	1	2	1
	2		1
			1
			2
2 (2)	2 (1) 1 (2)	2 (2)	4 (1) 1 (2)

1st: Annual Report 2023

2nd: Covid Impact 2020

Foundation

Donor Guide	Annual Report 22	Ways to Give	MBJ
1	2	1	
1	2	1	
1	2	2	
1		2	
1		2	
2			
5 (1) 1 (2)	3 (2)	2 (1) 3 (2)	0

1st: Donor Guide

2nd: Ways to Give

Key JCP HR Priorities 2024-2025

1. KPI focus for all positions:
 - a. Planning to submit 2 key new hires for the 2024-2025 Fiscal year along with the newly hired Director of Finance and Accounting.
 - b. When they start, each new position will be presented with key performance indicators and specific measurable goals for their first year. Managers will be responsible for monitoring these items, meeting with employees to discuss progress and consistently following up in writing about expectations.
 - c. By the end of Q1 of the 2024-2025 FY the operations team will finalize these goals for current employees starting with those most recently hired. All positions will have goals by October. We will kick off this process with an in-person announcement before end of current year.
2. Revise employee handbook:
 - a. Start with policies that we know need to be added including:
 - i. Yearly goal setting expectations and monitoring (mentioned above)
 - ii. Work from home policy
 - iii. Write up to termination policy

JCP Board Meeting Finance Notes 04.03.24

- Through January 31, both MJF and JFOM remain positive to budget
- JFOM's P&L is projected to continue being positive with no anticipated significant increase in expenses. The primary driver of the positive variance is revenue being higher than anticipated, specifically with regard to support organizations.
- MJF has experienced a significant amount unexpected expenses as a result of programming that followed the October 7 attack. Most of these expenses will hit the financial statements between February and March. As of April 1, that the dollar value is slightly over \$56,000. The board has been made aware of these expenses throughout the year and expects them.
- In addition, there is a decrease in corporate sponsorship revenue as companies have shifted from general donations to event specific sponsorships.
- Laura Linder, Laura Kaplan and I met in advance of the MJF executive committee meeting and provided some recommendations to the group based on the revenue and expense projections. The executive committee met last night and had a long discussion at the about how to handle the increase in expenses. They will make a recommendation to the board of directors for approval once details are finalized.