

# MINUTES

## CSA Board Meeting

*Date | time* August 25, 2020 | 12:00 | *Meeting called to order by* Jamie Wahl, CSA Chair

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### In Attendance

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Jamie Wahl, Chair	Lauren Ardell, Acting Gen Manager & Director of Finance
Theresa Cheng, Vice Chair	Leo Voytko, Management Officer
Angela Mankowski, Secretary	Jennifer Allen, CLO
Kelly Gilmore, Board Member	Tod Duran, SGSO
Jon See, Board Member	Sam Kelly, FAC

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### Approval of Minutes

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The meeting minutes for July were approved.

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### Attendee Reports

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#### GSO

- Working with FAC for doors and locks to transition gym to CSA, completion should be sometime soon.

#### FAC

- Will be sending proposed floor plans at Consulate, considering using Barber Shop (Barber not returning) for RIM collaboration space.

#### RSO/CLO

- NSTR

#### General Manager's Report

- Before the report, Chair expressed much appreciation to Lauren for all her hard work as acting General Manager while also completing her exemplary work as Director of Finance.
- New GM: arrival is scheduled for 9/21, was previously 8/15.
- General: Retail has switched to Fall hours, Wunderbar is open Tuesday, Thursday, and Fridays, and School has opened for the Fall with 40 enrolled students (27 actually present, thus not charging until in country giving us a one to one and half month lag).
- Fitness: the numbers are down (likely related to PCS season), so we are receiving \$1000 less per month than normal. Consulate gym charge may also help offset this reduction. MO noted there is a lag in arrivals and expecting around 100 more by mid-October. (Similar situation with Cable, though not a choice like the Gym.)
- Concessionaires: Valentina's is open 3x's a week with a fourth day soon. She would like Wed breakfast and coffee outside the cafeteria but this may conflict with Starbucks. If not a proposal will be sent for review. Military Auto Sales would like to host a pizza/beer event, again proposal will be sent for review. All proposals for gatherings will be sent to Management, POSHO, and MED.
  - MO noted there is no fixed date for the cafeteria opening and Starbucks is anxious to open in September.

- Shoppette: Is open M-F from 10-2 and is doing well (average €130 per day, high was over €200). They are selling more souvenirs than the Quickshop and frozen meals.
- Shuttle: PCS has mostly ended. Metropolitan school shuttle is still on. SGSO noted that ISF needs new transportation services as theirs fell through. GM noted hard to find drivers.
- TDY Quarters: Nothing is currently scheduled. Have received requests if Marines can quarantine there. MO worked with RSO and there are no objections with moving forward with those requests.
- Job Ticket: proposal sent to LESA rep, no questions thus far.
- Link n Learn: Company runs after school programs at Frankfurt International School (FIS) for young children and “baby and me” type classes. They are interested in possible partnership with CSA for after school classes on Thursday. Proposal sent to POSHO, MED etc. then sending to MO.

#### Financial Report

- Midyear report sent with two differences. The first is the adjustment for vacation (expense versus accrual). Should be recorded when it accrues and was only being accounted for when used. [Only FT CSA US employees get vacation.] The other difference is 15% management fee for TDY quarters – is no change to bottom line, just where it is broken out.
- July 2020 vs July 2019: all categories earned less this year with the three most concerning being fitness as discussed (expense is low on this line item so is a valuable source of income); Wunderbar is not doing well as it’s only open 3 days and we’ve missed the best months for income (e.g. \$3300 vs\$1300); and TDY has nothing scheduled.
- The good news is it’s a profitable month! The school is doing great and Summer camp brought in \$66k (compared to \$50k in 2019). We have managed costs and continue to bring in income, but should be cautious with no Kindergarten and TDY. However, we do have a pretty good cushion!

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#### Old Business / New Business

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##### New Business

- **CSA Secretary** – is PCSing in October. If anyone is interested in Secretary role, please let Chair know. In the meantime, Secretary will ask prior Board nominee Brian Watkins if he is interested in backfilling. Secretary and Chair noted that per CSA Bylaws CSA is allowed to fulfill the position however we choose. The individual would have to be voted in at the next election. If prior nominee is not interested, Secretary suggested a simple solicitation of interest placed in the Heute and quick review and ranking by Board Members for a selection.
- **Committees** – Chair asked for information on committees such as elections be brought to next meeting.

##### Pending Business

- **Marine Ball** –No update yet from new Marine Detachment Commander. CSA and CLO have financial concerns at this point.

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#### Next Meeting

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- September 22, October 20, November 17, and December 15 confirmed. 12-1pm.