

**JOSLYN ADULT RECREATION CENTER  
EXECUTIVE BOARD MEETING**

Thursday, February 13, 2025 @ 9:30 a.m. – Conference Room at Joslyn Center

**PRESENT:** David Stiles (President); Boyd Hogan (First VP); Jeff LaChance (Second VP); Shelly Henderson (Secretary); Bruce Nii (Treasurer)

**ABSENT:** Mark Kantor (Past President)

1. **Called to order** at 9:35 a.m. by David Stiles, President.
2. **MINUTES** from 12-12-24 Executive Board Meeting – Jeff LaChance moved for approval and Bruce Nii seconded; approved by members present.
3. **FACILITIES/MAINTENANCE REPORT** – presented by Jeff LaChance  
1) Two ash trays were removed from the front of the JC. 2) Jeff ordered new non-smoking signs to be placed around the JC. 3) A new water heater was installed. 4) Kitchen doors have not been regularly locked. 5) Lions Club has not been leaving the kitchen clean after their 2<sup>nd</sup> and 4<sup>th</sup> Tuesday dinners. 6) Jeff is going to begin fixing any broken black chairs in the Conference Room. 7) He also recommended updating the President's Plaque, which has not been updated for five years. 8) We discussed our two handicap parking spots, and David Stiles motioned that we spend up to \$500 refreshing the paint on our two handicap parking spots as well as re-striping the parking spots on the east side of the parking lot. Shelly Henderson seconded the motion. All approved. Jeff LaChance will do the work. Our existing handicap sign will not be replaced.
4. **TREASURER'S REPORT** – presented by Bruce Nii. 1) Bruce has been spending some time familiarizing himself with our finances and is working on closing our 2024 books and getting us caught up. 2) Bruce presented us with the following reports for January: Balance Sheet, Profit & Loss Previous Year Comparison, and Profit & Loss Budget vs. Actual. These reports (as well as a report itemizing checks written for all vendors) will be submitted to the Executive Board at each of their meetings. 3) Bruce can print many different reports if needed. 4) Bruce will just present a summary recap for all general meetings with presidents. 5) Bruce will begin issuing 1099's in 2026 with the help of club presidents' input.
5. **MEMBERSHIP/DUES REPORT** 1) David asked Bruce for help getting accurate membership reports. 2) David will remind Karren to get membership lists from club presidents so Karren can confirm that they are also JC members. We currently have approximately 290 members.
6. **OLD BUSINESS** 1) The signage project has been successfully completed and has given the JC a much-needed facelift. We still owe \$5,700 to the sign company. 2) Lawn Bowls hired Tig Morales and one other graphic artist to help with their sign design work and will use South Paw to create the signs. Lawn Bowls is purchasing these signs out of their club account.
7. **NEW BUSINESS** 1) Bruce suggested that our data should be stored on the web and put on a secure server. Some platforms are free or charge a nominal fee. David motioned that we authorize Bruce and Mark to set up a system for a provider of their choice to electronically store our data on the web. Jeff LaChance seconded the motion. All approved. Only the Executive Board and Karren would have access at this point 2) Bruce recommended that we add Zell as an online payment option for members since it does not charge a fee and payments can go directly into Pacific Premier Bank. 3) David asked new board members (Bruce, Jeff, and Shelly) to send him a short bio that will be included in the March JC newsletter.
8. **Executive Board Meeting adjourned** at 10:48. Next Executive Board Meeting will be on April 10 at 9:30 a.m. in the Conference Room.