

# MINUTES

## CSA Board Meeting

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*Date | time* February 25, 2020 | 12:00 | *Meeting called to order by* Larry Fields, CSA Chair

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### In Attendance

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Larry Fields, Chair	Chris Bartholomew, General Manager
Theresa Cheng, Vice Chair	Michael Osborne, Treasurer
Angela Mankowski, Secretary	Heather Daniluck, Board Member
Corinne Schoenherr, New Board Member	Leo Voytko, Management Officer
Kerry Crockett, RSO	Jennifer Allen, CLO

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### Approval of Minutes

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The meeting minutes for January were approved.

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### Attendee Reports

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#### RSO/CLO

- **Nothing to report** – RSO appreciates continuing to receive adequate awareness for events to schedule appropriate security staffing. CLO has a sit down once a month to coordinate events.
  - GM noted upcoming events include 3/20 St Patrick's day band (inside), 3/28 Tap Takeover, 3/29 Easter egg hunt outside followed by BBQ (GM to send numbers to RSO).

#### General Manager's Report

- **2019 Board** – Thanks to all 2019 board members, all were great to work with! Will be sending an information email to the new board members.

#### Financial Report

- **Audit** – Occurring this week, reason for Lauren's absence. Going smoothly thus far. Currently \$3000 in the positive, though we are missing foreign exchange rate conversion which might cost about \$4000. Still very close to breaking even which is progress from last year! We can expect an on time audit report with final 2019 numbers.
    - MO noted that C&R Annie asked if we could move up the audit form November to mid-July. GM stated this wouldn't be good with new GM transition (Chris leaves 7/1). MO believes it might be due to losses noted early last year and questions about making Job Ticket payments on time. GM confirmed on-time payments are occurring. MO will respond to C&R.
  - **Future income** – Probably won't be a Kindergarten class next year, this will be a big impact to income. However, since our money is 2019/2020 not having a class will impact 2021.
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### Initiatives/Committees

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#### Elections

- Chair noted that this went well and appreciated his assistance was not required.

## Survey Committee

- Reviewed handout – majority were in the satisfied categories.
- Most discussed item from Comments Summary was wait list for school. The longest wait is for aftercare. A number of arrivals haven't done any pre-work and day care doesn't exist in Germany. Then CSA has to ensure appropriate teacher to child ratios, which means CSA can't hire another teacher for just one child. The ratios must comply with youngest child present.

## Marine Ball Committee

- **First meeting** is tomorrow. MOU drafted by Colleen and Chris. Next steps are finding a venue (will ensure RSO representative for walk through).
- **Recommendations**
  - Establish subcommittees.
  - GM will be at all meetings, Board may have to sign the contract, agreement to manage CSA personnel hours appropriately.
- Discussion on print costs – go to CLO (ICASS) or Marines. How does print shop bill Berlin?

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## Old Business / New Business

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### Pending Business

- **Vending Machine** – Coffee machine is ordered, still working on specs for the snacks/drinks vending machine.
- **Playground** – €2000 for base layer materials, free labor (thank you FAC!). They also made the fence higher and provided signage. GM would like to put down the bricks. GM to bring totals and numbers to next meeting for Board to review and vote.

### New Business

- **Bouncy House** – needs replacing in the near future, estimated cost \$3000-3500. Per year, rent 10-15 times and use 10-15 times. Board requests a written proposal and business plan. GM would like to time for Spring, will send asap.
- **Surplus furniture** – reach out to Jay Blais for possible locking cabinet for Fieldhouse.
- Reviewed **2019/2020 Goals** and we hit them all (except profitability but that's still in progress)!
- **New board positions** are Chair – Jamie, Vice Chair Theresa, Treasurer – Corinne, and Secretary – Angela. The gavel was turned over to Vice Chair.

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## Next Meeting

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- March 17 (12-2pm at the Consulate)