

# MINUTES

## CSA Board Meeting

*Date | time* 26-Feb-19 | 12:00 | *Meeting called to order by* Larry Fields, CSA Chair

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### In Attendance

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Larry Fields, Chair	Holly Ciraolo, Vice Chair
Lynne Madnick, Secretary	Margaret Kurtz-Randall, Treasurer
Jim Aldridge, Member at Large	Jason Quinter, Member at Large
Chris Bartholomew, General Manager	Michelle Burton, Management Officer
Jonette Vaughan, CLO	Mark Pora, A/RSO
Chelsea Brookes	

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### Approval of Minutes

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The meeting minutes from last meeting were approved with the additions that Margaret included earlier in the day, specifically to note Chris' report on the progress of CR recommendations and a discussion regarding whether or not to upgrade furniture for the TDY quarters.

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### General Manager's Report and Financial Report

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#### General Manager's Report

- **Banking** – With the letter that each Board member signed during the meeting is sent to PNC, the CSA account there will be closed.
- **Vendor** – due to miscommunication, apparently CSA was meant to bill the car guys for expenses and then they would reimburse the CSA. When rent was reduced, the car guys also contracted to provide \$3000 per year for events and the \$2000 spent on July 4<sup>th</sup> fireworks were purchased upon that promise. They are now offering \$5000 in 2019, to cover the obligation for this year and \$2000 for 2018. After a discussion it was decided it was best for the money to be recorded as it was received – in 2019 – and not charged back to the 2018 obligations. The contract needs to be reviewed to determine whether CSA should accept \$5000 for two years' obligations or whether \$3000 per year was specified unconditionally in the contract. In any case, they have delivered cars to be parked at the Siedlung as part of their marketing.
- **Insurance Policy** – the cancellation paperwork has been sent to Chris for the Political violence insurance.
- **Gym Refurbishment** – the gym floor will begin renovation on March 11. Cardio equipment will be moved into the dance studio and available throughout the renovation time. Some new/replacement items of equipment have also been purchased. The fee increase is set to begin on March 1. The service contract for equipment should also be reviewed, because it is likely not cost effective – it is a better value to simply replacement the equipment every 2-3 years.

- **Golf Tournament** – CSA will participate in organizing and publicizing the 2<sup>nd</sup> Annual Marine Golf Tournament fundraiser – for example we can receive payments through credit card, which the Marines can't, and CSA will receive a portion of the proceeds. The event will take place on June 7.

## Financial Report

- Shuttle service revenues are down, partly due to the shutdown, and have started to rise again. Chris will be sending information about using the shuttle for people PCS'ing this summer. The school shuttle service is profitable.
- Bar and Quickshop revenues are also down, but the Fieldhouse was closed for half of January. The numbers look like they align with actual inventory so the POS problem may be solved although we do not yet have exact figures.
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## School

## Staffing

## Vendors

Chelsea explained the next planned fundraiser is not until October and has offered to assist in any fundraising activities. She mentioned the 4<sup>th</sup> of July success and offered to do the same for the upcoming 4<sup>th</sup> of July event. She also noted that the fire alarm for the Hotel is not connected to Post 1 so that when the alarm goes off the Marines are unable to hear it and to respond. Water is dripping from the air conditioning system into the electrical system, she has had a number of electrical appliances blow out. Management will follow up to fix the problems ASAP. Chelsea also noted that the washing machine ordered three years ago has been located and she is able to access and use it.

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## Initiatives/Committees

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### Events Committee

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## Old Business / New Business

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### Pending Business

- ATM – Chris is working to contact the POC and resurrect the negotiations to get an ATM installed at the Fieldhouse.
- TDY Quarters for Marine training - OBO is still working through its clearance process but is near the end.

### New Business

- RSO has replaced the locks on the Fieldhouse doors as well as locks on a number of apartment building on the Siedlung that have been having problems.
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## Next Meetings

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- March 19, 18:00 at Community Center
- April 16, noon at Consulate
- May 14, association meeting 18:00 at Fieldhouse for voting
- Handover meeting with new Board May 21