

# MINUTES

## CSA Board Meeting

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

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### In Attendance

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Jamie Fleischhacker, Chair

Lauren Ardell, Finance Director

Alexis Sather, Treasurer

Jennifer Allen, CLO

Jamie Wahl, Board Member

Amy Cox, Management Officer

Louise Burnette, General Manager

Svetlana Flewelling, GSO

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### Approval of Minutes

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A quorum of board members was not available; November 2021 board minutes will be voted on electronically.

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### Attendee Reports

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#### CLO

- Working on the LGF and MSG holiday gifts.
- A great community Christmas Market was held on 3 December; CSA was thanked for their support and partnership.

#### GSO

- Job tickets starting January 1, 2022 are issued and available for pickup.
- No cafeteria or food trucks the week of December 27. (Edit: Tito's Kitchen will be available)

#### RSO, FAC

- No one from RSO or FAC was in attendance.

#### MGT

- No updates for this meeting.

#### General Manager Report

- **Admin, Cable & Internet, Shuttle:** No updates.
- **Fitness Centers:** The GM received five reports in one week of individuals not signing in when working out. A reminder was sent to all gym members; no additional reports have been received to date.
- **Carl Schurz School (CSS):**
  - Heather Schneider departs this month as director; Meredith Scheibel (current registrar) is training to be the next school director.
  - Next month, we are reviewing the fee schedule for the 2022-2023 school year to open enrollment. More consistent marketing of the school's activities and profiles of the teachers will be available on social media and in the Heute.

- FAC has notified CSS that the infrastructure supporting lighting in the classrooms is over 40 years old. This unfortunately means that as fixtures break they cannot be repaired, so as they break there is no overhead light in that part of the room. CSS is not currently aware of a plan to address this issue.
- **Field House:** No updates.
  - **Bar, QuickShop:** Colder months tend to be slower months; this is expected in our annual business cycle.
  - **Valerio's:** Per the 2021 license agreement, CSA is responsible for the costs to repair and replace industrial kitchen equipment. Valerio currently is having issues with a broken dishwasher and one of the pizza ovens tripping a fuse. Repairs and replacement of industrial equipment for CSA is a new item in the license agreements, and these new costs associated with concessionaires need to be considered as new concessionaire agreements are setup in the coming years.
- **Consulate/CASA Building:**
  - **Shoppette:** Closed from December 16 to January 9. Reopens with shorter hours from 11 am – 2 pm, based on no sales from 2 – 3 pm daily. The Shoppette also now has a phone number, which is promoted on the TV screens in the Consulate.
  - **Chelsea's Salon:** As noted on her Facebook page, Chelsea tested positive for COVID-19 earlier this month. She will be closed for the remainder of the month, and the HU has handled contact tracing. Chelsea is feeling much better at this point and looks forward to returning in January.
  - **Mr. Clean, FirstCommand:** Nothing new to report.
  - **Heinrich Preis:** He was back in the cafeteria last week for the first time since the end of 2019 and was very pleased. More advanced notification will be provided in the future of his setup dates.
  - **MAS Auto:** Cleaned out their office at the end of November. Matt Haas stated that he still looks forward to supporting future CSA events.

## Financial Report

- **Job tickets:** For tickets starting January 1, CSA sold 370 job tickets (in comparison to 352 during this time last year). Half of CSA's administrative fee is booked in the November 2021 financials, the other half is booked in December 2021 financials – this is due to accounting nuances of when the money is received into CSA's bank accounts.
- **Projections for 2021:** We are looking a break-even for fiscal year 2021. For the January 2022 meeting, a high-level draft of 2021's financial information may be available, but final numbers will not be reported until after the audit in February 2022. The following lines of business are likely to be negative in the P&L by class:
  - **Concessionaires:** We were missing a vendor from the CASA kitchen, Heinrich Preis was given a break on his rent for 2021, and MAS Auto Sales did not renew their contract.
  - **Fitness:** The gym was closed for the first two months of this year so revenue was deferred; then membership numbers for March, April and May were half of prior year. This program should turn around next year.

- o **Shoppette:** Profit margins are smaller here, but this location provides additional income to absorb administrative overhead costs. We will continue to review profit margins in the coming year.
- o **TDY:** No classes were held in 2021, but administrative time was allocated to this program in order to renew the TDY license agreement with OBO, CR and the Consulate, in addition to following up on possible future classes. The GM is to follow up with Christian Brymer and Will Morris about possible 2022 Marine Corporal TDY classes.

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## Old Business / Pending Business / New Business

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### Pending Business

#### Elections Committee

- Alexis Sather and Jamie Wahl have volunteered to support the GM with Elections Committee logistics. A Management Notice is being drafted to remind all Consulate community members about the four vacancies on CSA's board for this coming year.

#### Upcoming Electronic Votes – to be Setup by Jamie Fleischhacker

- 2022 Bylaws – updated with edits from CR since last vote
- 2022 Budget
- Accounting Policies & Procedures Manual

#### Capital Improvement Plan (CIP) Ideas

- A review of the kitchen equipment at Valerio's, along with research into the costs to replace it, is being conducted to include these items in the CIP.

### New Business

#### Community Member Request

- A community member requested CSA to provide free meals or recognition to the Health Unit for their work on COVID-19. CLO and MGT noted that they are working on community recognition of the HU, so this is not something for CSA to take the lead on.

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### Next Meeting

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- January 18, 2022 from 12 – 1 pm (In-person details pending teleworking recommendations)