

# MINUTES

## CSA Board Meeting

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

### In Attendance

Jamie Wahl, Chair	Lauren Ardell, Acting Gen Manager & Director of Finance
Corinne Schoenherr, Treasurer	Leo Voytko, Management Officer
Jon See, Board Member	Jennifer Allen, CLO
Kelly Gilmore, Board Member	Josh Weisman, RSO
Heather Daniluck, Board Member	Joe Zadrozny, GSO
Sam Kelly, FAC	

### Approval of Minutes

The meeting minutes for June were approved.

### Attendee Reports

FAC/GSO/RSO/CLO

- NSTR

General Manager's Report

- Airport Shuttle: CSA is offering limited shuttle service to the airport for PCS season. Shuttle service from the airport is not offered at this time.
- School Shuttles: Reviewing schedules and coordination for 2020/2021 school year.
- QuickShop at Fieldhouse: Will return to normal hours (not summer hours).
- Summer Camp: Currently operating at full capacity, limited spaces still available for August.
- Valentina's Enamor Restaurant: CSA is working with Post Management team to allow Enamor to re-open at Consulate CASA Building for limited service.
- Military Auto Sales: Renewed annual contract with CSA for \$5,000.00 / year. Requested permission for marketing opportunities to Consulate community, such as pizza night.
- Link n Learn: Company runs after school programs at Frankfurt International School (FIS). They are interested in possible partnership with CSA, to rent dance studio space for "baby and me" type classes.
- Cable: 3 AFN channels are currently out, likely due to hardware issue (HDMI and computer equipment). Replacement cost estimate €1500, discussing repair/replacement options with company.
- Barber Shop: Will not re-open in the CASA Building, ideas welcome for how to utilize empty rooms.
- Shoppette: Would like to re-open Shoppette in CASA Building, could be a successful business opportunity because the Consulate cafeteria and Starbucks remain closed due to COVID. CSA will work with post Management for processes/approvals before opening. Target early August for opening if approved.

Financial Report

- Small loss is reported on income statement, this was expected due to kindergarten revenue no longer on the books.
- \$5,000.00 net loss on school re-opening due to extra employee hours / safety measures for COVID, no bus pickup, and no am/pm childcare.
- Overall financial status is still good (summer camp enrollment was helpful), although need to minimize net loss as much as possible.
  - Teacher salaries were reduced due to COVID over late spring / early summer.
  - GM position vacancy starting July also helped reduce expenses.
- Cable and gym should provide steady income, especially with large number of new families arriving for PCS season.
- Mid-year financials are due to C&R August 15, 2020, Lauren is tracking.

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## Old Business / New Business

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### New Business

- **Job Tickets** – German government lowered Value Added Tax (VAT) from 7% to 5% effective July 1, 2020. Lower VAT rate reduced monthly Job Ticket cost by €0.68 for pre-paid tickets for July to December, 2020. Approximately €1800 extra was collected by CSA due to this VAT decrease, across approximately 450 individual sales. How should CSA address the excess so CSA does not receive a windfall?
  - Refunding 450 individuals for less than €1 each is enormously cost prohibitive. Administrative burden of tracking individual refunds (time, communication, paper trail, manpower, receipts etc.) would outweigh refunds.
  - Proposal to apply (pro-rata) the €1800 to all job tickets purchased starting January 2021 across the Consulate community.
    - i. It would not be an exact credit to the specific buyers of the 2020 job tickets.
    - ii. Thus, some customers who bought 2020 job tickets and were overcharged (due to the reduction in tax rate mid-year) would never individually benefit from the credit.
    - iii. Further, some 2021 job ticket purchasers would receive a credit they are technically not entitled to as they did not buy a 2020 job ticket and thus were never overcharged.
    - iv. Customers who purchased relevant Job Tickets and request a VAT refund may receive a cash refund from the CSA office, but cannot also benefit from reduced 2021 ticket cost.
    - v. This would set a precedent that in any future year when the German Government raises the VAT rate mid-year, CSA passes the risk of loss associated with pre-paid tickets onto customers the following year.
  - **MOTION:** Apply €1800 credit to 12-month and 6-month Job Ticket sales pro rata, at the rate of €4.08 per 12-month ticket purchased, and €2.04 per 6-month ticket purchased, until €1800 EUR total has been reached. **Motion passed.**

### Pending Business

- **Marine Ball** – Decision needs to be made soon regarding CSA's support for possible Marine Ball this winter. Per Kelly, the new Marine Detachment Commander will arrive at Post soon, CSA should wait for his arrival and discuss situation before making final decision. Plan to discuss during August Board Meeting.

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## Next Meeting

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- August 25, 12-2pm, telecon