

# MINUTES

## CSA Board Meeting

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*Date / time* February 27, 2024 | 12:00 | *Meeting called to order by* Alicia Pegues, Chair

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### In Attendance

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Alicia Pegues, Chair (2023/24)	Trena Bolden fields, General Manager
Susan Brown, Vice Chair (2023/24)	Stacey Spurgeon, At Large (2023/25)
Jona Piol, At Large (2023/24)	Karla Day, Finance Director
Caleb Compton, Treasurer (2023/24)	Andrew Boxx, FAC
Ryan McMillian, RSO	Deborah Ng, At Large
Mandie Featherstone, Talent Care	Alan Amisano, Chair (2024/25)
Raquel Diaz Dominguez, CLO	Brian Goff, Secretary (2023/24)/ Vice Chair (2024/25)
Anthon Petty, At Large (2024/25)	Tyler Hendricks, Treasurer (2024/25)
Kelly Ku, Secretary (2024/25)	

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### Approval of Minutes

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- January 2024 minutes approved.
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### Reports

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Introductions: Introduction of old board, new board, and attendees.

Accounting policy: Discussed and tabling accounting policy and procedure manual by outgoing board.

Becher 19

Welcome new board members! We are requesting previous board attendance at our March 2023 meeting as the auditor will be there for his report and to tie our knowledge together in support of CSA financials. For new board members, our team would like to invite you to come and tour our spaces with us. I will email out a link for the majority to select a day and time that works best for you.

- Admin items
  - Hired Anna Sexton for the Retail Purchaser position. She started on Thursday. She will also be the lead on CSA events.
  - We are drafting an update to the employee handbook for the employees to review and for board approval.
  - The school opened registration for Spring as well as our upcoming Camps. We are continuing to market our openings for the school.
  - We have a date from CLO for our July 4<sup>th</sup> event, July 3<sup>rd</sup>, and will coordinate with them to help them pull off a great event.
  - Our staff has set a date for Oktobefest which will be October 19<sup>th</sup>. I sent this MGT shared this date with CLO.
  - Joe is on vacation February 12 thru April 17<sup>th</sup> – Rob is taking care of our service needs and other staff members are prepared to back up Rob if needed.

- Fitness:
  - Contractors were at the consulate this month to fix equipment in the Consulate gym.
  - We are working with our vendor to continue to help maintain the cleanliness of the Becher 19 gym.
- Cable:
  - We had a huge outage this month. It was a Vodafone issue. Vodafone sent out their local engineering company who then sent out their lead engineer to check our issues on the Siedlung. They sent the technician without notice, yet we were glad to receive him! The lead engineer conducted an extensive review of our infrastructure and their service to our community. He found that our infrastructure is sound and working as it should. He replaced two amplifiers to improve service for a section of the Siedlung.
  - We have a notification process (email and website notices) that we will improve and continue to implement from our team.
- Shuttle:
  - Our two students who are currently taking the shuttle will PCS this summer. We will update the board on shuttle needs from the community.
- CSA Volkswagen: The Volkswagen has finally been transferred to Volkswagen for repair! They will begin repairs for the vehicle.
- CSS: Marketing efforts with the PTA continue. Enrollment information for spring camp, summer camp and the 2024-2025 school year have been released. We are marketing our open enrollment to FB, in the Heute on the TVs and at CLO Newcomer briefings.

#### Fieldhouse

- Events:
  - We have a co-sponsored event with CLO on Thursday, February 29<sup>th</sup> in honor of BHM and leap year and invite every board member to join us for the night. The Wonderbar and Valerios will be open.
- Bar:
  - Reminder that we have a new wine in the bar – a cabernet blend by Baron Philippe de Rothschild.
  - We have decided to open the bar on Thursdays beginning the second week in March. Both the bar and Valerios will also feature a Happy Hour Menu starting at 5 pm on Thursdays.
  - We also have a band who has inquired about playing on a Thursday in April. Right now, we are looking at April 18<sup>th</sup>. I will confirm the date with the board in March.
- QuickShop: Met with Ryan Miller with RSO and we received language that we can use in our contracts for our Cashiers moving forward which parents will also have to sign saying that they know that our establishments carry wine and beer.
- Rentals: They are starting to pick -up due to the weather being nice.
- Valerios: Valerio and Grace are planning a three-week vacation in May. Hood replacement took place on the last three days in January; Marketing about the closure dates will be in place.

#### Consulate

- Shoppette: NSTR
- CASA Building
  - Amber's Massage Therapy, Mr. Clean: Amber Contract has been signed starting March 1. For Mr. Clean contract has been signed starting March 1.
  - Heinrich - NSTR
  - Salon: We have a new potential vendor who is a Master International Barber with the ability to offer styling for women, Dominic Okolie. We have submitted his clearance paperwork to RSO.

- CASA- We have shown our CASA spaces to potential concessionaires. I will update the board should we begin the process of clearance and contract negotiations.
- We are also waiting for DS to remove their items out of the CASA kitchen as we have potential concessionaires interested in renting that space.
- TDY Apartments: Our TDY Apartments are set to be full through July starting in March/April. Plan is to have one TDY Room on the first floor. This space would help us serve guests who may have trouble climbing four flights of stairs and help us accommodate a large group wanting to book as many rooms as we have later this month. I will connect with our Management Officer regarding this.

#### Pending Business

- Commerz: Awaiting the status of CSA Berlin's appeal.
- Marine Corps Ball 2024: Met with GySgt; We have landed on Nov 2, 2024, as the date for the ball. GySgt has selected a proposal, and we are now in talks with the Sherton to hold the Marine ball there. Trena will coordinate a site visit for the week of March 4 or 11 for us to review the space.
- Consular CARE Program: Ten runs of the program have been held. We are staffing the Kiosk weekly. GSO has asked that we increase our staff to three people for CARE. We have noted various changes in operating.

#### CLO

- Trivia night (last CLO event for a while).
- Educational Officer holding events.

#### FAC

- Electrical issues at gym and playground at fieldhouse.
  - Will impact summer operations.

#### GSO

- Updated TDY Quarters cable; there was a change in OBO policy that was not communicated to Post. Joe D'Agostino is handling it.
- Working with Trena to get new tenants & updated contracts at CASA.

#### RSO

- Siedlung drill 28 February 2024

#### MGT

- Not Present.

#### Financial Report

- Going through an audit still, delaying financial reports.
  - loss through school, but loss slowed.
  - Marketing school more to increase profit.
  - There are financial reserves.

#### CSS Committee

- NSTR

#### Capital Improvement Plan Committee

- NSTR

#### Consulate Committee

- NSTR

Siedlung Committee

- NSTR

Employment Committee

- NSTR

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Pending Business

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- Marine Corps Ball – Site survey to go the first week in March.
  - CSA board – positions voted on and set.
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Additional Action Items

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- NSTR