

MINUTES

CSA Board Meeting

Date | time September 24, 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	Kelly Gilmore, RSO OMS
Angela Mankowski, Secretary	Joe Zadrozny, GSO
Leo Voytko, Management Officer	Jennifer Allen, CLO

Approval of Minutes

The meeting minutes for July were approved, as there was no quorum to approve at the August meeting. The meeting minutes for August were approved with a minor edit to clarify only two board members left to sign on the Deutsche Bank account.

General Manager's Report and Financial Report

RSO

- **Oktoberfest** – Asked about the details. GM stated: event is just like 4th of July, expecting about 300-400 persons, mostly Consulate folks -> will need extra guards. (CSA POC is Chris for any Duty Officer calls.)
- **Marine Cake Cutting** – is Saturday, November 16th. Happy hour is from 5-6 pm, event ends at 10 pm. Question regarding Shuttles from Siedlung to CG residence. GM noted CSA has one 10 passenger van and two minivans. Meaning not a timely way to get a large number of persons (i.e. 75) to the event. GM will look into this and get back to RSO. Question if ICASS/Motor pool could assist.

GSO/CLO

- **Patio cover request** – GSO has been received. One quote is for \$12,000 up to \$16,000 for nonflammable. More quotes to come.
- **Advertising** – CLO initiated discussion on email versus Facebook versus Heute notifications. All agreed every allowable method is best.

General Manager's Report

- **Unitymedia** – The 10-year contract discussed previously actually expired on September 1, 2019 (not December). It was automatically renewed for one year. Unitymedia has been taken over by Vodafone. In the next two months, everyone who has signed up with CSA will get new (better) modems. The switch will occur at the Fieldhouse. CSA will also be able to start offering bundle with cell phone. Great for new arrivals! We did see a 1.5% increase in fee, but the representative said they could write up a 3-year contract that gets rid of that fee. They will send us an offer to review.

- **Accounting Policy** - Propose an accounting policy change that will be further discussed at the October 8th Budget meeting. Then the board will vote later.
 - Deutsche Bank is still missing signatures.
 - GM proposal handout – the meeting attendees supported with a few edits.
 - Chair drafted two resolutions - one signatory and/or only certain board positions (Chair/Vice Chair/Treasurer) sign. The board elected to have only certain board positions sign.
- **Vending machine** – have 5-year contract for coffee, just needs Chair’s signature. Discussion on renting from Coffee, buying used, versus buying new. Point made that we are adding another cash income, something we have been moving away from. Board will continue to discuss this topic.
- **Oktoberfest** – GM will send the sign-up sheet soon. Positions needed will likely be cashiers, grill, set-up, and clean up. Cash only event.

Financial Report

- **Jan-Aug numbers handout** – July and August were profitable. Reduced the overall net income by \$20,000 since last reporting. Starting to see the benefits of the changes. September should also be profitable.
 - Positives included summer school camp (tuition, lower salaries), cable fee increase, and cable activations.
 - Discussion on Salary impact to various lines of accounting. For those such as Lauren and Chris, salary is distributed where work occurs. Also noted, Quickshop revenue decreases when it’s cold.
 - Chair asked if Retail Manager and School Director could attend and present at a future Board meeting.

Initiatives/Committees

Events Committee

- CSA Board retreat established two committees – Elections and Survey. Elections committee consists of Angela (Chair) and Heather. Survey committee includes Michael (Chair) and Theresa.
 - Matt joined the elections committee.

Old Business / New Business

Pending Business

- **Job Ticket Handout** – there is a two price system for Uberweisung and PayPal. It was recommended, in messaging to the Consulate community, to include the RMV price and the extra benefits. This will provide a better understanding of the perks of going through CSA. Noted, that prices should be raised incrementally similar to RMV rather than none for several years and then a big increase later.

Next Meetings

- October 22, November 19, December 17, January 28 at the Consulate (12-2pm at the Consulate)