



## University Auxiliary Services Board of Directors

### MINUTES

Thursday,

November 29, 2018 11:00 a.m.

California State University Channel Islands - Islands Cafe Private Dining Room 1996  
One University Drive, Camarillo, CA 93012

**University Auxiliary Services Board of Directors Members Present:** Bill Robe, Chair; Marianne McGrath, Vice Chair; Ysabel Trinidad, Secretary/Treasurer; Andrea Grove, David Press, Elaine Crandall

**CI Staff in Attendance:** John Lazarus, Peter Maher, Stephanie Bracamontes, Diane Mandrafina, Leslie Brotcke, Roxanne Herlien

1. **Call to Order:** The meeting was called to order by Chairperson Bill Robe at 11:02 a.m.
2. **Public Forum:** Chairperson Robe called for public comment. There being none, Chairperson Robe closed the public comment period
3. **Director's Report (John Lazarus):**
  - a. Working with EOC in planning for future emergencies requiring food services
  - b. D&O insurance in place under CSU risk pool plan
  - c. STEPS program is being examined for labor savings and community involvement
  - d. Retail Interest:
    - i. All locations: exploring sale of 16oz reusable cup, with refill offer
    - ii. TCM: shelf pricing, and consistent availability of eggs, milk, and bread
    - iii. Grab N Go: looking to attract more commuters with a price point of \$5
    - iv. Camarillo HS shows profitable and more efficient
  - e. Internal Audit: began 11/26/18, out of date findings expected

#### ACTION ITEMS:

4. **Approval of Minutes for September 13, 2018:**
  - a. David Press – motion to approve, Maryanne McGrath – seconded the motion, and passed unanimously
5. **Board Approval of Revised Bylaws (John Lazarus):**
  - a. Continuing item, board will approve electronically prior to February 28, 2019 meeting
6. **Annual vote on Delegation of Authority (John Lazarus):**
7. **Approve Delegation of Authority from board to staff and oversight by CI staff (John Lazarus):**
  - a. Recommendation to include the UAS Operations Oversight Memo with the Delegation of Authority

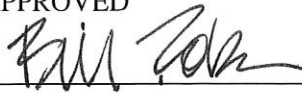
- b. David Press – motion to approve, Ysabel Trinidad – seconded the motion, and passed unanimously
- 8. Approval of 403(b) Plan Name Change (John Lazarus):**
- a. Note: Determine date of name change in 2016 from UGC changed to UAS
  - b. David Press – motion to approve, Maryanne McGrath – seconded the motion, and passed unanimously
- 9. Approve Board vote on the Annual Conflict of Interest Policy (John Lazarus):**
- a. Andrea Grove – motion to approve, Maryanne McGrath – seconded the motion, and passed unanimously
- 10. Financial Report (Stephanie Bracamontes):**
- a. Statement of Net Assets:
    - i. Assets: As of September 30, 2018: \$2,358,550 VS September 30, 2017: \$2,973,104
    - ii. Liabilities: As of September 30, 2018: \$2,316,673 VS September 30, 2017: \$2,655,136
    - iii. Fund Equity and Reserves Total: As of September 30, 2018: \$41,877 VS September 30, 2017: \$317,968
  - b. Total Gross Sales (Food Services Only) YTD Comparisons:
    - i. FYs 16-17 \$1,426,572; FY 17-18 \$1,366,795; FY 18-19 \$1,444,762
  - c. Total Cost of Goods Sold (Food Services Only) YTD Comparisons:
    - i. FYs 16-17 \$519,519; FY 17-18 \$487,291; FY 18-19 \$332,132
  - d. David Press – motion to approve, Maryanne McGrath – seconded the motion, and passed unanimously

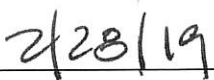
INFORMATION ITEMS:

- 11. Board members may make any comments or announcements. (Bill Robe):**
- a. Bill Robe: pleased with all the changes.
- 12. Board members may request specific agenda items for a future meeting. (Bill Robe)**
- a. David Press: would like to see a long-term projection of 5-10 years at the next meeting
  - b. Bill Robe: audit committee needs to name its members
- 13. Adjourn Meeting (Bill Robe)** Chairperson Robe adjourned the meeting at 11:56 a.m.

*Next Meeting: Thursday, February 28 2018 at 11:00 a.m. - Islands Cafe Private Dining Room (#1996)*

APPROVED

  
 Bill Robe, Chair  
 University Auxiliary Services,  
 Board of Directors

  
 Date