

# MINUTES

## CSA Board Meeting

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*Date | time* April 18, 2023 | 12:00 | *Meeting called to order by* Alicia Pegues, Chair

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### In Attendance

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Alicia Pegues, Chair	Ben Robinette, S/GSO
Caleb Compton, Treasurer	Lesley Rupp, Accounting & Office Assistant
Brian Goff, Secretary	
Jona Piol, At-Large	Kelly Schenk, CSS Director
Raul Robles, At-Large	
Stacey Spurgeon, At-Large	
Amy Cox, Management Officer	
Raquel Diaz Dominguez, CLO Coordinator	
Louise Burnette, General Manager	
Lauren Ardell, CSA Financial Director	

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### Approval of Minutes

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- March 16, 2023 meeting minutes were approved.
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### Attendee Reports

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#### CLO

- Promoting events – Saturday is Earth Day Celebration with MSGs BBQ fund raiser.
  - o Clothing Swap – 1130- 1300
  - o Siedlung – Pavilion 1300-1500
    - Plant Adoption
    - Seed Swap
    - Nature Scavenger Hunt for kids
    - Community Trash pick up
    - Bake Sale
- VAT workshop – April 28, 2023
- Cinco De Mayo celebration Salsa competition and piñatas. – May 5, 2023
- Yard Sale - May 6, 2023

#### FAC

- Not present.

#### GSO

- Working side projects with CSA.
  - Looking at new bank options.
  - Working Embassy/Consulate wine label products.

#### RSO

- Not present.

#### MGT

- Working on compliance certification with CSA GM.
- Under Secretary Bass rescheduled trip.
  - Wants to be able to purchase German beer during his visit from the QuickShop.
- Will advertise the Shoppette and how to get there at the next management meeting.

#### CSS Director

- Impressed with the school and has lots of experiences with YMCAs and other relevant organizations.
- Teachers are working very hard and parents are planning a teacher appreciation week. May 2-5, 2023.
- Looking into next year's staffing with more subs and teachers, high absences rate.
- Safety push to update safety items with the RSO.
  - CPR training with local company 29 April 2023.
- Reviewing school financials with goals and enrollment push. Ways to look forward and adding value.
- Wants to add resting group with the Napping and non-napping group.
  - It will be a culture shift and need an additional staff member to offer.

#### General Manager Report

##### Becher 19

- Admin items
  - A&OA – 3 applications
  - Purchasing/Retail – 0 applications
  - Registrar – 2 applications
  - Shoppette Cashier – 3 applications
  - CSS – about 5-7 applications
- Fitness, Cable, Shuttle: NSTR

##### Fieldhouse

- QS, Bar, Valerio's: NSTR

##### Consulate

- CASA Building
  - Chelsea's, Mr. Clean, Heinrich: NSTR
  - TDY Quarters: Update below.
  - FirstCommand: Company is physically closing up all offices by September, Ben is terminating his contract.

- Shoppette:
  - Souvenirs – ordered and paid for, should arrive in next two weeks
  - AS A REMINDER – “after-hours shopping” is prohibited per CR. Had this issue late March; resolved with support of MGT and RSO.

#### Financial Report

- March financing ended in a (4,000) negative, primarily due to the high salaries that come with a 23-day month. This is not overly concerning at this time, but something the board needs to be aware of and keep an eye on.
  - Net ordinary loss needs to be watched as well as not to sustain these losses.
  - Summer months and holiday periods will be better with financials due to lower salaries cost, along with current vacancy in the Purchasing Manager role.
  - Need to be more efficient with salaries.
  - In reviewing the Profit and Loss (P&L by Class), concessionaires may become a loss with the departure of First Command.
  - Concessionaires:
    - Experiencing higher and more frequent repair and maintenance cost for kitchen. Will most likely need to increase rent to cover increased capital improvement cost for these items at the end of Valerio’s current 6-month contract.
- Other financial document sent out is budget to actual projection with highlights updates to positives and negatives.
  - Loss of First Command rent is major negative update.
  - Positive updates
    - More money from Fotofix machines in Consular.
    - Spring Camp made double of 2022.
    - Shoppette major increase with \$52,000 gross and \$18,000 profit.
- Seasonal money comes in cycles and should stabilize after early losses.
  - Projected to net \$7,000 profit this year.
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- Motion to move 100% of Severance Reserve, 100% of Operating Reserve, 50% of TDY Asset Fund into a 12-month Certificate of Deposit with SDFCU. No major financial risk if board approves this option.
  - Motion put to the board by Caleb Compton
  - Motion unanimously approved by the board.

#### Employment Committee

- NSTR.

#### CSS Committee

- NSTR.

#### Capital Improvement Plan Committee

- NSTR.

Consulate Committee

- NSTR.

Siedlung Committee

- NSTR.

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## Pending Business

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Re-Open TDY Quarters

- On pause due to Rob's badge expired (appointment is Friday, 21 April). Apartments have new coffee machines and received a deep cleaning. Will be able to book via Smoobu. A management announcement has been drafted by CSA GM. Must renew OBO contract along with TDY license agreement. OBO approves the rate charged based on financial information submitted. We must take all costs into account if we stay afloat and keep this option open. Discussions on how to advertise this asset.

GM Postion Advertising

- There is one EFM candidate. More information to be gathered and they need to interview for this position.

CSA Local Bank Account Update

- GSO is supporting the effort.

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## Additional Action Items

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Monthly Board Cash Counts and Spot Checks

- Please sign up for "surprise" cash counts via Alicia's email.
- Who will be here for the summer months?
- Need to double check the CSA Board email distribution.