

## **Administrators Report – 2026 JCNA AGM**

I want to thank the Administration Support Team of Cara Dillon, Pam Rhome and the JCNA Treasurer, Bill Sihler for their expertise, enthusiasm and professionalism in making JCNA run on a day-to-day basis. 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.

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.

Based on feedback from many clubs about continued problems with receipt of dues checks and other related membership documents at our outsourced mail drop in North Carolina, a second Post Office Box has been established in Colorado Springs, Colorado so that checks and documents can be sent directly to me. Using this option is at each club's discretion.

Use this address if mailing something to the North Carolina mail drop:

Jaguar Clubs of North America  
500 Westover Drive, No 8354  
Sanford, NC 27330

Use this address if mailing something to the Colorado Springs post office box:

Jack Humphrey - JCNA Administrator  
PO Box 75213  
Colorado Springs, CO 80970

For those clubs that have not already done so, please consider transitioning to a form of electronic payment. Available options include credit card, PayPal and Zelle. Please contact me at [admin@jcna.com](mailto:admin@jcna.com) or Cara Dillon our Assistant Administrator at [asst@jcna.com](mailto:asst@jcna.com) for additional information.

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.

In an effort to reduce mailing and printing costs, the sole distribution of membership cards continues to be 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!**

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