

MINUTES

CSA Board Meeting

Date | time February 23, 2021 | 12:00 | *Meeting called to order by* Jamie Wahl, President

In Attendance

Jamie Wahl, President	Louise Burnette, CSA General Manager
Theresa Cheng, Vice Chair	Lauren Ardell, CSA Financial Director
Corinne Schoenherr (Treasurer)	Leo Voytko, Management
Kelly Gilmore, Board Member/Acting Secretary	Jennifer Allen, CLO
Brian Watkins, Board Member	Svetlana Flewelling, GSO
Heather Daniluck, Board Member	Tod Duran, GSO
LtCol Jon See, Board Member	Sam Kelly, Facilities
Cpt Christian Brymer, Board Nominee	Josh Weisman, RSO
Jennifer Cole, Board Nominee	Jamie Fleischhacker, Board Nominee
Danielle Garozzo, Board Nominee	Ken Neijstrom, Board Nominee
Gabrielle Robinson, Board Nominee	Alexis Sather, Board Nominee

Approval of Minutes

The meeting minutes for January 2021 were approved.

Attendee Reports

CLO

- Continue to watch COVID regulations; hoping to plan activities/parties if restrictions loosen.
- Providing support for incoming families who will be arriving this summer.

Facilities

- **Carl Schurz Siedlung (CSS) School Playground:** Coordinating TUV inspection for new playground at CSS School. Reviewing how payment works between facilities and CSA.
- **Cafeteria Project:** Should be completed by mid-March 2021. Not yet known if cafeteria will re-open after construction is complete. If cafeteria does re-open, could have an impact on other food options (such as food trucks or Shoppette).
- **Enamor:** Walk-thru of kitchen space is scheduled for this week.

GSO/Management

- **CSA Agreement:** Currently in the clearance process with RSO; will need to be cleared by Management and CSA General Manager before submitting to the CSA Board for review.
- Working on a handbook/manual explaining the responsibilities, operational needs, and working relationship between the Consulate and CSA.

RSO

- Continues to coordinate with Svetlana (GSO) on Food Trucks.
- Providing support to CSA regarding the closing of Enamor and Valentina's departure.

General Manager Report

- Commissary & Recreation Affairs (C&R) will be offering a virtual workshop for new CSA board members; details to come.
- **Gym:** Still closed; currently working with 5 customers on refunds who are PCS'ing this spring/summer. Need to determine what to do with ongoing customers.
- **Cable and Internet:** Offering a signal stabilizer ("Fritz Box") for 5 Euro monthly to incoming employees/families.
- Quarterly e-bills will be sent out next week.
- **CSS School:** Opened 100% yesterday. Emergency care was offered the last 2 months and was much appreciated.
- **Kindergarten:** Open House last night. Currently working with 5 families, of which 2 families are ready to enroll. This will be a good source of income if enough students enroll and the Kindergarten re-opens.
- **Spring Camp:** Will only be offered to students enrolled in CSS School, and their siblings.
- **Shuttle:** The shuttle to Metropolitan School is full. If more people sign up, we will not be able to accommodate.
- **Bulk purchases of ration items (i.e., liquor):** DOD is reviewing what type of organization CSA is to make sure it is okay for our organization to resell items that are rationed.
- **Field House:**
 - Bar is still closed; however, a variety of alcohol is being sold in the QuickShop.
 - A new Retail Purchasing Manager has been hired and will start on March 5, 2021.
 - **Valerio's:** Still open for takeaway; no issues or concerns.
- **Consulate/CASA Building:**
 - Met with Cynthia Haley (Consular Section Chief) regarding photo machines. During discussion, it was mentioned Consular is having issues with the kiosk vendor in the corner, i.e., unreliable hours (pre-Covid as well). CSA could use this opportunity to add a cart or vending machine to the area.
 - Tod Duran (GSO) advised the kiosk vendor is not under GSO purview and was established by Consular employees prior to the arrival of anyone currently working in the Consular section. Working with Consular and CSA to identify an alternate plan is welcomed by GSO. Side note – Kiosk vendor is the same person who runs the Turkish food truck.
 - **Shoppette:** Sales have slowed a little bit because of the food trucks. Discussions had with Vince (Valerio's son) regarding selling freshly made pre-packaged items, such as salads or hoagies. Aiming to start offering these types of items on March 8, 2021. Side note – Vince is also running Tito's food truck.

- o **Shoppette Cashier:** Donna will be departing post in mid-March 2021; a replacement has already been hired.
- o **Chelsea's Salon:** Will re-open on March 1, 2021.
- o **Mr. Clean / First Command / MAS Auto:** No updates.

Financial Report

- **2021 Budget** is 100,000 less than 2020 budget; should barely break even.
- **2020 Financials** will be sent out upon completion of the audit, which commences February 24 and ends February 26, 2021.
- **January 2021 Financials:** With closures, CSA has a net operating loss of 15,000. February 2021 will probably also be at a loss, but not as bad. March 2021 and going forward, should be back to breaking even.

Old Business / Pending / New Business

CSA Board Nominees. Thank you for attending the February meeting. The new CSA Board Members will be announced as soon as the election results are certified.

Enamor: Valentina chose to terminate her contract as of March 5, 2021.

- Valentina is offering some items to CSA for sale. CSA General Manager suggested purchasing furniture (chairs, tables, display items, etc.), as well as a display refrigerator, for Euro 1800 total. This purchase is subject to condition of items. Board voted and approved the purchase.
- Valentina will coordinate with RSO OMS to turn in Consulate badges.
- Looking for new ideas/concepts for this space and will discuss with new board members. Hoping to have a new vendor in space by late August/September 2021.

Next Meeting

- Tentative – March 23, 2021 from 12-1pm.