

MINUTES

CSA Board Meeting

Date | time November 16, 2021 | 12:00 | *Meeting called to order by* Jamie Fleischhacker, Chair

In Attendance

Jamie Fleischhacker, Chair

Lauren Ardell, Finance Director

Cpt Christian Brymer, Vice Chair

Amy Cox, Management Officer

Alexis Sather, Treasurer

Jennifer Allen, CLO

Danielle Garozzo, Board Member

Tod Duran, GSO

Louise Burnette, General Manager

Svetlana Flewelling, GSO

Approval of Minutes

The meeting minutes from the October meeting were approved unanimously by the board members present.

Attendee Reports

CLO

- Working on a Holiday Marketing on 3 December with CSA.
- Additional activities for the holidays include Thanksgiving meals for the MSGs and on-duty LGF, MSG stockings and LGF gifts.

GSO

- Adding two food trucks to the weekly lineup; crepes on Mondays and an American food truck that is testing out Fridays and Tuesdays. No additional parking spots will be removed for these additions.

RSO

- No one from RSO was in attendance.

MGT

- Just finished a meeting about the rising COVID-19 cases. As a reminder, everyone should be wearing masks indoors at all times and following all Hessen regulations.

General Manager Report

- **Admin**
 - Christian's signed Deutsche Bank paperwork has been mailed to the bank. Louise and Alexis' will be signed and mailed as they are ready.
 - Louise thanked the Management team for excellent communication the last few months regarding drills and closures; it has made supporting the community easier.
- **Fitness Centers:** Equipment in the Marine Mat Room of Becher 19 has not been claimed; if it is not claimed we will need to determine what to do with the equipment and space. The space is ideal for an evacuation plan for gym users in the basement.
- **Cable and Internet:** No updates.

- **Carl Schurz School (CSS):** Evacuation drill was done yesterday, duck and cover drill today. From CSA's perspective, both went well. Meredith Scheibel, the school's current registrar, will be acting director from 18 December 2020 through 30 June 2022, with the support of Louise Burnette (GM) and Melanie Zajicek (3's class teacher who previously owned her own preschool). Promotion for the position will begin again in February/March to target incoming EFMs.
- **Shuttle:** No updates.
- **Field House:** No updates.
 - **Bar:** Currently open on Thursdays; helps with accommodating Thursday evening events during the holidays. Unlikely to continue being open on Thursdays past the holiday season.
 - **Valerio's:** No updates.
 - **Quickshop (QS):** No updates.
- **Consulate/CASA Building:**
 - **Shoppette:** Heavily promoting the purchase of souvenirs at the Shoppette and Quickshop.
 - **Chelsea's Salon:** Nothing new to report.
 - **Mr. Clean:** Nothing new to report.
 - **FirstCommand:** His final clearance paperwork was submitted to RSO.
 - **Gift Shop vendor:** Nothing new to report.
 - **MAS Auto:** Contract will not be renewed; Louise is escorting Matt Haas and Marks Burns to the office space next week to clean out their items. Matt is still interested in supporting community events.

Financial Report

- **October 2021 Financials:** October ended the month with a net loss of \$776. Oktoberfest had net income of \$10,000, with expenditures of \$6,000.
- **January – October 2021 Financials:** Net profit \$4,100.
- **Job tickets:** 2022 tickets are on sale 1 November to 1 December. To date, we have sold 128 job tickets for 2022. For comparison, for the 2021 ticket purchase season in November 2020, 352 job tickets for 2021 were sold. Of these tickets, 52 were Pond Security; Lauren is following up with RSO on who is the contractor for the LGF and a contact for them to purchase job tickets.
- **Projections for 2021:** Due to the seasonal dip in retail sales due to the colder months for November and December, we expect the year to end in a net loss of about \$5,000. Two lines of business could have a more positive impact on this number – selling more job tickets than last year and/or souvenir sales doing extremely well.

Old Business / Pending Business / New Business

Pending Business

Review of October 2021 E-Votes

- General Manager contract: Approved
- Use of Dr. Andreas Grau of Grau & Kollegen GmbH for the audit of our 2021 financials: Approved
- Offer the CASA Kitchen contract to Avio Catering: Approved

- September 2021 Meeting Minutes: Approved
- 2021 Bylaws: Approved

CASA Kitchen Vendor Update

- Avio Catering was offered the contract and, due to a lengthier-than-expected process of merging with another company and the rising COVID numbers, they are unable to commit until April 2022. Given the board's desire to partner with a new company that provides diversity in meals, rising COVID numbers with an emphasis on teleworking, and a lengthy process to start a new search, the board has agreed to wait until April 2022 for an answer from Avio Catering. Louise will keep in touch with them to see if there are any new developments sooner.

CSA Bylaws

- C&R determined that the changes submitted diverged too far from the template they provide; as such the board will need to re-vote on an updated version.

Capital Improvement Plan (CIP) Ideas

- Including concrete figures with the CIP is nearly complete; we are waiting on information from LifeFitness and Revel. Once Louise has the information, it will be sent to the board for review and questions. No vote will take place without a discussion.

New Business

Patio & Pavilions

- A community member continues to email CSA about hosting the reservations for the pavilions on CSA's website. CSA has no management or oversight of the pavilions. Management is handling this issue.

Elections Committee

- We are aware of three (3) board spots that will be available for the 2022-2023 term. A committee of current board members is needed to support Louise in handling the promotion and elections process.

2022 Budget

- Alexis, Jamie F., Louise and Lauren met about the 2022 budget. Jamie F. will email it for review and an e-vote.

ATM at the Fieldhouse

- Christian brought forward a question about having an ATM at the Fieldhouse. Louise will gather information on previous efforts for the next meeting.

TDY Classes for 2022

- Christian will follow-up with 1Sgt Morris regarding the Marine Corporals Course for 2022.

New Printer/Scanner/Copier for the Admin Office

- Due to the need for a printer/scanner/copier in the admin office and the current machine being broken, the purchase of a capital expenditure of a new machine was approved.

Next Meeting

- December 21, 2021 from 12 – 1:30 pm (In-person details pending teleworking recommendations)