



University Auxiliary Services Board of Directors

MINUTES

Thursday, November 21, 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; David Press, Laurie Nichols, Marianne McGrath, Hannah Dineley, Nicole Soto
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 11:00 a.m.
2. **Public Forum:** Chairperson Robe called for public comment. No public persons present.
3. **Approval of minutes from September 19th, 2019 (Bill Robe):** David Press - motion to approve, Laurie Nichols - seconded the motion, and passed unanimously
4. **Welcome to our newest Board Member, Nicole Soto**
5. **Director's Report (John Lazarus):** An overview of all UAS operations including Dining, Bookstore, One Card, Copier and Corporate
 1. Starbucks We Proudly Serve at Freudian Sip in Library (JSB):
 - a. Music setup, and two branded signs
 2. Grab and Go:
 - a. More affordable items
 3. Catering:
 - a. Sales up
 - b. Camp Kramer still reviewing deal for Summer 2020
 - i. Expecting 8% increase
 - ii. Utilizing minimum waste and labor
 4. Town Center Market (TCM):
 - a. Looking at options to make rent more affordable
 5. Basic Needs:
 - a. Cooking demo by UAS outside Islands Café in connection with Hunger and Homelessness Awareness Week
 - i. Cal Fresh signups have increased dramatically
 6. Cal Fresh EBT:
 - a. Town Center Market has been approved, need EBT processor and PIN pads
 7. Green Business Certification
 - a. Pizza 3.14 now certified with Ventura County
 - b. Starbucks We Proudly Serve at Freudian Sip in Library is the next application
 8. Dining Dollars:
 - a. 3% transaction fee
 - b. Tortillas Grill – will be charged if new machine is needed
 - c. Mom Wong Kitchen – on \$50/month maintenance plan
 9. Cameras:
 - a. Additional funding of \$942 is needed for installation project
 10. Pharos Printing:
 - a. Monthly auto orders, consolidated invoice, better tracking, and efficiency

6. **Financial Report (Stephanie Bracamontes)**
 1. Stephanie presented three-month year over year reports: Statement of Net Assets, and Income Statements
 2. Islands and Catering were not tracking labor accurately in the past, needed to transfer \$190,000 in labor from Catering to Islands
 3. Blackboard transactions are now automated to show in CI Financials
 4. Catering sales missing in CI Financials, \$314,000 missing
 5. John Lazarus explanation of concerns:
 - a. Town Center Market:
 - i. COGS and labor too high,
 - ii. Solutions: Plans to reinvent the sandwich menu, transfer Islands daily salads to also sell at TCM
 - b. Pizza 3.14:
 - i. Optimistic, but challenging and speculate that one problem is the Town Center is too far most of campus
7. **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
8. **Board members may make any comments or announcements. (Bill Robe)**
 1. Recommendation was made to price the shelves at TCM and sell milk, eggs, and bread
9. **Board members may request specific agenda items for a future meeting (Bill Robe)**
 1. No requests at this time
10. **Adjourn Meeting (Bill Robe)** Chairperson Robe adjourned the meeting at 11:45 a.m.

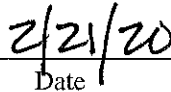
Upcoming Meeting:

Thursday, February 20, 2020 at 11:00 a.m. -Islands Cafe Private Dining Room (#1996)

APPROVED



Bill Robe, Chair
University Auxiliary Services
Board of Directors



Date