

MINUTES

CSA Board Meeting

Date | time November 17, 2020 | 12:01 | *Meeting called to order by* Theresa Cheng, Vice Chair

In Attendance

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| Theresa Cheng, Vice Chair | Louise Burnette, GM |
| Corinne Schoenherr, Treasurer | Lauren Ardell, Director of Finance |
| Heather Daniluck, Board Member | Leo Voytko, Management Officer |
| Brian Watkins, Board Member | Jennifer Allen, CLO |
| Jon See, Board Member | Josh Weisman, RSO |
| Samuel Kelly, Facilities | Tod Duran, GSO |

Approval of Minutes

The meeting minutes for October were approved.

Attendee Reports

CLO

- Trying to find ways to engage with the community for winter activities. COVID is making it difficult to responsibly come up with ideas that can bring the community together. Look for news to come on festiveness.

General Manager's Report

- Working on getting radios for CSA spaces to stay connected with security. Also working on updating the phone cascade.
- **Shuttle:** contract is being renewed to provide shuttle runs to Metropolitan School Frankfurt.
- **Job tickets:** sales started on 1 Nov. As of 17 Nov meeting only 78 tickets had been sold. This is behind from last year. Louise, Tod and Leo are working on sending a Staff Notice to remind the community of the program. There will also be a discussion for 2022 tickets about starting the purchase window earlier.
- Fitness center closed. Link 'n Learn classes cancelled. Wunderbar closed, but Quick Shop is running a flash sale to move inventory to avoid expiring products. Canned pumpkin is popular.
- **Valerio:** working on maintenance issues and running a Thanksgiving Day meal special.
- **Shoppette:** new souvenirs, t-shirts, gluhwein mugs, and challenge coins. Sales are up because of cafeteria closure and additional marketing efforts. Looking into some options to use a "Shoppette cart" to try and sell some items directly out of the Consulate. Salary margin will need to be watched. If additional man hours are needed, it may not be a profitable or feasible idea.
- **Concessionaires:** Valentina's breakfast cart is ready. Just working on cleaning up the cart and final details before first sale. Working with MAS for a way to provide value and an opportunity to work through CSA.

- Colleen had the idea for an advent calendar to bring the community together virtually. Working with CLO to finalize activities and support. Also focusing on marketing efforts, to include flyers, bulletin boards, more Facebook activity, updating the CSA website, and updating items in the Heute.

Financial Report

- Ran a large severance expense through the income statement based on C&R recommendations. CSA's auditor said it was unnecessary based on German auditing, but C&R strongly suggested we accrue the severance. Based on current LE staffing, the full amount is around \$52,000; after the auditor takes a look, Lauren expects it to drop to around \$30k. Question was asked about how the severance expense would be tracked going forward; Answer: incrementally throughout the year instead of one large expense.
- There are several year end expenses expected to be booked within the next month or two; examples include a shed for the playground, replacing a broken refrigerator in the Quick Shop, small furniture/storage solutions for school, annual utility payments to the Consulate. After everything at the end of the year, CSA should break even.
- Cable income is slightly down, gym income is starting to effect bottom line, bar income down due to closure.
- Question was asked during meeting about the ability to loan out fitness equipment while the gym is shut down. There doesn't appear to be a good logistical solution on how to manage the effort.
- Question was asked about CSA's financial situation in 4-5 months due to COVID; Answer: CSA has several very regular incomes sources that aren't expected to be affected due to COVID. Cable will remain stable and the school is doing fantastic despite no kindergarten this year. Marines also renew their gym memberships annually. There have also been a few positions that have gone unfilled, thus a savings in salary.

Old Business / New Business

Committees

- **Elections** – Advertising for the Board election will begin in early December. Submissions will be due by January 13 and the election will be held on February 10. All board members are leaving with the possibility that Jamie may remain. The committee is working out the details on how voting will take place this year. Possibly using Survey Monkey, but there must be a way validate that voters are either a DH or EFM. Didn't think it would be possible to hold an in person election given the restrictions. *Current board members need to start encouraging the community to run given the large number of seats open.*

New Business

- **Gym Refunds?** – the community is asking for refunds due to the closure. Discussion on extending memberships for a month vice giving a refund based on CSA website disclaimer that “no refunds will be given.” But a general concern is that people will be unhappy if the closure continues and members don't receive a refund. Decision was made to wait and see what restrictions look like in December.
- **Duty Free at the Base** – Update, CSA must work directly with AAFES. Tod is working to narrow down the point of contact and getting a template to use moving forward.
- **Consulate Gym-** meeting between Leo and Jamie last month did not occur. But doors and keys have been switched. The licensing agreement still needs to be adapted and updated appropriately. All parties have agreed in principle that equipment would be transferred to CSA and CSA would maintain

the equipment. However, Management would work through several examples of agreement items that may pop up and propose who would be the responsible party (The Consulate or CSA) for action. Once those examples have been worked through, Management would come back to CSA with a proposal.

- The Reach Out and Read proposal managed by the Health Unit was voted on. All board members in attendance votes yes. Motion passed.
- Homework for the Board: write one or two sentences about why people from the Community should be on the board, and what each board member has gained from the experience. Send answers to Louise.

Next Meeting

- Confirmed - December 15, January 19, February 16, 12-1pm. Heather will be the acting Secretary. Meetings: +49 40 8081 617 225 Pin 617 357 318.