

MINUTES

CSA Board Meeting

Date | time January 17, 2022 | 12:00 | *Meeting called to order by* Alicia Pegues, Chair

In Attendance

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

Amy Cox, Management Officer

Approval of Minutes

- December 2022 meeting minutes were approved.
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Attendee Reports

CLO

- Not in attendance.

GSO

- Not in attendance.

RSO

- Not in attendance.

MGT

- Shopette space is renovated and moving in.

FAC

- Not in attendance.

General Manager Report

- Commerzbank Account
 - Looking beyond possibilities for using Embassy Berlin umbrella for an account.
 - Ongoing issues with Embassy Berlin account as well.
- Cable/Shuttle
 - NFTR
- CSS

- o CSS Director anticipated arrival in February
 - Continued visa processing
- o 23-24 School Year Tuition info will be provided in February 2023 for board review.
- o Refund policy needs to be reviewed and approved.
- o Parent Handbook edits need to be reviewed and approved.
- Field House
 - o Quick Shop
 - NFTR
 - o Bar
 - NFTR.
 - o Valerio's
 - Ongoing updates/discussions for contract renewal. Interim meeting scheduled early/mid-February to discuss proposed contract details.
- CASA
 - o Shopette
 - Space is renovated and move in has begun.
 - Consulate's Enterprise Wi-fi will be utilized
 - o Chelsea
 - Washer broken, but Hamburg Consulate closure provided a replacement which can be utilized.
- Marine Ball
 - o Westin Grand
 - 250 person capacity
 - 225 is break even amount
 - Refund for cancellation is until 4 February
 - 10% down to hold reservation
 - Pre-sale tables in May
 - Pre-sale tickets in June
 - New Arrival tickets in August/September
 - Contract approved for the Marine Ball
- Board Elections
 - o Two nominations at this time.
 - o Canvas for volunteers.

- Audit contract signed. It will take place week of 13 February.
 - Out brief of audit during March board meeting.
- Finalized financials for end of year in March.
- CR reports are due 1 April

Employment Committee

- CSA Employee manual edits
 - Edits finalized and ready for approval.

School Committee

- CSS Handbooks edits finalized and ready for approval at February board meeting
- Fully staffed at this time

CIP Committee

- Virtual Vote
 - Fieldhouse equipment order
- Approved to proceed with purchasing VW Multivan as presented.
- Bounce house ordered ; on back order, scheduled to arrive Spring 2023
- Leg press order still being workedout
- Discussion: can CSA bill the Embassy directly for school shuttles.