

MINUTES

CSA Board Meeting

Date | time March 15, 2022 | 12:00 | *Meeting called to order by* Christian Brymer, Vice Chair

In Attendance

Alicia Pegues, Chair

Amy Cox, MGT

Cpt Christian Brymer, Vice Chair

Svetlana Flewelling, GSO

Alexis Sather, Treasurer

Sam Kelly, FAC

Katie Orme, Board Member

Andrew Boxx, FAC

Elliot Carmean, Board Member

Louise Burnette, General Manager

Lauren Ardell, Finance Director

Jennifer Allen, CLO

Nomination of Members for Board Positions

Alicia Pegues : Chair

Christian Brymer : Vice Chair

Alexis Sather : Treasurer

John Vassallo : Secretary

Approval of Minutes

The meeting minutes for February 2022 were approved.

Attendee Reports

CLO

- Thanked CSA for assisting with Black History Month event
- St. Patrick's Day event at the Fieldhouse 19 March
- Still going to keep events small as case counts are still high in Frankfurt

GSO

- Intros, NSTR

RSO

- Not present

MGT

- Intros, NSTR

FAC

- Intros, NSTR

General Manager Report

- **Admin:**
 - Louise completed the new legitimation link, send paperwork to DeutscheBank
 - New RSO clearance paperwork is 100% digital; working with employees and contractors to submit badge renewals electronically
 - Hired a new Accounting & Office Assistant, who starts on Monday, 21 March.
- **Fitness Centers:**
 - **Siedlung:** NSTR
 - **Consulate:** NSTR
- **Cable and Internet:** NSTR
- **Carl Schurz School (CSS):**
 - Registration season has begun:
 - Spring Camp registration is open, nearly full.
 - The 2022-2023 school year registration is now open to currently enrolled families; will open to the entire community on 4 April.
 - Summer Camp registration will open in the next 4-6 weeks.
 - HR-related changes
 - New registrar – Morgan Bates. Her current position of Retail Manager is now being advertised.
 - New full-day local hire – working through RSO process for her.
 - New lead teacher in the 3s classroom.
 - Currently creating a guide for parents whose children have been identified as possibly needing additional behavioral and/or educational support in school.
 - A parent reached out with four topics for the board to consider this year: a community survey of CSA services, use of scorecards by the board, the school calendar for CSS and how to better utilize the PTA for feedback. All items will be discussed at subsequent meetings.
- **Shuttle:** NSTR
- **Fieldhouse:**
 - **Bar:** NSTR
 - **Valerio's:** NSTR
 - **Quick Shop (QS):** NSTR
- **Consulate/CASA Building:**
 - **Shoppette:** NSTR
 - **Chelsea's Salon:** NSTR
 - **Mr. Clean:** NSTR
 - **Heinrich:** NSTR

- o **First Command:** Ben Lowe is still working through his badge clearance process.

Audit Report

- Final audited financial statements show CSA with about \$1,300 in net profit; considering the difficult financial position CSA started the year in with school and fitness closures, this is an excellent outcome for the year.
- In reviewing the FY2021 ratios that C&R reviews, the only concerning ratio is the debt ratio. C&R expects the ratio to be at 50% or less; CSA's 2021 ratio is 52.6%. This is expected to turn around in FY2022.
- Per C&R, each line of business must be profitable on its own in order for employee associations to continue offering the service. The five lines of business that CSA saw as unprofitable for FY2021 are expected to turn around for FY2022, as COVID closures directly impacted their profitability.

Financial Report

- January and February 2022 financial statements both show CSA with excess revenues over expenditures, providing a positive start to the year.

Old Business / Pending Business / New Business

Old Business:

- None to cover

Pending Business:

- Alicia encouraged everyone to sign up for the C&R training on Employee Associations.

New Business

- Alicia discussed having a general membership meeting in September to hear from the community and to ensure everyone understands who CSA and its board members are, what we do and our initiatives for the year.

Next Meeting

- April 19, 2022 from 12-1pm