

MINUTES

CSA Board Meeting

Date | time June 15, 2021 | 12:00 | *Meeting called to order by* Jamie Fleischhacker, Chair

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 | Leo Voytko, MGMT |
| Jennifer Cole, Board Member | Josh Weisman, RSO |
| Jamie Wahl, Board Member | |

Approval of Minutes

The meeting minutes for May 2021 were approved.

Attendee Reports

CLO

- Starting events. Currently planning block party style 4th of July party with fireworks.

GSO

- **License Agreements & TDY Reauthorization Cable:** Received approval from OBO; now pending approval from CSA board.

RSO

- Asked CLO to provide list of 4th of July party vendors early for approval by RSO.

MGMT

- Thanked Louise for getting community services up and running
- Safety, Health and Occupational Board approved new ground guide policy for the Siedlung. No one can drive on the sidewalks or grass without advance authorization. In addition, a ground guide must be present. This will affect Valerio's and contractors.

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
- **Gym:** Re-opened 25 May.
- **Cable and Internet:** No updates. Things are going well.
- **Carl Schurz School (CSS):** Had graduation and school year ends this week. Summer camp starts next week.

- **Shuttle:** No updates. Things are going well.
- **Field House:**
 - **Bar:** re-opened on Friday, 11 June
 - **Valerio's:** Indoor dining opened Monday, 14 June. Covid test within 24 hours or vaccination card required.
 - **Quick Shop (QS):** No updates. Things are going well
- **Consulate/CASA Building:**
 - **Shoppette:** Current employee that manages the Shoppette is leaving this month and scheduled to be replaced in August. Planning what to do in the interim.
 - **Chelsea's Salon:** Negative Covid test not required but recommended.
 - **Mr. Clean:** No updates
 - **First Command:** Has signed a contract for another year and submitted marketing payment for the year.
 - **MAS Auto:** CSA has reached out to sign a new contract, as the current one ends July 31, 2021.
 - **CASA Kitchen:** see 'Old Business' below.

Financial Report

- **May 2021 Financials:** Positive net income for May
- **Fotofix Liability:** Through an agreement with CLO Munich, CSA Frankfurt acted as an intermediary to collect funds for the use of two photo machines located at the consulates in Munich and Frankfurt. 90% of the profits were required to be given to charity and the remaining 10% split equally between CSA Frankfurt and CLO Munich. The agreement was set up for CSA Frankfurt to handle this as CLO Munich did not have an employee association and bank account. After further research with U.S. Consulate Frankfurt management, it has been confirmed that 90% of the funds are no longer required to be donated to charity as the Fotofix machines are not owned by CSA Frankfurt but handled through a 3rd party license agreement. In addition, Munich will open a bank account to receive profits directly from the Munich Fotofix, eliminating CSA Frankfurt's liability and accounting efforts. CSA Board members have approved this change.

Old Business / New Business

Old Business:

Consulate Gym Turnover

- Board approved the turnover through email vote. Gym will open once the equipment has been inspected by LifeFitness.

CASA Kitchen

- Subcommittee formed to select the next vendor: Jamie F., Chris, and Jennifer. Vendor selected process is moving forward.

Food Trucks

- GSO will continue to maintain the Food Trucks. No plan to take on additional food trucks.

New Business:

CASA Room 109

- This is a small storage closet originally used by Enamor for storage. Consulate Facilities (FAC) would like CSA to turn this room over to them for use. As the room will be of no use to CSA, the Board has voted to turn the room over to FAC. Room 109 will be removed from the license agreement.

Updating CSA By-laws

- CSA By-laws are required to be reviewed by each board. Christian and Jamie W. have volunteered to review.

Capital Improvement Plan

- Outstanding requirement from C&R. GM would like board members to think about improvements that CSA could make.
- To be further discussed at September meeting.

Next Meeting

- July 20, 2021 from 12-1pm.