

# MINUTES

## CSA Board Meeting

*Date | time* December 17, 2019 | 12:00 | *Meeting called to order by* Larry Fields, CSA Chair

### In Attendance

Larry Fields, Chair	Chris Bartholomew, General Manager
Heather Daniluck, Board Member	Lauren Ardell, CSA Business Analyst
Michael Osborne, Treasurer	Angela Mankowski, Secretary
Leo Voytoko, Management Officer	Kerry Crockett, RSO
Jennifer Allen, CLO	Tod Duran, SGSO
Sam Kelly, FAC	Jamie Wahl, Member of Community

### Approval of Minutes

The meeting minutes for November were approved.

### Attendee Reports

#### RSO

- **Floor wardens** – No one showed at the last training session. Reminder that this is an annual certification requirement. The next one is scheduled for January.

#### FAC/GSO

- **Transformers** – There will be an upgrade at all residences (this may impact parking lot on Seidlung). Tentatively scheduled for mid-January to February. There are some heating considerations.
- **TDY** – After vending machines, add washing machine and dryer? GSO will need to review.
- **Playground** – Unknown if any offers received at this point.

#### CLO

- **New arrivals** – Continued discussion on how to get information to newcomers. Question on who receives the approved list after housing meeting (to coordinate other services). SGSO, will contact personnel in housing and get this information to CSA. CLO also wants to assist, especially for family member aspect.

#### General Manager's Report

- **TDY** – Painting on the 4<sup>th</sup> floor will start January 7<sup>th</sup> with estimated completion end of January. Still waiting for February Marine class date, hoping to have an open house between end of painting and the Marine class.
- **Patio coverings** – Installation is expected around January 7<sup>th</sup>.
- **Playground** – FAC noted they prefer some type of flooring for the playground and not wood chips. Sebastian is asking for quotes and trying for under budget. If can't get suitable offers, FAC will dig the hole and we'll use wood chips. MO underscored getting it completed and under budget.

- **School** – Reminder that CSA needs to raise the rates. Overall the increase would be 10%, but the Nursery would be 7% as it was raised last year. This change would occur at the beginning of the new school year (August 2020). The Chair noted that raising the rates is the GM responsibility and the Board can vote to approve or disapprove. The board voted unanimously to approve the rate increase.
  - New School Registrar hired/started.

#### Financial Report

- **Received usual Jan-Nov numbers handouts.**
- **Projected 2019 numbers** – BLUF income increases largely due to TDY and Kindergarten class. Expenses have been decreased due to reduction in salary and more efficient use of employees. (Currently Katie is the only teacher staying, so new teachers will start at a lower amount as per usual.)
  - 2018-2019 saw a drop in income due to no Kindergarten class income. If no Kindergarten class for this next year, then no Kindergarten teacher or floating Art teacher. However, this is still not enough to make up for the lost income. Demonstrates importance of school.
  - TDY also a new important line of income. Need to confirm with Marines the number of classes for calendar year 2020.
  - Other new lines of income? Parking mentioned.
  - Budget adopted.

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#### Initiatives/Committees

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##### Elections Committee

- Just waiting for nominations, none received thus far, but they aren't due until January 14<sup>th</sup>.

##### Survey Committee

- Survey will be distributed January 6<sup>th</sup>.

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#### Old Business / New Business

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##### Pending Business

- **Marine Ball** – Heather, Theresa, Chris, and Angela as the CSA Marine Ball committee members will draft up a list of questions to aid in determining CSA participation. Questions will include: what are CSA's roles and responsibilities, what does ticket price cover, cash bar vs open bar, etc.
- **Vending Machine** – Still working on the snacks/drinks vending machine as we discovered there are a number of sizes.
- **Bank accounts** – Haven't quite finalized setting up Capital One Savings account. Have established a read only account and a GM account with Deutsche Bank.

##### New Business

- Business Analyst, Lauren, will be nominated for Employee Association Manager training opportunity.

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#### Next Meetings

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- January 28 at the Consulate (12-2pm at the Consulate)
- Election Day February 11<sup>th</sup>