

MINUTES

CSA Board Meeting

Date | time June 16, 2020 | 12:00 | *Meeting called to order by* Jamie Wahl, CSA Chair

In Attendance

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

Approval of Minutes

The meeting minutes for May were approved.

Attendee Reports

FAC/GSO

- Locks for gym require exchanging out current doors, have the old wooden doors and plan to use.
- Valentina take out counter is approved as was in original request. MO noted that the consulate cafeteria won't open until building attendance is around 40% (currently is 30%).
- Request – please remind any vendor deliveries to Seidlung about child awareness and using ground guides. GM asked what are the specifics. FAC noted it's a law.
- GM will provide email regarding ongoing projects.

RSO

- Nothing to add, however did note new Marines are abiding by required 14-day quarantine.

CLO

- Call in sessions for all new arrivals.

General Manager's Report

- A hearty **Thank You to Chris** for all his hard work and collaboration as General Manager, this is his last Board Meeting. June 30 is his last day. Pack out is next Monday and Tuesday then limited work hours for the rest of the month.
- Everything that can be open is, and there are plans in place as things open up.
- Handover book is done. New Gym should arrive August 14, Lauren is acting until new GM is in position. GM will provide an email of transition and takeover plan.

Financial Report

- **Overall** our status is good. Net income is \$7,500 (because of reduced salaries/hours). From Jan-May our income is \$80,00 because of TDY in February and Kindergarten (\$16k/month), but this is not cash flow.

- **Jan – May 2019 vs 2020 Comparison** – Cable profit increased; Concessionaires is the same but will become a decrease due to COVID; Fitness increased (but we are providing one month free so may be a change of \$2500 vs \$4000 for that month); Bar decreased due to COVID closure; Quickshop increased enough to make up for Bar loss; salaries decreased due to COVID; and School is better in 2020 but it is all related to Kindergarten income which will stop in May. Summer camp is a popular option right now and hoping to be ok for Fall. In the Fall there are 14 for aftercare right now.
 - Will there be a Kindergarten in the Fall? None scheduled for now as only two interested.
 - Are Quickshop hours changing? Midday hours will stop in July as normally move into a longer PM shift. This is also where they are seeing most expenditure. GM will continue to watch and analyze for most efficient hours.
 - Shuttle service has also decreased in 2019 vs 2020 comparison, but have been getting contacted for PCS shuttles lately. Will do 150 Euro to airport only, just until August. Considering insurance coverage for GSO van for Sponsors to drive.
- **Possible losses in Fall** – infrastructure/cable, job tickets, and Carl Schulz School. We are eating through our savings as the Quickshop is the only cash income lately.
 - In June we will get tuition, infrastructure/maintenance fee, and summer school cash.
 - Hoping to get at least one more TDY class this year, would be significant income addition.

Old Business / New Business

New Business

- **PCS Departure Cable** – Question why CSA, as a part of the monthly service fee, doesn't assist with the final closure of Cable accounts, specifically the delivery of routers to Vodafone. GM noted that CSA owns the cable boxes and not the routers, and therefore become liable if not confirmed returned and responsible for any final account costs. GM will review cost, energy, and liability.
- **Employee gratitude** GM highlighted that several employees will have 20 years with CSA in September. Does the board want to do anything for them?

Pending Business

- **Consulate Gym** – GM needs to know about cleaning before sending summary to Management. MO to talk with GSO/FAC on latest for cleaning licensing agreement. MO also assured that no unilateral decisions would be made that is detrimental to CSA and earning money.

Next Meeting

- July 21 and August 25, 12-2pm, telecon