



# Upper Valley Jewish Community

Roth Center for Jewish Life  
5 Occom Ridge, Hanover, NH 03755

May 20, 2016

*Shalom* Everyone,

This letter is your official notice that **the UVJC Annual Meeting will take place Sunday, June 5, at 5 pm at the Roth Center for Jewish Life**. Each year, a quorum of members in good standing must adopt the UVJC budget for the following year, as well as a slate of officers and members of the Board of Trustees.

Enclosed with this letter please find the following:

1. Agenda for the 5776 annual meeting
2. Proposed 5777 annual budget
3. Absentee Ballot for Budget Vote - 1 vote for a single member, 2 votes for a family member.
4. Absentee Ballot for Board of Trustees Vote - for electing members of the Board of Trustees.
5. Proposed By-laws change describing the *Educational Committee*
6. Minutes of last year's annual meeting.

When reviewing the attached documents, you will note that we are presenting for approval a budget with a \$10,000 deficit. The deficit can be linked to declines in the number of members and children in our religious school. Over the past several years, the Board has carefully reviewed and reduced the UVJC's expenses. Since they are now at a minimal level, the Board does not feel that further cuts are possible without jeopardizing programming. Nor does the Board wish to raise dues since we strive to keep membership as affordable as possible.

With your help, we can close the deficit and put the UVJC back on a sustainable financial path. We need your help recruiting new members to join the UVJC, including families with children who enroll in the Hebrew School. If you can afford to do so, we would also welcome members stepping up to a higher membership level or making contributions to our general fund. We are also looking for volunteers to help staff Membership and Fundraising Committees to ensure that we institutionalize these functions and reach out to both prospective and current members to help support and grow our Jewish Community.

If you haven't had a chance to take a look at the UVJC's programming lately, please do so! There is something for everyone going on every week. With a mix of Shabbat service formats to meet the needs of our diverse community, film festivals, social events, concurrent High Holiday services, a dynamic Hebrew school, adult education offerings, social action opportunities, and a newly formed Interfaith Group, the UVJC provides an incredible resource for the Upper Valley. We look forward to updating you on the UVJC's programming – and getting your input on how to further strengthen it – at the Annual Meeting.

We'll be sitting down to a simple dinner of Kosher hamburgers, hot dogs, veggie burgers, salads and non-dairy desserts at 5:00 p.m., with the meeting beginning at 6:00 p.m. Please bring food to share\*:

\*Last names A - M, please bring a **non-dairy dessert** \*N - Z, please bring a salad (**non-dairy**)

If you are unable to attend, please complete the two different absentee ballots, and make sure they reach the UVJC office before 5:00 p.m. on Sunday, June 5, 2016. You may return your Absentee Ballot by email to [uvjc@valley.net](mailto:uvjc@valley.net), in person, or by mail.

B'shalom,  
Deborah Kaplan  
UVJC President



# Upper Valley Jewish Community

## ANNUAL MEETING

Sunday June 5, 2016 at 6:00 pm

Roth Center for Jewish Life

### AGENDA

1. **Call to Order:** Deborah Kaplan, President
2. **Conduct of the Annual Meeting:** Rusty Sachs, VP
3. **Remarks by President:** Deborah Kaplan
4. **Report of the Nominating Committee and Voting on Members of the UVJC Board of Trustees:**  
Richard Abel, Past President and Chair of the Nominating Committee
5. **Remarks:** Rabbi Edward Boraz
6. **Presentation and Voting on the Budget:** Bill Brown, Treasurer
7. **Search for Educational Director:** Lori Hirshfield
8. **Ruach Committee Report:** Jeff Lubell
9. **Communications Update:** Rachel Kleinbaum & Laura Rosenthal
10. **History Project:** Jill Schiffman
11. **Bylaw Change:** Education Committee Description
12. **Adoption of the Minutes from the Annual Meeting May 31, 2015**
13. **Adjournment**

UPPER VALLEY JEWISH COMMUNITY							
5777 Budget Summary							
	Actual	Actual	Actual	Actual	Actual	YTD thru	Proposed
	9/10-8/11	9/11-8/12	9/12-8/13	9/13-8/14	9/14-8/15	19-May-16	Budget
	5771	5772	5773	5774	5775	5776	5777
<b>INCOME</b>							
Dues	\$165,569	\$187,727	\$191,328	\$203,858	\$185,186	\$168,599	<b>\$185,000</b>
School Tuition and Fees	29,989	35,356	33,745	31,679	19,115	22,305	<b>22,000</b>
Unrestricted Donations	87,953	66,903	60,553	62,534	65,201	42,099	<b>65,000</b>
Other-Sales/Dinner/Pgms	3,489	2,427	21,143	15,629	17,412	10,153	<b>15,000</b>
<b>TOTAL INCOME</b>	<b>\$287,000</b>	<b>\$292,413</b>	<b>\$306,769</b>	<b>\$313,700</b>	<b>\$286,914</b>	<b>\$243,156</b>	<b>\$287,000</b>
<b>EXPENSES</b>							
Employment -UVJC	\$231,813	\$182,731	\$192,349	\$208,325	\$208,082	\$113,485	<b>\$210,000</b>
Operations - UVJC	32,207	30,901	37,265	36,824	37,096	26,196	36,000
Expenses related to Income Chair Refurbishment	15,938	18,196	23,809	23,412	28,098	21,812	24,000
Employment - School	18,411	16,313	19,830	22,672	18,470	13,195	18,000
Operations - School	8,920	11,498	13,683	24,843	14,188	6,110	10,000
<b>TOTAL EXPENSES</b>	<b>\$307,289</b>	<b>\$259,639</b>	<b>\$286,936</b>	<b>\$316,076</b>	<b>\$305,934</b>	<b>\$180,798</b>	<b>\$298,000</b>
<b>INVESTMENT INCOME</b>	<b>\$1,880</b>	<b>\$1,853</b>	<b>\$1,139</b>	<b>\$1,033</b>	<b>\$1,031</b>	<b>\$589</b>	<b>\$1,000</b>
<b>Net Gain or Loss</b>	<b>\$(18,409)</b>	<b>\$34,627</b>	<b>\$20,972</b>	<b>\$(1,343)</b>	<b>\$(17,989)</b>	<b>\$62,947</b>	<b>\$(10,000)</b>
Total Membership	208	209	203	193	196	192	
Family Members & Couples	144	143	139	135	126	128	
School Children	75	83	79	67	53	55	

# Absentee Ballot

## For Budget Vote – June 5, 2016



Upper Valley Jewish Community

This sheet contains space for TWO absentee votes. Single members should use only one of the two; family/ household members are entitled to two votes.

Please return your completed absentee ballot either by email, U.S. mail or hand-deliver it to the UVJC office so that it arrives **NO LATER THAN 5:00 PM on SUNDAY, JUNE 5, 2016**. If you deliver it during the weekend, please place it in the box on the UVJC office door.

Please note that the budget vote at the meeting will be by a show of hands, not a secret ballot. Absentee ballots will be destroyed after the vote is complete.

**PRINT** your name(s) here. If your household has 2 members, please **print** both names.

#1 \_\_\_\_\_ #2 \_\_\_\_\_

**Vote either “yes” or “no” to adopt the 5777 UVJC budget by placing a large “X” in the appropriate space. A YES on the budget includes dues as follows (no change) for 5777:**

Family	\$1,400	Senior Couple	\$1,050
Single	\$690	Senior Single	\$515
Non-Res Single	\$190	Non-Res Family	\$345
1 <sup>st</sup> Year Family	\$630	1 <sup>st</sup> Year Single	\$316
Chai	\$2,000	Tzadik	\$3,600

### BALLOT VOTE PERSON #1:

I vote **YES** to adopt the 5777 budget and associated dues: \_\_\_\_\_  
(make a large “X”)

I vote **NO** on adopting the 5777 budget and associated dues: \_\_\_\_\_  
(make a large “X”)

Person #1 please sign here: \_\_\_\_\_

### BALLOT VOTE PERSON #2:

I vote **YES** to adopt the 5777 budget and associated dues: \_\_\_\_\_  
(make a large “X”)

I vote **NO** on adopting the 5777 budget and associated dues: \_\_\_\_\_  
(make a large “X”)

Person #2 please sign here: \_\_\_\_\_

# Absentee Ballot

## For Board of Trustees Vote – June 5, 2016



Upper Valley Jewish Community

Please return your completed absentee ballot either by email, U.S. mail or hand-deliver it to the UVJC office so that it arrives **NO LATER THAN 5:00 pm on SUNDAY, JUNE 5, 2016**. If you deliver it during the weekend, please place it in the box on the UVJC office door.

Please note that the vote for Board of Trustees members and officers will not be by secret ballot but rather by a show of hands. Absentee ballots will be destroyed after the vote is proclaimed complete.

**PRINT** your name(s) here. If your household has 2 members, **print** both names.

#1 \_\_\_\_\_ #2 \_\_\_\_\_

For a Full Term on the Board of Trustees	
Nominee	Term Ends
Debbe Callaghan	2019
Thomas Cochran	2019
Gloria Finkelstein*	2019
Matthew Henken	2019

Officers Serving a 1-year term Commencing November 1, 2016		
Office	Nominee 5776	Term Ends
President	Rusty Sachs	2017
Vice-president	Laura Rosenthal*	2017
Vice-president	Jeff Lubell	2017
Vice-president	Robert Shumsky	2017
Secretary	Sue Berg	2017
Treasurer	Bill Brown*	2017

\*incumbent

### BALLOT VOTE PERSON #1:

I vote **FOR** the above slate. \_\_\_\_\_  
(make a large "X")

I **DO NOT** vote for the above slate. \_\_\_\_\_  
(make a large "X")

Person #1 please sign here: \_\_\_\_\_

### BALLOT VOTE PERSON #2:

I vote **FOR** the above slate. \_\_\_\_\_  
(make a large "X")

I **DO NOT** vote for the above slate. \_\_\_\_\_  
(make a large "X")

Person #2 please sign here: \_\_\_\_\_

# Conduct of the UVJC Annual Meeting

Prepared for June 5, 2016

## 1. The Annual Meeting

The annual meeting, which must occur between April 1 and June 30 of each year, is when members-in-good-standing of the UVJC assemble as the organization's legislative body (a) to elect members and officers of the Board of Trustees, (b) to approve the annual budget, and (c) to conduct "such other business" as shall have been specified in the call to the meeting sent "by email or first class mail to every member at least fourteen (14) days prior."

## 2. What "other business"?

No business other than the Board of Trustees' composition, the officers, adoption of last year's minutes and the budget for 5776 was "warned" in the annual meeting official mailing via the agenda. Therefore, no business other than these items may be brought to a vote.

## 3. Quorum

A quorum of the UVJC membership (the minimum number of members required to be present for a legitimate meeting of the membership to occur) is "ten (10) percent of the members or twenty-five (25) members, whichever is fewer." As of June 5, we estimate the UVJC will have a total of 192 member-voters. ("Each adult member shall have one (1) vote with a maximum of two (2) votes per household.") Therefore, the quorum is 19.

Legitimate absentee ballots may be counted toward a quorum ONLY WITH REGARD TO THE QUESTION addressed by the absentee ballot. Thus, for example, an absentee ballot for the slate of officers may NOT be counted as against a quorum determination for purposes of voting on the budget.

## 4. Decisions

Bylaws excerpt: ". . . votes shall be decided by a simple majority of those present [including those "present" by absentee ballot for a specific question] at a legally constituted meeting at which a legal quorum is established." If no nominations by petition are received and therefore there are no contests for any of the Trustee or officer positions, the bylaws permit a single vote to be taken on the nominating committee's entire slate instead of voting for each position separately.

## **Bylaw Change - Description of the Education Committee**

### Current Section 3(a)

The Education Policy Committee shall oversee the community's commitment to lifelong education, including the UVJC school, its b'nai-mitzvah and post-b'nai-mitzvah programs, and its adult education efforts. Its mission shall be to propose and evaluate policies and priorities for all UVJC educational programming; propose an annual budget to the board of trustees; and oversee the implementation of policies approved by itself and/or the Board of Trustees. It shall consist of five to seven members, including a chair and vice-chair appointed by the president. The rabbi shall be a member ex officio of the Education Committee.

### Proposed Section 3(a)

The Education Committee shall oversee the community's commitment to lifelong education, including the UVJC School, its b'nai-mitzvah and post-b'nai-mitzvah programs, and its adult education efforts. Its mission shall be twofold: (1) to support and advise the Educational Director (or equivalent) in matters related to the UVJC school; and (2) form, coordinate and oversee subcommittees (long term and ad-hoc) to meet the educational interests and needs of the Community, both adult and youth. It shall consist of up to seven members, including a member of the Board of Trustees. The Rabbi and Education Director shall be members ex officio of the Education Committee.



# Upper Valley Jewish Community

## MINUTES OF THE ANNUAL MEETING

Sunday, May 31, 2015 at the Roth Center for Jewish Life

### 1. Call to Order: Deborah Kaplan, President

Deb called the annual meeting to order at 6:00 pm. We had a quorum (>20); 28 members were present and nine ballots were mailed in.

### 2. Conduct of the Annual Meeting: Rachel Kleinbaum, Vice-President

Rachel read the rules for conducting the annual meeting as outlined in our bylaws, and distributed in the meeting packet.

### 3. Remarks by President: Deborah Kaplan (See p. 4 for the complete speech)

Thank you to: Devora Gronauer, leaving the board after her 3-year term, Mitch Stotland and Michael Zegans for their service on the Board and everyone helped make all of our events and services happen including our dedicated professional staff Rabbi Boraz, Maggie Duford and Carole Clarke.

The Annual Meeting of 2014, and board retreat in April helped clarify where the board would put its efforts: re-establish the structure set within the by-laws, begin to focus on membership, and to continue financial stability.

The board created an employee policy manual, updated job descriptions for officers and board members, a code-of-conduct for board members, and an orientation packet for new board members.

The board talked about retaining current members and engaging new ones. Board member Rob Shumsky did a membership analysis from 2006-2014. While the number of member units was relatively stable, the mix of those units declined with non-senior families down by 31% from 2009-2014. This decrease in the number of young families bears out in the school enrollment over the past 8 years. This is not unique to the UVJC but reflects the trend in other American Jewish communities.

The board, with the help of Tuck student Jacob Crandall, undertook a member survey. We received 130 completed surveys, an excellent response given our of 197 member units. A subcommittee of the board met with Jacob this week and he is currently slicing and dicing the data to provide us with information that will help guide our future efforts.

The board also worked on a new process for following up with potential members and will be reporting on the status of new members at each of our meetings. We need to attract new members particularly young families.

We welcome your thoughts and suggestions as we continue to work to attract new members, retain our current members, and stay financially sound.

### 4. Report of the Nominating Committee and Voting on Members of the UVJC Board of Trustees: Richard Abel, Past President and Chair of the Nominating Committee

Rich presented the slate for officers serving a one-year term from Nov. 1, 2015 - Oct. 31, 2016:

<u>Office</u>	<u>Nominee 5776</u>
President	Deborah Kaplan*
Vice-president	Rusty Sachs
Vice-president	Laura Rosenthal*
Vice-president	Rachel Kleinbaum*
Secretary	Robyn Jacobs*
Treasurer	Bill Brown

And, the slate for a full term (3 years) on the Board of Trustees from Nov. 1, 2015 – Oct. 31, 2018:

Bill Brown

Lynn Schwartz

Felixa Eskey\* - 2<sup>nd</sup> 3-year term

Rob Shumsky\* - 2<sup>nd</sup> 3-year term

\*incumbent

The slate was *approved*.

**5. Remarks: Rabbi Edward Boraz**

Rabbi Boraz referred to the recent important survey whose results will be digested and acted upon by the board to meet the needs of our community.

He talked about the concept of finding one's voice to perform a piece of vocal music as an analogy to finding our institutional voice, a complicated endeavor for the UVJC tying it to our mission, vision and identity which informs what we do from a rabbinic perspective in three main ways: through Tefillah (prayer), Talmud (learning) and Community.

Tefillah – we are a spiritually diverse community with separate High Holyday services, many led by gifted members, along with many other prayer services throughout the year. There is a commitment in our community to worship.

Talmud – We go to great lengths in all we do for all ages of learning. He recognized Maggie Duford, our education director for her unparalleled devotion to education. We have several well attended adult study groups including Exploring Judaism. He encouraged us to read David Brooks' book on character. Brooks recommends Bible study groups as a way to make connections to each other and build character.

Community – From attending shivas, to social action, attending and leading services, Jewish Film Festival, volunteering at events, the UVJC exists because we want the best for one another and our wider community.

**6. Presentation and Voting on the Budget: Rusty Sachs, Treasurer**

Rusty reported that we have a surplus of \$70,000 to date, and do not expect significant additional income by year-end, thus leaving us close to breaking even. For the 5776 (2016) budget, the board spent several meetings going through it line-by-line and trimming where we could. We have increased dues 3% and introduced a new level of membership: tzadik for those who can pay more. The 5776 budget was *approved* as presented.

**7. Ruach Committee Report: Jeff Lubell**

Jeff said that this committee was previously called the Ritual Affairs Committee and is now called the Ruach Committee. We are looking at what types of services and programs to offer to nurture a sense of spirituality and meaning for the UVJC. A calendar of events was distributed (holidays, bnai mitzvot, all-school Shabbats, Reform Shabbats, other special events.)

The Ruach Committee has three subgroups:

1. Special Shabbatot (e.g. reform, worship and study, Friday night in nature) beyond our traditional egalitarian as a way to engage more people and meet the diverse needs of the community.
2. Other programs: pot-lucks, havdallahs, Torah study. Do more different things to mix it up a bit.
3. Feedback: this group will be contacting members in person and after programs for feedback.

**8. History Project: Jill Schiffman**

The UVJC History Project began in Fall 2012 to document the history of the UVJC. The History Committee, which meets every two weeks, has completed 70 videotaped and telephone interviews, videoed by Richard Neugass, a professional videographer. The committee developed a questionnaire template to have consistent interviews with people from pre-Roth Center days.

The videos were transcribed professionally and are archived at Rauner Library at Dartmouth. The committee looked at the Savannah Jewish archive as a model and Savannah complimented us on our approach. We have hired a professional, Liza Draper, MALS, to lead and organize the final product(s) which may be a film, a video and/or a book.

What is gathered is inspiring and includes the good, the bad and ugly, all with a sense of humor. It took a great effort to maintain a Jewish identity in the early days. Jill asked us to look for memorabilia and reminded us that the UVJC has supported this project, and has received gifts from individuals and will now seek grants from foundations.

**9. Adoption of the Minutes from the Annual Meeting of June 1, 2014. *Adopted.***

**10. Adjournment: Deborah Kaplan.** With no further questions, the annual meeting was *adjourned* at 6:53 pm.

**Respectfully submitted,**

Laura Rosenthal