

JARC EXECUTIVE BOARD MEETING

August 13, 2020

The meeting was arranged for video and telephone conferencing in compliance with the Governor's mandates for shelter-at-home during the COVID-19 pandemic. Participants included:

President	Sharon Heyne
1st Vice President	Mark Kantor
Treasurer	Joel Cehn
Secretary	Joy Lee
Past President	Wayne Smith

2nd Vice President Sal Buongiorno was unable to participate.

CALL TO ORDER:

The meeting was called to order at 9:00 a.m. by President Heyne.

APPROVAL OF MINUTES:

Joy Lee moved that minutes of the June 11, 2020 meeting, as corrected, be approved. Mark Kantor seconded the motion. Motion carried.

PRESIDENT'S REPORT:

As a result of the elimination of the Office Administrator's position, various duties must be assigned to the executive board. After discussion, the following was decided:

- collect, open and respond to mail as appropriate — Joel
- monitor the facility inside and out for unlocked doors and windows and check for maintenance issues — Joel, Mark, Sal — Mark will send a schedule for walk-thrus
- respond to phone messages and emails — Sharon (phone), Mark (email)
- provide a point of contact for renters — Joel

1st VICE PRESIDENT'S REPORT:

- The security alarm is paid through October and will then be cancelled
- Mark will arrange for the Office Administrator's final check to be delivered
- We will need a new paymaster after December
- The rear kitchen door needs adjusting. Wayne volunteered to look at it and repair, if possible.
- Roofers examined the roof, said it was fine.

TREASURER'S REPORT:

- No Profit and Loss statement is available at this time.
- Joel will continue to review records and QuickBooks
- New signatures are needed on the bank account

OTHER BUSINESS:

The November general meeting was discussed. It was determined that it will be held on the regularly scheduled club president's meeting date of November 12, 2020, and will be held via ZOOM.

ADJOURNMENT:

At 10:14 a.m. Joy Lee moved, seconded by Wayne Smith, that the meeting adjourn. Motion carried.

Respectfully submitted,

Joy Lee
Secretary