

MINUTES

CSA Board Meeting

Date | time May 18, 2021 | 12:00 | *Meeting called to order by* Jamie Fleischhacker, Chair

In Attendance

Jamie Fleischhacker, Chair

Louise Burnette, General Manager

Cpt Christian Brymer, Vice Chair

Lauren Ardell, Finance Director

Alexis Sather, Treasurer

Svetlana Flewelling, GSO

Danielle Garozzo, Board Member

Jennifer Allen, CLO

Jennifer Cole, Board Member

Tod Duran, GSO

Josh Weisman, RSO

Leo Voytko, MGMT

Approval of Minutes

The meeting minutes for April 2021 were approved.

Attendee Reports

CLO

- Events still on hold. Hopefully changes in German Covid laws will allow CLO to host events soon.

GSO

- **Consulate Gym:** Handover memo has finished routing through Facilities, GSO, MGMT, RSO, and Health Unit. It was then sent to Louise and the board for consideration.
- **License Agreements & TDY Reauthorization Cable:** currently pending OBO approval

RSO

- Nothing to report.

MGMT

- Noted that Hessen reported less than 100 cases per 100,000 people for the last 5 business days. Management does not plan to be any more restrictive than Hessen regarding COVID regulations and hopes to release updated rules/regulations in the next week.

General Manager Report

- Board Changeover: Continuing to work with new/old board members to change bank account accesses.
- CSA Management is interviewing for a new HR officer, and plans to have someone selected soon.
- **QuickBooks Account:** Unable to use software and services as QuickBooks representatives have determined that CSA no longer meets the 'US entity' exception due to being located overseas. Without this account CSA can no longer offer the 'pay now' feature in its invoices. This means payments to CSA will need to be made via check or PayPal. \$3.00 Administrative Fee for PayPal payments will be borne by the customer.

- Note: PayPal payments for the Carl Schurz School are not accepted. Payment can only be made via check or EFT transfer.
- **Gym:** Closed as of 24 April 2021. There is an exemption to those members who have work-related fitness requirements. These members can schedule a time to use the gym. A notice will be sent out to members later. New Hessen regulations related to gym re-openings will be communicated later as well.
- **Cable and Internet:** No updates.
- **Carl Schurz School (CSS):**
 - Enrollment for 2021 – 2022 school year is still open for nursery through 4's – deadline is June 1.
 - Summer Camp registration is open.
- **Shuttle:** Services have resumed and are available for PCS departure airport trips.
- **Field House:**
 - **Bar:** Closed, but CSA hopes to reopen soon. Waiting on new Hessen COVID regulations.
 - **Valerio's:** No updates.
 - **Quick Shop (QS):** No updates.
- **Consulate/CASA Building:**
 - **Shoppette:** No updates.
 - **Chelsea's Salon:** No updates.
 - **Mr. Clean / First Command / MAS Auto:** No updates.
 - **CASA Kitchen:** see 'Old Business' below.

Financial Report

- **April 2021 Financials:** Positive net income for April due to lower salary costs related to the gym and spring break. May 2021 net income is expected to break even. Income expected to increase as the school and gym reopen.

Old Business / New Business

Old Business:

Consulate Gym Turnover

- GM noted that taking over the gym would not change CSA's current overhead (rent/utilities) obligations. Board Member noted that the gym was commensurate with the gyms in medium-sized consulates.
- Handover memo has been routed through the necessary parties and submitted to the Board for review and approval. Board to conduct email vote on whether CSA will take over the Consulate Gym.

CASA Kitchen

- Subcommittee formed to select the next vendor: Jamie F., Chris, and Jennifer

Food Trucks

- GSO would like to turnover Food Trucks to CSA. Tito's and the Chicken truck remain. One food truck left due to being unprofitable once the Consulate cafeteria re-opened. Future of food trucks will need to be determined.

New Business:

Next Meeting

- June 15, 2021 from 12-1pm.