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