

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

Date: October 9, 2012

Time: 10:00 AM

Place: JFK Fitness Center

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

Bruce Cohen

Absent: Steve Mills

Secretary's Minutes: The minutes of the prior meeting had were distributed via handouts and email.

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.

Due to a reduction in membership, our annual income this fiscal year (10/2011 to 9/2012) is about \$10,000 less than last fiscal year (10/2010 to 9/2011).

*[In 11/13/12 meeting, it was explained that the new fiscal year (10/2012 to 9/2013) has started slightly ahead of last fiscal year. We have a couple of additional members.]*

Elections: There were four vacancies on the Board. Allen Jokinen and Tom Pendleton were up for re-election. Both wished to return. In addition, two Fitness Members expressed interest in serving on the Board. Since no other member came forward, there was no need for a formal election.

The Board welcomes our two newest Board members: Tamara McDonald and Stephen McMullin. Initially, it had been thought they would begin their service on the Board effective January 2013. It was subsequently felt there was no need for further delay. Both were invited to the November meeting.

Window Replacement: The JFK window replacement project has finally come to the Fitness Center. Equipment will have to be moved away from the walls with windows.

Fitness Center Personnel: With the transition of Fitness Center personnel to an employee status, the Center will have to engage in considerable additional accounting/payroll matters.

Deborah Osborne gave a detailed presentation regarding QuickBooks. There is both a desktop and a web based version of the software. The Board reviewed screenshots which Deborah kindly provided.

There are payroll services available. They appear to be more expensive.

Open Federal Employee Access to Fitness Center Showers: GSA has contacted the Fitness Center and indicated that we would have to allow Federal employee non-member access to our showers. The Board discussed this at length. There was considerable concern regarding safety and Center liability. Members of the Board will meet with the GSA Building Manager.

*[The matter was subsequently satisfactorily resolved. There are no outstanding requests for non-member access to our showers.]*

Visitor Access to JFK Building: FPS has initiated a much more rigorous and time-consuming screening to access the JFK Building. Visitors are now required to remove their shoes. This will affect our non-Federal members (about 20% of our membership are city and state employees).

Next Board Meeting: Tuesday, November 13, 2012 at 10:00 AM.

Respectfully submitted,

Allen Jokinen

## **Meeting Agenda for Tuesday, October 9<sup>th</sup> at 10 AM**

- **Secretary's Minutes**
- **Treasurer's Report**
- **Membership Report**
- **Unfinished Business**
  - **Update on Legal Matters**
  - **Election Results & Ratification of New Board Members**
- **New Business**
  - **Conversion of Staff to Employees**
    - **Analysis of Software Packages – Steve & Deb**
    - **Workers Comp Insurance Estimates – Bob**
    - **Willingness/Feasibility of Class Instructors to Convert - Bruce**
- **Announcements**
  - **Next board meeting on Tuesday, November 13<sup>th</sup> at 10 AM (last meeting before the new year)**