

MINUTES

CSA Board Meeting

Date | time March 17, 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	Jennifer Allen, CLO
Corinne Schoenherr, New Board Member	Leo Voytko, Management Officer
Kelly Gilmore, Board Member	

Approval of Minutes

The meeting minutes for February were approved.

COVID

Financials

- Schools could break even, based on Kindergarten. January was normal and February we have a lot of cash. We received \$30,000 for first Marine training. Next one is schedule for June (then September and November). We are solvent, cash flow positive.
- **Audit** – MO spoke to CNR/Annie about the Job Ticket and Audit discussed at last board meeting. They are good with no July audit, but unsure about September (also current events impact).
- **CSA** – currently 6 employees need to determine what to do with. Talked to HR/Gretchen as we assume we will need to keep paying local German employees. Monthly amount is around \$10,000. Additionally, there is some work for teachers.
- **Refunds** – for schools will need to let them know they are still paying for schools. Could possibly get requests for gym, daycare, and preschool. Kindergarten is online. March is paid therefore unlikely to refund. Just sent bill for April. April Spring Camp cancelled and refunded. For gym would likely extend memberships rather than refund.

Host Government Requirements

- **Limits/Closures** – limit social action in public space, Valerio food is take out only, Bar will be closed, Gym and classes must be closed, playground closed, Enamor will be take out only.
- **Open** – Quickshop, hair dresser and Dry Cleaning.
- **Messaging** – there will be signage, CSA on FB, and CLO on all their communication methods. Could Valentina do delivery? Will share Valerio menu on FB.

Attendee Reports

CLO

- Due to COVID, CLO currently cancelling all events.

General Manager's Report

- Due to COVID, cutting staffing hours (i.e. Admin staff hours cut in half).

Financial Report

- **2019 Audit** – final audit at the end of this week. CNR ratios haven't been run yet. But we went from a significant debt to \$16,000 in the positive. Significant achievement by CSA Board and especially the General Manager and Business Analyst.
 - Retail was not profitable (will send numbers) and will continue to have problems (e.g. Wunderbar). Retail includes Shoppette (now closed), Quickshop, Job Ticket, Wunderbar, and community events.
- **Bank accounts** – Need to get Chair, Vice Chair and Treasurer added. (Vice Chair is already on.)

Initiatives/Committees

Marine Ball Committee (not a CSA Committee)

- Venue – Sandy Gasper has done a phenomenal job narrowing it down to two venues (Goethe and Dolce). Dolce is 30 minutes away so question if we could use CSA shuttle service or buses or are there other ways to transport?
- Discussion on background of CSA Marine Ball support, noting there is a potential for loss as CSA is financially responsible. CSA will scrutinize the contract and all costs involved. Current committee members are CSA Vice Chair and CSA Secretary, in addition to occasional attendance by CSA GM.

Old Business / New Business

Pending Business

- **Admin** – Financial statements are due 4/1. GM has management letter for signature. GM confirmed all will be submitted and on time.
- **Vending Machine** – order on hold, previous Chair still working on specs for the snacks/drinks vending machine.

New Business

- **Bylaws** – these need to be reviewed and signed again.
- **CSA recordkeeping** – do we have a CSA SharePoint? No, as not all would have access.

Next Meeting

- April 21, 12-2pm, possibly Consulate/telecon again due to COVID restrictions