

# MINUTES

## CSA Board Meeting

*Date | time* April 27, 2021 | 12:00 | *Meeting called to order by* Jamie Fleischhacker, Chair

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### In Attendance

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

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### Approval of Minutes

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The meeting minutes for March 2021 were approved.

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### Attendee Reports

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#### CLO

- Nothing to report.

#### GSO/Management

- **Cafeteria:** Will open next week (still waiting to confirm the date). Will be serving breakfast and lunch. Announcement will be sent out to staff.
- **Food Trucks:** Possibility of turning over to CSA.

#### RSO

- Nothing to report.

#### General Manager Report

- Board Changeover:
  - Update bank accounts. Old board members need to be removed and new members added.
- **Gym:** Closed as of 24 April 2021. There is an exemption to those members who have work-related fitness requirements. These members can schedule a time to use the gym. A notice will be sent out to members later.
- **Cable and Internet:** Starting to receive notices for people PCS'ing out this month or arriving to end/start services. Do we know what percentage of the population is leaving? It seems to be high.
- **Carl Schurz School (CSS):**
  - Currently operating in an emergency care status due to Frankfurt am Main's numbers; most families have opted into emergency care.

- o Enrollment for 2021 – 2022 school year is still open for nursery through 4’s – deadline is June 1. Enrollment is down from 2020 – 2021, which we believe is due to the uncertainty of schedules/telework. Not as many families PCS’ing could also be a reason.
- o CSS allows registration before birth.
- **Shuttle:** Reviewing the details of the PCS shuttle to the airport before promoting the service. 200 EUR set fee? Finalizing: staff time, vehicle use, scheduling, special criteria?
- **Field House:**
  - o Bar is still closed.
  - o **Valerio’s:** deep fryer was delivered (thank you!). Nothing new to report
  - o **Quick Shop (QS):** Shop has been well-stocked, and sales are consistent Jan – March. Promoting items in the QS that drive traffic. New souvenirs have been delivered and are being promoted (hoodies, polo, etc.)
- **Consulate/CASA Building:**
  - o **Shoppette:** Continues to do well.
  - o **Chelsea’s Salon:** New Covid regulation states that customers must have a negative rapid antigen test no more than 24 hours prior to their appointment.
  - o **Mr. Clean / First Command / MAS Auto:** No updates.
  - o **CASA Kitchen:** see ‘New Business’ below.

#### Financial Report

- **March 2021 Financials:** There was a net loss of \$5,000 due to severance expense. Going forward, expecting to break even.
- **QuickBooks Account:** Lauren suggested that someone in the internal consulate community put the account in their name as another level of control. There is no risk to the individual. It was suggested that Lauren keep the accounts in her name as there are already internal controls in place and this enables her to receive support from QuickBooks easily.

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#### Old Business / New Business

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##### Old Business:

Bulk purchases of ration items (i.e., liquor)

- Nothing new to report.

Items due to C&R

- All items due to C&R on April 1 (CY20 Financial Statements, CY20 Audit Report (with letter, audited statements, auditor’s management letter and statement of auditor independence), updated post profile) were submitted on time.
- Management Compliance Certification (due May 1) was also submitted – thank you Emelyn & Leo!
- Next deadline is August 15 for the Jan 1 – June 30 Financial Statements.

Consulate Gym Turnover

- Status? Board needs to vote on whether CSA will take over the Consulate Gym. Previous board did NOT vote as they wanted to see what 'taking over the gym' entailed.
- Pricing – recommended to be in Euros

#### TDY Reauthorization

- Waiting to hear from OBO on the TDY Reauthorization Cable that was sent 15 March 2021.

#### License Agreements

- Board has further questions that need to be discussed regarding the Consulate Gym.

#### New Business:

##### CASA Kitchen

- GM Suggestion: Promote to gather interest May 2021 – June 11, 2021. Then review and interview submissions. Is a tour of the kitchen possible? Decide by 2 July 2021 and offer contract to the selected individual/company (contingent upon them passing background investigation).

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#### Next Meeting

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- Tentative – May 18, 2021 from 12-1pm.