

MINUTES

CSA Board Meeting

Date | time June 18, 2019 | 12:00 | *Meeting called to order by* Larry Fields, CSA Chair

In Attendance

Larry Fields, Chair	Theresa Cheng, Vice Chair
Angela Mankowski, Secretary	Michael Osborne, Treasurer
Heather Daniluck	Chris Bartholomew, General Manager
Courtney Langley, CLO representative	

Approval of Minutes

The meeting minutes from last meeting were approved after confirmation of coffee vote and review of Quick Books cost.

General Manager's Report and Financial Report

General Manager's Report

- **PNC Bank Account** –we are no longer using this account and need to close it. Account information is outdated and needs to be updated before closing.
- **After Action Report for the first Marine training class** – there will be a meeting later today with all the interested parties to discuss. The first training class consisted of 15 Marines for 19-21 days.
 - Expected annual income around \$158,000 with expenses around \$99,000 thus a profit of \$58,000 (however we keep 15% and OBO receives the rest).
 - Discussion on per person amount including CNR recommendations. Currently is \$85 per night instead of per diem amount of \$120/night.
 - Only TDY and cleared Americans will be permitted.
- **After Action Report for the Jun 7, MSG Golf Tournament** – the tournament was a success despite lots of MSG out of town for 75th D-day celebrations. Reached 40 participants at \$75/ticket. Income of \$3490 with cost of \$2000, thus final profit \$490 (50% shared with Marines). In sum, everyone had a great time, bigger than last year, likely will do again next year.

Financial Report

- May numbers provided. No kindergarten last year; added another assistant thus increasing costs with reduced revenue. Hannah has put together a plan that Chris will share. Retail and Wunderbar have since increased (as is the seasonal trend).

School

- New School director chosen, Heather Schneider. Tentatively a mid-July arrival.

Staffing

Vendors

Events Committee

- June 19 Carl Schurz School graduation and BBQ lunch at the Fieldhouse. Free for parents and students. Will include bouncy castles (we own 3 that we rent). CG will attend and Board is welcome to attend (no work required).
 - There is also an Ice Cream Social at the same time and later a Marine BBQ for dinner.
- Board discussion on CSA items for rent – bouncy house (\$100/day), cotton candy, popcorn, picnic tables, giant grill. Suggestions to have a quarterly CSA open house. Can notify via screens at Consulate and flyers at Consulate and Siedlung. Could host it at Fieldhouse. All present liked the idea, however, no final details confirmed.
- 4th of July celebration and fireworks – please sign up for a one-hour slot (need 2 cashiers, 2 grill, 1 popcorn, and 1 for cotton candy). There will be food trucks and grilling, CLO will provide face painting and selfie corner.

Old Business / New Business

Pending Business

- Advance **management training** Prague June 25-28 – Chris will be attending, but will still check emails. Larry and Jeff will also be available during this time.
- **Vending machines** – all reviewed detailed materials provided by Chris.
 - Prefer to spend €5000 to purchase rather than €5000 to lease plus maintenance contract of €1200 when the contractor response is poor.
 - Additional questions on other vendors, costs, and service contracts. Joe confirmed vending machine in Consulate is owned by Pepperoni/Bjorn. Chris will continue to research.
 - Board agreed to go forward with Coffee machine and to start the pricing at €1 and €1.20. It will take 2-3 weeks to deliver the coffee items, Chris will work with facilitates for the water line.
- **ACH Payment Proposal** – thank you Chris for all the prep and materials for this discussion! [Chris and Michael provided an Analysis of Available Accounting, Payroll, and Billing Software write up.]
 - Historically, trying to get away from cash management and electronic is faster and easier for accounting. We no longer accept cash for Job Tickets, no complaints thus far.
 - Will need an education campaign for customers as we switch over.
 - Will add a surcharge/convenience fee for credit card (we are charged 3%) usage. This gives customers a choice for those who don't want to do the automated option. Note PayPal will add 3% on the surcharge too.
 - We currently pay \$4000 annually for QuickBooks Desktop. The recommended products are expected to streamline the current payroll process and reduce overhead expenses. Annual expected cost is approximately \$6502.60.
- Status of **banking** information switch – Vincenzo has scheduled an appointment.
- **Playground** – (historical context: would like closer to the school.) Army will be able to give equipment for free, but in 2 years. Reviewing all equipment options and discussion ongoing (especially type of ground layer for playground). Would also like to have a bench to dedicate to Mr. Rexford who was an advocate for the new playground.
 - Slide set currently costs €6700 which includes installation, intended for 3+ year olds and must be inspected yearly.

- In August we are expecting 5 kindergartners so more money will be coming. Will actually have a 6th for 3 months (leaves in November). The PTA has also raised €2500.
- We will need signage to manage use (and a locked gate).
- Who does the maintenance and inspections?
- Approved **revised Bylaws** still need to be signed by new Board. Chris will bring to next meeting.

New Business

- **POS system options** – Challenges working with both \$ and € currencies. Our accounting is required to be in USD, but we don't accept USD anymore and our inventory is in Euros. Discussion suspended until Chris's return from training.
- **CLO items** – July 20 is Pride Day. Usually the CG or DPO hosts a breakfast, but can't this year due to other commitments, therefore will be at the Fieldhouse. No budget, therefore no plan for food.
 - Would like to increase the amount of money allocated to CLO (\$5000).
- Discussion on having a meet the board members' night and other similar events.

Motions

- The Board voted to move forward with trial of Coffee vending machine.
- The Board voted unanimously to approve changing our accounting, payroll, and billing software. (Accounting will change to QuickBooks Online Advanced, payroll will be done using QuickBooks Payroll Premium, and billing will be done using ACH (combination of forte, Zapier, and Zoho). Aiming for September 1st for QB online and will commence educational push then.

Next Meetings

- July 30, August 27 (noon at the Consulate)
- Tentative September 24