

CI University Auxiliary Services, Inc.

Board of Directors

Meeting Minutes

Thursday, May 20, 2021 11:00 AM - 12:00 PM

Click to join the meeting: <https://csuci.zoom.us/j/82889435282>

University Auxiliary Board of Directors present: David Press, Bill Robe, Andrea Grove, Stephanie Bracamontes, Ysabel Trinidad, Barbara Rex, Marianne McGrath

CI and UAS staff present: John Lazarus, Jeff Kim, Peter Maher

Meeting called to order at 11:05

1) Public comments on matters not on the agenda (Bill Robe) – **No public comments**

2) **ACTION ITEM:** Request approval of minutes from February 18, 2021 (Bill Robe)

a. UAS Board Meeting Minutes DRAFT 2-18-21 attached-

Bill Robe motions to approve minutes from last meeting. Andrea Grove and

David Press second. Approved

3) **INFORMATION ITEM:** Appointments to the UAS Board of Directors for Bill Robe, Andrea Grove and Ysabel Trinidad

John Lazarus recommends Barbara Rex to replace Ysabel Trinidad as treasurer and secretary. Ysabel spoke to Barbara's experience and agreed she would be a good replacement

ACTION ITEM: Election of Officers- Bill Robe, Chair; Marianne McGrath, Vice Chair; Barbara Rex, Secretary/Treasurer.

David Press motions to approve slate of officers. Andrea Grove seconds.

Unanimous Yes

4) **ACTION ITEM:** Approval for a new bank account with Wells Fargo (Stephanie Bracamontes)

Stephanie Bracamonte's explains that Wells Fargo has been selected as the new bank for UAS in order to maintain compliance. Also explained that the Site Authority will switch to Wells Fargo for operating account

Motion to approve Wells Fargo by David Press. Second by Andrea Grove. Unanimous Yes

- 5) **ACTION ITEM:** Request approval of revised Delegation of Authority (Bill Robe)
John Lazarus describes the flow of authority through University Auxiliary Services. More detailed information will be addressed in the next Board of Directors meeting. No Action Taken
- 6) **INFORMATION ITEM:** Update on Audit Entrance meeting (David Press)
Cohen Reznik has been selected as new auditor. Audit entrance meeting to follow Board meeting today.
- 7) **INFORMATION ITEM:** Update on PPP Loan Forgiveness
John Lazarus informs the board that the PPP loan has been paid in full
- 8) **INFORMATION ITEM:** Q3 Financial review (John Lazarus)
**John Lazarus explained that a PPP 2 loan application has been started
Stephanie explained two reports are still absent of the CARES revenue which will be used to fill gaps
John went over the dining team's efforts to reduce food cost and labor and how it is working**
- 9) **ACTION ITEM:** Review 21/22 UAS Budget scenarios and request approval with possible need to request an electronic vote for a revision prior to 7/1/21
John Lazarus explains the budget plan including the opening of South Islands and the Sea Store in the fall of 2021. It appears like we will have approximately 1100 students living in the resident halls. We will know for sure by June 15. The presented budget was built around 1102 resident students and assuming 20% of historical retail sales. John explained the plans to employ many more student to limit as many benefited fulltime employees.

Another topic of discussion was Vending which John believes has potential for growth.

John would like the Board to consider a revision of the budget if our June 15 deadline for 1100 students is not met.

Bill Robe ask for a motion to approve budget

Motion by Andrea Grove, David Press seconds

Unanimous Yes

10) **DIRECTOR'S REPORT:** Update on the current state of UAS Operations (John Lazarus)

John spoke to a brighter future for UAS with balanced budgets. Explained that UAS Dining Services will change quickly as demand increases.

11) **BOARD COMMENTS:** Board members may make any comments or announcements. (Bill Robe)

David Press asks when the board will meet in person? TBD

NO OTHER COMMENTS

12) **ACTION ITEM:** Request approval for the 21/22 Academic Year Board Meeting Schedule

- a. September 16, 2021
- b. November 18, 2021
- c. February 17, 2022
- d. May 19, 2022 (Annual Meeting)

David Press motions to approve meeting schedule

Marianne second

Unanimous Yes

13) **AGENDA ITEMS FOR FUTURE MEETINGS:** Board members may request specific agenda items for a future meeting.(Bill Robe)

14) **Adjourn Meeting** (Bill Robe)

Bill Robe adjourns meeting at 12:00

****Addressing the University Auxiliary Services, Inc. Board of Directors:**

Members of the public are welcome to address agenda items that come before standing and special meetings of the Board. Comments should pertain to the agenda or University Auxiliary Services, Inc. - related matters and not to specific issues that are the subject of individual grievances or appeals, or litigation. Written comments are also welcome and will be distributed to the members of the Board. The purpose of public comment is to provide information to the Board, and not to evoke an exchange with Board members. Questions that Board members may have resulting from public comments will be referred to appropriate staff for response. In fairness to all speakers who wish to speak, and to allow the Board to hear from as many speakers as possible, while at the same time conducting the public business of their meetings within the time available, Board chair will determine and announce reasonable restrictions upon the time for each speaker. Multiple speakers on the same topic may be asked to limit their presentations. In most instances, speakers will be limited to no more than three minutes. The totality of time allotted for public comment at the board meeting will be 30 minutes, and speakers will be scheduled for appropriate time in accord with the numbers that sign up. Speakers are requested to make the best use of the public comment opportunity and to follow the rules established.