



St. Johns River State College
STUDENT HOUSING

St. Johns River State College Student Housing Corporation
Direct Support Organization Board Meeting

Wednesday, April 15, 2026

1:15 pm

St. Augustine Campus
Conference Room in Administration Building

AGENDA

- I. Approval of Minutes from January 21, 2026, Board Meeting
- II. Approval of Student Housing Corporation Financial Statements from January 2026 to March 2026
- III. Approval of 2024-25 Internal Revenue Service Return of Organization Exempt from Income Tax Form 990N
- IV. Approval of Meeting Dates for 2026-2027
- V. Tangible Personal Property
- VI. Other Business

Next Meeting June 17, 2026

St. Johns River State College
Student Housing Corporation

Direct Support Organization
Board Meeting – January 21, 2026
1:15 pm, St. Augustine Campus,
Conference Room in Administration Building

Board Members Attending: District Board of Trustees Designee Wendell Davis, President Joe Pickens, Dr. Melanie Brown

Others Attending: Michelle Sjogren, JoLynn Carter

Student Housing Corporation Board Chair Wendell Davis called the meeting to order at 1:15 p.m. A quorum was present.

I. **Approval of Minutes from October 15, 2025, Board Meeting**

Chair Wendell Davis reviewed and requested approval of the minutes from the October 15, 2025, Board Meetings.

A motion for approval was moved by President Joe Pickens, seconded by Dr. Melanie Brown, and unanimously approved.

II. **Approval of Student Housing Corporation Financial Statements from October 2023 to December 2025**

Chair Davis requested approval of the Student Housing Corporation Financial Statements from October 2023 to December 2025.

A motion for approval was moved by President Joe Pickens, seconded by Dr. Melanie Brown, and unanimously approved.

III. **Approval of 2024-25 Internal Revenue Service Return of Organization Exempt from Income Tax Form 990N**

President Joe Pickens noted that this document had not been received yet. The item was tabled until the next meeting.

IV. **Information Only: Letter from Internal Revenue Service, Recognition of Tax Exempt Status resulting from Filing Application Form 1023-EZ**

Chair Davis reviewed for information only the letter from the Internal Revenue Service, Recognition of Tax Exempt Status resulting from Filing Application Form 1023-EZ.

V. **Approval of Direct-Support Organizations (DSO) Audit Review Check List for Student Housing Corporation April 1, 2024 – March 31, 2025**

Chair Davis requested approval of Direct-Support Organizations (DSO) Audit Review Check List for Student Housing Corporation April 1, 2024 – March 31, 2025.

A motion for approval was moved by Dr. Melanie Brown, seconded by President Joe Pickens, and unanimously approved.

VI. **Approval of St. Johns River State College Student Housing Corporation Memorandum of Understanding**

Chair Davis requested approval of St. Johns River State College Student Housing Corporation Memorandum of Understanding.

A motion for approval was moved by Dr. Melanie Brown, seconded by President Joe Pickens, and unanimously approved.

VII. **BrightSign Annual Cloud Subscription**

President Pickens explained that the College is providing digital messaging to Beck Hall to inform students of college deadlines and events. Beck Hall purchased flat screens to play the messaging and the Foundation found a donor to provide the hardware and service for one year. She requested that after this first year, the Housing DSO provide the annual service fee which is currently \$139.00.

It was noted that this system does not interfere nor interact with the security alert system.

A motion for approval was moved by Dr. Melanie Brown, seconded by President Joe Pickens, and unanimously approved.

VIII. **Other Business**

Discussion followed on several safety issues that were handled swiftly.

The gym equipment was delivered and set up.

President Pickens noted that Bobby Payne has pledged a donation of \$10,000.00 to this DSO.

The meeting was adjourned at 1:31 p.m.

St. Johns River State College
Student Housing Corporation

FINANCIAL STATEMENT

January 1 - 31, 2026

Beginning Balance as of 01/01/26 - \$7,642.50

Deposits & Other Credits - \$0.00

Checks & Other Debits - \$65.50 (Plastic Masters for display case)

Ending Balance as of 01/31/26 - \$7,577.00

February 1 - 28, 2026

Beginning Balance as of 02/01/26 - \$7,577.00

Deposits & Other Credits - \$0.00

Checks & Other Debits - \$61.25 (Div. of Corp. Annual Report filing)

Ending Balance as of 02/28/26 - \$7,515.75

March 1 – 31, 2026

Beginning Balance as of 03/01/26 - \$7,515.75

Deposits & Other Credits - \$0.00

Checks & Other Debits - \$0.00

Ending Balance as of 03/31/26 - \$7,515.75

Acknowledgement and General Information for Taxpayers Who File Returns Electronically

Thank you for taking part in the IRS e-file Program.

St Johns River State College
c/o Joe Pickens 5001 St Johns Ave
Palatka, FL 32177-3897

- [X] Your Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ for tax year ending March 31, 2025 is being filed electronically with the IRS by the services of The Forde Firm Inc.
- [X] Your return was accepted by the IRS on 02/03/26 and the Submission Identification Number assigned to your return is 50019020260340020499.

Since you are filing your return electronically, PLEASE DO NOT SEND A PAPER COPY OF YOUR RETURN TO THE IRS. IF YOU DO, IT WILL DELAY THE PROCESSING OF THE RETURN.

Acknowledgement Process

The IRS will notify your electronic return originator when they accept your return, usually within 48 hours. If your return was not accepted, IRS will notify your electronic return originator of the reasons for rejection.

If You Need to Make a Change to Your Return

If you need to make a change or correct the return you filed electronically, you can send either an amended electronic tax return or you can send an amended Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ, to the IRS submission processing center that processes paper returns for your area.

Form 990-N	e-Postcard Worksheet	2024
For calendar year 2024, or tax year beginning 04/01/24 , and ending 03/31/25		

Name St Johns River State College Student Housing Corporation	Employer Identification Number 93-2694070
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Note: Form 990-N can ONLY be filed electronically, and is filed in lieu of Forms 990 or 990-EZ, if eligibility is met.

The following items are required for a complete electronic submission:

1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN) **93-2694070**
2. Tax year **2024**
3. Legal name of organization **St Johns River State College
Student Housing Corporation**
 Mailing street address **c/o Joe Pickens 5001 St Johns Ave**
 City or foreign province **Palatka**
 State or foreign country code **FL**
 Zip code **32177-3897**
4. Any other names the organization uses (Doing Business As)
5. Principal officer name **Joe Pickens**
 Mailing street address **5001 St Johns Avenue**
 Street address line 2
- City **Palatka**
 Foreign province
- State or foreign country code **FL**
 Zip code **32177-3897**
6. Web site address if the organization has one
7. Organization's annual gross receipts are normally \$50,000 or less **X**
8. Organization is terminated or in the process of termination



MEMORANDUM

TO: All Student Housing DSO Board Members

FROM: Joe H. Pickens

DATE: April 7, 2026

RE: Board Meeting Dates

Following are the Student Housing DSO Board Meeting dates for July, 2026 through June, 2027.

DATE	TIME	LOCATION
Wednesday, August 26, 2026	1:15 p.m.	Orange Park Campus, Thrasher-Horne Conference Center, Suite E
Wednesday, October 28, 2026	1:15 p.m.	St. Augustine, Conference Room in Administration Building
Wednesday, January 20, 2027	1:15 p.m.	St. Augustine, Conference Room in Administration Building
Wednesday, April 21, 2027	1:15 p.m.	St. Augustine, Conference Room in Administration Building
Wednesday, June 16, 2027	1:15 p.m.	Orange Park Campus, Thrasher-Horne Conference Center, Suite E