

MINUTES

CSA Board Meeting

Date | time June 20, 2023 | 12:00 | *Meeting called to order by* Susan Brown, Vice Chair

In Attendance

Susan Brown, Vice Chair	Louise Burnette, General Manager
Caleb Compton, Treasurer	Lauren Ardell, CSA Financial Director
Brian Goff, Secretary	Joe D'Agostino, GSO
Jona Piol, At-Large	Andrew Boxx, FAC
Raquel Diaz Dominguez, CLO Coordinator	
Stacey Spurgeon, At-Large	Kato Smith, FAC
Amy Cox, Management Officer	

Approval of Minutes

- May 16, 2023 meeting minutes were unanimously approved.
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Vote of CSA GM contract

- Details of contract discussed.
 - Motion was unanimously approved by all voting members in attendance.
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Reports

General Manager Report

- Admin items
 - Amanda Stadie, new accounting & office assistant, started last week.
 - Will Jones, new retail manager, starts today.
 - MAS Auto agreed to sponsor the Independence Day fireworks.
- Fitness
 - Seated leg press is in-country; thank you to GSO for their support.
 - Need to replace leg extension machine as it is broken.
- Cable: There has been an uptick in new arrivals signing up after they arrive, which is creating customer service issues. CSA was advised to work with CLO on outreach to impending arrivals to ensure information is being received.
- Shuttle: NSTR
- CSS: Summer camp enrollments are trending better than summer 2022. For the 2023-2024 school year we still have space in the Afterschool Bus Pickup, Busy Bee and 3s groups.
- Fieldhouse: NSTR
- Chelsea's, Mr. Clean, Heinrich: NSTR
- TDY Apartments: Report due this afternoon on what rooms are ready to occupancy or not due to outstanding maintenance issues. A visitor's guide is nearing completion. Once these two items are finalized, a management notice will be issued regarding the apartments being ready for booking. GM is also working on OBO reauthorization; current authorization expires August 31, 2023. GSO will support issuance of the cable.
- Shoppette: Sales continue to be amazing, especially as our new souvenirs have arrived and are stocked.

CLO

- Independence Day – July 3rd
- Last Friday event – distributed 198 Ice Creams.

FAC

- Discussed during new business.

GSO

- Joe D'Agostino will be CSA's primary POC for GSO once he is ready.

RSO

- Not present.

MGT

- Thanks Louise!
- Food & Fun – Would like to meet the board.
- Looking forward to TDY rooms.
- Discuss with CLO additional options for connecting with impending arrivals to sign up for internet before arrival.

Financial Report

- May Financials sent out.
- May small loss (500) due to back payment of additional salary costs due to German law changes.
- Still in positive for the year, around \$10,000
- With FirstCommand gone and the new Deutschland Ticket public transit pass, we need to watch our finances closely.

Employment Committee

- Individual considered for GM position declined.
- Discussed in detail contract extension for current GM.
 - Plan to work remotely and the way forward.
 - Voted on and unanimously approved.

CSS Committee

- Planning to meet prior to summer camp.

Capital Improvement Plan Committee

- Presented options for the CSS improvements.
 - Voted on Hallway improvements and unanimously approved.
- Voted on new leg extension machine for gym.
 - Unanimously approved.
- Voted on increasing GM spending limit from \$1000 to \$1500.
 - Unanimously approved.
- Discussed Valerio's and the ongoing dishwasher issues and the need for eventual increasing of his rent.

Consulate Committee

- TDY Apartments opening plan and basic plan to operate.

- Need to look at Consular atrium kiosk once GSO path forward is finalized.

Siedlung Committee

- Not Present

Pending Business

CSA Local Bank Account update

- CSA Berlin is facing the same issue; we are waiting to see how their adjudication process turns out before proceeding further.

Marine Corps Ball

- Marine Corps Ball 2023: Ticket price is 185€, which mitigates financial risk for CSA in covering all event expenses. Tickets will go on sale for entire tables (10 seats) on Monday, 26 June and will close on Monday, 31 July. Individual tickets will then be available starting August 2. All ticket sales will occur at <https://www.csafrankfurt.com/marine-corps-ball.html>.

New Business

Consulate-Labeled Wine Program:

- Employee associations are being approached by an American vintner to sell their wine under an Embassy/Consulate label. Berlin and Amman have signed on. There are three varieties – cabernet sauvignon, zinfandel and chardonnay. After negotiation, the total commitment CSA Frankfurt would make is to purchase 1,200 bottles over 18 months. A portion of the bottles will be purchased by the Consulate for official use with the remainder sold in CSA retail establishments. All 1,200 bottles do not need to be ordered at one time.
 - Unanimously approved to purchase the wine contingent of more solid numbers for the purchase.

License Agreement Update:

- Facilities has requested additional space in Becher 19 for an office for three employees. After reviewing possible spaces, the CSS director and CSA GM agreed that the CSS gym could be turned over to the Consulate for the office space. Facilities will first renovate the Dance Studio to ensure the physical needs of the students are met for an indoor activity space.
 - Unanimously approved to turn the CSS Gym space over to the Consulate for this purpose.

Additional Action Items

- NSTR