

MINUTES

CSA Board Meeting

Date | time August 15, 2023 | 12:00 | *Meeting called to order by* Alicia Pegues, Chair

In Attendance

Alicia Pegues, Chair

Susan Brown, Vice Chair

Caleb Compton, Treasurer

Raul Robles, At-Large

Stacey Spurgeon, At-Large

Amy Cox, Management Officer

Raquel Diaz Dominguez, CLO Coordinator

Benedict Robinette, GSO

Joe D'Agostino, GSO

Kent Miller, RSO

Louise Burnette, General Manager

Lauren Ardell, Finance Director

Approval of Minutes

- July 18, 2023 meeting minutes were unanimously approved with a clarification that Mandie Featherstone and CSA coordinated the pickleball coach event together.

Reports

General Manager Report

- Admin : No applications yet for Finance Director or General Manager positions.
- Fitness : A Consulate gym user requested that a “shielding film” be put on windows. FAC has declined this as it is not deemed necessary.
- Shuttle: Contracts have been sent to our two Metropolitan School of Frankfurt shuttle riders.
- CSS
 - Summer camp was programmatically and financially successful.
 - Enrollment is lower for 2023-2024 ; staffing is being adjusted accordingly.
 - There has been an issue with the new cleaning contractor ; CSS Director is working with FAC directly on this issue.
 - A fall mishap occurred in the nursery ; it has been reported and the CSS Director is working with FAC and the family involved to prevent any repeat incidents.
 - Action item : Conduct follow-up meeting with parents of child involved.
- Fieldhouse
 - Events : Oktoberfest is scheduled for Saturday, 14 October 2023. Due to limited staffing in the CSA admin office, this will be an **all-hands-on-deck** volunteering event for board members and the community.
 - QuickShop : NSTR
 - Wunderbar : NSTR

- Valerio's : Valerio will be on vacation October 18 – December 2, 2023. Board members will need to renegotiate his contract prior to its current expiration date of 30 September 2023.
 - Action item : Louise reach out to Piero and Jamaican food truck vendor to cover during his vacation. Alicia or other board member to send Jamaican food truck vendor contact information to Louise.
 - Action item : Alicia and Raul to negotiate contract with Valerio.
- CASA Building
 - Cheslea's Salon : NSTR
 - Mr. Clean : NSTR
 - Heinrich Preis : NSTR
 - TDY Apartments : Update below
 - Massage : Amber Sabin will be a new concessionaire starting September 2023, offering a variety of massage services in room 108.
- Shoppette : Sales continue to increase ; more souvenirs are on order.

CLO

- Welcome Back event this Friday from 17:30 – 18:30 with free ice cream for children. Marines and Piero will begin serving food at 16:00.
- Latin Night is Friday, 22 September 2023.

FAC

- Not present.

GSO

- Wine order is working through the State procurement system now.
- Review of regional Marine fitness payments process is in process.
- CARE is working with Special Immigrant Visa (SIV) applicants from Afghanistan who will be at the Consulate one day per week for up to 18 months. CSA Frankfurt is being offered the opportunity to provide snacks and beverages to these applicants, with the funding coming from CARE.
 - Joe D'Agostino will handle the FAR waiver process.
 - Louise will handle staffing, product availability and purchase/inventory process.

RSO

- NSTR

MGT

- Will follow-up with family involved in the fall mishap.

Financial Report

- Mid-year Financial Report shows CSA is operating very close to the break-even line. At this time, all CR ratios are stable. Revenues have increased from FY2022, but expenses have increased proportionally.
- July's financial statements show CSA with operating net income; summer camp is the biggest contributing factor, along with recognizing TDY income.
 - Our four primary TDY expenses to watch are the monthly utility payment per the license agreement, asset reserve expense, salaries and direct costs (cleaning, supplies, technology).
- 2024 Job Ticket Pricing: RMV increased their monthly price. In order to keep the monthly cost below the Deutschland Ticket (D-Ticket), we recommend CSA not increase our admin fee for the 2024 tickets.

CSS Committee

- NSTR outside of the reports above.

Capital Improvement Plan Committee

- Not present

Consulate Committee

- NSTR

Siedlung Committee

- NSTR

Employment Committee

- Finance Director and General Manager positions are being advertised simultaneously.

Pending Business

CSA Local Bank Account update

- Awaiting the results of CSA Berlin's appeal.

Marine Corps Ball

- Group tickets are available for sale; individual tickets will go on sale mid-August so SSgt has time to fully circulate the group sales information.

New Business

N/A

Additional Action Items

- Joe D'Agostino to check on the status of CSA's request for TDY reauthorization to OBO.