

MINUTES

CSA Board Meeting

Date | time March 21, 2023 | 12:00 | *Meeting called to order by* Alicia Pegues, Chair

In Attendance

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| Alicia Pegues, Chair | Alexis Sather, Outgoing Treasurer |
| Susan Brown, Vice Chair | Elliot Carmean, Outgoing Board Member |
| Caleb Compton, Treasurer | Alison Koler, Outgoing Board Member |
| Brian Goff, Secretary | Katie Orme, Outgoing Board Member |
| Jona Piol, At-Large | Andreas Grau, Auditor |
| Stacey Spurgeon, At-Large | Lesley Rupp, Accounting & Office Assistant |
| Amy Cox, Management Officer | Ben Robinette, S/GSO |
| Raquel Diaz Dominguez, CLO Coordinator | Svetlana Flewelling, GSO |
| Louise Burnette, General Manager | Andrew Boxx, FAC |
| Lauren Ardell, CSA Financial Director | Matthew Fox-Moles, RSO |

Determining 2023-2024 Officer Positions

- The 2023-2024 Board Members agreed to the following individuals serving in the following roles:
 - Chair: Alicia Pegues
 - Vice Chair: Susan Brown
 - Treasurer: Caleb Compton
 - Secretary: Brian Goff
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Approval of Minutes

- February 16, 2023 meeting minutes were approved.
 - February 28, 2023 meeting minutes were approved.
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Attendee Reports

CLO

- Will be submitting reimbursements for their budget quarterly. Next big event is Cinco de Mayo; also exploring a community yard sale on May 6 pending various approvals.

FAC

- NSTR.

GSO

- NSTR.

RSO

- NSTR.

MGT

- NSTR.

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. GM has reached out to MGT for support.
- Marine Corps Ball 2023
 - Contract is signed, walk-thru with MSGT was March 17, 2023 and focused on security.
- New General Manager Search Process
 - Two local-hire applications have been received. Position has been advertised on an EFM employment webinar, in the Heute, posted to Facebook and in an CLO email to EFMs on March 10. Additional marketing will provide more insights to the position.
- Cable/Shuttle
 - NSTR.
- Fitness
 - NSTR.
- Shuttle
 - New van has been purchased and paperwork has been delivered to Marion Slack for registration.
- CSS
 - CSS Director has had a positive start and influence in the school.
 - Spring Camp registration is open to the entire community; 29 children are currently enrolled with a maximum capacity of 44.
 - Enrollment for 2023-2024 is now open to the entire community.
 - Summer Camp enrollment begins early April.
- Field House
 - Quick Shop
 - NSTR
 - Wunderbar
 - NSTR.
 - Valerio's
 - NSTR.
- Consulate
 - FirstCommand, Chelsea's, Mr. Clean, Heinrich: NSTR
 - TDY Quarters: Deep cleaning and resetting each room to prepare for re-opening in late April 2023. Rooms 401 and 402 are nearly ready for a final walk-thru.

- o Shoppette: New location is working out wonderfully. New souvenirs are being ordered this week with an expected arrival date of early/mid-April.

Audit Report

- Prof. Andreas Grau presented that the audit was conducted using Generally Accepted Auditing Standards (GAAS), reviewing that CSA follows Generally Accepted Accounting Principles (GAAP) and checking CSA's internal controls.
- Audit employees from his firm also oversaw the year-end inventory process for the QuickShop and Wunderbar.
- In compiling his report, Commissary & Recreations Affairs (CR) procedures were followed.
- Throughout the reviews, nothing came to their attention that caused them concern. Therefore, an unqualified audit opinion is issued. There were no material weaknesses and for the size of CSA's operations our controls are good.

Financial Report

- Fiscal Year (FY) 2022 ended with about \$58,000 in net income. CR has ratios that they run to measure the sustainability of association operations; CSA meets or exceeds all ratios. The Capital Improvement Plan determines what will be done with the net income to reinvest in association operations and improvements for the community.
 - o In reviewing the Profit and Loss (P&L by Class, CSA will need to provide a plan to CR for areas of operation that were not profitable at year end.
 - Marine Corps Ball: all direct event-related expenses were covered; as all lines of business must also cover their share of admin overhead, this will need to be built into the 2023 Marine Corps Ball ticket price.
 - Shuttle: Shuttle prices have increased and we are seeking additional riders for the Metropolitan School of Frankfurt shuttle.
 - QuickShop: In 2022, prices on goods purchased rose so quickly that CSA could not raise prices quickly enough to offset losses. The markup policy has been revised to ensure profitability so we can continue to offer this service. A review of products offered is being conducted to ensure each item is able to be marked up appropriately to contribute to the lines of business instead of detracting from it.
 - Shoppette: The new location is already providing substantive growth in revenues. CSA management must continue to monitor prices and profitability of individual items (as with the QuickShop) to ensure success.
 - TDY Quarters: By booking individuals into the TDY quarters starting spring 2023, we will generate the necessary revenue to offset setup expenses incurred.
- The February 2023 financial statements show CSA in a net loss position at this time; much of this is due to timing of reporting.
 - o Concessionaires: one vendor's annual payment has not yet been received. Another vendor's rent increased in March 2023, so that is not part of the finances as of this report.
 - o Fitness Center: Marines pay quarterly, so that revenue will be realized initially in March 2023.

- o Job Tickets: The majority of CSA's income from job tickets is in June (for newly-arrived employees) and November (for tickets for the following year).
- o Shoppette: February incurred expenses to setup the new location. Provided each month continues at current revenue levels, the Shoppette will operate with positive net income.

Employment Committee

- Lead will be Susan Brown.

CSS Committee

- Leads will be Jona Piol. Stacey Spurgeon will support.

Capital Improvement Plan Committee

- Lead will be Brian Goff. As Treasurer, Caleb Compton will provide support.

Consulate Committee

- Lead will be Alicia Pegues.

Siedlung Committee

- Lead will be Raul Robles.

Pending Business

Dodge Grand Caravan F-9045

- Van was advertised to the community for donation to a charity. No submissions were received. The board voted to approve turning the van over to Joe Owusu as a donation for charity work in Ghana. Mr. Owusu now assumes all responsibility and liability for the vehicle.

Additional Action Items

Monthly Board Cash Counts and Spot Checks

- Alicia Pegues will work with Caleb Compton to determine a schedule for the monthly board cash counts. During these, a board member will count the petty cash at the CSA Admin Office, conduct an inventory spot-check at the QuickShop, and perform an inspection of Valerio's Kitchen. All paperwork is then submitted by the Accounting & Office Assistant to the board and CSA management for record-keeping.