

MINUTES

CSA Board Meeting

Date | time November 19, 2019 | 12:00 | *Meeting called to order by* Larry Fields, CSA Chair

In Attendance

Larry Fields, Chair	Chris Bartholomew, General Manager
Theresa Cheng, Vice Chair	Lauren Ardell, CSA Business Analyst
Michael Osborne, Treasurer	Michael Portiera, CSA IT
Angela Mankowski, Secretary	Leo Voytoko, Management Officer
Jennifer Allen, CLO	Kerry Crockett, RSO
Tod Duran, SGSO	Mark Cureton, Sam Kelly, Tyler Salisbury, FAC
Josh Durnell, MSG	

Approval of Minutes

The meeting minutes for October were approved.

Attendee Reports

Marines

- **Idea Proposal** – Collaboration for next year's Marine Corp Ball, possibly a committee. The marines may need assistance to help sign for large contracts such as a venue (ideally by March). CSA requirement would be to break even, no loss. GM will continue discussion with the board. RSO, GSO, and CSA Vice Chair and Secretary volunteered to be on a Marine Ball committee. No due outs established.

RSO

- Reminder regarding proper notifications for events so that RSO may provide adequate staffing (POC is Kelly Gilmore).
- Floor wardens needed (annual certification requirement).

GSO

- **Agreements** – Working with management on concessionaire and licensing agreements. Goal is to identify areas of conflict e.g. Starbucks and Valentina poster.
- **Vending machines** – At one point there were six vending machines, but they didn't make money and were eventually removed leaving just the one owned by Pepperoni. Placement of future machines cannot be in hallways (safety). CSA will designate in contract to approved spots only. FAC recommends Shoppette, CAC 3 near ATM but not next to it (privacy), possibly basement by training room, and in and around Fieldhouse ideal when it's closed.

Facilities (FAC)

- **Playground** – FAC noted that they won't be able to contribute much to installation as it needs to be a certified Playground safety company for liability purposes. Noted CSA needs to verify the installers

have insurance. Discussions will continue with GM to see if any assistance is possible. Additional discussion occurred whether CSA can get VAT back. Conclusion is no, we are not a government entity.

- **Patio covers** – Still working on these, but close. Hoping to have before it gets too cold. GM to inform FAC when installed.
- **TDY** – GM says CSA will pay for painting, working to have it completed by February. There is a delay on the railing (FAC funded).

CLO

- **Events** – Thanks for help with Thanksgiving! Valerio went above and beyond. Upcoming events include Trivia night on 12/11, cookie exchange on 12/3, and possible NYE party. Last year CLO hosted NYE, is CSA interested in hosting this year?
 - If CSA would like more advertising for events through email just send to CLO.
- **CSA positions/services** – All teachers are departing this summer thus CSA and CLO are getting the word out now. Speaking of arrivals and departures, Chair would like this database of individuals to be able to offer CSA services such as PCS shuttle service. Discussion on how best to reach new arrivals including adding to eCC and making a pitch to developers of new system to add CSA type module. CLO is currently working on new employee means of communication and includes a section on CSA.
 - It was noted that CSC can no longer provide prepaid SIM cards to individuals upon arrival. Is CSA able to find something to offer in this regard?

General Manager's Report

- **School** – Recently analyzed school prices and will increase by 15% effective August 2020 with another increase in August 2021 just to break even. Similar to job ticket, the prices haven't been raised in a long time. MO recommends messaging as early as possible. The benefits of choosing CSA school is convenience, great for under 3 year olds, and American systems.
 - The School Registrar is departing now.
- **Shuttle** – Hiring for new shuttle coordinator and new driver. Noted benefit - CSA employees receive a discount for first child in CSA school. Shuttle prices raised €5 by 12/1 (PCS is now €100, to Airport €50, from airport €60 due to parking).

Financial Report

- **Jan-Oct numbers handout** – For FOTOFIX income, recently read the contract and discovered that we only get 10% of the income per CNR regulations (90% must go to non-Community charity). Thus CSA is receiving closer to \$1500 rather than \$20k in FOTOFIX. However, we are still reducing our overall debt.
- **Auditor** – Spoke with new auditor. Received guarantee will be done on time and will keep same fee amount. Email to be sent to board to vote/affirm contract (received 11/21).
- **PNC account** – This account was used for Wunderbar money and has all been transferred to State Department account. Sending letter to permanently close.
- **Budget Committee needs to meet.**

Initiatives/Committees

Elections Committee

- **Elections will be Tuesday, February 11.** Have established dates for advertising and will use Heute, Screens, FB, and CSA page. Voted against Meet the Candidates event. Will create sign-up for election day activities such as morning bus stops votes, consulate lunch from 1130-1330 and Fieldhouse dinner from 1730-1930.

Survey Committee

- Feedback received, now need to figure how best to get it out. CLO recommended email and Heute.

Old Business / New Business

Pending Business

- **Vending Machine** –In depth discussion and handouts. Unanimous board approval to buy (versus rent) the Hot Drink machine and the shared drink/snack machine.
- **Asset Inventory** –Michael has created a room kit for hotel inventory. Timeline for completion is as soon as possible. Board would like to do all in one day and have information where to put the new tags.
- **QuickBooks** – POC issues with establishing account. POC, IT, and Business Analyst to resolve.
- **Topics to discuss at meetings** – recommendation to email RSO/GSO/CLO to get topics beforehand.

Next Meetings

- December 17, January 28 at the Consulate (12-2pm at the Consulate)
- Election Day February 11th