

Business Committee Report

2016 Annual General Meeting

The Business Committee is charged with analyzing business related details of JCNA, administering the JCNA Insurance Policies, Working with JCNA legal, to negotiate JCNA independent contractor agreements. Coordinate the duties of the Administrative Manager and look over the financial details of JCNA. In addition, we are available to operating committees and individual leaders within JCNA for advice where needed. We also make periodic recommendations to JCNA officers and BOD related to the current and future financial health of JCNA, and activities that may have an impact on the financial health.

Since the 2015 Annual General Meeting, Gary Vaughan has replaced Gary Kincel as Chairman of the Business Committee. The current Business Committee includes, Greg Huelsman, Gary Hagopian, Philip Taxman, and Gary Vaughan as Chairperson. We hold periodic conference calls as a Committee to discuss current events, and brainstorm new ideas. Shortly after the AGM earlier last year, Deanie Kennedy notified us that she would terminate her service to JCNA at the end of June. A search group was formed, and replacement found.

Financial Health. Since reporting at the AGM, our financial health continues to be good. In our short-term cash accounts with Wells Fargo Bank, we held \$66,861.09 at the end of December, and in our Long Term Savings accounts with Merrill Lynch, we held \$190,639.16. We have no large outstanding payments that need to be made, and our cash on hand will be adequate to cover normal operating expenses, for the balance of the year.

Administrative Manager/Treasurer. In early April, Deanie Kennedy tendered her resignation as Administrative Manager with an effective date of June 30th. Her husband Steve, also tendered his resignation from his positions with JCNA. This was unexpected since, Deanie just signed a renewal for her contractor agreement, but due to personal reasons found it necessary to exercise her 60-day notice clause. Deanie has made significant contributions during the past 5 years, and will

be missed. After accepting her resignation, the business committee held a conference call to determine next steps, and made the following recommendations to our club leadership for consideration. George Camp made a separate selection for Treasurer thus separating these duties from the administrator position.

1. Although we do not have a permanent brick and mortar place to conduct club business, we recommended that we set up a permanent address for mailing purposes.
2. That the regalia sales previously managed by Steve Kennedy be outsourced to a professional company that is experienced with such activities.
3. That we outsource our accounting activities to a professional CPA firm.
4. That we do a search for a new club administrator, and add a second person to serve as membership manager.

These recommendations were accepted by club leadership, and we began the effort to execute these initiatives. After publishing a job description, and seeking the input from our BOD, candidates were interviewed over the phone by a committee comprised of Gary Kincel, Gary Vaughan, and Greg Huelsman. After considering the candidates that were interviewed, offers were made to Harold Leggett for the Administrator position, and Nancy Corbielle as the Assistant Administrator, managing membership. Working with Rob Thuss, contracts were negotiated and signed with both to begin their work in these new roles starting in June 2015. Learning curve/Transition has moved along at a reasonable pace so far for both Harold, and Nancy.

Accounting Firm. At the recommendation of Gary Kincel, the accounting firm of Michael T. Blissman CPA & Company LLC was selected and engaged to take over the accounting functions at JCNA. This firm is located in Latrobe Pennsylvania and can be reached by phone at 724-836-5990. As part of this selection, we (JCNA) decided that we needed to have our accounting data where it is more readily available for viewing by club leadership, we have moved to a cloud-based version of QuickBooks. As with Harold and Nancy, our new firm has gone thru a period of transition/learning, and they have moved along at a reasonable rate and are adding value with the services that are provided by them to JCNA.

New permanent mailing address. After exploring options, and with input from our President, George Camp, We have selected a company in Sanford NC called Traveling Mailbox to provide us with a permanent mailing address. We have already posted this new mailing address on our website, and notified our key vendors of this address. We have reviewed the forms embedded in our website and in use at JCNA and updated them to reflect this new address. Our administrator views the mailbox regularly and moves the mail in the appropriate direction based on the contents.

JCNA Insurance. J.C. Taylor continues to be our insurance broker. Currently we have General Liability for JCNA and affiliated clubs with a coverage limit of \$3,000,000 per occurrence and \$4,000,000 aggregate during a 12-month period. Directors and Officers Liability coverage with a limit of \$1,000,000 per occurrence and aggregate during a 12-month period. Local clubs should request a certificate of insurance for their events; however, the event will be covered even if they do not. Our Liability Insurance coverage currently extends to cover all affiliate clubs and most events that they have. Our Directors and Officers Liability Insurance coverage extends to the National as well as Affiliate Club management group. Insurance has been one of the more active areas of involvement for the business committee this year, mostly with questions regarding coverage and insurability of places where events are held. At the request of the Jaguar Journal Committee, we now have insurance to cover the printing and editorial content of the Jaguar Journal. We recently advised our carrier to cancel the insurance for an upcoming slalom event for reasons that should be explained in other reports to the BOD.

JCNA Shop. Activities that were previously managed by Steve Kennedy have now been split into two categories, hard items such as car badges and lapel pins, and soft items such as hats and clothing. Both hard and soft items have been outsourced with the hard items going to the UPS store in South Carolina. This is the same vendor that prints and distributes JCNA's printed goods. The soft items have been outsourced to ZOME in Washington. ZOME has created a JCNA E-Store web page with existing soft items and several new items being offered to our members. We recommend that a person be identified either as a volunteer, or a paid contractor who will manage Jaguar books, manuals, and catalogs, currently taken care of by George Camp. With no suggestions for people coming from the BOD, George recommended one of our vendors named Richard Liggitt for

consideration. Gary Hagopian and Gary Kincel talking with Richard about this move, and has agreed to handle the publications on a volunteer basis.

Jaguar Journal. Billing for Jaguar Journal advertising is now managed by our new accounting firm with guidance from JCNA contractor and advertising sales person Diane DuFour. Diane has worked with the senior accountant at our new firm to coordinate activities around billing for advertising both JJ, and the Web, and will follow-up on accounts receivable where needed.

Business Committee Makeup. *The business continue to request help from the BOD to identify candidates. In particular, candidates from the NW, SW, and SE regions are needed.* The current business committee has been in place for a number of years. With an eye on fresh ideas, and succession planning, I ask that the JCNA regional directors make recommendations of individuals from all JCNA regions who could participate in this group. The Ideal candidate would be someone who has had experience with this type of work in their past and would be

Membership. With the JLR discount programs that introduced last year, MAL membership has expanded significantly. I will defer to our administrator and the membership committee for more discussion around this growth.

Respectfully Submitted: Chairperson

Gary Vaughan