

# MINUTES

## CSA Board Meeting

*Date | time* January 28, 2020 | 12:00 | *Meeting called to order by* Larry Fields, CSA Chair

### In Attendance

Larry Fields, Chair	Chris Bartholomew, General Manager
Theresa Cheng, Vice Chair	Lauren Ardell, CSA Business Analyst
Michael Osborne, Treasurer	Angela Mankowski, Secretary
Heather Daniluck, Board Member	Megan Bardoe, Board Member
Leo Voytko, Management Officer	Josh Weisman, RSO
Jennifer Allen, CLO	Mark Cureton, FAC

### Approval of Minutes

The meeting minutes for December were approved.

### Attendee Reports

#### FAC/GSO

- **Recently completed** – The patio at the Fieldhouse, Playground base layer, and hotel painting projects are completed.
- **TDY** – Plan to move Washer and Dryer to the 4<sup>th</sup> floor (in March). First Marine class of 2020 arriving this week.
- **Playground** – Still interest in installing John Rex bench. Need to figure out how/who and would like to by March/April for a potential CG ribbon cutting.

#### General Manager's Report

- **Event** – Mentioned supporting CLO Beer tasting event and a hosting a Whiskey tasting event.
- **Personnel** – Thomas, the Retail Manager is leaving this summer as he returns to his previous job. Currently have several internal candidates. Michael, IT, is departing this week for another IT job.
- **Gas Card** – Ongoing discussion with GM, MO, GSO etc. Complicated due to appropriations law.
- **Renewal clearance** – Question to RSO regarding process for renewals on clearances. RSO will double check, but do expect it is a lot of paperwork.

#### Financial Report

- **Bank accounts** – Question regarding changing bank account for new persons. This is why we changed process so won't be all new board members, but certainly new Treasurer. Larry continues to work with the banks to get them current.
- **Year end back account reconciliation** – Michael will assist Lauren, Larry is backup.
- **3 year Eugenics contract** – we want to cancel, checking on early termination fee.
- **February 20 audit** – first info request received. Expecting questions similar to CNR e.g. severance liability, TDY reserve.
- **Received usual Jan-Dec numbers handouts.**

- **Projected numbers** – Good news, we get to keep the €10,000 Photofix money! Do still have liability with Munich. Profit/Loss projection spreadsheet total is \$13,594, plus or minus \$5,000.
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## Initiatives/Committees

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### Elections Committee

- Brief mention of candidates, proxy/absentee voting, and sign up for Election Day tables.

### Survey Committee

- 110 responses received thus far. Results so far show no base shuttle is needed, there is interest in events, and very few (1-2) are unsatisfied. Final report will be sent around February 5<sup>th</sup>. Need to decide how the board wants to address – discuss at next meeting.
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## Old Business / New Business

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### Pending Business

- **Marine Ball** –CSA Marine Ball committee members provided a list of questions and had a meeting with Marines. They provided responses and comprehensive notes of previous balls. Much discussion occurred regarding fundraising to offset costs, restrictions for Marine efforts, cost to CSA in terms of employee time/salary, and recommendation to have a written agreement. The board voted 4:1 in favor of CSA partnering with the Marines for the Marine Ball.
- **Vending Machine** – Still working to get measurements for the snacks/drinks vending machine.
- **Fixed Asset tagging** – meeting this Wednesday at 5 pm to complete Hotel tagging.

### New Business

- Business Analyst, Lauren, will be nominated for Employee Association Manager training opportunity.
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## Next Meetings

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- February 25 (12-2pm at the Consulate)