

**Executive Director
Annual Report - May 5, 2019**

Staff

Full time Executive Director, Nancy LaFleur
Part time Cantor, Vera Broekhuysen
Part time, Rabbinic Intern, Rav Mona Strick
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 Memberships – 146

Last year at this time we had 149 memberships, we are now down to 146 memberships. Below is the breakdown of memberships:

- 59 Single memberships
- 75 Family memberships
- 5 Single associate memberships
- 7 Family associate memberships

Total New Memberships – 8

- 5 Family memberships
- 3 Single memberships

Total Prospective Members – 18

- 11 Single Prospective Members
- 7 Family Prospective Members

Resigned memberships – 9 (Nine less than last year!)

- 5 Family memberships
- 4 Single members

Reasons why:

- Deceased
- Dues. Sent Dues Abatement form. Did not want to fill in
- Moved
- Discontinued membership

Free Membership Statistics

Free one-year membership to first year members began in 2007. One hundred twenty-four have taken advantage of free membership. Of the one hundred twenty-four, twenty-six have remained members.

Open House:

- We had a great turn out for the Open House, five families came. Thank you to Jenn Lampron for putting the Open House together. One family who came to the Open House had joined both temple and religious school. High Holy Day tickets were given to all who came to the Open House.
- We have decided next year not to advertise in the Eagle Tribune as it has not brought in any new members in the last two years. This will be a savings of over two hundred fifty dollars.

Office:

- It was a very busy summer with the High Holy Days being so early.
- I cannot thank Sharyn Russell who stuffed many envelopes and Paula Breger who updates our website and proofs everything before being mailed/emailed.
- We once again mailed the HH tickets along with the HH Fundraiser, which brought in more than three thousand dollars.
- The Book of Remembrance made over eight thousand dollars.

Bi-Monthly Bulletin:

- The bi-monthly bulletin is now coordinated, created and proofed by Robin Zaremba, Paula Breger and me. We currently email two hundred seventy-eight and mail fifty.

Dues:

- Throughout the year, the dues committee and I help members with their due's adjustments, collect dues arrears and report back to the board on members who are not in good standing.

House:

- Every fluorescent light bulb with new LED energy saver. cost was split with BCA.
- Summer Cleaning - classrooms and offices cleaned, rugs extracted, floors waxed, Sanctuary extracted and all walls cleaned and bulbs replaced where needed.
- Grease traps in kitchen replaced with new as the old ones were full of sludge. We now do not need to purchase enzyme that we put down the grease traps weekly.
- Boiler tuned up.
- Electrical- fixed, ballasts outside outlet, outside lights and exit signs
- Elevator passed State inspection after installing new static hydraulic pressure gauge.
- Eleventh ave door fixed and primed.
- Plumber came and went through all classrooms and offices to fix everything prior to cold weather.
- Leaks fixed from around the chimney.
- Replaced the touch bar on the 10th ave door.
- Upstairs stove hood cleaned and inspected.

Security:

This year more than ever we have concentrated on security.

- Loren Goldstein and I met with Officer Paul Malone, Deputy Director of Emergency Management, Community Policing Division, Haverhill Police Department to conduct a security survey and to provide recommendations on improving our safety and security of both temple and BCA students, staff and visitors. The report was presented to the Board.
- Participated in an ADL/SCN (National Homeland Security Community Network) Congregational Webinar.
 - Report any anti-Semitic/hate crime to your local police and ADL <https://newengland.adl.org/>
 - Prepare for the worst or prepare to fail
 - Security must be year-round, not just during the HHD
 - All doors should be locked at all times
 - Encourage all to be vigil
 - Train alike, not separated—train with BCA—ALICE Training
 - Get to know your neighbors, police and hospital
 - Invite police to shabbat services
 - Greeters ARE NOT security
 - Instead of Fire drills, shooter drills should be done
 - Make known where to assembly to police, fire and hospital

- Attended a Violent Intruder seminar sponsored by National Disaster Interfaith Network.
- The office received four faxes of the hate letter. The faxes were reported it to both Loren and Jenn and an official report was given to the Haverhill police and the Boston ADL. ADL called right away and said that another MA synagogue received an almost identical letter this past summer and they were able to track the fax number back to a NJ man who has a mental disorder.
- Jenn Lampron and I worked with grant writer, Nancy London on a one time capped \$50,000 homeland security grant which would pay for our Security wish list. Unfortunately, we did not receive the grant.
 - Installing outside recordable cameras
 - Replacing the 11th ave and emergency exit door off of 10th ave
 - Installing bullet proof glass on outside basement windows (offices, chapel, classrooms)
 - Installing bullet proof glass on both inside windows of religious school office and my office window.
 - Installing bullet proof glass on the 10th Ave door windows
- We will apply for another Security Grant from JEMS (Jewish Emergency Management System) Due in May.

Community Outreach Involvement:

Coat Drive

- Our Annual Coat Drive for Emmaus House was again a huge success, we along with BCA donated almost three hundred coats, gloves, and hats. Please patronize EZ-Way Cleaners of Haverhill and Bradford MA, and in Hampstead, NH, who clean all of winter clothing we donate to Emmaus House for free.

Emmaus House Christmas party

- This year, BCA teamed up with Temple members in purchasing Christmas gives for the Children of Emmaus House. BCA and Temple staff wrapped gifts, decorated the gym, and serviced pizza and ice cream. The look on the children's faces was priceless when Santa (played by our very own President, Loren Goldstein) and his elf arrived to hand out the Christmas gifts.
- A big thank you to Leavitt Ice cream of Atkinson, NH who donated over ten, five gallons of different flavored ice cream. We had enough left over to give to BCA for their Christmas party, our PTO make your own sundae and to our High School.

MLK Sock Drive

- Temple members were very generous with donating socks for the Emmaus House MLK Day.

Thank you to, Paula Breger who proofs every shavuon and bulletin, updates our website, creates Facebook events and makes all of the flyers and pamphlets for all services and events. Robin Zaremba who donates her time and creativity in preparing the Temple bulletin. Sharyn Russell who helps me during the High Holy Days and mailings throughout the year.

Thank you to the clergy, Cantor Vera and Rav Mona, who this year, created many new services and community events and the staff, Debbi, Cheryl and Sheila for your support given to me throughout the year.

A big thank you to Don Kumis. This year, Don outdid himself with cleaning, set-ups and break-downs of many more services and events. Don takes pride in making sure the temple is clean and ready for all of our services and events. If you see him today, please let him know how much we all appreciate him.

Respectively Submitted,

Nancy J. LaFleur
Executive Director