



THE JACOB RADER MARCUS CENTER OF THE
AMERICAN JEWISH ARCHIVES

MS-831: Jack, Joseph and Morton Mandel Foundation Records, 1980–2008.

Series C: Council for Initiatives in Jewish Education (CIJE). 1988–2003.

Subseries 1: Meetings, 1990–1998.

Box
19

Folder
11

Board of Directors. 26 August 1993. Planning notes and
correspondence, April 1993-August 1993.

Pages from this file are restricted and are not available online. Please
contact the [American Jewish Archives](http://AmericanJewishArchives.org) for more information.

3/14
VFL

TO: Morton L. Mandel
NAME
DEPARTMENT/LOCATION

FROM: Virginia F. Levi
NAME
DEPARTMENT/LOCATION

DATE: 4/6/93
REPLYING TO
YOUR MEMO OF:

SUBJECT: DATES OF FUTURE CIJE MEETINGS

4/12 m

An initial check of the dates you proposed for CIJE meetings has yielded the following results:

1. You proposed May 25 or 26 for an Executive Committee meeting. These are the dates of Shavuot and are therefore not good for our purposes. Can you suggest alternatives?

Sun 5/23?

2. You proposed August 26 or 27 for both a Board and Executive Committee meeting. August is a busy vacation month. Preliminary results are attached. We might do better in the first two weeks of September. Rosh Hashanah begins on the 15th, so meetings on the 8th or 9th might be workable, if those dates work for you.

USE 8/26

3. November 9 for an Executive Committee meeting appears to be okay. Many of these same people will be together for the GA in Montreal on the 16th through the 21st. Should we consider trying to schedule the meeting on the evening of November 21 or the morning of November 22 instead?

OK

NO - Leave as is

4. Our 1993 Annual Meeting was held on February 25. On the list of dates you gave me you have a ? after February. Are you having second thoughts about a mid-winter meeting? Passover begins on March 27, so we could try for one of the two preceding weeks if you think that's any safer.

Let's wait to set this date till June.

INTER-OFFICE CORRESPONDENCE

4/6/93

Preliminary Responses to Proposed Meeting Dates

	Board Thursday <u>Aug. 26</u>	& Executive Friday <u>Aug. 27</u>	Executive Tuesday <u>Nov. 9</u>
Bronfman	OK	OK	OK
Fisher	For now OK	OK	*
Berman	OK	OK	OK
Goodman	OK	OK	OK
Gottschalk	May be in Israel all month		*
Greenbaum	Waiting for response		
Hirschhorn	May be on vacation		OK
Lamm	OK	NO	*
Pollack	Probably no		OK
Schorsch	Probably out all of August		*
Kraar	May be on vacation		OK
Rotman	OK	OK	OK
Woocher	Waiting for response		

*Not on Executive Committee

Mtg Chcks

	Exec. Com.		Bd + Exec		Exec.	
	Tues. May 25	Wed. May 26	Thurs. Aug. 26 9:30-3:30	Fri. Aug. 27	Tues. Nov. 9	
^{Susan} Bronfman (Kathy) 514-878-9201			OK	OK	OK?	GA wd. be better.
Fisher 313-871-8000			Formal OK →			
Berman (Peggy) - web to confirm 313-353-8390	OK	OK	OK	OK	OK	
Goodman - Cindy 312-899-5020			OK	OK	OK	
Gottschalk 513-221-1875			May be in Israel all mo.			
Greenbaum - web 312-207-3852						
Hirschman 410-347-7200			may be on vacation?		OK	
Lamm 212-960-5280			OK	No		
Pallack 212-652-4629			Probably No		OK	
Schorch 212-676-8072			Probably not all of Aug.			
Knaar (Florence) 212-598-3505	Shavout		may be on vacation 8/22-27 - USA prime minister's mission & so.		OK	
Ratman - web			OK	OK	GA = 11-21 Montreal OK	
Woocher - web						

MEMO TO: Seymour Fox

DATE: May 26, 1993

FROM: Ginny Levi 

SUBJECT: Agenda for August 26 CIJE Board and Executive Committee Meetings

Following is a memo I propose to send to MLM, with your approval or corrections:

We have scheduled an Executive Committee meeting for the morning of Thursday, August 26 and a Board meeting for the afternoon. I have reserved rooms at UJA/Federation with the thought that the Executive Committee meeting might go from 10 to 11:30 and the Board meeting from noon to 3:30 or 4:00, including lunch.

SF, HLZ and I met recently to discuss these meetings. We listed the following desired outcomes:

1. Provide the Board with a sense of the momentum of CIJE.
2. Demonstrate that the Communities are coming aboard.
3. Indicate that individual activities within the Lead Communities will have an impact well beyond the local communities.

Following are the items proposed for the Executive Committee:

- I. Update on personnel (SF - I added this in light of developments)
- II. Approval of fiscal 1993-94 budget.
- III. Discussion of CIJE as a fund raiser, not a funder, for the Lead Communities.
- IV. Development report by AJN.

We propose the following for the Board meeting:

- I. Progress Report
- II. Centerpiece - Report on work in the Lead Communities (we suggest that Chuck Ratner present the report with careful preparation by CIJE staff.) Items to be covered would include:
 - A. The establishment of local coalitions
 - B. Educators' Survey
 - C. Progress of local commissions

We may wish to invite one or all three of the Communities to respond to Chuck's report.

III. "Teaser" report on Educators Survey

Esther Leah Ritz might introduce Adam Gamoran to make the report on what has occurred to date and what is scheduled.

IV. Update on Best Practices and Pilot Projects

We might ask John Colman to introduce Barry Holtz, who would make the report.

V. Report on meeting of MLM with partners (assuming this meeting has taken place by then)

VI. Development report on grants received and requests outstanding

We propose that a progress report be prepared for distribution in advance of the meeting to incorporate written reports by Adam and Ellen on Monitoring, Evaluation and Feedback, Barry on Best Practices and Pilot Projects, and Shulamith on the Lead Communities.



TO: Morton L. Mandel
NAME
DEPARTMENT/LOCATION

FROM: Virginia F. Levi
NAME
DEPARTMENT/LOCATION

DATE: 6/18/93
REPLYING TO
YOUR MEMO OF: _____

SUBJECT:

I was waiting to send out the actual invitation to the board meeting, with reply cards, until we had a sense of the timing of the meetings on August 26. Now that we have draft agendas, I suggest that we invite the Executive Committee to arrive at 9:30 and begin meeting at 10:00, to conclude at 11:30. I would suggest that the board meeting begin with lunch at noon and that we meet from 1:00 to 3:30.

The letter needn't be as precise as this. I would ask the Executive Committee to arrive at 9:30 and begin at 10:00 and the board to arrive at noon and plan to be finished by 3:30.

I am attaching a revised copy of the agenda. Do you agree with the time frames I am proposing?

~~NO LUNCH for the Board!~~

10⁰⁰ EXEC Committee ~~for~~

1⁰⁰ EXEC Committee lunch

- lunch

1³⁰ Board Meeting

4⁰⁰ Ad JOURNAL

INTER-OFFICE CORRESPONDENCE

CIJE BOARD MEETING

August 26, 1993

AGENDA

Executive Committee (10 - 11:30)

- | | | |
|------|--------------------------------------|-----------|
| I. | Introductory Remarks | MLM |
| II. | Progress Report | ARH |
| III. | Proposed Workplan | A Hoffman |
| IV. | Development Report by AJN (possibly) | |

CIJE Board Meeting (Lunch 12 - 1; Meeting 1 - 3:30)

- | | | |
|------|--|--------------------|
| I. | Progress Report | MLM/A Hoffman |
| II. | Report on Work in the Lead Communities
Responses by chairs of LC projects | Chuck Ratner |
| III. | Monitoring, Evaluation & Feedback Report | E. L. Ritz |
| | A. Update on Overall Project | Adam Gamoran |
| | B. "Teaser" Report on Educators' Survey | Ellen Goldring |
| IV. | Update on Best Practices & Pilot Projects | J. Colman/B. Holtz |
| V. | D'var Torah (I'll send proposal when we know
who is coming. Maybe Tim Hausdorff?) | |

Single space. Don't change date.
↓

June 22, 1993

Talking Points on the Lead Communities Project 6/93

1. The project and CIJE - Why?

The CIJE sees itself as a catalyst, working with existing national and local organizations to develop comprehensive and experimental initiatives to achieve major improvements in Jewish education in North America.

The CIJE 's strategy is to begin with Lead Communities as local laboratories for major improvements and then to encourage their use in other communities.

2. What will be the role of the Lead Communities?

The expectation is that Atlanta, Baltimore and Milwaukee, the three lead communities, will demonstrate what can happen when:

- the importance of Jewish education is recognized by the community and its leadership;
- there is an infusion of outstanding personnel; and
- the necessary resources of all kinds are secured to meet additional needs.

The purpose, in short, is to "demonstrate what Jewish education at its best can achieve."

Lead Communities will function as local laboratories for Jewish education - as an entire community engaged in a major development and improvement program.

Lead Communities will demonstrate how:

- to mobilize community support to create more understanding, knowledge and support for Jewish education in the community-at-large.
- to build and enhance the quality of life for educators and professionals in Jewish education.
- to develop a research capability that will provide the knowledge needed to make informed decisions and guide development.
- to establish a local commission (wall-to-wall coalition) to be the catalyst for local change.

3. What do we hope will happen in the community?

- Leadership will develop and articulate a vision of where the community wants to be, what it wants to achieve.
- Individual institutions or groups of institutions (e.g. Conservative synagogues, educators, rabbis, lay leaders and parents) will articulate specific educational goals.
- These activities will create much debate and ferment in the community, will focus the work of the communities, and will demand that communities face complex dilemmas and choices.
- The Institutions of Higher Jewish Learning, the denominations, and the national organizations will join in this effort.

4. Enabling Options - the Key Elements

"Personnel" and "community mobilization" were identified by the Commission as "enabling options," which undergird the implementation of any, or all, other educational programs. Communities are encouraged to look at local educational problems from these perspectives. CIJE will help to mobilize the denominations in the Lead Communities to help deal with these issues at the appropriate time.

5. The three Lead Communities-Background

Atlanta

Atlanta has a growing Jewish population. Atlanta's early '80s demographic study of the local Jewish community was followed by the development of a strategic plan. Included were recommendations to reorganize the services of the Bureau of Jewish Education, and reassign functional responsibility to other appropriate agencies. A Commission of Jewish Continuity has been established as a Jewish Education Fund.

Baltimore

Baltimore has a stable Jewish population of 92,000. A two-year planning initiative concluded in 1990 with a series of recommendations including the need to increase funding for Jewish education (since then it has increased from 25% to 33%) to establish a commission to look at the local Jewish education system. Outcomes include a strategic plan for Jewish education and the establishment of a Fund for Jewish Education which is currently undertaking a \$10 million campaign.

Milwaukee

With a population of 28,000, Milwaukee has four day schools in addition to an array of camps and pre-school opportunities. Community strengths include the centrality of the federation, the availability of scholarships for day schools and a common cost for each day school, and coordination of teen programming. The cost of Jewish education is a central issue in a community where average incomes are relatively low. The community must also contend with a shortage of trained personnel and a 15% decline in campaign income over the last three years. A Jewish Education Task Force was established in July 1991 and developed a plan for refocusing the Central Agency for Jewish Education. For many years Milwaukee has taken the lead in putting Jewish education high on its communal agenda and funding it accordingly.

6. Community Updates: What is happening

Milwaukee

- a. The Commission on Vision and Continuity has been established under the chairmanship of Louise Stein and Jane Gellman
- b. Steering Committee - meets every six weeks
- c. Task Forces have been established in the following areas:

1. Personnel - on a two year time line
 2. Strategic planning - working on five year plan including visioning and goals project.
- d. Educators' Survey was administered in June '93, data analysis Summer '93
- Market analysis]
Needs analysis] --- Fall '93
following plan outline]
- e. Fund Development - beginning November '93
- f. Full-time Project Director, Dr. Ruth Cohen funded by grant from The Helen Bader Foundation (Daniel Bader - new member of the CIJE Board)

Baltimore

- a. The Center for Advancement of Jewish Education has just been formed (CAJE). It will be headed by Dr. Chaim Botwinick.
- b. CAJE will establish a CIJE committee - July 1, 1993. Eileen Voglestein will be one of the two Co-chairs.

- c. Strategic planning by CIJE committee - July to August '93.
- d. Convene rabbinic and senior educator leadership - August '93.
- e. Launch CIJE Committee - September '93.
- f. Conduct Educators' Survey - September to October '93.
- g. Monthly meetings of CIJE Committee - October '93 to June '95.
- h. Finance resource development.

Atlanta

- a. Council on Jewish Continuity - has met twice and continues to meet every two months (August 93 next meeting). It is chaired by Dr. William Shatten.
- b. New director of Jewish Educational Services to begin July 15, 1993. (Janice Alper)
- c. Educators' Survey - to be administered in September '93.
- d. Task Force on Israel Experience - to be formed in August/September '93.

- e. Task Force on Teacher Training - to be established Fall '93.
- f. JCC Judaic content study to be undertaken.
- g. Market study on formation of second Jewish high school - Spring '93.
- h. Resource development - ongoing

7. The Goals Project and Vision

The communities are working toward developing visions for Jewish education to serve as the basis of mission statements. The basic question is what a Lead Community should look like in the twenty-first century. The denominations and their training institutions are working with CIJE to help clarify objectives for use by local denominational groups.

TO: Morton L. Mandel
NAME
DEPARTMENT/LOCATION

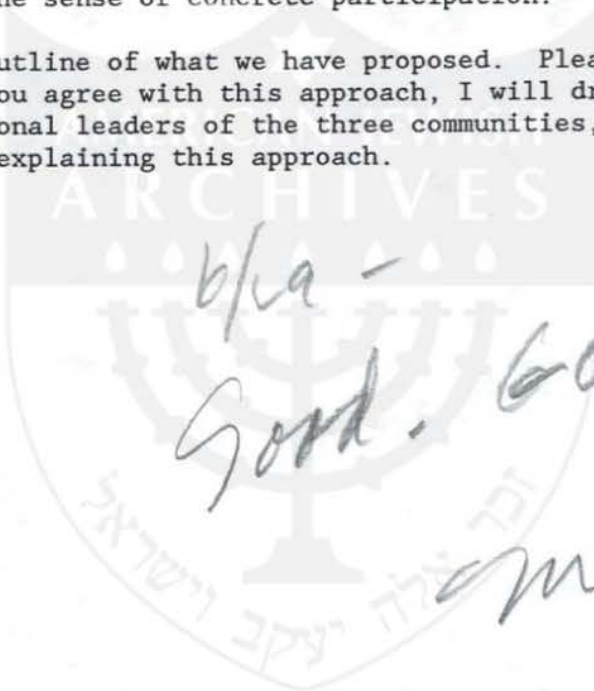
FROM: Virginia Levi
NAME *HL*
DEPARTMENT/LOCATION

DATE: 6/23/93
REPLYING TO
YOUR MEMO OF: _____

SUBJECT:

HLZ, Shulamith, and I had an opportunity to meet with Chuck Ratner on June 22 to discuss his presentation to the August 26 board meeting on Lead Communities. Chuck is happy to provide background and frame the discussion, but feels that the centerpiece of the discussion should be presentations by the leaders of the communities. The goal would be to engage the board members and lead community leadership in discussion and the sharing of views which could infuse the communities with energy and give our board the sense of concrete participation.

Attached is an outline of what we have proposed. Please let me know what you think. If you agree with this approach, I will draft letters to the lay and professional leaders of the three communities, inviting them to the meeting and explaining this approach.



b/a -
Gord. 60.
sm

IN
TE
R
-
O
F
F
I
C
E

C
O
R
R
E
S
P
O
N
D
E
N
C
E

6/23/93

Proposal

LEAD COMMUNITIES PRESENTATION AT BOARD MEETING

Presenter: Chuck Ratner, Chair Lead Communities Committee

Lay Leadership:

Atlanta: Bill Shatten

Baltimore: Eileen Vogelstein

Milwaukee: Louise Stein and Jane Gellman

Focus: Progress Report will focus on issues/challenges so as to engage board members in discussion around the project.

Idea: Chuck to provide background, frame the discussion and elicit reactions from board members.

Leader from each community to speak about one challenge and how the community is going about addressing it. e.g., forming community coalitions, meshing local issues with CIJE conceptions ("enabling options"), building local support, focusing on personnel, developing vision.

Next Steps:

1. MLM to approve approach.
2. Staff to review specific issues to be addressed.
3. Clear with Chuck.
4. Contact with Federation Execs to explain approach, clear date, contact lay leader from local community.
5. Touch base mid-August.

ALL OK -- SOUNDS EXCELLENT !

Sept - 6/23/93
Lead Communities Presentation at Board Meeting

Presenter: Chuck Rather, Chair CC Committee
Lay leadership:

Atlanta: Bill Shatten

Baltimore: Ilene Vogetstein

Milwaukee: Louise Stein and
Jane Gellman

Focus: Progress Report will focus on issues /
Challenges so as to engage Board
members in discussion around the
project.

Idea:

Chuck to provide background, frame the
discussion and elicit reactions
from Board members.

Leader from each community to speak
about one challenge and how the
community is going about
addressing it. e.g., forming a
coalitions, meshing local issues with
CITE conceptions ("enabling options"),

building local support (B), focusing
on personnel,
developing union,

Next steps:

① MUMS approve approach.

②

Staff to approve approach.

and review specific
issues to be
addressed.

③

clear with Church.

④

Contact with federation execs to

explain approach, clear date,

Contact lay leaders from

local community.

⑤

Letters of confirmation to exec and

lay leaders.

⑥ Touch-base mid-August.

COUNCIL FOR INITIATIVES IN JEWISH EDUCATION

P.O. Box 94553, Cleveland, Ohio 44101

Phone: (216) 391-1852 • Fax: (216) 391-5430

June 25, 1993

Chair

Morton Mandel

Vice Chairs

Charles Goodman

Neil Greenbaum

Matthew Maryles

Lester Pollack

Honorary Chair

Max Fisher

Board

David Arnov

Daniel Bader

Mandell Berman

Charles Bronfman

Gerald Cohen

John Colman

Maurice Corson

Susan Crown

Irwin Field

Alfred Gottschalk

Arthur Green

Thomas Hausdorff

David Hirschhorn

Henry Koschitzky

Mark Lainer

Norman Lamm

Norman Lipoff

Seymour Martin Lipset

Florence Melton

Melvin Merians

Charles Ratner

Esther Leah Ritz

Richard Scheuer

Ismar Schorsch

Isadore Twersky

Bennett Yanowitz

Mrs. Blanche Rothman
UJA/Federation of Jewish Philanthropies
of New York
130 East 59th Street
New York, NY 10022

Dear Blanche:

This will confirm plans to hold the next meeting of the Council for Initiatives in Jewish Education at the UJA/Federation on Thursday, August 26, 1993. We plan to have approximately 20 people for a morning meeting to begin at 10 a.m., with miniature danish, coffee and tea to be available by 9:30 a.m. and room set-up completed by 8:30 a.m. There will be a luncheon for approximately 60 people to begin at noon and conclude by 1:00 p.m. The group of 60 will then meet from 1:00 to 4:00 p.m. -16
-44
48

I believe that you have the morning meeting scheduled to place in the Weiler Room. We would like the luncheon to be in one of the ball rooms with round tables set up to seat 8 people and a buffet table at the side of the room. The afternoon meeting is to be in another ball room set up with an open square table to seat 60. (I will get back to you with more definite counts closer to the event). That table should be covered with tablecloths and pitchers of water should be available around the table. We should plan for use of an overhead projector and screen and will want the afternoon meeting taped. We would like to have soft drinks available during the afternoon meeting. A
- will amplify
- will tape
- will copy

As in the past, we will need a room for approximately 15 people from 4:00 to 5:30 p.m. We will plan to take some of the soft drinks from the earlier meeting for use at this meeting. Rosenwald Room

If you have any questions about this, please feel free to call me. If not, please alert your audio/visual staff and I will be in touch closer to the time of the meeting.

Cordially,

Virginia R. Levi

Virginia R. Levi

Blanche 212-836-1815

AV { Zvi Mackson 836-1375
Alan Treitman 836-1895

CNE

TO: Morton L. Mandel
NAME
DEPARTMENT/LOCATION

FROM: Virginia Levi
NAME VL
DEPARTMENT/LOCATION

DATE: 7/6/93
REPLYING TO
YOUR MEMO OF: _____

SUBJECT:

I have as an assignment to invite, among other people, the professional heads of the Federations of our three Lead Communities to attend the August 26 board meeting. I have tentative positive responses from David Sarnat of Atlanta and Rick Meyer of Milwaukee. Darrell Friedman is not available to attend and has asked that Chaim Botwinick, the pro assigned to this project, be permitted to come in his place. Chaim has been involved with this project since the beginning and would, I think, be an effective replacement for Darrell. I recommend that we accept this request.



OK

Chaim notified 7/9

INTERNET OFFICE CORRESPONDENCE

7/6/93

CIJE BOARD MEETING

August 26, 1993

AGENDA

(Lunch 12 - 1:00; Meeting 1 - 4:00)

I. Welcome and Progress Report

Introductory remarks, comment on CIJE role with respect to Lead Communities, etc., and introduce Alan Hoffmann.

II. Comments

Alan Hoffmann

Introduce Gail Dorph, comment on new status of Barry Holtz, discuss staffing.

III. Overview of the Lead Communities Project

Charles Ratner

Responses by chairs of Lead Community projects:

Atlanta - William Schatten

Baltimore - Genine Fidler, Ilene Vogelstein

Milwaukee - Jane Gellman, Louise Stein

IV. Monitoring, Evaluation & Feedback Report

A. Introductory Remarks

Esther Leah Ritz

B. Update on Overall Project

Adam Gamoran

C. Preliminary Report on Educators' Survey

Ellen Goldring

V. Update on Best Practices & Pilot Projects

A. Introductory Remarks

John Colman

B. Report

Barry Holtz

VI. D'var Torah

TBD

CIJE BOARD MEETING

AGENDA

August 26, 1993

Executive Committee

- | | | |
|------|--------------------------------------|-----|
| I. | Introductory Remarks | MLM |
| II. | Progress Reports | AH |
| III. | Proposed Workplan | AH |
| IV. | Development Report by AJN (possibly) | |

CIJE Board Meeting

- | | | |
|------|---|--------------------|
| I. | Progress Report | MLM |
| II. | Report on Work in the Lead Communities | Chuck Ratner |
| III. | Monitoring, Evaluation & Feedback Report | E. L. Ritz |
| | A. Update on Overall Project | Adam Gamoran |
| | B. "Teaser" Report on Educators' Survey | Ellen Goldring |
| IV. | Update on Best Practices & Pilot Projects | J. Colman/B. Holtz |

Note:

MLM will pick up the topics of staffing and of the role of CIJE in funding in his opening remarks.

927 2 19951 156619 2 226
DRAFT

CIJE BOARD MEETING

AGENDA

Executive Committee

- I. Introductory Remarks
- II. Progress Report
- III. Proposed Workplan *(by director, if possible)*
- IV. Development Report by AJN (possibly)

CIJE Board Meetings

- I. Progress Report
- II. Centerpiece -- Report on Work in the Lead Communities
(Chuck Ratner)
- III. Monitoring, Evaluation & Feedback Report
 - A. Update on Overall Project (Adam Gamoran)
 - B. "Teaser" -- Report on Educators' Survey
(Ellen Goldring)
- IV. Update on Best Practices & Pilot Projects.

- Notes:*
- A. Mort will pick up the topics of staffing and of the role of CIJE in funding in his opening remarks.
 - B. Mort will pick up the topic of staffing in his opening remarks.
 - B. The suggested roles of committee chairs are O.K. at the meeting.
ie. EL Ritz to introduce Gamoran + Goldring, J Colman to introduce B. Holtz.

7/8/93

Outline for Camper Notes for August 1993 Board Meeting

I. CIJE Organization and Staffing

A. Executive Director

B. Program Staff

1. Barry Holtz - f/t on leave from JTSA

2. New Staff

II. Lead Communities - Update

(refer to Talking Points -6/93)

A. Atlanta - Commission to meet in August

Bill Schatten as Chair

Lauren Azoulai - Senior Planner as staff in addition to her other responsibilities

Educators (teachers and principals) survey scheduled for fall

B. Baltimore - Official launch in September

Ilene Vogelstein and Genine Fidler as Co-chairs

Chaim Botwinick and Nancy Kutler will staff the commission

Educators (teachers and principals) survey scheduled for fall

C. Milwaukee - Launched

Full-time Project Director, Dr. Ruth Cohen - position funded by Helen Bader Foundation

Commission and Steering Committee appointed and have been meeting

Louise Stein and Jane Gellman - active Co-chairs

Educators (teachers and principals) survey - completed

7/8/93

Outline for Camper Notes for August 1993 Board Meeting

I. CIJE Organization and Staffing

A. Executive Director

B. Program Staff

1. Barry Holtz - f/t on leave from JTSA
2. New Staff

II. Lead Communities - Update
(refer to Talking Points -6/93)

A. Atlanta - Commission to meet in August

Bill Schatten as Chair

Lauren Azoulai - Senior Planner as staff in addition to her other responsibilities

Educators (teachers and principals) survey scheduled for fall

B. Baltimore - Official launch in September

Ilene Vogelstein and Genine Fidler as Co-chairs

Chaim Botwinick and Nancy Kutler will staff the commission

Educators (teachers and principals) survey scheduled for fall

C. Milwaukee - Launched

Full-time Project Director, Dr. Ruth Cohen - position funded by Helen Bader Foundation

Commission and Steering Committee appointed and have been meeting

Louise Stein and Jane Gellman - active Co-chairs

Educators Survey - completed
(Teachers and principals)

MEB - Plonuse

7/8/93

~~DRAFT~~

Outline for Camper Notes for August 1993 Board Meeting

I. CIJE Organization and Staffing

A. Executive Director

B. Program Staff

1. Barry Holtz - f/t on leave from JTSA
2. New Staff

C. Respective roles of Jerusalem/Cleveland

1. Jerusalem
2. Cleveland

II. Lead Communities - Update (refer to Talking Points -6/93)

A. Atlanta - Commission to meet in August

Bill Shatten as Chair

Lauren Azoulai - Senior Planner as staff in addition to her other responsibilities

B. Baltimore - Official launch in September

Irene Vogelstein as Co-chair

Chaim Botwinick and Nancy Kutler will staff the commission

C. Milwaukee - Launched

Full-time Project Director, Dr. Ruth Cohen - position funded by Helen Bader Foundation

Commission and Steering Committee appointed and have been meeting

Louise Stein and Jane Gellman - active Co-chairs

Educators Survey - completed

Educational Leadership Survey under way

(Teachers + Principals)
Educators Survey

TO: Virginia F. Levi
NAME
DEPARTMENT/LOCATION

FROM: Henry L. Zucker
NAME
DEPARTMENT/LOCATION

DATE: 7/9/93
REPLYING TO
YOUR MEMO OF: _____

SUBJECT:

AJN will be in Europe on August 26 and will not be available for the CIJE Board meeting.



INTERNET OFFICE CORRESPONDENCE



mailed
7/23

TO:

Virginia F. Levi
MLM

DATE:

7/23

MLM -

Good idea!

In light of the Cummings Foundation's support for Best Practices, I suggest that we invite Rachel Cowan to the Aug. 26 Board meeting, which will include a report by Barry Holtz. She declined membership on our board because of a foundation policy, but she would probably come as our guest.

If you agree, and the attached letter is OK, please sign + return to me for mailing.

Thanks,

VFL



PREMIER INDUSTRIAL CORPORATION
4500 EUGLIO AVE. • CLEVELAND, OH 44103 • (216) 391-6300

0-80357 (REV. 12/88) PRINTED IN U.S.A.

INTER-OFFICE CORRESPONDENCE

TO: Morton L. Mandel
NAME
DEPARTMENT/PLANT LOCATION

TO
FROM: Virginia Levi
NAME
DEPARTMENT/PLANT LOCATION

DATE: 7/30/93
REPLYING TO
YOUR MEMO OF:

SUBJECT:

Following is a list of materials which I propose to include in the factbooks for the August 26 board meeting:

1. Minutes of February board meeting
2. Progress report
3. Best Practices report
4. Monitoring, evaluation & feedback report
5. One page bios on Gail Dorph, Adam Gamoran, Ellen Goldring, Alan Hoffmann and Barry Holtz
6. Board and staff lists
7. Agenda

We expect to mail items 2, 3 and 4 prior to the meeting.

ok I suggest that we use the same factbooks for the executive committee, changing only the agenda between meetings. Attached is the draft agenda for that meeting, last reviewed on July 9. We have since agreed that you will refer to the budget in your introductory remarks, but that it will not be a separate agenda item, nor will we distribute a budget.

ok It appears unlikely that we will have a final decision from the Jim Joseph Foundation. If the Blaustein grant is finalized, it would seem that it could also be covered by you in your introductory remarks. I suggest, therefore, that we not include a formal report by AJN and that that item be removed from the agenda.

Annette Hochstein's progress report will most likely refer to the document to be sent and included in the board factbook. Alan Hoffman does not expect to have a written work plan for his presentation.

Agree Another issue relates to staff attendance at the Executive Committee meeting. There are 10 committee members expected, with only David Hirschhorn still to respond. Alan and Annette are speaking, and I am secretary, so we three have to be there. I suggest that Seymour Fox and Steve Hoffman also attend and that the following not attend: Gail Dorph, Adam Gamoran, Barry Holtz, Stanley Horowitz, Art Naparstek, Shmuel Wygoda. I also suggest that Marty Kraar, Art Rotman and Jon Woocher not attend.

Please return this memo with your approvals/comments as soon as you have them. Mary Esther is primed to work on agendas and factbooks while I am away.

COUNCIL FOR INITIATIVES IN JEWISH EDUCATION

Planning Meeting

August 25, 1993

1:00 - 5:00 PM

Participants: Gail Dorph, Seymour Fox, Adam Gamoran, Annette Hochstein, Steve Hoffman, Alan Hoffmann, Barry Holtz, Ann Klein, Ginny Levi, Mort Mandel, Art Rotman, Jon Woocher, Shmuel Wygoda

I. Desired Outcomes of August 26 Meetings

MLM

A. Executive Committee

B. Board of Directors

Sense of progress and excitement, e.g.

- new CIJE staff
- local commissions in place; lay involvement
- deep interest in Best Practices
- educators survey as basis for plan for personnel
- monitoring, evaluation & feedback process in place

Plans for the future

II. Reports on Camper Contacts

MLM

Any comments on conversations with board members which should be considered as we move through the day?

III. Run through the day

MLM

A. Executive Committee

1. Attendance
2. Schedule: Gather at 9:30, convene at 10:00, conclude by noon

3. Detailed review of agenda
4. *Issues for the Exec Com.?*

B. Board

1. Attendance
2. Schedule: Luncheon at noon; convene at 1:00, conclude by 4:00 PM

3. Detailed review of agenda

4. *Issues for the Board?*

C. Reminder: debrief session 4:00 - 5:00 PM

CIJE Board Meeting Participants
August 26, 1993

Daniel Bader

*Mandell Berman

Chaim Botwinick

*Charles Bronfman

*John Colman

Jay Davis

Gail Dorph

*Seymour Fox

Adam Gamoran

Jane Gellman

Billie Gold

Thomas Hausdorff

*David Hirschhorn

Robert Hirt

*Annette Hochstein

*Stephen Hoffman

*Alan Hoffmann

Barry Holtz

Stanley Horowitz

Gershon Kekst

Ann Klein

Martin Kraar

*Mark Lainer

Norman Lamm

*Virginia Levi

S. Martin Lipset

*Morton Mandel

*Matthew Maryles

*Melvin Merians

Richard Meyer

*Lester Pollack

*Charles Ratner

*Esther Leah Ritz

Art Rotman

David Sarnat

William Schatten

Richard Scheuer

Louise Stein

Paul Steinberg

David Teutsch

Isadore Twersky

Ilene Vogelstein

Jonathan Woocher

Shmuel Wygoda

Bennett Yanowitz

* Expected attendance at Executive
Committee meeting

MEMO TO: Morton L. Mandel
FROM: Virginia F. Levi *VF*
DATE: July 30, 1993
SUBJECT: D'Var Torah for August 26 Board Meeting

Following is a list of people who have delivered a D'Var Torah at past meetings of the Commission and the CIJE board:

8/88 - Norman Lamm
12/88 - Ismar Schorsch
6/89 - Fred Gottschalk
10/89 - Arthur Green
2/90 - Haskel Lookstein
6/90 - Isadore Twersky
11/90 - Yitz Greenberg
4/91 - Norman Lamm
8/91 - Bennett Yanowitz
1/92 - Maurice Corson
8/92 - Bill Berman
2/93 - Neil Greenbaum

Following is a list of board members who have indicated plans to attend the 8/26/93 meeting:

Daniel Bader
Mandell Berman
Charles Bronfman
John Colman
Jay Davis
Billie Gold
Mark Lainer
Norman Lamm
Marty Lipset
Morton Mandel
Matthew Maryles
Melvin Merians
Lester Pollack
Charles Ratner
Esther Leah Ritz
David Teutsch
Isadore Twersky
Bennett Yanowitz

The staff telecon group suggested that we ask either Lester Pollack or David Teutsch to deliver the D'Var Torah. The only concern with Teutsch is that this will be his first meeting. I suggest that we ask Lester Pollack or Matthew Maryles.

MEB -

We're going to be hearing from people
re attendance at 8/26 meetings. Please
keep a list - Start w/ clean list of all
board members & make notations.

So far:

Charles Bronfman - yes

Maurice Corson - no

Allen D. Hoffman
Annette Hochstein
Seymour Fox





PREMIER

Virginia F. Levi

TO:

MLM

DATE:

8/11/93

OK MLM 8/11

MLM -

Attached are a proposed letter to go to CISE Board members and others attending the 8/24 board meeting. I propose to send the same letter + attachments to those not planning to attend, altering the final paragraph to note that you are sorry they are unable to attend.

Please review the attached and return to me with comments/corrections. We'll individualize the letters. The reports have been sent ready to go, but can also be corrected if necessary.

Our goal is to mail on Fri, so I'd appreciate your response as soon as possible.

Thanks,

VFL



PREMIER INDUSTRIAL CORPORATION
4500 EUCLID AVE. • CLEVELAND, OH 44103 • (216) 391-8300

0-80357 (REV. 12/89) PRINTED IN U.S.A.

CITE BM

first name

13

August 10, 1993

Dear CIJE Board Member,

The past six months ^{HAS} have been a period of intensive efforts by ~~the~~ CIJE, and we will be able to report significant progress at our board meeting on August 26th. In particular, we will be reporting on the following:

1. The CIJE professional team: Our Selection Committee has completed its work and we are pleased to announce that we have engaged Alan D. Hoffmann as full-time Executive Director of the CIJE. He will be assisted by a team of two outstanding professionals to lead the work of the CIJE. They are Dr. Barry W. Holtz and Dr. Gail Dorph.

a. *Alan D. Hoffmann — Executive Director*

Alan Hoffmann has been the Director of the Melton Centre for Jewish Education in the Diaspora at the Hebrew University, Jerusalem since 1986. As director, he has developed training programs in formal and informal Jewish education. The Centre's Senior Educators Program has thus far provided North America with some 60 graduates who occupy key positions in a variety of communities, while its Summer Institute provides ongoing staff development for major U.S. day schools. Alan has been responsible for the development of curricula, and has supervised an elaborate research program in Jewish education. He has provided consultation services to schools and to educational networks throughout North and South America.

Alan ^{will} ~~has~~ assumed ^{HIS} the position of ~~Executive Director of the CIJE~~ ^{Program} on August 15, 1993.

b. *Dr. Barry W. Holtz — ~~Chief Educational Officer~~*

Barry Holtz has served as Co-Director of the Melton Research Center for Jewish Education at the Jewish Theological Seminary, New York City, since 1980. He has been responsible for their program in curriculum development and teacher education. He is a well-known author and his publications include: *Back to the*

Sources and Our Way. At ~~the~~ CIJE, Barry Holtz has been responsible for the Best Practices Project and ~~has now~~ joined the staff full-time as of July 1st, 1993.

2. *Education*
c. *Dr. Gail Dorph - Project Officer*

Dr. Gail Dorph has served as Chairman of the Department of Education at the University of Judaism in Los Angeles since 1989. In that capacity, she has been responsible for an elaborate program of teacher education and in-service education. She has long experience in the preparation of educational materials and has served as a consultant to Jewish communities throughout the United States. Gail Dorph ~~has~~ *will* assumed ~~her~~ position ~~as of~~ *on* August 15th, 1993.

Also, We are grateful for the important contribution Dr. Shulamith R. Elster has made to the CIJE over the past two years. Dr. Elster has decided to accept the position of Professor of Jewish Education at the Baltimore Hebrew University. We look forward to working with her in her new capacity.

2. The three lead communities — Atlanta, Baltimore and Milwaukee — have established their local commissions on Jewish education, and each has engaged staff to work with these commissions. They have undertaken comprehensive surveys of the educators in each community to establish base-line data. The results of the surveys will inform the commissions as they plan the recruitment, in-service training, professional development, and terms of employment of educators—as well as the way communities will address their future personnel needs. The survey in Milwaukee has already been completed; those in Atlanta and Baltimore will be completed by the early winter. The Best Practices, and the Monitoring, Evaluation and Feedback projects have been introduced in each of these communities and discussions are underway with ~~the~~ Barry Holtz towards the development of pilot projects. At our board meeting, we will hear updates from representatives of the lead communities on the work that they have undertaken in their communities. The partnership between the three Lead Communities and the CIJE was intensified when the first of five annual joint seminars was held in Cleveland during the month of May. The various components of the project were jointly discussed, a common workplan was established, and regular lines of communications were set up. Ongoing visits by CIJE staff were scheduled. The second seminar is to be held in Baltimore on August 23rd and 24th.
3. The Best Practices Project: At our last board meeting you received a publication on best practices in the supplementary school. A publication on best practices in early childhood

education is now at the printer. I am enclosing a memorandum by ~~Dr.~~ Barry Holtz on the Best Practices project in which he describes the work that has been undertaken in other areas of Jewish education, among them: day schools, the JCCs, college campus programs, camping/youth programs, adult education and the Israel Experience. This project, which is involving outstanding educators from the field and from key educational institutions, is generating significant debate and deliberation at major educational gatherings around the continent — from CAJE to the Network on Research in Jewish Education to conferences of denominational educational organizations. Sessions are being devoted to the presentation of this project and to the implications of its introduction into the lead communities.

4. Monitoring, Evaluation & Feedback Project: a key element in the concept of lead communities is the notion that intensive monitoring, evaluation and feedback is necessary if we are to learn by doing. Furthermore, monitoring, evaluation and feedback will provide the basis for the decisions concerning the dissemination of findings to additional communities throughout the continent. This project is directed by Dr. Adam Gamoran of the University of Wisconsin and Dr. Ellen Goldring of Vanderbilt University. As you will read in their progress report, the CIJE has introduced a full-time field researcher into each of the communities and they have already submitted initial reports to the local commissions and to the CIJE.

I look forward to your participation at our board meeting on August 26th. It will take place from 12:00 Noon to 4:00pm at USA/Federation of Jewish Philanthropies, 130 East 59th Street, New York.

~~I believe you will want to hear the reports from Chairs of the Lead Community Project, to meet our staff and to discuss with them the proposed plans for 1993/94.~~

W. G. Mandel
With best regards.

~~Sincerely yours,~~

Morton L. Mandel

Who will attend meetings in New York?	YES	NO
David Arnow		X
Daniel Bader	X	
*Mandell Berman	X	
Chaim Botwinick	X	
*Charles Bronfman	X	
Gerald Cohen		X
*John Colman	X	
Maurice Corson		X
Rachel Cowan		X
Susan Crown		X
Jay Davis	X	
Gail Dorph	X	
Genine Fidler		X
Irwin Field		X
Max Fisher		X
Seymour Fox	X	
Darrell Friedman		X
Adam Gamoran	X	
Jane Gellman	X?	
Billie Gold	X	
*Charles Goodman		X
Alfred Gottschalk		X
*Neil Greenbaum		X
Thomas Hausdorff	X	
*David Hirschhorn	X?	
Annette Hochstein	X	
Stephen Hoffman	X	
Alan Hoffmann	X	
Barry Holtz	X	

Stanley Horowitz	X	
Gershon Kekst	X	
Ann Klein	X	
Henry Koschitzky		X
Martin Kraar	X?	
*Mark Lainer	X	
Norman Lamm	X	
Marvin Lender		X
Ginny Levi	X	
Norman Lipoff		X
Seymour Lipset	X	
*Morton L. Mandel	X	
*Matthew Maryles	X	
Florence Melton		X
*Melvin Merians	X	
Rick Meyer	X	
Arthur Naparstek		X
*Lester Pollack		X
*Charles Ratner	X	
*Esther Leah Ritz	X	
Art Rotman	X	
David Sarnat	X	
William Schatten	X	
Richard Scheuer	X	
Ismar Schorsch		X
Louise Stein	X	
Paul Steinberg	X	
David Teutsch	X	
Isadore Twersky	X	
Ilene Vogelstein	X	
Jonathan Woocher	X	
Shmuel Wygoda	X	

I. WELCOME AND PROGRESS REPORT

A) WELCOME BOARD MEMBERS

B) WELCOME NEW BOARD MEMBERS:

- JAY DAVIS - FROM ATLANTA. HAS BEEN ACTIVELY INVOLVED IN SUPPORTING JEWISH EDUCATION ACTIVITIES IN ATLANTA
- BILLIE GOLD - PRESIDENT - ELECT OF JESNA. ASSUMES HER RESPONSIBILITIES NEXT MONTH
- DAVID TEUTSCH - NEW PRESIDENT OF RECONSTRUCTIONIST RABBINICAL COLLEGE, PHILADELPHIA
- GERSHON KEHST - CHAIRMAN OF BOARD OF JTS, A. OUTSTANDING COMMUNITY LEADER

C) GUESTS FROM THE LEAD COMMUNITIES

- ATLANTA - DR. WILLIAM SCHATTEN, CHAIR OF COUNCIL ON JEWISH CONTINUITY
- BALTIMORE - ILENE VOGELSTEIN - CHAIR OF COMMITTEE ON THE LEAD COMMUNITY PROJECT

- CHAIM BOTWINICK - DIRECTOR OF CENTER FOR THE
ADVANCEMENT OF JEWISH EDUCATION
- MILWAUKEE - LOUISE STEIN, CO-CHAIR OF COMMISSION
ON VISIONS AND INITIATIVES IN JEWISH EDUCATION
- RICHARD MEYER - EXECUTIVE OF MILWAUKEE
FEDERATION

D) TAKE THEM THROUGH BOOK

E) MUCH HAS OCCURED SINCE OUR LAST MEETING

- 1) MOST IMPORTANT IS THE RECRUITMENT AND HIRING OF
A STAFF
- 2) I WILL DESCRIBE ALAN TO YOU AND THEN ^{HE}~~HE~~ WILL
INTRODUCE THE OTHER 2 MEMBERS OF THIS STAFF
- 3) ALAN WILL ALSO GIVE US A PRELIMINARY REPORT OF
HIS PLANS FOR THE NEAR FUTURE. THOUGH HE WILL
BE EMPHASIZING THE LEAD COMMUNITIES PROJECT WE
MUST REMEMBER THE OTHER 3 RECOMMENDATIONS,
PERSONNEL, COMMUNITY AND RESEARCH. WE EXPECT TO
DEVOTE A GOOD PART OF OUR NEXT MEETING TO
PERSONNEL.

(~~DISCUSSION~~)

II. COMMENTS OF EXECUTIVE DIRECTION - ALAN HOFFMAN

ALAN WILL INTRODUCE HIS STAFF AND INDICATE HOW
TOGETHER THEY WILL ATTACH¹ THE C.I.J.E. AGENDA. HE

WILL DESCRIBE THE MEETINGS IN BALTIMORE AND HIS PLANS
FOR THE NEXT FEW MONTHS. (HE WILL GIVE A SLIGHTLY
DIFFERENT REPORT THEN AT THE EXECUTIVE COMMITTEE.)

(DISCUSSION)

III. OVERVIEW OF THE LEAD COMMUNITIES PROJECT - CHARLES
RATNER

A) NOW WE ONLY HAVE CHAIR, WITH STAFF ON BOARD WE HOPE
TO DEVELOP SUB-COMMITTEE.

B) INTRODUCE CHUCK

C) CHUCK WILL REPORT AND INTRODUCE CHAIR OF LEAD
COMMUNITIES WHO WILL REPORT.

D) DISCUSSION AFTER REPORT OF CHAIRS OF LEAD
COMMUNITIES

IV. MONITORING, EVALUATION AND FEEDBACK PROJECT - REPORT -
E.L. RITZ

A) INTRODUCE E.L. RITZ (COMMENT ABOUT BUILDING FULL-
SUBCOMMITTEE

B) E.L. RITZ WILL INTRODUCE ADAM GAMORAN AND ~~ELLEN~~
~~GOLDING~~ (SHE HAS MET WITH ^{Her} ~~THEM~~)

C) DISCUSSION

V. UPDATE ON BEST PRACTICES AND PILOT PROJECTS - JOHN COLMAN

A) INTRODUCE JOHN COLMAN (AGAIN MENTION THE INTENTION TO BUILD FULL-SUBCOMMITTEE)

B) JOHN WILL INTRODUCE BARRY (THEY HAVE MET)

C) BARRY WILL REPORT - YOU MAY WANT TO MENTION THE NEW VOLUME ON EARLY CHILDHOOD

D) DISCUSSION

(CLOSING COMMENTS ON PART OF CHAIRMAN)

VII. D'VAR TORAH - PROF. I. TWERSKY

A) PROF. TWERSKY IS ONE OF THE WORLDS GREATEST JEWISH SCHOLARS (PHILOSOPHY, TALMUD, HISTORY, JEWISH THOUGHT) ONE OF THE WORLDS GREATEST MEDEVIALIST - FOR MANY YEARS CHAIRMAN OF THE DEPARTMENT OF JEWISH STUDIES AT HARVARD

B) WE HAVE WORKED TOGETHER FOR PAST 5 YEARS - COMMISSION

C) HOW PLEASED YOU ARE THAT JEWISH EDUCATION HAS
MANAGED TO GET MORE OF PROF. TWERSKY'S TIME.

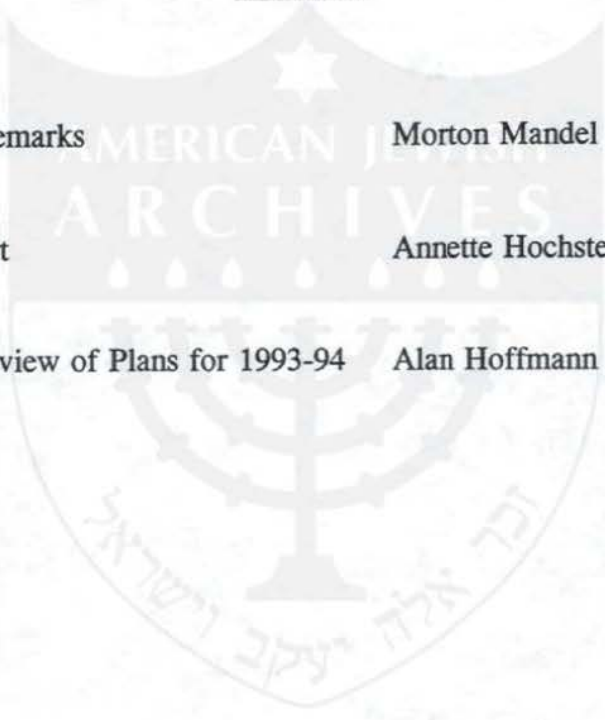
D) BOTH OF US RECEIVED HONORARY PHD AT YESHIVA



**COUNCIL FOR INITIATIVES IN JEWISH EDUCATION
EXECUTIVE COMMITTEE MEETING**

August 26, 1993
10:00 - 12:00 Noon

AGENDA

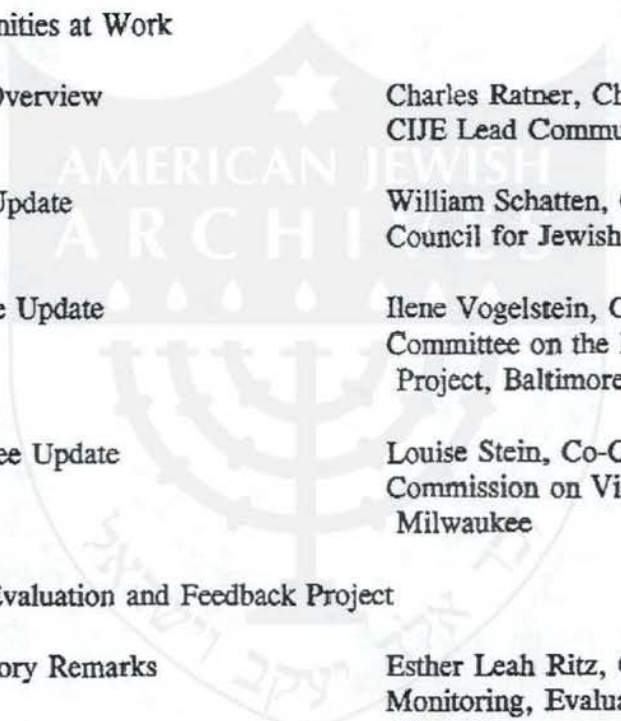
- 
- I. Introductory Remarks Morton Mandel
 - II. Progress Report Annette Hochstein
 - III. Preliminary Review of Plans for 1993-94 Alan Hoffmann

**COUNCIL FOR INITIATIVES IN JEWISH EDUCATION
BOARD OF DIRECTORS MEETING**

August 26, 1993

1:00 - 4:00 p.m.

AGENDA

- 
- I. Welcome and Progress Report Morton Mandel
Chair
- II. Comments of Executive Director Alan Hoffmann
Executive Director
- III. Lead Communities at Work
- A. Project Overview Charles Ratner, Chair
CIJE Lead Communities Committee
- B. Atlanta Update William Schatten, Chair
Council for Jewish Continuity, Atlanta
- C. Baltimore Update Ilene Vogelstein, Chair
Committee on the Lead Community
Project, Baltimore
- D. Milwaukee Update Louise Stein, Co-Chair
Commission on Vision and Continuity,
Milwaukee
- IV. Monitoring, Evaluation and Feedback Project
- A. Introductory Remarks Esther Leah Ritz, Chair
Monitoring, Evaluation & Feedback
Committee
- B. Project Update Adam Gamoran, Director
Monitoring, Evaluation & Feedback
Project
- V. Best Practices Project
- A. Introductory Remarks John Colman, Chair
Best Practices Committee
- B. Project Update Barry Holtz, Director
Best Practices Project
- VI. Concluding Comments Isadore Twersky

COUNCIL FOR INITIATIVES IN JEWISH EDUCATION

Planning Meeting
August 25, 1993
1:00 - 5:00 PM

Participants: Gail Dorph, Seymour Fox, Adam Gamoran, Annette Hochstein, Steve Hoffman, Alan Hoffmann, Barry Holtz, Ann Klein, Ginny Levi, Mort Mandel, Art Rotman, Jon Woocher, Shmuel Wygoda

I. Desired Outcomes of August 26 Meetings

MLM

A. Executive Committee

B. Board of Directors

Sense of progress and excitement, e.g.

- new CIJE staff
- local commissions in place; lay involvement
- deep interest in Best Practices
- educators survey as basis for plan for personnel
- monitoring, evaluation & feedback process in place

Plans for the future

II. Reports on Camper Contacts

MLM

Any comments on conversations with board members which should be considered as we move through the day?

III. Run through the day

MLM

A. Executive Committee

1. Attendance
2. Schedule: Gather at 9:30, convene at 10:00, conclude by noon
3. Detailed review of agenda

B. Board

1. Attendance
2. Schedule: Luncheon at noon; convene at 1:00, conclude by 4:00 PM
3. Detailed review of agenda

C. Reminder: debrief session 4:00 - 5:00 PM

CIJE Board Meeting Participants
August 26, 1993

Daniel Bader

*Mandell Berman

Chaim Botwinick

*Charles Bronfman

*John Colman

Jay Davis

Gail Dorph

*Seymour Fox

Adam Gamoran

Jane Gellman

Billie Gold

Thomas Hausdorff

*David Hirschhorn

Robert Hirt

*Annette Hochstein

*Stephen Hoffman

*Alan Hoffmann

Barry Holtz

Stanley Horowitz

Gershon Kekst

Ann Klein

Martin Kraar

*Mark Lainer

Norman Lamm

*Virginia Levi

S. Martin Lipset - *expense form*

*Morton Mandel

*Matthew Maryles

*Melvin Merians

Richard Meyer

*Lester Pollack

*Charles Ratner

*Esther Leah Ritz

Art Rotman

David Sarnat

William Schatten

Richard Scheuer

Louise Stein

Paul Steinberg

David Teutsch

Isadore Twersky - *expense form*

Ilene Vogelstein

Jonathan Woocher

Shmuel Wygoda

Bennett Yanowitz

* Expected attendance at Executive
Committee meeting

F
A
X

C
O
V
E
R

S
H
E
E
T

Council for Initiatives
in
Jewish Education

Date sent: Time sent:

August 24, 1993

To: Virginia Levi

No. of Pages (incl. cover):

From: Mary Esther Block

Organization:

Phone Number:

Phone Number:

Fax Number:

410-752-1177

Fax Number:

216-391-5430

Comments:

Ginny:

Jay Davis, David Hirschhorn and Marty Kraar will not be attending August 26 board meeting. Mr. Davis (I was told today) never planned to attend. Mr. Hirschhorn has not yet recovered from his surgery and Mr. Kraar is out of town.

I will let you know tomorrow of other news.

MEB

If there are any problems receiving
this transmission, please call:
216-391-1852

8/25

AM

10:30 - JCCA Conference

- put tog. books - insert agendas
- new T of C for Exec. Com - do on 8/26
- put mtg. books and agendas/exhibits around table
- Bea to have fruit + beverages

PM

- follow agenda
- Send/take materials to USA/Fed. incl. scratch pads

8/26

- Meet at USA/Fed. at 8:30 (go tog.)
- Set up registration table - put out only Exec. Com. (list)
name tags in AM (+ list)
- Check set-up of Weiler Room - Exec. Com.
- coffee, tea, danish to be out by 9:15
- Place cards around mtg. table?
- Books with correct agenda + T of C.

Once mtg. begins (10:00) [AGK]

- Set up registration table - all others - Ask about car to airport + which.
- Bea K. planning to arrive ~ 10:30
- Check set-up of lunch - Ballroom A - and meeting - Ballroom B
- put out place cards, pencils, pads, books - for all except people at Exec. Com. Mtg.
- Be sure we have podium + mike, in case we need.
- A/V (Tzvi) should be setting up to tape + amplify + overhead projector/screen (we'll let him know if we don't need)
- All set-up shd be done by 11:30.

Afterwards

car calls

Duplicate tapes

pack up everything + send

