2017 EXECUTIVE DIRECTOR
ANNUAL REPORT - MAY 7, 2017

Staff

Full time Executive Director, Nancy LaFleur
Full time Rabbi, Ira Korinow
Part time Cantor, Vera Broekhuysen
Part time Religious School Director, Debra L. Levasseur
Part time Religious School Administrative Assistant, Cheryl Hill
Part time bookkeeper, Sheila Brown
Part time custodian, Don Kumis

Membership Statistics

Total Membership – 152

- 65 Single members
- 87 family members
- 8single associate members
- 8 family associate members

Prospective Members – 26

- 12 Single Prospective
- 14 Family Prospective

New Members

Chazanoff
Deutsch
Jones
Tornberg

Resigned members

Edward Dixon	not rejoining
Bradford Doherty	Joined Reform in Peabody
Mark & Laura Forman	no longer wants to be a member
To the Estate of Bessie Grad	Deceased
Benjamin & Elaine Hartman	Moved to Burlington Ma
Robert Hirshberg	Not rejoining note came back with FY17 Statement
Jennifer Kobey	moving out of area
Brian & Karen McCloskey	Moving to Portsmouth, NH
To the Estate of Davida Merker	Deceased
Merrill & Gloria Mezikofsky	distance from home, letter on file
To the Estate of Hilda Pollack	deceased
The Estate of Celia Primack	Deceased
Steven & Carol Shain	joined temple in Florida
Matthew & Beth Slepian	sons live in Maryland and they go elsewhere for HH days
Ellie Sternquist	moving out of area
Marilyn Winer	Moved to NY

Free Membership Statistics

FY07 - 10 new members, 3 have retained membership
FY08 - 10 new members, 2 have retained membership

FY09 - 16 new members, 9 have retained membership
FY10 - 18 new members, 4 have retained membership
FY11 - 13 new members, 5 have retained membership
FY12 - 9 new members, 0 have retained membership
FY13 - 17 new members, 5 have retained membership
FY14 - 10 new members, 6 have retained membership
FY15 - 4 new members, 1 have retained membership
FY16 – 5 new members, 5 have retained membership

Bulletin

- 292 bulletins emailed
- 56 bulletins mailed
- Please let me know if you can help save the Temple money and save the environment by having your bulletin emailed instead of mailed.
- A big thank you to Robin Zaremba who donates her time and creativity each month preparing the Temple bulletin.

Bradford Christian Academy

Sharing our building with BCA has been a pleasure. I am happy to report that there have been no major problems except having to update plumbing and sewage due to increase usage.
Positives of building sharing:

- New Winer Auditorium storage for tables.
- New Winer Auditorium front stage electrical outlets.
- Winer Auditorium stage painted
- New Storage area in Starensier
- Painted and caulked windows in many of the classrooms.
- Installed carpeting in the 10th ave stairwell landings, Room 31 and Room 22.
- Installed shades in all classrooms facing east and the Kladkly
- Purchased 10 round tables
- WIFI expanded to all areas of the building.
- Upgraded Security System.
- Shared Janitorial work.
- Shared snow removal
- BCA participating in the MLK Service and Yom Ha Shoah Service and Essay Contest.
- BCA participating in donations we make to Emmaus House: Nonperishable food drive, Coat drive and Sock drive

Ribbon Cutting – October 6

Thank you to:

The religious school teachers and BCA teachers for making this first transitional year both positive and seemly effortless.

- Paula Breger for sharing the library space.
- Don Kumis for emptying the Temple of unwanted/unused junk prior to the BCA move.

- David Paul of Dumpster Depot for donating two enormous dumpsters.
- Larry Cowan for donating his shredding company that shredded 50 boxes of old accounting documents.
- Smith Motors of Haverhill for donating a box truck to transport the 50 boxes to Larry Cowan's office.

New Office Equipment

- New computers for Cheryl Hill and me.
- New shared printer for Cheryl Hill and Sheila Brown (Bookkeeper)

House

- Masonry repairs completed in portico brick.
- Wooden cover for Rabbi's AC built.
- New water tank with pump/ low water cut-off installed.
- Housing valve installed for Sanctuary radiators.
- Roof repairs on flat roof.
- Electrical tubing ran to hide 10th ave TV cords.
- Boiler tuned-up.
- Seventeen steel sash glass lites replaced. Four wood sash lites replaced.
- New toilet installed in handi-cap bathroom.
- Sewer scraped to remove tree.
- Plumbing upgrades in 10th ave and 11th ave bathrooms.
- Thermostats installed in each classroom.
- Executive tables and one piano sold.
- Installed new down stairs kitchen door which fell off its hinges.
- New Shades installed in chapel

In kind House donations:

- Larry & Janet Cowan for their donations of: down stairs kitchen door, Wise Chapel, 15 locking file cabinets and ten round tables
- Gerda Kalman for her donation towards the Wise Chapel
- Marilyn Winer her donation of one round table
- Stuart Mandell for his donation of painting the 10th ave side of building.
- Alma Klinetsky donated money towards one round table.
- Anonymous donor for chapel shades.

Helping our Community:

- Temple and BCA donated over 300 coats, jacket, scarfs, mittens, gloves and hats to Emmaus House. EZ way cleaners cleaned them all for free - Please make sure to patronize EZ Way Cleaners
- Temple and BCA collected over 100 pairs of socks for Emmaus House 4th annual MLK day of service.

Executive Director Responsibilities:

- Sits on Executive, Board and Dues Committees and am fiscally responsible for the Temple budget.
- Processes receivables: Dues payments, dues adjustments, credit cards, cash and check payments, monthly and yearly billing, tax statements, donation payments and bank deposits.
- Corresponds and interfaces with Temple members, Prospective Temple members, and Temple donors.
- Schedules and coordinates calendar events.
- Creates and keep up to date the Temple Calendar. Did you know that the Temple calendar can be easily downloaded from our website to your device (IPhone, IPad, Laptop, and computer).
- Updates and maintains Chaverware software, a premier window® based synagogue membership and accounting software.
- Schedules Bar and Bat Mitzvahs. Prepares and mail confirmation letter to Bar/Bat Mitzvah candidates of their date, torah portion and scheduled Bar/Bat Mitzvah payments after securing Bar/Bat Mitzvah deposit.

- Participates in the Bar Mitzvah II Seminar
- Works with Bar/Bat Mitzvah family and their caterers and/or vendors for their Kiddush and/or reception.
- Prepares and mails monthly yahrzeit notices.
- Coordinates with Committee Chairs, staff and Robin Zaremba on the bi-monthly bulletin
- Coordinates with Temple committees in preparing, designing, mailing and emailing of the Temple Bulletin, flyers, brochures and letters.
- Informs membership of Temple events utilizing our website, Facebook and email.
- Coordinates with Committee Chairs on Open House; Break the Fast, Latke making, Chanukah Party and all other Temple events.
- Updates and populates Temple website, Facebook and twitter accounts
- Tracks and purchases inventory for both the office and custodial staff.
- Prepares monthly custodial schedule.
- Gives detailed custodial instructions for room set-ups/breakdowns, Committee Meetings, Bar/Bat Mitzvahs, Oneg, Kiddush's, Adult Ed Programs, Receptions, Open House, funerals, Religious Services and functions.
- Hires outside vendors
- Schedules maintenance workers
- Schedule custodian
- Landscaping – Fall/Spring clean-up, plowing, shoveling

High Holy Days Preparation

- Prepare High Holy Day custodial instructions.
- Mail HH tickets and Coordinated HH reciprocal letters.
- Prepare and arranged High Holy Day name badges
- Purchase and picked up High Holy Day Flowers.
- Coordinate the High Holy Day Police schedule.
- Prepared the Sanctuary.
- Prepare the Temple grounds.
- Prepared the HH Fundraiser.

New in fiscal 2017

- Participated in the Rabbi's Retirement Committee
- Oversaw BCA
    - Building functions
    - Janitorial – supplies, building cleaning
    - Accounting – billing and receivables

- I want to thank Rabbi Ira for always being there to guide me with my many questions. I am truly going to miss him and with him all the best in his retirement and new journey he will be on with his fiancé, Sally.
- Thank you to our new Cantor, Vera, you are a breath of fresh air.
- Thank you to Debbi and Cheryl who pitch in when needed, Sheila Brown, our bookkeeper and Don Kumis, who works extremely hard maintaining the inside and outside of the Temple.

Respectively Submitted,

Nancy J. LaFleur
Executive Director