

MINUTES

CSA Board Meeting

Date | time September 21, 2021 | 12:00 | *Meeting called to order by* Jamie Fleischhacker, Chair

In Attendance

Jamie Fleischhacker, Chair	Lauren Ardell, Finance Director
Cpt Christian Brymer, Vice Chair	Jennifer Allen, CLO
Alexis Sather, Treasurer	Amy Cox, MGT
Gabrielle Robinson, Secretary	Josh Weisman, RSO
Danielle Garozzo, Board Member	Svetlana Flewelling, GSO
Jamie Wahl, Board Member	Tod Duran, GSO
Louise Burnette, General Manager	Sam Kelly, FAC

Approval of Minutes

The meeting minutes for August were approved.

Attendee Reports

CLO

- Oktoberfest is scheduled for Saturday, October 23rd

GSO

- Ready to provide support to Marine Ball.

RSO

- Ready to provide support to Oktoberfest by running background checks on vendors.

MGT

- CG keen on in-person Marine Ball.

General Manager Report

- **Fitness Centers:**
 - **Siedlung:** No updates.
 - **Consulate:** No updates.
- **Dance Studio:** No updates.
- **Cable and Internet:** No updates
- **Carl Schurz School (CSS):** CSS Director, Heather, turned in resignation in preparation for PCS. CSA is now accepting applications for this position.
- **Shuttle:** No updates
- **Field House:**
 - **Bar:** No updates

- o **Valerio's:** No updates.
- o **Quick Shop (QS):** No updates.
- **Consulate/CASA Building:**
 - o **Shoppette:** Was closed but re-opened in September.
 - o **Chelsea's Salon:** No updates.
 - o **Mr. Clean:** No updates.
 - o **First Command:** No updates.
 - o **MAS Auto:** CSA is working to get a new contract in place. There are a few issues with renewal that CSA is trying to work out with the vendor.

Financial Report

- **August 2021 Financials:** Net loss \$2,000 for the month due to less income in retail from Shoppette, school closed for week-long vacation, first month of school pro-rated, and higher salaries.
- **January – August 2021 Financials:** Net profit \$6,400

Old Business / Pending Business / New Business

Pending Business:

CASA Kitchen

- Committee members (Jamie F., Chris, Jennifer, Jamie W.) have selected three proposals to review: Avio Catering (Greek Food), Valerio's, and Lizmarc Rivera. On October 6-8, committee will do tastings with each vendor to decide on a potential vendor.

Updating CSA By-laws

- CSA By-laws need to be finalized. Jamie F. will provide email with details for electronic voting.

2022 Job Tickets

- Board voted to approve 2€ increase to the CSA Job Ticket fee.

Capital Improvement Plan

- Outstanding requirement from C&R. GM would like board members to think about improvements that CSA could make. GM provided some ideas:
 - o High Priority:
 - Taller fence for CSS playground to reduce liability issues for unauthorized use
 - New keg fridge for WunderBar
 - New Shuttle Vans to maintain service
 - New gym equipment
 - o Look into Further:

- SKY UK box replacement
- Upgrade Point-of-Sales (POS) system
- Internet in the CASA building
- Upgrade AFN boxes
- Purchase Bounce Houses for rent
- Additional gym equipment
- Possible, needs more research/time
 - Projection screen on Field House patio
 - Smith Machine Replacement (in 5 years)
 - Seated Rower Replacement
- Idea provided by community member:
 - NEST:
 - Board Decision: CSA would need to monetize to cover associated cost. As it would be difficult to generate income, CSA will not take on this project. In addition, CSA does not manage or maintain the location identified for this project (Platenstrasse 11).

Marine Corps Ball

- Marines no longer have the means to sign contracts and reached out 27 July 2021 with an MOU to the CSA for help in planning the Marine Ball.
- A list of possible vendors with estimated cost and ticket prices were provided to the Board. Ticket costs were estimated around 150-200€ as attendees would need to cover the cost for special guests who receive a free ticket. It was noted that the event would need to sell out to ensure no liability to CSA. Since it was unlikely that all tickets would be purchased due to the high cost, and CSA would risk having to take on the additional cost and were unable to, the Board voted to not move forward with the Marine Ball for 2021.

New Business:

WiFi in Platenstrasse 11 (Community Center)

- A community member asked CSA if it was possible to provide WiFi in the Community Center
- Board Decision: CSA does not manage or maintain this space so cannot provide this service.
- Amy Cox will find out who manages this space.

CSA Budget Process

- CSA Board needs to approve 2022 budget.
- Lauren will provide the proposed budget to Louise by end of month then meet with Alexis to review.
- Board will need to vote on 2022 budget later.

Auditor Selection

- CSA Board needs to vote/approve the auditor for next year. CSA is required to change auditors every 3-5 years. Louise suggested that we keep the current auditor for next year as it takes time to find a new auditor in Germany. Current auditor used for 2 years. Louise will provide additional information.

Next Meeting

- October 19, 2021 from 12-1pm.