

**Executive Director Report
Annual Meeting, May 3, 2020**

Total Membership:

58 Single Membership
72 Family Membership
3 Single Associate Membership
7 Family Associate Membership
140 Total

New Members:

5 Family Memberships
5 Single Memberships
1 Associate Membership

Resignations

4 Family Memberships
8 Single Memberships
2 Associate Memberships

Reasons: deceased, moving, financial and did not seek adjustment, joined another Temple, not regularly attending.

Prospective Members – 30

15 Single
15 Family

Security:

- All doors remain locked. Both Temple and BCA are adhering to questioning and/or showing ID those who ring the bell prior to entry.
- Email scams:
 - Both Cantor Vera and my email address were hacked. Members received an email that looked like it came from us asking for gift cards and money. I have also received emails addressed to Rabbi from an Ethiopian asking for money.
 - All scam emails were forwarded to SCN (The national homeland security initiative of The Jewish Federations of North America & the Conference of Presidents of Major American Jewish Organizations) who keep track and investigate email scam for further investigation. SCN replied that these scam emails were circulating among Jewish institutions.

Security webinars/forums attended:

- June – ADL webinar on Anti-Semitism Today and Best Practices for Community Security.
- August – URJ High Holy Day webinar
- September – JEMS Introduction to Security Concepts

Security Grants:

- We applied for two MA Security Grants, one in May 2019 and the other in January 2020, both grants we were not approved. We will continue to apply when available.

House:

2019 Summer Cleaning:

- Starensier walls washed and painted.
- Starensier, downstairs kitchen and all tile classroom floors stripped and waxed.

- Winer Auditorium walls and floor washed.
- Sanctuary, Wise Chapel, offices, classrooms, library, Upstairs foyer - walls washed, rugs and furniture extracted, desks and chairs washed, and inside and outside windows washed.
- Hallways and stair landings washed and extracted.

Completed by contractors:

Roofing:

- Repaired flat roof above gym and foyer.
- Rebuilt the 11th Ave door overhang door roof.

Electrical

- Replaced old fuse panel with new circuit breaker panel on third floor. (BCA paid half)
- Replaced all two prong electrical outlets with three prong electrical outlets. (BCA paid half)
- Installed additional outlets in various classrooms where needed. (BCA paid half)

10th ave girl's bathroom:

- Installed new floor tile and faucets.

Miscellaneous:

- Replaced 11th Ave door with new door w/crash bar and installed an Aiphone/FOB security entry system (BCA paid half)
- Boiler tuned up.
- Chimney swept and cleaned.
- Dead tree removed on corner of 11th and Main street.
- Refurbished and painted bricks on 11th Ave.

Work completed/paid by BCA

- New sinks installed in 11th ave bathrooms
- Painted class rooms, halls, and bathrooms in 11th ave area.
- Installed new carpets in Klinetsky elevator area.
- Power washed 11th ave vinyl siding.

New Sukkah

- Donated by Bob and Barbara Berman. Unfortunately, the October Nor'easter damaged some of the Sukkah poles. Will need to re-order new poles. Good news—Robert and Barbara Berman will be covering the cost. A big thank you to the Berman's!

Office:

- New Pitney Bowes postal machine installed, no change to monthly lease.
- Conway Technologies hired to upgrade all staff workstations:
 - Upgrade to Windows 10
 - Antivirus and Firewalls enabled with the proper configuration.
 - Upgrade to RAM 16G
 - Hard disks and RAID (protect or speed up the performance of a computer's disk storage) configuration verified.
 - UPS on each workstation.

Dues:

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

Working from home:

- Like most of you, I have been working from home since the end of March. Taking home my workstation, Pitney Bowes mail meter, and transferring the Temple phone to my cell phone has enabled me to continue making bank deposits, mailing donation cards, yahrzeit notices, statements, and bulletin, and to keep in contact with members.
- Sheila Brown, bookkeeper has continued to work and we have made arrangements for Judd Nathan, treasurer to sign checks.
- FY21 Calendar meeting held via Zoom. Go to <https://www.templemanu-el.org/calendar.html> to view, or stay up to date with what is happening at Temple by downloading the Temple calendar to your on-line calendar.
- Continue to work with those who need Zoom instructions.
- Bulletin – Paula Breger, Communications Director, is now our new bulletin editor. She has been working on a new design for the upcoming May bulletin utilizing Canva platform.

Emmaus Inc. Community Outreach:

Coat Drive

- Temple and BCA donated over 350 winter coats. EZ Way Cleaners (White Street, Haverhill) cleaned all for free.

Christmas party



BCA students helped wrap presents and Temple members helped decorate and serve ice cream. Special thank you to Santa (aka Loren Goldstein) and his elf. Thank you to all who purchased Christmas gifts and volunteered to make this a happy day for the children of Emmaus Inc.



MLK Day

- Temple members were again very generous in donating body/hand lotion for the Emmaus Inc. MLK Day care packages.

Thank you to:

Robin Zaremba, who for thirteen years volunteered her time, creativity in editing Temple Bulletin. Robin worked tirelessly each month, then bi-monthly producing our Temple Bulletin. Robin retired in March as our Bulletin Editor.

Paula Breger, who redesigned and maintains our website, Instagram, and Facebook accounts. For creating our new Constant Contact weekly emails. And, for proofing all communications prior to release. Paula is taking over for Robin Zaremba as Bulletin Editor.

Sharyn Russell, who volunteers during the High Holy Days stuffing envelopes, and sorting and alphabetizing the HHD name badges.

The Board of Directors, for their leadership, and countless hours volunteering to ensure the success of Temple Emanu-El.

Cantor Vera, for her calm guidance and passionate care of both temple members and staff.

Debi Levasseur, for her devotion to the children of Temple Emanu-El, and Cheryl Hill who efficiently runs the religious school office.

Don Kumis, who takes pride in caring for both the inside and outside of our temple. He makes sure all of our set-ups for services, and events are ready and available to our members. During COVID-19, Don continues to work cleaning and disinfecting the Temple.

Respectively Submitted,
Nancy J. LaFleur
Executive Director