

# MINUTES

## CSA Board Meeting

*Date | time* May 21, 2024 | 12:00 | *Meeting called to order by* Brian Goff, Co-Chair

### In Attendance

Trena Bolden Fields, General Manager	Amy Cox, MGT
Carla Deo, Finance Director	Andrew Boxx, FAC
Deborah Ng, At Large	Ryan McMillan, RSO
Raquel Diaz Dominguez, CLO	Brian Goff, Vice Chair (2024/25)
Tyler Hendricks, Treasurer (2024/25)	Kelly Ku, Secretary (2024/25)
James (Jim) Aldridge, Community member	Caroline Harvey, GSO

### Approval of Minutes

- April 2024 minutes approved.

### Reports

#### General Manager Report:

TDY agreement CR needs to respond.

#### Becher 19

- Admin: Insurance needs to be finalized by 5/31.
- Fitness: Looking into a new cleaning schedule, floor is not getting cleaned as often as it needs.
- Cable: Summer PCS season, cancellation and new arrivals to setup, Suzie, Joe and Rob are working hard and doing amazing.
- Shuttle: NSTR
- CSA Volkswagen: Still in repair-No update, do not know when it will be fixed. Have full coverage looking into a rental with AC.
- CSS: Summer camp registration looks good. Fall registration, still looking for more enrollments.

#### Fieldhouse

- Events: Juneteenth might not be exactly what was planned, looking at co-coordinating, potential cook-off. Looking to coordinate with nights the bar is open. RSO stated that vendors do not need to be escorted the whole time they are at the fieldhouse, just on and off the grounds.
- Bar: Thursdays are going well. Looking at hiring new bartenders and cashiers.
- QuickShop: Inventory was completed.
- Rentals: Bounce house rentals are going well. Will not rent them in the rain. Looking at purchasing a second big one. Will defer to capital campaign committee.
- Kitchen: FAC is cleaning the kitchen - might take more time than first thought. Walked through with POSHA some equipment was damaged.
- Consulate
- Shoppette: NSTR
- CASA Building
  - Amber's Massage Therapy: Amber has requested a parking pass to bring water in.
  - Heinrich: NSTR
  - Salon: Master Barber met with RSO waiting to finalize.
  - CASA Kitchen: Mr. Clean has deep cleaned the kitchen.
  - TDY Housing: Housing may not be far enough back from the road per the OIG meeting. RSO is looking into solutions. Possibly looking into a waiver.
  - CARE: Program has less applicants than expected. Currently two staff members is sufficient for this.

## CLO

- Two events in next 6 weeks.
- Farwell Ice cream event will be June 7<sup>th</sup>. Marines will be grilling.
- Back to School/Welcome event will be August 23<sup>rd</sup>.
- July 3<sup>rd</sup> independence event is set, 5-8 vendors, still confirming some of the vendors.

## FAC

- NSTR

## GSO

- NSTR/Not present

## RSO

- Reported on the OIG findings of the buildings not being in compliance with security compliance. May have to vacate rooms that are within the 65 feet range. Waivers are difficult to get, but looking into options. Amex will not be impacted, being too close to the road and potential outcomes and that they will be looking into options.

## MGT

- NSTR

## Financial Report

- Carla gave update on first quarter data. Currently profitable primarily from TDY, which they will be here through summer.
- Cable, fitness, shuttle steady.
- QuickShop did have a decrease.
- Shoppette has had an increase.
- School had a decrease due to the younger age group.
- Month to month though everything has increased, expenses have decreased.
- Net income increase from TDY income.

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## Pending Business

Marine Corps Ball –Contract is signed. RSO meeting in June/July for walk through. Payment due June 1<sup>st</sup>, Tyler is working on.

-Tyler will make s schedule for internal audit. Have audit sheet, and board members will sign up.

-Trena to send job descriptions and current contracts- is working on.

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## Additional Action Items

Fee for Field House vendors- RSO stated they did not need to be escorted the whole time, so no fee needed.

-RFP finalizing and Brian will send to Trena as Alan is out.

-Bounce House-Looking at purchasing a new one. Need to double check on insurance with CR.

-Marine Ball-Good, see notes above.

-Juneteenth- Rethinking, potentially doing on Thursday to utilize staff and time better.

-Updates for subcommittees- need to pick committees and sign up for them

-Trena has been asked to attend step level 2 training in Norway. Asked to get us the information to vote on.

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## General Managers Talking Points

### Becher 19

- Admin items
  - MGT and Board Chair signed Licensee and TDY agreement. We are waiting on final signature from CR

- Working on items for our insurance for May 31
- Fitness:
  - Will be getting a quote from a cleaning company regarding the gym and the floors
- Cable:
  - We are in summer PCS season – we have had cancellations and new arrivals signing up.
- Shuttle:
  - NSTR
- CSA Volkswagen: Still being repaired with no expected date of delivery as they have told our team they do not know when the repairs will be complete.
- Ford: Has no AC and have been told it is not worth repairing. We will need a new 15-passenger van. This is on our capital campaign list. I have also been updating it based on items we have already purchased within the last two years. I will forward the updated copy to the capital campaign committee tomorrow.
- CSS: Summer camp registrations is looking good for this time – provide numbers
- Fall registration is at

#### Fieldhouse

- Events:
  - We are firming our June calendar and will share that via email within the next week.
- 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.
- Fieldhouse Kitchen: I need a final word that the board is in support of the RFP. \_ Discussion on school lunch.

#### Consulate

- Shoppette: NSTR
- CASA Building
  - Amber's Massage Therapy – Needs a Parking pass for weekly unloading
  - Mr. Clean NSTR
  - Heinrich - NSTR
  - Salon: Our potential concessionaire had his interview with RSO and needs to provide additional details. He is traveling now and told RSO he will update them on what they are requesting when he is back in town.
  - 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: RSO will be by to check on our inset in the CASA building our first floor salon, kitchen, all rooms in addition to our 4<sup>th</sup> floor rooms on that side will be impacted. IF they find we are okay in that space, we will need to look at replacing furniture very soon. And will want do a bathroom remodel for the other bathrooms once our approval is complete.

#### Pending Business

- Marine Corps Ball 2024: Contract is signed. RSO is looking to have a meeting in June or July. We will submit payment by June 1.
- Consular CARE Program: Going well. Applicants are around 107 for tomorrow.