

MINUTES

CSA Board Meeting

Date | time October 22, 2019 | 12:00 | *Meeting called to order by* Larry Fields, CSA Chair

In Attendance

Larry Fields, Chair	Chris Bartholomew, General Manager
Michael Osborne, Treasurer	Lauren Ardell, CSA Business Analyst
Mathew Schroer, Board Member	Megan Bardoe, Board Member
Angela Mankowski, Secretary	Heather Daniluck, Board member
Theresa Cheng, Vice Chair	Jennifer Allen, CLO
Michael Portiera, CSA IT	Mark Cureton, Facilities
Josh Weisman, RSO	

Approval of Minutes

The meeting minutes for September were approved.

Attendee Reports

Facilities

- **Playground** – CSA GM noted may need Facilities help.
- **TDY** - CSA noted the 4th Floor TDY quarters need painting. Question rose who is paying for cost. CSA noted it has been over 5 years. Chair expressed that Consulate should pay rather than CSA. Facilities noted it may take longer if Facilities pays due to funding. GM will continue to discuss with facilities and work with them to get back onto the 5-year cycle.

RSO

- **Oktoberfest** – Went well and no issues from their standpoint. In other events, have drills today and tomorrow. Great appreciation to CSA for evacuation support earlier in the month.

CLO

- **Oktoberfest** – Also thought it well, but did receive a noise complaint after 11 pm. All agreed will advertise next year from 2-11pm to help set expectations.

General Manager's Report

- **Patio coverings** – GSO has approved, but contract company is not scheduling (emails are all in German). CSA seeking assistance from GSO.
- **Oktoberfest** – Thanks to EVERYONE for their help. A very successful Oktoberfest. Last year grossed €5661, profit of €220. This year's gross is €7242, profit over €3000. Sold 500 liters of beer!
- **TDY quarters** – The next marine occupancy is in February. GM would like to lock down marine training/occupancy dates for FY20 soon. One week in November is booked with another section, and another booked one week in December. Ideally would like to paint soon and then have open house for all sections –first impressions matter!

- **Auditor** – GM asked company for another auditor per Employee Association policy. They didn't have another who knows U.S. methods, but provided a recommendation for another firm. GM contacted individual at other firm and they appeared interested. Discussions ongoing.

Financial Report

- **Jan-Sept numbers handout** – In September, saw over \$30,000 profit (predominantly from Kindergarten). Reduced the overall net income loss to \$20,505 (in June the overall net income loss was \$75,000). Continue to see the benefits of the changes. Still project to break even by the end of the calendar year give or take \$10,000.
- **September handout** – Discussion on TDY line of accounting. We are mostly done with the income portion but will still have salaries hit against it. The vending machines will likely be added to this line of accounting, thus will see more costs at first. The management fee is for maintenance items. No money was due back to OBO this year; any additional monies will be used for a TDY reserve fund. GM noted that if they can paint sooner at a low cost then CSA would pay.
- **Tax question** – revisiting the questions on employee tax deductions and employee obligation to pay taxes, CSA Business Analyst noted that Embassy Berlin also does not withhold (similar to other embassies). The onus is on the employee and is written into their contracts as such.

Initiatives/Committees

Survey Committee

- Customer Service draft near completion, will distribute to Board shortly for review.

Old Business / New Business

Pending Business

- **QuickBooks New Proposal** – CSA IT presented updating to QuickBooks Desktop Enterprise hosting rather than QuickBooks Online. Current costs to QuickBooks totals \$367/month, with switch to Desktop Enterprise total would be \$436 or \$518/month (depending on number of users).
 - Benefits include ideal billing method, cheap ACH transactions, no separate billing and accounting system, and better tracking.
 - Drawbacks – will require one board member to personally guarantee the account. When that board member leaves, will need to close the old account and open a new one which can disrupt billing for several business days. (Will not lose invoice or payment records.)
 - **Board voted to approve** acquiring QuickBooks Enterprise Hosting for five users rather than QuickBooks Online. CSA Secretary volunteered to be personal guarantor.
- **Vending Machine** – Reviewed various locations, concluding best to start small and with success move forward with other locations. Shoppette will be the current location. Chair researched discounts for multiple machines, none. Looking at €6-7000 per machine. Chair continues to work on the proposal.
- **Job Tickets** – CSA providing Talking Points for LES general assembly on Friday, October 25.
- **Cash counts sign-up** – November/Larry, December/Theresa, January/Heather, February/Matthew.
- **Fixed Asset Inventory** – gym audit completed, will send schedule request for volunteers for help with hotel audit.

Next Meetings

- November 19, December 17, January 28 at the Consulate (12-2pm at the Consulate)