

MINUTES

CSA Board Meeting

Date | time January 19, 2021 | 12:01 | *Meeting called to order by* Jamie Wahl, President

In Attendance

Jamie Wahl, President	Louise Burnette, GM
Theresa Cheng, Vice Chair	Leo Voytko, Management
Kelly Gilmore, Board Member	Jennifer Allen, CLO
Brian Watkins, Board Member	Tod Duran, GSO
Jon See, Board Member/Acting Secretary	Svetlana Flewelling, GSO
Sam Kelly, Facilities	

Approval of Minutes

The meeting minutes for December were approved.

Attendee Reports

CLO

- Corona Cabinet is meeting 19 Jan 2020, Corona measures likely to last until at least March.
- CLO shop is quiet, not a lot can be done due to restrictions.

Facilities

- **Cafeteria Project.** Dining area will be complete at the end of February, serving station area at the end of March.

GSO

- **Food truck project:** Thank you to all who helped for organizing the logistics, and facilities for providing a panel. Services likely to start 21 January 2021.
- Working on updating the CSA agreement due to be signed next month. Working to ensure all spaces/facilities occupied by CSA will be reflected on the agreement for who is responsible for what, to include consulate gym (once open).
- Sit-down dining and take-out in the cafeteria is not likely to be available for a while, not viable at this time.
- **Duty privilege access at Wiesbaden for CSA.** Contact information with AAFES for arranging the appropriate vehicle (MOA, MOU and so forth). Louise has the latest email update.
- Question raised as to whether a new location for the shoppette is still being considered in order to increase revenue. Management noted that space in the non-controlled access area is a premium; request for shoppette space is still being considered pending available space. Facilities asked what the requirements of the shoppette are (window?). Management noted window was as a requirement for LES (to provide natural light), but not EFM or DH.

RSO

- Happy to support food truck initiative.

Management

- Display case as a possibility was raised for selling items, and management noted they would work with CSA on that.

General Manager's Report

- **Shuttle:** Still operating the school shuttle for Metropolitan.
- **Gym is still closed.** Hessen regulations are being followed.
- **Gym refunds:** Only one refund requested. Annual memberships are what would be considered for refund, and the amount of money that could possibly be refunded from 100USD for a single person, 200USD for a family. No scope of possible people that may request it, but estimating that only a small number of people will actually ask for it, and only if PCSing. I could be around 500USD for total refund.
- **Cable and Internet:** Still going well.
- **Carl Schurz School** is operating on emergency care, defined as if the child has 2 working/employed parents. About 14 students attending. Everyone happy with emergency care, no complaints from the participants' parents nor from those who do not qualify. Working on improving the school's website, adding more photos of the spaces.
- **Field House.**
 - Bar is still closed. Will be reaching out to AAFES for duty free agreement.
 - **Quickshop:** Open, working on marketing to maintain/increase revenue. Working on scheduling posts using Hootsuite to schedule posts and ensure regular social media posting and visibility. Question came up of restock concerns; restock frequency has not changed, but sometimes items are not available for restock.
 - **Valerio's:** Still open for takeaway. Business is good. It was rated high on the survey.
- **Chelsea's Salon** still closed. Once permitted to open, she will.
- No updates for Mr. Clean, First Command, and MAS Auto, working on using Hootsuite for scheduled posts.
- **Shoppette:** Sourcing eating items from Metro, lots of selection since 4 January 2021, sales up 50-100 EURO each day. Once the cafeteria is open, shoppette will reassess the on-hand inventory.
- **Casa Building**
 - Enamor being put on notice. Consistency with food and service is a challenge. Working with GSO to detail the issues and how they need to be addressed, going out probably this this week. Enamor will be given a deadline to respond to concerns which will be reviewed for satisfaction. If issues cannot be satisfactorily resolved, the business relationship can be terminated.
 - Food truck will start 21 January 2021. More information will be coming out in a staff announcement.
- Year end inventory was completed with dual control/oversight.
- **Dining Survey:** Survey was timed well. Copy of results will be coming out soon. Valerio's was rated the highest.

- **Reach out and Read.** Book orders were placed and on their way. Board orientation for the program is being developed. If board members have contributions to the orientation, please inform Louise.

Financial Report

- Not presented due to end of year statements being prepared.
- Audit is scheduled for 22 Feb 2021.

Old Business / Pending / New Business

Gym Closure. Refunds will be taken on a case-by-case basis.

Duty Free: GSO covered.

Committees

- **Elections** – 5 individuals have submitted candidacy for the board. Applications will be accepted until 22 January 2021. Survey monkey election option is still under development. Management noted to be careful about PII, and that is being taken into consideration. Bylaws will be checked as to whether a minimum number of votes are required, and any other legal requirements. New members will be invited to attend the February transition meeting (new board takes over in March 2021). New positions on the board will be advertised at the February board meeting, and decided in the March 2021 meeting by the new board members. Election scheduled for 10 February 2020.
- **Consulate Gym-** It needs to be made very clear who is responsible for what in the agreement before moving forward.

Next Meeting

- Confirmed - February 23, 12-1pm. Kelly will be the acting Secretary. Meetings: +49 40 8081 617 225 Pin 617 357 318.