

S MINUTES

CSA Board Meeting

Date | time February 15, 2022 | 12:00 | *Meeting called to order by* Jamie Fleischhacker, Chair

In Attendance

Jamie Fleischhacker, Chair

Cpt Christian Brymer, Vice Chair

Alexis Sather, Treasurer

Gabrielle Robinson, Secretary

Danielle Garozzo, Board Member

Louise Burnette, General Manager

Lauren Ardell, Finance Director

Jennifer Allen, CLO

Amy Cox, MGT

Josh Weisman - RSO

Svetlana Flewelling, GSO

Tod Duran, GSO

Katie Orme – Prospective Board Member

Elliot Carmean – Prospective Board Member

Alicia Pegues – Prospective Board Member

Alison Koler – Prospective Board Member

Richard Middleton – Prospective Board Member

Approval of Minutes

The meeting minutes for January 2022 were approved.

Attendee Reports

CLO

- Nothing to report.

GSO

- CSA Gym Exception Memo for Marines expiration – see GM report below
- CSA taking over Consulate concessionaire? – see in Pending Business below

RSO

- Nothing to report.

MGT

- Amy stated that she was excited to meet the new Board members and thanked those current members who were departing.

FAC

- No one in attendance

General Manager Report

- **Admin:**
 - The process to gain access to the DeutscheBank accounts continues; the GM received a new “legitimation” link from the bank and will verify its validity and conduct the process again.
 - The FAR gym exception expires April 1, 2022; a new version with the details for billing quarterly membership has been completed and submitted to Amy Cox for review and approval.

- **Fitness Centers:**
 - **Siedlung:** No updates.
 - **Consulate:** No updates.
 - **Marine Seabees Group Membership:** Berlin FSC will only pay for memberships after the term has been completed. CSA will start to bill at the end of each quarter. Billing quarterly will ensure payment is received in a timely manner.
- **Dance Studio:** Fitness classes are 2G+ models. Infographic on what this means has been provided to instructors and is posted in English and German on the doors.
- **Cable and Internet:** No updates.
- **Carl Schurz School (CSS):**
 - Teachers are being required to take a Covid test twice a week (Sundays & Wednesdays). In line with German regulations, preschool students are not being tested.
 - Currently promoting Registrar position.
 - Urgent need for afternoon care staff as some individuals are departing this year. CSS will be advertising the position to local hires, in addition to incoming EFMs.
- **Shuttle:** No updates
- **Fieldhouse:**
 - **Bar:** Profits are down. Added 'regular tier' products to the menu to help increase sales.
 - **Valerio's:** See Pending Business.
 - **Quick Shop (QS):** No updates.
- **Consulate/CASA Building:**
 - **Shoppette:** No updates.
 - **Chelsea's Salon:** No updates.
 - **Mr. Clean:** No updates.
 - **Heinrich:** No updates.
 - **First Command:** Currently waiting on security check completion to access building. Drafting new contract with rent payment included.

Financial Report

- No financial report available due to ongoing audit.

Treasurer

- Requested that General Manager, Louise obtain access to DoS Federal Credit Union account. She is required to make monthly bill payments and has been unable to do so. Providing access will ensure there are no payment delays. Board approved to provide Louise access to DoS Federal Credit Union account.

Old Business / Pending Business / New Business

Old Business:

Accounting Policies & Procedures Manual

- Board approved through the Accounting Policies & Procedures Manual by e-vote and submitted to Office of Commissary and Recreation Affairs.

Refugee Committee Request to use Field House

- The Refugee Committee has requested to use the Fieldhouse for a fundraiser. The rental fee will be waived, but they must still pay the damages deposit. A check can be provided and will only be cashed if there is damage. Board approved by e-vote.

Pending Business:

Elections Committee

- Alexis Sather and Jamie Wahl have volunteered to support the GM with the Elections Committee logistics. Voting for the six applications has been completed and they are working with the CLO to obtain a list of eligible voters to confirm votes. They will then need to verify and count the votes to ensure no duplicates were received.

Capital Improvement Plan

- **Valerio's:** Per the 2021 license agreement, CSA is responsible for the cost to repair and replace industrial kitchen equipment. Valerio's is currently having issues with a frequently broken dishwasher and one of the pizza ovens is tripping a fuse. Repairs and replacement of industrial equipment for CSA is a new item in the license agreements, and these new costs associated with concessionaires need to be considered as new concessionaire agreements are setup. Louise is currently working the cost of these items into the Capital Improvement Plan, but funds are currently not available. A question was raised whether GSO would be able to provide funding since the equipment was turned over in this condition. MGT stated that they do not have the funding available, and if they did, it could take up to a year to obtain approval. Jamie F. and Louise are going to prioritize the items, in addition to the other items on the Capital Improvement Plan, to find a way forward.
- **Kiosk in Consulate Atrium:** Vendor wants to continue service but has no contract in place. CSA is determining whether to sign a contract with the vendor. The new contract will include rent and there were discussions as to whether the vendor would be open to the contract since they would be required to pay rent. Louise will speak to the vendor to get his perspective on whether a contract, to include rent, would be acceptable. A Board member stated that CSA's job is to support the community, and the Kiosk does not meet this requirement as it mainly supports the consular visa applicants. The Board needs to vote on whether to take on this new vendor. It was determined that the new CSA Board members would decide.

Next Meeting

- March 15, 2022 from 12-1pm