

# MINUTES

## CSA Board Meeting

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*Date | time* February 28, 2023 | 12:00 | *Meeting called to order by* Alicia Pegues, Chair

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### In Attendance

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Alicia Pegues, Board Chair

Alexis Sather, Treasurer

John Vassallo, Secretary

Elliot Carmean, At-Large

Katie Orme, At-Large

Louise Burnette, General Manager

Lauren Ardell, CSA Financial Director

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### Approval of Minutes

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- January 2023 meeting minutes were approved.
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### Attendee Reports

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CLO

- Not in attendance.

GSO

- Not in attendance.

RSO

- Not in attendance.

MGT

- Not in attendance.

FAC

- Not in attendance.

General Manager Report

- Commerzbank Account
  - Will need assistance from the Consulate/Embassy. German banking law only allows organizational accounts for LLC, Corp, LLP and LP-designated organizations.
- Marine Corps Ball 2023
  - Contract is signed, walk-thru with MSGT to be scheduled for March 2023.
- New General Manager Search Process

- o Position was advertised in Heute and on EFM employment webinar on February 13; no applications or inquiries received to date.
- Cable/Shuttle
  - o The roof of Leisler 5/7 is now under repair; the satellites on the roof must be moved to facilitate this process. A quote has been provided to the company's project manager. CSA is not expected to bear the cost of moving the satellites. A Management Notice should be issued in case of an unexpected outage during movement.
- Fitness
  - o Seated leg press machine has been ordered; shipping is expected in 10-12 weeks.
- Shuttle
  - o Van has been purchased; need the EBV number from Allianz (insurance company) before the vehicle can be registered and picked up.
- CSS
  - o CSS Director starts tomorrow, March 1
  - o Spring Camp, April 11 – 14, 2023
    - Registration is currently open to all currently or previously enrolled families
    - Registration opens to everyone Thursday, March 2
    - 14 children are currently enrolled, capacity is 44 children
- Field House
  - o Quick Shop
    - NSTR
  - o Wunderbar
    - Thank you to FAC for the split-pack A/C and heater! Greatly appreciated.
  - o Valerio's
    - New contract was agreed to and signed.
    - Stove burners were repaired by Rudolph (the pizza oven company)
- Consulate
  - o FirstCommand: New contract was approved February 16, Ben has countersigned and the contract is set for two years.
  - o Chelseas, Mr. Clean, Heinrich: NSTR
  - o TDY Quarters: Deep cleaning and resetting each room to prepare for re-opening in spring 2023.
  - o Shoppette
    - New location is fantastic for CSA; sales for the month of February are 136% higher than last year. Thank you!

- Audit should be finalized this Friday, 3 March. Audit report should be available mid-March; will be sent to the 2022-2023 board before the 2023-2024 board. Prof. Andreas Grau will present the audit report to the new board at the March 21, 2023 meeting.
- January 2023 closed at an operating loss for CSA.
  - Sales are often slow in this month due to the weather and the first part of the month including winter break.
  - Looking ahead, the Shoppette now has considerably more income and Marine fitness memberships are received and booked quarterly.

#### Employment Committee

- CSA Employee Manual updated
- Proposed finance director contract
- Search for next General Manager has begun

#### CSS Committee

- CSS Parent Handbooks edits finalized
- New school director starts tomorrow

#### CIP Committee

- Valerio's equipment (fridge, cooling prep table, cooling countertop prep machine, pizza oven) have all been ordered and installed.
- Bounce house has been ordered; expected delivery is April/May 2023.
- VW Multivan purchase is complete; awaiting insurance information to register and pickup vehicle.
- Smart TV has been approved; Service Department is determining the best product within budget to purchase.

#### Consulate Committee

- Shoppette move completed.
- TDY Quarters are our next big project.

#### Fieldhouse Committee

- Valerio's extension contract has been signed and is in effect tomorrow.

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### Pending Business

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#### Approval of:

- CSA Employee Manual (approved with no further edits)
- CSS Parent Handbook 2023-2024 (approved with no further edits)
- CSS Tuition for 2023-2024 (approved with no changes)

- Refund Information and Policies (approved with minor edits)
- Finance Director Renewal Contract (approved with edit to timing of contract)
  - Position description should be reviewed by 2023-2024 employment committee

#### Dodge Grand Caravan F-9045

- Advertise to community as available for donation to a charitable cause with all stipulations of the vehicle's status transparent.

#### Elections Committee - Results

- The 2023-2024 CSA Board of Directors is comprised of the following members, who will determine officer and committee roles at the March 21, 2023 meeting:
  - Susan Brown
  - Caleb Compton
  - Brian Goff
  - Alicia Pegues (returning)
  - Jona Piol
  - Raul Robles
  - Stacey Spurgeon
- The General Manager will send a Doodle link to schedule a meet-and-greet with outgoing and incoming board members in early/mid-March. The Confidentiality Agreement will be sent to them and orientation materials will be provided once the agreement is completed and returned.