

## **Administrators Report – 2023 JCNA AGM**

At the AGM last March, I mentioned I had been in the job for only six months and had not been through a complete annual cycle. Now I have and to say the least, I've learned a lot! Once again, I want to thank the Administration Support Team of Cara Dillon, Pam Rhome, Angi Rogers and the JCNA Treasurer, Bill Sihler for their expertise, enthusiasm and professionalism for helping to make all this work. I also thank and commend the club level treasurers and membership managers for what they do to keep their clubs functioning administratively.

What follows are several observations and reminders.

1. In accordance with JCNA Corporate Policy C-0700-106, dated 3/21/2015 dues for the new calendar year are due no later than February 15<sup>th</sup> of each year. While it is recognized that many clubs will not have gotten their members to renew by this date, it is expected that the initial club roster will be sent and then followed up with updates as required.
2. Please ensure submitted rosters include current and accurate membership information – name or names, address (important if they want to receive the Jaguar Journal), phone number(s) and email address(s). Continue to send updates as club member information changes.
3. In an effort to reduce mailing and printing costs, the sole distribution of membership cards will be through the flysheet of each Jaguar Journal issue. Again, I reiterate, a member only receives their issue of each Jaguar Journal if we have their correct address!
4. We live in an age where having an email address is nearly as important as one's social security number and JCNA is no different. Please encourage your members to provide their preferred email address when they update their membership information. Future website and membership management functions will require members to have and provide email addresses and collecting this information now will facilitate smooth integration of future requirements.

That's all for now and in closing, I look forward to continuing to serve our membership as your Administrator.

Jack Humphrey