

MINUTES

CSA Board Meeting

Date | time October 17, 2023 | 12:00 | *Meeting called to order by* Susan Brown, Vice Chair

In Attendance

	Amy Cox, Management Officer	
Susan Brown, Vice Chair		Mandie Featherstone, Talent Management
Brian Goff, Secretary		Joe D'Agostino, GSO
Stacey Spurgeon, At-Large		Louise Burnette, General Manager
Andrew Boxx, Facilities		Lauren Ardell, Outgoing Finance Director
Raquel Diaz Dominguez, CLO Coordinator		Jona Piol, At-Large
Carla Deo, Incoming Finance Director	Chelsea Brookes, CSA Concessionaire	
Kent Miller, RSO		

Approval of Minutes

- September 19, 2023 meeting minutes were unanimously approved.
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Reports

General Manager Report

Becher 19

- Admin items
 - Working on recommended license agreement updates.
 - Carla Deo started as Finance Director earlier this month.
 - Four applicants for GM, scheduling interviews now.
- Fitness: Dance Studio renovations occurring this week and next.
- Cable:
 - Joe has ordered new equipment to test its usability on our system.
 - Notification of planned outage from Vodafone on Oct. 31, 2023.
- Shuttle: NSTR
- CSS: Kelly is back from her wedding and continues to monitor the staff:student ratios.

Fieldhouse

- Events: Oktoberfest was amazing! CSA staff handled the event beautifully, and we appreciate the huge show of support from Facilities, GSO and CLO for event setup/break down. We also immensely thank all of our amazing volunteers for the event; the community came together for a wonderful celebration.
- Wunderbar: The keg cooler needs to be replaced by spring at the latest.
- QS, Rentals: NSTR
- Valerio's:
 - Prancee Burton is selling food most of the nights that the Wunderbar is open while Valerio is on vacation.
 - Replacement of the hood system is scheduled for the end of October.

Consulate

- CASA Building
 - Mr. Clean, Heinrich, Massage: NSTR
 - TDY Quarters: Continuing marketing efforts to grow business.
 - Chelsea: Posed a question regarding her contract and use of CASA Room 103. Working on a contract addendum to resolve concerns.
- Shoppette: Consulate-labeled wine should arrive in a couple of weeks.

CLO

1. There's an acknowledgment and appreciation for the support from CSA.
2. Upcoming events include:
 - Pottery trip from Friday to Sunday.
 - A visit from the director of undergraduate admission for the University of Virginia on Monday.
 - Teen trivia night on Tuesday, October 24, with pizza available.
 - A presentation with a regional psychiatrist, on Wednesday, October 25.
 - A book reading about English grammar on Friday, October 27, with free pizza as an incentive.
 - Trick or treat event at the consulate on Sunday, October 29, where candy donations are sought and volunteers are needed.
3. The consulate has used CSA funds for some of these events, particularly for purchasing candies. They've bought some candies but may need to buy more based on donations received.
4. The emphasis is on the need for more volunteers and donations for the upcoming events, especially the trick or treat event.
5. The trick or treat event is expected to have hundreds of kids in attendance, so there's a strong call for support.

FAC

- The hood system in the fieldhouse is undergoing extensive servicing, with the replacement of the entire system, nozzle heads, piping, and relocation.

GSO

- Management notice is going out explaining job tickets and their benefits compared to the D-ticket. There's a possibility of a price increase on the D-Ticket in 2024, and it has restrictions related to guests.
- Concerns about Valerio's truck occupying multiple parking spaces during his vacation, starting October 18th. There's a need to contact him to move his truck to free up spaces.
- The CSA concessions agreement for the CARE A/SIV program has been submitted and is under review. A tentative timeline suggests the program might start in November, but this is not confirmed.
- There's a decision to be made regarding the signatory for the CSA. Considering the change in general managers, the recommendation is to list the signatory as Alicia.

RSO

- NSTR

MGT

- NSTR

Financial Report

- September saw a loss of \$5,300. Lines of business that are negative but are expected to turn around are the Marine Corps Ball (paid the invoice to the Westin, but not all revenues were received in September), Job Tickets (the majority of income is in November and December), Retail (Oktoberfest expenses were paid in September, but the revenues are in October), and Shuttle.
- TDY is expected to end in a loss position this year due to start up costs and being open for just half the year.

- The school director is working on the staff:student ratios to ensure financial and operational success.
- In December, CSA will fund our severance and TDY asset reserves.
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Talent Care

- Updates on various events and initiatives, including Pickleball, Tennis nets, Bingo, and more.
- Discussion on upcoming fundraisers and events, like the Chili Cook-Off and a "Nailed It Challenge" inspired by the TV show.

CSS Committee

- NSTR

Capital Improvement Plan Committee

- Proposed vote for new Keg fridge – Sent via email and unanimously approved for up to 10.000€ via email.
- Discussed the re organization of priorities and what has and has not been approved.

Consulate Committee

- NSTR

Siedlung Committee

- Valerio's contract lasts until September 30th, 2024.

Employment Committee

- NSTR.

Pending Business

2. Bank Account Updates:

- CSA is waiting on an update regarding their local bank account based on CSA Berlin's appeal.
- Community Bank is transitioning from Bank of America to maybe Federal Credit Union.
 - Concerns about whether Community Bank will still be considered a local account.

3. Marine Corps Ball:

- 192 tickets have been sold out of a break-even point of 200.
- Potential for additional ticket sales, with a total of 212 tickets accounted for.

4. Fitness Center Equipment Donation:

- A potential donation of equipment valued at 553€ from Region 7 to CSA.
- Working on a Memorandum of Understanding (MOU) for the donation.

5. Elections for 2024-2025 Board:

- Four board seats are available.
- A request for board members to share a spotlight about themselves for marketing purposes.

6. Job Ticket Sales for 2024:

- The marketing is in progress.
- Potential price increase for the "Deutschland ticket."

Additional Action Items

- NSTR