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

2/21/20