

MINUTES

CSA Board Meeting

Date | time May 19, 2020 | 12:00 | *Meeting called to order by* Jamie Wahl, CSA Chair

In Attendance

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

Approval of Minutes

The meeting minutes for April were approved.

Attendee Reports

RSO

- GM question regarding badge renewal for concessionaries that are expired. E.g. Valerio's paperwork submitted in April and the investigator is out until May 25. This has forced him carry in his goods and supplies from off Seidlung parking. Valentina's will expire at the end of May. RSO representatives noted that CSA can put in 30-day access requests in the meantime. Reminder that the badge requests should be visitor access request in MyServices.
- Chair asked if update on Marine Ball - none.
- GM notified that school is planning to re-open June 2, if there is a need for more local guards.

GSO/FAC

- Would like to know if CSA could manage the Consulate gym too. It has been difficult for GSO to manage and hoping that CSA will be able to integrate with existing gym arrangement. This would be a new line of revenue for CSA.
 - GM: initial cost would be adding FOB locks and service contract for equipment. CSA couldn't track the coming and going and wouldn't be able to monitor FOB sharing, though COVID sign up requirements might help with this. CSA would hope to rely on Consulate cleaning crew as well as a lot of management support. No change to LES eligibility as they can sign up on Seidlung too. MO will reach out to LE Executive staff as this is a management decision and not a CSA take over. GM will provide a write-up after MO response. CSA will vote at next meeting or via email. GSO would like this sooner rather later.

CLO

- Working with Heather on school reopening as it's a huge priority for CSA and the community.
- Also thinking about and working with CSA how to welcome new arrivals.

General Manager's Report

- For April most everything was closed and limited hours were worked. In May things are ramping up, but they continue to be conscious of working efficiently. GM is working on SOP/turnover handbook.

Financial Report

- **April P&L** – also a profitable month as it still doesn't reflect where we actually are. Saw a net income increase of \$7000 mostly due to US EFM and admin staff salary payment reduction in addition to a lot of deferred revenue that will soon be expiring. E.g. Kindergarten was \$16000 a month for April and May, but will no longer have. We have a cash versus revenue situation.
 - In April the only cash was from the Quickshop (\$9000), but we expended a lot more in terms of taxes and salaries. The longer we operate without cash we run into a liquidity issues (ratios).
- **Concessionaires** – Mr. Clean may close permanently, Barber hasn't been there all year, and MAS has given notice for June 1 (GM is working proposal for events).

Initiatives/Committees

None

Old Business / New Business

New Business

- **Gym** – referencing GM email discussed granting extended gym access or refunds. Consideration for what local economy was doing and good will to the community.
 - **Vote** – Should all current gym members be extended 30 days and no change to CSA language stating no refunds? **Yes**, unanimously approved by voting members present.
- **4th of July** – currently no activity is planned. However, CLO and GM are definitely planning a community activity once it's possible.
- **Openings?** Dance studio would need to adhere to local requirements and work with Sebastian Dreifert/FAC POSHO. Wunderbar for take-out only? Concern is persons gathering on the patio. GM will work on proposal.

Pending Business

- **GM replacement** – announcement closes on May 22, currently only 1 applicant (an EFM from DC so there wouldn't be any overlap). Interviews scheduled for next week, panel will include CLO, GM and Chair.
- **Cash counts** – Board needs to sign up for monthly cash counts. Treasurer will cover May and will manage the list.

Next Meeting

- June 16, 12-2pm, telecon due to COVID restrictions