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**MS-831: Jack, Joseph and Morton Mandel Foundation Records, 1980–2008.**  
Series B: Commission on Jewish Education in North America (CJENA). 1980–1993.  
Subseries 3: General Files, 1980–1993.

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Box  
15

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3

Senior Policy Advisors meeting. 23 January 1990. Planning notes  
and correspondence, December 1989-January 1990.

For more information on this collection, please see the finding aid on the  
American Jewish Archives website.

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## MEETING &amp; CONFERENCE CENTER

5300 RIVERSIDE DRIVE • CLEVELAND, OHIO 44135 • (216) 267-1500

SALES  
EXECUTIVE Marian Flanigan

DATE December 1, 1989

### ATTENDANCE

ORGANIZATION Premier Industries Corporation

NAME OF MEETING Mandel Associated Foundation

CONTACT      Ms. Joan Wade

TITLE

ADDRESS 4500 Euclid Ave

TELEPHONE 216 - 391 - 8300

CITY Cleveland

STATE Ohio

ZIP 44103

RATES: SINGLE

TWIN/DOUBLE

EXTRA PERSON

## SUITES

ROOM TAX

[illegible]

COMPLIMENTARY ROOM ALLOTMENT \_\_\_\_\_ PER \_\_\_\_\_ ROOMS OCCUPIED PER DAY

RESERVATION PROCEDURE: ROOMING LIST \_\_\_\_\_ RESERVATION ENVELOPE \_\_\_\_\_ CONVENTION BUREAU \_\_\_\_\_ INDIVIDUAL (PHONE/LETTER) \_\_\_\_\_

METHOD OF PAYMENT:

☐ INDIVIDUAL PAYS OWN ROOM, TAX, AND INCIDENTALS

☐ ORGANIZATION PAYS ROOM AND TAX ONLY,  
INDIVIDUAL PAYS INCIDENTALS

☐ ORGANIZATION PAYS ALL ROOM, TAX, AND INCIDENTALS☐ MASTER ACCOUNT (SEE NO. 4 ON REVERSE SIDE FOR ESTABLISHMENT OF MASTER ACCOUNT)

COMMENTS: There will be a set up fee for under 25 people @\$25+7%

Direct Billing Approved to: Mandel Assoc Found 1750 Euclid Ave, Cleveland Ohio 44115

## MEETING AND BANQUET REQUIREMENTS

ATTEN: Michael Cole

FUNCTION SPACE HAS BEEN RESERVED TO ACCOMMODATE YOUR PROGRAM AS OUTLINED BELOW:

[illegible]

THIS AGREEMENT IS SUBJECT TO THE POLICIES AND PROCEDURES PRINTED ON THE REVERSE SIDE. PLEASE SIGN AND RETURN ONE COPY TO THE HOTEL, WHICH WILL SERVE AS AGREEMENT BETWEEN YOUR ORGANIZATION AND THE HOTEL.



It is our pleasure to confirm the following arrangements for your group. We would like to ask that you please review carefully these terms and conditions.

1. Reservations received within your room block will be accepted until \_\_\_\_\_. Remaining unreserved rooms will be released back to the Sheraton Hopkins Airport Hotel for general sales. Reservation requests received after cut-off date are subject to rate and space availability.
2. If guest room reservations are not guaranteed by the deposit or acceptable letter of guarantee, they will be held until 6:00 p.m. on the date of arrival. A guaranteed reservation will be held the night of the arrival date. If the guest does not arrive, either the guest or the organization, as applicable, will be obligated for one night's room rate plus tax.
3. Check out time is 11:00 a.m. The Sheraton Hopkins Airport Hotel policy is to house guests in a clean room. It will be helpful if your guests plan to arrive after 3:00 p.m. Efforts will be made to accommodate those guests who arrive earlier.
4. If Direct Billing is requested as payment of the account, the attached credit application must be returned to the Hotel Credit Department for its approval at least 30 days prior to the scheduled arrival date. If additional information is required, you will be notified by said Department. Please indicate the name and address of individual(s) responsible for payment of the account, as well as those individuals authorized to sign charges to the account. Also specify the types of charges to be direct billed.
5. Upon receipt of the signed copy of this contract, our Convention Service Department will contact you to discuss the details of your meeting. Please advise our Convention Service Department of any special requirements you may have in the areas of menu selection, exhibit space, audio/visual equipment, display equipment, labor, etc.
6. Function rooms are assigned in accordance with your estimate of the number of persons anticipated. The Sheraton Hopkins Airport Hotel reserves the right to reassign a group to a room suitable for its actual attendance, if attendance changes upward or downward. Should your final guarantee fall more than 25% below your estimated maximum attendance, a service charge may apply.
7. In the event it becomes necessary for the organization to cancel this function at the Sheraton Hopkins Airport Hotel, the organization agrees to notify the hotel a minimum of 2 wks prior to the scheduled function/arrival date. Should notification not be received in the agreed time frame, the organization agrees to pay the Sheraton Hopkins Airport Hotel the sum of \$5000 as a cancellation penalty.
8. No one will be permitted to bring food or beverage of any kind into the Sheraton Hopkins Airport Hotel without its express written permission. Prices for food and beverage are confirmed 90 days in advance of an event. A final guarantee is required by Noon two (2) business days before the event. We must be informed in writing or by phone of the exact number of people who will attend the event. This number will be a guaranteed minimum and the amount for which payment is due. We will not have to serve more than 5% more than this number (but not more than 50 additional guests maximum). If no notification is made by the required time, we will assume the anticipated attendance discussed to be correct; you will be charged and agree to pay accordingly.
9. You agree to conduct your function in an orderly, decorous, and lawful manner and to abide by the Hotel rules. All displays and signage must conform to said rules. The Sheraton Hopkins Airport Hotel reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Sheraton Hopkins Airport Hotel cannot assume, and you hereby release it from, any liability or responsibility for personal property and equipment brought onto the premises.
10. Upon written notice, either party may be excused from performing this agreement due to acts of God, war, government regulation, disaster, strikes, civil disorder, or other emergencies making it illegal or impossible to provide the facilities or to hold the meeting. This agreement shall be construed in accordance with the laws of the State of Ohio. References to the Sheraton Hopkins Airport Hotel or The Hotel mean and refer to Sheraton Hopkins Airport Hotel, their partners, officers and directors. Changes to this agreement must be in writing.
11. Please indicate your acceptance and acknowledgement that this meeting is definite and confirmed by signing and returning one copy of the agreement to the Sheraton Hopkins Airport Hotel Sales Office by 12/12/89, along with a deposit in the amount of \$ \_\_\_\_\_ which will be applied to your Master Account.

Comments: \_\_\_\_\_

Confirmation: The Sheraton Hopkins Airport Hotel

Name

M. Hanigan

Title

Dir. of Catering

Date

11/29/89

Confirmation:

Name

Virginia F. Lewis

Title

Date

12/1/89

Upon signing this agreement, the above person warrants he/she is a duly authorized and appointed agent for the meeting, and is fully empowered to accept the provisions contained in this agreement as a definite and binding commitment. We sincerely thank you for allowing us this opportunity to be at your service.



- 11/17/89

Marian Flanagan

Sheraton - Hopkins

Jan 23

11:30 - 6 p.m.  
~~Noon - 5 p.m.~~

Hopkins Room reserved on 11/17

Cancelled  
1/5/90

cc: Virginia F. Levi  
Mark Gurvis

TO: Morton L. Mandel  
NAME  
DEPARTMENT/PLANT LOCATION

FROM: Henry L. Zucker  
NAME  
DEPARTMENT/PLANT LOCATION

DATE: 1/8/90  
REPLYING TO  
YOUR MEMO OF: \_\_\_\_\_

SUBJECT:

Annette Hochstein telephoned this morning with the following report:

1. The corrected document is almost ready. They expect to fax it to us on January 16. It will be accompanied by a draft letter from MLM to the Commission giving the background of the Commission's work.

Presumably this document-letter package will be ready to go to the commissioners as soon as it is approved by the senior policy advisors (January 23).

2. The Isa Aron document should be in AH's hands on January 15. They will respond in 48 hours, and hopefully this will be ready for our senior policy advisors meeting on January 23.
3. The Aryeh Davidson document will be ready about the same time but this is not certain.
4. By the end of January or during February, all the other papers will be ready. These are not expected to be ready prior to our February 14 meeting but will probably be issued serially to the commissioners after February 14.
5. The senior policy advisors will have to decide whether the various recommendations are to be presented as a group.
6. The Reisman material will be ready by mid-February. We are expected to pay him \$4500 for his work plus his expenses. The first payment should be made now and the second payment when he delivers his paper.
7. HLZ is to redraft the community-funding pages and incorporate this section in the revised overall document.
8. Seymour Fox will telephone Bronfman and Hirschhorn regarding attendance at the February 14 meeting. They understand that MLM will contact Crown to invite him and Susan.
9. David Finn's proposal will probably be ready within a week. It might come first to AH-SF and, if it does, they will fax it to us immediately. If we get it first, we are to fax it to them. Finn has another date on February 14 but will try to rearrange it so that he can come to our meeting. He is okay for February 15.

INTER-OFFICE CORRESPONDENCE



Agenda  
Senior Policy Advisors  
11:00 AM - 4:00 PM  
Tuesday, January 23, 1990

[Expected attendance: Ariel, Gurvis, Hoffman, Levi, Mandel, Reimer, Rotman, Stein, Woocher, Zucker -- Fox and Hochstein via telephone -- Kraar unable to attend.]

	<u>Tab</u>	<u>Assignment</u>
I. Review minutes and assignments of 12/6/89	1,2	VFL
II. Update on PR and outreach	3	MG
III. Update on meetings with funders		MLM
LUNCH		
IV. Status of identifying author for final report		SF
V. Discuss working document	3	SF
VI. Plans for IJE interim direction		MLM
VII. Plans for Commission meeting of 2/14		
A. format and content	3	SF
B. attendance - special handling of those not planning to attend	3	VFL
VIII. Communications with commissioners: reports and discussion	3	VFL
IX. The research program: progress report and publications		AH
- Isa Aron paper on Professionalization	handout	
X. Future meetings		VFL
A. Tues., Feb. 13 - JWB - pre-meeting planning - 1:30 - 5:00 pm		
B. Wed., Feb. 14 - UJA/Federation - Commission - 9:00 am - 5:00 pm		
C. Thurs., Feb. 15 - JWB - post-meeting - 8:30 am - 12:00 noon		
D. Schedule meeting for late April (25, 26, 30?)		

## Index of Key Papers

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DRAFT 1/19/90

Proposed Agenda  
Commission on Jewish Education in North America  
February 14, 1990

Suggested Format:

Two plenary sessions and one small group session

I. Plenary I

A. Opening Statement and Chairman's Report MLM

- Brief review of the history, process and progress of the Commission

B. Presentation AH?

- The changes that might occur: what could be ten years from now

- We are ready to begin:

Funding

Staff and mechanism

Communities interested in becoming Community Action Sites

C. Discussion

- Reactions to working document

II. Group Discussions

4 well-staffed panels, each to focus on one set of recommendations:

A. Community/Financing

B. Personnel

C. Research

D. The Mechanism and Community Action Sites



III. Plenary II

- A. Reports of panels
- B. Discussion
- C. Report on the Commission research projects
- D. The Commission report
- E. Next meeting

IV. Concluding Comments - Haskel Lookstein



## SUGGESTED BREAKDOWN FOR PANELS

ON 2/14/90

COMMUNITY/FINANCE

(H. Zucker, M. Kraar, V. Levi)

Bill Berman  
 Charles Bronfman  
 Susan Crown  
 Max Fisher  
 Fred Gottschalk  
 Robert Hiller  
 Ludwig Jesselson  
 Henry Koschitzky  
 Morton Mandel  
 Daniel Shapiro

MECHANISM/COMMUNITY ACTION SITE

(A. Hochstein, S. Hoffman, A. Rotman)

Ron Appleby  
 John Colman  
 Stu Eizenstat  
 Mark Lainer  
 Bob Loup  
 Lester Pollack  
 Harriet Rosenthal  
 Alvin Schiff  
 Ismar Schorsch  
 Isadore Twersky

PERSONNEL

(S. Fox, D. Ariel, M. Gurvis)

Mona Ackerman  
 Jack Bieler  
 Maurice Corson  
 Joseph Gruss  
 Carol Ingall  
 Norman Lamm  
 Sara Lee  
 Matthew Maryles  
 Charles Ratner  
 Esther Leah Ritz

RESEARCH

(J. Woocher, H. Stein, J. Reimer)

David Arnow  
 Joshua Elkin  
 Eli Evans  
 Arthur Green  
 Yitz Greenberg  
 David Hirschhorn  
 Haskel Lookstein  
 Florence Melton  
 Bennett Yanowitz