

# MINUTES

## CSA Board Meeting

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*Date | time* 29-Jan-19 | 18:00 Platenstrasse 11 | *Meeting called to order by* Larry Fields, CSA Chair

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### In Attendance

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Larry Fields, Chair	Holly Ciruolo, Vice Chair
Lynne Madnick, Secretary	Margaret Kurtz-Randall, Treasurer
Gretchen Cureton, HRO	Jim Aldridge, Member at Large
Mark Pora, A/RSO	Tedd Whitiak, Member at Large
Chris Bartholomew, General Manager	

### Approval of Minutes

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The meeting minutes from last meeting were approved with the addition that Larry email to the Board.

### General Manager's Report and Financial Report

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#### General Manager's Report

- The school shuttle to Metropolitan School is working well, with 3 students currently and 2 more possibly joining in the near future.
- With no employee travel last month, shuttle services have otherwise been down. Uber may also be a competitor, charging 30 Euros to the airport.
- Superbowl Party will not happen - insufficient interest
- Certificates of Appreciation will be sent to the organizers of Monday's Furlough Fried Chicken event.
- All local staff who had requested loans received their pay on or before January 29, no outstanding loan requests. If the government shuts down later, the Board will need to re-evaluate whether loans can be made.
- No news on the possibility of an ATM at the Field House. Jeremy was working on it and has left, Chris will follow up.
- Chris reported on progress to date on the CR recommendations.

#### Financial Report

- The financial report shows a markedly worse situation than previously projected. The cause is purportedly that salaries paid in Euros were not being included in the QuickBooks calculations, thus when the salaries were added in the reported costs uniformly rose. Margaret pointed out the November numbers actually declined, so this is not likely a correct assessment. The unreliability of the numbers presented to the Board each month was discussed. Two additional licenses for QuickBooks are needed ASAP. Jim will come to the office tomorrow to go through the software and confer with Mike Portiera, the new IT Technician.

- The Board agreed that we will move to QuickBooks Online by March 1
- Chris will find out what is needed to close the PNC Bank accounts and inform Larry.
- The cash count for January was off by 23.25 Euros. No documentation exists to explain the discrepancy. It was noted that Til Management for REVEL is turned on in the Quickshop but not yet at the bar.
- The End of Year/Beginning of Year physical inventory was completed as required and the documentation was sent to the auditor, who was not present.

#### School

- Kindergarten: 4 students enrolled for the next school year with a fifth likely.
- A special needs student has requested enrollment in CSS. Pursuant to the procedures that were developed in the wake of the last such application a year ago, Hannah constituted a committee of five members who evaluated the school's ability to provide the necessary support for this child, which would be a prerequisite of enrollment. The committee voted unanimously to admit the student. This recommendation, along with a medical evaluation by the child's specialist in the USA, was presented to the Board. The Board voted unanimously to admit the student.

#### Staffing

#### Vendors

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### Initiatives/Committees

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Business and Service Development Committee

Digital Upgrade Committee

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### Pending Business / New Business

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#### Pending Business

- The CSS School Handbook needs to be approved by this Board. The Board agreed to review the Handbook by Friday February 1 and e-vote.
- DC sent back comments about the TDY Quarters proposal, a reply has already been sent back to them. In the change the CSA, not Consulate, is responsible for maintenance of the property. We discussed whether we would need to find a source for funding any fit-out costs for the rooms, but concluded that we would work only with existing furniture during the initial phase.

#### New Business

- Tedd's last official meeting is tonight. He will send an official letter of resignation to the Chair and Secretary ASAP so that a new member can be appointed to fill his seat.
- Draft revisions to the Bylaws have been sent to the Board. Although e-voting is included, no mechanism has yet been developed; however, the Bylaws would be approved in May and implemented for the next year so there is time to work that out. A recommendation to use a program called Simply Voting was made, it will be further investigated by the newly formed Election Committee along with other ideas. A suggestion was made to keep both Proxy voting and electronic voting in the Bylaws; this will also be evaluated by the Election Committee and a recommendation

made. The Election Committee will be comprised of Holly, Margaret, and Lynne, who will present a plan at the next Board meeting on February 26.

- Larry is leading the effort to obtain vending machines for the ground floor of the old CSA Hotel.

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### Next Meetings

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- February 26, noon at Consulate Room H-200
- March 19, 18:00 at Community Center
- April 16, noon at Consulate Room F-201
- May 14, association meeting 18:00 at Fieldhouse for voting
- Handover meeting with new Board May 21