



University Auxiliary Services Board of Directors

MINUTES

Thursday, September 19, 2019 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; Ysabel Trinidad, Secretary/treasurer; Andrea Grove, David Press, Laurie Nichols, Marianne McGrath (conference phone)

CI and UAS Staff in Attendance: John Lazarus, Peter Maher, Stephanie Bracamontes, Roxanne Herlien

1. **Call to Order:** Chairperson Bill Robe called meeting to order at 11:05 a.m.
2. **Public Forum:** Chairperson Robe called for public comment. No public persons present.
3. **Approval of minutes from May 23rd, 2019 (Bill Robe):** David Press - motion to approve, Andrea Grove - seconded the motion, and passed unanimously
4. **Director's Report (John Lazarus):** FY 18/19 End and Begin FY 19/20
 1. Camp Kramer
 - a. Catering and Islands camp dining added hours for hourly staff, negotiations on for summer 2020, looking at multi-year contract pricing
 2. Starbucks - We Proudly Serve at Freudian Sip in Library:
 - a. 40% increase in sales year-on-year, but taking sales away from Student Union Building (SUB) Freudian Sip
 3. Basic Needs Meal Donations:
 - a. One week of meal swipe donations at Islands Café received 527 meals for Basic Needs (fall 2018 was 270)
 - b. Cooking demo, for cooking on a budget, took place during donation week outside Islands entrance
 - c. Basic Needs provided CalFresh signup table
 - d. CalFresh application in progress for Town Center Market (TCM) and Sea Store
 4. Grab and Go:
 - a. Six new items added for students on a budget (sandwiches and salads)
 5. Catering:
 - a. Looking into a student phone app for donating leftover Catering food from events, but need to reduce potential liability
 6. Bookstore:
 - a. Renegotiated contract, estimated net revenue for FY 19/20 is \$68K, but FY 18/19 was a loss
 7. Pizza 3.14 and TCM:
 - a. Pizza 3.14 hopes to break even for FY 19/20, but TCM is unprofitable

8. Contracts and MOU's:
 - a. New system to notify of expirations
 - b. Renewed Islands lease with campus and gave back outdoor dining on the north side
 - c. SUB lease renewed at approximately \$600/year increase
 9. Q Dumpling at Town Center: Under new management
 10. Cameras:
 - a. Additional funding of \$942 is needed for installation project
 5. **Audit Committee (David Press):**
 1. Audit Committee Entrance Conference 5-13-2019 and Audit Committee Exit Conference 9-19-2019
 - a. End of year inventory count with Vasin, Heyn & Co. was never scheduled, so they will observe September's inventory
 - b. Campus notified us to tag all assets over \$5K
 - c. Overall internal controls and ratios are good, no anomalies
 - d. Bill Robe - motion to approve 5-13-2019 Audit Committee Conference Minutes, Laurie Nichols - seconded the motion, and passed unanimously
 6. **2017 Unrelated Business Income Tax (UBIT) Filing (Stephanie Bracamontes)**
 1. Audit finding on UBIT of \$5K, now amending the Form 990.
 2. UBIT tax filings shared
 7. **Financial Report (Stephanie Bracamontes)**
 1. Processes tightened, now catering event payments are processed weekly
 2. Campus wide project to track expirations on contracts
 3. FY 18/19 was last year on contract with Vasin, Heyn & Co,
 - a. new audit contract will combined with other campus departments (Foundation, ASI and UAS)
 4. No financial report because audit was just completed, quarterly report will be provided next meeting
 8. **Board members may make any comments or announcements. (Bill Robe)**
 1. Why does the operating Agreement with Trustees state two automatic five year extensions will be given? Next step will be to review terms for new agreement during renewal period.
5. **Adjourn Meeting (Bill Robe)** Chairperson Robe adjourned the meeting at 11:51 a.m.

Upcoming Meeting:

Thursday, November 21, 2019 at 11:00 a.m. -Islands Cafe Private Dining Room (#1996)

APPROVED

Bill Robe, Chair
 University Auxiliary Services
 Board of Directors

Date