

# MINUTES

## CSA Board Meeting

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*Date | time* May 16, 2023 | 12:00 | *Meeting called to order by* Alicia Pegues, Chair

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### In Attendance

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Alicia Pegues, Chair

Susan Brown, Vice Chair

Brian Goff, Secretary

Jona Piol, At-Large

Raul Robles, At-Large

Stacey Spurgeon, At-Large

Amy Cox, Management Officer

Louise Burnette, General Manager

Lauren Ardell, CSA Financial Director

Ben Robinette, GSO

Andrew Boxx, FAC

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### Approval of Minutes

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- April 18, 2023 meeting minutes were approved.

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### Vote of CSA GM contract

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

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### Reports

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#### CLO

- Not Present

#### FAC

- Discussion regarding status of CSA facilities and funding for maintenance and repairs.
- Bird spikes installed at and smoking signs ordered for the Fieldhouse.
- To follow-up regarding painting of school.

#### GSO

- Meeting regarding Consular Atrium Kiosk; lawyer is giving guidance on GSO's next steps.
- Assisting with hotel relationship for the Marine Corps Ball.
- Consulate-labeled wine procurement discussion; details to be provided at next meeting.

#### RSO

- Not present.

#### MGT

- NSTR

#### General Manager Report

- GM is on vacation May 30 – June 2; Joe Owusu and Lauren Ardell will team as Acting.
- July 4: CSA is responsible for the bar, providing decorations and handling the fireworks. Have emailed MAS to see if they can sponsor the fireworks

- Fitness: Minor equipment upgrades – bumper weight stands, battle rope, mini deadlift jack, and Bosu balls. Seated leg press is slated to ship this month. Need to replace leg extension machine as it is broken; requested a quote from Life Fitness last week
- Cable: Time of year for new arrival sign ups.
- Shuttle: PCS: We do offer a PCS shuttle TO the airport; rates are on the website. MSF: Contracts have been sent to families for fall 2023.
- CSS: Successfully held CPR training April 29. Summer camp enrollments are rolling in. We have space for full-day enrollments in all ages in the later part of Summer. 2023-2024 registrations continue to arrive as well. Plenty of space is available in the Bus Pickup, Busy Bee's, and 3's classes.
- Fieldhouse: Giant bounce house only available with Fieldhouse rental; too large/heavy to move around Siedlung.
- CASA Building: FirstCommand is physically closing up all German offices by September; their contract termination with CSA is effective May 31, 2023.
- New souvenirs will be in the Shoppette soon, including challenge coins.

#### Financial Report

- April was a positive month around \$7,500 of ordinary net income.
- Spring Camp was a big success. Small decrease in retail sales and salaries were lower due to holidays.
- Compared to 2022, April was up in most areas.
- New job ticket options available may hurt 2024 ticket sales.
- Salaries have increased around \$20,000 vs the same point-in-time for 2022. The board and managers need to keep a close eye on payroll. Treasurer receives monthly payroll documents for review.
- Overall, the CSA is in a good position.

#### Employment Committee

- Voted on GM contract earlier in meeting.

#### CSS Committee

- Committee met with key players and discussed:
  - What improvements can be done.
  - What the committee can do.
- Nursery area could use a tour to plan future improvements.

#### Capital Improvement Plan Committee

- Working on getting key players to meet with goals of:
  - Validating existing plan.
  - Re-prioritizing for current situation.
- Discussed school deck awning could be added and new gym equipment.

#### 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

- NSTR.

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### Pending Business

#### Re-Open TDY Quarters

- Discussed during Consulate Committee.
- Status of cleanliness
- Status of setup

- Creating a “visitor’s guide” webpage (QR Code).

#### CSA Local Bank Account update

- GSO has still not heard back from his contact. Lauren is looking into another bank as well. We will seek legal opinions for next steps. Outreach to other EUR GSOs/EAs.

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### New Business

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#### Inventory Checks

- Schedules pushed out for inventory checks and cash counts.

#### Valerio’s

- Kitchen check went well, and his contract renewal is coming up.
- Marine Corps Ball 2023 - MSgt Flores turnover to SSgt Tumalak
  - Finalizing costs; due to set ticket price by end of May so we can sell tables (sets of 10 tickets) in June 2023.

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### Additional Action Items

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- NSTR