

# MINUTES

## CSA Board Meeting

*Date | time* January 18, 2022 | 12:00 | *Meeting called to order by* Jamie Fleischhacker, Chair

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### In Attendance

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Jamie Fleischhacker, Chair

Jennifer Allen, CLO

Alexis Sather, Treasurer

Amy Cox, MGT

Gabrielle Robinson, Secretary

Svetlana Flewelling, GSO

Danielle Garozzo, Board Member

Tod Duran, GSO

Louise Burnette, General Manager

Sam Kelly, FAC

Lauren Ardell, Finance Director

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### Approval of Minutes

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The meeting minutes for November 2021 and December 2021 were approved.

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### Attendee Reports

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CLO

- Scaling back on events due to high Covid numbers.
- Updating PCS Check-in/Check-out materials

GSO

- Inquired about gym memberships for official purposes, mainly the Marines. Per Berlin, the Marines are unable to pay for services, such as gym memberships, in advance. They prefer to do the billing after the period has ended. Further discussions are needed on the matter.

RSO

- No one from RSO in attendance.

MGT

- Conversations on planning the 2022 Marine Ball are underway.

RSO

- Nothing to report.

General Manager Report

- **Admin:** Reviewing contracts coming up for renewal, to include Valerio's, Fotofix, and Employee Contracts
- **Fitness Centers:**
  - **Siedlung:** No updates.
  - **Consulate:** No updates.
- **Dance Studio:** There are two new Fitness Instructors. One of the new courses is the HIIT course.

- **Cable and Internet:** AFN decoder boxes need to be renewed. A DoD ID is required to enter the renewal code. Cpt Christian Brymer volunteered to take on this action. Users should get the channels back within 36-48 hours.
- **Carl Schurz School (CSS):**
  - New CSS Director, Meredith Scheibel, departed post unexpectedly and is not expected to return. However, she will support the school virtually as registrar. Corinne Patterson-Stein has been hired as the new CSS director as of 7 January 2022.
  - Teachers are being required to take a Covid test twice a week (Sundays & Wednesdays).
- **Shuttle:** No updates
- **Field House:**
  - **Bar:** Low sales. Colder months tend to be slower months; this is expected in our annual business cycle.
  - **Valerio's:** Per the 2021 license agreement, CSA is responsible for the costs to repair and replace industrial kitchen equipment. Valerio is currently having issues with a broken dishwasher and one of the pizza ovens 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 in the coming years. Louise is currently working this cost into the Capital Improvement Plan. She will send out cost-estimates for the equipment that needs to be replaced, as well as Valerio's renewal contract cost. Current rent is not sufficient to cover the cost of replacement equipment and should be considered for the contract renewal.
  - **Quick Shop (QS):** Low sales. Colder months tend to be slower months; this is expected in our annual business cycle.
- **Consulate/CASA Building:**
  - **Shoppette:** Hours of operation are 1100 - 1400
  - **Chelsea's Salon:** Re-opened Jan 18
  - **Mr. Clean:** No updates.
  - **Heinrich:** No updates.
  - **First Command:** Currently waiting on security check completion to access building.

#### Financial Report

- As of right now, there is no final year-end amount for 2021 as adjustments (foreign currency exchange) still need to be made. CSA is required to provide an audit report in USD, so EUR accounts must be converted. Currently, there is \$10K net income before adjustments. The amount will be finalized once all adjustments have been made.
- There is a new mandate by C&R requiring an operating reserve. Lauren is waiting for clarity on this requirement as we are uncertain if it should be a specific percentage of revenue or if it is determined another way.
- Pre-audit year-end statements will be distributed to the Board at a later date. The audit is expected to take place mid- to end February. Final audited statements will be sent to the Board in March as it is due to C&R by 1 April.

### Pending Business:

#### Elections Committee

- Alexis Sather and Jamie Wahl have volunteered to support the GM with the Elections Committee logistics. Six applications have been received for the four vacancies on the CSA Board for this upcoming year. Notices to the individuals and voting will be going out very soon. A list of all individuals eligible to vote in the election will be obtained from the CLO. Once votes are received, names will be cross-referenced with the CLO's list to ensure all those who voted were eligible, and there were no duplicate votes.

#### CSA By-laws

- CSA By-laws were edited by CSA and sent to C&R for approval. C&R sent an email with edits, and the By-laws were updated with those edits. Updated By-laws were approved by the Board for re-submission to C&R.

#### CSA FY22 Budget

- CSA FY22 Budget was approved by Board thru e-vote.

#### Accounting Policies & Procedures Manual

- Jamie Fleischhacker will send e-Vote to the Board for approval.

#### Capital Improvement Plan

- **Valerio's:** Louise Burnette will send estimated replacement cost for Valerio's pizza oven to the Board for review and approval. Likely to cost around 3,600 EUR.
- **Kiosk in Consulate Atrium:** Vendor wants to continue service but has no contract in place. GSO has stated that they are not responsible for this service, and CSA should manage it. CSA is determining whether to sign a concessionaire agreement or set up vending machines. Louise will provide cost estimates for both options.

### New Business:

#### Refugee Committee Request to use Field House

- The Refugee Committee has requested to use the Field House 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. Jamie F. will send an e-Vote to the Board for approval.

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### Next Meeting

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- February 15, 2022 from 12-1pm (possibly in-person meeting)