

# MINUTES

## CSA Board Meeting

*Date | time* October 20, 2020 | 12:02 | *Meeting called to order by* Jamie Wahl, CSA Chair

### In Attendance

Jamie Wahl, Chair	Louise Burnette, GM
Theresa Cheng, Vice Chair	Lauren Ardell, Director of Finance
Corinne Schoenherr, Treasurer	Leo Voytko, Management Officer
Kelly Gilmore, Board Member	Jennifer Allen, CLO
Jon See, Board Member	Josh Weisman, RSO
Brian Watkins, Board Member	Dr. Dawn Osterholt, Guest Speaker

### Approval of Minutes

The meeting minutes for September were approved.

### Attendee Reports

#### CLO

- Community Center located on the Siedlung will be close for a few weeks due to the misuse of the space by unknown community members. Furniture was damaged and 30 bottles of alcohol were found behind and under the couches. GSO is working on replacing the door locks and the community center will be close for a couple weeks after repairs and a deep cleaning have been completed. The Scouts room was not compromised and will still be available for Scout use.
- Consulate Trunk-or-Treat is still a go.
- Trick-or-Treating on the Siedlung is prohibited, this is to include any personal plans to do so as a family or small group. NO door to door trick-or-treating on the Siedlung this year.

#### MGT

- The Consulate will not impose additional restrictions than what is issued by the State of Hessen.
- Leo will meet with Louise and Jamie regarding the terms and conditions for the opening of the Consulate Gym.
- Leo will follow up with Facilities regarding the progress of Valentina's breakfast cart.

#### RSO

- No Marine Ball this year, thank you CSA Marine Ball Committee for the work put forth. A date has been selected for the cake cutting ceremony, to be announced.
- There will be extra LGF at CAC 3 and CAC 1 during the CLO sponsored Trunk-or-Treat event.
- There will be extra LGF patrolling the Siedlung on Halloween to deter any Trick-or-Treat activities.

#### General Manager's Report

- **Welcome Louise Burnette** our new GM. Louise is available by cellphone, if you see her around the Siedlung give her a shoutout. Louise comes to us with a background in Non-Profit Management,

Branding and Marketing. She looks forward to interacting with the community, optimizing the use of technology to efficiently make use of resources and programs.

- **Vacant Positions:** Retail Manager, we have some applicants for review. Purchase manager has been hired.
- **Concessionaires:** Valentina's has a cart for breakfast in the Consulate, is approved for 2<sup>nd</sup> floor by the new HR. This is pending social distancing marking on the floor and a plexiglass partition for the cart and other safety precautions.
- First Command's Financial Planning presentation at the Fieldhouse on October 15<sup>th</sup> had about 14 participants.
- Gym membership is still down, 160 members in Sept 2019 vs. 93 members Sept 2020
- Link-n-Learn held their 1st class last week and it was met with great success.
- Vince Caputo offered his first martial arts class last week and has availability for a few more students.
- **School** attendance is continuing to increase with the PCSs. Even with no kindergarten class this year we are projected to do better than last year.
- **Duty Free:** Continue to work with Management; Emelyn Murphy, Pete Ross, and Tod Duran on drafting a memorandum for a Bulk Ration Purchase.
- **Shoppette:** Still doing well despite Starbucks opening, now averaging €100 per day. Hours have been changed to 11-3, an announcement of the new hours could help with sales. Sales were down the past few weeks, likely from the long school break and the alternate work schedules. The Shoppette now offers the sale of alcohol so get your holiday shopping done during your lunch break. The Shoppette sales have been helping the bottom line.
- **QuickShop:** September sales are up.
- **Wunderbar:** Discussions with bartenders on correct procedures have proven to help rectify the situation and we will not need to shut down the bar for winter. Profit margin went from 26% in September to 66% in October. While October yielded lower sales the proper charging of drinks contributed to the increase.

## Financial Report

- September saw a \$3500 loss; cable has seen a decrease by 20 subscribers from Sept 2019 compared to Sept 2020 and a decrease by 5 subscribers for the Oct 2019-2020 period.
- The Gym has suffered a sharper decrease from 160 members in Sept 2019 to 93 members in Sept 2020.
- The lack of events means we are down 12K in what would be been collected in events income.
- Job Ticket sales have also decreased due the COVID and more telework situations.
- The Shoppette has reported a \$185 loss in September but that is due to the staffing allocation, the Shoppette is still contributing to the bottom line.
- QuickShop sale is on the rise, in part to the community reducing their trips to the base and local grocery stores.
- Fotofix income is down \$5k due to the reduction in Consular services at the Consulate.
- September is a similar depiction of the rest of the year except the month of November when you will see an increase from Job Ticket sales. CSA should end up with a 94K profit this year, which is great all things considered.

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## Old Business / New Business

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### Committees

- **Elections** – Thank you to Brian, Jon and Louise for volunteering for the election committee.

### New Business

- **CSA Secretary** – Has not been filled and will be filled by existing board members; November 17 – Corinne, December 15 – Heather, January TBD – Jon, February TBD – Kelly. Feel free to switch if you are unable to fulfill the position.
- **Retail Manager** – There are some potential candidates, they are under review.
- **2020 Audit** – Discussion on who will be our auditor. Board Member noted that we had a bad auditor previously but replaced last year with much better/knowledgeable to US requirements auditor. We can keep for 3 years. All agreed to keep the current auditor.
- **Duty Free at the Base** – GM noted that alcohol and liquor purchases for the Wunderbar previously didn't count against personal ration cards, this has changed. Not too much of an issue as get most at Metro but need to consider for the future. Thus, GM is seeking an updated letter from someone at based. Question is how can we move this forward?
- **Vodafone** – A workable solution has been put into place that allows State issued laptops to connect by changing the cable/internet accounts to "Business" account. This is a workable solution for now as there are not many accounts that need to be switch to "Business" account which require Vodafone to send a bill and for CSA to pay it manually vice a CSA debit which would trigger a fraud warning in Vodafone's system.
- Dr. Dawn Osterholt presented her community project called the Reach out and Read campaign, this is a National Literacy program which promotes reading in the youngest of children through providing age appropriate books at well visit through the med unit. The startup cost \$2k and the annual maintenance is \$1K. Dr. Osterholt is not seeking funds for this program but for CSA to manage the funds for this program. Proposed is CSA opens a secondary account with Community Bank which will be used strictly for the ROR program, allowing the community to make contributions to the program and aid in the bulk purchase of these books via credit card. CSA treasurer, Corinne, has confirmed Community Bank cannot issue CSA a credit card. Another solution to this was to open the Community Bank account and use our SDFCU credit card to make the purchase. Lauren estimates it will take her 5 hours annually to support this project. CSA is requesting a proposal for review before the board electronically votes to support this effort or not.

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### Next Meeting

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- Confirmed - November 17, and December 15. 12-1pm. Board Member Kelly will be on leave and has graciously set up the dial in number for the remainder of the meetings: +49 40 8081 617 225 Pin 617 357 318.