

MINUTES

CSA Board Meeting

Date | time July 20, 2021 | 12:00 | *Meeting called to order by* Gabrielle Robinson, Secretary

In Attendance

Alexis Sather, Treasurer

Louise Burnette, General Manager

Gabrielle Robinson, Secretary

Lauren Ardell, Finance Director

Jamie Wahl, Board Member

Svetlana Flewelling, GSO

Jennifer Allen, CLO

Paul Echaniz, MGMT

Approval of Minutes

The meeting minutes for June 2021 were not approved. To be approved at next meeting.

Attendee Reports

CLO

- Shout out to CSA for help with July 4th celebration.
- Continuing to move forward with events and watching COVID numbers.

GSO

- **License Agreements & TDY Reauthorization Cable:** All documents submitted and approved.

RSO

- No updates.

MGMT

- No updates.

General Manager Report

- **Board Changeover:** Continuing to work with new/old board members to change bank account accesses.
- Working on shared folder for the Board to access; will include historical and current documents
- **Fitness Centers:**
 - **Siedlung:** Working to eliminate gym reservation requirement due to reduction in restrictions.
 - **Consulate:** Inspection completed. Pending approval from Consulate to open.
- **Cable and Internet:** Two weeks ago, Vodafone changed their printing labels which prevented modems from being delivered by DHL to the appropriate address. CSA is working with Vodafone to correct this issue.
- **Carl Schurz School (CSS):** Upcoming school year enrollment at 62 students.
- **Shuttle:** No updates.

- **Field House:**
 - **Bar:** No updates.
 - **Valerio's:** No updates.
 - **Quick Shop (QS):** No updates.
 - **Rental Space:** Working to allow residents the option to rent the Field House.
- **Consulate/CASA Building:**
 - **Shoppette:** Currently closed as the employee who manages the Shoppette is on vacation. Will re-open on 16 August 2021.
 - **Chelsea's Salon:** No updates.
 - **Mr. Clean:** No updates.
 - **First Command:** No updates.
 - **MAS Auto:** CSA is working to get a new contract in place. The current contract expires July 31, 2021.
 - **CASA Kitchen:** see 'Old Business' below.
- **Copy Machine:** Copy machine in Consulate space happens to belong to CSA. Took money out of machine.

Financial Report

- **June 2021 Financials:** Profitable; Net Income \$13K. CSA out of negative for the entire year (\$2,700 profit as of 30 June).

Treasurer

- Review 'Surprise Cash Count' schedule to ensure you are aware of your month. Contact Louise and Lauren to "schedule" a time for your "surprise" cash count.

Old Business / New Business

Old Business:

CASA Kitchen

- Subcommittee formed to select the next vendor: Jamie F., Chris, and Jennifer C. Received one submission and another is expected to come in soon. Deadline for submission is this week.

Fotofix Liability

- CLO Munich received funds from Fotofix. Moving forward, funds will be deposited into CLO Munich bank account.

Updating CSA Bylaws

- CSA Bylaws are required to be reviewed by each board. Jamie F., Christian and Jamie W. have volunteered to review. Edits were made to make updates specific to CSA Frankfurt. Louise to provide draft to board.

Capital Improvement Plan

- Outstanding requirement from C&R. GM would like board members to think about improvements that CSA could make.
- What part of the profit can be invested back into CSA?

New Business:

2022 Job Tickets

- New ticket options to accommodate PCS arrivals: Jan – July & Jan – Aug
- Possibility of increasing the admin charge by 2 EUR – there has been an administrative expense increase over the past years. An incremental increase would prevent massive price increases. Should the administrative fee be increased by 2 EUR for 2022?
- Louise will send types of tickets offered in an email to the board

Next Meeting

- August 24, 2021 from 12-1pm.