

MINUTES

CSA Board Meeting

Date | time April 21, 2020 | 12:00 | *Meeting called to order by* Jamie Wahl, CSA Chair

In Attendance

Jamie Wahl, Chair	Chris Bartholomew, General Manager
Angela Mankowski, Secretary	Lauren Ardell, CSA Business Analyst
Corinne Schoenherr, Treasurer	Jennifer Allen, CLO
Heather Daniluck, Board Member	Leo Voytko, Management Officer
Kelly Gilmore, Board Member	Kerry Crockett, RSO
Jon See, Board Member	Tod Duran, SGSO
Sam Kelly, FAC	

Approval of Minutes

The meeting minutes for March were approved.

Attendee Reports

RSO

- When and where we plan any future activities notify RSO so they can support. CSA noted nothing is currently planned per country and State Department guidance.
- Asked about Carl Schurz School and Day Camp this summer. CSA is currently planning for summer camp, but dependent on restrictions. CSA will keep RSO posted.

GSO/FAC

- Paving stones for the Playground were finished and there will be changes to the fence around the playground. Washer and Dryers in hotel/TDY quarters are on hold.

CLO

- In Berlin, kits are closed through the summer except for emergency care for essential personnel. Diplomats are not considered essential. Unknown if this is just for Berlin, but CLO will keep informed.

General Manager's Report

- Thomas, the CSA Retail Manager, has left post and Laurie Martin has taken over. This was an easy transition as Laurie was a CSA employee and familiar with the position.
- Only income is the Quick Shop. GM is working reduced hours too. Still working through Bank Account transitions.

Financial Report

- **March P&L** – Looks great, but it is still the regular income (e.g. prepaid things like gym, cable, school, and school shuttle) and there were reduced salary expense.

- **April P&L changes:** cable will stay steady; no rent from concessionaires; no bar income; Quick shop income has increased; school will have only the Kindergarten income (refunds for spring camp and April Tuition won't be on P&L); shuttle income is prepaid; no TDY income; and reduce salary for US employees. Thus April will be at a loss as income will be down around \$40,000. May will be the same if the school does not open.
- Chair asked if we are still on the five-month projection provided by Business Analyst previously. Yes, as income was considered to be \$0 for the five-month conservative estimate.
- **Marines TDY** – GM stated they will have another training class as soon as able to, so hopefully one more for the year.
- **Local employees** – German employees are on short time work status program, which may be another way to sustain CSA business. As we now have a German business license and we pay into it too so not seeking a handout. GM will confer with local lawyer.

COVID

It is noted that opening and activities must be approved by Management and the Front Office (e.g. not first announced on Facebook).

- On Monday, masks will be required for the shops and public transportation.
- Refunds thus far only for April school, no other requests.

Initiatives/Committees

Marine Ball Committee (not a CSA Committee)

- There has been no action on the Marine Ball Committee. Brief discussion on where we are at, highlighted that 150 tickets is the threshold (consideration if COVID restrictions last through November), and recommended to add language for second pandemic liabilities.

Old Business / New Business

Pending Business

- **By laws** – These need to be reviewed and signed. Tabled until reviewed.

New Business

- **Shuttle Buses** – these have not been profitable and now might be a good time to cease. Point of clarification, the school bus shuttle would continue as it its low maintenance, consistently used, and economical. The PCS and airport shuttle is hard to staff and costly. Chair asked GM what it would look like to cancel (e.g. insurance, vehicle, pay out of shuttle driver). GM to provide in an email later.
 - Historically have been asked by Management and GSO to provide this shuttle service. MO stated there is no expectation to maintain a line of service that is not profitable or practicable. SGSO noted that there are plenty of transportation options in Frankfurt, including guidance to cover costs of taxis, etc.
 - **Vote – Do away with airport and PCS shuttle? Yes, unanimously approved by voting members present.**
- **Board member replacement** – the bylaws state that the Board may choose how to replace a board member mid-term. Current Secretary leaving, but unknown when. President and Secretary volunteered

to reach out to Community Member who didn't make the board from the election in February. Chair asked board members to let her know if they are interested in the Secretary position.

- **GM replacement** – a robust conversation regarding an interim GM (transparency, sufficient separation of duties, little transition needed, reduced cost); why is this different than replacing Board Member; if posting should it be now or later; and overall cost to CSA occurred. No decision was made and the topic was tabled to allow for additional discussions.

Next Meeting

- May 19, 12-2pm, telecon again due to COVID restrictions
- June 16, 12-2pm, possibly Consulate/telecon due to COVID restrictions