

# MINUTES

## CSA Board Meeting

*Date | time* Mar-19-19 | 18:00 | *Meeting called to order by* Larry Fields, CSA Chair

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### In Attendance

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| Larry Fields, Chair                 | Margaret Kurtz-Randall, Treasurer |
| Lynne Madnick, Secretary            | Jason Quinter, Member at Large    |
| Jim Aldridge, Member at Large       | Kerrie Shannon, CSA HR            |
| Michelle Burton, Management Officer | Vincenzo Uli, CSA Accountant      |

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### Approval of Minutes

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The meeting minutes from last meeting were approved with the modification that Margaret made, correcting the bank's name from PWC to PNC.

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### General Manager's Report and Financial Report

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#### General Manager's Report

- **Patio Furniture at Fieldhouse** – Consulate is paying for new patio furniture, heaters, and a clear plastic screen for the patio. The heaters are up and running according to Facebook notifications, although Michelle mentioned they may not all be operational yet.
- **Kitchen in Old Hotel for Valentina's restaurant** – the new expected completion date is pushed to May. The work crew is waiting for items they need to be able to complete the work. Also, there was a power outage and Valentina had some items remaining in the fridge and freezer, she is expected to, and has agreed to, clean up whatever needs to be thrown away and cleaned up.
- **Military Auto**– the new contract is signed, and CSA should receive the check by the end of the week. Complaints have come in regarding how the cars were parked at the Siedlung as part of their marketing, and the cars have been moved. No new complaints have come in since the move.
- **Gym Refurbishment** – the gym floor is completed, the basement is re-opened. The rest of the gym will be re-opened by the end of the week.

#### Financial Report

- According to Vincenzo, the numbers are close to 100% accurate. The system is now computing salaries correctly and attributing to the correct business unit.
- Profitable units include the fitness center, the shuttle (due to the school shuttle), and cable/internet. All other centers are unprofitable.
- The largest problem is the school. The school brought in \$31,000 less in January-February 2019 than it did in January-February 2018. A main issue is that there are too many teachers for the number of students. In May, two teachers who are leaving won't be replaced and a third, part time position will end. The Summer Camp last year was profitable, could it help enough with the shortfall? The income

from the expected four Kindergarten children is not expected to be enough to cover the shortfall. A business analysis needs to be conducted by next week to determine whether and how the school can become profitable, including the breakeven points for determining whether to accept new students based on current student population and teacher ratio, which classes are currently profitable vs not, and cost of adding each new teacher.

- Revenue operations are also overstaffed.
- Cable/internet prices haven't been raised in a few years, a price increase is necessary.
- CSA needs to start messaging the community that there have been few price increases in the services we offer for several years and we are currently in a financial crisis so they should expect increased prices in the very near future.
- Vincenzo is working with the auditor for most of next week and everything should be closed by April 1.

School

Staffing

Vendors

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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

- Elections – the initial messaging for those interested in running for a Board position went out, encouraging candidates to attend tonight's meeting. The first week of April will see the full wash of information regarding running for a position, Meet the Candidates events and voting times and locations.
- Converting the Hotel for housing for Marine training - OBO is still working through its clearance process but is near the end. Jason will see whether he has any avenues to gently nudge the process into moving faster.
- Replacement for Tedd – Larry has spoken with a few candidates who seem interested and hopes to have news by the end of the week.

New Business

- One outcome of the meeting with Keith Hannigan was a suggestion for CSA to offer housecleaning services. The company that cleans the school has recently had its contract reduced and will likely be interested in picking up new business, and it has already been vetted by RSO. Ask Holly if she would like to pursue the details for this opportunity, or have Chris look into it.
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## Next Meetings

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- April 16, noon at Consulate

- May 14, association meeting 18:00 at Fieldhouse for voting
- Handover meeting with new Board May 21