

**Minutes August 2012 Meeting
JFK Fitness Center Board of Directors**

Date: August 21, 2012

Time: 10:00 AM

Place: JFK Fitness Center

Attendees: Erika Broadhurst
Bob Broadhurst
Allen Jokinen
Deborah Osborne
Tom Pendleton

Bruce Cohen

Absent: John Burt
Steve Mills

Secretary's Minutes: The minutes of the prior meeting had already been distributed via email. The minutes will shortly be finalized (by incorporating some minor clarifications) and will be posted to the Fitness Center web site.

Treasurer's Reports: We are still waiting on a recent financial statement. Steve Mills has been very pressed for time. Deborah Osborne is willing to assist Steve with his duties.

It seems inevitable that our costs will go up. This year we have been fortunate. There have been no broken machines requiring repairs. We will likely have to increase income or decrease costs. Perhaps we may need to charge for classes (as other fitness centers do). The Board agreed to wait until the end of January to re-examine this issue.

Elections: The day of the Board Meeting was the last day for expressions of interest. *[Subsequently, two members of the Center expressed interest. With their selection, and the return of Allen Jokinen and Tom Pendleton the Board, all vacancies on the Board have been filled. No election will be necessary.]*

Fitness Center Personnel Issues: The Board reviewed and approved a letter, drafted by John Burt, which will be issued to each employee of the Fitness Center. The letter advises that all personnel will be considered “employees” (and not independent contractors).

The Board discussed how we should implement this change which will involve record keeping, withholding of taxes, etc. There are companies (e.g., ADP, Paycheckx) which provide these services for a fee. There are also software packages (e.g., Intuit, Money, QuickBooks, etc.). We may need to consider the preferences of our bank, the Hanscom Credit Union. Bruce Cohen will investigate this issue and obtain price quotes.

Obviously, the Board will need to discuss this matter further.

Next Board Meeting: Tuesday, October 9, 2012 at 10:00 AM.

Respectfully submitted,

Allen Jokinen

Meeting Agenda for Tuesday, August 21st at 10 AM

- **Secretary's Minutes**
- **Treasurer's Report**
- **Membership Report**
- **Unfinished Business**
 - **Update on Legal Matters**
 - **Election Results**
- **New Business**
 - **Preparation for FY12 Membership Drive**
- **Announcements**
 - **Next board meeting on Tuesday, October 9th at 10 AM**