

MINUTES

CSA Board Meeting

Date | time October 19, 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	Jennifer Allen, CLO
Amy Cox, Management Officer	Josh Weisman, RSO
Svetlana Flewelling, GSO	Jamie Wahl, Board Member
Louise Burnette, General Manager	Jenn

Approval of Minutes

The approval of meeting minutes for September will be done virtually

Attendee Reports

CLO

- Oktoberfest event is this Saturday, we still need volunteers.
- Events are re-starting; COVID modifications.
- Trick or Treating details forthcoming.
- Holiday Collaboration.

GSO

- Nothing for the group.

RSO

- Security checks for vendors for supporting events on CSA: Remember please ensure police checks are run. Not optional. Takes time to run. Working for final list before Saturday. Typical turnaround time is 2 weeks but can be done in 96 hours if necessary. 2 weeks (we can do in 96 hours).

MGT

- Volunteers. Please let us know if you can volunteer for Saturday.

General Manager Report

- On leave 24 October – 1 November. Lauren will be the acting GM.
- **Fitness Centers:** Continuing to watch COVID numbers.
 - **Siedlung:** No updates.
 - **Consulate:** Gaining traction in use.
- **Dance Studio:** No updates.
- **Cable and Internet:** No updates.

- **Carl Schurz School (CSS):** CSS Director, Heather, turned in resignation for 17 December in preparation for PCS. CSA is now accepting applications for this position. No applications as of Friday. (2) potential interested. Will work with CLO if needed.
- **Shuttle:** No updates.
- **Field House:** Closed for (1) week in September but structural engineer determined we are safe. More space and renting for groups.
 - **Bar:** No updates.
 - **Valerio's:** No updates.
 - **Quick Shop (QS):** No updates.
- **Consulate/CASA Building: Infrastructure for fire alarm systems is being installed by a FAC contractor (Shoppette and Chelsea's will be done on the weekend).**
 - **Shoppette:** Adding a phone into the space (call with questions).
 - **Chelsea's Salon:** Annual Fundraiser through Saturday. Proceeds to benefit Fisher House Foundation.
 - **Mr. Clean:** Nothing new to report.
 - **First Command:** Sponsoring Oktoberfest for \$1800.00. Security access is on hold due to BREXIT and updating his residency status in Germany. Will advertise dates in the cafeteria when he is there for marketing.
 - **Gift Shop vendor:** Heinrich will be setting up in the cafeteria again pending a parking pass.
 - **MAS Auto:** No contract or payment. Pulling promotional banners this week if there is no renewal. Their management has concerns over the last year's sales, which were heavily impacted by COVID-19.

Financial Report

- **September 2021 Financials:** Closure due to roof issues impacted the business units. Net loss of \$1,100.00. Estimate of \$3-\$4k of revenue per week when closed. Does not take into account Valerio's business.
- **January – September 2021 Financials:** Net profit \$5,700.
- **Job tickets:** 2022 tickets are on sale 1 November to 1 December. This list takes time to generate because of the quantity of tickets at one time. CSA needs to be updated on contacts for third parties such as Pond Security and cleaning crews to ensure they are able to have their tickets purchased.
- **CLO Budget:** \$2500 for this year; balance remaining of about \$1900 at this time.

Old Business / Pending Business / New Business

Pending Business:

CASA Kitchen

- **Committee members:** Louise, Christian and Jamie met with (3) vendors for tasting. Recommend AVIO Catering for the space.
- **Electronic Vote** will be held to move forward with contracting approval.

CSA By-Laws

- By-laws will be done via e-vote.

Capital Improvement Plan

- Outstanding requirement from C&R. GM would like board members to think about improvements that CSA could make. GM provided some ideas:
 - High Priority:
 - Taller fence for CSS playground to reduce liability issues for unauthorized use
 - New keg fridge for WunderBar
 - New Shuttle Vans to maintain service
 - New gym equipment
 - Look into Further:
 - SKY UK box replacement
 - Upgrade Point-of-Sales (POS) system
 - Internet in the CASA building
 - Upgrade AFN boxes
 - Purchase Bounce Houses for rent
 - Additional gym equipment
 - Possible, needs more research/time
 - Projection screen on Field House patio
 - Smith Machine Replacement (in 5 years)
 - Seated Rower Replacement
- **Budget meeting:** Alexis, Jamie F., Louise and Lauren are meeting on 20 October to review budget details.

New Business:

- General Manager Contract
 - Jamie F. will send details for the board to vote with the background information for Louise's contract.
- Board Votes: electronic vote will be sent this week with background information for the following votes:
 - Approval of August Minutes
 - Auditor Selection
 - CASA Kitchen Vendor
 - CSA Bylaws approval
 - CSA General Manager Contract

Next Meeting

- November 16, 2021 from 12 – 1:30 pm (In-person details pending)