

**CI University Auxiliary Services, Inc.**  
**Board of Directors Meeting Minutes**  
**Thursday, November 17, 2022**

**Attendees: John Lazarus, David Press, Andrea Grove, Stephanie Bracamontes, Peter Maher, Bill Robe, Jacquelyn Hoffman, Jeff Kim, Minna Chang, Lori Nichols, Barbara Rex**

- I. Welcome and call to order at 11:02am (Bill Robe)
- II. Public comments on matters not on the agenda (Bill Robe) -- None
- III. ACTION ITEM:
  - A. Bill Robe motioned for approval of minutes from September 17, 2022
    1. David Press seconded
    2. All voted in favor
- IV. INFORMATION ITEM: Board Report presented (John Lazarus)
  - A. John Lazarus reviewed FY 2022 Q4 UAS Board Report
    1. There is a new format to the report to be easier to read and compare year-over-year.
    2. As expected, UAS will lose between \$1.2 – 1.3 million for the fiscal year.
    3. UAS is expected to be operating in the red till FY 24/25
    4. Retail operations are not doing well
      - a. Pizza 3.14 revenue is at \$4k vs \$30k budget
        - a. David Press asked when Pizza 3.14's lease is up
        - b. John Lazarus replied 2027
      - b. Bookstore revenue is at \$26k vs \$29k budget
    5. One Card includes free bus pass (CI reimburses VCTC)
      - a. Students are able to use their smart phone as a bus pass
    6. Catering is doing much better than expected.
      - a. David Press asked how Catering is doing compared to pre-COVID.
        - a. John Lazarus says it's not an apples-to-apples comparison because of the added Housing/ Facilities/ Parking
    7. Meal Plans are down compared to pre-COVID due to Housing occupancy rates
      - a. Pre-COVID occupancy was about 1560. Post-COVID occupancy is currently around 1200.
      - b. Meal Plan prices have not been raised since 2016.
        - a. Bill Robe inquired about the procedure to increase prices.
        - b. John Lazarus reported that it's difficult to raise prices in the current environment/economy.
        - c. Barbara Rex reported that the President is aware of the challenge and estimates a fix next year.
    8. David Press questioned how the HERF funds are accounted for.
      - a. Barbara Rex answered that it's a management decision to decide how much more HERF funds to give to UAS.
    9. Jeff Kim asked if the COGs timing is accurate
      - a. John Lazarus reports that there's always some lag, but that the timing is improving.
      - b. Stephanie Bracamontes asked about splitting COGs between Islands and Catering.
        - a. John Lazarus reported that we're having trouble fixing that split.
- V. DIRECTOR'S REPORT: Update on the current state of UAS Operations (John Lazarus)

- A. John is now supporting Site Authority in addition to UAS.
  - B. Gateway Project update: there will be a 200 – 300 seat theater with an orchestra pit.
    - 1. Barbara Rex noted that this is a long-term project
  - C. There is still a concern with current inflation rates impacting UAS' Net position this year and moving forward if we can't increase prices proportionally.
  - D. Staffing issues have become less of a concern
  - E. Summer Conferences for 2023 is looking good
    - 1. All groups are returning next year.
    - 2. Ideal group is housing and dining only, with minimum or no classroom or field needs (due to shortage in inventory)
    - 3. A new Aikido group is considering hosting their camp here this summer.
    - 4. John and Bridget have contacted UCSB to ask for referrals from groups that UCSB can't accommodate for whatever reason.
    - 5. David Press asked about summer conference marketing
  - F. Currently looking to add a Budget Analyst to help with managing staff and monthly P/Ls. Expect to have the position filled by end of month.
    - 1. Bill Robe asked if this is a temporary position. John Lazarus confirmed that it's a permanent position.
  - G. John Lazarus reported on the "Swipe Out Hunger" partnership with Basic Needs (students can donate up to 2 swipes).
  - H. HR is switching from ADP to TotalSource; hoping that resolves a lot of timecard and payroll issues.
- VI. David Press (Audit Subcommittee Chair) and John Lazarus discussed minutes of the Audit Exit
- A. David Press motioned to approve
  - B. Bill Robe seconded
  - C. All in favor (Barbara Rex and Stephanie Bracamontes abstained)
- VII. BOARD COMMENTS
- A. Bill Robe complimented the catering at the President's Dinner in October. David Press agreed.
- VIII. AGENDA ITEMS FOR FUTURE MEETINGS:
- A. Barbara Rex will provide another HERF update at the next meeting.
- IX. Next Board Meeting: February 16, 2023
- X. Meeting adjourned at 11:39am (Bill Robe)