

# MINUTES

## CSA Board Meeting

*Date / time* April 16, 2024 | 12:00 | *Meeting called to order by* Alan Amisano, Chair

### In Attendance

Trena Bolden Fields, General Manager	Alan Amisano, Chair (2024/25)
Carla Deo, Finance Director	Andrew Boxx, FAC
Deborah Ng, At Large	Ryan McMillan, RSO
Raquel Diaz Dominguez, CLO	Brian Goff, Vice Chair (2024/25)
Anthon Petty, At Large (2024/25)	Tyler Hendricks, Treasurer (2024/25)
Kelly Ku, Secretary (2024/25)	

### Approval of Minutes

- March 2024 minutes approved.
- January minutes to be amended, GM section add to, Brian will send out for an E-vote.

### Reports

#### General Manager Report:

##### Becher 19

- Admin: Working on items for CR and our insurance to be submitted; CR submitted by May; Insurance to be submitted by June 2<sup>nd</sup>. April 1<sup>st</sup> report submitted- CR wants new CLO numbers, CLO double checking.
- Fitness: NSTR
- Cable: PCS season is here. Busy with people moving.
- Shuttle: Services current family is PCSing. Discussed possible ways of promoting to keep shuttle service going. Can promote in welcome guide or in Heute, but service is limited to what MSF.
- CSA Volkswagen: NSTR
- CSS: Spring camp is closed. Summer camp almost to enrollment goal.

##### Fieldhouse

- Events: May event, - We are firming our May calendar and will share that via email within the next week or two. We are focusing on one event per month, as events are done generally done by CLO.
- Bar: Thursdays are going very well. Will keep those going. Tuesdays are up and down. We keeping watch on numbers for Tuesdays. Need potentially more bartenders for more days open.
- QuickShop: PCS season. Onboarding new employees. Saying goodbye to others.
- Rentals: With Spring, rentals have picked up. When it rains bounce houses are left out are to dry.
- Quickshop/Bar/Shoppette: Inventory has been updated.
- Valerios: Out for May. There was a long discussion about Valerio. The board met with him and requested he send a list of items he would like to see from CSA, which are at the bottom. The board will be sending back our response to his requests. Issues are about current rent prices, delivery, hiring someone to help, Fieldhouse being cleaned.
  - Cleaning of the grease trap is happening every six months or so with help from facilities and Valerio's is being charged.
  - Hours not being consistent was discussed and there needs to be notification if not coming. We are always under the assumption that he will be there at his hours.
  - Delivery can happen within the Siedlung, not outside and not for personal business.
  - Raquel did bring up issues with health and safety regulations. There are sanitization safety issues and that people were very disappointed after a CLO Cinco de Mayo event. She also stated that if CLO hosts events she needs to ensure there is food and often times has to purchase pizza.

- Valerio had a concern with bringing his car into the Siedlung. Ryan with RSO, stated this should not be an issue as he has a badge and maybe just a misunderstanding. Ryan offered to go to the Fieldhouse tonight and check his badge and discuss with him, as we were unsure if he meant just to the parking area or closer to the fieldhouse.
- Consulate
- Shoppette: NSTR
- CASA Building
  - Amber's Massage Therapy is back.
  - Mr Clean: NSTR
  - Heinrich: NSTR
  - Salon: Master barber had an interview yesterday. Showed him the space. DS boxes are still in there. Spoke with RSO to get those boxes moved out of the space so that the spaces can be rented.
  - CASA Kitchen: The boxes are moved out of the kitchen and the space is getting cleaned. Possibility of working with a new vendor to serve food with TDY, still in discussions. Possibly use the same to host events for departments in the consulate.

#### CLO

- Graduates' celebration will be hosted at the CG's house. This will reduce cost of event.
- April 28<sup>th</sup> is the community yard sale and CSS PTA will be selling items.
- Farwell Ice cream event will be June 7<sup>th</sup>.
- Back to School/Welcome event will be August 23<sup>rd</sup>.
- July 3<sup>rd</sup> independence event is set. Emails to facilities and CSA for assistance will be forthcoming.

#### FAC

- Andrew Boxx- NSTR

#### GSO

- NSTR/Not present

#### RSO

- RSO/DS did move boxes that are in the CASA building, but has not removed them all. They have about 70 boxes left. Spoke with DS about what they need and what to do with them. Board asked for these boxes to be moved to different storage.

#### MGT

- Not present.

#### Financial Report

- Carla gave metrics to the board that the CR looks at. All board members were very appreciative and liked the information.
- Carla highlighted information for the board.
- Spoke about the job ticket. Discussed if it is worth keeping if it is costing us money. Will look into this more.
- Only consideration/recommendation is to do a float verification every day.

#### Pending Business

- Commerz: Berlin was able to get their account fixed. They would prefer for Frankfurt not to work to reopen as they may lose their account. Discussed the fees associated with not having a Commerz account and options of setting up under Berlin. We can request coordination via MGT.
- Marine Corps Ball 2024: Waiting on Sheraton to update contract. Scheduling a meeting with security team.
- CARE Program in Consular: Going great, Had 180 people. Looking at about 190 tomorrow. Overall going well.
  - Ad hoc board when needed employment/elections committee

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#### Pending Business

- Marine Corps Ball –Fundraising, location and committee.

- Tyler make schedule for internal audit.
- Trena send job descriptions and current contracts.
- Valerios

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### Additional Action Items

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- NSTR

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### Valerio Requests

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- We demand a rent adjustment/rent reduction to the original. **Need to look at metrics and see what we can do.** Please note that I am responsible for paying private health insurance, German tax rates and social security contributions. Added to this are the price increases of goods due to inflation. In addition, my wife and I are responsible for running the restaurant, as our son's security clearance was withdrawn after 15 years of trustworthy work.
- We ask for the delivery service option of several suppliers outside the settlement, including the consulate, as this would boost our sales, especially at lunchtime. A supplier who only delivers to the Siedlung would also enter the building when collecting the food. Delivery outside the Siedlung should therefore be possible. **You can deliver to the Siedlung community. No outside vendors will be allowed into the Fieldhouse.**
- We are looking for a temporary employee who can also be from the Siedlung. **The CSA can assist with finding a temporary employee from the community. If the employee is from outside the community, normal security procedures must be fulfilled.**
- We would like to hire a trusted person with me as an escort to clean the kitchen once a week to ensure the HACCP standards. **Trena, what is Mr. Clean contracted to do? Would he be interested?**
- Toilette tank system (Grease Trap) costs to be paid by the CSA or GSO as the fieldhouse is a public building for the whole Siedlung Community. There for why we are obliged to pay for that service. **Trena, how much is this per month? Is it only the grease traps? Is it also for the toilets?**
- Resumption of internal posting on the following internal websites such as CLO, Today, Community Facebook page for new dishes or upcoming events. Due to access blocking on our part. This was done several sears ago by the CSA management. **The CSA can assist with postings in the Heute, CSA Website, and the CSA Facebook pate.**
- Rent reduction for fixed periods of the year due to vacation etc.. Due to lack of income due to unavailable replacement staff. Early agreement is possible. **No rent reduction.**
- Use of the kitchen by outside vendors is not permitted. No sale of food from other suppliers during our opening hours. **No vendors allowed to sell food inside the Fieldhouse during open hours.**
- In the event of unforeseeable situations due to illness etc., it is not possible to report the non-opening of the restaurant within 24 hours in advance. This cannot be requested. **Ok.**
- We ask for the possibility to order food in the commissary. As we are subject to German tax law for purchases. If this is possible that would help us a lot. **This is not possible.**
- Request for more storage options due to the lack of storage space in the kitchen. The anteroom of the toilets was provisionally used as a storage area; we can continue to use this with the request for a barrier. **Yes, that area can be used for your storage.**
- We ask for another industrial usable refrigerator as ours in the kitchen is out of order since 3 years.
- Request for car access when unloading purchases. This was possible a few years ago but we were then refused. CSA and beverage suppliers continue to use this access option. **Why not us? We pull the purchases from the public street via pushcart to the fieldhouse. Trena, can you ask why they can't do this. As far as I'm concerned, he has a Consulate badge, so he should be able to drive in. Is that not true?**
- We ask for regular consultation with Board members. These dates can be fixed in advance. **Yes, this is not a problem.**
- If the demands are agreed, we request three months from 26th May 2024 to implement the adjustments.

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### General Managers Talking Points

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- Admin items
  - Working on items for CR and our insurance for May 1/June 2nd
  - Monitoring staff time as we notice each of us is regularly working longer than expected.
  - Have a space issue for the size of our team.
- Fitness:
  - NSTR
- Cable:
  - We are entering summer PCS season – we have had cancellations and new arrivals signing up.
- Shuttle:
  - Students are PCSing and no new families yet – we can promote the shuttle service for MSF.
- CSA Volkswagen: NSTR
- CSS: The school closed registration for Spring and opened registration for summer camps and enrollments are coming in.

#### Fieldhouse

- Events:
  - We are firming our May calendar and will share that via email within the next week or two.
- Bar:
  - Thursdays are going well.
- QuickShop: With PCS season we are having a change in Cashiers.
- Rentals: Our picking up for the spring and summer months.
- Valerios: Planning a three-week vacation in May. Marketing about the closure dates will be in place. Valerio is also planning to not return after his vacation. We will further discuss the most recent information under new business.

#### Consulate

- Shoppette: Inventory was completed last week, and we are now restocking our shelves.
- CASA Building
  - Amber's Massage Therapy – is back.
  - Mr. Clean NSTR
  - Heinrich - NSTR
  - Salon: Our potential concessionaire had his interview with RSO yesterday.
  - We are waiting for DS to remove their items out of the Salon and rooms 107 and 101. They have moved their items out of the CASA kitchen.
  - TDY Apartments: Five rooms are currently occupied. Our TDY Apartments have had guests for the last few months and will be having guests come and go based on the contract with the construction crew.

#### Pending Business

- Commerz: CSA Berlin is grandfathered in. Commerz is tightening up this for any future accounts. Other EAs in are not able to open local bank accounts because they are US-based organizations.
- Marine Corps Ball 2024: Waiting for an updated contract that includes the food cost from Sheraton. They would like to schedule a meeting with our security team. I emailed RSO to schedule that meeting.
- Consular CARE Program: Is going well.

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### Virtual Vote Results

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April, 23<sup>rd</sup>, 2024 - Do we accept Valerio's resignation and termination of his contract?

- 1) Yes, I accept Valerios's resignation and termination of his contract.
- 2) No, I do not accept Valerio's resignation and termination of his contract.

Result – 7 for Yes.

April 25<sup>th</sup>, 2024 - Do we want to allow payment to the Sheraton for hosting the Marine Ball?

- 1) Yes.
- 2) No.

Result – 5 for Yes. 2 did not vote.