

# MINUTES

## CSA Board Meeting

*Date | time* September 20, 2022 | 12:00 | *Meeting called to order by* Alicia Pegues, Chair

### In Attendance

Alicia Pegues, Chair	Ben Robinette, GSO
Alexis Sather, Treasurer	Caroline Harley, GSO
Katie Orme, Board Member	Svetlana Flewelling, GSO
Elliot Carmean, Board Member	Andrew Boxx, FAC
Jamie Fleischhacker, Board Member	Lauren Ardell, Director of Finance
Louise Burnette, General Manager	Alison Koler, Incoming Board Member
Amy Cox, Management Officer	
Raquel Diaz Dominguez, CLO Coordinator	

### Approval of Minutes

The meeting minutes for August 2022 were approved after the meeting.

### Attendee Reports

#### CLO

- Focusing heavily on activities for families and single officers alike.
- Hosting office hours on the Siedlung every Wednesday in the Community Room (Platen 11).

#### GSO

- Working with FAC on the request to transfer equipment from the CASA Kitchen to the Fieldhouse kitchen.

#### RSO

- Not in attendance.

#### MGT

- Expressed gratitude for the time and effort put into the Marine Corps Ball planning so far.

#### FAC

- NSTR

#### General Manager Report

- **Admin:**
  - Entire service department is unexpectedly out; admin team is dividing the duties until they return.
  - New Fotofix machines have cashless payment options. The Consulate's Lead Regional Cyber Security Officer has cleared the machines; the remainder of the process now rests with RSO.
- Oktoberfest scheduled for 15 October. Volunteer information and advertisements for attendees will be issued this week.
- **Fitness Centers:** NSTR
- **Cable and Internet:** NSTR
- **Shuttle:** NSTR
- **Carl Schurz School (CSS):**

- Hosted Back-to-School cookout on Sept. 15.
- In dire need of substitutes; benefits include free childcare during their shift and incentivized pay for afternoon shifts.
- FAC notified that Becher 19 will be without heat and hot water for one week to finish replacement of water valves and other equipment. The week of Nov. 21 was agreed to for the work since the school is already closed for two days that week and this is enough notice for parents to make other arrangements for the remaining three days.
- **Fieldhouse:**
  - **Bar and QuickShop:** NSTR
  - **Valerio's:**
    - Hygiene inspection on 2 September revealed a number of issues with the space. Valerio delayed reopening after vacation until these issues were rectified and is now following a stringent cleaning regimen that CSA will follow-up on. A follow-up meeting for the long-term fixes is scheduled with MGT, FAC, GSO and CSA for 22 September.
- **Consulate/CASA Building:**
  - **Shoppette:** Moving more souvenirs to sell; involving cashier more closely in product selection based on trends she sees with current customer base.
  - **Chelsea's Salon:** NSTR
  - **Mr. Clean:** NSTR
  - **Heinrich:** NSTR
  - **First Command:** NSTR.

#### Financial Report

- July and August were financially positive months.
- Projecting CSA to end the year around \$70,000 net income.
- Retail continues to struggle, especially at the Shoppette. Continuing to monitor sales at this location.
- Shuttle and Job Tickets are currently negative, but are expected to turn positive once income from the final months of the year is realized.
- School is making less this fall than in the spring due to fewer preschool-only (9 am – 12 pm) enrollments. Full-day care continues to thrive.

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#### Pending Business / New Business

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##### Pending Business:

- **Consular Waiting Area**
  - Staffing plan is possible for CSA to operate a snack kiosk using goods procured from Metro.
  - Information on needed equipment, Revel subscription and possible credit card machines will be available at the October board meeting.
- **Marine Corp Ball:** Tickets are sold out. A wait list has been created. Next steps are to provide details to ticket holders and finalize the menu.
- Capital Improvement Plan
  - Vehicles
    - Submitted a request to OBO via GSO for a decommissioned VW Transporter.
    - CSA requests that as vehicles in Motorpool reach their USG "end of life," for GSO to consider CSA as they determine how to dispose of the vehicles.

- CSA is in a positive position to where if we need to purchase (with cash), purchase (with loan), or lease a vehicle then we are able to do so.
  - VOTE: In order to fund future vehicle purchases, Alexis Sather recommended increasing the Metropolitan School of Frankfurt shuttle fees on the following schedule:
    - Increase by 10% for Spring 2023
    - Increase by 5% for Fall 2023
      - The recommendation was motioned, seconded, and approved unanimously by the five board members present.
  - CASA Equipment: still working with FAC and GSO.
  - Retail growth: working on Shoppette
  - Up next: Gym equipment
- Employment Committee
    - Determined which positions are eligible for partial or no telework based on duties.
    - Hiring locals involves higher employee costs due to German social insurance; as such, hiring locals into specific positions should be done strategically.
    - The current list of CSA employees will be sent to all board members.
  - CSS Liaison
    - Thank you again to everyone for their support in August's events. The family chose to disenroll their child from the school.
    - The school needs afternoon substitutes very badly.
    - Corinne has noted that she will be departing as director in early December for personal reasons. We now begin the search for a new school director.
  - Community General Information Meeting: will explore scheduling mid-October 2022.

### New Business

- Commissary & Recreation Affairs Visit: Scheduled for Oct. 25-27, 2022. Alicia will follow up to schedule meetings based on the sample schedule CR emailed.
- Elections Committee: Alicia will be reaching out to determine who will be staying on the board, in addition to setting up the Elections Committee.

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### Next Meeting

- October 18, 2022 from 12-1pm